

### 

**Mission Statement:** 

Supporting the success of our students by adopting a transparent tool that improves organizational efficiency and effectiveness.

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### Objective

This document provides step-by-step instructions on Munis processes. It is intended for all West Contra Costa Unified School District users responsible for working within Munis.

### **Prerequisites**

Before entering into Munis, you must have the appropriate user permissions, including access to general ledger account permissions, established by the Budget/Finance Department. To request permission for access complete the Munis System Security and Access Authorization form.

### **Overview**

By entering a requisition, you are requesting funds to make a purchase. As soon as the requisition is entered with an allocated expense account, the funds are set aside, or pre-encumbered in the general ledger account(s). After the requisition is released, it goes through an approval process. An approved requisition will be converted into a purchase order. The purchase order is then posted, at which time the official encumbrance is created. The purchase order is sent to the vendor as authorization to provide the goods or services requested.

**A requisition** is required for all purchases. All purchases will be reviewed and approved by the appropriate authority prior to being converted to a purchase order. Invoices will be paid against the purchase order.

Before beginning the requisition entry process it is helpful to have the following information available:

- The vendor name or vendor number from which you would like to purchase the items.
- The proper general ledger expense account(s) that will be used for the purchase.
- A quote that contains the quantity, price, and description of what you would like to requisition.
- If ordering from a new vendor they must register in <u>vendor self-serve</u> to start the process of becoming an authorized district vendor. Once they have registered and been accepted as a vendor they will be able to check on the status of approved orders, payments etc.

A change order is a request to increase a purchase order or a contract and is not an approved addition to the purchase order or contract until it has processed through workflow approvals and the vendor has been notified by purchasing.

A budget transfer is a request to transfer funds, the budget transfer will process through the workflow approval process and if approved the transfer will be posted to the requested accounts.

## How to Login to Munis



### Click on the Munis Icon on your desktop

We now have a single login

1. Click the Munis Icon on your desktop



2. The sign box will open.



- 3. Enter your Username 4180 plus your first initial and last name, example: 4180mkitchen.
- 4. Enter your Password



5. Click Sign In.



6. The Munis Dashboard will open.



7. To sign out click on your initial and select Sign Out.





## Dashboard



10. Help

### Getting to Know your Dashboard

1. There are many sections to the Tyler Dashboard They are reviewed below from left to right.

	V
Tyler Hub     3. Approvals	
11. West Contra Costa Unified School District, CA - Test Hub	. Sign Out

### Side Menu

A	• Home: Will take you to the home page, or refresh the page	e if you are already on it.
≔	• Tyler Menu: Opens the Tyler Menu where you can find all of	options you have access to.
*	• Favorites: Shows your recent activity and favorites.	Tyler Menu Search
::	• Pages: Will allow you to modify your dashboard.	<ul> <li>Munis</li> <li>Financials</li> <li>Human Capital Management</li> <li>Asset Maintenance</li> <li>Departmental Functions</li> </ul>
	• Manage Content: Provides access to content library and ec	liting your pages.

### 2. Approvals

- a. When you click on the **Approvals tile** it will open the **Approvals Window** where you can see any approvals you may need to take action on.
  - b. This box will take you to the entry screen where you can view additional information.

	Workflow Approvals
	You are currently receiving forwarded work from (4180gguerero - (4180gguerero - Guerrero, Gracie)).
93	All Process Codes • All Dates • REQ: Requisitions pending approvals
Approvals	KEC Heuristions pending approvals     FEC Heuristions pending approvals     FEC Heuristions pending approvals     FEC Heuristical Panel     FEC
	PEQ. Regulations pending approvals         GrQ. segment code matches business rule oriteria           \$8,500.00-CONSULTANT CONTRACT         16/15/2019
	REQ. Requisitions pending approvals     REQ. Requisitions pending approvals     REG. To Do - CONSULTANT CONTRACT FOR PY 19-20     10/15/2019     Plucal year:
b. This is a list of items	REC2 Requisitions pending approvals     2020     This is the detail     information for the
pending with you.	FECI Reputitions pending approvals     S3.537 91 - QUOTEARAAQ19196 FOR ECHIS-MEDIA     10/15/2019     General description:
	RECJ. Reputations pending approvals         CONSULTANT AGREEMENT         Left panel.           \$492.60-CSLA.CONFERENCE LODGING         10/15/2019         CONSULTANT AGREEMENT
	PEQ Reguistions pending approvals     SPOS 00 - CSLA AMMUNE CONTESTING     Inv15/2019



Dashboard

3. When you **Place a Checkmark** in a box beside an item the action options are available at the bottom of the screen.

APPROVE REJECT FORWARD HOLD CLOSE SETTINGS

- **Approve** Will approve the requisition and send it on in workflow.
- **Reject** Will return the requisition to the originator and disencumber the money.
- Forward Allows you to select who to forward this item to.
- Hold Will place the requisition on a short hold.
- **Close** Will close the Approval screen.
- Settings Allows you to forward to another user.
- 4. When you click on the Settings option the Approvals Settings box will open.

Approv	als Settings			Here you can select to
4180mkitci	hen - Kitchen, Mary is not currently forwarding any work.			forward all of your
Process C	ode Restriction 👻	Workflow Card Title Approvals		approvals to your
Forward	ding			supervisor of seria to
Forward	all Workflow to user	Johnston, David 👻		several different people
Selectiv	re Forwarding			depending on the item
BGT	Budget Transfer Approvals	Approver *	1	selected.
COE	Contract approvals	Approver		
сом	Change order approvals	Approver 👻		Schedule your time away
IRQ	Inventory Requisitions	Approver 👻		so that forwarding will
POM	PO Change Order approvals	Approver 👻		be removed when you
REQ	Requisition Approvals	Approver 👻		return
Schedu	le Forwarding			Teturn.
	Start Date Hour Minute AM/PM	End Date Hour Minute AM/PM		
Ē	11/6/2020 • 7 • 00 • AM •	■ <u>11/16/2020</u> ▼ 7 ▼ 00 ▼ AM ▼		
RESET F	ORWARDING MY WORK MOBILE		CANCEL SAVE	

### 5. Notifications

- a. When you click on the **Notification tile** it will open the **Notification Window** where you can see any items that created that have been processed.
- b. This box will take you to the entry screen where you can view additional information

	Workflow Notifications	
9	You are currently receiving forwarded work from (4180gguerrero - (4180gguerrero - Guerrero, Gracie)).	Z
	All Process Codes   All Dates	* RCP: Requisitions converted to purchase orders □
1	SELECT ALL REFRESH (1	(9)
Notifications	RCP: Requisitions converted to purchase orders \$500.00 - BLANKET PURCHASE ORDER 9/24/2020	Created Mon Jun 8 2020
	RCP: Requisitions converted to purchase orders     \$5,000.00 - DIPLOMA BLANKET PURCHASE ORDER 6/8/2020	Reason Not available
	RCP: Requisitions converted to purchase orders \$109.25 - WIDGETS 5/4/2020	Requisition Header This is the detail information for the
	RCP: Requisitions converted to purchase orders           \$500.00 - EC1 - CASBO MEETINGS 2019/20           10/11/2019	2020 item selected in the
	RCP: Regulations converted to purchase orders           \$15,000.00 - BLANKET PURCHASE ORDER           8/10/2019	Constant description
	RCP: Requisitions converted to purchase orders           \$20,000.00 - BLANKET PURCHASE ORDER           1/23/2019	DIPLOMA BLANKET PURCHASE ORDER
	RCP: Requisitions converted to purchase orders     \$1,000.00 - ECI RE: CASBO MEETINGS 2018-19     7/16/2018	Contract:
	DISMISS	CLOSE SETTINGS

- c. This is a list of items you are being notified about.
- d. After checking a box, select **Dismiss** to remove the notification.
- e. Click Close to close the box.



### 6. Tyler Menu

a. This is where you can find all the options you have access to. Click the arrows to expand the sections and see the sub-menu's.

### 7. Favorites and Recent Activity

a. As you use the program your recent activity will show here.

Favorites	1	:
Recent Activity		^
Requisition Entry		
YTD Budget Report		
Account Central		
Expenditure Central		
Requisition Conversion		
Vendor Central		
Purchase Order Central		
Menu Personal Preferences		

b. Edit Favorites allows you to add any item from the Tyler Menu to your Favorites menu for quick

### access.

Edit Favorites	
Edit Favorites         TYLER MENU       ADD CUSTOM       ADD CATEGORY         Search       Q <ul> <li>Munis</li> <li>Financials</li> <li>General Ledger Menu</li> <li>Budget Processing</li> <li>Purchase Order Processing</li> <li>Item Order Form Requests</li> <li>Requisition Entry</li> <li>Purchase Order Change Orders</li> <li>Purchase Order Inquiry and Reports</li> </ul>	FAVORITES MENU Recent Activity Requisition Entry
<ul> <li>&gt; Accounts Payable</li> <li>&gt; Employee Expense         <ul> <li>Account Inquiry</li> <li>Accounts Overview</li> </ul> </li> <li>&gt; Asset Maintenance</li> <li>&gt; Departmental Functions</li> <li>&gt; Help</li> <li>CLEAR SELECTED</li> </ul>	CANCEL SAVE

- c. In this example I selected Requisition Entry and Purchase Order Change Orders.
- d. When I click ADD, both will be added below my Recent Activity.
- e. Click SAVE to return to the Dashboard.
- f. A new section has been added showing the favorites that you selected.

Favorites	:
Recent Activity	^
Requisition Entry	
Financials	^
Purchase Order Change Orders	
Requisition Entry	



g. You can also add categories.

lit Favorites		
TYLER MENU	ADD CUSTOM	ADD CATEGORY
Name * Vendor Links		

h. And custom links to websites.



### 8. User Links

a. This module provides links to the most used Munis applications as well as links to websites and other district applications commonly used.

User Links	:
Account Inquiry	
EdJoin	
Employee Self Service (ESS)	
eSchool Solutions	
Facilitron	
Help Desk	
Informed K12	
My Saved Reports	
PowerSchool	
Purchase Order Change Orders	
Purchase Order Inquiry	
Purchase Order Receiving	
Requisition Entry	
School Dude	
School Specialty	
Site Reports	
Southwest School & Office Supplies	
Vendor Inquiry	
WCCUSD Website	
YTD Budget Report	

- 9. Help: This takes you to the help screen. This option is available on all Munis pages.
- 10. Sign Out: Your initial
  - a. This is where you will find the sign out option.

# Creating Requisitions



### **Regular Requisition**

### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

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



### 3. Select **Regular** from the pop up box, click ok

Choose a Form									
Choose an option	_								
CONTRACT MREQ REGULAR WHSE NONE	-								
UK Cancel									

**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

- 4. Click **Add** in the ribbon
- 5. Your Site/Department number will show in the Dept/Loc box
- 6. Press Tab
- 7. The Fiscal year will complete for you
- 8. **Tab** past the Requisition number box; a requisition number will auto populate.
- 9. In the General Description box enter a definition of the type of order you are creating, such as TEXTBOOKS, CLASSROOM SUPPLIES, ETC. Enter your quote number here. (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).



Current 
Next

21000005

2021

BAYVIEW ELEMENTAR

Dept/Loc

iscal year \* Requisition number 1

eral description

- 10. 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. Remember to attach your school site plan page to the requisition.
- 11. Click Accept and then click back.
- 12. Notice that the Status box is Status 2 **CREATED** Status 2 Created
- 13. Tab past the Needed by box and the Entered box that has auto filled
- 14. Tab past the PO expiration box leaving it empty.
- 15. Tab past the Receive by bullet leaving it on Quantity
- 16. Tab past Three way match that is checked
- 17. Tab past, Inspection required and Project accounts leaving the boxes unchecked.

### You are now ready to complete the bottom half of the main page: Vendor and Shipping and Billing

Main					
Dept/Loc * Fiscal year * Requisition number * General description General Notes	104      BAYVIEW ELEMENTARY       2021     ○ Current     Next       21000005     CLASSROOM SUPPLIES     []	Status Needed by Entered * PO expiration Receive by	Created     O9/03/2020     By     4180mkitchen     Ouantity     Amount     Three way match required     Inspection required     Project accounts applied		
Vendor			Shipping and Billing		
Vendor Name PO mailing	Committed		Ship to * Address	862 STORES WAREHOUSE WEST CONTRA COSTA USD	
Delivery method	Print Fax E-Mail		Fmail	RICHMOND	CA 94804
Address			Reference Freinht Math/Terms		
	Vendor Quotes (0)		Special handling	N - NONE	2



18. **Vendor** – click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use. Enter the vendor name in caps.

<b>E</b> ack	<b>A</b> ccept	<b>O</b> Cancel	
Vendor Alp Vendor Na	ne		

a. Use the Vendor Alpha box to find vendors by their proper name.

Vendor Alpha	MCNEIL, BESSANDERSON	٦
Vendor Name		

b. Use the Vendor Name box to find vendors by any part of their name.

Vendor Alpha		
Vendor Name	LAKESHORE	

### 19. Click Accept

20. In the example below you can see that Lakeshore has two lines with the same vendor number, use the one that has a zero in the Address # column. That is the Purchasing or primary address, the others are for paying invoices.

<b>€</b> Back	Accept	<b>O</b> Cancel	<b>Q</b> Search	Dutput	🖶 Print	Display	PDF	E Save	Excel	Wor		
Vendo	or A	ddress # A	Alpha Sort		Vend	or Name					Address 1	Address 2
1266	8	0	LAKESHORE LEA	ARNING	LAKES	SHORE LEAR	NING MA	TERIALS			ACCT # 252150	2695 E DOMINGUEZ ST
1266	8	1	LAKESHORE CU	IRRICULUM	LAKES	SHORE CURP	RICULUM				2695 E. DOMINGUEZ ST	

- a. Click on the vendor you want to select and click **Accept**. You will be returned to the requisition entry screen where the vendor address will auto populate.
- b. Tab past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.
- The Shipping Address defaults to the warehouse. You have the option of changing the shipping destination to your site for requisitions where you are ordering Books, Field Trips, Travel, Contracts, Amazon, and Blanket Orders. Type your site number in the ship to box and hit tab.
  - a. Purchasing has the ability to modify the shipping address when necessary.
- 22. You will get a pop-up asking if you want to use the ship to code's default email, click Yes
- 23. **Email** the correct email should have just populated, you can modify if necessary.
- 24. **Reference** Use this field to enter information you may need to know such as the Teacher's name and room number.
- 25. **Special handling** If you have already received this merchandise select **CONFIRMING** here, otherwise leave N NONE selected.
- 26. **Terms** section, information entered here will apply to all line items.
  - a. **Discount %** If you are getting a percentage discount on the whole order, enter that in the discount box.
  - b. **Freight %** If you are being charged a percentage for shipping on the whole order, enter that percentage in the Freight box.
  - c. Sales tax group click the ellipsis and select the correct group.





- If you are creating a requisition for a blanket purchase order select non-taxable.
   Remember if you are ordering product we pay tax even if the company is not charging us tax.
- d. Sales tax % If your correct tax is displayed do not make any changes.
- e. Use tax group and Use tax % Leave these boxes blank (this is for accounting use only)
- 27. 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.
- 28. Click Accept, you will be transferred to the Line Items screen.

You are now ready to enter your items on the Line Items page. Enter a maximum of 10 line items individually. **If you have more than 10 items you will only enter one line item as Lot.** (Please see the instructions "Requisitions with an attached list").

- 29. In the **Quantity** box enter the quantity for the first item.
- 30. In the **Description** box enter the item number then a description. Be sure to include any other necessary details such as color and size. Remember to use **CAPS**.
- 31. Tab to the Unit Price box Enter the price
- 32. **Tab** to **UOM** EACH is the default option, if you want to change it **Click** on the ellipses to select the Unit of Measure such as DOZ, GAL, LOT, SET, etc.
- 33. Tab to the Freight box If you have a set dollar amount for the entire order enter it here.
  - a. If you entered a percentage on the first page Do Not enter anything here, an amount will auto calculate.
- 34. If you have a **Credit** enter it in the **Credit** box.
- 35. Tab through all the fields until you reach the Account section.
- 36. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site.

<b>E</b> Back	<b>↓</b> Accept	<b>O</b> Cancel	<b>Q</b> Search	× Delete	Copy GL Acct	B browse_pl_gl_bud	get_groupings				
Requisition											
Fiscal year	2021	N	umber	2100	8000	Line 1					
Detail											
Quantity *			2.00						Unit price	179.00000	
									UOM *	EACH	
Description	*	12487 CL	LASSROOM AB	BC RUG, RED	12 X 18						-
									Gross	358.0	2
		Add'l	Desc/Notes						Discount	.00 %	J
									Taxable	358.00	
									Sales tax	31.3	3 Modify tax groups
									Credit	.0	D
									TOTAL	389.3	3
									Amount justification:	UNKNOWN	
Miscellaneo	ous										
Vendor Vendor iter	n no.	12	2668	LAKESHORE	LEARNING M	ATERIALS					
Seq T	Account						Description	Amo	unt GL Bud		
	01-0000	-4300-10	4					389	.33		



### 38. A new window will appear with the account numbers you can choose from, select one.

÷	~	0	Q	D	÷	۵	ß		X	<b>5</b>	
Back	Accept	Cancel	Search	Output	Print	Display	PDF	Save	Excel	Word	
Account						Descript	tion				
01-0000-43	300-104-114	0-2700-200	120-0-0000-			LRG ELEM	M ADMIN	BAYVIEW			
01-0000-43	300-104-114	0-1000-200	120-0-0000-			LRG ELEM INSTR BAYVIEW					
01-0000-43	300-104-111	0-2700-200	110-0-0000-			UNR ADMIN BAYVIEW					
01-0000-43	300-104-111	0-1000-200	110-0-0000-			UNR INS	TR BAYVI	EW			
01-0000-43	300-104-000	0-8260-400	110-0-0000			UNR CU	stod bay	VIEW			
01-0000-43	300-104-000	1-1000-200	120-0-0000			UNR TRA	ANS K BAY	'VIEW			
01-0000-43	300-104-111	0-1000-200	120-0-0000			UNR INS	TR BAYVI	EW			
01-0000-43	300-104-111	0-2700-200	120-0-0000			UNR AD	MIN BAYV	IEW			

39. Click Accept – You will be returned to the Line Item page with the account code filled in.

### 40. **Tab** once

÷	~	0	Q	×	0					
Back	Accept	Cancel	Search	Delete	browse_pl_gl_budget_groupings					
Poquisitio										
Requisition										
Fiscal year	2021	N	umber	2100	00008 Line 1					
Detail										
o			2.00						170 00000	
Quantity *			2.00					Unit price	179.00000	
Descriptio	n *	12487 0		RC RUG RED	17 X 18			50M	Lecht in	
		12407 6	Engonoom n		12 / 10			Gross	358.00	
								Freight	.00	
		Add'	I Desc/Notes					Discount	.00 %	
								laxable Salos tax	358.00	Modify tax groups
								Credit	00.	moony tax groups
								TOTAL	389.33	
								Amount justification:	UNKNOWN	
wiscellane	tous									
Vendor Vondor ita		1	2668	LAKESHORE	LEARNING MATERIALS					
venuor ne	in no.									
Seq	T Account	t				Description		Amount GL Bud		
01	E 01-000	0-4300-10	04-1110-100	0-200110-0-	-0000-	UNR INSTR BAYVIEW		389.33		
.4										
01-0000-4	300-104-1	110-1000	-200110-0-0	-000	GL Available B	udget	3,000.00			
u e			0 of 0		Amount t	b be allocated to the entered account(s).				
	2		0010							

- a. At the bottom of the screen you will see your remaining balance for that account.
- 41. If you are not using two funds to pay for this item click **Accept** 
  - a. If you are using an additional account, change the dollar amount to the amount you are charging to the first account code and hit tab.
  - b. The remaining balance will auto-populate on the next account line.
  - c. Enter your second account number, tab to amount, either click **Accept** or change the amount and repeat.
- 42. If you have more items to enter, click **Add** (plus) at the top of the screen, to create line 2 and follow steps 25 through 39 in the above procedures to enter additional line items.
  - a. If you are ordering more than 10 line items see instructions for Entering Requisitions with an attached list
- 43. When your curser is in the Account section you can click **Copy GL** in the ribbon to populate the same account code you used on your previous line.
- 44. After entering your last line item click **Accept**, then click **Back** to go back to the main page of the requisition.



- 45. You should always try to get a quote before creating your requisition, attach your quote now using the dropdown beside the Attach icon (Paperclip) and selecting Open TCM.
- 46. You are ready to send your requisition into workflow when your status is 4 Allocated.
- 47. Click **Release** in the ribbon.

\$	Requis	ition Er	ntry																	
<b>e</b> Back	<b>Q</b> Search	Browse	+ Add	Update	× Delete	Output	📮 Print	Display	PDF	Save	ReadyForms	ReadyForms Delivery Definitions	⊠ Email	Schedule	<sup>(0)</sup> Ø Attach	*	Switch Form	Line Iters	<b>R</b> elease	
Main																				
Dept/Loc	*	10	)4		BAYVIE	W ELEMENT	TARY				Status	4 Allo	cated							
48. V	Vhen	you c	lick r	relea	se yo	u will	get	this p	oop-	up										

U Munis			
Sales/Use Tax line(s Do you wish to ove	) will be generate rride?	d/updated before r	elease can occur.
	Continue	Override	

### 49. Click Continue

50. Your status will now be 6 (Released).

\$	Requisi	ition I	Intry											
<b>E</b> Back	<b>Q</b> Search	Browse	+ Add	Update	X Delete	Dutput	Print	Display	DF	Save	E ReadyForms	ReadyForms Delivery Definitions	⊠ Email	Schedule
Main Dept/Loc Fiscal yea Requisitio General o General	: * ar * on number * description eral Notes		104 2021 CLASSROOM	 Cu 2100000 SUPPLIES	BAYVIEV rrent   N	N ELEMEN lext	TARY			4	Status Neccied by Entered * PO expiration Receive by	6 Rele 09/03/2020 • Quantity	ased	By 4

51. If you want to save a copy for your records, click on PDF and a copy will be created.



### To be used if you are ordering more than 10 line items of product

### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on your dashboard.

- 2. Click **Switch Form** on the ribbon at the top of the page.
- 3. Select **Regular** from the pop up box, click ok.
- 4. Click Add
- 5. Your Site/Department number will show in the **Dept/Loc** box.
- 6. Press Tab
- 7. The Fiscal year will complete for you.
- 8. **Tab** past the Requisition number box; a requisition number will auto issue.
- 9. In the **General Description** box enter **OFFICE SUPPLIES** or **CLASSROOM SUPPLIES** and your **QUOTE NUMBER**, you should have a quote. (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
- 10. If you are using categorical money enter your school site plan information by clicking the General Notes

Note				
Requisition	2020	20003062		
Date/Time		2020-09-08 12:45		Print on PC
Created By	4180mkitchen			
			TUES	
SPSA PAGE 4	, PARAGKAPH Z	STUDENT INCENT	IVES	

button.

Remember to attach your school site plan page to the requisition. Click **Accept** then click **Back**.

- 11. Tab past the Needed By box, the Entered and the By box that have auto filled.
- 12. Leave the **PO expiration date** empty purchasing will complete that field for you.
- 13. Receive by: Click in the Amount Bullet, this will remove the bullet from the Quantity Field.
- 14. Tab past the Three way match box.
- 15. Tab past the Inspection required and By boxes.
- 16. Tab past Project accounts, leave the box unchecked.
- 17. **Vendor** click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use, enter the vendor name in caps.
  - a. Use the Vendor Alpha box to find vendors by their proper name.
  - b. Use the Vendor Name box to find vendors by any part of their name.
- 18. Click Accept
- 19. You should now see a list of vendors. Use the one that has a zero in the address column. This is the one to use for making a purchase; the others are for paying invoices.
- 20. Click on the vendor you want to use and click Accept.
- 21. You will be returned to the requisition entry screen, the vendor address will auto populate.
- 22. Tab past the **PO mailing**, print, fax, e-mail and remit boxes.
- 23. The **Ship To Address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
- 24. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.
- 25. **Reference** You can enter a reference here such as a Classroom, Office, Room or Teacher name/room number.
- 26. Tab past the Freight Meth/Terms and Special handling boxes.
- 27. Terms section, information entered here will apply to all line items.

ſ	Choose a Form		×
(	Choose an option		
	CONTRACT MREQ REGULAR WHSE NONE		
	OK	Cancel	

### Requisition with an Attached List

- a. **Discount %** If you are getting a percentage discount on the whole order, enter that in the discount box.
- b. Freight % If you are being charged a percentage for shipping on the whole order, enter that Tax Group Description percentage in the Freight box. El Cerrito
- c. Sales tax group click the ellipsis and select the correct group.
  - 1. Click Accept
  - 2. Tab

### 0.000 Remember if you are ordering product we pay tax even if the company is not charging us tax.

- d. Sales tax % This box was updated when you selected your sales tax group, you don't need to make any changes.
- e. Use tax group and Use tax % Leave these boxes blank

### 28. Miscellaneous section

- a. Allocation Leave this box blank.
- b. Buyer box Leave this box blank.
- c. Review Leave this box blank.
- d. Type box Leave this box on N-Normal
- e. **PO** This is where your PO number will show once it has been issued.
- f. Notify Originator when converted to PO/Contract checkbox This box is checked by default.
- g. Notify Originator of Overages This box is not active.
- 29. Click Accept, you should be transferred to the items screen, if you are not click line detail in the ribbon.

### You are now ready to enter your item information on the Line Detail page

- 30. Quantity Box will auto populate with 1.
- 31. In the **Description** box enter a description per the instructions below; remember to use CAPS.
  - a. Example: LIBRARY BOOKS FOR KOREMATSU MIDDLE SCHOOL PER ATTACHED QUOTE
  - b. Example: SPORTS EQUIPMENT PER THE ATTACHED QUOTE
- 32. Open the Add'l Desc/Notes box
  - a. Enter the quote number, customer ID etc.
  - b. Click "P" Print On PO in the Ribbon.
  - c. Click Accept
  - d. Click Back
- 33. **Tab** to the **Amount** box, enter the subtotal on the quote.
- 34. Tab to the Freight box; enter the whole amount from the quote if you did not enter a percentage on the first page.
- 35. Tab to the Discount box; enter a percentage if you are getting a discount.
- 36. Make sure your gross amount is in the Taxable box.

### a. Make sure your total includes tax.

- 37. Tab past the Credit box; leaving it empty.
- 38. You will be in the Account box.
- 39. Enter your account number if you know it.
  - a. If you need to look it up enter the first four segments Fund, Resource, Object and Site

Seq	Т	Account				
01	•	01-0670-4300-360-	-	-		

### 40. Click the ellipsis

41. A new window will appear with the account numbers you can choose from, select one.



El Sobrante

Hercules

Kensingte Pinole

Richmond

San Pablo

Mira Vista

Rate 9.750

8.250

8.750

8.250 9.250

9.250

8.750



El Sobrante

Kensingto

Richmond

lira Vista

San Pablo

Hercules



Account

01-0670-4300-360-1110-4000-200130-0-4250-01-0670-4300-360-1110-3130-200100-0-4220-01-0670-4300-360-1120-1000-300113-0-4230-01-0670-4300-360-1110-4000-200130-0-4251Description LCFF EXTRA CURRICULAR KHS LCFF SOCIAL WRK KHS S3 CLIM-WH MATERIALS & SUPPLIES LCFF EXTRA CURRICULAR KHS

### 42. Click Accept

43. Tab once, at the bottom of the screen you will see your available budget.

Seq T	Account		1	Description	Amou
01 E	01-0670-4300-360-1110-4000-200130-0-4250-			LCFF EXTRA CURRICULAR KHS	674.
4					
01-0670-43	00-360-1110-4000-200130-0-4250-	GL Available Budget		8,	000.00

- 44. If you are using an additional account change the amount you are charging to the first account code and hit tab.
  - a. Enter your second account number, tab to amount, either accept the amount displayed or change and repeat.
- 45. Click Accept
- 46. Click **Back** to go back to the main page of the requisition.
- 47. Look the requisition over to see if you missed anything.
- 48. Attach your quote using the dropdown beside the Attach icon (Paperclip) and selecting Open TCM.
  - a. The quote must be clear and legible as it will be provided to the vendor.
- 49. When you are ready to send your requisition into workflow click "R" Release in the ribbon.



50. After you click **Release** you will get a pop-up.



51. Click Continue

52. Status will change to 6 (Released).

### **Status Key**

- 2 Created, First page of Requisition has been started, accounts have not been entered.
- 4 Allocated, Line detail is complete all lines have been saved with account codes entered.
- 6 Released, Requisition has been released into workflow and is processing through the approval process.
- 8 Approved, The requisition has been fully approved in workflow and is ready to be converted to a PO.
- 0 Converted, The requisiton has been converted to a purchase order.



### Creating a requisition that will be a blanket purchase order

### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

- 2. Click **Switch Form** on the ribbon at the top of the page.
- 3. Select **Regular** from the pop up box, click ok.
- 4. Click Add
- 5. Your Site/Department number will show in the **Dept/Loc** box.
- 6. Press Tab
- 7. The Fiscal year will complete for you.
- 8. Tab past the Requisition number box; a requisition number will auto issue.
- 9. In the **General Description** box enter **BLANKET PURCHASE ORDER** (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
- 10. Click on **General Notes** and if you are using categorical money enter your school site plan information.

Date/Time	2021	2020-09-09 13:22	Print on P
Created By	4180mkitcher	n	

Remember to attach your school site plan page to the requisition **Click Accept** then click **Back**.

