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Updated July 2020



# Requisition to Purchase Order Process

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## Introduction

### Purpose

The Requisition to Purchase Order Process is to be used for New Munis User Training and a Reference Guide for intermediate and advanced users.

### Overview

This document outlines the procedures needed to complete the Requisition Entry to request goods or services required by departments and conversion to a Purchase Order.

The following will be covered:

- Create a Requisition
- Link to Term Contract
- Add notes for internal use
- Add Vendor Sourcing Notes
- Add and View attachments
- Release the requisition into workflow for approval
- Department converts Requisitions \$3000 and under to Purchase Orders
- Review History

**Purchase Order** – The City’s written document to a supplier formalizing all the terms and conditions of a transaction, such as a description of the requested items, cost of items being purchased, delivery schedule, terms of payment, and transportation.

Click here to review the [City of Round Rock Purchasing Policies and Procedures](#) Manual

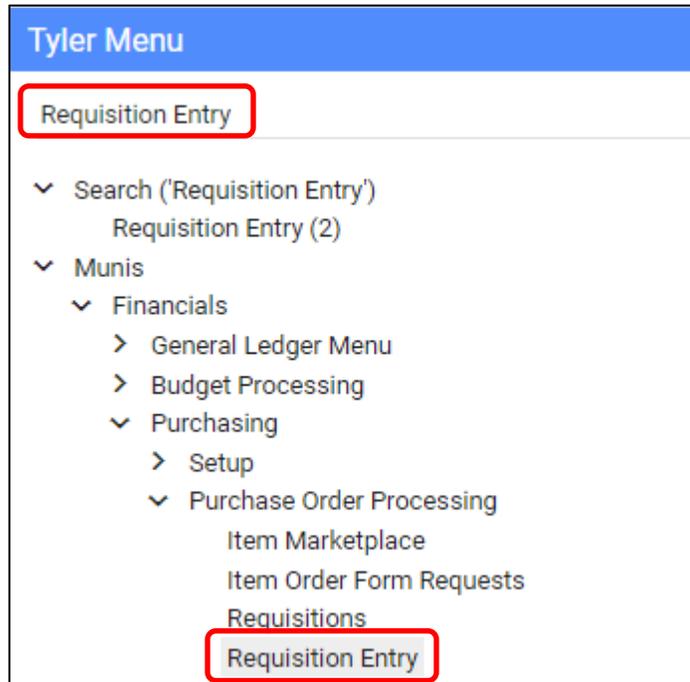
# Requisition to Purchase Order Process

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## Tyler Menu

Follow the path on Tyler Menu for Requisition Entry or use the Search Field and select from the results.

- Click on Tyler Menu
- Financials
- Purchasing
- Purchase Order Processing
- Requisition Entry



*Tips: Hover over a selection from the Menu, right click and add to your favorites.*

*Save time by having your Vendor Number and Commodity Code(s) ready enter before you start the Requisition entry process or you can use the lookup features in the Requisition.*

*If you have any questions or need help please contact Purchasing for assistance.*

# Requisition to Purchase Order Process

## How to enter a Requisition

From the Requisition Entry Screen.

1. Click **Add** in the Munis Ribbon. Use the **Tab** key to move throughout the requisition main page.



- **Dept/Loc** field defaults to the Requestor's department number.
  - **Ship To** address defaults from the User's default Dept/Loc.
- **Fiscal year** autofills with the current year.
- **Status** autofills to 2 – Created, along with the date entered and the Requestors User ID.
- **Receive By** defaults to Quantity.
- **Requisition Number** is assigned by Munis. Starts with Fiscal Year. Example: **202225**.
- **General Commodity** is a required field. Enter the three-digit Commodity Class.
- **General Description** is used to name your Requisition. Overwrite the default description to a summary of what is being purchased, the Project or City Event name. This description will print on the Memo line of the check to the vendor.
- **Needed by date** is when the Goods or Services will be delivered by the Vendor.
- **Entered by date** will default to the date the requisition is entered
- **PO Expiration date** should autofill to the last day of the Fiscal Year Example: **09/30/2020**
- **Project accounts applied** box is check only if your Requisition will be charged to a Project Account. *You must have Project Account access to enter a Project Requisition.*
  - **See page 19 for additional Project Order instructions.**
- Tab to Vendor Section.

The image shows a screenshot of the Requisition Entry form. The form is divided into several sections: 'Main', 'Vendor', and 'Shipping and Billing'. The 'Main' section contains fields for Dept/Loc (17001), Fiscal year (2020), Requisition number (202344), General commodity (425), and General description (Office Chairs). The 'Vendor' section includes Vendor Name, PO mailing, Delivery method (Print, Fax, E-Mail, E-Procurement), and Remit. The 'Shipping and Billing' section includes Ship to \* (17PUR), Address (PURCHASING DEPARTMENT, CITY OF ROUND ROCK, 221 EAST MAIN STREET, ROUND ROCK, TX 78664), and Email. The form also includes a 'Status' field (2 Created), 'Needed by' (07/15/2020), 'Entered \*' (07/01/2020), 'PO expiration' (09/30/2020), and 'Receive by' (Quantity selected). A 'Project accounts applied' checkbox is also present.

# Requisition to Purchase Order Process

## Selecting a Vendor

2. If you know your Vendor Number, enter it here. Press the **Tab Key** to bring in the Vendor address and Remit number. Delivery Method should be Print, uncheck any other boxes.

Vendor

Vendor: 227 ...

Name: WW GRAINGER INC.

PO mailing: 0 ...

Delivery method:  Print  Fax  E-Mail  E-Procurement

Remit: 1 ... WW GRAINGER INC.

Address: 455 KNIGHTS BRIDGE PARKWAY

LINCOLNSHIRE IL 60069

- To search for a Vendor, click the search button.
- Type the *Vendor Name* (Partial Name works best). Click **Accept**.

Vendor Help

Back Accept Cancel

Vendor Alpha

Vendor Name

- If more than one address is listed for the Vendor, select the address that matches your Quote.
- If the address is not listed, contact Purchasing to update or add the address from your Quote before continuing. A new W9 may be requested from the Vendor before a change is made.

Vendor	Address #	Alpha Sort	Vendor Name	Address 1
63039	0	WORKPLACE SOLUTIONS	WORKPLACE SOLUTIONS INC	1137 W 6TH ST
63039	1	WORKPLACE SOLUTIONS	WORKPLACE SOLUTIONS INC	2651 N HARWOOD ST STE 300

*Tip: You can look up the Vendor number prior to entering the requisition by using **Vendor Inquiry** from the Tyler Menu.*

# Requisition to Purchase Order Process

## Adding Notes

There are two types of notes listed when entering a Requisition.

3. **General Notes** – for internal information for the Approver(s), Purchaser, Justification of Purchase, or additional information that didn't fit in the General Description field needed for processing the Requisition and will ***not*** print on the PO.

The screenshot shows a 'Main' form with the following fields: Dept/Loc \* (17001), Fiscal year \* (2020), Requisition number \* (202225), General commodity (425), and General description (FURNITURE: OFFICE). A red box highlights the 'General Notes' button at the bottom left of the form.

- Click **General Notes**, the box opens ready to enter your internal notes. If the request is over \$3,000, include the Department Contact information. Click **Accept** and **Back**.

The screenshot shows a 'Note' entry dialog box. At the top, there are five buttons: 'Back' (with a blue arrow), 'Accept' (with a green checkmark), 'Cancel' (with a red X), 'Print On PO' (with a yellow 'P'), and 'Import' (with a red exclamation mark). The 'Back' and 'Accept' buttons are highlighted with a red box. Below the buttons, the 'Note' form contains fields for Requisition (2020, 202225), Date/Time (2020-06-18 17:49), and Created By (6455mhow). There is also a 'Print on PO.' checkbox.

