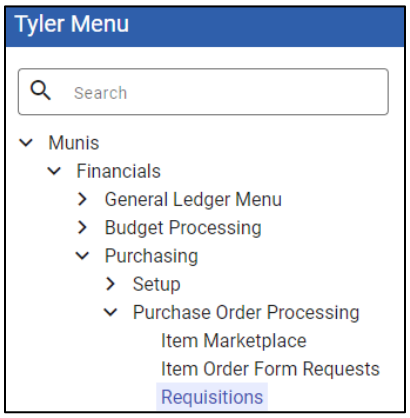
SUMNER COUNTY GOVERNMENT
Munis 2021.2 Requesting a Purchase Order

Section 1 General Information

- A purchase order must be requested if required by the "2020 Sumner County Purchasing and Accounts Payable Policies and Procedures" (found on the finance department's website at https://finance.sumnertn.org/getattachment/Services/Purchasing/Sumner-County-Government-s-Purchasing-Policy-2020-(1).pdf?lang=en-US).
- The end user will request a PO by submitting a requisition through the Munis ERP system.
- If assistance is needed, contact the finance department's purchasing clerk.

Section 2 Procedures

A. From the Tyler Menu, open "Requisitions".

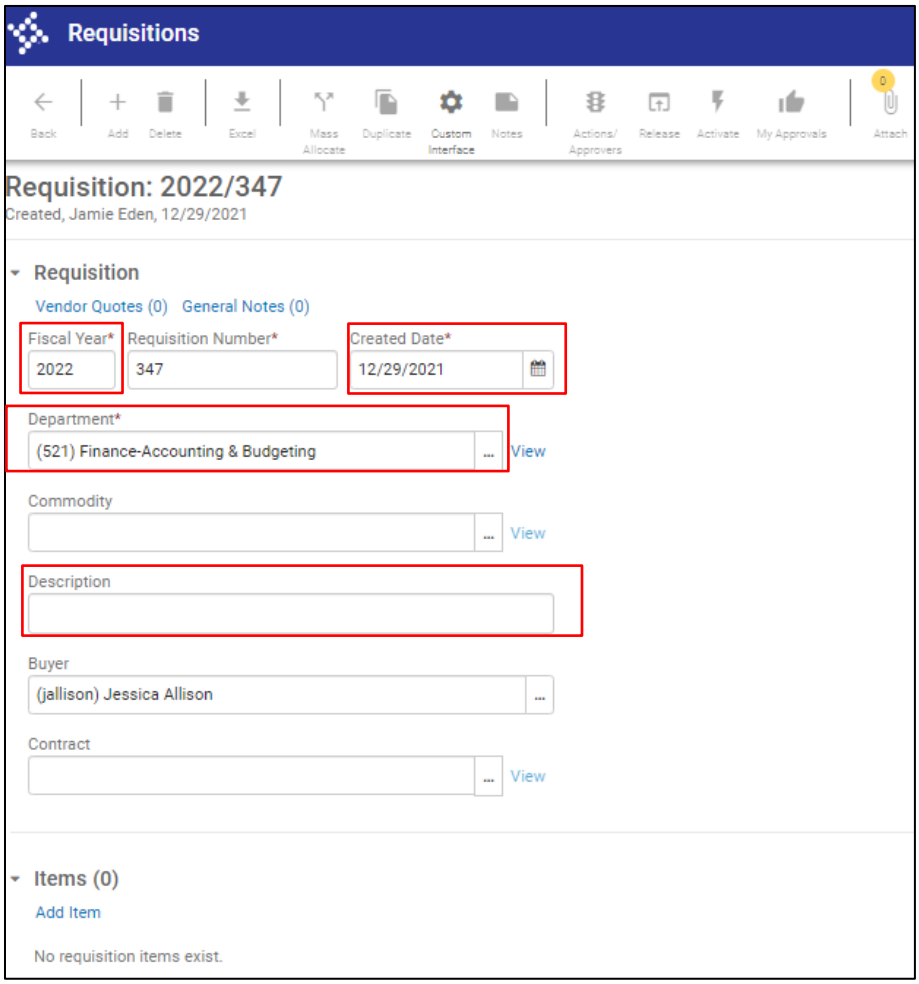


B. After the page loads, click "Add" from the toolbar.

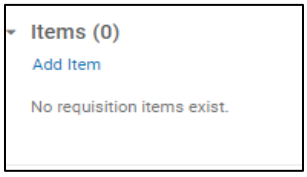
C. The requisition page will open for data entry. This page is divided into four sections.
1 - Requisition
2 - Item Details
3 - Allocations
4 - Optional Details