- 11. Tab past the Needed By box, the Entered and the By box that have auto filled.
- 12. Leave the PO expiration date empty purchasing will complete that field for you.
- 13. Receive by: Tab past the Quantity bullet, leaving it empty.
- 14. Receive by: Click in the Amount Bullet, this will remove the bullet from the Quantity Field.
- 15. Tab past the Three way match box.
- 16. Tab past the Inspection required and By boxes.
- 17. Tab past Project accounts, leave the box unchecked.
- 18. **Vendor** click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use. Enter the vendor name in caps.
  - a. Use the **Vendor Alpha** box to find vendors by their **proper name**.
  - b. Use the Vendor Name box to find vendors by any part of their name.
- 19. Click Accept
- 20. You should now see a list of vendors, use the vendor number that has a zero in the Address # column. This is the one to use for making a purchase; the others are for paying invoices.
- 21. Click on the vendor you want to use and click Accept.
- 22. You will be returned to the requisition entry screen, the vendor address will complete.
- 23. Tab past the **PO Mailing, print, fax, e-mail** and **remit** boxes.
- 24. The **Ship to Address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
- 25. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.
- 26. Reference You can enter a reference here such as a Classroom or Office.
- 27. Tab past the Freight Meth/Terms and Special handling boxes.

Choose a Form		×
Choose an option		
CONTRACT MREQ REGULAR WHSE NONE		
ОК	Cancel	

- 28. **Terms** section, information entered here will apply to all line items.
  - a. **Discount %** Leave this box blank.
  - b. Freight % Leave this box blank.
  - c. Sales tax group click the ellipsis and select the correct group.
    - 1. For a blanket purchase order select non-taxable.
  - d. Sales tax % This box should show .000
  - e. Use tax group and Use tax % Leave these boxes blank.

### 29. Miscellaneous section

- a. **Buyer box** Leave this box blank.
- b. **Review** Leave this box blank.
- c. **Type box** In the drop down select **B BLANKET**.
- d. **PO** This is where your PO number will show once it has been issued.
- e. Notify Originator when converted to PO/Contract checkbox This box is checked by default.
- f. Notify Originator of Overages This box is not active.
- 30. Click Accept, you should be transferred to the items screen, if not click Line Detail in the ribbon.

### You are now ready to enter your item information on the Line Detail page

- 31. Quantity Box will auto populate with 1.
- 32. In the Description box enter: TO PURCHASE SUPPLIES FOR THE 2016/17 SCHOOL YEAR
  - a. Remember to use CAPS
- 33. Open the Add'l Desc/Notes box Enter the name(s) of authorized purchaser(s).
  - a. Click "P" Print On PO in the Ribbon.
  - b. Click Accept
  - c. Click Back
- 34. **Tab** to the **Amount** box, enter the dollar amount.
- 35. Tab past the Freight box; leaving it empty.
- 36. Tab past the Discount box; leaving it empty.
- 37. If there is a figure in the Taxable box, **Delete** it.
- a. Make sure your total does not include tax.
- 38. Tab past the Credit box; leaving it empty.
- 39. You will be in the **Account** box.
- 40. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site.

Back	Accept	Cancel	Search	Delete	Copy GL Acct	browse_pl_gl_budget_g	roupings		
Requisition									
Fiscal year	2021	Ν	umber	210	00006	Line 1			
Detail									
Quantity *			1.00					Amount	500.000 <b>00</b>
Description	*	TO PURC	HASE SUPPLI	ES FOR THE	2020/21 SCH	OOL YEAR		Gross	500.00
								Freight	.00
		- A - J - J - J - J - J - J - J - J - J	Dess (Neter					Discount	.00 %
		Add	i Desc/Notes					laxable	500.00
								Credit	.00
								TOTAL	500.00
								Amount justification:	UNKNOWN
Seq T	Account						Amount	GL Bud	
01 -	01-0000	)-4300-21	0	G (20)			500.00		

erms			
Discount %	.000		
reight %	.000		
ales tax group	Non-Taxable	 Sales tax %	.000 🖿
Jse tax group		 Use tax %	.000 🖿





### 41. Click the ellipsis

42. A new window will appear with the account numbers you can choose from, select one.

<b>E</b> Back	• Accept	<b>O</b> Cancel	<b>Q</b> Search	Dutput	rint	<b>D</b> isplay	DF	Save	Excel	Word	
Account				Descrip	tion						
01-0000-4	300-210-000	0-8260-400	110-0-0000			UNR CU	UNR CUSTOD HELMS MS				
01-0000-4	300-210-111	0-1000-200	110-0-0000			UNR INSTR HELMS MS					
01-0000-4300-210-1110-2140-200110-0-0000-						MATERIALS AND SUPPLIES					
01-0000-4	300-210-111	0-2700-200	110-0-0000			UNR AD	MIN HELN	AS MS			

### 43. Click Accept

44. Tab once, at the bottom of the screen you will see your available budget.

Seq         T         Account           01         E         01-0000-4300-210-1110-2700-200110-0-0000	Description UNR ADM	on 11N HELMS MS	Amount \$00.00	GL Bud
1-0000-4300-210-1110-2700-200110-0-0000	GL Available Budget	2,00	0.00	

- 45. If you are using an additional account change the amount you are charging to the first account code and hit tab.
  - a. Enter your second account number, tab to amount, either accept the amount displayed or change and repeat.
- 46. Click Accept
- 47. Click **Back** to go back to the main page of the requisition.
- 48. Look the requisition over to see if you missed anything.
- 49. When you are ready to send your requisition into workflow click Release in the ribbon.

U Munis								
Sales/Use Tax line(s) Do you wish to over	will be generate ride?	d/updated befor	re release can occur.					
	Continue	Override						

- 50. After you click **Release** you will get a pop-up.
- 51. Click **Continue**.
- 52. Status will change to 6 (Released).

### **Status Key**

- 2 Created, First page of Requisition has been started, accounts have not been entered.
- 4 Allocated, Line detail is complete all lines have been saved with account codes entered.
- 6 Released, Requisition has been released into workflow and is processing through the approval process.
- 8 Approved, The requisition has been fully approved in workflow and is ready to be converted to a PO.
- 0 Converted, The requisiton has been converted to a purchase order.



The following tips will help your orders to be handled in a more efficient and timely manner.

### **Technology Orders**

- 1. Always get a quote for any technology order, create a helpdesk ticket by going to contact the Technology Help Desk Center at <u>https://wccusd.zendesk.com/hc/en-us</u> click on Submit a request in the header above the picture.
- 2. Technology orders must use the correct object code for them to be routed through workflow and obtain the correct approvals. If a technology order reaches purchasing with the wrong object code it will be rejected.
- 3. The correct object codes for technology are:
  - ➤ 5850 Software Licenses, this includes on-line licenses
  - ▶ 4360 Any Technology purchase costing 500.00 or less including tax
  - ▶ 4460 Any Technology purchase costing 500.00 to 4,999.99 including tax
  - ➢ 6460 − Any Technology purchase costing 5,000.00 including tax
- 4. Software must be approved by the Technology Department before you enter a requisition. Go to the Educational Technology Approved Software / Web Subscriptions / Chrome extensions google page: <u>https://docs.google.com/spreadsheets/d/1jdLQAy\_LK2AJv1dSEEgQLpL6GKpwEzXSQD8e1LG</u> <u>b4fU/edit?usp=sharing</u>
  - You can also reach this page by navigating to it on the district website: wccusd.net>Departments>Technology>Educational Technology>Software & Website Approval>Approved Software List.
- 5. Technology items can be difficult to enter into Munis, please call purchasing if you need assistance.

### Questions Regarding Technology Orders Contact: Terre Jones, Purchasing Department, 231-1199 or <u>tjones@wccusd.net</u>





### **STUDY TRIP ADMISSION FEES**

- B When creating the requisition make sure the following information is always included:
  - NAME OF THE INSTITUTION BEING VISITED
  - DATE OF FIELD/STUDY TRIP
  - CONFIRMATION/RESERVATION NUMBER(S)
  - TEACHER NAME(S): THE TEACHER(S) IN CHARGE
  - NUMBER OF STUDENTS
  - NUMBER OF CHAPERONES
- Make sure backup paperwork is <u>ALWAYS</u> attached to your requisition, if you are unable to attach it must be sent to purchasing referencing the purchase requisition number. This paperwork includes the reservation confirmation or confirmation invoice which is provided by the vendor to the teacher once the Study Trip has been booked.
- Make sure that the Purchase Requisition is entered into the system at least 8 WEEKS prior to the date of the study trip. (Preferably entered when the reservation has been secured by the teacher). The PR has to go through workflow and then end up at Purchasing in time for a Check Request to be done and given to accounting. Vendors typically want payment two (2) weeks prior to the date of the Study Trip.
- When the Purchase Order is approved and ready a copy will be emailed to the requestor to provide to the teacher attending the trip.





### **BUS TRANSPORTATION PROCEDURES**

It is imperative that these procedures be followed 8 weeks prior to the date of the study trip so that the bus you reserve is still available when the study trip time has arrived.

- Site requests quote for study trip
- Quote issued
- Principal reviews and signs quote
- Requisition is created containing the following information
   General Description: STUDY TRIP TRANSPORTATION
   Description line: CHARTER TRANSPORTATION CHARGES
   Add'I Desc/Notes:
  - DESTINATION NAME
  - DATE OF TRIP
  - CONFIRMATION NUMBER ie: quote, job, charter, invoice etc
  - TEACHER IN CHARGE
  - NUMBER OF STUDENTS
  - NUMBER OF CHAPERONES
  - TYPE OR NUMBER OF BUSES
- B Site emails signed quote to company referencing the requisition number
- Company emails confirmation back to site
- Site attaches confirmation to requisition
- Confirmation is printed and signed by David Johnston
- Confirmation and Purchase Order are emailed to company

Questions regarding Study Trips contact: Felisa Ayroso, Purchasing Department 231-1190.



### Creating a requisition that will be a Study Trip purchase order

### \*\*\* Must be submitted 8 weeks prior to the date of the Study Trip \*\*\*

### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Landing Page on the Hub.



3. 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

- 4. Click Add
- 5. Your Site/Department number will show in the **Dept/Loc** box.
- 6. Press Tab
- 7. The Fiscal year will complete for you.
- 8. Tab past the Requisition number box; a requisition number will auto populate.
- 9. In the General Description box enter STUDY TRIP (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
- 10. Click on General Notes and if you are using categorical money enter your school site plan information.

Requisition	2020	20003063	
Date/Time		2020-09-14 14:01	Print on P
Created By	4180mkitchen		
SPSA SCIENCE	#5		٦
SPSA SCIENCE	#5		ī .
SPSA SCIENCE	#5		7
SPSA SCIENCE	: #5		1
SPSA SCIENCE	#5		
SPSA SCIENCE	: #5		

Remember to attach your school site plan page to the requisition

Click Accept then click Back.

- 11. Tab past the Needed By box, the Entered and the By box that have auto filled.
- 12. Leave the PO expiration date empty purchasing will complete that field for you.
- 13. Receive by: Tab past the Quantity bullet, leaving it empty.
- 14. Receive by: Tab past the Quantity bullet, leaving it empty.
- 15. Receive by: Click in the Amount Bullet, this will remove the bullet from the Quantity Field.
- 16. Tab past the Three way match box.
- 17. Tab past the Inspection required and By boxes.
- 18. Tab past Project accounts , leave the box unchecked.
- 19. **Vendor** click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use, enter the vendor name in caps.
  - a. Use the **Vendor Alpha** box to find vendors by the **first part** of their name.
  - b. Use the Vendor Name box to find vendors by any part of their name.
- 20. Click Accept
- 21. You should now see a list of vendors, use the vendor number that has no number in the remit column. This is the one to use for making a purchase; the others are for paying invoices.
- 22. Click on the vendor you want to use and click Accept.

- 23. You will be returned to the requisition entry screen, the vendor address will complete.
- 24. Tab past the **PO Mailing, print, fax, e-mail** and **remit** boxes.
- 25. The **Ship to Address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
- 26. Ship to Email box Your email address should auto-populate here, you can change it if needed.
- 27. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.
- 28. **Reference** You can enter a reference here such as a Classroom, Office, Room or Teacher name/room number.
- 29. Tab past the Freight Meth/Terms and Special handling boxes.
- 30. Terms section, information entered here will apply to all line items.
  - a. **Discount %** Leave this box blank.
  - b. Freight % Leave this box blank.
  - c. Sales tax group click the ellipsis and select the correct group.
    1. For a study trip purchase order select non-taxable.
  - d. Sales tax % This box should show .000
  - e. Use tax group and Use tax % Leave these boxes blank.
- 31. Miscellaneous section
  - a. **Buyer box** Leave this box blank.
  - b. Review Leave this box blank.
  - c. **Type box** In the drop down select **N Normal**.
  - d. **PO** This is where your PO number will show once it has been issued.
  - e. Notify Originator when converted to PO/Contract checkbox This box is checked by default.
  - f. Notify Originator of Overages This box is not active.
- 32. Click Accept, you should be transferred to the items screen, if not click Line Detail in the ribbon.

### You are now ready to enter your item information on the Line Detail page

33. Quantity Box - will auto populate with 1.

### 34. In the Description box enter: STUDENT AND CHAPERONE ADMISSION FEES

- a. Remember to use CAPS.
- 35. In the Add'l Desc/Notes box enter the information below:
  - Name of the institution being visited
  - Date of field/study trip
  - Number of students and number of chaperones attending
  - Confirmation/reservation number(s)
  - Teacher name(s): the teacher(s) in charge
- 36. Click Accept and Back to go back to line detail page
- 37. **Tab** to the **Amount** box, enter the dollar amount.
- 38. Tab past the Freight box; leaving it empty.
- 39. Tab past the Discount box; leaving it empty.
- 40. If there is a figure in the Taxable box, **Delete** it.
  - a. Make sure your total does not include tax.

Note			
Requisition Date/Time Created By	2020 4180mkitch	20003063 2020-09-14 14:05 hen	Line 1 ✓ Print on PO.
EXPLORATORIUM DATE: 4/28/2 # IF STUDENTS # OF CHAPERON CONTRACT# 121 TEACHER IN CH	4 1 5: 24 NES: 5 587L HARGE: MS.	. SMITH	

Terms			
Discount %	.000		
Freight %	.000		
Sales tax group	Non-Taxable	 Sales tax %	.000 🖿
Use tax group		 Use tax %	.000 📼



- 41. Tab past the Credit box; leaving it empty.
- 42. You will be in the **Account** box.
- 43. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site Numbers

Seq T 🔺 A	ccount				
01 01	-9670-5880-144-	-	-		

### \*\*\* Remember the Object code for Study Trips is 5880. \*\*\*

### 44. Click the ellipsis

### 45. A new window will appear with the account numbers you can choose from, select one.

Account	Description
01-9670-5880-144-1110-1000-300105-0-0000-	LCAP INSTR NYSTROM
01-9670-5880-144-1110-1000-300111-0-0000-	LCAP INSTR NYSTROM
01-9670-5880-144-1110-1000-300114-0-0000-	LCAP INSTR NYSTROM
01-9670-5880-144-1110-1000-300105-7-0000-	SITE SUPPLEMNTL-TRANSPORTATION
01-9670-5880-144-1110-1000-300111-7-0000-	SIT SUPPLEMNTL-TRANSPORTATION
01-9670-5880-144-1110-1000-300114-7-0000-	SITE SUPPLEMNTL-TRANSPORTATION
01-9670-5880-144-1110-1000-300114-9-0000-	SITE SUPPLEMNTL-TRANSPORTATION

### 46. Click Accept

### 47. Tab once, at the bottom of the screen you will see your available budget.

Seq T Account		Description	Amount	GL Bud
01 01-9670-5880-144-1110-1000-300105-7-0000-		SITE SUPPLEMNTL-TRANSPORTATION	325.00	A
4				
01-9670-5880-144-1110-1000-300105-7-0000-	GL Available Budget	:	5,000.00	

- 48. If you are using an additional account change the amount you are charging to the first account code and hit tab.
  - a. Enter your second account number, tab to amount, either accept the amount displayed or change and repeat.
- 49. Click Accept
- 50. Click **Back** to go back to the main page of the requisition.
- 51. Look the requisition over to see if you missed anything.
- 52. Attach your backup paperwork
  - a. Make sure backup paperwork is ALWAYS attached to your requisition. If you are unable to attach the paperwork it must be sent to purchasing referencing the purchase requisition number. This paperwork includes the reservation confirmation or confirmation invoice which is provided by the vendor to the teacher once the fieldtrip has been booked.
- 53. When you are ready to send your requisition into workflow click **Release** in the ribbon.

55.

54. After you click **Release** you will get a pop-up.

U Munis		Co.	
Sales/Use Tax line(s) Do you wish to over	will be generate rride?	d/updated before	release can occur.
	Continue	Override	

Click Continue.



- 56. Status will change to 6 (Released).
- 57. Your requisition will travel through workflow until fully approved then it will arrive in purchasing for processing.

### **Status Key**

- 2 Created, First page of Requisition has been started, accounts have not been entered.
- 4 Allocated, Line detail is complete all lines have been saved with account codes entered.
- 6 Released, Requisition has been released into workflow and is processing through the approval process.
- 8 Approved, The requisition has been fully approved in workflow and is ready to be converted to a PO.
- 0 Converted, The requisiton has been converted to a purchase order.



District travel procedures have been developed to comply with **Board Policy / Administrative Regulation 3350** and **Education Code 44016, 44032 and 44033**. It applies to all individuals who travel to workshops, conferences, meetings or other related activities under one or more of the following circumstances:

- 1. Travel costs which are funded by any program administered by the district.
- 2. Travel as a representative of the district (whether or not the cost of such travel is reimbursed).
- 3. Travel while on paid status. Travel while on leave is not subject to the district policy.

Final approval must be secured before the travel is commenced. Final approval is secured when all requisite signatures have been obtained and the specified travel funds have been encumbered on purchase orders. Any travel which takes place before final approval is secured will be considered an unauthorized purchase and the traveler will become financially liable for all travel expenses.

No more than two participants from each School/Site may attend any conference or workshop.

### **Application to Attend an Educational Event**

- The Application to Attend an Educational Event form must be completed and submitted to Educational Services prior to travel.
- > You must complete a Munis requisition and attach all required travel documents.
- If no requisition is required (see below under General Information) an Application to Attend an Educational Event form is still required and must be attached to your (EC1) Conference Reimbursement Form.

### **GENERAL INFORMATION**

### A requisition for travel must be completed and approved for:

- > Travel to destinations more than 80 miles from the district's boundaries.
- > Any out-of-district travel that requires an on-the-job substitute for the person traveling.
- > Any travel that requires an overnight stay.
- > Conference / Training taking place virtually when a registration fee needs to be paid.

### No requisition is required for:

- In-district travel
- Same-day travel to destinations within an 80 mile radius of the district's boundaries if no substitute is required

### Pre-Payment Requests

When requesting pre-payment by the district for travel expenses such as transportation, registration, lodging, and/or a cash advance, please observe the following requirements:

1. The completed Munis requisition must be received by the purchasing department, fully approved, at least 4 weeks prior to the date the first pre-payment is required.



- Prior to entering a Munis requisition, the traveler(s) must make any necessary hotel reservations in their own name. The reservations must be able to be cancelled, without cost or penalty. Reservations must be booked directly through the hotel, NOT through a thirdparty vendor (like Hotels.com). The district cannot pay third-party vendors.
- 3. Travelers must submit completed registration forms, and lodging confirmation(s) with their requisition. A conference brochure which includes the date(s), location, cost, and any meals included, must be attached to the requisition.
- 4. Purchase Orders and/or warrants for transportation, registration, and lodging will only be made payable to the specified agency, not to the traveler.

### Air Transportation

Procedure for requesting pre-paid air transportation:

- 1. At least four weeks prior to departure, visit the website of the airline that you plan to use. Choose an itinerary that suits your travel plans.
- 2. Complete the <u>Airline Ticket Request Form</u>.
- 3. Print the itinerary and write your <u>full legal name</u>, <u>date of birth</u>, and <u>phone number</u> on the itinerary. Attach your chosen itinerary and the airline ticket request form to your Munis requisition.
- 4. When your completed travel approval form is received in Purchasing, your itinerary will be purchased. In the event that your itinerary is not available when we are ready to purchase it, you will be contacted by the purchasing office to discuss alternative itineraries.

Following is a list of airline websites – these are the most frequently used airlines, but travelers may choose other airlines if necessary: Third party vendors cannot be used.

www.southwest.com	www.jetblue.com	www.delta.com
www.aa.com	www.united.com	

### Lodging

Please note the following two sections of the WCCUSD travel policy – if either of these sections applies to your lodging request, additional approvals will be required (a waiver):

- Section 3.a.3 Lodging maximums
  - If your lodging exceeds \$185 per night, you must provide written justification of the necessity to stay at a higher cost facility.
- Section 3.a.2 Lodging under 50 miles
  - If you request lodging that is less than 50 miles from the district's boundaries, you must provide written justification for your request.

### Procedure for requesting pre-paid lodging:

- 1. At least four weeks prior to first night of stay, contact the hotel and make reservations for your stay using your credit card. <u>Book directly through the hotel</u>, NOT through a third-party vendor. Get a confirmation letter from the hotel that includes:
  - the hotel name and address
  - your name
  - the cost per night plus any tax amounts



- DO NOT reserve through third party vendors like Hotels.com, the District cannot pay third-party vendors.
- the dates of your stay
- your confirmation number
- 2. Submit the confirmation letter with your travel approval requisition.

Payment will be mailed to the hotel after your fully approved travel requisition is received in Purchasing. In the event that your travel requisition is received too late for pre-payment, you may seek reimbursement by providing receipts to accounting upon your return.

### Reimbursement Requests

When requesting reimbursement by the district for travel expenses such as transportation, registration, lodging, and/or meals, please observe the following requirements:

- 1. Within 10 days of completing travel, a **Travel/Conference Expense Claim** form (EC1), plus all required receipts and/or proof of expenses, must be submitted to accounting in order for the reimbursement request to be processed. Documentation regarding the conference must be attached to the form in order to secure proper approvals.
- 2. An estimated amount for reimbursable expenses must be encumbered on a requisition in Munis. When you submit your reimbursement claim to accounting, you will need to include the requisition number on the form (EC1).
- 3. An individual using his/her vehicle on extended trips outside the district shall be reimbursed not to exceed the amount which would have been expended if the employee had used coach or economy air transportation and any required shuttle or taxi; the lessor of.
- 4. Out-of-State travel requires prior written approval by both Division Head <u>and</u> Superintendent.

Questions Regarding Travel Contact: Purchasing Department, 231-1190 or the Purchasing Technician for your school site or department.



### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Landing Page on the Hub

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, complete for you
- 6. **Tab** past the Requisition number box; a requisition number will auto populate.
- 7. In the **General Description** box, enter the name of the conference. **CABE CONFERENCE**

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

Main	
Dept/Loc *	354 EL CERRITO HIGH
Fiscal year *	2020 • Current • Next
Requisition number *	20003064
General description	CABE CONFERENCE
🗖 General Notes	

8. Just below the General Description box is General Notes.

Note			
Requisition	2020	20003064	Drint on D
Created By	4180mkitcher	1	Print on P
SPSA TEACHER	PD PAGE 4		
0	10 1100 1		
a			
a			

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

Remember to attach your school site plan page to the requisition.

2 Created

**Click Accept** and then click BACK.

- 10. Notice that the Status box is Status 2 **CREATED** Status
- 11. **Tab** past the **Needed by** box and the **Entered** box that have auto filled

9.

- 12. Tab past the PO expiration box leaving it empty.
- 13. Tab past the Receive by bullet leaving it on Quantity
- 14. Tab past Three way match leaving the box checked
- 15. Tab past, Inspection required and Project accounts leaving the boxes unchecked.

You are now ready to complete the bottom half of the main page: Vendor and Shipping and Billing


16. **Vendor** – If you are doing a requisition for only Registration or Reimbursement you can use the Vendor Name search and enter the name of the vendor, such as "CABE".

Vendor Alpha		
Vendor Name	CABE	

17. In the example below you can see that CABE has two lines with the same vendor number, use the one that has a zero in the Address # column. That is the Purchasing or primary address, the others are for paying invoices.

e Back	Accept Cance	<b>Q</b> Search	Dutput	🖶 Print	<b>D</b> isplay	PDF	F. Save	Excel	Word	
Vendo	or Address	# Alpha Sort		Vend	or Name					Address 1
1152	.5	D CABE		CA AS	SOC FOR B	LINGUAL	EDUCATION	(CABE)		20888 AMAR RD
1152	5	3 CABE		CA AS	SOC FOR B	LINGUAL	EDUCATION	(CABE)		20888 AMAR RD

- 18. Click on the vendor you want to select and click **Accept**. You will be returned to the requisition entry screen where the vendor address will auto populate.
  - a. 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".

Vendor	
Vendor	123456 🕺 📒
Name	CONFERENCE / TRAVEL

Provide the vendor information in the line item Add'l Desc Notes box and attach the confirmations.

- 19. Tab past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.
- 20. 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 *	354	
Address	EL CERRITO HIGH SCHOOL	Munis
	540 ASHBURY AVENUE	
		The Ship To code has been changed from 862 to 354.
	EL CERRITO CA 94530	Would you like to use the ship to code 354's default E
Email	lfsmith@wccusd.net	·····
L		Ver

- 21. You will get a pop-up asking if you want to use the ship to code's default email, click Yes
- 22. Reference Use this field to enter the names of attendees
- 23. 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.

Tax Group	Description	Rate
El Cerrito	El Cerrito	9.750
El Sobrante	El Sobrante	8.250
Hercules	Hercules	8.750
Kensington	Kensington	8.250
Pinole	Pinole	9.250
Richmond	Richmond	9.250
San Pablo	San Pablo	8.750
Non-Taxable	Non-Taxable	0.000
Mira Vista	Mira Vista	8.250

Registration has no tax

Hotel confirmation includes tax.

Airfare total includes tax.

Reimbursement amounts will already include tax.

- d. Sales tax % will display .000.
- e. Use tax group and Use tax % Leave these boxes blank

- 24. 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.
- 25. 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)
- 26. In the **Quantity** box, enter the number of people who will be attending the conference.
- 27. 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.



28. 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



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

This is where you enter conference participant's names.

- c. Click Accept
- d. Click **Back**, you will be returned to the line detail page.
- 29. Tab to Unit Price; enter the cost per person.
- 30. Tab to UOM, enter the Unit of Measure such as EACH
- 31. Tab past the Freight box; leaving it blank
- 32. Tab past the Discount box; leaving it blank
- 33. If there is a figure in the Taxable box, Delete it.
  - a. Make sure your total does not include tax.



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

- 34. 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 2020	Number 20003065 Line 1					
Detail						
Quantity *	2.00		U	Jnit price	250.00000	
			U	JOM *	EACH	
Description *	REGISTRATION TO ATTEND THE CABE 2021 CONFERENCE IN					
	SAN DIEGO, CA 4/12-4/15/21		Gro	OSS	500	1.00
			Fre	eight		.00
	Add'I Desc/Notes		Dis	scount	.00 %	
			Tax	xable	500.00	
			Sal	les tax	0	).00
			Cre	edit		.00
			TO	TAL	500	0.00
			An	nount justification:	UNKNOWN	
Seq T 🔺 Accour	t	Description	Amount GL	. Bud		
01 E 01-0670	-5220-354-1120-1000-300113-0-4230-	CONFERENCE IN STATE	500.00 U			

35. 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.
- 36. When you have entered all the line items, click **Accept** then click **Return** to go back to the main page of the requisition.
- 37. Very Important Step: Attachments

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

### Attachments are required for conferences and travel.

<b>E</b> Back	<b>Q</b> Search	Browse	+ Add	Update	× Delete	Dutput	Print	Display	PDF	Save	ReadyForms	ReadyForms Deinvery	⊠ Email	Schedule	<sup>(0)</sup> Ø Attach	•	S Switch Form	Line Items	Release
Main												Definitions			Ø A	ttach			
Dept/Loc	*	3	54		EL CERI	RITO HIGH					Status	4 Allo	ocated	24	0 0	pen TCI	м		
Fiscal year Requisitio	r <mark>*</mark> n number	*	2020	Cu 2000306	rrent 🔘 l 55	Vext					Needed by Entered *	09/17/2020		By ·	41 D D	ocumer	nt Mappings		

- 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!



38. Notice the Status is 4 (Allocated)

Status 4 Allocated

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

												$\mathbf{N}$			
	Q	Browse	+		X Delete		Text file	x∎	Word	U	Notes		Switch Form	Activate	0
Accept Cancel	Search	📖 Query Builder	Add	Update	Global*	Print	PDF	Excel	Email	Attach	Notify	👔 Maplink	Line Items	Mass Allocate	Return
					Duplicate		Q Preview		Schedule			Alerts•	Release	📃 More 🕶	
Confirm		Search		Actio	ons		Output		Office		Tools			/lenu	

### 40. You will get a pop-up box.

	Munis 📀
2	Would you like to continue with release of requisition?
	Yes No

- 41. Click **Yes** to release your requisition into workflow for approvals.
- 42. 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. <u>**Requirement:**</u> Attach all back-up documentation
- 3. <u>Recommended:</u> 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**



### Creating a requisition that will be converted into a contract

**Contract Requisition** 

### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

- 2. Click Switch Form on the ribbon at the top of the page
- 3. Select **Contract** from the pop up box, click ok

Choose a Form	×	
Choose an option		
CONTRACT     MREQ     REGULAR     WHSE     NONE		
OK Cancel		

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

- 4. Click Add in the ribbon
- 5. Your Site/Department number will show in the **Dept/Loc** box
- 6. Press Tab
- 7. The Fiscal year will complete for you
- 8. **Tab** past the Requisition number box; a requisition number will auto populate.
- In the General Description box enter a definition of the type of contract you are creating, such as: CONSULTANT CONTRACT, CONTINUING CONTRACT or LEASE (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
- 10. Click on **General Notes** and enter your PO number from last year if there was one. This is also where you enter a note such as your school site plan justification for categorical programs. Remember to attach your school site plan page to the requisition.
- 11. Click Accept then click Back.
- 12. Tab to the Needed By box. No need to enter anything in this box.
- 13. Tab past the Entered and the By box that have auto filled.
- 14. Leave the PO expiration date empty purchasing will complete that field for you.
- 15. Receive by: Click in the Amount Bullet, this will remove the bullet from the Quantity Field.
- 16. Tab past the Three way match box.
- 17. Tab past the Inspection required and By boxes.
- 18. Tab past Project accounts, leave the box unchecked.

