



Travel / Conference Requisition

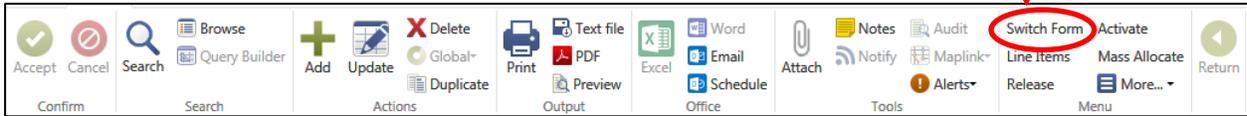
Munis Version 11.2

1. Go to Requisition Entry

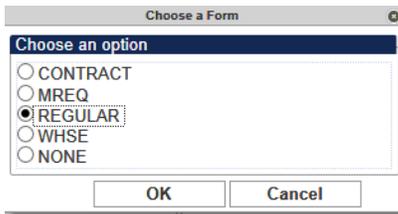
Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

Note: Requisition Entry can also be found on the Munis Departmental Functions menu and on your dashboard.

2. Click **Switch Form** on the ribbon at the top of the page



Select **Regular** from the pop up box, click ok



Box Definitions:

CONTRACT – Use to enter a contract

MREQ – Master form, don't use

REGULAR – Use this to enter most requisitions

WHSE – Use to enter a warehouse order

NONE – No modifications made full form

3. Click **Add**

4. Your Site/Department number will show in the **Dept/Loc** box

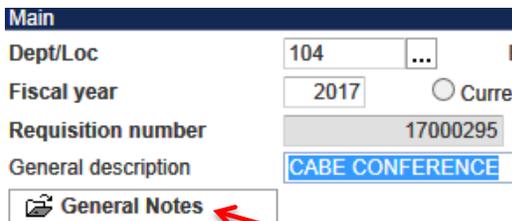
5. **Tab** past **Fiscal Year**, which will auto-fill

a. As you tab past **Requisition number**, a requisition number will auto-fill

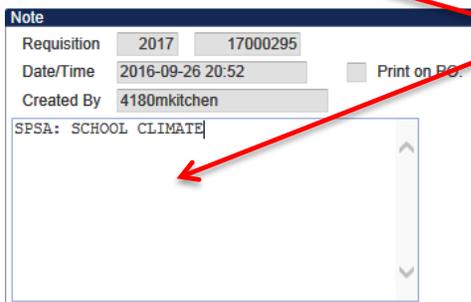
6. In the **General Description** box, enter the name of the conference.

CABE CONFERENCE

(Remember; always use CAPS LOCK for data entry in Munis).



7. Just below the General Description box is **General Notes**.



This is where you can enter a note such as your school site plan justification for categorical programs.

8. **Click Accept** and then click return.

9. Notice that the Status box is Status 2 **CREATED**

10. **Tab** past the **Needed by** box and the **Entered** box that have auto filled

11. **Tab** past the **PO expiration** box leaving it empty.

12. **Tab** past the **Receive by** bullet leaving it on **Quantity**

13. **Tab** past **Three way match** leaving the box checked

14. **Tab** past **Project accounts**, leave the box unchecked

You are now ready to complete the bottom half of the main page.



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15. **Vendor** – You have two choices here:

1. If you are doing a requisition for only Registration or Reimbursement you can use the Vendor Alpha search and enter the name of the vendor, such as “CABE”.

Vendor Alpha
 Vendor Name

- a. Click **Accept** when you find the correct vendor for your conference. You will be returned to the requisition entry screen, the vendor address will auto-fill.

Vendor

Vendor Committed

Name CA ASSOC FOR BILINGUAL EDUCATION (CABE)

PO mailing

Delivery method Print Fax E-Mail

Remit

Address 16033 E. SAN BERNARDINO RD

 COVINA CA 91722-3900

2. If you are creating a requisition for all aspects of your travel you can hand-key in the number “123456” in the Vendor cell, which will yield the generic vendor: “Conference”. Provide the vendor information in the General Notes screen.