D. **ALWAYS** use the tab key on the keyboard to move to the next field instead of clicking in the field.

1. Requisition
   a. The following screen will open. Place the cursor in the description field if it's not already there.
   b. Verify the following data is correct. Make changes if necessary.
      - Fiscal Year (the fiscal year can only be changed in June and should only be changed if the PO request is for the subsequent fiscal year)
      - Created Date
      - Department
   c. Do not enter anything in the "Commodity" field.
   d. Enter a brief "Description" (i.e., office supplies, custodial supplies, toner cartridges, etc). A full description will be entered in the next section.

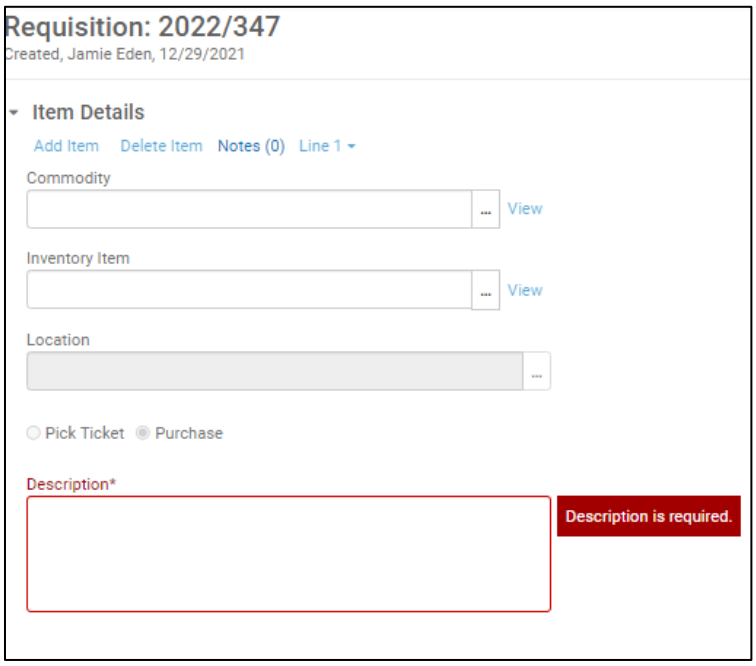


2. Item Details
   a. Click "Add Item" at the bottom of the page.



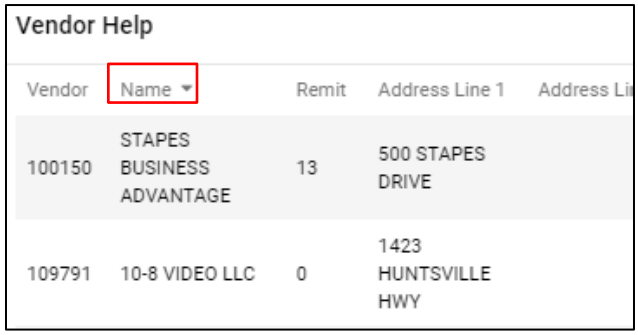
   b. The item details page will open.

c. Tab to the “Description” field. Enter a detailed description of the item(s) being purchased. This information will print on the PO.

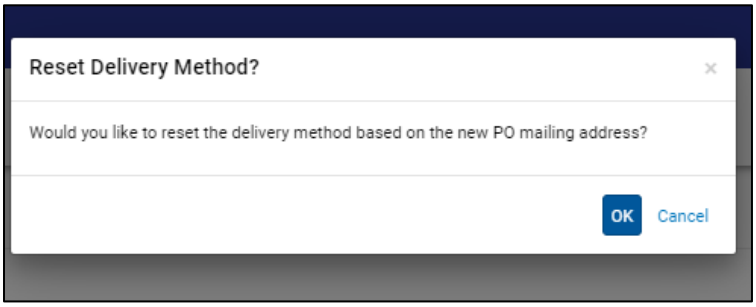


d. Tab to the “Vendor” field. Enter the vendor name or number or click the ellipses (…) for the dropdown box, and choose desired vendor.