### You are now ready to complete the bottom half of the main page: Vendor and Shipping and Billing

- 19. **Vendor** click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use, enter the vendor name in caps.
  - a. Use the **Vendor Alpha** box to find vendors by their **proper name**.
  - b. Use the Vendor Name box to find vendors by any part of their name.
- 20. Click Accept
- 21. You should now see a list of vendors, Use the Vendor that has a zero in the Address column. This is the one to use for making a purchase the others are for paying invoices.

Dept/Loc *	376		HE	ERC
Fiscal year *	2020	۲	Current	$\bigcirc$
Requisition number *		200	03066	_
General description	CONSULTAN	t con	TRACT	

Main

Requisition	2020	20003066
Date/Time		2020-09-21 17:29
Created By	4180mkitche	n
Created by	4 TOOTTKITCHE	
LAST YEARS P	0# 2020XXXX	

### 22. Click on the vendor you want to use and Click Accept.

Vendor	Address # Alpha Sort	Vendor Name	Address 1	Address 2	City	State	Zip	Status	Type
10001	0 BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	GATEWAY PROJECT	171 CARLOS DR	SAN RAFAEL	CA	94903-2005	ACTIVE	CONS
10001	1 BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	PLAN/CIF	405 14TH STREET SUITE 1420	OAKLAND	CA	94612	ACTIVE	CONS
10001	2 BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	11175 SAN PABLO AVE		EL CERRITO	CA	94530	ACTIVE	CONS
10001	3 BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	171 CARLOS DR		SAN RAFAEL	CA	94903-2005	ACTIVE	CONS
10001	4 BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	171 CARLOS DR		SAN RAFAEL	CA	94903-2005	ACTIVE	CONS
10919	0 AMERICAN RED CROSS B	AMERICAN RED CROSS BAY AREA CHAPTER	EDUCATI SNAL SERVICES DEPT	85 SECOND ST 7TH FLOOR	SAN FRANCISCO	CA	94105	ACTIVE	VEND
10919	1 AMERICAN RED CROSS B	AMERICAN RED CROSS BAY AREA CHAPTER	FINANCE DEPARTMENT	85 SECOND ST 8TH FLOOR	SAN FRANCISCO	CA	94105	ACTIVE	VEND
10919	2 AMERICAN RED CROSS B	AMERICAN RED CROSS BAY AREA CHAPTER	CEP TESTING DEPARTMENT	2227 S ATLANTIC BLVD	COMMERCE	CA	90040	ACTIVE	VEND
11018	0 BAY AREA CARBIDE	BAY AREA CARBIDE	1843 EAST ST		CONCORD	CA	94520	ACTIVE	VEND
14444	0 BAY AREA CAR WRAP	BAY AREA CAR WRAP	ET SIGN AND GRAPHIC	12750 SAN PABLO AVE	RICHMOND	CA	94805	ACTIVE	VEND
17061	0 BAY AREA CHILDREN'S	BAY AREA CHILDREN'S THEATRE	6114 LA SALLE AVE. #431		OAKLAND	CA	94611	ACTIVE	VEND
19482	0 BAY AREA CUSTOM	BAY AREA CUSTOM SHIRTS	3130 SPRING ST		REDWOOD CITY	CA	94063	ACTIVE	VEND

- 23. You will be returned to the requisition entry screen, the vendor address will auto populate.
- 24. Tab past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.
- 25. The **Shipping address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
- 26. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.
- 27. **Reference** You can enter a reference here such as a Teacher name/room number.
- 28. Tab past the Freight Meth/Terms and Special handling boxes.
- 29. **Terms section**, information entered here will apply to all line items.
  - a. Sales tax group click the ellipsis and select Non-Taxable
  - b. Sales tax % This box should show .000
  - c. Use tax group and Use tax % Leave these boxes blank.
- 30. Leave the **Shipping by percentage** and **percentage discount** empty.
- 31. 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.
  - c. Click Accept, you will be transferred to the Line Items screen.

### You are now ready to enter your item information on the Line Detail page

- 32. Quantity Box will auto populate with 1.
- 33. In the Description box enter a description per the instructions below; remember to use CAPS.
  - a. If you are creating a consultant services contract enter a paragraph of the full description from the purpose on the summary.
  - b. If you are creating a lease enter the lease information
  - c. If you are creating a continuing contract enter the description and terms.
- 34. Open the add'l Desc Notes box and enter the rest of the description ending with the dates of service.

*Note:* The description section only prints **204 characters;** enter additional information in the *Add'l Desc/Notes box* located under the description box.

- 35. Tab to the Amount box, enter the Dollar Amount of the Contract.
- 36. Tab past the Freight box; leaving it empty.
- 37. **Tab** past the **Discount** box; leaving it empty.
- 38. If there is a figure in the Taxable box, **Delete** it.
- a. Make sure your total does not include tax.
- 39. **Tab** past the **Credit** box; leaving it empty.
- 40. You will be in the **Account** box.



The Ship To code has been changed from 862 to 376. Would you like to use the ship to code 376's default Email

No

Terms		
Sales tax group Non-Taxable	 Sales tax %	.000 🚥
Use tax group	 Use tax %	.000 📟



41. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site.

Seq	Т	Account				
01	•	01-0670-5860-376-	-	-		

### 42. Click the ellipsis

43. A new window will appear with the account numbers you can choose from, select one.

e Back	<b>A</b> ccept	<b>O</b> Cancel	<b>Q</b> Search	Dutput	Print .	<b>D</b> isplay	PDF	F Save	Excel	Word
Account						Descript	tion			
01-0670-5	B60-376-111	0-3140-200	120-0-4240-			LCFF HLT	TH SVC HE	HS FULL SVC	-WH	
01-0670-5	B60-376-111	0-3130-200	100-0-4220-	LCFF SOCIAL WRK HHS S3 CLIM-WH						
01-0670-5	B60-376-111	0-3140-200	158-0-4240-	LCFF HLTH SVC HHS FULL SVC-WH						

### 44. Click Accept

- 45. Tab once, if you are not using two funds to pay for this item 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.
- 46. Click Accept then click Back to go back to the main page of the requisition
- 47. Attach a copy of your contract or lease now using the Attach icon (Paperclip).
  - a. Make sure you have submitted the Informed K12 contract document.
- 48. When you are ready to send your requisition into workflow your status will be 4 Allocated.
- 49. Click **Release** in the ribbon.

<b>←</b> Back	<b>Q</b> Search	Browse	+ Add	Update	X Delete	Output	Print	Display	PDF	Save	ReadyForms	ReadyForms Deliver Definitions	y Email	Schedule	<sup>(0)</sup> Ø Attach	Ŧ	S Switch Form	Line Iten	Release
Main										_									
Dept/Loc *	6	37	6		HERCUL	ES HIGH					Status	4 A	Allocated						

### 50. After you click **Release** you will get a popup.



- 51. Click Continue
- 52. The Status will change to 6 (Released).

<b>E</b> Back	<b>Q</b> Search	Browse	+ Add	Update	X Delete	Output	Print	Display	PDF	Save	ReadyForms	ReadyForms Delivery Definitions	⊠ Email	Schedule	<sup>(0)</sup> Attach	*	Switch Form	Line Items	Release	Activate	Mass Allocate	(Allocate	Notes	Copy
Main Dept/Loc		3.	76		HERCU	LES HIGH				Г	Status	6 Rele	ased	٦.										



### 1. Go to Requisition Entry

*Tyler Menu*  $\rightarrow$  *Financials*  $\rightarrow$  *Purchasing*  $\rightarrow$  *Purchase Order Processing*  $\rightarrow$  *Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.* 

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



### 3. Select **WHSE** from the pop up box, click **ok**

Choose a Form	×
Choose an option	
CONTRACT MREQ REGULAR WHSE NONE	
OK	Cancel

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

- 4. Click Add
- 5. Your Site/Department number will show in the **Dept/Loc** box.
- 6. Press Tab
- 7. The Fiscal year will complete for you.
- 8. Tab past the Requisition number box; a requisition number will auto populate.
- In the General Description box enter a definition of the type of order you are creating, such as WAREHOUSE - OFFICE SUPPLIES, WAREHOUSE - SUMMER SCHOOL SUPPLIES, WAREHOUSE - CUSTODIAL SUPPLIES OR WAREHOUSE - AFTER SCHOOL PROGRAM G ETC. (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
- 10. Just below the General Description box is **General Notes** this is where you can enter a note.
- 11. Notice that the Status box is Status 2 CREATEDStatus2 Created12. Tab past

the Needed by box and the Entered box that has auto filled

- 13. Tab past the PO expiration box leaving it empty.
- 14. Tab past the Receive by bullet leaving it on Quantity
- 15. Tab past Three way match that is checked
- 16. Tab past, Inspection required and Project accounts leaving the boxes unchecked.
- 17. Tab to the Ship to box and enter your site number.

U Munis		Ð								
The Ship To c	ode has been ch	anged from 862	2 to 105.							
Would you like to use the ship to code 105's default Email?										
	Yes	No	]							

18. You will get a pop-up asking if you want to use the ship to code's default email, click **Yes** 

Dept/Loc \*

Fiscal year \*

Requisition number \*

General description

105

2020

19. **Email** – the correct email should have just populated, you can modify if necessary.

- 20. Tab to the Reference box, you can enter any information here.
- 21. You do not need to modify the tax rate you will not be taxed on a warehouse order.

CHAVEZ ELEMENTARY

Current O Next

20003067

WAREHOUSE - CUSTODIAL SUPPLIES



### 22. Below is an example of what the first page should look like.

Main			
Dept/Loc * Fiscal year * Requisition number * General description General Notes	105      CHAVEZ ELEMENTARY       2020 <ul> <li>Current</li> <li>Next</li> <li>20003067</li> <li>WAREHOUSE - CUSTODIAL SUPPLIES</li> <li>Variant Supplies</li> <li>Variant Supplies</li> <li>Variant Supplies</li> <li>Variant Supplies</li> <li>Variant Supplies</li> <li>Variant Supplies</li> <li>CHAVEZ ELEMENTARY</li> <li>Variant Supplies</li> <li>Control Supplies</li> <li>Current Supplies&lt;</li></ul>	Status Needed by Entered * PO expiration Receive by	Created     By     4180m     O9/21/2020     By     4180m     Quantity     Amount     Three way match required     Inspection required By     Project accounts applied
Shipping and Billing			
Ship to * Address Email Reference	105 CHAVEZ ELEMENTARY 960 17TH STREET RICHMOND CA 94801 fgonzalez@wccusd.net		
Terms			
Sales tax group Richmond Use tax group	Sales tax %         9.250 ■            Use tax %         .000 ■		
Line Items			
Line Inv item	Inv item loc Inv tran ty; Description	Ven	dor
Accounts Total and	mount		

21. Click Accept, you will be transferred to the items screen.

### You are now ready to enter your items on the Line Items page

- 22. In the **Quantity** box enter the quantity for the first item.
- 23. Tab to the **Inventory Item** box and enter the item number or click the three dots (ellipsis) to select your item.
  - a. When you click the ellipsis the Inventory Item Help screen will open.
  - b. You can use the Filter or Search options at the bottom of the page
    - 1. Click the filter icon  $\forall$  and enter what you are looking for with asterisks on each side.
    - 2. Click Go
    - 3. The results (displayed below) show that by using the asterisks both before and after the word TOWELS we were able to find three items that have towels in the name.
    - 4. Click to highlight your selection, then Click **Accept** to be returned to the item screen.





- 24. The Inventory Item will show in the box.
- 25. Tab Four Times. Going through all the fields until you reach the Account section.
  - a. The Location, Pick Ticket Type, Description, and Amount boxes will all complete automatically.
  - b. Using the standard account code structure enter as much information as you can.
  - c. In the following example I entered the Fund, Resource, Object and Site. (the first 4 fields).
  - d. Click the **ellipsis**

Requisition					
Fiscal year 2020	Number 20003067 Line 1				
Detail					
Quantity *	2.00			Unit price	36.87190
Inventory item	753103 🖿			UOM *	CASE
Type	Pick ticket      Purchase			Gross	.00
				Freight	.00
Description *	PAPER TOWELS, ROLLED, 7-7/8", 600' 12/CS			Discount	.00 %
				Taxable	0.00
	C Add'l Dese (Mater			Sales tax	0.00
	Add I Desc/Notes			Credit	.00
				TOTAL	73.74
				Amount justification:	UNKNOWN
Seq T Account		Description	Amount	GL Bud	
01 -0000-	4300-105	•	73.74		

- e. A new window will appear with the account numbers you can choose from.
- f. select one
- g. Click Accept

× .	0	Q	Ð	-	٩	ß		X	5	
Accept	Cancel	Search	Output	Print	Display	PDF	Save	Excel	Word	
				Description						
300-105-000	1-1000-200	110-0-0000			UNR TRANS K CHAVEZ					
300-105-000	0-8260-400	110-0-0000			UNR CU	STOD CHA	VEZ			
01-0000-4300-105-1110-1000-200110-0-0000							Z			
01-0000-4300-105-1110-2700-200110-0-0000						MIN CHA	/EZ			
	Accept	Accept Cancel	Accept Cancel Q Search 300-105-0001-1000-200110-0-0000 300-105-0000-8260-400110-0-0000 300-105-1110-1000-200110-0-0000 300-105-1110-2700-200110-0-0000	Accept         Cancel         Q         E           300-105-0001-1000-200110-0-0000         000000000000000000000000000000000000	Accept         Cancel         Q         E         Print           300-105-0001-1000-200110-0-0000         300-105-0000-8260-400110-0-0000         300-105-1110-1000-200110-0-0000         300-105-1110-1000-200110-0-0000           300-105-1110-2700-200110-0-0000         300-105-1110-2700-200110-0-0000         300-105-1110-2700-200110-0-0000	Accept         Cancel         Q         E         F         E         E           Accept         Cancel         Search         Output         Print         Display           00-105-0001-1000-200110-0-0000         UNR TR/ 000-105-0000-8260-400110-0-0000         UNR CU           00-105-1110-1000-200110-0-0000         UNR INS           00-105-1110-2700-200110-0-0000         UNR AD	Accept         Cancel         Search         Duput         Print         Display         PDF           000-105-0001-1000-200110-0-0000         UNR TRANS K CH/// UNR TRANS K CH// 200-105-0000-8260-400110-0-0000         UNR TCUSTOD CH/// UNR CUSTOD CH// 200-105-1110-1000-200110-0-0000         UNR INSTR CHAVE/// UNR INSTR CHAVE// 200-105-1110-2700-200110-0-0000	Accept         Cancel         Q         E         E         E         Display         PDF         Save           00-105-0001-1000-200110-0-0000         UNR TRANS K CHAVEZ         UNR CUSTOD CHAVEZ         UNR CUSTOD CHAVEZ         000-105-1110-1000-200110-0-0000         UNR INSTR CHAVEZ         000-105-1110-2700-200110-0-0000         UNR INSTR CHAVEZ         000-105-1110-2700-200110-0-0000         UNR ADMIN CHAVEZ         000-105-1110-2700-200110-0-0000         000-105-1110-2700-200110-0-0000         000-105-1110-2700-200110-0-0000         000-105-1110-2700-200110-0-0000         000-105-1110-2700-200110-0-0000         000-105-110-2700-200110-0-0000         000-105-110-2700-200110-0-0000         000-105-110-2700-200110-0-0000         000-105-110-2700-200110-0-0000         000-105-110-2700-200110-0-0000         000-105-110	Image: Concel         Image: C	

### 26. **Tab** once

27. Notice that the GL Available Budget shows at the bottom of the screen.

Seq	Т	Account		[	Description	Amount
01	E	01-0000-4300-105-0000-8260-400110-0-0000		. 🗆	UNR CUSTOD CHAVEZ	73.74
01-0000-	-43	00-105-0000-8260-400110-0-0000	GL Available Budget		1,3	324.63

- 28. Click Accept.
- 29. If you have more items to enter, click the **Add** (plus) and follow steps 22 through 28 in the above procedures to enter additional line items.
- 30. When entering additional line items you can use the copy GL feature in the ribbon when you reach the account number section of each line.



- 31. Once you are done entering your items, click Accept.
- 32. Click **Back** to go back to the main page of the requisition.



### 33. Notice your status is now **4** – **Allocated**

Status 4 Allocated

- a. If your status is still 2 Created, you did not enter an account code on one of your line items, click on line items (In the ribbon) and look at each line item to find the one you missed. Click update to add the account code, then accept and back to return to the front page.
- 34. Click **Release** in the ribbon.
- 35. After you click **Release** you will a popup, click **Yes**.

U Munis									
Would you like to continue with release of requisition?									
	Yes	No							

### 36. Status will change to 6 (Released).

Status	6	Released	
Needed by			<b>#</b>
Entered *	09/21/	/2020	<b></b>
PO expiration			

37. Once the requisition has processed through the workflow approval process our warehouse will bring you the items you ordered.

# Duplicating A

## Requisition



### July 1 through September 30 (or when the year is closed)

### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

- 2. Click Search
- 3. Requisition number Box Enter the requisition number of the requisition you would like to duplicate.
- 4. Click on Copy



5. A new page will open



- 6. Click the dropdown and select "N"
- 7. Tab to the Entry Date box
- 8. The year will update to the new year date

Сору		
Fiscal year for new requisition	N •	2020
Entry date for new requisition	09/24/2020	

- 9. Click Accept
- 10. The new requisition will be created
- 11. Make any corrections to the front page if needed.
- 12. Check in the General Notes box and update any information if necessary
- 13. Click Accept
- 14. Click on Line Items
- 15. Click Update
- 16. Correct the Description if needed
- 17. Click on Add'l Desc/Notes, make any necessary corrections
- 18. Change the Amount if needed
- 19. Check the account, update if necessary
- 20. Click Accept
- 21. Click Back
- 22. The requisition should now be in status 4 Allocated
- 23. Add any attachments
- 24. Release to send into workflow



### October 1 (or whenever the year is closed) through June 30

### 1. Go to Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

- 2. Click Search
- 3. Requisition number Box Enter the requisition number of the requisition you would like to duplicate.
- 4. Click on Copy



### 5. A new page will open



- 6. The dropdown will show "C", leave it there
- 7. The Entry date will display the current date.
- 8. Click Accept
- 9. The new requisition will be created.
  - a. If you do not have sufficient funds in the account being copied the duplication will not work.
- 10. Make any corrections to the front page if needed.
- 11. Check in the General Notes box and update any information if necessary
- 12. Click Accept
- 13. Click on Line Items
- 14. Click Update
- 15. Correct the Description if needed
- 16. Click on Add'l Desc/Notes, make any necessary corrections
- 17. Change the Amount if needed
- 18. Check the account to update if necessary
- 19. Click Accept
- 20. Click Back
- 21. The requisition should now be in status 4 Allocated
- 22. Add any attachments
- 23. Release to send into workflow

## Attaching Documents





- 1. Go to Requisition Entry, Purchase Order Change Order or Purchase Order Receiving
  - **2.** Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry or Purchase Order Change Order or Purchase Order Receiving
- **3.** Search and open the Requisition, Purchase Order Change Order or Purchase Order Receiving that you want to attach a document to.
- 4. Click the paperclip above Attach to attach documents.



- 5. Tyler Content Manager (TCM) will open.
- 6. Click the Plus "+" in the upper left corner.



7. Click on the import attachment symbol.



- 8. The Import Document pop-up will open.
- 9. Click on Choose File to open the file search box for your computer.
- 10. Select your file and click Open.



**11.** The **document information will show** on the Import Document pop-up.



a. You are also able to drag and drop attachments to the Import Document screen.





- **12.** Once the document loads, it will show in the screen, but will not yet be saved.
  - a. Notice that the **document information field** is blank.



- 13. Click the Save icon (Floppy Disk).
  - a. Now the **document information** will be completed and the document will be saved.

Tyler Content Manager	
+ 🖻 🗘 🙃 🖬 🖻 主 🎽 !	B ⊕ → ⊠ ē <sup>*</sup> ∕ ¤ R ⊖ / ∕ ≣ 1 B   H K   O
Documents 🗸 🗸 🔊	Requisition Attachment - 21002773
Filter by:	
Date Requisition Number Vendor Number DocType 12/21/20 21002773 11700 Requisition	Learning A-Z

**14.** You can either click the X in the TCM screen to close this tab.

Tyler Content Manager			(?)	ł
/ 8 0 8 8 1 8 1 ≥ 2	9 ⊕ → ⊠ <sup>6</sup> / ¤ R ⊖ / / ≣ 1 D   # %   9	VIEW	$\times$	l
Documents 🗸 🛪	Requisition Attachment - 21002773 🗸 🔊	Document Information	7	ľ
Filter by:		Attachment Filename		

### **15.** Or you can click the X on the browser window to close the screen

\$	Tyler	Hub -	Dashb	oard	× Sequisition Entry [WEST CONTRAX STCM X	
$\leftarrow$	$\rightarrow$	С	仚		wccusdtcm.tylerhost.net:14180/tylercm_mu4180/viewer/index.html?query=aee169ab96590	30
\$	. Tyl	er Co	onten	t Mar	ager	

- **16.** You will be back on the entry screen.
- **17.** Complete any remaining information and release the requisition or purchase order change order.

### Change Orders (Increasing Purchase Orders)



### How to create a Purchase Order Change Order to Add a Line

1. Go to Purchase Order Change Orders

 $\label{eq:constraint} Tyler\ Menu \to Financials \to Purchasing \to Purchase\ Order\ Processing \to Purchase\ Order\ Change\ Orders$   $Note:\ Purchase\ Order\ Change\ Order\ can\ also\ be\ found\ on\ the\ Munis\ Dashboard\ on\ the\ Hub$ 

- 2. Click on Search
- 3. Click in the PO number box, enter the PO number you want to increase.
- 4. Click Accept; below is what it looks like:
  - a. Status of the original is 8 Printed and the status of the change order is N None.

Back Acc	ept Search Browse	Update	Dutput	Print	Display P	DF Save	Excel	⊠ Email	Schedule	(0) Ø	-	Line Items	(1) Notes	Audits Car	C ncel PO C	C lose PO R	R e-Open PO Ca	Mass Mass Incel PO Close P	Cancel by (	D FL Print PO
MAIN TERM	IS/MISCELLANEOUS															_				_
Dept/Loc Fiscal year PO number General commod General descripti	210 2021 dity BLANKET	PURCHASE ORDE	MS MIDDLE t <ul> <li>Next</li> </ul>	E Peric	od 01 s			Buye	er 4180 Pr Ti In Recei	Imkitchen roject accoun hree way mat Ispection requ Inspector ive By	ts appl ch requ ired	lied uired Quantity (	Amour	t.		> Ent Ne Exp Las	Original Change Orde tered eded by bire tt changed	Status 8 - Printed Pr None 09/24/202		00
Vendor Details Vendor Name PO mailing	10867 SOUTHWEST SCHO 0 3790 DEFOREST CIR	Comm DL & OFFICE SUPI CLE	nitted P									Shipping Ship to	) Details	210 WALTER T. H 2500 ROAD	IELMS MIDO	DLE SCHOO	L		_	
Delivery method	JURUPA VALLEY	- Fax	< 🗌 E-	CA Mail	91752							Email Referenc	e	cristina.villal	obos@wcci	usd.net	CA	94806		
Remit	1	SOUTHW	EST SCHO	OL & OFF	ICE															
Line Items												-								
Line Ord	ered Amount L 500.00	quidated 0.00		Balanc 500.0	e 1st GL Ac 0 01-0000-4	count 800-210-1110-2	700-200110-	0-0000												
Totals Ordered Liquidatec Open	500.00 0.00 500.00											Workflov Status My J	N Approvals		Approve		Reje	ct	Hold	
« «	1 of 1		>	»																

- 5. At the bottom of the screen you can see the totals including remaining balance in the **Open** box.
- 6. Notice that there is only one record.
- 7. Click Line Items.



8. The line items screen will look like this:

Back Search	Add Update View Ship To Canc PO Line				
Journal Information		1/3 <sup>2</sup>		Purchase Order	
Year Description	Period Effective Date			Fiscal Year 2021 Ne Vendor 10867 (SOUTH Contract	umber 20210001 Line 1 WEST SCHOOL & OFFICE SUPP)
Pricing				Detail	
	CURRENT NEW			Commodity	
Quantity	1.00				
Amount	500.00000			Description To put	RCHASE SUDDITES FOR THE 2020/21 SCHOOL YEAR
GROSS	500.00				
Freight	0.00				
Discount %	0.00			📒 Ac	dd'I Desc/Notes
Credit	0.00				
Sales Tax Amount	0.00	View tax groups		Vendor item number	
TOTAL	500.00	view tax groups		1099 box	·
101-001010-00				Manufacturer	
Totals				Manufacturer item number	No
Liquidated	0.00 Modify			Bid	1.
Cancelled	0.00 Restore			Dept/Loc	210 HELMS MIDDLE
Open	500.00			Requested by	
				Required by	Notify Buyer
Seq T Account		Description	Amount GL Bud		
1 E 01-0000-43	00-210-1110-2700-200110-0-0000	UNR ADMIN HELMS MS	500.00 A		
4					
« <	1 of 1 > >				

### 9. Click Add

### 10. The screen will now look like this:

Back Accept Cancel		
Journal Information		Purchase Order
Year No21 Period 1 Effective Date 09/24/2020		Fiscal year 2021 Number 20210001 Line Vendor 10867 (SOUTHWEST SCHOOL & OFFICE SUPP) Contract
Detail		
Quantity* Commodity	Blank Add a Line Screen	Amount Freight Discount percent Credit Line item total
Description *		
Miscellaneous		
Manufacturer Manufacturer im no. Vendor item no. 1099 Box Capital Asset	Required By Bid	
Request by		
	Notify Buyer	
Seq Org Obj Project Description	Amount GL Bu	

11. In the Journal Information section; make sure the Year, Period and Effective date are correct.

Journal Information									
Year	2021	Period	3	Effective Date	09/24/2020	≜ <b></b>			
Description	INCREASE BLANKET PO								

12. Enter a reason for the increase in the **Description** box.

### Purchase Order Change Order



- 13. **Tab**, the **Quantity** box will default to 1 if you are increasing a blanket PO that is flagged as "Receive by Amount".
- 14. Tab to Description, enter a reason for the blanket increase.
- 15. Tab to the Unit price box and enter the amount you want to increase the purchase order by.
- 16. Tab to the Account section.
- 17. Enter your account number.
- 18. Tab to Amount; the bottom of the screen shows your available budget.

Journal Information	Purchase Order
Year 2021 Period 3 Effective Date 09/24/2020 []	Fiscal year 2021 Number 20210001 Line 2 Vendor 10867 (SOUTHWEST SCHOOL & OFFICE SUPP) Contract
Detail	
Quantity * 1.00 Commodity	Amount         200.00000           Freight         .00           Discount percent         .00           Credit         .00           Line item total         200.00
2020/21 SCHOOL YEAR	
Add1 Desc/Nates	
Miscellaneous	
Manufacturer Required By Manufacturer item no. Dept/Loc 210 HELMS MIDDLE Vendor item no. Bid Capital Asset Capital Asset N • Request by Notify Buyer	
Seq T Account Description Amount GL Bud	
01   01-0000-4300-210-1110-2700-200110-0-0000   UNR ADMIN HELMS MS 200.00	
01-0000-4300-210-1110-2700-200110-0-0000 GL Available Budget 500.00	

### 19. Click Accept

20. The screen changes again, you can now see that there are two records.

C     Q     +     EX     O       Back     Search     Add     Update     View Ship To		
Journal Information		Purchase Order
Year 2021 Period 3 Effective Date 09/24/2020		Fiscal Year         2021         Number         20210001         Line         2           Vendor         10867 (SOUTHWEST SCHOOL & OFFICE SUPP)         Contract         2
Pricing		Detail
CURRENT NEW Quantity 1.00 Amount 200.00000	Completed Add a	Commodity
GROSS 200.00	Line Screen	INCREASE TO PURCHASE ADDITIONAL SUPPLIES FOR THE 2020/21 SCHOOL YEAR
Freight         000           Discount %         0.00           Credit         0.00           Taxable Amount         0.00	_	Add'I Desc/Notes
Sales Tax Amount         0.00           TOTAL         200.00	View tax groups	Vendor item number 1099 box  Manufacturer Manufacturer Manufacturer
Idquidated 0.00 Modify Cancelled 0.00 Restore Open 200.00		Capital asset N  Bid Dept/Loc 210  HELMS MIDDLE Requested by Required by
Seq T Account 1 E 01-0000-4300-210-1110-2700-200110-0-0000	Description Amount GL Bud UNR ADMIN HELMS MS 200.00 A	Notify Buyer
	s) added.	