Vendor

Vendor Committed

Name CONFERENCE / TRAVEL

16. The **Shipping Address** defaults to the warehouse;

- On a travel requisition you need to **change it to your site or department number.**

Shipping and Billing

Ship to

Address BAYVIEW ELEMENTARY
 3001 16TH STREET

 SAN PABLO CA 94806

Email

Reference CONFERENCE

Freight Meth/Terms

Special handling N - NONE

17. **Terms** section, information entered here will apply to all line items.

- a. **Discount %** - Leave this box empty.
- b. **Freight %** - Leave this box empty.
- c. **Sales tax group** – click the ellipsis and select **Non-Taxable**.
 1. Registration has no tax
 2. Hotel confirmation includes tax.
 3. Airfare total includes tax.
 4. Reimbursement amounts will already include tax.
- d. **Sales tax %** - will display .000.
- e. **Use tax group and Use tax %** - Leave these boxes blank

Tax Group	Description	Rate
APSalesGroup1	APSalesTax migration1	9.500
El Cerrito	El Cerrito	10.000
Countywide	Countywide	8.500
Hercules	Hercules	9.000
Pinole	Pinole	9.500
Richmond	Richmond	9.500
San Pablo	San Pablo	9.250
Non-Taxable	Non-Taxable	0.000



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18. Miscellaneous section

- a. **Type box** – In the drop down leave on N-Normal
- b. **Notify Originator** when converted to PO/Contract checkbox – This box is checked by default.

19. Click **Accept**, you will be transferred to the **Line Items** screen where you will enter a separate line item for each aspect of your travel.

Example:

- Line 1 – Registration Fee
- Line 2 – Airfare
- Line 3 – Hotel
- Line 4 – Reimbursement (Expense Claim Estimate)

20. In the **Quantity** box, enter the number of people who will be attending the conference.

21. **Tab** to **Description**; enter the descriptions as detailed below:

- For *conference registration fees*: include the name of the conference, when and where it is taking place.
- For *airfare*: provide the name of the airline, details of the requested itinerary.
- For *hotel*: provide the name of the hotel, the dates of the stay, the confirmation number.
- For *reimbursement*: Use the (EC1) Conference Reimbursement form to estimate your reimbursement amount.

REGISTRATION FEE TO ATTEND CABE 2017 BILINGUAL
EDUCATION CONFERENCE IN ANAHEIM, CA APR 2-5,
2017

Add'l Desc/Notes

When you click on Add'l Desc/Notes this box will open.

This is where you enter conference participant's names.

22. **Open the Add'l Desc/Notes** box and enter the names of all attendees.

- a. **Alphabetize by last name** if there is more than one person.
- b. **Add Birthdate** for each traveler on the airfare requisition
- c. Click **Accept**
- d. Click **Return**, you will be returned to the line detail page.

Note

Requisition 2017 17000295 Line 1

Date/Time 2016-09-26 21:50 Print on PO.

Created By 4180mkitchen

MARY JONES
STEVE SMITH
SALL SU
CHRIS THOMPSON
LARRY TIMMONS

23. **Tab** to **Unit Price**; enter the cost per person.

24. **Tab** to **UOM**, enter the Unit of Measure such as "EA"

25. **Tab** past the **Freight** box; leaving it blank

26. **Tab** past the **Discount** box; leaving it blank

27. **If there is a figure in the Taxable box, Delete it.**

- a. **Make sure your total does not include tax.**



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28. You will be in the **Account** box.

- a. If you know the entire 32 digit account code you can key it in; or you can enter as much as you know and then click the ellipsis and choose the account code you want to use.

The object codes for travel are:

5220 – Conference In-State – 5225 – Conference Out-of-state

28. **Tab** once, if you are only using one fund for this purchase, click **Accept**.

- a. If you are using an additional fund, change the amount you are charging to line one and hit tab.
- b. Enter your second account number, tab to amount, either accept or change and repeat.