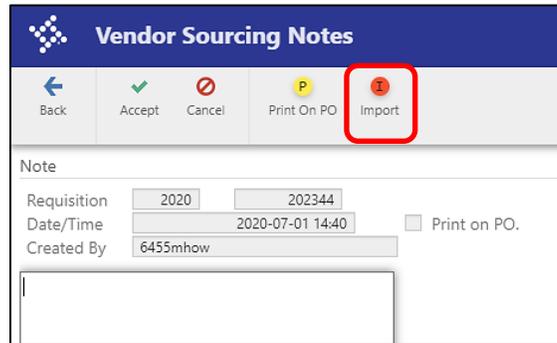
4. **Vendor/Sourcing Notes** – ***will*** print on the PO. The Requestor will add Standard Note #2 on Requisitions, filling in all required information. Purchasing will include their contact information for Requisitions over \$3000.

The screenshot shows a 'Vendor' form with the following fields: Vendor (227), Name (WW GRAINGER INC.), PO mailing (0), Delivery method (Print, Fax, E-Mail, E-Procurement), Remit (1), and Address (455 KNIGHTS BRIDGE PARKWAY, LINCOLNSHIRE, IL, 60069). A red box highlights the 'Vendor/Sourcing Notes' button at the bottom left of the form.

- Click on **Vendor/Sourcing Notes**

# Requisition to Purchase Order Process

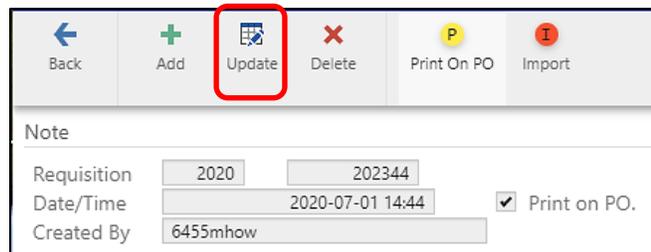
- Click **Import** from the Ribbon Menu



- Import will open the Standard Note List. Select Number 2, double click or click **Accept**.

Type	Number	Dated	By User	Description
Blanket	1	09/05/2013	6455mhow	Blanket Clause: The Quantities of all item
Normal	2	10/07/2013	6455mhow	Quote # Quote date: -----
Normal	5	10/07/2013	6455mhow	Quote # Quote date: -----
Normal	6	10/07/2013	6455mhow	Quote # Quote date: -----

- Click **Update**.

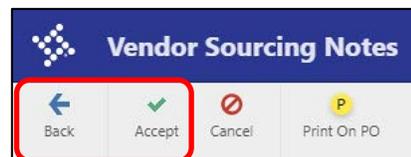


- Enter the Quote number and Date
- Enter Department Contact, Phone Number and City Email.
- If this purchase is from a City Contract add the City Contract number, if it's from a Cooperative Contract, add the Cooperative name and Contract number.  
*The Cooperative Contract Number must be listed on the Quote.*

```
Quote # 123456
Quote date: 7/1/2020
-----
Department Contact: Purchasing
Phone number: 512.671.2861
Email: vendors@roundrocktexas.gov
-----
City Contract# R20201234
Cooperative Name: N/A
Cooperative Contract#
-----
Additional Notes: Deliver during 9:00AM
- 4:00PM
```

- Add any specific instructions for the Vendor in the additional notes section.

- When you are finished, click **Accept**, then click **Back** to go return to the main page.



# Requisition to Purchase Order Process

## 5. Shipping and Billing section.

- The **Ship To** address defaults to the Requestor's Department. This can be changed if goods/services will be delivered to a different City location. Use the look up to view City Ship-To addresses. If Contact email is entered on Standard note #2, no need to add it here. The Reference field can be used for Job name, etc.

Shipping and Billing	
Ship to *	17PUR <span style="border: 1px solid red; padding: 2px;">...</span>
Address	PURCHASING DEPARTMENT
	CITY OF ROUND ROCK
	221 EAST MAIN STREET
	ROUND ROCK TX 78664
Email	
Reference	Common Area

## 6. Miscellaneous Section

- The Requestor will select the **Buyer** for all Requisitions. This will be the Requestor or the Department Contact. Click the lookup button to search or enter the 6455 User ID.
- **Review** – Is not used.
- **Type** – is defaulted to **N – Normal**, this is not changed unless the order is a **Blanket** Order.
  - **See page 17 for Blanket Order instructions.**
- **PO** – will autofill with the PO number by Munis when the Requisition is converted.
- **Notify originator** defaults to checked so the Requestor will receive an email and Dashboard Notification when the Requisition has been converted to a PO or if it has been Rejected, notification of overages is not used.

Miscellaneous	
Buyer	6455mhow <span style="border: 1px solid red; padding: 2px;">...</span>  Margie Howard
Review	<input type="text"/>
Type	N - NORMAL <input type="text"/>
PO	<input type="text"/>
	<input checked="" type="checkbox"/> Notify originator when converted to PO/Contract.
	<input type="checkbox"/> Notify originator of overages.

## 7. Contract Section

- If this purchase is through a City Term Contract, enter or look up the Contract number. The Contract number must match the one entered in the Vendor Sourcing notes. Contracts for a one-time purchase will not be entered in Munis but will be referenced in the Vendor Sourcing Notes.

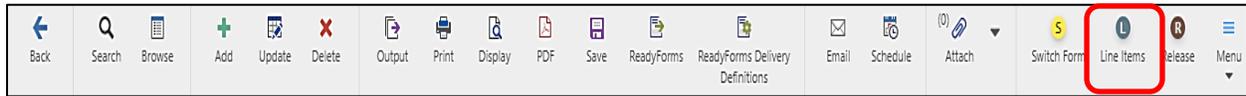
Contract	
Number	R20190454 <span style="border: 1px solid red; padding: 2px;">...</span> 
Description	Facilities MaintenanceOperatio

- Use the look up button to view the City Manager (CM) or Council Resolution (R) number.
  - **See page 20 for additional Contract order instructions.**

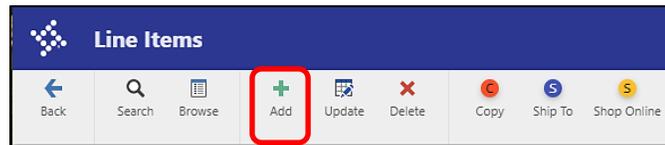
# Requisition to Purchase Order Process

## Adding Lines to a Requisition

8. From the Main Page, Tab through remaining fields until the line items page opens or click **Accept** and select **Line Items** in the Menu Ribbon.



- Click **Add**.



Line 1 is created, **Quantity** defaults to 1. Change the quantity to be ordered if other than 1.

- Enter the 5-Digit **Commodity** code or click on Commodity look up.