- By clicking on the ellipses, a list of vendors will appear. The vendor column can be sorted by name by clicking on “Name” to make it easier to find the correct vendor.
- ****DO NOT attempt to add a new vendor**. If a vendor is not set up, please provide a completed Internal Revenue Service (IRS) Form W9 to the finance department so the vendor can be added into the Munis system.



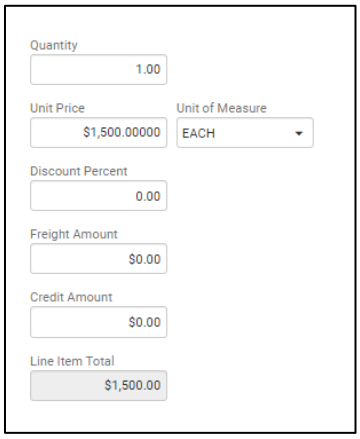
e. If the department's ship to and email addresses are correct, tab to "Quantity".
   - If the ship to address is incorrect, click on the ellipses, and select the correct address.
   - If an address needs to be added, contact the finance department's financial analyst to update the ship to address.
   - If the following message appears, click "Cancel".



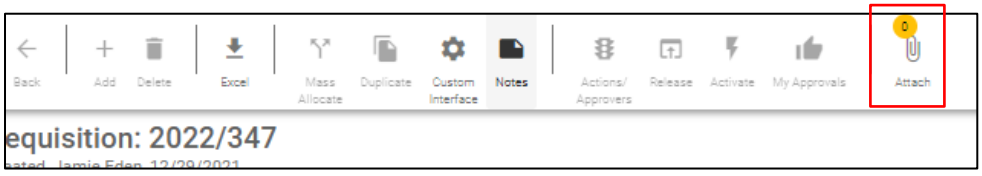
   - If the email address is incorrect, enter the correct email address. If this is a permanent change, contact the finance department's financial analyst to update the email address.

f. Enter the "Quantity", "Unit Price", and other pertinent details (if any).

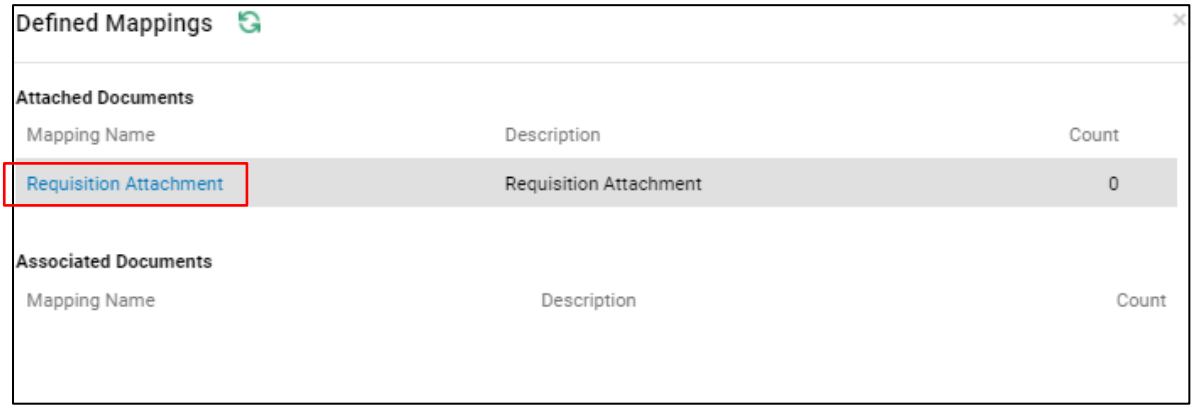
g. Tab to "Line Item Total". The total should automatically calculate.