Requisition					
Fiscal year	2017	Number	17000295		
		Line	1		
Detail					
Quantity	5.00	Unit Price	500.00000		
		UOM	EA		
Description	REGISTRATION FEE TO ATTEND CABE 2017 BILINGUAL EDUCATION CONFERENCE IN ANAHEIM, CA APR 2-5, 2017				
	Add'l Desc/Notes				
		GROSS	2,500.00		
		Freight	.00		
		Discount	.00 %		
		Taxable	0.00		
		Sales tax	0.00		
		Credit	.00		
		TOTAL	2,500.00		
Amount justification:		Not Needed			
Seq	T	Account	Description	Amount	GL E
01	Expens	01-9670-5220-104-1110-2140-300114-0-0000	LCAP STAFF DEV BAYVIEW	2,500.00	A

29. If you need to add another line item, click **+** on the ribbon and enter the details for the next line.

Quick-tip:

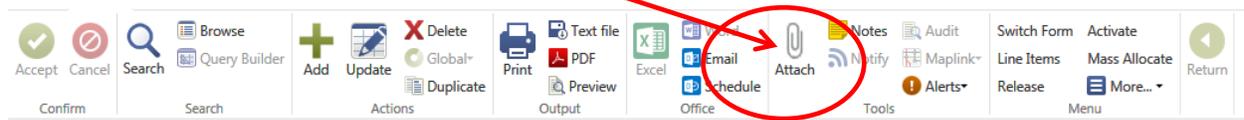
- If you are using the same account number for each line item you can click the copy GL button in the ribbon bar when you get to the account number portion of the next line item.

30. When you have entered all the line items, click **Accept** then click **Return** to go back to the main page of the requisition.

31. Very Important Step: Attachments

Once you have entered your requisition and saved it by clicking Accept you can click on the Attachments icon to add your attachments.

Attachments are required for conferences and travel.



- a. Attach completed conference registration forms
- b. Attach a copy of the requested airline itinerary (if any) and airline request form.
 - i. Include legal name(s) and birth dates of all travelers
- c. Attach hotel confirmation(s) (if any)

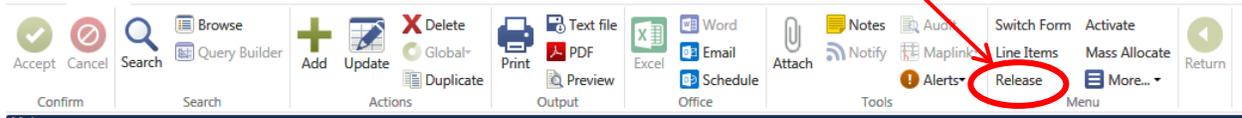
Don't forget the attachments!



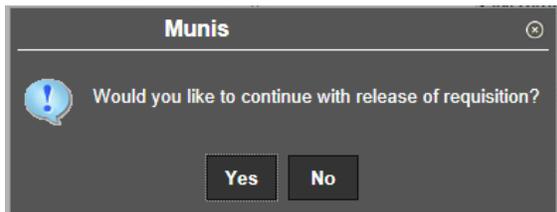
32. Notice the **Status** is **4** (Allocated)

Status **4** Allocated

33. When you are ready to send your requisition into workflow click **Release** in the ribbon.



34. You will get a pop-up box.



35. Click **Yes** to release your requisition into workflow for approvals.

36. The **Status** on the requisition will change to **6** (Released)

Status **6** Released

Helpful tips for smooth sailing with your travel requisitions:

1. **Requirement:** Submit requisitions at least 4 weeks prior to departure
2. **Requirement:** Attach all back-up documentation
3. **Recommended:** Follow your requisition through the approval steps to be sure it doesn't get stuck somewhere.

Reimbursements

Reimbursement requests for out-of-pocket expenses incurred while on approved travel are to be submitted via the Travel/Conference Reimbursement Claim Form EC1 which can be found on the district website/accounting page. An estimated amount for reimbursement should be included as a separate line item on the Munis requisition.

Questions Regarding Travel/Conferences Contact: Purchasing Department 231-1190