Requisition  
Fiscal year 2020 Number 202344 Line 1

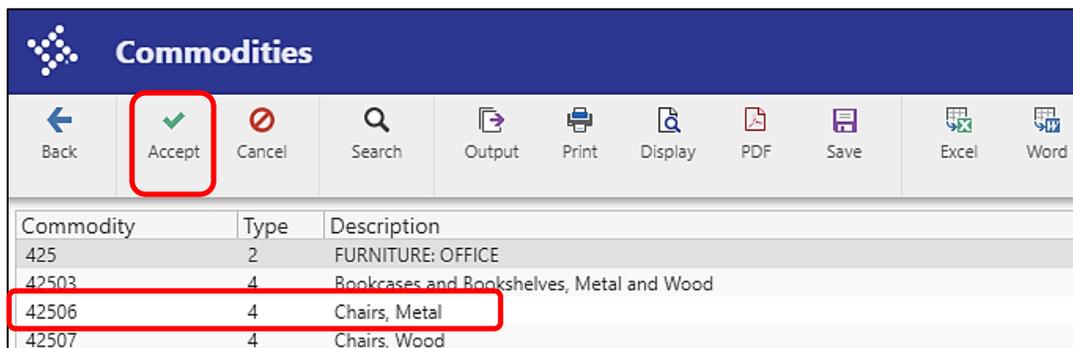
Detail  
Quantity \* 1.00 Unit price .00000  
Commodity ... UOM \* EACH ...

- The Commodity look up brings in the 3 Digit Class that was entered on the main page of the Requisition. Click **Accept**



Back Accept Cancel  
General commodity 425 ...

- Select the 5-Digit commodity that best fits your purchase. Double click the line or click **Accept** to bring the commodity code to line items page.



Commodity	Type	Description
425	2	FURNITURE: OFFICE
42503	4	Bookcases and Bookshelves, Metal and Wood
42506	4	Chairs, Metal
42507	4	Chairs, Wood

# Requisition to Purchase Order Process

- Tab to the **Description** Field. Replace the default commodity description with the description of goods/service to be purchased, matching the quote or contract item description.
- Tab to **Unit Price** and enter the quoted price. Override if a price defaults in this field.
- Unit of Measure (**UOM**) defaults to Each. Use the dropdown to change to one that best fits the purchase.

Requisition	
Fiscal year	2020
Number	202344
Line	1
Detail	
Quantity *	3.00
Commodity	42506
Description *	Chairs, Metal, Material Color: Red
Unit price	125.00000
UOM *	EACH
Gross	375.00
Freight	.00
Discount	.00 %
Credit	.00
TOTAL	375.00
Amount justification:	UNKNOWN

- **Do Not Use - Freight, Discount and Credit fields**, Tab through.
  - If you have Freight or Shipping charges, enter as a separate line on the Requisition.
  - A Discount will be noted in the line description and taken off the Unit Price of that line.
  - A Credit or Credit Memo will be turned in to Account Payable to process.
- Tab through **Vendor item no. Bid** and the **Requested by** fields. Leave blank.
- Tab to **Seq 01**, the **Org** field will default to your eight-digit Fund/Dept code, change if needed.
- Tab to the **Obj** code and enter the four-digit account or use the lookup field.

**\*Only Org and Obj codes you are authorized to spend against will be displayed in the look up feature.**

Miscellaneous							
Vendor item no.	Bid						
	Requested by						
Seq	Org	Obj	Project	Description	Amount	GL Bud	
01	10017001	5316		Supplies - Office	375.00	U	

- Continue with the Tab key to the **Amount** field. GL Bud should be U (Under Budget).
- Click **Accept**.

**\*If charging to multiple Org or Obj codes, see page 12 for Entering a Split Distribution.**

- If you have only one line to enter, click **Return** to go back to the Requisition Main page to review your Requisition and attach documents.

# Requisition to Purchase Order Process

## 9. Requisition is now Status: 4 – Allocated

Main

Dept/Loc \* 17001 FINANCE PURCHASING

Fiscal year \* 2020 Current Next

Requisition number \* 202344

General commodity 425 FURNITURE: OFFICE

General description Office Chairs

Status 4 Allocated

Needed by 07/15/2020

Entered \* 07/01/2020 By 6455mh

PO expiration 09/30/2020

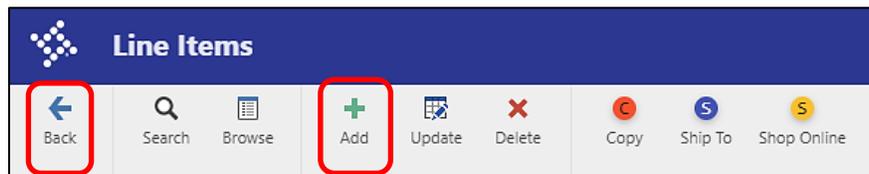
Receive by Quantity Amount

- Review your Requisition: correct Vendor selected, Buyer selected, added General and Vendor Sourcing notes, lines entered, total dollar amount matches the quote, Etc.
- Attach the scanned documents for this order in TCM.

## Adding additional lines

10. If your Quote has multiple lines, or you have a separate shipping charge, click **Add (+)** to add lines.

- Follow “Adding Lines to a Requisition” section.
- When finished, click **Back** to return to the Requisition Main page.



## Budget Check Message

- If a Budget Check Warning is received contact your Supervisor and the Budget Department for assistance. If approved, click **Enter Override Password**.

Back Accept Cancel Search Output Print Display PDF Save Excel Word Show GL Account Amounts Enter Override Password

Budget Method	Budget Key	Amount	Available Budget	Budget Code
Rollup	1752	19,327.00	17,719.16	X - Over, Not Approved

User does not have GL budget override permissions.  
One or more GL accounts are over-budget. A password must be entered to proceed.

The Budget Key is what we are grouping budgets under. For example - when grouping by rollup it is the rollup code.

- The Budget Department will need to enter their Password here. If you receive a Supervisor Override Request, Contact \_Budget Team. **See page 22 for Transfers.**

Enter Supervisor's ID

Password

OK Cancel

# Requisition to Purchase Order Process

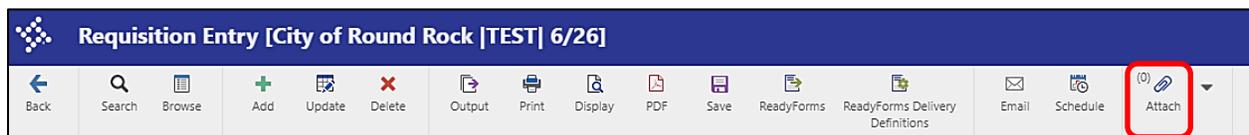
## Entering a Split Distribution

- If the line will be charged to multiple departments (Org) or accounts (Obj), you can enter a Split Distribution. Change the amount to be charged on Seq 1 line. Tab to Seq 2 line, select Org and/or Obj and tab through fields to amount. Remaining amount will be on Seq 2. Click **Accept**.

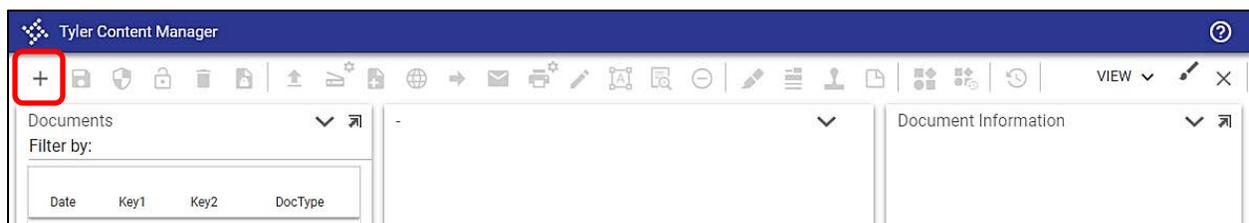
Seq	Org	Obj	Project	Description	Amount	GL Bud
01	10017001	...	5316	...	Supplies - Office	200.00 U
02	20041200	...	5342	...	R & M Plant & Equipment	175.00 U

## Attach Documents to Tyler Content Manager

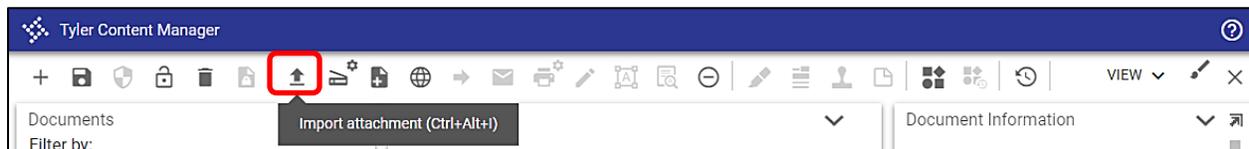
11. From the Requisition main page, click the paperclip in the Munis Ribbon.



