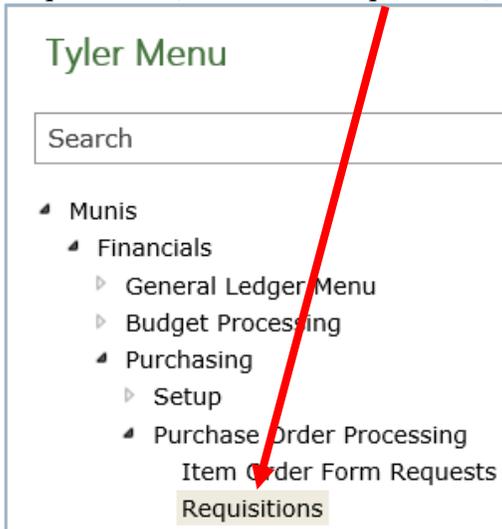


TO REQUEST A PURCHASE ORDER

1. From the Tyler Menu, go to Financials>Purchasing>Purchase Order Processing>Requisitions (i.e. click on requisitions)



2. The following screen will appear. Click “New”.



The requisition page will open for data entry. This page is broken down into 4 sections:

- A - Requisition
- B - Item Details
- C - Allocations
- D - Optional Details.

3. Be sure to *always* use the tab key and not click in the fields.

A. Requisition Section

The following screen should appear, and your cursor should be in the description field.

Requisitions

New Delete Mass Allocate Custom Interface Attach (0) Excel

Edit Menu Tools Office

Requisition: 2018/4209
Created, David Lawing, 09/12/2018

▼ Requisition
Vendor Quotes (0) General Notes (0)

Fiscal Year* 2018 Requisition Number* 4209 Created Date* 09/12/2018

Department* (521) Finance-Accounting & Budgeting ... View

Commodity ... View

Description

Verify data is correct in “Fiscal Year, Created Date and Department” boxes. Make changes as necessary. **Do not enter anything in the “Commodity” field.** Only enter a *brief* description in the “Description” field (Office supplies, Custodial Supplies, Toner Cartridges, etc.). A full description will be entered in the next section.

The fiscal year can only be adjusted in the month of June. It will only need to be adjusted if you are requesting a purchase order for the subsequent fiscal year.

B. Items Section

Click on “Add Item”.

▼ Items (0)

Add Item Bid Items

No requisition items exist.

The requisition will save and open the item details page. Tab to the “Description” field and enter a detailed description of the item(s) being purchased. This information will print on the purchase order.

Requisition: 2018/4215
Created, David Lawing, 09/12/2018

▼ Item Details
Add Item Delete Item Notes (0) Line 1 ▾

Commodity
[] ... View

Inventory Item
[] ... View

Location
[] ...

Pick Ticket Purchase

Description*

Tab to the “Vendor” field. Enter the vendor name or number or click the ellipses for the dropdown box and choose desired vendor.

Vendor
[] ... View

By clicking on the ellipses, the vendor column can be sorted by name by clicking on “Name” to make it easier to find the vendor. ****DO NOT attempt to add a new vendor.** If a vendor is not set up, please provide a completed IRS Form W9 to the finance department so the vendor can be added into the Munis system.

Vendor Help			
Vendor ▾	Name	Remit	Address Line 1
100013	TCSA/COAT REGISTRATION	0	226 CAPITOL BLVD STE 700

If the ship to and email addresses are correct, tab to “Quantity”. If the ship to address is incorrect, click on the ellipses and select the correct address. If an address needs to be added, contact the finance department.

If the email address is incorrect, enter the correct address. If this is a permanent change, contact the I.T. Department to update the address.

Ship to*

(520110) Sumner County Finance ...

Sumner County Finance
355 North Belvedere Drive
Room 302
Gallatin, TN 37066

E-mail
dlawing@sumnertn.org

Enter “Quantity”, “Unit Price” and other needed details, then tab to “Line Item Total”. The total should have automatically calculated. If there are no attachments, skip to Section C.

Quantity
50.00

Unit Price \$500.00000 Unit of Measure EACH

Discount Percent
0.00

Freight Amount
\$500.00

Credit Amount
\$0.00

Line Item Total
\$25,500.00

If you have quotes, a bid or any other supporting documentation, click on “Attach” at the top of the page.

