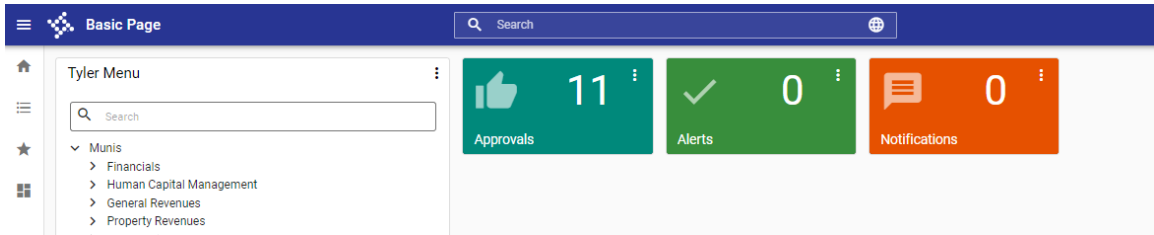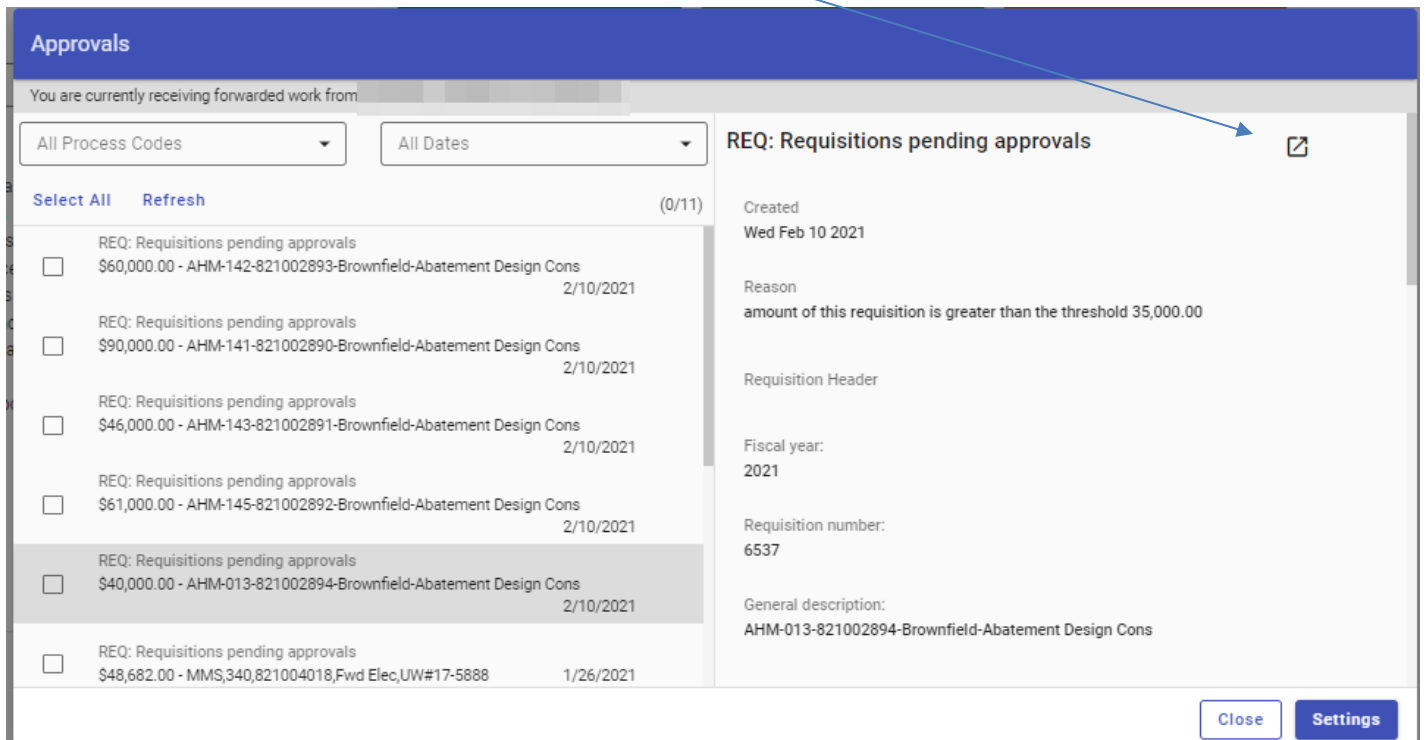Requisition Approval - Workflow

1. Requisition approval is available on your Munis dashboard.

2. To open the Approvals list, click on the blue box labeled Approvals. There are 11 requisitions to approve on this list. Click on an item to see a bit of detail on the right. You can click the ☒ to be taken to the requisition for additional detail