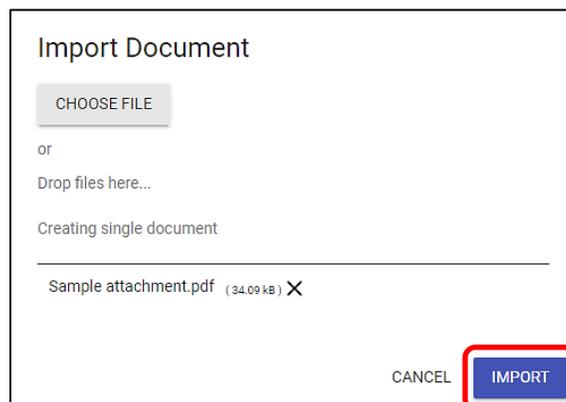
- **Tyler Content Manager (TCM)** opens. Click the **Plus** to add a new document.



- Click the **Import**.

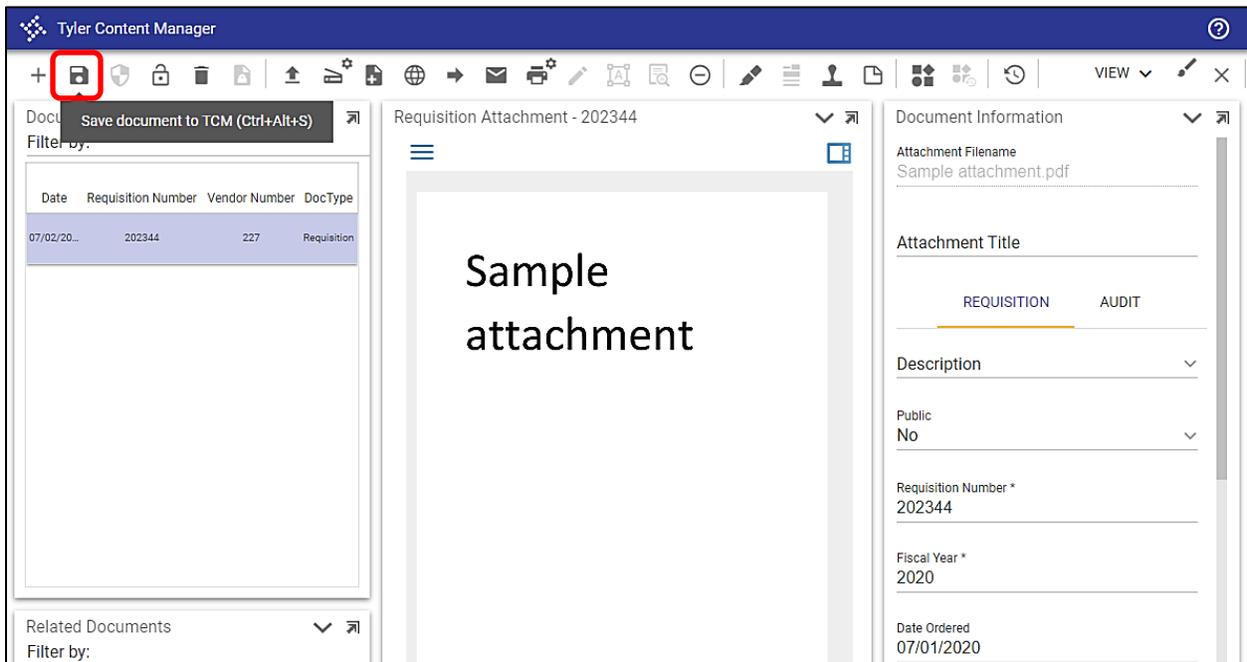


- Choose file or drag and drop file, click **Import**.

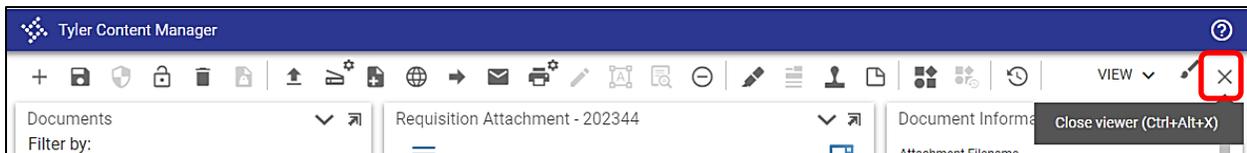


# Requisition to Purchase Order Process

- Verify that the document is legible. Click **Save**



- The document is now embedded in TCM
- Repeat these steps to add additional documents or Click “X”, on the far right, to exit



Types of documentation to attach are quotes, specifications, Cooperative Landing page, Justification form or any other documents needed for processing the Requisition.

## Retention Schedule

The Munis Financial System, Tyler Content Manager (TCM), is the designated point of electronic record storage of the City of Round Rock issued Purchase Orders and the backup documentation as of July 1, 2019.

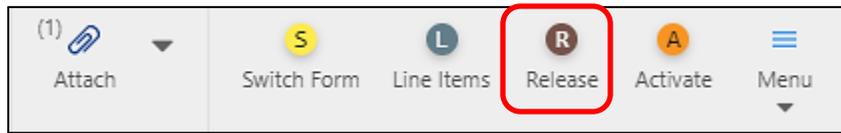
Existing paper copies collected through June 28, 2019 will be kept for the period required by the Record Retention Schedule, Section 4-1 Purchasing Records; Record Number GR1075-03 Purchase Order and Receipt Records.

Expired documents will be destroyed by confidential shredding process.

# Requisition to Purchase Order Process

## Releasing Requisitions

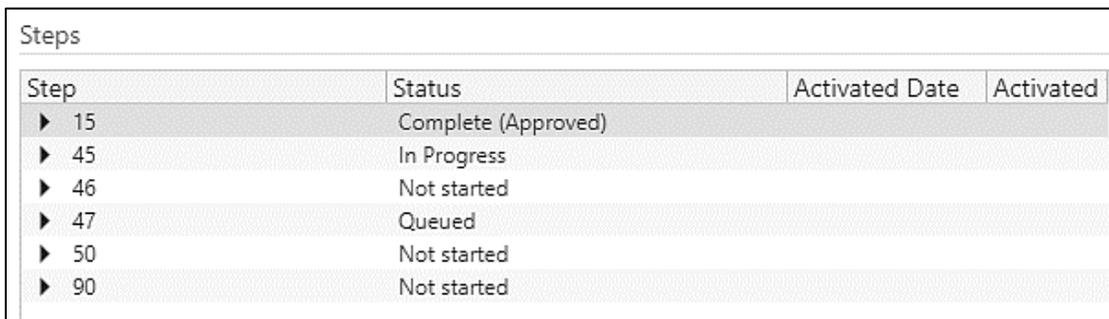
12. When the Requisition is ready, click **Release** in the upper right-hand corner of the Ribbon.