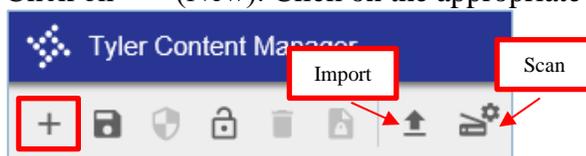
 New	 Delete	 Mass Allocate	 Custom Interface	 Attach (0)	 Excel	 Actions/ Approvers	 Release	 My Approvals	 Return to Search
Edit		Menu		Tools	Office	Workflow		Search	

Click on “Requisition Attachment”. This will open Tyler Content Manager.

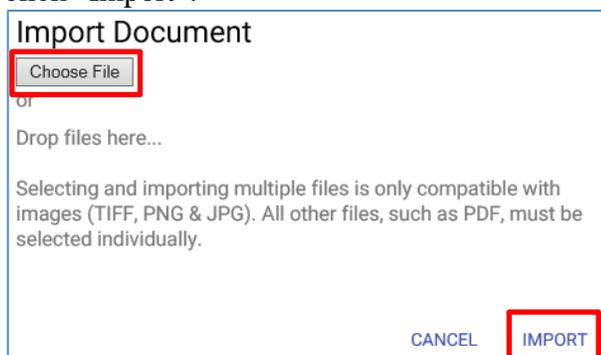
Mapping Name	Description	Count
Requisition Attachment	Requisition Attachment	1

Buttons: Add New, Save, Cancel, Deactivate

Click on “+” (New). Click on the appropriate icon to import or scan the document(s).



If the document will be imported into TCM, click “Choose File”, select the document and click “Import”.



If the document will be scanned into TCM, place the document in the scanner and click “Scan”. **All scanners may not be the same so this step may vary slightly.

Scan Settings

Scanner: WIA-fi-6130dj

DPI: 200

Image Type: Black & White

Paper Source: Autofeeder

Paper Size: US Letter

Prompt to Name File:

Duplex:

Auto Rotate:

Auto Deskew:

Show Scanner Dialog:

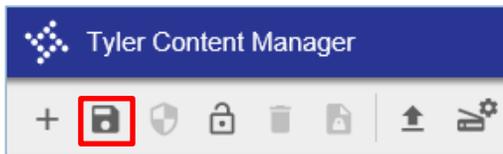
Auto-Remove Blank Pages:

Blank Page Std Dev: 0.1

Note: Only the settings supported by the scanner will be used

CANCEL OK

After the document has been attached (imported or scanned), click “Save” and exit out of TCM.



C. Allocations Section

Click “Enter GL account”

▼ Allocations (1)

[Allocation Codes](#) [Remove All](#)

Delete **GL Account**

X **Enter GL account...**

Select the general ledger (GL) account from the drop-down boxes. Most of the account segments should be populated. **Descriptions are provided on each segment (e.g. data processing equipment)

▼ Allocations (1)

[Allocation Codes](#) [Remove All](#)

Delete **GL Account**

X E 101 0000 52100 521 1100 52 570900 **570900 - Data Processing Equipment** Clear ✓

GL account available budget: \$2,000.43

This will automatically allocate 100% of the amount being purchased to this account line. If the purchase needs to be split between multiple, enter the percent or amount for the first account line.

GL Budget code	Percent	Amount
	80.000	\$480.00
Totals:	80.000	\$480.00

Hit tab twice to add another GL Account line. Enter the corresponding account line.

Delete **GL Account**

X E (101-0000-52100-521-1100-52-570900-) Data Processing Equipment
GL account available budget: \$1,484.56

X 101 0000 52100 521 1100 52 Clear **!**

Adjust the percentage or amount if needed and repeat until the full amount has been allocated. When the allocation is complete, click “Save” or “Save and Add Item”. If “Save and Add Item” is chosen, the screen will return to the Item Details Section. Enter necessary information as outlined in Section B. above.

100%

When the screen looks like this, everything has been entered successfully, and the available budget is good and ok to proceed. If the account line needs to be changed (wrong account, not enough funds, etc.), click on the red “X”, click on “Add Allocations”, and repeat the steps in C above. ****If you have the correct account line entered but not enough funds exist, do not proceed until after a budget transfer has been processed.**

Allocations (1)

[Allocation Codes](#) [Remove All](#)

Delete **GL Account**

X E (101-0000-52100-521-1100-52-570900-) Data Processing Equipment
GL account available budget: \$2,000.43

D. Optional Details Section

After all items have been entered and the PO request is ready to be submitted, click “Release” at the top of the page.

Release My Approvals

Actions/
Approvers Activate

Workflow

The following pop-up box will appear; click OK.