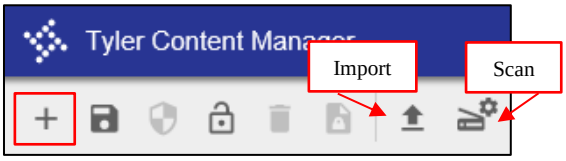
h. To add supporting documentation, click on "Attach" in the toolbar. If there are no attachments to be added, go to Section 3.



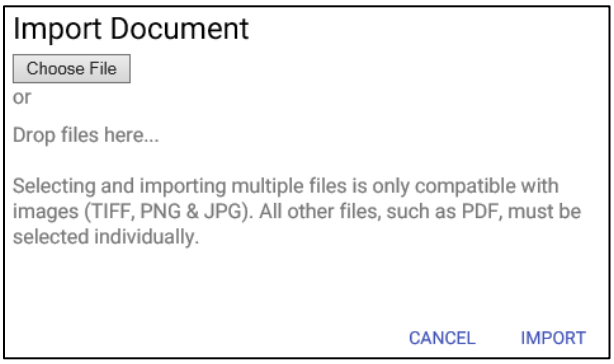
- Click on “Requisition Attachment”. Tyler Content Manager (TCM) will open.



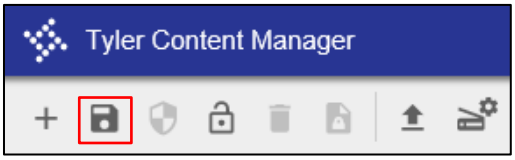
- Click on “+” (New).
- Click on the appropriate icon to either import or scan the document(s).



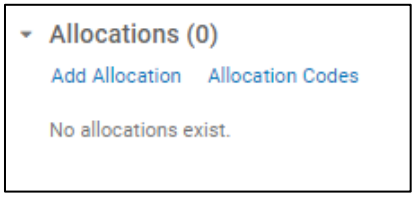
- If the document(s) will be imported into TCM, click “Choose File”, select the document, and click “Import”.



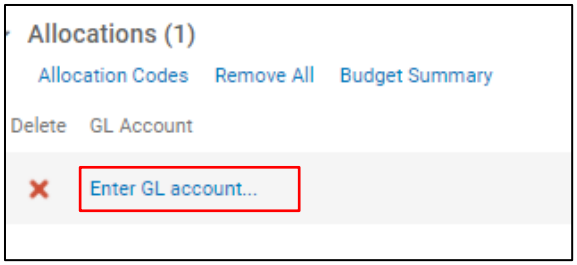
- If the document will be scanned into TCM, place the document in the scanner and click “Scan”. **All scanners may not be the same so this step may vary slightly.
- After the document has been attached (imported or scanned), click “Save” and exit out of TCM.



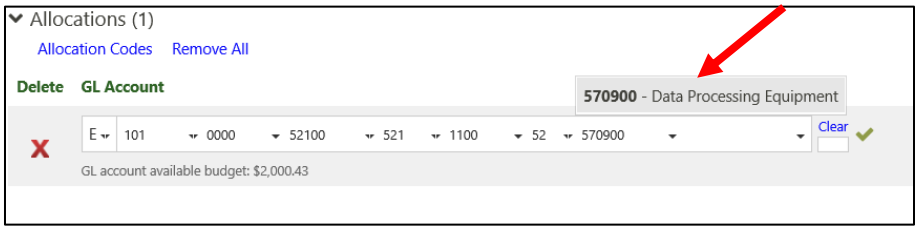
3. Allocations
   a. Click “Add Allocation” at the bottom of the screen.



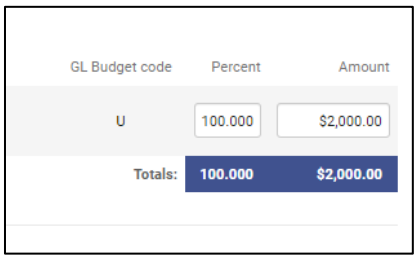
   b. Click “Enter GL account”.



   c. 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).



   d. All of the amount (100%) will be allocated to the account code entered first.