- Requisition Status now is: 6 – Released, ready for Approvals.
- The Approver will see the Requisition appear in their **My Workflow** and they will receive an email.
- The Approval Status and history by clicking on the Approvers button at the bottom of the Requisition.



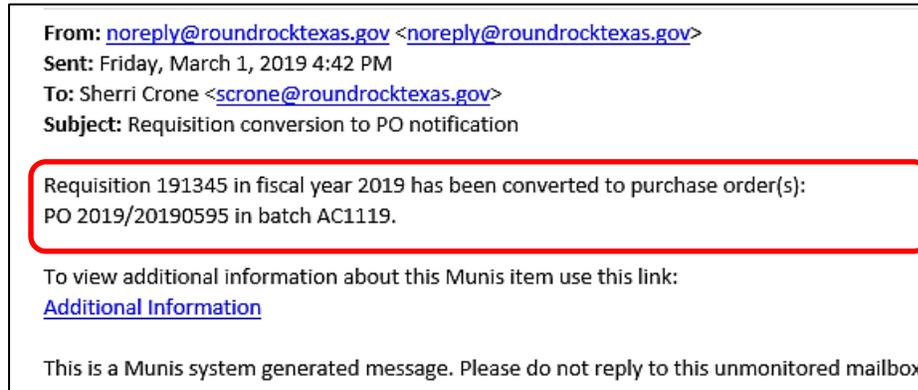
- The Approval Steps will vary depending on the Org and Obj and special Funding on the order.



Step	Status	Activated Date	Activated
▶ 15	Complete (Approved)		
▶ 45	In Progress		
▶ 46	Not started		
▶ 47	Queued		
▶ 50	Not started		
▶ 90	Not started		

- After the final Approval of the Requisition, the conversion to PO will activate. The final Approver will receive a pop-up box that the requisition has been converted. The Requester will also receive notification in their Tyler Dashboard and an email. Make note of the PO Number so it can be retrieved from TCM.

Sample Email:



- The Signed Vendor Copy Purchase Order is located in Tyler Content Manager (TCM)

# Requisition to Purchase Order Process

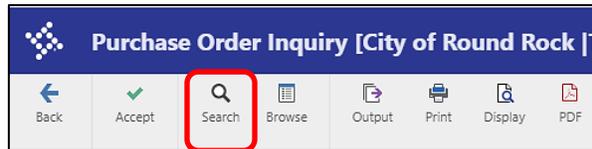
## Printing/Emailing Purchase Orders

Once a Purchase Order has been converted it is ready in TCM to send to the Vendor and place the order.

13. Requestor will receive notification through *My Workflow* on the Tyler Dashboard and an email that the Requisition has been converted and list the PO number.

### From Purchase Order Inquiry.

- Click **Search**.
- Enter the 8-digit PO number. Click **Accept**.



Purchase Order Inquiry Find

Back Accept Cancel Query

Purchase Order Vendor

Dept/Loc Vendor number

Fiscal Year Period Status

**PO number 20201131** Name

Gen commodity Type

Entry date Class code

Needed by date Geographic code

Status

Type

- Click the paperclip drop-down menu, document mapping.



- Select **Purchase Order** line in Associated Documents. Click View Documents

Associated Documents

Document Title	TCM Document Type	Read Only	Count	Include in Launch
PO Attachment (R)	PO Attachment	Yes	1	Yes
PO Receivable	PO Receivable	Yes	0	Yes
<b>Purchase Order</b>	<b>Purchase Order</b>	<b>Yes</b>	<b>2</b>	<b>Yes</b>

Maintain

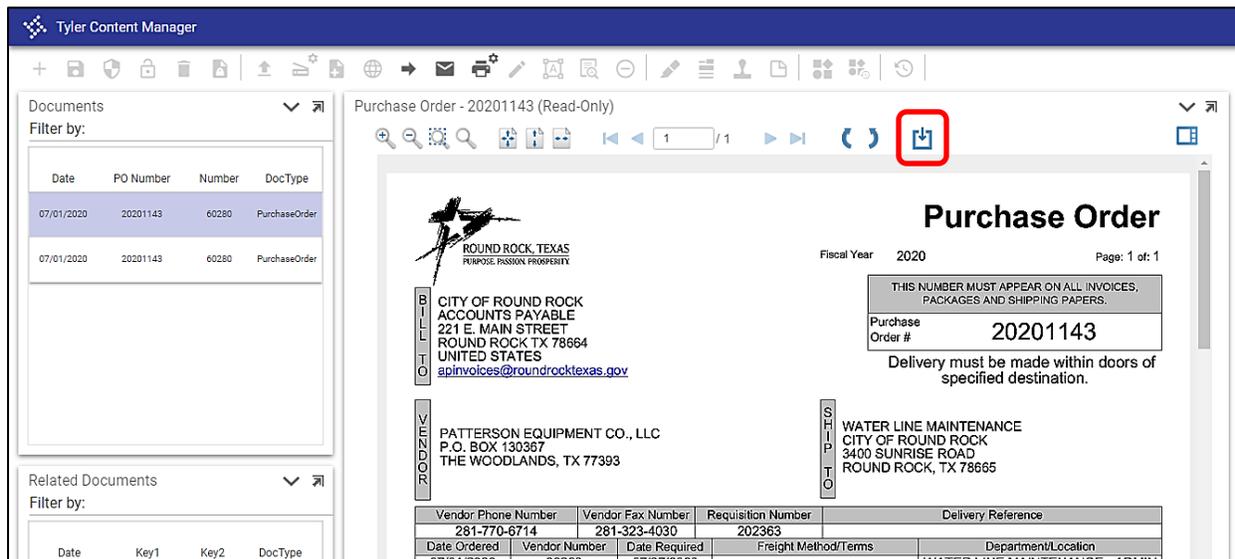
**View Documents**

TCM Version: 2019.3.16

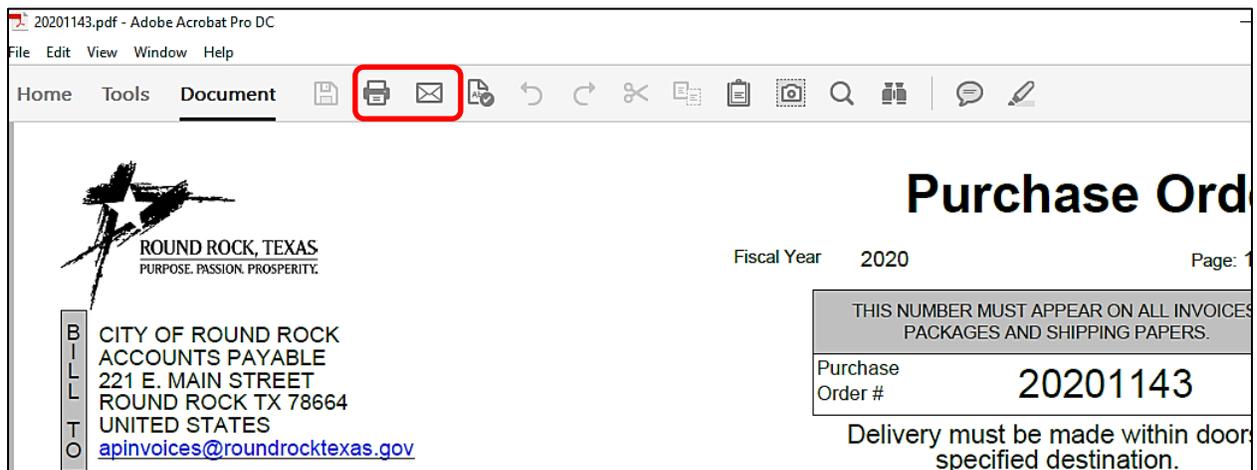
Show Counts

# Requisition to Purchase Order Process

- Select the Signed Purchase Order, Vendor Copy
- Click the **download icon**



- Open the PDF Copy.
- From the PDF you can email directly to your Vendor. If you want a copy for your file, select the Department PO copy in TCM, without the signature.