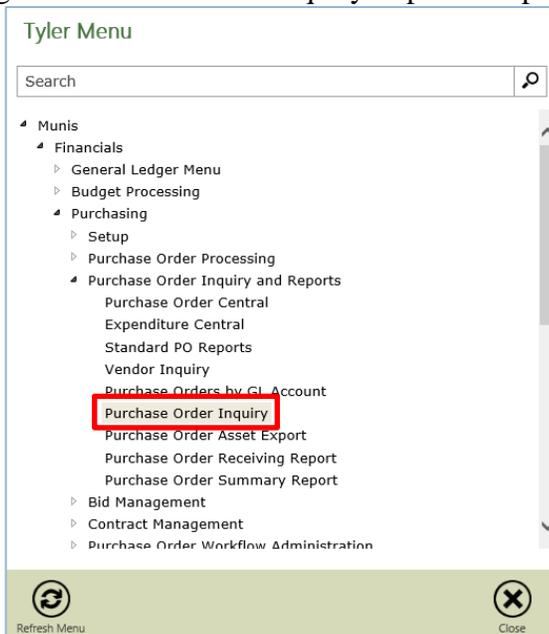


Release Requisition? ×

Are you sure you want to release the current requisition into workflow?

This will forward the PO request to the finance department. You will receive an email typically within 2 hours that the PO request has either been approved or rejected. If the requisition was rejected, refer to “Rejected Purchase Order Requisition” instructions.

If the email states the requisition was approved, within 30 minutes of receiving the email, go to Purchase Order Inquiry to print the purchase order.



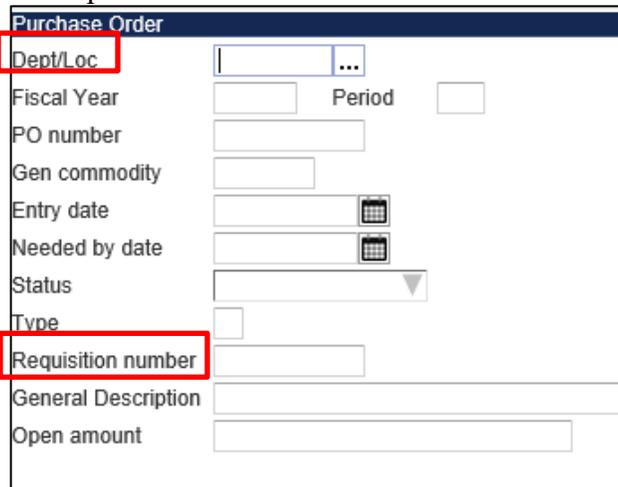
Tyler Menu

Search

- ▾ Munis
 - ▾ Financials
 - General Ledger Menu
 - Budget Processing
 - ▾ Purchasing
 - Setup
 - Purchase Order Processing
 - ▾ Purchase Order Inquiry and Reports
 - Purchase Order Central
 - Expenditure Central
 - Standard PO Reports
 - Vendor Inquiry
 - Purchase Orders by GL Account
 - Purchase Order Inquiry**
 - Purchase Order Asset Export
 - Purchase Order Receiving Report
 - Purchase Order Summary Report
 - Bid Management
 - Contract Management
 - Purchase Order Workflow Administration

Refresh Menu Close

Click “Search”; enter the department and requisition numbers (from the email) and click “Accept”.



Purchase Order

Dent/Loc ...

Fiscal Year Period

PO number

Gen commodity

Entry date

Needed by date

Status

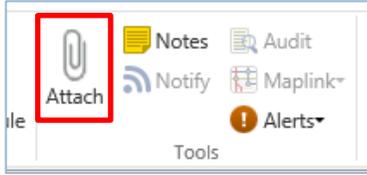
Type

Requisition number

General Description

Open amount

Click "Attach"



Double click "Purchase Order". The PO may be saved to your computer or printed. If there is a "0" in the Count column for Purchase Order and it has been at least 30 minutes since you were notified the PO was approved, notify the AP Dept.

Attachment Documents			
Attachment Type	Document Type	Read Only	Count
PO Attachment	PO Attachment		0

Maintain

Associated Documents			
Document Title	TCM Document Type	Read Only	Count
PO Attachments	PO Attachment		0
PO Receivable	PO Receivable	✓	0
Purchase Order	Purchase Order	✓	1
Purchase Orders	Purchase Order		0
Requisition Attachment	Requisition Attachment	✓	0
Student Activity Purchase Order	Student Activity Purchase Order	✓	0