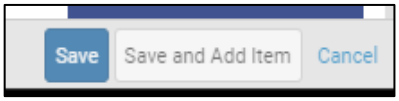


   - If the purchase needs to be split between multiple account lines, enter the percentage or the amount for the first account line.
   - Hit tab key twice to add another GL Account line.
   - Enter the next account line.
   - Enter the percentage or the amount to be allocated to this line.
   - Continue this process until all account lines have been added.

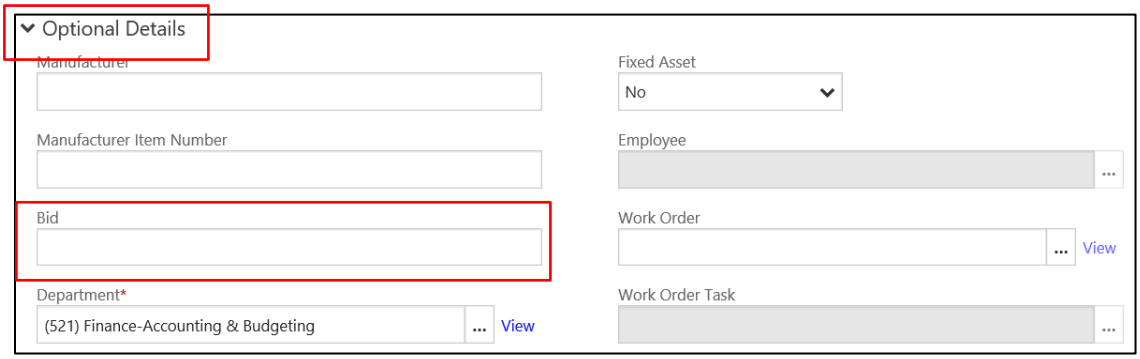
   e. When everything has been entered and if the budget is available, it is ok to proceed.
   - If the account line needs to be changed (wrong account, not enough funds, etc.), click on the red “X”, and repeat steps in a-d above.

- If the correct account line has been entered but not enough funds exist, do not proceed until after a budget transfer has been processed. A "Request for Budget Adjustment" form will need to be completed and submitted to the finance department.

f. 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 the necessary information as outlined in section 2. above.

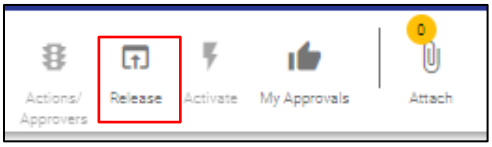


4. Optional Details (only use if there is a corresponding bid for the purchase)
   a. Click on "Optional Details".
   b. Enter the bid number in the "Bid" box, if applicable.



E. Releasing the Requisition

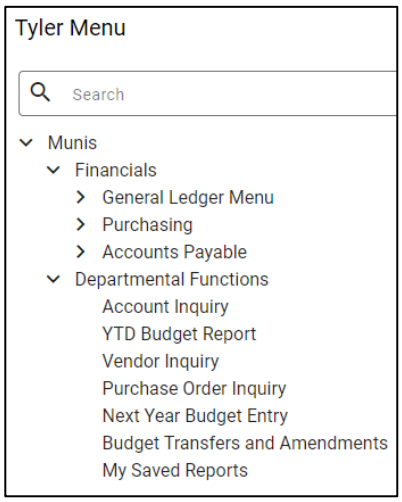
1. After all items have been entered and the PO request is ready to be submitted to the finance department, click "Release" from the toolbar.



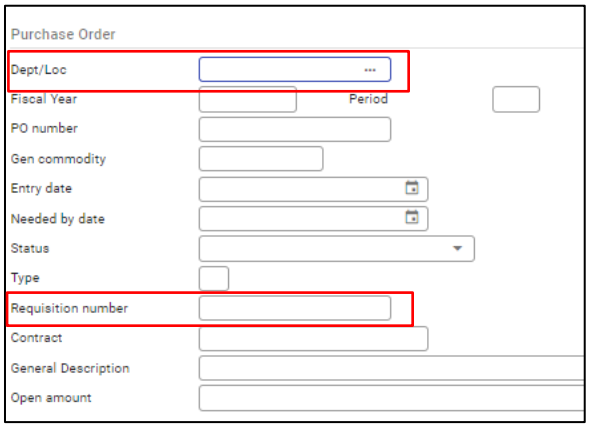
2. The following pop-up box will appear; click "OK". This will forward the PO request to the finance department.

