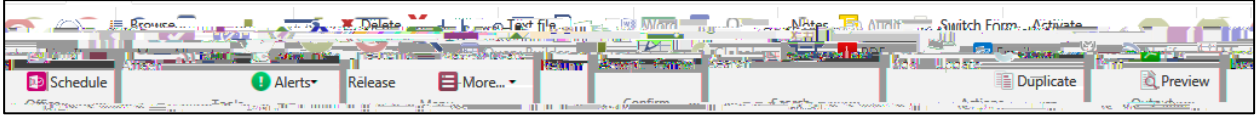


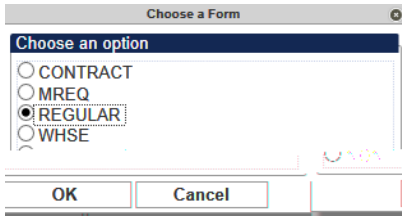
1. Go to Requisition Entry

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 E } š W Z < μ] •] š] v v š CE Ç v o • } (} μ v } v š Z D μ v] • % CE š u v š o š
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2. Click Switch Form on the ribbon at the top of the page



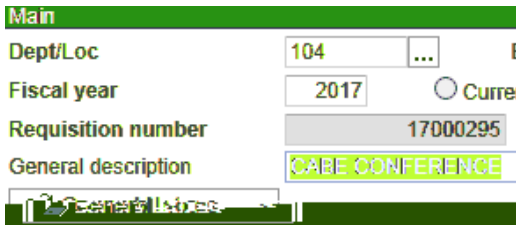
Select Regular from the pop up box, click ok



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 autofill
 - a. As you tab past Requisition number a requisition number will autofill
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 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 at quantity
13. Tab past Three way match leaving the box checked
- 14.

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”.

- 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 default to

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

16. The Shipping Address defaults to the warehouse;

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

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

28. You will be in the Account box

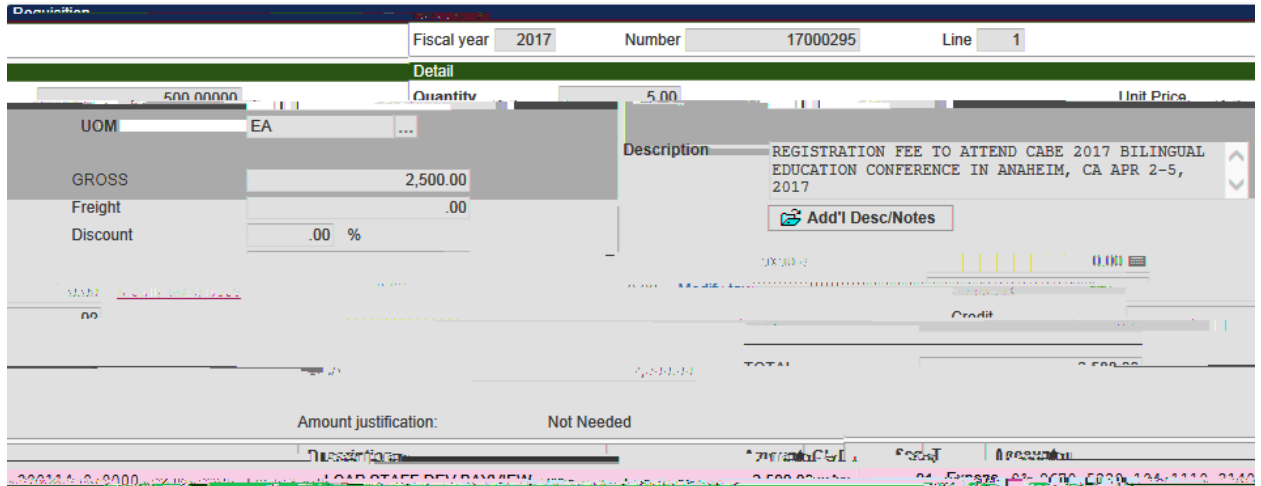
- a. If you know the entire 32 digit account code you can key it in, you can enter as much as you know and then click the ellipsis and choose the account code you want to use.

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.



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

Quicktip:

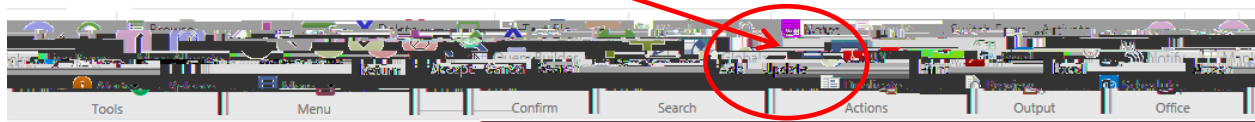
- If you are using the same account number for each line item you can click the copy GL button in the ribbon bar when you get to the account number portion of the next line item.

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!