### 21. Click Back, you will be returned to the Main page.

- a. Status: Original is 8 Printed and Change order is C Created.
- b. There are two red arrows indicating which record you are viewing.

€ ✓ Back Accept	C III III C C III C C III C C III C C C III C C C III C	1 Schedule Attach Line Items	Notes Audits R	C U P lelese Update Journal Print PO Detail
MAIN TERMS/M	IISCELLANEOUS			
Purchase Order Detai	ls			
Dept/Loc Fiscal year PO number General commodity General description	210      HELMS MIDDLE       2021     Current III Next     Period     01       20210001        BLANKET FURCHASE ORDER       D Receiving     D Invoices	ItBOmkitchen Project accounts applied Three way match required Inspector required Inspector Ceceive By Quantity Amoun		Status Original Change Order Change Order C - Created Change Order for year/period 2021/03 Entered Needed by Expire Last changed 09/24/2020
Vendor Details		Shipping Details		
Vendor Name PO mailing	10867          Committed           SOUTHVEST SCHOOL & OFFICE SUPP         0         0           9 Type DEFOREST CIRCLE             JURUPA VALLEY         CA         91752	Ship to Email Reference	210 WALTER T. HELMS MI 2500 ROAD 20 SAN PABLO cristina.villalobos@wc	DDLE SCHOOL CA 94806
Delivery method	Print Fax E-Mail			
Remit	1 SOUTHWEST SCHOOL & OFFICE			
Vendor/Sourcin	ig Notes			
Line Items				
Line Ordered	Amount         Liquidated         Balance         1st GL Account           500.00         0.00         500.00         01-000-4300-210-1110-2700-200110-0-0000           200.00         0.00         200.00         01-0000-4300-210-1110-2700-200110-0-0000			
4				
Totals		Workflow		
Ordered Liquidated	700.00 0.00	Status My Approvals	Appro	we Reject Hold For
« <	2 of 2 > »			

- c. At the bottom of the screen you can see the totals, notice that the Open amount on the change order includes the increase amount.
- d. In the Account code section you can see the second line showing the increase.
- 22. Click **Release** to send it into workflow.
- 23. Notice that the Status now reflects P Pending for the Change Order.

		Status
	<ul> <li>Original</li> </ul>	8 - Printed 🔻
>>	<ul> <li>Change Order</li> </ul>	P - Pending 🔻
		Change Order for year/period 2021/03

- 24. Once the change order has gone through workflow Purchasing will make any necessary corrections and post the order.
- 25. Once the change order is posted the second record will combine with the original and there will no longer be a change order.
- 26. Purchasing will submit the increased purchase order to the vendor.

### \*\*NOTE\*\*

To check the status of the Change Order you must go to Purchase Order Change Order to look it up. The Change Order will not show in Purchase Order Inquiry or Requisition Entry.

## Receiving



### **Open Purchase Order Receiving**

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Purchase Order Receiving Note: Purchase Order Receiving can also be found on the Munis Landing Page on the Hub

 You can Search for your purchase order by clicking in the Search Bar and hitting enter. Or the PO Number field. In this instance I searched using the <u>PO Number</u> box.

🔨 Purchase Order	r Receiving	Search by purchase order number				-	Q	8	M
Advanced My Excel Search Searches Exports	•			You can search for using the search	or your purchase order box or the PO Number box				
Purchase Orders: 1							Items per j	page: 15	•
PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name				Total
20200137									
20200137	2020	857	Printed	10835	MEDI				\$707.78

2. Click on the **PO number** to open the Purchase Order Details page.

Purchase Or Purchase order 20200137	der Details Year 2020	Department 857	Department desc SPECIAL EDUCATION	Vendor name MEDI	Status Printed	Total amount \$707.78					
Ordered Items	Close PO	Received date* 09/29/2020	Packing slip								
Full Line Item#	Description SERVICE & CAL	IBRATION OF DISTRICT'S AUDIO	METERS				Ordered	UOM EACH	Received	Receiving	Remaining 9.00
□ 2	POWER SUPPLY	FOR ONE AUDIOMETER					1.00	EACH	0.00	0.00	1.00

3. On this page you can **fully receive** or **partially receive** these items. You can also let accounting know to close the Purchase order once payment has been made.

### **Partial Receipt**

- 1. Click in the Receiving box on the item you received and enter the quantity received.
- 2. Click in the <u>Packing slip box</u> and enter the packing slip number.

Purchase Or	der Details										
Purchase order 20200137	Year 2020	Department 857	Department desc SPECIAL EDUCATION	Vendor name MEDI	Status Printed	Total amount \$707.78	$\mathbf{i}$				
Ordered Items	Close PO	Received date*	Packing slip 111223								
Full Line Item#	Description						Ordered	UOM	Received	Receiving	Remaining
□ 1	SERVICE & CALI	BRATION OF DISTRICT'S AUDIO	METERS				9.00	EACH	0.00	4.00	9.00
□ 2	POWER SUPPLY	FOR ONE AUDIOMETER					1.00	EACH	0.00	0.00	1.00
										► <b>~</b> s	ave Cancel

- 3. Click Save
- 4. Notice that the Received Amount and Remaining Amount fields have updated.

Full Line Item	1 # Description	Ordered U	OM Rece	ived R	Receiving	Remaining
1	SERVICE & CALIBRATION OF DISTRICT'S AUDIOMETERS	9.00 EA	сн	4.00	0.00	5.00
2	POWER SUPPLY FOR ONE AUDIOMETER	1.00 EA	сн	0.00	0.00	1.00

5. Attach your Packing Slip



### Full Receiving – One line

- 1. Click in the **Full check box** beside the item that was received in full.
- 2. Click in the **Packing slip box** and enter the number.

Purchase Or	der Details											
Purchase order 20200137	Yea 2020	Department 857		Department desc SPECIAL EDUCATION	Vendor name MEDI	Status Printed	Total amount \$707.78					
Ordered Items	Close PO	Received date* 09/29/2020	1	Packing slip 45671								
Full_Line Item #	Description							Ordered	UOM	Received	Receiving	Remaining
<b>2</b> 1	SERVICE & CAI	LIBRATION OF DISTRICT'S	AUDIO	OMETERS				9.00	EACH	0.00	9.00	9.00
□ 2	POWER SUPPL	Y FOR ONE AUDIOMETER						1.00	EACH	0.00	0.00	1.00
							ß				<b>√</b> 9	ave Cancel

### 3. Click Save

4. Notice that the Received Amount and Remaining Amount fields have updated.

F	ull Line Iter	m #	Description	Ordered	UOM	Received	Receiving	Remaining
E	1		SERVICE & CALIBRATION OF DISTRICT'S AUDIOMETERS	9.00	EACH	9.00	0.00	0.00
C	2		POWER SUPPLY FOR ONE AUDIOMETER	1.00	EACH	0.00	0.00	1.00

5. Attach your Packing Slip.

### Full Receiving – Entire Order

- 1. Click in the Full Shipment box.
  - a. Checks will populate in the full box on all line items.
- 2. Click in the **Close PO box** so that this PO will close after the payment is made.
- 3. Click in the **Packing Slip box** and enter the Packing Slip number.
- 4. Click Save

Pu	irchase	e Orde	er Details										
Pure	hase order		Year	Department	Department desc	Vendor name	Status	Total amount					
F	ull Line	ltem #	Description						Ordered	UOM	Received	Receiving	Remaining
28	1		SERVICE & CA	LIBRATION OF DISTRICT'S AUD	IOMETERS				9.00	EACH	9.00	0.00	0.00
	2		POWER SUPPL	Y FOR ONE AUDIOMETER					1.00	EACH	1.00	0.00	0.00
				09/29/2020	357951								
Fu	II Line I	tem #	Description						Ordered	UOM	Received	Receiving	Remaining
	1		SERVICE & CAL	IBRATION OF DISTRICT'S AUDI	OMETERS				9.00	EACH	0.00	9.00	9.00
	2		POWER SUPPLY	FOR ONE AUDIOMETER					1.00	EACH	0.00	1.00	1.00
												🗸 s	ave Cancel

- 5. Notice that the **Received Amount** and **Remaining Amount** fields have updated.
- 6. Attach the Packing Slip.

Budget Reports



Open the Account Inquiry program;

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  General Ledger Menu  $\rightarrow$  Inquiries and Reports  $\rightarrow$  Account Inquiry Note: Account Inquiry can also be found in Departmental Functions on the Munis Landing Page on the Hub.

1. Select Segment Find

<b>E</b> Back	<b>Q</b> Search	Browse	Output	Print	Display	PDF	Save	Excel	Word	⊠ Email	Schedule	Attach	Detail	Monu	Seg Find	Totals	Project Strings	User Defined Fields
Account Fund Org Object Project		····	  D			Acct Acct nam Type Rollup Sub-Rollu	ne up		C	•	Status			Curr will once	ent fi move 2020	scal y to fi ) is c	/ear 2 rst co losed	2021 olumn l
4 YEAR Yr/Per 20. Original F	COMPARIS	ON CL	JRRENT YEA	AR Hi cal Year 2	ISTORY	4 YEAR	GP and Fiscal	HISTORY Year 2019	GRAPH		Fiscal Year 2	2018	Fis	cal Year 20	021			
Transfers Transfers Revised B	In Out																	
Actual (M Encumbra Requisitio	lemo) ances ons																	
Available																		

2. The following screen will open, here you can enter any of your account segments:

### 3. Click Accept

Account Search		
Segment Name	Search Value	
Fund	01	
Resource	3210 3010	
Object	5*	
Site	360	]
Goal		
Function		
Manager		
Project Year		
Program		
Account Type		
Account Status		
Rollup Code		
Sub-Rollup Code		
Character Code		

You will see the budgets that you have access to.

Type in one or more of the segments in your account string i.e. resource, object and site.

You may use an \* asterisk as a wildcard either before or after a number in the field i.e. 4\* to get all 4000 objects



You may use the | (pipe) You may use the | (pi

You may use the : colon to select all accounts through a set i.e. 4000:7999





4. You will be taken back to the Account Inquiry screen; it will show the first account in your set of results.

Back	Q Search	Browse	Output	rint Print	Display	PDF	Save Exce	Word	Email	Schedule	(0) Attach	•	Detail	(1) Months	Seg Find	Totals	
Account																	
Fund	01		GEN F	UND		Acct	01-3010-52	20-360-1110	0-2140-300	)114-0-0627-							
Org	01303040		IASA-T	TITLE		Acct name	IASA-TITLE	BA-CONFE	RENCE IN					🗅 Accou	nt Notes		
Object	5220		CONF	IN		Туре	Expense		•	Status	Active	•					
Project						Rollup		C									
						1	MultiYr Fund										
4 YEAF	R COMPARIS	ON C	URRENT YE/ Fisc	AR HI:	STORY	4 YEAR GF	RAPH HISTO	RY GRAPH		Fiscal Year 2	018		Fisc	al Year 20	21		
4 YEAF Yr/Per 20 Original	R COMPARIS	ON C	URRENT YE	AR HI: cal Year 2 10.000	STORY	4 YEAR GF	RAPH HISTO Fiscal Year 201	RY GRAPH		Fiscal Year 2 7.591	018		Fisc	al Year 20 .0	21		
4 YEAF Yr/Per 20 Original Transfer	R COMPARIS 020/09 Budget s In	ON C	URRENT YE	AR HI: cal Year 2 10,000	STORY 020 .00	4 YEAR GF	RAPH HISTO Fiscal Year 201 .00	RY GRAPH		Fiscal Year 2 7,591 7,591	018		Fisc	al Year 20 .0 .0	21 0 <b>•</b>		
4 YEAF Yr/Per 20 Original Transfers Transfers	R COMPARIS 020/09 Budget s In s Out	ON C	URRENT YEA	AR HI: cal Year 2 10,000	STORY 020 .00 = .00 =	4 YEAR GF	RAPH HISTO Fiscal Year 201 .00 .00	RY GRAPH		Fiscal Year 2 7,591 7,591 -15,182	018 00 = 00 =		Fisc	al Year 20 .0 .0	21 0 • • 0 • •		
4 YEAF Yr/Per 20 Original Transfers Revised	R COMPARIS 020/09 Budget s In s Out Budget	ON C	URRENT YE/ Fise	AR HI: cal Year 2 10,000 10,000	STORY 020 .00 • .00 •	4 YEAR GF	RAPH HISTO Fiscal Year 201 .00 .00 .00 .00	RY GRAPH		Fiscal Year 2 7,591. 7,591. -15,182	018 00 = 00 = 00 =		Fisc	al Year 20 .0 .0 .0	21 0 <b>•</b> 0 <b>•</b> 0 <b>•</b> 0		
4 YEAF Yr/Per 20 Original Transfers Revised Actual (1	R COMPARIS 020/09 Budget s In s Out Budget Memo)	ON C	URRENT YE	AR HI: cal Year 2 10,000 10,000 2,445	STORY 020 .00 .00 .00 .00 .27	4 YEAR GF	RAPH HISTO Fiscal Year 201 .00 .00 .00 .00 .00 .00	RY GRAPH		Fiscal Year 2 7,591 7,591 -15,182	018 00 = 00 = 00 = 00 0		Fisc	al Year 20 .0 .0 .0 .0	21 0 <b>•</b> 0 <b>•</b> 0 <b>•</b> 0 <b>•</b> 0 <b>•</b>		
4 YEAR Yr/Per 20 Original Transfers Revised Actual (1 Encumb	R COMPARIS 020/09 Budget s In s Out Budget Memo) rances	ON C	URRENT YEA	AR HI: cal Year 2 10,000 10,000 2,445	STORY 020 .00 .00 .00 .00 .00 .00 .27 .00	4 YEAR GF	RAPH HISTO Fiscal Year 201 .00 .00 .00 .00 .00 .00 .00 .00 .00	RY GRAPH		Fiscal Year 2 7,591 7,591 -15,182	018 00 = 00 = 00 = 00 = 00 =		Fisc	al Year 20 .0 .0 .0 .0 .0	21 0 • 0 0 • 0 0 • 0 0 • 0 0 • 0		
4 YEAF Yr/Per 20 Original Transfers Transfers Revised Actual (1 Encumb Requisiti	R COMPARIS 020/09 Budget s In s Out Budget Memo) rances ions		URRENT YE	AR HI cal Year 2 10,000 10,000 2,445	STORY 020 .00 .00 .00 .00 .27 .00 .00 .00 .00 .00 .00 .00 .0	4 YEAR GF	Multityr Fund           RAPH         HISTO           Fiscal Year 201         .00           .00         .00           .00         .00           .00         .00           .00         .00	RY GRAPH		Fiscal Year 2 7,591 7,591 -15,182	018 00 = 00 = 00 = 00 = 00 =		Fisc	al Year 20 .0 .0 .0 .0 .0 .0 .0	21 0 • • 0 0 • • 0 0 • • 0 0 • • • 0 0 • • • 0		
4 YEAF Yr/Per 20 Original Transfers Transfers Revised Actual (1 Encumb Requisiti Available	R COMPARIS 020/09 Budget s In s Out Budget Memo) rances ions e	ON C	URRENT YE	AR HI: cal Year 2: 10,000 10,000 2,445 7,554	STORY 020 000 000 000 000 000 000 00	4 YEAR G	Multityr Fund           RAPH         HISTO           Fiscal Year 201         .00           .000         .00           .000         .00           .000         .00           .000         .00           .000         .000           .000         .000	RY GRAPH		Fiscal Year 2 7,591 7,591 -15,182	018 00 00 00 00 00 00 00 00 00 00		Fisc	al Year 20 .0 .0 .0 .0 .0 .0 .0 .0 .0 .0	21 0 • • • 0 • • •		

This screen shows the following:

Two year history (2019 & 2018), current year (2020), and next year (2021).

In this illustration we had not yet closed the 2020 year.

Definition of the rows listed on the left of the Account Inquiry Screen:

**Original Budget** - July 1 Adopted Budget

**Transfers In/Out** - Approved budget transfers completed for the selected budget **Revised Budget** - New budget after transfers In/Out

Actual (Memo) - Expenditures paid out of the account

**Encumbrances** – Purchase Orders created, but not received or paid

**Requisitions** – Requisitions created, but have not been converted into a PO **Available** - Available remaining budget

**Percent Used** - Percent of expenditures made to date in comparison to the revised budget

If there is detail information available, the folder to the right of the amounts will be yellow. Open the folder next to each category to view the detail.

5. To view your results you can use the arrow keys at the bottom of the screen to navigate between accounts, click the browse button or export to excel.



### You can create a report on these results by clicking Browse or Excel

6. To view using the **Browse** button, click Browse at the top of the screen.

÷	Q		Ð	÷	٩	ß	-	<b>W</b>	5	
Back	Search	Browse	Output	Print	Display	PDF	Save	Excel	Word	

7. Below is the Browse report, it shows all of the years with a scroll bar. Click Back when you are done viewing.

+	×	0	Q	Ð	<b>_</b>	ß	因			E.					
Back	Accept	Cancel	Search	Outpu	it Print	Display	PDF	Save	Excel	Word					
▲ Rec	Account			1	Description			MAR Re	ev Bud	MAR Enc Bud B	2020 Revised Budget	2020 Actual	2020Encumbrances/Req	2020 Available	27
1	01-3010-5220	-360-1110-2	2140-300114-0	0-0627-	IASA-TITLE I B	A-CONFE	RENCE IN		0.00	0.00	10,000.00	2,445.27	0.00	7,554.73	
2	01-3010-5225	-360-1110-2	2140-300114-0	0-0627-	IASA-TITLE I B	A-CONFE	RENCE OUT		0.00	0.00	5,000.00	0.00	0.00	5,000.00	Κ.
3	01-3010-5620	-360-1110-	1000-300114-7	7-0000-	IASA-TITLE I B	A-LEASE			0.00	0.00	0.00	0.00	0.00	0.00	
4	01-3010-5750	-360-1110-	1000-300114-7	7-0000-	IASA-TITLE I B	A-INTERF	UND SERV		0.00	0.00	0.00	0.00	0.00	0.00	1
5	01-3010-5840	-360-1110-	1000-300114-7	7-0000-	IASA-TITLE I B	A-LICENS	ES FEES		0.00	0.00	0.00	0.00	0.00	0.00	€.
6	01-3010-5860	-360-1110-	1000-300114-7	7-0000-	IASA-TITLE I B	A-CONSU	JLTANTS RE		0.00	0.00	0.00	0.00	0.00	0.00	1
7	01-3010-5880	-360-1110-	1000-300114-7	7-0000-	IASA-TITLE I B	A-TRANS	PORTATION		0.00	0.00	0.00	0.00	0.00	0.00	1
8	01-3010-5890	-360-1110-	1000-300114-7	7-0000-	IASA-TITLE I B	A-OTHER	SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	1
9	01-3010-5220	-360-1110-2	2140-300114-7	7-0000-	IASA-TITLE I B	A-CONFE	RENCE IN		0.00	0.00	0.00	0.00	0.00	0.00	-4
10	01-3010-5300	-360-1110-2	2140-300114-7	7-0000-	IASA-TITLE I B	A-DUES I	<b>MEMBERSHI</b>		0.00	0.00	0.00	0.00	0.00	0.00	1
11	01-3010-5850	-360-1110-2	2140-300114-7	7-0000-	IASA-TITLE I B	A-SOFTV	ARE LICEN		0.00	0.00	0.00	0.00	0.00	0.00	•
12	01-3010-5860	-360-1110-2	2140-300114-7	7-0000-	IASA-TITLE I B	A-CONSU	JLTANTS RE		0.00	0.00	0.00	0.00	0.00	0.00	ø
13	01-3010-5220	-360-1110-2	2140-300114-7	7-0627-	IASA-TITLE I B	A-CONFE	RENCE IN		0.00	0.00	0.00	0.00	0.00	0.00	$\geq$
_ <mark>14</mark> ∢	01-3010-5220	-360-1110-2	2140-300114-8	8-0000-	IASA-TITLE I B	A-CONFE	RENCE IN		0.00	0.00	0.00	0.00	0.00	0.00	3

8. To create an **Excel** document click on the Excel icon.



9. Select Summary on the option box and click OK.



- 10. The next screen to open is the export filter. In this screen you can select what columns you would like to see on your excel spreadsheet.
- 11. The first time you access this option all the checkmarks will be selected. Click on **Select None** in the ribbon.



12. Place checkmarks beside:

Link, Fund, Desc, Object, Resource, Goal, Function, Site, Manager, Project Year, Program, Full Acct, and Acct. Description.

### \*\*\* If you are creating this report **BEFORE** the old school 14b. year has been closed place checkmarks in all the options that start with NY.

15b.\*\*\* If you are creating this report AFTER the old school year has been closed place checkmarks in all the options that start with CY.

Updated 10/12/20 mk

open.

13. Click Save in the ribbon.

the screen. Click Save or Open.

14. Click Accept

*	CY_ORIGINAL_BUD
*	CY_XFRIN_BUD
*	CY_XFROUT_BUD
	CY_CFWD_BUD
*	CY_REVISED_BUD
*	CY_MEMO_BAL
*	CY_ENCUMB
*	CY_REQ
1	CY REMAIN BUD

CY\_PCT\_USED

Save -

Click to

~

Open

Enable hyperlinks

Select	Field
✓	Link
✓	FUND
	ORG
✓	DESC
✓	OBJECT
	PROJECT
✓	RESOURCE
¥	GOAL
✓	FUNCTION
✓	SITE
✓	MANAGER
1	PROJECT YEAR
¥	PROGRAM
✓	FULL ACCT
✓	ACCT DESCRIPTION

*	NY_ORIGINAL_BUD
*	NY_REVISED_BUD
*	NY_MEMO_BAL
*	NY_ENCUMB
*	NY_REQ
*	NY_REMAIN_BUD
<	NY_PCT_USED

munistemp201012....xlsx 16. You may see this type of box at the bottom of the screen.

15. Depending on how your computer is configured. You will get this option box at the bottom of

Cancel

Munis	Version	2019
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- 17. Once the excel page opens, you will need to click **Enable Editing** in the yellow banner at the top of the screen.
- (i) PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

### 18. Click on Format as Table and select any color.

F	ile	Home Is	isert Page Layout Formulas Dat	a Review	View DYN	40 Label N	uance PDF	Acrobat	Munis							
ľ	* *	iut	Calibri * 11 * Å Å	= = _	≫•• 📑 Wra	p Text	General				Normal	Bad	Good	Neutral	Calculation	<b>:</b>
Pa	ite 🚽	ormat Painte	, <b>B</b> I U - 🕮 - 🌆 - 🗛 - 🛛	E = =	🚝 🚝 🔜 Mer	ge & Center +	<b>\$</b> - %	• • • • • • • •	8 Conditiona	Format	Check Cell	Explanatory	Hyperlink	Input	Linked Cell	Insert Delet
	Clipbo	ard	G Font G		Alianment	6	Num	ber	G	as rable -						Cells
	Δ	1	• fr link													
	^	- D		D	r.	r		6								
1	Link		DESC	ORIECT	RESOURCE	6001	FLING	TION	SITE							ACC
2	View		MATERIALS AND SUPPLIES	4300	3010	1110	2140		360						00114-0-0627-	1111
3	View	01	PRIOR YEAR CARRYOVER	4399	3010	1110	2140		360						00114-0-0627-	TITU
4	View	01	MATERIALS AND SUPPLIES	4300	3010	1110	2495		360				- I-I-I Table St	de Light 12	00114-0-0618-	TITU
5	View	01	SUPPLIES - TECHNOLOGY	4360	3010	1110	2495		360						00114-0-0618-	тітц
6	View	01	PRIOR YEAR CARRYOVER	4399	3010	1110	2495		360						00114-0-0618-	тіти
7	View	01	MATERIALS AND SUPPLIES	4300	3010	1110	1000		360	Medium					00114-0-0000	тітц
8	View	01	SUPPLIES - TECHNOLOGY	4360	3010	1110	1000		360				-		00114-0-0000	тітц
9	View	01	PRIOR YEAR CARRYOVER	4399	3010	1110	1000		360						00114-0-0000-	TITU
10	View	01	NONCAPITAL ASSETS \$500-\$5000	4400	3010	1110	1000		360	8888					00114-0-0000	тітц
11	View	01	NONCAP ASSETS TECH \$500-\$5000	4460	3010	1110	1000		360						00114-0-0000	TITU
12	View	01	MATERIALS AND SUPPLIES	4300	3010	1110	2140		360						00114-0-0000	тітц
13	View	01	OTHER BOOKS & REFERENCE MATL	4200	3010	1110	2420		360						00114-0-0000-	TITU
14	View	01	MATERIALS AND SUPPLIES	4300	3010	1110	2420		360						00114-0-0000	TITU
15	View	01	MATERIALS AND SUPPLIES	4300	3010	1110	2495		360		=				00114-0-0000	TITU
16	View	01	FOOD PURCHASES FOR MEETINGS	4305	3010	1110	2495		360						00114-0-0000-	TITU
17	View	01	MATERIALS AND SUPPLIES	4300	3010	1110	4100		360						00114-0-0000-	TITU
18										Dark						
19										Durk						
20													= ===== =			
21																
22													-			
23													-		_	
24													-			
25										<u>N</u> ew	Table Style					
26										1 New	PivotTable Style					
27																

17. Click **OK** on the pop-up; make sure My table has headers in checked.



18. You can now sort using the arrows in the column headers.

	A	В	С	D	E	F	G	$H \geq$
1	Link 🚽	FUND 🔻	DESC 👻	OBJECT 🔻	RESOURCE 🛛 💌	GOAL 🚽	FUNCTION	SITE 🔄 💽
-	10	100		5000	0000	4440	24.40	0.00

19. Scroll to the right to see the amounts.



20. Using the drop down on the Remaining Budget column you can remove the checkmark from 0.00 to show only accounts that have a remaining budget.





**Before Sorting** 

### 21. Using the drop down on any of the account segment fields you can sort A to Z

D	After Sorting	D
OBJECT 💌	-	OBJECT 🖵
5220		5100
5225		5220
5620		5220
5750		5220
5840		5220
5860		5220
5880		5220
5890		5220
5220		5220
5300		5225
5850		5225
5860		5200
5220		5300
5220		5300
5300		5300
5850		5620
5860		5620
5220		5620
5620		5750

22. To be redirected to the Account Inquiry Screen you can click on View in column A.

А	
Link	Ŧ
View	

- 23. You can save the report by clicking File  $\rightarrow$  Save As  $\rightarrow$  Select where to save it  $\rightarrow$  Create a Name and Click Save.
- 24. Each time you run the report overwrite your saved file (i.e.: click yes to Replace Existing File).





### Open the YTD Budget Report

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  General Ledger Menu  $\rightarrow$  Inquiries and Reports  $\rightarrow$  Account Inquiry Note: Account Inquiry can also be found in Departmental Functions on the Munis Landing Page on the Hub.

### 1. Select Segment Find in the ribbon.



- 2. The GL Segment Find Screen will open
- 3. Enter your selection criteria such as Fund, Resource, Object and Site etc.

Find by Segments		
Fund	01	
Resource		
Object	4000:5999	
Site	354	
Goal		
Function		
Manager		
Project Year		
Program		
Character code		
Account type	•	
Account status	•	
Rollup Code		

You will only see the accounts that you have access to; however we recommend that you type in at least one of the segments for quicker look-up (i.e. resource and/or object).

You may use '\*' (asterisk) as a 'wildcard' either before or after a number in the field. (i.e. 4\* to get all 4000 objects)

You may use '|' (pipe) to select multiple accounts (i.e. Object 4300|5890)

You may use ':' (colon) to select all accounts through a set (i.e. 4000:7999)

You may also select the Ellipse .... to view all available options for that segment.



### YTD Budget Report

4. Select **Accept**. You will be taken back to the YTD Budget Report screen. At the bottom, it shows how many accounts were found for the segment criteria you entered.

<b>E</b> Back	<b>Q</b> Search	Cutput	Print	Display	DF	E Save	Excel	Word	Seg Find	Report Options
Account R	ollup								7	
Org Object Project Rollup coc	de		•••							
Account T	ype/Status									
Account ty Account st	/pe tatus		•							
Find re 502 Re	cords using cord(s) four	the seg-ac id.	count m	ethod.						

- 5. Select **Report Options** in the ribbon.
- 6. The **Options** screen will open where you can make your selections.
- 7. Your selections under Field # will determine what shows on the report and in what order it will show.

Back Acce	pt Cancel					
Report Sequence						
Execute this repo	t Now		•			
	Field #		Tetal	Page	_	
Sequence 1	2 - Rec	urca.		Dieak		This is an oxample of how you
Sequence 7	2 - Rest 3 - Goa	l	• •	<u> </u>		This is all example of now you
Sequence 3	4 - Fun	tion	• •			can set up your report options
Sequence 4			•		L	
Report title *	YEAR-T	D-DATE BUDGET	I REPORT		<u> </u>	
Report title * PRINT OPTION Report Options	ADDITI	O-DATE BUDGE	NS	% or greater of b	udast	Update to 2021 / 99 on 7/1/20 to see all current year budgets

10. You will be taken back to the YTD Budget Report Screen.

8. 9. YTD Budget Report







**Display:** Opens a web interface screen where you can browse through the pages.

**PDF:** Opens a printable PDF report.

**Save:** Saves the report to the Munis spool directory

**Excel:** Opens a selection sheet where you can select the columns for the report. Once you make your selections and click **Accept** the excel spreadsheet will open.

Word: No template set up as word does not work well for this report.