F. Printing the PO

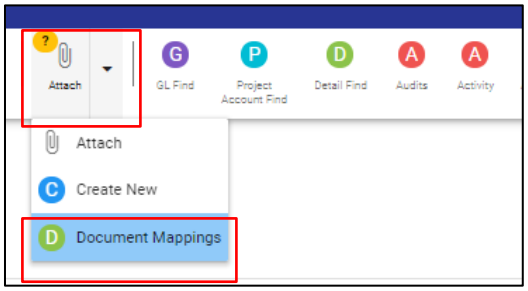
1. The person who requested the PO will receive an email, typically within two hours, stating the PO requisition has either been approved or rejected.
   - If the requisition is rejected, refer to "Correcting a Rejected Purchase Order" instructions.
2. If the requisition is approved, within 30 minutes of receiving the email, the PO may be printed. From the Tyler Menu, open "Purchase Order Inquiry".



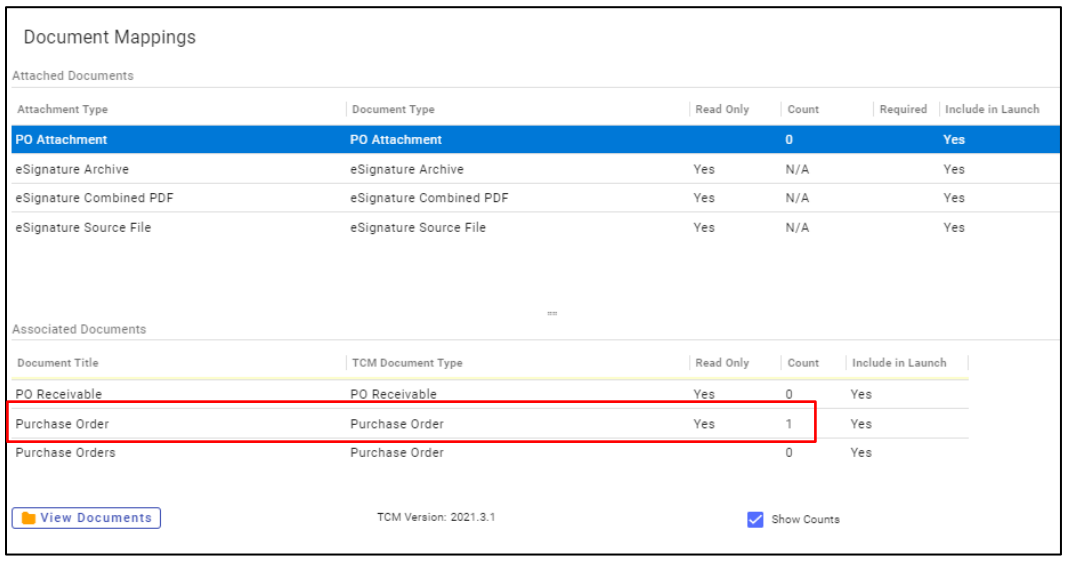
a. Click "Search".
b. Enter the department ("Dept/Loc") and "Requisition number" (from the email).



c. Click "Accept" from the toolbar.
d. Click the dropdown arrow next to "Attach".
e. Click on "Document Mappings".

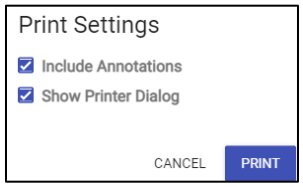


f. Double click “Purchase Order”.
- The PO may be saved to the computer or printed.
- If there is a “0” in the “Count” column for Purchase Order and it has been at least 30 minutes since the approval email was received, notify the purchasing clerk in the finance department.



g. To print or save the PO as a PDF, click on the printer icon at the top of the page.

- Click “Print”.



- Click on the “Destination” drop down arrow.

- Select the desired destination (printer or save as PDF).
- Click on the “Print” or “Save” box at the bottom of the screen depending on which option was chosen.
  - If saving the PO to the computer, select the location to save to, and click “Save”.