# Requisition to Purchase Order Process

## Blanket Orders

To enter a blanket order

14. Follow the instructions for creating a Requisition and make the following adjustments for a blanket order.

- Select **Blanket** in the Type field

Miscellaneous

Buyer: 6455mhow  
Review: Margie Howard  
Type: **B - BLANKET**  
PO:   
 Notify originator when converted to PO/Contract.  
 Notify originator of overages.

- Add the Blanket Clause in **Vendor/Sourcing Notes**.

Vendor

Vendor: 227  
Name: WW GRAINGER INC.  
PO mailing: 0  
Delivery method:  Print  
Remit: 1  
Address: 455 KNIGHTS BRIDGE PARKWAY  
LINCOLNSHIRE IL 60069  
**Vendor/Sourcing Notes**

- Click **Import**. Select Standard Note 1, Blanket Clause. Click **Accept**

Vendor Sourcing Notes

Back Add Update Delete Print On PO **Import**

Type	Number	Dated	By User	Description
Blanket	1	09/05/2013	6455mhow	Blanket Clause: The Quantities of all item
Normal	2	10/07/2013	6455mhow	Quote # Quote date: -----

- Click **update** to change the Blanket date range if it is different from the Fiscal Year End. It cannot extend past September 30.

- Click **Accept** and **Back**.

Back **Accept** Cancel Print On PO

Note

Requisition: 2020 202344  
Date/Time: 2020-07-02 15:34  
Created By: 6455mhow  
 Print on PO.

be considered canceled. The City of Round Rock reserves the right to increase the monetary amount as required during the contract period. Any such increases will be provided through a Purchase Order Change Notice prior to contract expiration. This purchase order is for the period of 10/01/2019 through 09/30/2020.

This clause will print after Standard Sourcing Notes on the Purchase Order.

# Requisition to Purchase Order Process

**Special Attention needs to be taken if the quantity is unknown when entering lines on a Blanket Order. The Quantity should be entered as the total dollar amount of the line. The unit price will always be \$1.00. See Example:**

An order needs to be placed that has a total purchase price of \$10,000

- Enter 10,000 in Quantity
- Enter \$1.00 in Unit price
- UOM – Unit of Measure will be EACH
- Tab through Freight, Discount and Credit fields
- Enter Org and Obj code (Account Number)

The screenshot shows the 'Line Items' interface with the following details:

- Requisition:** Fiscal year: 2020, Number: 202344, Line: 2
- Detail:**
  - Quantity \*
  - Unit price
  - UOM \*
  - Commodity: 00505
  - Description \*
- Summary Table:**

Gross	10,000.00
Freight	.00
Discount	.00 %
Credit	.00
<b>TOTAL</b>	<b>10,000.00</b>
- Amount justification: UNKNOWN

- Continue following the requisition instructions to complete your order.

*If you have any questions or need help please contact Purchasing for assistance.*

# Requisition to Purchase Order Process

## Project Orders

### To enter a Project Order

15. If the order is to be charged to a Project Account, follow the instructions for creating a Requisition and make the following adjustments for a project order.

**\* You must have Project Account access to enter a Project order.**

**\* Contact CIP to verify funding and issue you the Project Account to use on your Requisition.**

- As you are tabbing through the Requisition entry, you must check the **Project accounts applied** box.

Requisition Entry [City of Round Rock [TEST] 6/26]

Main

Dept/Loc \* 19003 GEN SERV - BLDG CONST Status 0 Converted

Fiscal year \* 2020 Current Next Needed by

Requisition number \* 202335 Entered \* 06/25/2020 By 6455

General commodity 425 FURNITURE: OFFICE PO expiration 09/30/2020

General description 910 Luther Peterson Furniture Receive by Quantity Amount

Project accounts applied

- The Seq 01 on the lines of the order now shows **Project Account** field as the first entry.
- Enter or look up the Project Account given for your order. Tab through remaining fields. Org and Obj Codes will autofill from the Project Account that was entered.

Seq	PA Type	Project Account	Org	Obj	Project	Description	Amount	PA BUD	GL Bud
01	Expense	L RMDL - 459 - FURN - PH52	45919999	6320		Office Furniture and Equipment	3,449.60	U	U

- Continue following the Requisition entry instructions to complete your order.

*If you have any questions or need help please contact Purchasing for assistance.*

# Requisition to Purchase Order Process

## Contract Orders

16. By referencing a contract on a Requisition, the purchase amount will decrease the total open amount of the contract.

- In the Contract section you can type the contract number or use the lookup field  to search for open contracts.



Contract

Number  

Description

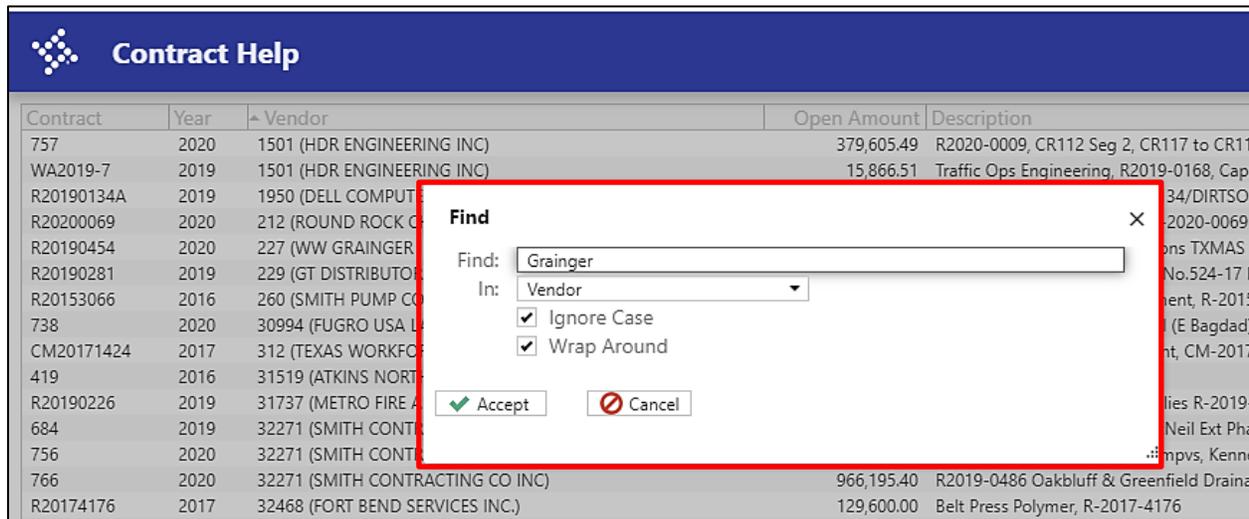
- Click **Search**.



**Contract Help**

Back Accept Cancel **Search** Output Print Display PDF Save Excel Word

- Enter the Vendor name in the **Find** field, click arrow to open selection from the **In** field and select vendor, click **Accept**.