### If you would like to create a report that shows only the totals in each object

- 1. Select Segment Find in the ribbon.
- 2. Enter your Site Number or any search criteria.
- 3. Click Accept
- 4. Open the Report Options
- In Sequence 1 select 10 Character, leave the Total box checked.
- 6. **Remove** the checkmark from the second Total box.
- 7. Click the **dropdown** for sequence 2 and select the blank at the bottom.
- 8. Tab out of the field. Sequence 3 will change to a blank selection automatically.
- 9. Click Accept
- 10. Click Back
- 11. Select your output option, in this example I selected PDF.

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	RE\ BL	
42 BOOKS & REFERENCE				
01-6385-4200-354-3800-1000-300112-1-0201- 01-6385-4200-354-3800-1000-300112-1-0203- 01-9116-4200-354-1110-1000-200130-0-0000	3,800 7,500	OTHER BOOKS & F O CPA - CALIF PAF O ABATEMENT INST	REFE R-OT	The report is sorted by the first two digits of the object code.
TOTAL BOOKS & REFERENCE TOTAL EXPENSES	0 11,300 11,300	7,964 7,964 7,964	19 19	Totals display under each section.
43 MATERIALS & SUPPLIES 01-0000-4300-354-0000-8260-400110-0-0000	10,000	UNR CUSTOD EL C	CERF	
01-0000-4300-354-1110-1000-200110-0-0000- 01-0000-4300-354-1110-1000-200130-0-0000	49,500	UNDISTRIBUTED-M -49,500 UNR INSTR EL CE	10 MATE ERRJ	

12. When viewing your report you can click on any **blue account string** and be redirected to the account inquiry screen.

Report Sequence			
Execute this report	Now	•	
	Field #	Total	Page Break
Sequence 1	10 - Character	<b>▼</b> ✓	
Sequence 2		-	
Sequence 3		-	
Sequence 4		-	
Report title *	YEAR-TO-DATE BUDG	ET REPORT	



### Go to Budget Transfers and Amendments

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Budget Processing  $\rightarrow$  Budget Transfers and Amendment

- 1. Click Add
- 2. Tab twice
- 3. A Journal number will be issued and you will be in the Journal reference 1 box.
- 4. Enter your initials in the Journal reference 1 box Don't forget to be in CAPS.
- 5. **Tab** twice and you will be in the Short Description box.
- 6. Enter a short description of your reason for creating a budget transfer. An example would be the name of the vendor, what you are purchasing or the requisition number.

Journal Details						
Clerk						
Fiscal year *	2021					
Period *	04 OCT					
Journal	4					
Journal reference 1	MK					
Journal reference 2						
Short description *	LAPTOP					
Effective date *	10/02/2020					
Budget year code	1					
Entity code *	1					
Amendment type *	1					
Budget projection inclusion	Continuing 🔹					
Amendment status						
	Update recurring journal					
	Enter user defined info					
	Project accounts apply					

7. Click **Accept** to be transferred to the budget transfer detail line.


# You will now be on the Budget Amendment Detail Lines where you can enter the budget transfer details.

- 8. You will be in the boxes where you would enter Project String info, if you do not use project strings this can be removed by right clicking and deselecting the boxes for these fields.
- 9. Tab to the "T" Box, leave E there.
- 10. Tab to the Account Number box and Enter the Account Number you want to Decrease.
- 11. **Tab** to the Comment box, enter a description of the purchase.
- 12. Tab past the Ref 1 and Eff Date leaving the default information.
- 13. **Tab** to the I/D box enter "D" for decrease.
- 14. Tab to the amount box, enter the amount you want to decrease this account.
  - a. Enter only whole amounts, no cents.

10 attrat attras												
Line T	т	Project String		Project Desc	T	Account Number	Comment	Ref 1	Eff Date	1,	/D	Amount
1	T	1	]		Ε	01-0000-4300-360-1110-2700-200130-0-0000	 LAPTOP PURCHASE	MK	10/02/202 5	1	D	1,500.00

- 15. **Tab** and you will be on the second line. Notice that the account number field has populated with the same account that you used for the decrease line. You now only need to change the object code segment.
- 16. **Click** in the account code string and modify the object code.
- 17. **Tab** to the I/D Column. **Enter** "I" for Increase.
- 18. Tab to the Amount Field. Enter the amount you want to increase this account code.
  - a. Enter only whole amounts, no cents.
- 19. Click Accept.
- 20. Click Back to return to the main page

e Back	Accept	Ø Cancel	<b>Q</b> Search	+ Add	× Delete	User Defined	View Budget							
							-					_		
Journal														
Journal 20	21/04 4	Ref M	K Desc LAPT	TOP Eff	Date 10/02	2/2020								
Journal Lin	es													
Line T		T A	ccount Numbe	r					Comment	Ref 1	Eff Date	1	I/D	Amount
1		E 0	1-0000-4300-3	860-1110-2	2700-2001	30-0-0000		<u>Å</u>	 LAPTOP PURCHASE	MK	10/02/202	1	D	1,500.00
2		E 0	1-0000-4360-3	860-1110-2	2700-2001	30-0-0000			 LAPTOP PURCHASE	MK	10/02/202	1	Ľ.	1,500.00
4														
🗅 Add'l [	escription													
Journal Tot	als													
Increase		1,5	500.00											
Decrease		1,5	500.00											

### 21. Notice the Journal amounts at the bottom of the page.

<b>E</b> Back	Browse	+ Add	Update	X Delete	Print	Display	DF PDF	Save	Excel	⊠ Email	Schedule	<sup>(0)</sup> Ø Attach	*	D Define	P Period	Release	Output-Post	L Lines
Journal De	etails												~					
Clerk			[	Mary Kit								/						
Fiscal year Period Journal Journal ref Journal ref Short deso Effection d	ference 1 ference 2 cription late			2021 04 MK LAPTOP 10/02/2015	OCT 4											A		مى
22	. Click	Relea	ise 🦯															

23. The status changes to Pending Approval Pending approval

# SiteÁReports



## Go to the User Links module on the Munis Dashboard

1. Click on Site Reports

= 🐝 Dashboard Search		
Tyler Hub		
🏫 🙆 🛛 West Contra Costa Uni	fied School District, CA - Test Hu	b
<ul> <li>Approvals</li> <li>Tyler Menu</li> <li>Search</li> <li>Munis</li> <li>Asset Maintenance</li> <li>Departmental Functions</li> <li>Help</li> </ul>	<ul> <li>Favorites</li> <li>Recent Activity Requisition Entry</li> <li>Financials</li> <li>Purchase Order Change Orders Requisition Entry</li> </ul>	User Links         Account Inquiry         EdJoin         Employee Self Service (ESS)         eSchool Solutions         Facilitron         Help Deak         Informed K12         My Saved Reports         PowerSchool         Purchase Order Change Orders         Purchase Order Receiving         Requisition Entry         School Dude         School Specialty         Site Reports         Southwest School & Office Supplies         Vendor Inquiry
		WCCUSD Website YTD Budget Report

2. Click on the Position Control folder.





4. Here you can enter your search criteria. In this example I only entered the school site number, this will pull up all PCN's for the site.

Home > Sites >	Position Control > Position Control R	eport - S	ite					Home   My Subscriptions	He
Effective Date	10/15/2020	) 🕅	Vacancy	All Positions	~		3 1	View Repo	ort
Work Location	104	~	Position Ctrl No.			~	1		
Job Class		~	Bargaining Unit			~			
Fund		~	Resource			·	1 5		
Object		~	Site			~	1		
Goal		~	Function			<b>~</b>	5 (		
Manager		~	Project Year			~	1		
Program		~					23		
				_			3 3		
I4 4 1	of 119 🕨 🔰	Ein	d   Next 🔍	🔪 📵			$\mathbf{z}$		
5. Cl	ick View Report.								



- 6. You can export the report by clicking on the arrow beside the floppy disk.
- 7. Select Excel

₽, •	۵ 🖬
	XML file with report data
	CSV (comma delimited)
	PDF
	MHTML (web archive)
	Excel
	TIFF file
	Word

8. Depending on how your computer is configured. You will may get this option box at the bottom of the screen. Click **Save or Open.** 

Do you want to open or save munistemp16100319402752921630055392.xlsx (6.97 KB) from yvwtnmun112ci02.	tylertech.com?	×
	Open Save	▼ Cancel
<ol> <li>You may see this type of box at the bottom of the screen.</li> <li>open.</li> </ol>	Desition Control Rxlsx	Click to

10. Once your excel document opens you can add drop downs and sort however you would like.

AZ	$2  \forall  1  \times  \checkmark  f_{H}$	Position														
	A P	C	6 6 G				K		N	0		P	S T			
							N.									
1			Gri	Pango	Total	Filled	Vacant									
2	Positio - Description	Fmp Fmplovee Name	Joy By P/R Location	▼ /Ste ▼	FTE	FTE	FTE	Ret		Sil - Go	- Eur	Mng	Pro P	Comment 1		
3	400000004 TVDIOT OLEDIZ LDI	444003 CONTALET LINON MADIA	10070 ACO 440 ADURTED ALMADADO	1047	0.400	0.400	0.000	44 1 0004	0440	400 144	40 0700	000440	0 0004	NEW DOOMON DED DD	EEE 00164140	
4	the second second second second	where the second second second	The second second					-				-		And in case of the local division of the loc	and the second second	
5	research second decision of	sent married com	"He is a second compared								-	-				
6	and the second s	same muchae restaura	The to be device to be and								-	-				
7		reads readers according	The second second second				1.00					-				
8	the second second second second second	serve and serve	the second secon				1.00					-				
9		serve anners some	the second second second									-				
10		- and a company of the second	the second second second				1.00					-				
11	and the second second second second second	the second second	the second second second													
12			the second second second													
13			the set of the second second													
14			the second second second													
15																
16		the second second														
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24	-															
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27	-		"and "and and another comparison													
28	-	restory and the second	"the "the star development of the second													
29	-	reads partness or	"No " A A AND A AN							-						
30		-make instrume or	THE R. L. DUTCH CONTRACTOR	1.000		1.00				-	-	-	1.000			
31			The lot of second contract	·	1.00		1000			-			1.100			
32			The late of the second second								-	-	1.000			
22		control control control control	The second secon					-		-		-	-			

Contact the Budget Department if you have any questions.

# Central Programs



Tyler Menu  $\rightarrow$  Search Bar Type Central  $\rightarrow$  Click Search  $\rightarrow$  Select the Central you need

# Purchase Order Central

- 1. When the screen opens you will see a search bar at the top middle of the screen.
- 2. Enter what you want to search for in the box. I searched for a PO number.
- 3. Click on the search icon

Search by purchase order number, department name or vendor name	
20200101	Q

4. This screen will open, notice that the purchase order number is a blue hyperlink.

t My Excel Searches				
:hase Orders: 1 🔛				
er Fiscal Year Description	Status	Open Amount	Total Amount Vendor	Department
2020 MY MATH FOR WAREHOUS	5 Printed	\$1,670.49	\$13,253.73	MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC DISTRICT LIBRARIAN

- 5. When you click on the Purchase Order number the detail screen opens.
- 6. At the top of the page you have several options.



- Back Will take you back to the previous screen.
- Refresh will refresh the page.
- Advanced Search will open a new advanced search box where you can create a new search.
- My Searches You are able to save search criteria, this is where you will find your saved searches.
- Change Orders Will open the Purchase Order Change Order screen for this purchase order.
- Excel allows you to export your findings to an excel workbook.
- Email Allows you to email a link of your findings. This will only be viewable for people that have rights to view your site data.
- Attach will show you any attachments for the record(s) you are viewing.



 On the left of the screen there are links for Activity, Approvals, Audit or Notes. If you click on these options you will see more detail for each.



# 8. In the center you are looking at the PO Lines and Line Detail information

20200101 MCGRAW H 2020, Printed, MY MATH FOR WAREHO	HILL SCHOOL EDUCATION HOLDINGS LLC	
🖌 Activity (18)	PO LINES AND LINE DETAILS INVOICES RECEIVING	
Approvals (0)	✓ Totals	
Audit (10)	Urdered 13,253.73 Liquidated 11,583.24	
Notes (1)	Canceled 0.00	
PO Number: 20200101 Ordered: \$13,253.73 Requisition: 20000360	Char	ange Quantity Unit
Department: DISTRICT LIBRARIAN	Line Description Orc	der Quantity Invoiced Price Ordered Liquidated Canceled Balance
	> 1 MY MATH MATERIALS AS PER ATTACHED LIST	No 1 1 11,954.78 13,060.60 11,390.11 0.00 1,670.49 储
	> 2 SHIPPING & HANDLING N	No 1 1 176.78 193.13 193.13 0.00 0.00 🤮

9. If you click on Invoices, the invoice information is displayed.

20200101 MCGRAW H 2020, Printed, MY MATH FOR WAREHO	HILL SCHOOL EDUCAT	ION HOLDING	S LLC					
🐐 Activity (18)	PO LINES AND LINE DETAILS	INVOICES RECEIVING						
<ul> <li>Approvals (0)</li> </ul>	Number	Invoice Date	Status	Amount	Check Number	Check Date	Voucher	Posted
Audit (10)								
	110242032001	09/20/2019	PAID	-2.844.54	186986	10/01/2019		Yes
Notes (1)	108854385001	07/22/2019	PAID	56.04	185794	08/27/2019		Yes
	108842481001	07/26/2019	PAID	2,201.31	185544	08/13/2019		Yes
PO Number: 20200101 Ordered: \$13,253.73 Regusition: 2000360 Department: DISTRICT LIBRARIAN	108842480001	07/21/2019	PAID	11.806.29	186986	10/01/2019		Yes

10. If you click on Receiving, the receiving information is displayed.

20200101 MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC 2020. Printed. MY MATH FOR WAREHOUSE STOCK												
Activity (18)	PO LINES AND LINE DETAILS INVOICES RECEIVING											
Approvals (0)	Line Description	Received Date	Received By	Received Quantity	Amount Received	Returned Quantity						
🚡 Audit (10)												
Note: (1)	1 MY MATH MATERIALS AS PER ATTACHED LIST	08/01/2019	4180brohrbach	1	10,616.85	0	12					
	1 MY MATH MATERIALS AS PER ATTACHED LIST	08/05/2019	4180brohrbach	1	2,443.75	0	6					
PO Number: 20200101 Ordered: \$13,253.73	2 SHIPPING & HANDLING	08/05/2019	4180brohrbach	1	193.13	0	6					
Requisition: 20000360 Department: DISTRICT LIBRARIAN												

11. Any of the boxes above the detail can be used to search through the data.



## Vendor Central

- 1. When Vendor Central first opens you will see a search bar at the top middle of the screen.
- 2. Enter a Vendor Name and Click the search icon.



3. This screen will open, notice that the vendor number is a blue hyperlink

Vendors	:1 📕					
Number	Name	Alpha Sort	Status	Type	Performance	Email
10867	SOUTHWEST SCHOOL & OFFICE SUPPLY	SOUTHWEST SCHOOL & O	ACTIVE	VENDOR		ar3@southwestschool.com

- 4. When you click on the Purchase Order number the detail screen opens.
- 5. At the top of the page you have several options

+	G	⊕ <b>(</b>	*	20						<sup>(0)</sup>
Back	Refresh	Advanced Search	My Searches	Vendor	Performance	Excel	Email	Notes	Totals	Attach

- Back Will take you back to the previous screen.
- Refresh will refresh the page.
- Advanced Search will open a new advanced search box where you can create a new search.
- My Searches You are able to save search criteria, this is where you will find your saved searches.
- Vendor Will open the Vendor Inquiry Screen for this vendor.
- Performance Will show you any performance notes regarding this vendor.
- Excel allows you to export your findings to an excel workbook.
- Email Allows you to email a link of your findings. This will only be viewable for people that have rights to view your site data.
- Notes Will open any notes created for this vendor
- Totals Will show the Total dollar amount spent with this vendor by fiscal year
- Attach will show you any attachments for the record(s) you are viewing.



6. On the left of the screen there are links for 1099 History, Addresses and Commodities. If you click on these options you will see more detail for each.

Centrals

- 7. In the center of the screen you are viewing the Invoices. You can use the boxes at the top of the columns to search.
- 8. You can define your search by clicking the drop down and selecting different options.

INVOICES	CHECKS PURC	HASE ORDERS	CONTRACTS						
Time frame	Current year	_Ռո							
Invoice	120 days		Status	Posted	Amount	Check	Check Date Voucher	PO	
	30 days								
254EIRDJKT	60 days		PENDING APPROVAL	No	547.50	0		20201548	Ø
145245	90 days		PENDING APPROVAL	No	219.00	0		20201548	Ø
PINV06271			PAID	Yes	214.13	187453	10/15/2019	20200754	Ø
PINV06271!	Current upor		ON HOLD	No	23.34	0		20200078	Ø
PINV06273	Current year	•	ON HOLD	No	34.65	0		20200874	Ø
PINV06274	Fiscal year		ON HOLD	No	10.70	0		20200755	Ø
PINV06274U	Year	0,0,201	ON HOLD	No	41.34	0		20200092	Ø
PINV062748	14	09/16/2019	ON HOLD	No	61.86	0		20200737	Ø
PINV062756	57	09/16/2019	ON HOLD	No	22.46	0		20200872	Ø
CM125498		09/13/2019	PAID	Yes	-39.49	187453	10/15/2019	20200779	Ø

9. When you click on the Checks tab you will view all the checks for this vendor.

INVOICES CHECKS	PURCHASE OR	DERS CONTRACTS				
Time frame All	•					
Number	Date	Comment	Amount	Cleared	Туре	
187453	10/15/2019	BLANKET PURCHASE ORDER	14,762.05	No	PRINTED	Ø
187258	10/08/2019	BLANKET PURCHASE ORDER	16,174.60	No	PRINTED	Ø
187058	10/01/2019	BLANKET PURCHASE ORDER	24,646.58	No	PRINTED	Ø
186634	09/24/2019	BLANKET PURCHASE ORDER	38,304.77	No	PRINTED	Ø
186390	09/17/2019	WAREHOUSE STOCK CUSTODIAL	16,132.79	No	PRINTED	Ø
186166	09/04/2019	BLANKET PURCHASE ORDER	197.91	No	PRINTED	Ø
185833	08/27/2019	BLANKET PURCHASE ORDER	476.04	No	PRINTED	Ø
185834	08/27/2019	BLANKET PURCHASE ORDER	15,412.33	No	PRINTED	Ø
185835	08/27/2019	BLANKET PURCHASE ORDER	516.75	No	PRINTED	Ø
185685	08/20/2019	BLANKET PURCHASE ORDER	1,015.29	No	PRINTED	Ø
195 - 0	100 100	Emile automstrade	12	-	ENTER CONTRACT	

10. Purchase Orders will bring up all the purchase orders for this vendor.

INVOICES CHEC	S PURCHASE ORDERS CONTRACTS							
Time frame Curre	nt year ▼							
PO	Comment	Status	Date	Fiscal Year	Gross	Order	Open	
20210001	BLANKET PURCHASE ORDER	Printed	09/24/2020	2021	500.00	500.00	500.00	Ø
20201790	BLANKET PURCHASE ORDER DEPT OF REHAB/TPP	Printed	08/11/2020	2020	300.00	300.00	300.00	Ø
20201757	OFFICE SUPPLIES	Posted	02/10/2020	2020	91.10	99.53	99.53	Ø
20201758	WAREHOUSE STOCK CUSTODIAL	Printed	02/10/2020	2020	5.963.75	6,515.40	6,515.40	Ø
20201725	PLTW ORDER FOR PINOLE MIDDLE	Printed	10/15/2019	2020	22.40	24.47	24.47	Ø
20201717	TITLE I CLASSROOM SUPPLIES	Printed	10/14/2019	2020	235.44	257.22	257.22	Ø
20201683	BLANKET PURCHASE ORDER	Printed	10/11/2019	2020	3,000.00	3,000.00	3,000.00	Ø
20201634	BLANKET PURCHASE ORDER	Printed	10/10/2019	2020	1,000.00	1,000.00	1,000.00	Ø
20201642	WAREHOUSE STOCK PAPER	Printed	10/10/2019	2020	4,703.60	5,138.69	5,138.69	Ø
20201628	RHS HEALTH CLASS SUPPLIES	Printed	10/09/2019	2020	32.50	35.51	35.51	Ø
20201604	BLANKET PURCHASE ORDER	Printed .	10/08/2019	2020	1,000.00	1,000.00	1,000,00	6



# **Account Central**

1. When Account central first opens you will see a search bar at the top middle of the screen

Search by full account							
Account number	Q						
Advanced Search							

- 2. You can enter an account number in the box or click on Advanced Search.
- 3. Advanced Search allows you to search by any segment of your account code.
  - a. In this example I searched for all of Object code 4300 at Kennedy using Fund 01.

Advanced Search	ly searches Select a search 👻 🗙	
Clear search criteria	Startup search	
Fund 01 - GENERAL FUND	Program	
Resource	Full Account	
Object 4300 - MATERIALS AND SUPPLIES	Description	
Site 360 - KENNEDY HIGH 🗸	Account Type	<ol> <li>If you would like to save you search criteria for future use you</li> </ol>
Goal	Account Status	can click save. This pop-up will allow you to name your search.
Function	Budget Rollup	Name *
Manager 🗸		Enter search name Ok Cancel
	Search Save Save As Reset Cancel	

- 5. Click Search
- 6. There are 131 results that can be displayed as Grid View or Block View
  - a. Grid View

Image: Constraint of the search se				
Accounts: 131				
Description	Full Account	Туре	Revised	Actual
UNR CUSTOD KENNEDY HS	01-0000-4300-360-0000-8260-400110-0-0000	Expense	10,000.00	109.77
UNDISTRIBUTED-MATERIALS AND	01-0000-4300-360-1110-1000-200110-0-0000-	Expense	0.00	0.00
UNR INSTR KENNEDY HS	01-0000-4300-360-1110-1000-200130-0-0000	Expense	28,545.00	3,121.47
UNDISTRIBUTED-MATERIALS AND	01-0000-4300-360-1110-2700-200110-0-0000-	Expense	0.00	0.00
UNR ADMIN KENNEDY HS	01-0000-4300-360-1110-2700-200130-0-0000	Expense	4,688.00	0.00
IC COC W WHE SOLL WE	01-0-43 360 110 1130-100100 422	Elimise	mann	



# b. Block View. Switch views by clicking the bars beside Accounts

Advanced My Search Searches Excel Totals			l								
Accounts: 131											
UNR. CUSTOD KENNEDY HS	UNDISTRIBUTED-MATERIALS AND	UNR INSTR KENNEDY HS	UNDISTRIBUTED-MAT								
01-0000-4300-360-0000-8260-400110-0-0000	01-0000-4300-360-1110-1000-200110-0-0000-	01-0000-4300-360-1110-1000-200130-0-0000	01-0000-4300-360-1110-								
1% Used Available 9,890.23	0% Used Available 0.00	78% Used Available 6,340.84	0% Used								
UNR ADMIN KENNEDY HS	LCFF SOCIAL WRK KHS S3 CLIM-WH	LCFF EXTRA CURRICULAR KHS	LCFF EXTRA CURRICU-								
01-0000-4300-360-1110-2700-200130-0-0000	01-0670-4300-360-1110-3130-200100-0-4220-	01-0670-4300-360-1110-4000-200130-0-4250-	01-0670-4300-360-1110-4								
24% Used Available 3,563.69	0% Used Available 0.00	0% Used Available -674.50	0% Used								

7. If I want to look at the details of one of the accounts I can select it.

UNR INSTR KENNEDY HS									
01-0000-4300-360-1110-1000-200130-0-0000									
78% Used	Available 6,340.84								

# 8. The detail page will open for the selected account.

Eack Refresh Adva	anced My Ar arch Searches Ir	ccount Journals	Excel Email	Notes Attach										1
UNR INSTR 01-0000-4300-360-1110	UNR INSTR KENNEDY HS Active. Expense 01-000-4300-360-1110-1000-20130-0-0000 Multi Year. No													
	ENTS MONTHLY DA	TA BUDGET RC	OLLUP CURREN	IT YEAR VS. CFW	D									-
<ul> <li>Account Tot</li> </ul>	als 2020 2010	2010			$\geq$									9
Original Budget	0.00 29.436.00	28.314.00				[								1
Transfers	28,545.00 -3,439.00	-2,114.00				Click of	on the heade	ers to	discov	/er more da	ata			1
Revised Budget	28,545.00 25,997.00	26,200.00												7
Actual (Memo)	3,121.47 25,996.82	23,877.98												7
Encumbrances	18,545.65 0.00	0.00												1
Requisitions	537.04 0.00	0.00												1
Available Budget	6,340.84 0.18	2,322.02												4
Percent Used	78 % 100 %	91 %												9
<ul> <li>Transactions</li> </ul>	2020 👻	Total Amou	unt: \$50,579.72	:										
Original Budget	0.00	Source	Year	Period	Journal	Amount	Comment	Original	Ref 2	Vendor	Eff Date	Posted	Ref 1	Ref 4
Transfers	28.545.00													
		BUA	2020	1	78	28,545.00	BUDGET ADJUSTMENTS		2020ADJ		07/01/2019	Yes	BUA	SITE ALLCT
Revised Budget	28,545.00	POE	2020	1	205	12,000.00	BLANKET PURCHASE O	Details	20200091	SOUTHWEST SCHOO	07/11/2019	Yes	010867	PO_ENT/PRE
Actual (Memo)	3,121.47	POE	2020	1	250	1.000.00	BLANKET PURCHASE Q	Details	20200145	LUCKY	07/15/2019	Yes	010983	PQ.ENT/PRE
Encumbrances	18.545.65	POE	2020	1	250	1,000.00	BLANKET PURCHASE O	Details	20200148	FOOD MAXX	07/15/2019	Yes	011406	PO_ENT/PRE
		POE	2020	1	250	5,000.00	BLANKET PURCHASE O	Details	20200149	EASTBAY INC	07/15/2019	Yes	011615	PO_ENT/PRE
« < UNR INS	TR KENNEDY HS	•	>											

9. You can sort by any header or any link to the left

10. Segments defines each segment in the account string.

ACCOUNT	SEGMENTS	MONTHLY DATA	BUDGET ROLLUP	CURRENT YEAR VS. CFWD
Segment			Code	Description
Fund			01	GENERAL FUND
Resource			0000	UNDISTRIBUTED
Object			4300	MATERIALS AND SUPPLIES
Site			360	KENNEDY HIGH
Goal			1110	REGULAR EDUCATION
Function			1000	INSTRUCTION
Manager			200130	EXD KHS FAMILY
Project Ye	tar		0	PROJECT YEAR 0
Program			0000	UNDISTRIBUTED



### 11. Monthly Data shows a line graph of the current year and the last three years.



### 12. Current Year Versus Carry Forward shows the amounts spent for the two years.

ACCOUNT	SEGMENTS	MONTHLY DATA	BUDGET ROLLUP	CURRENT YEAR VS. CFWD	
FY 2020 a	is of 2020/9 N	IAR			
				Current year	Last year
Original B	udget			0.00	29,436.00
Transfers				28,545.00	-3,439.00
Revised B	udget			28,545.00	
Actual				3,121.47	25,996.82
Encumbra	inces			18,545.65	0.00
Requisitio	ins			537.04	
Inception	to Date			0.00	
Available	Budget			6,340.84	

13. You can also export the data to excel by clicking on the Excel icon.



14. The Excel workbook has separate tabs for each of the options, including one for all transactions for this account code.

Account	Transactions	Segments	Monthly Data	Budget Rollup	Current Year vs CFWD
---------	--------------	----------	--------------	---------------	----------------------

15. The Transactions page is where you can find all the detail for each transaction for this account.

# Searching



# Searching in Requisition Entry

Tyler Menu  $\rightarrow$  Financials  $\rightarrow$  Purchasing  $\rightarrow$  Purchase Order Processing  $\rightarrow$  Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

You are able to search using many different options. Below are a few ideas.

<del>(</del>

Back

Q

Search

Browse

# Search for all Requisitions by Site

- 1. Open Requisition Entry
- 2. Click Search
- 3. Enter your site number in the **Dept/Loc** box.
- 4. Enter the current year in the **Fiscal year** box.

Main	
Dept/Loc * Fiscal year * Requisition number * General commodity	362 2020 Current Next
General description	

Note: You can search for any year by entering it in the Fiscal year box.

### 5. Click Accept

6. The search results will be displayed.

Q     III       Back     Search       Browse     A	+ 🐼 🗙 Add Update Delete	Dutput Print	Display PD	F Save	ReadyForms	ReadyForms Delivery Definitions	Email	Schedule	(0) Attach	Switch Form	Line Items	Release Activat	e Mass Allocate	(Allocate	Notes
Main															
Dept/Loc * 362 Fiscal year * 2020 Requisition number * General commodity General description custodia General Notes	PINOLE V Current Ne 20002947	VALLEY HIGH			i,	Status Needed by Entered * PO expiration Receive by		0 Conver 10/11/2019 • Quantity ( • Three way to Inspection Project acco	Amount Match required required By Sounts applied	4180spark	s				
Vendor Vendor Name PO mailing Delivery method Prin	••• •••	Committed						Shipping a Ship to * Address	and billing	362 PINOL 2900 P	E VALLEY HIGH	I SCHOOL ROAD			
Remit	🖸							Email		PINOL	E bida@wccusd.	net	CA	94564	
Address	000 <b>100</b> - Sale	Vendor Quotes (0)	20 88					Reference Freight Me Special har Miscellane Allocation Buyer Review	eth/Terms ndling eous	N - NC	DNE .	•	3		
Use tax group	Use	tax % .0	10 🖬					Type PO	N - NOR	MAL y originator y originator	• when conver of overages.	rted to PO/Cor	ntract.		
Line Description 1 TOILET PAPER, ROLLED, WHITE 2: 2 PAPER TOWELS, ROLLED, 7-7/8*, 4	-PLY, 48 ROLLS/CASE 600' 12/CS	Vendor					Qty 8.00 4.00		Unit price UOI 41.18730 CAS 36.87190 CAS	И Fr E E	eight D 0.00 0.00	isc % 0.00 0.00	Cre 0. 0.	dit 00 00	Lin
Accounts Total amount	476.99														
Workflow My Approvals Approve	Reject	Forward	Hold		Approvers			Conversion Conve	n ert						
« < 1	of 47	> » <sup>A</sup>	sterisk indicate	s that additi	onal notes exi	st for the line item.									