3. Click the boxes to the left for each item you would like to process, and then select if you'd like to approve, reject, forward to another approver, or place it in a 'held' status.
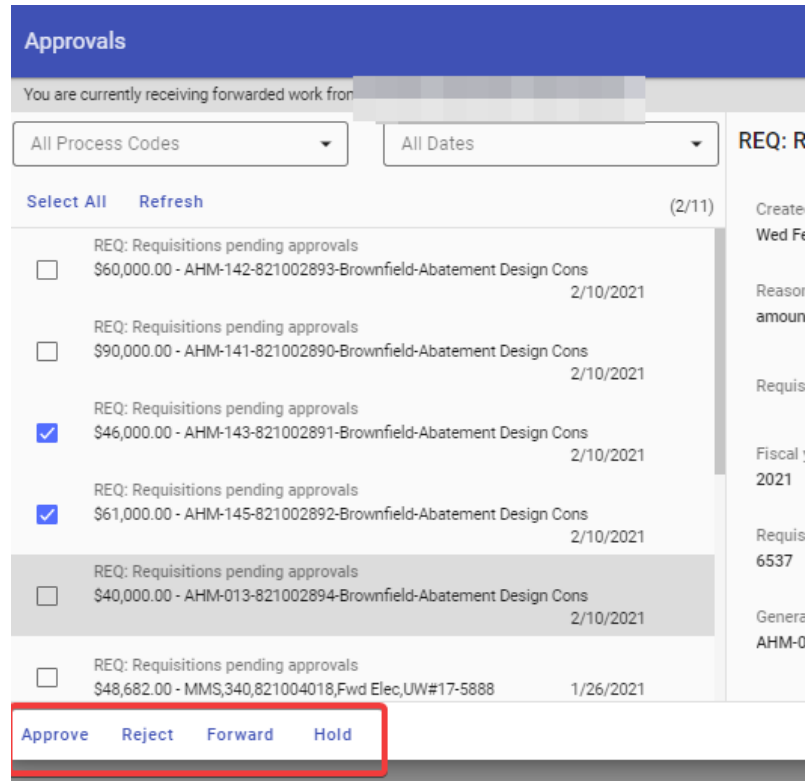
Approval Options	Description/Directions
Approve	Approve the req, this function makes it available for Purchasing to turn into a PO; Add comments if desired.
Reject	Returns the req to the requisitioner. They will receive an e-mail notice; comment is required.
Forward	This is not set-up for anyone, but can forward reqs to one other person for their approval.
Hold	Put a req on Hold

4. When Approve is clicked, the Optional Comment window appears. Enter comment if you have one and then click submit. Clicking cancel will not approve the req.
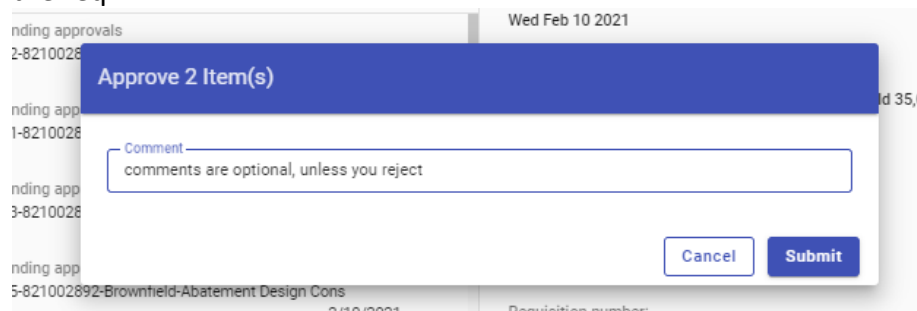
Requisition Approval – Manual

If you cannot access workflow, you can approve requisitions through the Munis Menu

Munis > Financials > Purchasing > Purchase Order Processing > Requisition Approval

Code	Year	Req #	Process	Entered by	Description	Type	Amount	Justification	RevC	Comment
	2021	00000257	REQ	B737236	Alpha Bakery	AMT	68,500.00	Not Needed		
	2021	00000382	REQ	B737236	RFP 4010 - RFP for Fluid Milk Vendor	AMT	419,000.00	Not Needed		
	2021	00000396	REQ	B737236	Pepsi	AMT	77,000.00	Not Needed		

1. Click on Select
2. Through the dropdown menu, you can approve, reject (with a comment), forward or hold the requisition.

The "View Requisition" button takes you to Requisition Entry where you can view the req detail. You can also approve from Req Entry by clicking the approval at the bottom of the page.

Code	Year	Req #	Process	Entered by	Description	Type	Amount	Justification	RevC	Comment
Approve	2021	00000257	REQ	B737236	Alpha Bakery	AMT	68,500.00	Not Needed		
Approve	2021	00000382	REQ	B737236	RFP 4010 - RFP for Fluid Milk	AMT	419,000.00	Not Needed		
	2021	00000396	REQ	B737236	Pepsi	AMT	77,000.00	Not Needed		
Reject	2021	00001121	REQ	B746370	AVID Digital XP	AMT	68,000.00	Not Needed		
	2021	00001683	REQ	B729465	The Achievement Network, LTD (	AMT	99,000.00	Not Needed		
	2021	00005870	REQ	B749344	MMS,340,821004018,Fwd Elec,UW#	AMT	48,682.00	Not Needed		
	2021	00006532	REQ	B727613	AHM-142-821002893-Brownfield-A	AMT	60,000.00	Not Needed		

3. When you are finished, click Accept or push enter.
   a. Note: if you reject, you'll get a pop-up that says "Reject will close the requisition. Are you sure?"
      i. You then have to add a note since it is a rejected item
      ii. Click Add. Enter comment. Click Accept
      iii. Click Back.
4. Click Process