Contract	Year	Vendor	Open Amount	Description
757	2020	1501 (HDR ENGINEERING INC)	379,605.49	R2020-0009, CR112 Seg 2, CR117 to CR118
WA2019-7	2019	1501 (HDR ENGINEERING INC)	15,866.51	Traffic Ops Engineering, R2019-0168, Cap
R20190134A	2019	1950 (DELL COMPUT		34/DIRTSO
R20200069	2020	212 (ROUND ROCK C		2020-0069
R20190454	2020	227 (WW GRAINGER		ons TXMAS
R20190281	2019	229 (GT DISTRIBUTO		No.524-17 F
R20153066	2016	260 (SMITH PUMP CO		ent, R-2015
738	2020	30994 (FUGRO USA L		(E Bagdad)
CM20171424	2017	312 (TEXAS WORKFO		nt, CM-2017
419	2016	31519 (ATKINS NORT		lies R-2019-
R20190226	2019	31737 (METRO FIRE A		Neil Ext Pha
684	2019	32271 (SMITH CONT		mpvs, Kenne
756	2020	32271 (SMITH CONT		
766	2020	32271 (SMITH CONTRACTING CO INC)	966,195.40	R2019-0486 Oakbluff & Greenfield Drain
R20174176	2017	32468 (FORT BEND SERVICES INC.)	129,600.00	Belt Press Polymer, R-2017-4176

**Find**

Find:

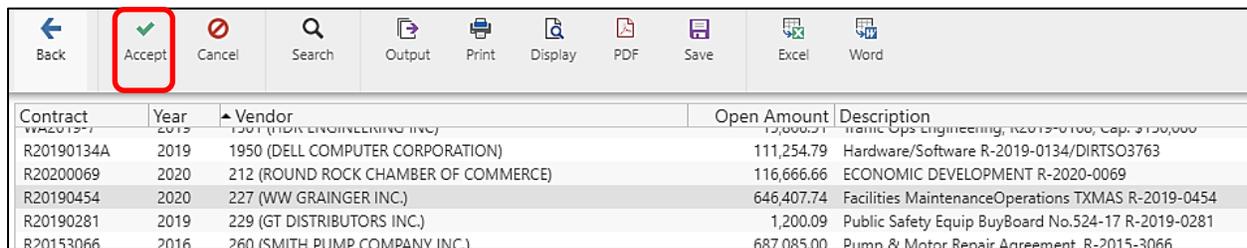
In:

Ignore Case

Wrap Around

Accept Cancel

- Select the Contract, Click **Accept** to return to the requisition.



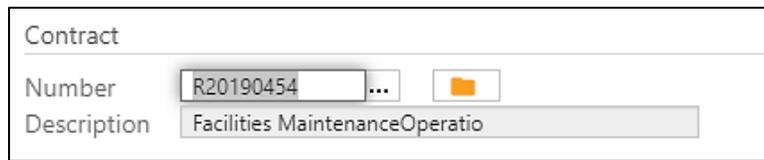
Back **Accept** Cancel Search Output Print Display PDF Save Excel Word

Contract	Year	Vendor	Open Amount	Description
WA2019-7	2019	1501 (HDR ENGINEERING INC)	15,866.51	Traffic Ops Engineering, R2019-0168, Cap
R20190134A	2019	1950 (DELL COMPUTER CORPORATION)	111,254.79	Hardware/Software R-2019-0134/DIRTSO3763
R20200069	2020	212 (ROUND ROCK CHAMBER OF COMMERCE)	116,666.66	ECONOMIC DEVELOPMENT R-2020-0069
R20190454	2020	227 (WW GRAINGER INC.)	646,407.74	Facilities MaintenanceOperations TXMAS R-2019-0454
R20190281	2019	229 (GT DISTRIBUTORS INC.)	1,200.09	Public Safety Equip BuyBoard No.524-17 R-2019-0281
R20153066	2016	260 (SMITH PUMP COMPANY INC.)	687,085.00	Pump & Motor Repair Agreement R-2015-3066

# Requisition to Purchase Order Process

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- The Contract Description will default. Click **Accept** or use the Tab key to go to the lines.

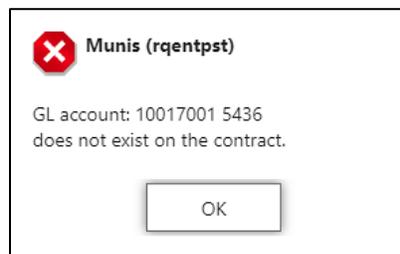


Contract	
Number	R20190454 ... 
Description	Facilities MaintenanceOperatio

- Continue with **Adding Lines to a Requisition** instructions on page 9 to add line detail.

***The Org and Obj Codes used on the line must be an existing accounting line on the Contract.***

- If an account does not exist or if there is not enough money available on the contract, you will receive a hard stop message. The Contract Specialist ***must*** be contacted in order to continue with this entry. Send details for the changes or addition to be made to an accounting line on contract. The request will be reviewed before changes are made.



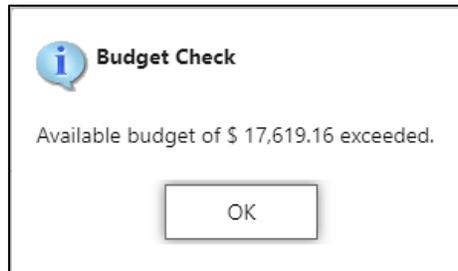
- You may receive this Message, click Yes.



*If you have any questions or need help please contact Purchasing for assistance.*

## Requesting a Budget Transfer

17. If you are in the Requisition Entry screen and the following Budget Check dialog box appears, you need to request a budget transfer. Talk with your Supervisor and Budget Team for budget transfers within your department. They will instruct you on this process.



- Once the budget has been transferred, you can retrieve your Requisition to complete the line allocation and Release for Approval.

# Requisition to Purchase Order Process

## How to Print a Requisition

18. Requisition printing or saving as a PDF is not required, but some departments choose to have a copy for their records and tracking.

- From Requisition Entry, Search for the the requisition you want to print. Click **PDF**.

Requisition Entry [City of Round Rock |TEST| 6/26]

Back Search Browse Add Update Delete Output Print Display **PDF** Save ReadyForms ReadyForms Delivery Definitions Email Schedule Attach

Main

Dept/Loc *	17001	FINANCE PURCHASING	Status	6 Released
Fiscal year *	2020	Current Next	Needed by	07/09/2020
Requisition number *	202349		Entered *	07/02/2020
General commodity	110	BELTS AND BELTING: AUTOMOTIVE AND INDUST	PO expiration	09/30/2020
General description	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL		Receive by	Quantity Amount

- Choose Req Format from pop-up box. Click **OK**.

Options

Choose an option

Req Format

PO Format

OK Cancel

- Select Org/Obj. Remove check from Print authorized by signature line. Click **Accept**.