7. At the bottom of the screen you can see how many requisitions have been created for your site.



8. If you want see your results displayed in list form click Browse.



- 9. This list can be sorted by clicking on the headers.
- 10. While you are in Browse you can export to **Excel** by clicking the **Excel Icon**.

<b>E</b> Back	Accept	O Cancel	<b>Q</b> Search	Dutput	Print	Display	PDF	Save	Excel	Word	1			
Record	Year	Requisition	Entry Dat	te l	Description	ı			Am	ount	Purchase Order	Status	Vendor Name	Department
1	2020	20002947	10/11/201	19	custodial				4	76.99		Converted		362
2	2020	20002712	10/02/201	19	CONTRACT				63,7	69.00		Released	THE GREAT CHANGE CORPORATION	362
3	2020	20002692	10/01/201	19	REIMBURSE	MENT			1	79.53		Released	JESSICA ROSS	362
4	2020	20002670	10/01/201	19	CONFIRMIN	G ORDER:	INVOICE #4	418	6	25.40	20201640	Converted	TENNIS OUTLET, INC	362
5	2020	20002640	09/30/201	19	CSU BAY AF	EA COUNS	ELOR CON	FERE	1	20.31		Released	JESSICA ROSS	362
6	2020	20002638	09/30/201	19	CSU BAY AF	EA COUNS	ELOR CON	FERE	1	05.00		Released	SHANNON JONES	362
7	2020	20002625	09/30/201	9	STUDY TRIP	-	-	-	1,0	00.00	20201578	Converted	D HARRIS TOURS INC	362

11. Depending on how your computer is configured. You will get this option box at the bottom of the screen. Click **Save or Open.** 

Do you want to open or save munistemp16101219550814522090033592.xlsx (4.42 KB) from yvwtnmun112ci02.tylertech.com?									
	Open Save Y	▼ Cancel							
12. You may see this type of box at the bottom of the screen. open.	🕼 munistemp201012xlsx \land	Click to							

- 13. The Excel Spreadsheet will open.
  - a. Click on Enable Editing so that you can work in the document.

(	PROTECT	ED VIEW	Be careful—files	from the Intern	Enable	Editing							
А	A1 $\bullet$ : $\times \checkmark f_x$ Record												
2	А	В	С	D	E	F	G	н	I	J			
1	Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status	Vendor Name	Department			
2	1	2020	20002947	10/11/2019	custodial	476.99		Converted		362			
3	2	2020	20002712	10/02/2019	CONTRACT	63,769.00		Released	THE GREAT CHANGE CORPORATION	362			
4	3	2020	20002692	10/01/2019	REIMBURSEMENT	179.53		Released	JESSICA ROSS	362			
5	4	2020	20002670	10/01/2019	CONFIRMING ORDER: INVOICE #418	625.40	20201640	Converted	TENNIS OUTLET, INC	362			
6	5	2020	20002640	09/30/2019	CSU BAY AREA COUNSELOR CONFERE	120.31		Released	JESSICA ROSS	362			
7	6	2020	20002638	09/30/2019	CSU BAY AREA COUNSELOR CONFERE	105.00		Released	SHANNON JONES	362			
8		2020	20002625	09/30/2019	STUDY TRIP	1,000.00	20201578	Converted	D HARRIS TOURS INC	362			

- 14. To return to Munis you can save or close the Excel spreadsheet.
- 15. When you return to Munis you will see the Requisition Maintenance screen.
- 16. You can close the Requisition Maintenance screen by clicking **Back**

**←** Back



# Search for all Requisitions by Your Name

- 1. Open Requisition Entry
- 2. Click Search



- 3. Enter your site in the **Dept/Loc** box.
- 4. Enter the year you want to search for in the **Fiscal year** box.
- 5. Enter your name in the Entered By box.
  - a. Your name is the same as your login for Munis including the 4180

Back Accep	ot Cancel	Query																		
Main																				
	0	0										c								
Fiscal year *	20	)20	O 0	urrent C	Next							Needeo	d by			m	_			
Requisition number	21	_										Entered	= _, 1 *			<b></b>	By	4180n	nkitchen	1
General commodit	y											PO exp	piration			Ê				_
General descriptio	n											Receive	e by	O Qi	uantity ()	Amou	nt			
Ceneramotes										<u> </u>				Th	ree way m	atch red	quired	<b>A</b>		
6 Cli		ont														olf ar	ALM.			
		εμι	~	Ð	- D	<b>L</b> 9		<b>Fa</b>	5		199	(0)			•		•	•	•	
Back Search B	rowse Add	Update	Delete	Output	Print Display	PDF	Save	ReadyForms	ReadyForms Delivery Definitions	Ema	il Schedule	Attach	Swite	ch Form Line Ite	ems Release	Activate	Mass Allocate	Allocate	Notes	Сору
Main																				
Dept/Loc * Fiscal year *	989 2020	Curr	PURCHAS	ING SERVIC	ES				Status Needed b	,	2 Cre	ated								
Requisition number *		20003070	)						Entered *		11/06/2020	<b>1</b>	By 4	180mkitchen						
General description									Receive by	r r	<ul> <li>Quantit</li> </ul>	y 🔘 Amou	unt							
General Notes											Three w	ay match re	quired							
											Project a	on required accounts ap	By							
Vendor											Shippin	a and Billin	a							
Vendor		1		Committee	i						Ship to	*	9	989						
Name PO mailing											Addres	5		PURCHASING	SERVICES					
Delivery method	Print		Fax	E-M	ail									1400 MARINA	WAY SOUTH					
Remit		6									Email			RICHMOND			CA	94804		
Address											Referen	ce								
											Freight	Meth/Term	c			_				
											Special	handling		N - NONE	•					
				/endor Quote	s (0)															
Terms											Miscella	aneous								
Discount %	.000										Allocati	on			10					
Freight % Sales tax group		.000	··· Sale	s tax %	.000 📾						Review			•		6				
Use tax group			··· Use	tax %	.000 🚥						Type		N - NORMAL		•					
											.0	-	Notify ori	ginator when o	converted to	PO/Contr	ract.			
													in Notify of	ginator or ove	ruges.					
Line Items																				
Line Description				Vendor						Qty		Unit prie	ce UOM	Freight	Disc %		Credi	t	Lin	ne Total
570																				
Accountry T-	tal amount																			
- Accounts 10																				
Workflow				-			10				Conver	sion								
My Approvals	Approve	Reje	ct	Forward	1	lold	Aj	oprovers			Co	onvert								
« <	1 of 1			>	Asterisk in	licates tha	t additio	nal notes e	xist for the line item											

- 7. One of your requisitions will display, at the bottom of the screen you can see how many requisitions you have created.
- 8. If you want to see your results displayed in list form click **Browse** at the top of the page.
- 9. Once in Browse you can export to **Excel** by clicking the **Excel Icon**.



# Search for a Requisition by Requisition Number

- 1. Open Requisition Entry
- 2. Click Search



- 3. Enter the Requisition number in the **Requisition Number** box.
- 4. Click Accept



5. The requisition you searched for will display.

### Search for all Requisitions by Vendor and Site

- 1. Open Requisition Entry
- 2. Click Search



- 3. Enter your site number in the **Dept/Loc** box.
- 4. Enter the current year in the Fiscal year box.

Main		
Dept/Loc *	210	
Fiscal year *	2021	0

Note: You can also search for all of last year's orders by entering 2020 in the Fiscal year box.

5. Enter the vendor number in the **Vendor** box.

Vendor	

- a. If you don't know the vendor number, click the ellipsis (3 dots).
- b. Enter the name of the vendor in one of the boxes.
- c. Click Accept





d. If there is more than one entry for your vendor, select the one that has the number 0 in the Address # box.

<b>←</b>	Accent	0	Q	Durbourt.	-	<u>C</u>			<b>B</b> ircol	Mord		
Dack	Accept	Cancer	Search	Output	FILL	Dishigh	PDI	29VC	LACE	WOID		
Vendor	Ac	dress # /	Alpha Sort		Vend	or Name					Address 1	Address 2
10855		0	ABILITATIONS		ABILIT	TATIONS - A	BRAND	OF SCHOOL :	SPECIALTY		***PLEASE USE VENDOR #12645***	SCHOOL SPECIALTY CORPORATE:
10855		1	SCHOOL SPEC	IALTY	SCHO	OL SPECIAL	TY				32656 COLLECTION CENTER DR	
11012		3	CLASSROOM	DIRECT	SCHO	OL SPECIAL	TY/CLAS	SROOM DIRE	CT		32656 COLLECTION CENTER DR	
11263		3	SCHOOL SPEC	CIALTY	SCHO	OL SPECIAL	TY				32656 COLLECTION CENTER DR	
11385		2	INTEGRATION	S	SCHO	OL SPECIAL	TY				MB UNIT 67-3106	
12645		0	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				80 NORTHWEST BLVD	
12645		1	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				EPS/SCHOOL SPECIALTY LITERACY	PO BOX 681035
12645		3	SCHOOL SPEC	IALTY INC	SCHO	OL SPECIAL	TY INC				MB UNIT 67-3106	
12645		8	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				MB UNIT 68-9882	
12645		10	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				PAYMENT REMITTANCE:	32656 COLLECTION CENTER DR
12645		11	SCHOOL SPEC	IALTY INC	SCHO	OL SPECIAL	TY/CLAS	SROOM DIRE	CT		DELTA EDUCATION LLC	32656 COLLECTION CENTER DR
12645		13	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				S.P.A.R.K.	32656 COLLECTION CENTER DR
12645		15	SCHOOL SPEC	IALTY INC	SCHO	OL SPECIAL	TY INC				32656 COLLECTIONS CENTER DR	
12645		16	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				W6316 DESIGN DRIVE	
12645		17	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				CORPORATE:	PO BOX 1579
12645		18	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				ABILITATIONS	PO BOX 922668
12645		19	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				CLASSROOM DIRECT	PO BOX 830677
12645		20	SCHOOL SPEC	IALTY INC	SCHO	OL SPECIAL	TY INC				EDUCATORS PUBLISHING SERVICE	32656 COLLECTION CENTER DR
12645		21	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				EPS LITERACY & INTERVENTION	32613 COLLECTION CENTER DR
12645		22	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				PREMIER AGENDAS	PO BOX 28460
12645		23	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				PO BOX 684057	
12645		24	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				SPORTIME	3155 NORTHWOODS PKWY
12645		25	SCHOOL SPEC	CIALTY INC	SCHO	OL SPECIAL	TY INC				32656 COLLECTIONS CENTER DR	
12645		26	SCHOOL SPEC	CIALTY INC	EPS/S	CHOOL SPE	CIALTY L	ITERACY			PO BOX 9031	

- e. Click Accept you will be returned to the requisition entry screen.
- f. Click Accept again.

<b>E</b> Back	Accept	<b>O</b> Cancel	Que	] ry
Main				
Dept/Loc	*		124	
Fiscal year	*		2020	
Requisitio	n number '	1		
General co	ommodity			
General d	escription			
E Gener	al Notes			
Vendor				
Vendor			12645	

6. The search results will be displayed.

Back	Q Search	Browse	+ Add	Update	X Delete	Output	Print	d Display	PDF	Save	ReadyForms	ReadyForms Delivery Definitions	Email	Schedule	(0) 🕢 👻 Attach	Switch For	m Line Item	Release	Activate	Mass Allocate	(Allocate
Main																					
Dept/Loc <sup>*</sup> Fiscal year Requisitior	* n number *		2020	Curr     20002489	FORD E rent 0 1	LEMENTAR' Vext	Y					Status Needed by Entered *		2 Cre 09/23/2019	ated	y 4180sc	ornelas				
General co General de	mmodity escription		BLANKET PURC	HASE ORE	DER							PO expiration Receive by		<ul> <li>Quantit</li> </ul>	y 🖲 Amount						
Genera	i Notes													Three w     Inspecti     Project a	ay match required on required B accounts applied	d By					
Vendor														Shippin	g and Billing						
Vendor Name PO mailing Delivery m	) ethod		12645 SCHOOL SPEC 0 Print	IALTY INC	Fax	Commit	ted Mail							Ship to Addres	<b>*</b>	12- FO 27	4 RD ELEMENTA 11 MARICOPA	ARY AVENUE			
Remit			1		S	CHOOL SPE	CIALTY II	٩C						Email		RIC	HMOND NDRA.ORNEL	ASACOSTA	@WCCUSD	NET	94804
Address			80 NORTHWES	ST BLVD										Referen	ce						
			NASHUA				NH	0306						Freight Special	Meth/Terms handling	N	NONE		•		
					C	) Vendor Qua	otes (0)														
Terms														Miscella	ineous						
Discount 9 Freight % Sales tax g Use tax gn	6 Iroup Dup	R	.000 ichmond on-Taxable	.000 🖬	Sa Us	les tax %	9.25							Allocati Buyer Review Type PO	B - BLA	• WKET	tor when co	nverted 1	• PO/Con	tract.	
l ina Itame															Not	tify original	tor of overa	ges.			
« ‹			1 of 4			> »	A	sterisk ind	licates th	at additi	onal notes e	cist for the line item.									





# Searching in Requisition Entry

 $Menu \rightarrow Financials \rightarrow Purchasing \rightarrow Purchase Order Processing \rightarrow Requisition Entry Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.$ 

As we go through the school year it's important to keep track of your orders. Look for:

- > Duplicate requisitions that you have created that need to be deleted.
- > Requisitions that you started that need completed.
- Allocated requisitions that are holding money.
- > Rejected requisitions that need corrected and resubmitted back into workflow.
- > Requisitions that are stuck in workflow and have not been placed.

You need to check on your orders often, it least once a month. Do not want to wait until the end of the year to do this.

You are able to search using many different options. Below are a few ideas.

# Search for all Requisitions by Site

- 1. Open Requisition Entry
- 2. Click Search



- 3. Enter your site number in the **Dept/Loc** box.
- 4. Enter the current year in the **Fiscal year** box.

+	~	0		
Back	Accept	Cancel	Query	
Main				_
Dept/Loc	*	16	55	
Fiscal yea	r *		2020	

- 5. Click Accept
- 6. The search results will be displayed.

Cack Search Brows	e Add Lipcete Delete Output Print Display Por Se	e Respforts Respforts Delvey Date	Schedule Attach Ser	S O S S S S S S S S S S S S S S S S S S	Aviscente Notes Copy GL GL	Summary Anglect Menu Summary *
Main						
Dept/Loc * Fiscal year * Requisition number * General commodity General description		Status Needed by Entered * PO expiration Bereize to	Allocated	41801eysteet		
C General Notes			Three way match required Inspection required By Project accounts applied	-		
Vendor			Shipping and Billing			
Vendor Name PO mailing	11091 - Committed		Ship to * Address	165 viii WILSON ELEMENTARY 7150 PORTOLA DRIVE		
Delivery method Remit	Print Fax E Mail		Email	Ri CERILTO CA patris@uccurd.cet	\$4510	
Address	PLIRCHASING CARD PROGRAM		Reference			
	PO 80X 648		Freight Meth/Terms Special handling	N - NONE -		
Terns	Mentor Quotes (2)		Miscellareous			
Discount % Freight % Sales tax group Use fax group	.000 000 000 000 000 000 000 000 000 00		Allocation Buyer Review Type N - NORMA			
			Notity o	nginator when converted to PO/Contract. nginator of overages.		
Line Items						
Line Description 1 study trips	Vendor (11091) US BANK	Oty 1.00	Unit price UOM 2000.00000	Freight Disc % Cre 0.00 0.00 0	dit Line Total Justification 20 2000.00 Net Needed	Vendor numbe Ven 11091
Accounts Total a	mount 2800.00					
Workflow			Conversion			
My Approvals A	pprove Reject Forward Hold	Approvers	Convert			
* 1	1 of 29 Asterisk indicates that of	ditional notes exist for the line item.				

- 7. At the bottom of the screen you can see how many requisitions have been created for your site.
- 8. Click Browse to see your results displayed in list form.

Searching - Requisition Entry - Following Up



- 9. This list can be sorted by clicking on the headers.
- 10. Click on the Status header.
  - a. Your requisitions will now be sorted by status.
  - b. The Status types are; Created, Allocated, Released, Converted, and Rejected.

←	×	0	Q	3		đ	14		5	911				
Back	Accept	Cancel	Search	Output	Print	Display	PDF	Save	Excel	Wor	d			
Decord	Veer	Dequisition	Entry Dat	о Г	Descriptio				A m	ount	Burshasa Ordar	. Status	Vender Name	Department
1 tecord	2020	20002055	os los los	e [	Jescriptio	n			2.0	00.00	Furchase Order	Allesseed	LIC DANK	1cc
	2020	20003033	05/06/202	0 1	lest				2,0	10.00		Allocated	US BAINK	165
4	2020	20003032	05/06/202	0 1	Lesung MUNIC TEC			N		10.00		Allocated		165
	2020	20003031	10/07/202	0 1			E LINES NOT	N-	4	17.52		Converted		165
14	2020	20002803	00/17/201	0 1		MENT DEC		ONE	4	01.01	20201416	Converted	STERHANIE GILSTROM	165
14	2020	20002314	00/12/201	0 (	CADDETC E		OOMS	CONF	1,1	22.75	20201410	Converted	SENSORY EDGE	165
16	2020	20002237	00/12/201	0 1	EC1 DE. CTA				11	22.75	20201402	Converted		165
17	2020	20002187	00/11/201	0 1	DI ANIZET DI				1,1	00.00	20201203	Converted	KRA DOCUEVE INC	165
10	2020	20002090	00/11/201	0 1			DINDLIN		1,0	11 74	20201117	Converted	LAKESHORE LEARNING MATERIALS	165
10	2020	20002094	09/11/201	0 1	MATERIALS	AND SUD	DIJEC		5	14.50	20201002	Converted	LAKESHORE LEAKINING MATERIALS	165
20	2020	20002003	09/03/201	0 1	DI ANIZET D	IDCUASE (			7	00.00	20201172	Converted	EOOD MAXX	165
20	2020	20001534	09/03/201	0 (		CLIDDLIEC	DRDEN			76.62	20201172	Converted	FOOD WIRKS	165
22	2020	20001300	00/20/201	0 1	DI ANIZET D				2.0	00.00	20201009	Converted	AMAZON RUSINESS	165
24	2020	20001384	00/14/201	0 (		CLIDDLIES	DINDLIN		3,0	20.00	20201000	Converted	AMAZON BUSINESS	165
24	2020	20001283	08/09/201	0 1	RI ANKET P	LIRCHASE (			3.0	00.00	20200642	Converted	SOLITHWEST SCHOOL & OFFICE SLIPP	165
27	2020	20001274	08/09/201	0 (		SLIDDLIES	DRDEN		1.2	84 70	20200042	Converted	SOUTHWEST SCHOOL & OTHER SUPP	165
28	2020	20001216	08/06/201	9 1	INVOICE IN	V-3802			4.1	02.08	20200818	Converted	THE K-12 OFR COLLABORATIVE	165
20	2020	20001210	08/05/201	0 (		DITES				76.33	20200010	Converted		165
2	2020	20003054	05/06/202	0 +	hest	1 6160				0.00		Created	STUDY TRIP	165
3	2020	20003053	05/06/202	0 1	test					0.00		Created	01001110	165
7	2020	20002950	10/11/201	9 (	OPEN UP R	ESOURCES				0.00		Created	THE K-12 OER COLLABORATIVE	165
21	2020	20001629	08/23/201	9 (	CUSTODIAI	SUPPLIES				0.00		Created		165
9	2020	20002707	10/02/201	9	STAFF PD				10.2	50.00		Rejected	THE K-12 OER COLLABORATIVE	165
25	2020	20001280	08/09/201	9 1	BLANET PO	TO PURCH	ASE SNACK	(S.F.	9	99.00		Rejected	EOOD MAXX	165
6	2020	20002998	10/15/201	9 (	OPEN UP R	ESOURCES			4.7	14.86		Released	THE K-12 OER COLLABORATIVE	165
10	2020	20002667	10/01/201	9 (	CHABOT SP	ACE AND S	SCIENCE STU	JDY	6	00.00		Released	CHABOT SPACE AND SCIENCE CENTER	165
11	2020	20002665	10/01/201	9 8	BUS PAYME	NT FOR 5T	H/6TH GR S	TU	1.5	30.00		Released	MICHAELS TRANSPORTATION	165
12	2020	20002532	09/25/201	9 9	STUDY TRIP	)			7	45.00		Released	MICHAELS TRANSPORTATION	165
13	2020	20002382	09/19/201	9 1	RECESS EQI	UIPMENT			1,0	28.16		Released	SCHOOL SPECIALTY INC	165

11. Click on a Created or Allocated requisition to highlight it.

- 12. Click Accept and you will be returned to the Requisition Entry screen.
- 13. Confirm that you are on the correct Requisition by looking at the Status box. It should read either Status **2 Created** or Status **4 Allocated**.
- 14. Determine if you need to complete and release or delete this requisition.
- 15. If it needs deleted, click **Delete** in the ribbon.

F	Q		+		×	Ð	-	à			<b></b>	Ľ9		10	(0)	-	S	0	0	A	0	0	0	0	6	0	0	=
ack	Search	Browse	Add	Update	Delete	Output	Print	Display	PDF	Save	ReadyForms	ReadyForms Delivery	Email	Schedule	Attach		Switch Form	Line Items	Release	Activate	Mass	Allocate	Notes	Сору	GL	GL Summary	Project	Menu
				100								Definitions									Allocate				Allocations		Summary	*

16. You will get a pop-up

1 Contra	n Delete		
Are you sure	you want to delete t	his record fro	om the database?
	Yes Delete	No	

Confirm delete by clicking on Yes, Delete.

17. At the bottom of the screen the requisition will show (Del) beside the number.

« < 21 of 29 (Del) > »

- 18. Click **Browse** in the ribbon at the top of the screen to return to your search results.
  - a. The requisition you just deleted will show as (Deleted) but you will still see the requisition number as long as you are still looking at the same search results.

Record	Year	Requisition Entry Da	te Description
21	2020	20001629	(Deleted)

- 19. Continue this process, looking through all of your requisitions and taking the necessary steps to clean up your requisitions.
- 20. Check your released requisitions to make sure they are moving through the approval process. Do they have a purchase order issued? If so, have you received your items? You may need to call the company to check on your order. Be careful not to duplicate your order with the company.



*Note:* You can search for any

year's orders by entering the

year in the Fiscal year box.

# **Searching in Purchase Order Inquiry**

 $Menu \rightarrow Financials \rightarrow Purchasing \rightarrow Purchase Order Processing \rightarrow Purchase Order Inquiry$ Note: Purchase Order Inquiry can also be found on the Munis Dashboard on the Hub

You are able to search using many different options. Below are a few ideas.

## Search for all Purchase Orders by Site

- 1. Open Purchase Order Inquiry
- 2. Click Search



3. The PO Inquiry Find screen will open.

Purchase Order		Vendor
Dept/Loc Fiscal Year PO number Gen commodity Entry date Needed by date Status Type Requisition number Contract General Description	Period	Vendor number
Open amount		Shipping Details Ship To Reference Line Detail Required by date

- 4. Enter your site number in the **Dept/Loc** box.
- 5. Enter the current year in the **Fiscal year** box.
- 6. Click Accept
- 7. The search results will be displayed.

Back Accept MAIN TERMS, Purchase Order Det Dept/Loc	tt Search Browne Output Print Display PDF Sene SVMISCELLANEOUS table T210 HFLMS MIDDLE	Escel Word Email Schedule Attach	GL Find Project Detai Find Audi Account Find	its Activity Approvals Line Detail GL GL Sur Allocations	nay
GL effective date Fiscal year PO number General commodity General description	C 73 J 2020 C 2021 Period 2021 Period 01 2021 Period 01 2021 Period 01 202 Period 01 202 Period 01 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Buyer Kitchen May Project acco Three way Inspector Receive By Approved	sunts applied natch required equired Quantity ( Amount R Approved	Original 8 - Printed     Ohange Order     Dange Order     P - Pandag  Entered     Ob/24/000 Needed by Expire Last Changed	•
Vendor Details Vendor Name PO mailing Delivery method Remit	10887 Committed SOUTHWEST SCHOOL & OFFICE SUPPLY 0 31790 DEFOST CIRCLE JURUPA VALLEY CA. 91752 Print Pax E-Mail E-Procurement 3		Shipping Details Ship to 210 HAU 200 HOLD 20 Email Email Reference	MIDUE SCHOOL CA 94006	You can see the Original Amount, Amount Paid and Balance for each Purchase
You c	htered Amount Uquidated Balance int GLAC 2000 Block Photomeda can see how many Purchase O	unt extentiona and the extention of the	eated for your site	e.	Ordered 500.00 Upjdated 000 Balance 500.00

Purchase Order

Dept/Loc Fiscal Yea



# Searching in Purchase Order Inquiry

- 8. If you want see your results displayed in list format click Browse. ← Q ~ Back Accept Search Browse 9. This list can be sorted by clicking on the headers. Q ₽ 0 à 5 Back Accept Cancel Search Output Print Display Word Year PO# PO Date Vendor Name Order Amount Balance Status Record Number Fiscal Perio 500.00 500.00 8 - Printed SOUTHWEST SCHOOL & OFFICE SUPPLY 2021 20210001 09/24/2020 2021 20210001 (Change Order) SOUTHWEST SCHOOL & OFFICE SUPPLY 09/24/2020 700.00 700.00 8 - Printed 2 10. You can Right Click on the header to find options for adding or removing columns as well as formatting options
  - a. You can add/remove columns by checking or unchecking the boxes.
  - b. I find it useful to add the Requisition number and three way match.
  - c. You can rearrange the columns by picking up the header and moving it.
  - d. You can resize the columns by getting the double headed arrow and moving the lines
- 11. In this example I added the Requisition column, moved it to beside the PO #, added three way match, removed the Fiscal Period column and resized all the columns.

<b>E</b> Back	Accept	O Cancel	<b>Q</b> Search	n Output	rint	Display P	DF Save	Excel	Word			
Record	Year R	equisition	PO#	Vendor Name			PO Date	Order Am	nount	Balance	Status	Three Way Match
1	2021	21000006	20210001	SOUTHWEST SO	CHOOL 8	& OFFICE SUPPLY	09/24/2020	-	500.00	500.00	8 - Printed	N
2	2021	21000006	20210001 (	SOUTHWEST S	CHOOL 8	& OFFICE SUPPLY	09/24/2020	1	700.00	700.00	8 - Printed	N
-	-		-		-				-	-	-	

12. This report can be viewed or exported many different ways. **Printed,** exported as a **PDF** or to **Excel**.

÷	~	0	Q,	Ð	÷	ď	ß			<b>SW</b>
Back	Accept	Cancel	Search	Output	Print	Display	PDF	Save	Excel	Word

- a. Output opens a dialog box to print, save or display.
- b. Print is unavailable in this field.
- c. Display opens a view screen with a print option
- d. PDF creates a PDF of your document
- e. Save: Saves the report to the Munis Spool Directory
- f. Excel creates an excel workbook
- g. Word opens a dialog box to create a merge file or template.
- 13. When you click on Excel you may see this message displayed at the bottom left of your screen.

Generating Microsoft Excel file on server. Please wait ...

- 14. The Excel Spreadsheet will open.
- 15. You can save and/or close the Excel spreadsheet to return to Munis.
- 16. Close Browse (Purchase Order Inquiry) by clicking Back

~	Record Number
~	
~	Year
~	PO#
1	Vendor Name
1	PO Date
•	Order Amount
1	Balance
•	Status
•	Fiscal Period
	Modification Count
	Requisition
	Buyer ID
	Entry Date
	Expire Date
	Required By Date
	Last Change Date
	General Commodity
	Dept Code
	Ship To Code
	Shipping Name Reference
	Shipping Method
	Bill To Code
	General Comments
	PO Batch Code
	Distribution Code
	Discount Percent
	Freight Charge Percent
	Committed
	Parait Code
	Mailia a Carda
	Argument of the second se
	Approved
	Contract
	Sales lax
	Use lax
	Days to Discount
	Days Before Interest
	Three Way Match
	1st Project Account
	1st GL Account
Sł	now all columns
н	de all but selected
A	utoFit all columns
Fit	t to view all columns
-	
Re	eset settings
Re	eset column sort
Fr	eeze to left
Fr	eeze to right
U	nfreeze all



# Search by Requisition Number

- 1. Open Purchase Order Inquiry
- 2. Click Search



### 3. The PO Inquiry Find screen will open.

Image: Second	
Purchase Order	Vendor
Dept/Loc Fiscal Year Period PO number Gen commodity Entry date Needed by date Status Type Requisition number Contract General Description	Vendor number Status Name Type Class code Geographic code
	Shipping Details Ship To Reference Line Detail
	Required by date

### 4. Enter the requisition number in the **Requisition number** box.

Purchase Order	
Dept/Loc	
Fiscal Year	Period
PO number	
Gen commodity	
Entry date	m
Needed by date	<b>m</b>
Status	<b>•</b>
Туре	
Requisition number	21000006
Contract	
General Description	
Open amount	

- 5. Click Accept
- 6. The requisition you searched for will display if it has been converted into a purchase order.
- 7. Requisition 21000006 was converted into purchase order 20210001.

