

MUNIS QSG

QUICK START GUIDE

Activity: **Requisition Search**
Locate requisitions using different search criteria
Munis > Departmental Functions > Requisition Entry

Locate requisitions using different search criteria

1. Navigate to **Requisition Entry**
2. Click **Search**
 - a. Input cost center number in **Dept/Loc**
 - b. Input other search criteria as needed (multiple criteria can be used in a search to define specific results)
 - i. Input a year in **Fiscal Year** to specify requisitions for a given fiscal year
 - ii. Input a status code in **Status** to specify requisition of a given status
 - iii. Input a three-digit commodity code in **General Commodity** to locate requisitions for a specific commodity
 - iv. Input a Munis user name (e.g. jsmith for Joan Smith) in **By** to locate requisitions created by a specific user
 - c. Click **Accept**
3. Click **Browse** to place all search results in a list form (if desired)



Requisitions to vendor that are in status **0 – Converted** will have a PO number in **PO**, located on the **Terms/Miscellaneous** tab.



Requisition Entry search fields accept the use of searching tools, such as the asterisk/wildcard and the ‘stovepipe.’ For example, inputting ‘1|2|4’ in **Status** will include all requisitions that are in 1 – Rejected, 2 – Created, and 4 – Allocated status. A ‘1|2|4’ status search is a useful tool for locating requisitions that require some form of action on the part of the requisition creator.

Status Codes

- | | |
|-----------------------|---|
| 0 – Converted: | (Vendor) Converted to a purchase order
(Warehouse) Sent on to the Warehouse for processing |
| 1 – Rejected: | An approver has rejected the requisition – it must be activated and corrected, then re-released |
| 2 – Created: | Requisition has been created, but at least one line remains without account coding |
| 4 – Allocated: | All lines have been coded, but requisition has not been released |
| 6 – Released: | Requisition is in workflow and pending approval(s) |
| 8 – Approved: | All approvals are complete and requisition is ready to be converted |