Printing Options

Back **Accept** Cancel

Print Options

Full GL Account Number

Org/Obj

Print GL account description with each line

Print vendor SSN/FID

Print authorized by signature line

Print user-defined fields

# Requisition to Purchase Order Process

This is an example of the Requisition. This is for internal use only for department to use for internal tracking purposes. **This is NOT to be used to place an order with the Vendor. The signed Purchase order, Vendor Copy must be sent to the Vendor to place the order.**



---

Bill To FINANCE ADMIN / ACCTS PAYABLE CITY OF ROUND ROCK 221 EAST MAIN STREET ROUND ROCK, TX 78664 apinvoices@roundrocktexas.gov	Requisition 00202349-00 FY 2020 Acct No: 10017001-5316 Review: Buyer: 6455mhow Status: Released
--	--

Page 1

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Vendor WW GRAINGER INC. 455 KNIGHTS BRIDGE PARKWAY  LINCOLNSHIRE, IL 60069  Tel#512-837-7440	Ship To PURCHASING DEPARTMENT CITY OF ROUND ROCK 221 EAST MAIN STREET ROUND ROCK, TX 78664  Delivery Reference TEST
--	--

---

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/02/20	000227	07/09/20			FINANCE PURCHASING

---

LN Description / Account	Qty	Unit Price	Net Price
001 V-Belts, Automotive Fan and Generator Vendor Item	1.00	100.00000	100.00
1 10017001-5316		100.00	

Ship To  
 PURCHASING DEPARTMENT  
 CITY OF ROUND ROCK  
 221 EAST MAIN STREET  
 ROUND ROCK, TX 78664  
 Delivery Reference  
 TEST

[Requisition Link](#)

Requisition Total	100.00
-------------------	--------

\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*

Account		Amount	Remaining Budget
10017001-5316		100.00	17619.16
Purchasing	Supplies - office		

# Requisition to Purchase Order Process

## Requisition Status

This list indicates the definition of the status of Requisitions:

- **1- Rejected:** The Requisition has been rejected by an approver. The Requestor will receive an email with basic information of the rejected order. Click the Approvers button to view the rejection comments. To update a rejected Requisition, click the **Activate** button in the Menu section of the Ribbon.
- **2- Created:** The Requisition header details have been entered, but no accounting, ORG or Object code have been entered on the line detail.
- **4- Allocated:** The requisition has been entered and has been allocated (charged) to an ORG and Object codes, therefore money is being taken from available budget. The Requisition has not been released into Workflow. A Requisition must be in a status 4-Allocated to be released into Workflow; click **Release** to initiate the Workflow process.
- **6 - Released:** The Requisition has been released into Workflow and is awaiting approval. Click the **Approvers** button to see the current approval status and history.
- **8 - Approved:** The Requisition has been fully approved in Workflow and is ready to be converted to a purchase order.
- **0 - Converted:** The Requisition has been converted to a purchase order. The PO number is listed in the Miscellaneous section on the Requisition.

\*To **Delete** a Requisition the order status must be in either a 2 – Created or 4 – Allocated Status.

## Rejected Requisition

1. To update a **Rejected** requisition, you will need to Reactivate the order by clicking **Activate** in the Ribbon. This will change the Status of the order to Allocate. The Requestor can then make the necessary changes requested by the Approver and release the requisition restarting the approval workflow.

City of Round Rock [TEST] 6/26

Update Delete Output Print Display PDF Save ReadyForms ReadyForms Delivery Definitions Email Schedule Attach Switch Form Line Items Release **Activate** Menu

FINANCE PURCHASING  
Current Next  
202349  
BELTS AND BELTING: AUTOMOTIVE AND INDUST  
BELTING: AUTOMOTIVE AND INDUSTRIAL

Status 1 Rejected  
Needed by 07/09/2020  
Entered \* 07/02/2020 By 6455mhow  
PO expiration 09/30/2020  
Receive by  
Quantity Amount  
Project accounts applied

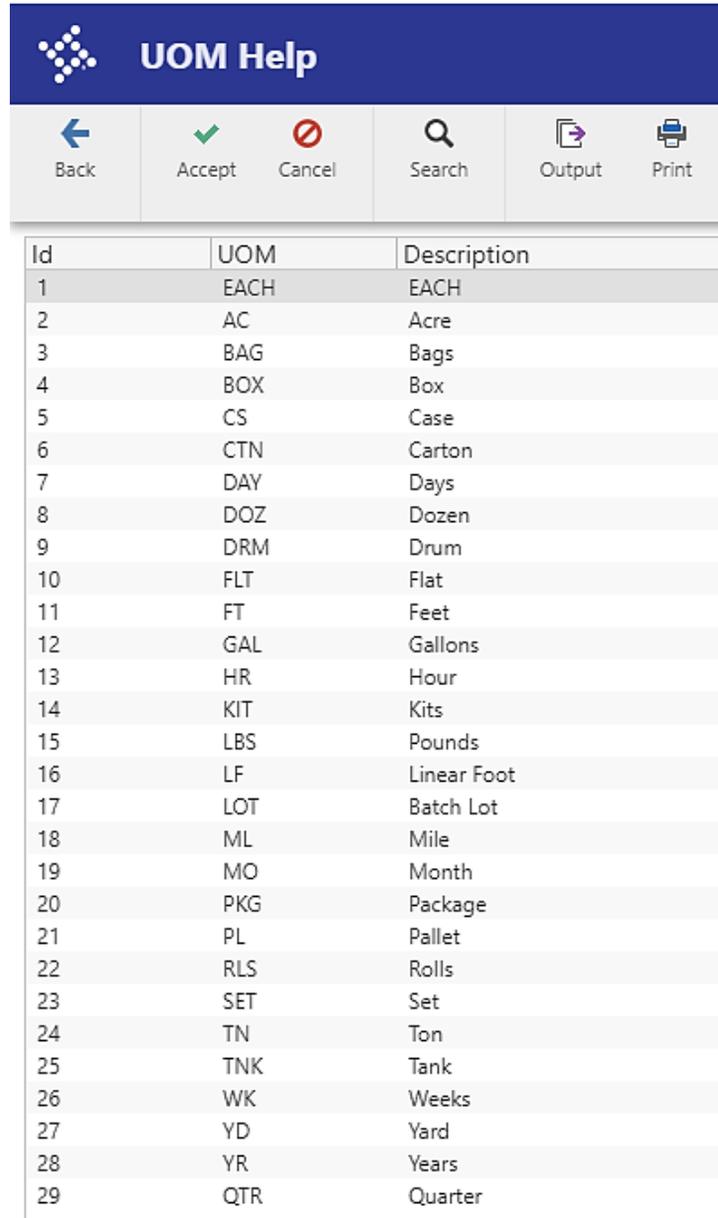
# Requisition to Purchase Order Process

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## Unit of Measure

### 19. Most Commonly used Unit of Measure (UOM)

- Requisition Line Item defaults to EACH for Unit of Measure (UOM). Change to the UOM that best fits what is being purchased.
- Here are the most commonly used UOM which can be found in the UOM dropdown selection on the Requisition line:



The screenshot shows a software dialog box titled "UOM Help". It features a dark blue header with a white logo of a starburst pattern and the text "UOM Help". Below the header is a toolbar with six icons: a blue left arrow labeled "Back", a green checkmark labeled "Accept", a red circle with a slash labeled "Cancel", a magnifying glass labeled "Search", a document with an arrow labeled "Output", and a printer icon labeled "Print". Below the toolbar is a table with three columns: "Id", "UOM", and "Description". The table lists 29 units of measure, each with a unique ID, a three-letter code, and a full name.

Id	UOM	Description
1	EACH	EACH
2	AC	Acre
3	BAG	Bags
4	BOX	Box
5	CS	Case
6	CTN	Carton
7	DAY	Days
8	DOZ	Dozen
9	DRM	Drum
10	FLT	Flat
11	FT	Feet
12	GAL	Gallons
13	HR	Hour
14	KIT	Kits
15	LBS	Pounds
16	LF	Linear Foot
17	LOT	Batch Lot
18	ML	Mile
19	MO	Month
20	PKG	Package
21	PL	Pallet
22	RLS	Rolls
23	SET	Set
24	TN	Ton
25	TNK	Tank
26	WK	Weeks
27	YD	Yard
28	YR	Years
29	QTR	Quarter