MAIN TERMS/MISCELLAN	EOUS
Purchase Order Details	
Dept/Loc	210 HELMS MIDDLE
GL effective date	07/31/2020
Fiscal year	2021 Period 01
PO number	20210001
General commodity	
General description	BLANKET PURCHASE ORDER
Notes 🗖 Rece	iving 🗅 Invoices



# Searching any results by account or account segment

Note: This search is most useful for departments that have access to more than one site's data.

- 1. Open Purchase Order Inquiry
- 2. Click Search



- 3. The PO Inquiry Find screen will open.
  - 4. Open Purchase Order Inquiry
  - 5. Click Search
- 6. The **PO Inquiry Find** screen will open.

Back	Accept	Ø Cancel	Query																																																											
Purchase	Order																																																Vei	ndo	эг											
Dept/Loc Fiscal Year PO numbr Gen comm Entry date Needed b Status Type Requisitio Contract General D	r er nodity y date n number rescription		20	Period																																													Vei Sta Na Tyr Cla Ge	ndo tus me ss og	co rap	nur de	nb	er ode		10	)86	7			).	
Open amo	ount																																																Shi Rei Lin Rei	pp e C qui	ing fo end red	ail	eta	ate	h				Ê	ň		

- 7. In this instance we are searching for all Southwest School and Office Supply orders for the 2020 school year, however this will work with any search criteria.
  - h. Enter the Fiscal year and the vendor number.

8	i. j.	Click A Click Y	ccept es, Contin the ribbor	ue to th	e pop-ur	Continue with t	Record Set his record set containing 139 record	s?	
0.		i inu in		1.			_		
Back	Accept Search	irowse Output	Print Display PDF	Save Excel	Word Email	Schedule Attach	G P GL Find Project Deta Account Find	A     A     A     A     A     A     A     A     A     A	Line Detail GL GL Summary Allocations
4	9. En ins 10. Clia 11. The you ( < < 12. Clia	ter the a tance I ck Acce e record ur selec ck Brow	account d only ente pt. d set now ted criteri 1 of 11 yse to view	etails yo red Resc contains a. / your re	s only the source 30:	o search l 10. e records	by. In this	Find by Segments Find by Segments Pand Resource Object Site Goal Function Manager Project Year Program Character code	Old Cuery
Back	Accept Ca	ncel Searci	n Output Pr	int Display	PDF Save	Excel Work	1		
Record	Year Requisit	ion PO#	Vendor Name		PO Date	Order Amount	Balance Status	1st GL Account	Notice that the
1	2020 20000	390 20200239	SOUTHWEST SCHOO	DL & OFFICE SUPP	LY 07/17/2019	6,277.50	3,746.29 8 - Printed	01-3010-4300-358-111	1 <sup>st</sup> GL Account
2	2020 20000	331 20200243 333 20200255	SOUTHWEST SCHOOL	DL & OFFICE SUPP	LY 07/17/2019	4,000.00	5,0/6.41 8 - Printed	01-3010-4300-635-111 01-3010-4300-635-111	column has
4	2020 20000	483 20200470	SOUTHWEST SCHOOL	DL & OFFICE SUPP	LY 07/29/2019	5,000.00	1,216.90 8 - Printed	01-3010-4300-122-111	h
5	2020 20001	035 20200582	SOUTHWEST SCHOOL	DL & OFFICE SUPP	LY 08/05/2019	2,500.00	1,844.40 8 - Printed	01-3010-4300-157-111	been added to
6	2020 20001	087 20200632	SOUTHWEST SCHOO	OL & OFFICE SUPP	LY 08/09/2019	6,051.04	0.00 0 - Closed	01-3010-4300-208-111	the browse
7	2020 20001	369 20200734	SOUTHWEST SCHOOL	DL & OFFICE SUPP	LY 09/27/2019	5,531.00	3,214.11 8 - Printed	01-0000-4300-110-111	scroon
8	2020 20001	359 20200874 113 20201275	SOUTHWEST SCHOOL		LY 08/23/2019	3,500.00	2,/38.20 8 - Printed	01-3010-4300-150-111	Screen.
	2020 20002	115 20201215	SOUTHWEST SCHOL	A OFFICE SUPP	LT 05/19/2019	5,000.00	5,000,00 8- Printed.	01-5010-4500-112-111	



# Searching in Purchase Order Change Order

 $Menu \rightarrow Financials \rightarrow Purchasing \rightarrow Purchase Order Processing \rightarrow Purchase Order Change Order Note: Purchase Order Change Order can also be found on the Munis Dashboard on the Hub$ 

When a Purchase Order Change Order is in the approval process it can only be accessed by viewing it in the Purchase Order Change Order module.

- 1. Open Purchase Order Change Order
- 2. Click Search



- 3. Enter the Purchase Order Number in the **PO number** box.
- 4. Click Accept
- 5. The Purchase Order will be displayed.
- 6. The **Status box** indicates the **Status** and which document you are viewing.
- 7. In this case the **bullet** is in **Original** indicating that we are viewing the **Original** Purchase Order.
  a. Notice the two red arrows are pointing at Original.
- 8. You can see your original line item information here.

		, • •	1														
Back Accept	Q III Search Browse C	Dutput Print	Display PDF	Save E	xcel Email	Schedule	( <sup>0)</sup> 🔊 👻 Attach U	e Items Note	Audits	Print PO							
MAIN TERMS/M	IISCELLANEOUS											1					
Purchase Order Detai	ils																
Dept/Loc Fiscal year PO number General commodity General description	210 2021 2021000 BLANKET PURCH	HELMS MID Current  N ASE ORDER	DDLE lext Period	01		Buyer	4180mkitchen Project acc Three way Inspection Inspector Receive By	ounts applied match required required Quar	i itity	unt	En     En     Ex     La	Original Change Order Intered eeded by pire st changed	Status 8 - Printed P - Pending 09/24/2020	· · · · · · · · · · · · · · · · · · ·			
Vendor Details								Sh	ipping Detail								
Vendor Name PO mailing	10867 E SOUTHWEST SCHOOL & OI 0 3790 DEFOREST CIRCLE JURUPA VALLEY	Committed	CA S	1752				Sh Err Re	ip to nail ference	210 WALTER T. H 2500 ROAD SAN PABLO cristina.villa	LELMS MIDDLE SCHOO 20 obos@wccusd.net	OL CA 9	4806				
Delivery method	Print	Fax	E Mail														
Remit	1 🖿 🤅	SOUTHWEST SC	HOOL & OFFICE														
Vendor/Sourcin	ng Notes																
Line Items			<b>*</b>					-									
Line Ordered	Amount Liquidat 500.00 0	ed 00	Balance 1 500.00 0	st GL Account 1-0000-4300-210-1	110-2700-2001	10-0-0000											*
								-	1.0								
Ordered Liquidated Open	500.00 0.00 500.00							Stu	atus My Approva	в	Approve	Reject		Hold	Forward	Approven	5
« <	1 of 2		> »	<u> </u>													

- 9. At the bottom of the screen you can see which record you are viewing.
  - a. Record 1 is the Original.-
  - b. Record 2 is the Change Order.
- 10. The ordered amount is only the amount on line 1 and does not include the increase.
- 11. Click the right arrow to view record 2, the change order.



- 12. The **Status box** indicates the **Status** and which document you are viewing. In this case the **bullet** is in **Change Order** indicating that we are viewing the Purchase Order Change Order.
  - b. Notice the two red arrows are pointing at Change Order.

🗲 🛩 Q. 🖽 🐯 🗶 🕑 🖶 🛍 🔂 🕬 Kator Back Accept Search Browse Update Deete Output Print Display PDF Save Excel of Schedule	e Attach Line Items Notes Audits Update Journal Print PO
MAIN TERMS/MISCELLANEOUS	Detail
Purchase Order Details	
DegrUlac 210 m HELMS MIDDLE Fiscal year 2021 Current ● Next Period 01 Buyer 4180-Niedem Project ac General commodity m BLANKET PURCHASE ORDER Insector General Activity BLANKET PURCHASE ORDER Insector Degrupping Difference Purchase Pur	Status     Counts applied     P>     Crange Order     P>     Counts required     requireq     required     req     required     req     req
Vendor Details	Shipping Details
Name         SOUTHWEST SCHOOL & OFFICE SUPP           FO mailing         0           790 DEFOREST CIRCLE	WALTER T. HEMS MIDDLE SCHOOL 2500 ROAD 20
	SAN PABLO CA 94806 Email cristinavillalobos@wccusd.net
JURUPA VALLEY CA 91752	Reference
Delivery method 🛛 Print Fax E-Mail	
Remit 1 SOUTHWEST SCHOOL & OFFICE	
Vendar/Sourcina Nates	
Line Itame	-
Line Ordered Amount Linuidated Ralance 1ct GL Account	
1 500.00 0.00 500.00 01-000-4300-210-1110-2700-200110-0-0000 2 200.00 0.00 200.00 01-000-4300-210-1110-2700-200110-0-0000	
<	
Totals	 Workflow
Ordered 700.00 Liquidated 0.00	Status My Approvals Approve Reject Hold Forward Approvers
Open 700.00	
13. You can see both line items of information he	ere
a Record 1 is the Original	
b. Record 2 is the Change Order.	

c. The increased amount shows in the **Totals box**.

Once the Purchase Order Change Order is approved the Purchase Order will reflect the increased amount and there will no longer be two records.



# Vendor Inquiry Program

Tyler Menu  $\rightarrow$  Departmental Functions  $\rightarrow$  Vendor Inquiry Note: Vendor Inquiry can also be found on the Munis Dashboard on the Hub.

When you want to know if a Vendor is in the system you can search in Vendor inquiry.

One way to search is to use the **Alpha** box, another is to use the **Company Name** box and another is to look by **Tax Id** or **Social Security** Number.

# Searching using the Alpha Box

- 1. Open the Vendor Inquiry Program
- 2. Click Search
- 3. Click in the **Alpha** box
  - a. In this box you can search for a last name or a company name.
  - b. I entered JACKSON\* in the Alpha box.
    - 1. Using the asterisk\* will show additional results.
- 4. Click Accept.

e Carlos Back Searc	th Browse	Output	🖶 Print	Display	PDF	Save	Excel	Word	⊠ Email	Schedule	(0) Ø Attach	•	Sort	(N) 1099 Data	IRS TIN Match	Invoice Inquiry	Check Inquiry	0 PO Inquiry
General Vendor In	nformation														Audits			
Vendor 12319 Alpha JACKSONS Status ACTIVE	+1 HARDWARE IN	•	Entity Type Reaso	1 VENE	) - VENDC	R			•					1	Entered Modified By Change Se	02/26 02/26 4180s t Curren	/2013 /2013 upp nt	•
MAIN GENEI	RAL MISCE	LLANEOUS	CON	ITACTS	CERTIF	ICATIONS	INSUR	ANCES	WITH	IOLDING								
Contact Informati	on																	
Company Name	JACKSONS HA	RDWARE INC								Addresses (1)			5	Commen	ts (0)			
DBA Address Zip code City State Country Email Fax WWW Identification	435 DU BOIS S 94901 SAN RAFAEL CA C	IREET		Foreig	gn entity										Additional			
SSN FID 94-16697 DUNS Indep Verifie Vendor Alerts	30 Jendent contra ed TIN	ctor													Comm	nance odity		
« <		1 of 17			>	» C	hoose the	e sort seq	uence fo	r vendors. (	(S)							

- 5. At the Bottom you can see there are 21 results.
- 6. You can look at each record by clicking the arrows.
- 7. You can also click **Browse at the top of the screen**.





# Searching - Vendor Inquiry

8. **Browse** will open a spreadsheet of the results.

<b>E</b> ack	Accept	<b>O</b> Cancel	<b>Q</b> Search	Output	Print	Display	DF	Save	Excel	Word
V	/endor Alp	ha Sort Na	ime	Company	Name					Status
	12319 JAC	KSONS HAR	DWARE IN	JACKSONS	6 HARDWA	ARE INC				Active
	19119 JAC	KSON MAR	KING PROD	JACKSON	MARKING	PRODUCTS	CO. INC			Active

# Searching using the Company Name Box

- 1. Click Search
- 2. Enter part of the name in the **Company Name** box then add an asterisk.
- 3. In this example I entered SOUTH\*.
- 4. Click Accept.

Eack Searc	ch Browse	Dutput	🖶 Print	Display	PDF	E Save	Excel	Word	Email	Schedule	(0) Ø Attach	٣	Sort	(N) 1099 Data	IRS TIN Match	Invoice Inquiry	Check Inquiry
General Vendor In	nformation														Audits		
Vendor 10333 Alpha SOUTHLAT Status ACTIVE	+1 ND CONSTRUCT	ri •	Entity Type Reaso	1 CSTR	- CONSTR				Ŧ						Entered Modified By Change Set	02/26/ 02/26/ 4180su Curren	2013 2013 upp t •
MAIN GENEI	RAL MISCI	ELLANEOUS	CON	TACTS	CERTI	FICATIONS	INSUR	ANCES	WITH	HOLDING							
Contact Informati	SOUTHLAND	CONSTRUCTIO	ON MANA	GEMENT I	NC					Addresses (0)			t	Commen	nts (0)		
DBA																	
Zip code City State Country Email Fax WWW	94566 PLEASANTON CA 0	California		Foreig	an entity			L.									
Identification															Additional		
SSN FID 75-29902 DUNS Indep	01 endent contra ed TIN	actor													<ul> <li>Perform</li> <li>Commo</li> </ul>	ance dity	
Vendor Alerts																	
« <		1 of 11			>	» C	hoose the	e sort seq	uence fo	or vendors. (	S)						

5. There are 11 results.



- 6. Click Browse to see a spreadsheet of the results.
- 7. Select the one you are interested in viewing.
- 8. Click Accept.

+	<b>~</b>	0	Q	•	<b>.</b>	٦	凶		<b>S</b>	5	
Back	Acce	ept Cancel	Search	Output	Print	Display	PDF	Save	Excel	Word	
	Vendor	Alpha Sort Na	ame	Company	Name					Status	1
	10333	SOUTHLAND C	CONSTRUCTI	SOUTHLAN	D CONS	TRUCTION N	/ANAGEN	1ENT INC		Active	
	10821	SOUTHERN OR	REGON UNIV	SOUTHERN	I OREGOI	N UNIVERSIT	ΓY			Inactive	
	10842	SOUTHPAW EN	ITERPRISES	SOUTHPAV	V ENTERP	RISES				Active	
	10867	SOUTHWEST S	CHOOL & O	SOUTHWE	ST SCHOO	DL & OFFICE	SUPPLY			Active	
	11070	SCMS INC		SOUTHERN	I COASTA	L MARKETIN	IG SERVIC	ES, INC (SCN	1S)	Active	
	11359	AP INSTITUTE		ADVANCED	D PLACEN	IENT INSTIT	UTE			Active	
	15444	SOUTHERN CO	MPUTER WA	SOUTHERN	I COMPU	TER WAREH	OUSE INC			Active	
	15625	S CALIFORNIA	AP INC	SOUTHERN	I CALIFOR	RNIA AP INC				Active	
	17170	SOUTHEASTER	N PERFORM	SOUTHEAS	TERN CA	REER APPAR	EL			Active	
	17683	SOUTHWEST P	RODUCTS	SOUTHWE	ST PRODU	JCTS CORPO	DRATION			Active	
	20018	SOUTHWEST IN	NTERIORS	SOUTHWE	ST INTERI	ORS, INC				Active	

- 9. Once you are viewing the selected vendor you can see their address and other information.
- 10. You can click on CONTACTS so see contact information.

<b>E</b> Back	<b>Q</b> Search	Browse	<b>⊡</b> Output	🖶 Print	Display	PDF	Save	Excel	Word	⊠ Email	Schedule	(0) 🕢 🖷		3 iort	(N) 1099 Data	E IRS TIN Match	I Invoice Inquiry	Check Inquiry	P
General V	/endor Inf	ormation														Audits			
Vendor 1 Alpha S Status A	10867 SOUTHWES ACTIVE	+1 T SCHOOL & (	) *	Entity Type Rease	v 1 VEND	) - VENDC	)R •			•						Entered Modified By Change Se	02/26 06/25 4180r t Curre	i/2013 i/2018 nkitchen nt	•
MAIN Contact I	<b>GENER</b>	AL MISC	ELLANEOUS	COI	NTACTS	CERTIF	ICATIONS	INSUR	RANCES	WITH	HOLDING								
Company	/ Name	SOUTHWEST	SCHOOL & O	FFICE SUF	PLY						Addresses (3	)		ļ	Commen	ts (0)			
													_						
DBA Address		3790 DEFORE	ST CIRCLE																
Zip code		91752	11																
City		JURUPA VALL	EY																
State		CA	California																
Country					Foreig	gn entity													
Email		ar3@southwe	stschool.com							-									
Fax																			
WWW																			

# 11. On the **Contacts** tab you can find phone contact information.

<b>€</b> Back	Accept	Ø Cancel	<b>Q</b> Search	Browse	Output	🖶 Print	Display	PDF	Save	Excel	Word	<sup>(0)</sup> <i>(</i> Attach	*	Sort	1099 Data	Invoice Inquiry	Check Inquiry	0 PO Inquiry	Recurring Invoices	
General Ve	endor Infor	mation													Au	dits				
Vendor 10 Alpha S0	0867 OUTHWEST :	1 6CHOOL & 0	)	Entity Type	1 VEND -	VENDOR				•					En	tered odified	02/26/2	013 018		
Status A	CTIVE		-	Reason	n		•								By		4180mk	itchen		
MAIN	GENERAI	. MISCI	ELLANEOU	S CON	TACTS	CERTIFIC	ATIONS	INSU	RANCES	WITHHO	DING					-				
	Type Nam	e		Descrip	tion		Telepi	hone		Fax		T	ext Nur	mber	Opt In	Email				
GENERAL	Silvia			CUSTON	<b>MER SERVICE</b>		800-2	27-7159		909-980-	7159					csr@sout	hwestscho	ol.com		
GENERAL	Way	ne MacMarti	n	SALES R	EP		209-9	14-4612								wayne@s	outhwests	chool.com		
GENERAL	Jenn	ifer		ACCOUN	NTS RECEIVA	BLE										ar@south	westscho	ol.com		
GENERAL	Way	ne MacMarti	n	sales rep	D		209-9	14-4612								wayne@s	outhwests	chool.com		
GENERAL	Alm	a Mendez		Account	ts Receivable											ar@south	westscho	ol.com		
GENERAL	Card	ine Mahdi																		

# Account Code Information

# Munis Period Chart

Period	Month
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June

# The Periods Commemorate The Months in Munis

# Standard Account Code Structure Layout for Munis

	XX	XXXX	XXXX	XXX	XXXX	XXXX	XXXXXX	X	XXXX
FUND									
RESOURCE									
OBJECT									
SITE									
GOAL									
FUNCTION									
MANAGER									
PROJECT YEAR									
PROGRAM									

# **SACS Description**

Name	Digit Length	Description
Fund	ХХ	A fund is a fiscal and accounting entity with a self-balancing set of accounts. The general fund (01) is the most familiar fund.
Resource	XXXX	Specialized state & federal resource revenues that have restrictions on how they are spent; within a fund.
Object	хххх	This field classifies the type of expenditures. Common object classifications are Salary, Benefits, Materials & Supplies, Technology, Field Trips, Travel, Contracts, etc.
Site	XXX	This field identifies the school site or Office.
Goal	хххх	This field defines the objective of the funds, or group of students who are receiving services. Another way to look at it is to ask who are we serving? Regular K-12 instruction, alternative education, special education, adult education, etc.
Function	хххх	This field describes the activities or services performed to accomplish a set of objectives or goals. How are we serving the students? Through instruction, curriculum, counseling, psychological services, health services etc.
Manager	XXXXXX	This field describes the manager(s) that is in charge of the budget.
Project Year	X	This field identifies the reporting year for a project that has more than one reporting year during the districts fiscal year. If a project's reporting year is the same throughout the fiscal year the project year code would be "0".
Program	хххх	This is a locally defined field and identifies the program that is being served to students by allowing us to track expenditures to class/subject level; such as, Health Academy, Law Academy, and Welding Program etc.

# **FUNDS**

# First segment in the account string

Segment Value	Full Description	Short Description
	FUNDS	
01	GENERAL FUND	GEN FUND
08	STUDENT ACTIVITY FUND	
11	ADULT EDUCATION	ADULT ED
12	CHILD DEVELOPMENT	CHILD DEV
13	CAFETERIA FUND	CAFETERIA
14	DEFERRED MAINTENANCE	DEF MAINT
17	SP RSRV FOR OTHER THAN CAP OUT	SP RSV OTH
21	BUILDING FUND	BLDG FUND
25	CAPITAL FACILITIES	CAP FAC
35	COUNTY SCHOOL FACILITITY FUND	CSFF
40	SP RSRV FOR CAPITAL OUTLAY	SP RSV CAP
51	BOND INTEREST & REDEMPTION	BI&R
52	DEBT SERVICE-CORPORATE	DEBT CORP
56	DEBT SERVICE	DEBT SVC
67	SELF INSURANCE	SELF INS
71	RETIREE BENEFIT	RET BENE
76	PAYROLL WARRANT PASS THROUGH	PY CLRING

# **RESOURCE** Second Segment in the Account String

Segment Value	Full Description
	RESOURCE
0000	UNDISTRIBUTED
0060	PRESCHOOL PARENT FEES
0065	PRESCHOOL FEE PAYING
0081	MEASURE E DEBT SERVICE BIRF
0082	MEASURE M DEBT SERVICE BIRF
0083	MEASURE D DEBT SERVICE BIRF
0084	MEASURE J DEBT SERVICE BIRF
0085	BUILD AMERICA DBT SVC BIRF
0086	QUALIFD SCH CONST DBT SVC BIRF
0087	2010-D DEBT SERVICE BIRF
0088	2010-D QSCB DBT SVC BIRF
0089	CORPORATION DEBT SERVICE FUND
0090	MEASURE E 2012 DEBT SVC BIRF
0099	PAYROLL INVOICING
0100	WCCAA PROFESSIONAL DEVELOPMENT
0670	CENTRAL SUPPLEMNTL/CONCENT
1100	STATE LOTTERY
1300	CLASS SIZE REDUCTION K-3
1400	EDUCATION PROTECTION ACCOUNT
2430	RESTR RL COMMUNITY DAY SCHOOLS
3010	IASA-TITLE I BASIC
3011	TITLE I PART A - ARRA
3015	IASA-TITLE I CAPITAL EXPENSE
3025	TITLE I PART D NO CHILD LEFT
3180	SCHOOL IMPROVEMENT GRANT
3181	ARRA TITLE I SCHOOL IMPRV GRT
3182	ESSA: SCHOOL IMPROVEMENT CSI
3185	PROGRAM IMPROVEMENT DAIT
3210	ELEM & SEC SCHL EMERGENCY RELF
3215	GOVERNOR EMERGENCY ED RELIEF
3220	COVID 19 RELIEF LERNG LOSS MIT
3310	SP ED IDEA BASIC LOCAL ENTITL
3311	SPED IDEA PRT B PRIVATE SCHOOL
3315	SP ED-IDEA PRESCHOOL
3320	SP ED-IDEA PRESCHOOL ENT

Segment Value	Full Description
	RESOURCE
3327	MENTAL HEALTH SERVICES
3341	INTERPRETER CERTIFICATION
3345	SP ED PREKINDERGARTENSTAFF DEV
3385	SP ED-IDEA EARLY INTERVENTION
3386	SP ED-IDEA FOCUSED MONITORING
3395	SP ED-ALTERNATIVE DISPUTE RES
3412	DEPT OF REHAB-TRANSITION
3550	VOC ED-CARL PERKINS TITLE II
3555	VOC ED-CARL PERKINS ADULT
3710	IASA-TITLE IV DRUG-FREE SCHLS
3725	SAFE AND SUPPORTIVE SCHOOLS
3905	ADULT ED ABE - ESL CITIZENSHIP
3913	ADULT ED-ASE GED
3926	EL CIVICS: CIT PREP CIVIC PTN
4035	TITLE II NO CHILD LEFT BEHIND
4036	TITLE II PART A PRINC TRNG PRG
4045	TITLE II PART D TECHNOLOGY
4047	ARRA ENHANCING ED THRU TECH
4048	ARRA - EETT COMPETITIVE GRANT
4050	CA MATH & SCIENCE PARTNERSHIPS
4124	21ST CENTURY CCLC
4125	21ST CENTURY COHORT 4
4126	21ST CENTURY 14535 6179 5A
4127	TITLE IV, PART A PCA 15396
4201	TITLE III - IMMIGRANT ED PROG
4203	TITLE III ENGLISH LEARNERS
4810	ARRA DEPT OF REHABILITATION
5310	CHILD NUTRITION
5314	NATIONAL SCHOOL LUNCH PROG
5320	CHILD/ADULT CARE FOOD PROGRAM
5330	CHILD NUTRTION SUMMER FOOD
5370	FRESH FRUIT AND VEGETABLE PROG
5380	SCHOOL BREAKFAST PROGRAM
5630	HOMELESS S. MCKINNEY
5640	MEDI-CAL BILLING OPTION - E

# **RESOURCE** Second Segment in the Account String

Segment Value	Full Description
	RESOURCE
5816	LEARNIG WITHOUT BORDERS
5818	E-RATE
5825	FIE EARMARK GRANT AWARDS
5835	TEACHING AMERICAN HISTORY
5836	READINESS & EMERGENCY MGMNT
5840	CAPROMIS
6010	HEALTHY START-ASLSNPP
6011	COHORT 5 - ASES
6013	TRANSITIONAL ASES
6055	CHILD DEVELOPMENT STATE
6105	CHILD DEVELOPMENT. PRESCHOOL
6127	QRIS BLOCK GRANT
6130	CHILD DEV RESV ACCT CTR - E
6140	CHILD DEV FACILITIES - E
6205	DEFERRED MAINT APPORTIONMENT
6225	EMERGENCY REPAIR PROGRAM
6230	CA CLEAN ENERGY JOBS ACT
6240	HEALTHY START PLAN OPERATION
6264	EDUCATOR EFFECTIVENESS/PD
6286	ENG LANG ACQ PROG-TCHR TRG - E
6300	LOTTERY-INSTR MATERIALS - E
6371	CALWORKS FOR ROCP/ADULT ED
6381	LINKED LEARNING PILOT PROGRAM
6382	CPT 2 - CAREER PATHWAYS TRUST
6385	CPA - CALIF PARTNRSHP ACADEMY
6386	GREEN CA PARTNERSHIP ACADEMIES
6387	CTE INCENTIVE GRANT
6388	K-12 STRONG WORKFORCE PROGRAM
6391	ADULT ED BLOCK GRANT
6392	ADULT ED DATA AND ACCOUNTABLTY
6500	SPECIAL ED - E
6501	SPED STATE LOCAL ASST GRANT
6512	SP ED MENTAL HEALTH SERVICES
6513	SP ED STATE PRESCHOOL
6515	SP ED INFANT DISCRETIONARY
6520	WORKABILITY

Segment Value	Full Description
	RESOURCE
6530	LOW INCIDENCE SPECIALIZED SVCS
6535	PERSONNEL DEVELOPMENT FORSELPA
7085	LEARNING COMM. SCHL SUCCESS PR
7090	EIA-SECURITY SCE
7091	LEP EIA
7220	PARTNERSHIP ACADEMY
7221	CPA/RHS - MULTI MEDIA
7230	TRANSPORTATION HOME SCHOOL - E
7240	SPEC ED TRANSPORTATION - E
7311	CLASSIFIED SCHOOL EMP PD BG
7338	COLLEGE READINESS BLOCK GRANT
7370	SPECIALIZED SECONDARY PROGRAMS
7388	SB 117- COVID-19
7391	SCH SAFETY CONSOL COMPETITIVE
7400	QUALITY EDUCATION INVESMNT ACT
7405	COMMON CORE STATE STANDARD IMP
7420	STATE LEARNING LOSS MITIGATION
7510	LOW-PERFORMING STDTS BLK GRANT
7690	STRS ON-BEHALF PENSION CONTRIB
7710	SCHOOL FACILITIES BOND PROJECT
7813	LPS SCH FACILITIES BOND PROJ
8150	ONGOING & MAJOR MAINT ACCOUNT
8210	STUDENT ACTIVITY FUNDS
9009	HEALTHIER US SCHOOLS CHALLENGE
9010	NUTRITION FESTIVAL DONATION
9011	PROJECT READ
9012	SPRINT PROJECT CONNECT GR-KHS
9013	CALI READS AFS
9025	DEVELOPER FEES
9030	ED TECH K-12 VOUCHER PROGRAM
9055	SUMMER EXCHANGE PROGRAM
9081	MEASURE E DEBT SERVICE BIRF
9082	MEASURE M DEBT SERVICE BIRF
9083	MEASURE D DEBT SERVICE BIRF
9084	MEASURE J DEBT SERVICE BIRF
9085	MSR J BA DEBT SERVICE BIRF
9086	MSR J QSC DEBT SERVICE BIRF
#### **RESOURCE** Second Segment in the Account String

Segment Value	Full Description
	RESOURCE
9087	2010D DEBT SERVICE BIRF
9088	2010D QSCB DEBT SERVICE BIRF
9089	CORPORATION DEBT SERVICE FUND
9090	2012E DEBT SERVICE BIRF
9091	2020R DEBT SERVICE BIRF
9111	SPECIAL ACCOUNT #1
9112	SPECIAL ACCOUNT #2
9116	ABATEMENT ACCOUNT
9120	GOVERNORS READING AWARD
9121	ENROLLMENT&RETENTION BONUS
9122	LOWES TOOLBOX-LAKE ELEMENTARY
9123	GEN YOUTH FOUNDATION
9124	SPECIAL OLYMPICS PARTNERSHIP
9127	98-99 SITE BLOCK GRANT
9128	00-01 SITE BLOCK GRANT
9129	GOVERNOR'S PERFORMANCE AWARDS
9130	SILVER GIVING FOUNDATION
9132	SILICON SCHOOLS FUND
9133	MEDI-CAL ADMIN ACTIVITIES
9134	ORAL HEALTH (CLOSED RS)
9135	SCHOOL BASED MEDI-CAL CLINIC
9136	WHITTIER EDUCATIONAL FOUNDATIO
9190	PARCEL TAX
9200	MRAD
9405	SCHOOL SAFETY
9508	FINANCIAL AIDE OUTREACH TRNG
9509	PARENT CENTER - E
9512	CTAG-COUNTY TECH ACAD GRANT -E
9513	ROC P
9515	HELLMAN FOUNDATION
9523	INTERNATIONAL EXCHANGE PRGM
9528	FOSTER YOUTH SERV GRP HOME PRJ
9531	CHEVRON
9536	INTEGRATED CASE MGMT HELMS
9550	HEWLETT FOUNDATION, WILL&FLORA
9561	ADULT ED DISCRETIONARY ACCOUNT
9569	UCB - IMPROV COLLEGE AWARENESS

Segment Value	Full Description
	RESOURCE
9572	NORTH COAST BEGINNING TEACHER
9573	LEAP FROG DONATION
9576	AT&T FOUNDATION GRANT
9580	FIRST 5 CC CHILDREN & FAM COMM
9582	CPT 1 - CAREER PATHWAYS TRUST
9588	THE ED FUND - DONATIONS
9590	WEST CO. SAFE TRANS - MSR J
9591	MCHS EARLY COLLEGE GRANT
9593	CONNECTED
9594	QUEST FOUNDATION
9595	IRENE SCULLY FAMILY FOUNDATION
9597	LAUNCHPAD
9598	CLASSIFIED SCHOOL EMPLOYEE
9599	MISC DONATIONS
9607	ALLIANCE FOR HEALTHIER GENERTN
9609	HEAD START PROGRAM ENHANCEMENT
9610	MT DIABLO USD ASES
9612	CITY OF RICHMOND-RHEP
9613	CITY OF RICHMOND INDUST ARTS
9614	STAR GRANT
9615	ERLY INTERVEN FOR SCH SUCCESS
9616	CALIFORNIA EMERGING TECH FUND
9617	HEALTHY KIDS
9618	KAISER COMMUNITY BENEFIT PROG
9620	YMCA-JAMES MOREHOUSE PROJECT
9621	ROSIE THE RVTR NAT'L TRUST
9622	THE LAURA BUSH FOUNDATION
9623	RICHMOND COMMUNITY FOUNDATION
9624	GATEWAY TO COLLEGE
9625	CAL WORKS ADULT ED
9626	GEAR UP
9627	MT DIABLO COHORT ONE STOP AE
9630	MATH PROFESSIONAL DEVELOPMENT
9631	TEACHER RESIDENCY
9635	CHEVRON CMCI GRANT
9636	CHEVRON CWAI GRANT
9637	FAB FOUNDATION

#### **RESOURCE** Second Segment in the Account String

Segment Value	Full Description
	RESOURCE
9638	ACOE IMSS
9639	EAST BAY CONSORTION
9640	TARGET - LITERACY & LIBRARIES
9645	RHS-E.FREGGIARO SCHOLARSHP
9650	MUNIS ENTERPRISE RESSOUCE PROJ
9660	PORTOLA SCIENCE TRUST
9668	TUPE (COE)
9670	SITE SUPPLEMNTL/CONCENTRATION
9675	CCHS-NUTRITION NETWORK
9690	REDEVELOPMENT PASS THRU COUNTY
9740	MEASURE J
9741	MSR J BUILD AMERICA BONDS
9742	MSR J QUALIFIED SCH CONSTR BND
9745	MEASURE 2010-D BOND PROGRAM

Segment Value	Full Description
	RESOURCE
9746	MSR 2010-D QSCB
9747	MEASURE 2020-R BOND PROGRAM
9748	MEASURE E 2012
9790	BOND RELATED REVENUES
9904	LIBRARIES & BOOKS ACCOUNT
9907	S.H. COWELL FOUNDATION GRANT
9908	MICROSOFT GOV SETTLEMENT
9909	CALIF GRANT TCHNG CAREERS
9911	CRTA PROTECT FUND 1
9915	CARPENTERS UNION SCHOLARSHIP F
9920	NEIGHBORHOOD SCHOOL RESCUE FND
9930	CONTRA COSTA HLTH-TPP PROGRAM
9931	FULL SERVICE COMMUNITY SCHOOLS
9933	HIGH SCHOOL THEATERS

Segment Value	Full Description	
	PAYROLL OBJECT CODES	
1110	TEACHER REGULAR	
1120	TEACHER TEMP EXTRA HIRE	
1125	TEACHER TEMP EXTRA OVERAGE	
1130	TEACHER SUBSTITUTES	
1135	TEACHER SUBSTITUTES OVERAGE	
1140	TEACHER OVERTIME	
1150	TEACHER SABBATICAL LEAVE	
1160	TEACHER STIPEND	
1210	CERTIFICATED PUPIL SUPPORT REG	
1220	CERT PUPIL SUPPORT TEMP EXTRA	
1230	CERT PUPIL SUPPORT SUBSTITUTES	
1240	CERT PUPIL SUPPORT OVERTIME	
1260	CERT PUPIL SUPPORT STIPENDS	
1310	CERT SUPERVISOR & ADMIN REG	
1320	CERT SUPV & ADM TEMP EXTRA	
1330	CERT SUPERVISOR & ADMIN SUBS	
1360	CERT SUP & ADM REG STIPEND	
1910	OTHER CERTIFICATED REGULAR	
1920	OTHER CERTIFICATED TEMP EXTRA	
1930	OTHER CERTIFICATED SUBSTITUTE	
1940	OTHER CERTIFICATED OVERTIME	
1960	OTHER CERTIFICATED STIPEND	
2110	TEACHER AIDES REGULAR	
2120	TEACHER AIDES TEMP EXTRA	
2130	TEACHER AIDES SUBSTITUTES	
2140	TEACHER AIDES OVERTIME	
2210	CLASSIFIED SUPPORT REGULAR	
2220	CLASSIFIED SUPPORT TEMP EXTRA	
2230	CLASSIFIED SUPPORT SUBSTITUTE	
2240	CLASSIFIED SUPPORT OVERTIME	
2310	CLSF SUPERVISOR & ADM REG	
2320	CLSF SUPERVISOR & ADM TMP XTRA	
2330	CLSF SUPERVISOR & ADM SUB	
2410	CLERICAL & TECHNICAL REGULAR	

Segment Value	Full Description
	PAYROLL OBJECT CODES
2420	CLERICAL & TECH TEMP EXTRA
2430	CLERICAL & TECHNICAL SUB
2440	CLERICAL & TECHNICAL OVERTIME
2910	OTHER CLASSIFIED REGULAR
2920	OTHER CLASSIFIED TEMP EXTRA
2930	OTHER CLASSIFIED SUBSTITUTE
2940	OTHER CLASSIFIED OVERTIME
2960	OTHER CLASSIFIED STIPEND
3000	EMPLOYEE BENEFITS
3101	STRS CERTIFICATED
3102	STRS CLASSIFIED
3121	CASH BALANCE CERTIFICATED
3122	CASH BALANCE CLASSIFIED
3201	PERS CERTIFICATED
3202	PERS CLASSIFIED
3301	FICA OASDI CERTIFICATED
3302	FICA OASDI CLASSIFIED
3311	MEDICARE CERT
3312	MEDICARE CLASSIFIED
3321	CASH BALANCE PLAN CERTIFICATED
3322	CASH BALANCE PLAN CLASSIFIED
3401	HEALTH & WELFARE CERTIFICATED
3402	HEALTH & WELFARE CLASSIFIED
3501	STATE UNEMPLOYMENT INS CERT
3502	STATE UNEMPLOYMENT INS CLSF
3601	WORKERS COMPENSATION CERT
3602	WORKERS COMPENSATION CLSF
3701	RETIREE BENEFITS CERTIFICATED
3702	RETIREE BENEFITS CLASSIFIED
3801	PERS REDUCTION CERTIFICATED
3802	PERS REDUCTION CLASSIFIED
3901	OTHER BENEFITS CERTIFICATED
3902	OTHER BENEFITS CLASSIFIED

Segment Value	Full Description	
	MATERIALS AND SUPPLIES	
4100	APPROVED TEXT & CORE CURRIC	
4200	OTHER BOOKS & REFERENCE MATL	
4300	MATERIALS AND SUPPLIES	
4305	FOOD PURCHASES FOR MEETINGS	
4310	PE CLOTHES	
4320	SUBSCRIPTIONS	
4330	SCHOOL PUBLICATION ACCOUNT	

Segment Value	Full Description
MATERIALS AND SUPPLIES	
4350	SUPPLIES - GASOLINE
4360	SUPPLIES - TECHNOLOGY
4399	PRIOR YEAR CARRYOVER
4400	NONCAPITAL ASSETS \$500-\$5000
4460	NONCAP ASSETS TECH \$500-\$5000
4710	FOOD SERVICE FOOD
4720	FOOD SERVICE SUPPLIES

Segment Value	Full Description
PROFE	ESSIONAL CONSULTING SERVICES & OPERATING EXPENDITURES
5100	SUB AGREEMENT SERVICES
5210	IN DISTRICT MILEAGE-EMPLOYEE
5220	CONFERENCE IN STATE
5225	CONFERENCE OUT OF STATE
5230	PARENT TRAVEL
5300	DUES MEMBERSHIP
5310	ACCREDITATION
5400	INSURANCE
5501	GAS AND ELECTRICITY
5502	WATER
5513	GARBAGE SEWER
5515	PEST CONTROL
5610	RENTAL
5620	LEASE
5630	OUTSIDE REPAIR
5640	SERVICE REPAIR CONTRACT
5710	INTERPROGRAM SERVICE
5712	INTERPRGRM - POSTAGE
5714	INTERPRGRM - PRINTING
5750	INTERFUND SERVICES/FOOD SVC
5751	
5752	INTERFUND-POSTAGE DISTRICT
5754	INTERFUND-PRINTING SVCS DISTRI
5810	
5811	TB TESTING CHEST X-RAYS

Segment Value	Full Description	
PROFE	PROFESSIONAL CONSULTING SERVICES & OPERATING EXPENDITURES	
5812	FINGERPRINTING	
5813	PHYSICAL EXAMS	
5820	ELECTION EXPENSE	
5830	AUDIT EXPENSE	
5832	BOND PERFORMANCE AUDIT/5830	
5840	LICENSES FEES ASSESSMENTS	
5845	ERAF TAX ASSESSMENT FEES	
5850	SOFTWARE LICENSES	
5860	CONSULTANTS REVIEWS	
5862	BOND FINANCE CONSULTANT	
5870	INTEREST EXPENSE	
5880	TRANSPORTATION/STUDY TRIP FIEL	
5881	TRANSPORTATION ATHLETICS	
5882	TRANSPORTATION ATHLETICS	
5885	MEDIATION - SPECIAL EDUCATION	
5890	OTHER SERVICES OPERATIONS	
5891	RETIREE HEALTH CERT	
5892	RETIREE HEALTH CLASS	
5893	SELF INS OTHER CLAIMS EXPENSE	
5895	LEGAL FEES	
5896	LEGAL FEES-SP ED	
5899		
5900		
2901	FUSTAGE	

Segment Value	Full Description	
	CAPITAL OUTLAY	
6100	LAND	
6170	LAND IMPROVEMENTS	
6190	OTHER PRE DESIGN	
6200	BUILDING PURCHASE	
6201	ARCHITECT OF RECORD	
6202	BOND PROGRAM MANAGER	
6203	DESIGN MANAGER	
6205	STATE FEES	
6207	PLANNING OTHER	
6211	MAIN CONTRACTOR	
6214	INSPECTION	
6217	CONSTRUCTION MANAGEMENT	
6219	OTHER CONSTRUCTION	
6400	EQUIPMENT OVER \$5000	
6460	EQUIPMENT OVER\$5000-TECHNOLOGY	
6500	EQUIPMENT REPLACEMENT	

Segment Value	Full Description
(	OTHER OUTGOING EXPENSES
7130	STATE SPECIAL SCHOOLS
7141	TUITION TO OTHER SCHOOL DIST
7280	TRANSFER ILPT TO CHARTER SCHLS
7281	TRANSFERS TO DISTRICT OR CHRTR
7310	INDIRECT COSTS
7350	INDIRECT COSTS-INTERFUND
7351	INDIRECT COSTS-ADULT ED
7352	INDIRECT COSTS-CHILD DEV
7353	INDIRECT COSTS-CAFETERIA
7355	INDIRECT COSTS-CAPITAL FACIL
7359	INDIRECT COSTS-CHARTER SCHOOLS
7433	BOND REDEMPTIONS
7434	BOND INTEREST & OTH SVC CHGS
7438	DEBT SERVICE INTEREST
7439	DEBT SERVICE PRINCIPAL
7611	TRANSFER TO CHILD DEVELOPMENT
7612	TRANSFER TO SPECIAL RESERVE
7613	TRANSFER TO STATE SCHL BLDG FD
7615	TRANSFER TO DEFERRED MAINT
7616	TRANSFER TO CAFETERIA
7619	OTHER INTERFUND TRANSFERS OUT
7634	BOND INTEREST & OTHR CHARGES
7639	DEBT SERVICE PAYMENTS
7641	LONG TERM LOAN REPAYMENTS
7699	OTHER FINANCING USES

Segment Value	Full Description		
	REVENUE		
8011	REVENUE LIMIT-CURRENT YEAR		
8012	ED PROTECTION ACCT ENTITLEMENT		
8019	REVENUE LIMIT-PRIOR YEARS		
8021	HOMEOWNERS EXEMPTIONS		
8022	TIMBER YIELD TAX		
8029	OTHER SUBVENTIONS IN LIEU-TAXS		
8041	SECURED ROLL TAXES		
8042	UNSECURED ROLL TAXES		
8043			
8044	SUPPLEMENTAL TAXES		
0045			
8047			
8091			
8092	PERS REDUCTION TRANSFER		
8096	TRANS TO CHARTER SCHLS IN LIEU		
8099	REVENUE LIMIT TRANS PRIOR YEAR		
8181	SPECIAL ED ENTITLEMENT		
8182	SPECIAL ED DISCRETIONARY GRANT		
8220	CHILD NUTRITION PROGRAMS		
8221	CHILD NUTRITION BRKFST PROGRAM		
8222	CHILD NUTRITION SNACK PROGRAM		
8223	CHILD NUTRITION SUPPER PROGRAM		
8290	ALL OTHER FEDERAL REVENUE		
8311	OTHER STATE APPORTIONMENTS-C Y		
8319	OTHER STATE APPORTIONMENTS-P Y		
8434	K-3 CLASS SIZE REDUCTION		
8520	CHILD NUTRITION-STATE		
8521	CHILD NUTRITION STATE BRKFST		
8540	DEFERRED MAINTENANCE		
8545	SCHOOL FACILITIES APPORTMENT		
8550	MANDATED COST REIMBURSEMENTS		
8560	STATE LOTTERY REVENUE		

Segment Value	Full Description	
REVENUE		
8571	VOTER INDEBT LEVY HOMEOWN EXMP	
8572	VOTED INDEBTEDNESS LEVIES	
8590	ALL OTHER STATE REVENUE	
8611	VOTED INDEBTEDNESS LEVIES SEC	
8612	VOTED INDEBTEDNESS LEVIES UNSE	
8613	VOTED INDEBTEDNESS LEVIES PY	
8614	VOTED INDEBTEDNESS LEVIES SUPP	
8619	OTHER INTERFUND TRANSFERS IN	
8621		
8622	MAINT.RECREAT.ASSESSMENT DIST	
8625	COMM RDA NOT SUBJ TO RL	
8631	SALES OF EQUIPMENT & SUPPLIES	
8634	FOOD SERVICE SALES	
8639	OTHER SALES	
8650	LEASES & RENTALS REVENUE	
8660	INTEREST	
8671	ADULT ED FEES	
8673	CHILD DEVELOPMENT PARENT FEES	
8674	IN DISTRICT PREMIUMS CONTRIB	
8677	INTERAGENCY SERVICES BTW LEAS	
8681	DEVELOPER FEES MITIGATION	
8699	ALL OTHER LOCAL REVENUE	
8912	TO SPECIAL RESERVE FR GF	
8913	TO STATE SCHL BLDG FR ALL OTHR	
8915	TO DEF MAINT FROM GF BLDG SPRS	
8919	OTHER TRANSFERS IN	
8951	BOND PROCEEDS	
8953	SALE OF LAND & BUILDINGS	
8979	OTHER FINANCING SOURCES	
8980	CONTRIBUTIONS-UNRESTRICTED	
8990	CONTRIBUTIONS-RESTRICTED	
8995	CAT ED BLOCK GRANT TRANSFERS	

Segment Value	Full Description	
CONTROL ACCOUNTS FISCAL USE ONLY		
9110	CASH IN COUNTY TREASURY	
9120	CASH IN BANK	
9130	REVOLVING CASH FUND	
9135	CASH WITH FISCAL AGENT	
9140	CASH COLLECTIONS AWAIT DEPOSIT	
9150	INVESTMENTS-LAIF	
9155	INVESTMENTS-OTHER	
9200	ACCOUNTS RECEIVABLE	
9205	NOTES RECEIVABLE	
9290	DUE FROM GRANTOR GOVERNMENTS	
9310	DUE FROM GENERAL FUND	
9311	DUE FROM ADULT ED FUND	
9312	DUE FROM CHILD DEVELOPMENT FD	
9313	DUE FROM CAFE FUND	
9315	DUE FROM BUILDING FUND	
9316	DUE FROM CAPITAL FACILITIES FD	
9318	DUE FROM SELF INSURANCE FUND	
9319	DUE FROM OTHER FUNDS	
9320	STORES PURCHASES	
9321	STORES WITHDRAWLS	
9322	STORES FOOD INVENTORY	
9323	SURPLUS IN PROCESS	
9324	PRINT SHOP	
9325	FURNITURE WAREHOUSE PURCHASE	
9326	FURNITURE WAREHOUSE WITHDRAWAL	
9327	MACHINE REPAIR PURCHASES	
9328	MACHINE REPAIR WITHDRAWAL	
9329	PRINT SHOP WITHDRAW	
9330	PREPAID EXPENSES	
9340	ADVANCE ON TAXES	
9410	LAND	
9420	SITE IMPROVEMENTS	
9425	ACCUM DEPR SITE IMPROVEMENTS	
9430	BUILDINGS	

Segment Value	Full Description	
CONTROL ACCOUNTS FISCAL USE ONLY		
9435	ACCUM DEPR - BUILDINGS	
9440	EQUIPMENT	
9445	ACCUM DEPR - EQUIPMENT	
9450	WORK IN PROGRESS	
9500	ACCOUNTS PAYABLE	
9502	ACCRUED TAX	
9510	ACCOUNTS PAYABLE	
9513	A P TENANT SECURITY DEPOSIT	
9514	VENDOR TAX LEVIES	
9519	OTHER CURRENT LIABILITIES	
9520	TAX REVENUE ANTICIPATION NOTES	
9531	FICA EMPLOYER & EMPLOYEE	
9532	MEDICARE EMPLOYER & EMPLOYEE	
9533	WORKERS COMP EMPLOYER/EMPLOYEE	
9534	STATE UNEMPLOY INS ER & EE	
9535	STRS EMPLOYER & EMPLOYEE	
9536	PERS EMPLOYER & EMPLOYEE	
9538	TAX SHELTER ANNUITIES ER & EE	
9539	HEALTH INSURANCE ER & EE	
9540	HLTH INSURANCE RETIREE-HARDCAP	
9541	HLTH INSURANCE RETIREE-FIXED	
9546	VISION INSURANCE ER & EE	
9547	DENTAL INSURANCE ER & EE	
9550	DEFERRED PAY	
9551	FICA EMPLOYEE	
9552	MEDICARE EMPLOYEE	
9553	FEDERAL WITHHOLDING EMPLOYEE	
9554	CA WITHHOLDING TAX EMPLOYEE	
9555	STRS EMPLOYEE	
9556	PERS EMPLOYEE	
9557	SDI EMPLOYEE	
9558	TAX SHELTER ANNUITIES EMPLOYEE	
9559	HEALTH INSURANCE EMPLOYEE	
9560	OTHER INSURANCE	

Segment Value	Full Description		
CONTROL ACCOUNTS FISCAL USE ONLY			
9561	EMPLOYEE ORGANIZATION DUES		
9562	CREDIT UNION		
9563	CHARITABLE CONTRIBUTIONS		
9564	COURT MANDATED		
9565	OTHER DEDUCTIONS		
9566	VISION INSURANCE EMPLOYEE		
9567	DENTAL INSURANCE EMPLOYEE		
9568	COBRA MEDICAL		
9569	COBRA DENTAL		
9570	CONTRACT RETENTION		
9571	COBRA VISION		
9572	3% FED W H 1099 VENDORS		
9573	CONTRACTS RETAINAGE		
9590	DUE TO GRANTOR GOVERNMENTS		
9610	DUE TO GENERAL FUND		
9611	DUE TO ADULT ED FUND		
9612	DUE TO CHILD DEVELOPMENT FUND		
9613	DUE TO CAFE FUND		
9615	DUE TO BUILDING FUND		
9616	DUE TO CAPITAL FACILITIES FD		
9618	DUE TO SELF INSURANCE FUND		
9619	DUE TO OTHER FUNDS		
9620	DUE TO OTHER AGENCIES		
9650	DEFERRED REVENUE		
9661	GO BOND PAYABLE		

Segment Value	Full Description		
CONTROL ACCOUNTS FISCAL USE ONLY			
9665	COMPENSATED ABSENCES PAYABLE		
9666	CERT. OF PARTICIPATION PAYABLE		
9669	OTHER GEN LONG TERM DEBT		
9711	REVOLVING CASH		
9712	STORES		
9713	PREPAID EXPENSES		
9719	NONSPENDABLE ASSETS		
9720	FB RESERVE FOR ENCUMBRANCES		
9740	RESTRICTED BALANCE		
9750	STABILIZATION ARRANGEMENTS		
9760	OTHER COMMITMENTS		
9770	DESIGNATED FOR ECONOMIC UNCERT		
9780	OTHER ASSIGNMENTS		
9789	RESERVE FOR ECONOMIC UNCERT		
9790	UNAPPROPRIATED FUND BALANCE		
9791	BEGINNING FUND BALANCE		
9793	AUDIT ADJUSTMENTS		
9795	OTHER RESTATEMENTS		
9810	ESTIMATED REV CONTROL		
9820	APPROPRIATIONS		
9830	ENCUMBRANCES		
9831	ENCUM-ALL OTHR		
9835	BUD FB-UNRESER		
9840	REVENUE CONTROL		
9850	EXPENDITURE CONTROL		

#### SITES Fourth Segment in the Account String

Segment Value	Full Description	Segment Value	Full Description
	SITES		SITES
000	UNDISTRIBUTED	158	STEWART
100	CENTRAL K-8	159	TARA HILLS
104	BAYVIEW	160	VALLEY VIEW
105	CHAVEZ	162	VERDE
108	CAMERON	163	VISTA HILLS
109	CASTRO	164	WASHINGTON
110	COLLINS	165	MICHELLE OBAMA ELEM
112	CORONADO	170	ELEMENTARY HOME INSTRUCTN
115	DOVER	180	WEST HERCULES ELEMENTARY
116	DOWNER	191	HARBOUR WAY COM DAY
117	ELLERHORST	200	CENTRAL 7-8
120	EL SOBRANTE	202	ADAMS MIDDLE
122	HIGHLAND	206	CRESPI JR HIGH
123	FAIRMONT	208	DEJEAN MIDDLE
124	FORD	210	HELMS MIDDLE
125	GRANT	211	HERCULES MIDDLE
126	LUPINE HILLS	212	PINOLE JR HIGH
127	HARDING	214	KOREMATSU MIDDLE
128	HANNA RANCH	300	GRADUATION CENTRAL 9-12
130	KENSINGTON	352	DE ANZA HIGH
131	TRANS LEARNING CENTER	353	DE ANZA HIGH THEATER
132	KING	354	EL CERRITO HIGH
133	Harmon Knolls	355	EL CERRITO HIGH THEATER
134	LAKE	358	GREENWOOD ACADEMY
135	LINCOLN	360	KENNEDY HIGH
137	MADERA	362	PINOLE VALLEY HIGH
139	MIRA VISTA	363	PINOLE VALLEY HIGH THEATER
140	MONTALVIN	364	RICHMOND HIGH
142	MURPHY	365	RHS Theater
143	DUAL IMMERSION-MANDARIN K-6	369	MID COLLEGE HIGH
144	NYSTROM	370	TRANSITION CONTRA COSTA COL
145	OLINDA	373	IND STUDY VISTA HIGH
146	OHLONE	374	NORTH CAMPUS
147	PERES	376	HERCULES SR HIGH
150	RIVERSIDE	381	SECONDARY CDS AT GOMPERS
152	SEAVIEW	408	SERRA ADULT ED
154	SHANNON	410	ALVARADO ADULT ED
155	SHELDON	1	
157	STEGE	J	

#### SITES Fourth Segment in the Account String

Segment Value	Full Description		
	SITES		
512	RICHMOND COLLEGE PREP CHARTER		
514	BENITO JUAREZ ELEMENTARY		
517	MAKING WAVES CHARTER SCHOOL		
519	CALIBER CHARTER SCHOOL		
520	INVICTUS ACADEMY RICHMOND		
522	VOICES COLLEGE-BOUND LANGUAGE		
531	LEADERSHIP HIGH SCHOOL		
540	RICHMOND CHARTER ACADEMY		
541	JOHN HENRY CHARTER SCHOOL		
542	INVICTUS CHARTER		
544	NYSTROM CMMUNITY PROJECT		
555	SUB SICK PAY- CERT/CLSS		
556	ON LEAVE WITHOUT PAY		
602	HOMELESS NEGLECTED PROGRAMS		
603	EXECUTIVE ADMIN SUPT OFFICE		
605	INSTRUCTIONAL SUPPORT		
606	FISCALSERVICES CENTRAL SUPPORT		
609	TITLE I ASSISTANCE TO SCHOOLS		
610	TITLE I - HOMELESS		
611	TITLE I - NEGLECTED		
612	MAINTENANCE DISTRICTWIDE		
613	GROUNDS DISTRICTWIDE		
614	CUSTODIAL DISTRICTWIDE		
615	OPERATIONAL SUPPT SRVS CENTRAL		
616	MAINTENANCE OPERATIONS-CENTRAL		
617	ELECTRONICS		
618	COMMUNICATIONS PUBLIC INFORMAT		
619	TITLE IX DEPARTMENT		
620	SPECIAL ED INFANTS & PRESCHOOL		
621	ALTERNATIVE ED - CENTRAL		
622	SPECIAL EDUCATION - CENTRAL		
623	SP ED - LOW INCIDENCE INFANT		
624	MULTILINGUAL/MULTICULTURAL		
625	COMMUNITY ENGAGEMENT		
626	SECTION 504		
627	TITLE II-NATIONAL BOARDS		
629	TITLE I - CAPITAL EXPENDITURES		
630	LIBRARY - DISTRICTWIDE		
633	TITLE I - SUPPLEMENTAL SERVICE		
635	STATE FEDERAL-CENTRAL RESTRICT		
636	INTERNATIONAL EXCHANGE PRG		
637	RSRCH/ACCTBLTY/ASSMNT/DATA		
638	TEACHING,LEARNING & LEADING		

Segment Value	Full Description	
SITES		
639	AFTER SCHOOL - CENTRAL	
640	EDUCATIONAL SERVICS-ASSOC SUPT	
641	INSTRUCTIONAL TECH - CENTRAL	
642	SCHOOL & DISTRICT SAFETY	
643	DISTRICT OPERATIONS	
644	SECONDARY SCHOOLS NETWORK	
645	ELEMENTARY SCHOOLS NETWORK II	
646	ELEMENTARY SCHOOLS NETWORK I	
647	COLLEGE & CAREER	
648	CURRICULUM INSTRUCTION-CENTRAL	
649	CURRICULUM INSTRUCTION-COORD#1	
650	CHARTERS OVERSIGHT	
651	CENTRAL KITCHEN - FUND 13	
652	ADMIN-FOOD SERVICES FUND 13	
653	CHILD DEVELOP-ALL PRGS FD 12	
655	FACILITY MOVES	
656	WASC CPM-CENTRAL COSTS	
657	CO-CURRICULAR ACTIVITIES-CTRL	
658	HARMON KNOLLS CENTER	
659	HEALTH - CENTRAL	
660	ATHLETICS - CENTRAL	
661	VISUAL&PERFORMING ARTS CENTRAL	
667	DIRECTOR - FACILITIES	
669	FACILIT-PLANG ENGINEERING-OFFC	
670	DIRECTOR - BOND PROGRAM	
674	FISCAL CENTRAL RESERVE	
675	DATA ACCOUNTABILITY SIS	
677	FISCAL SERVICES-CENTRAL OFFICE	
678	FACILITIES USE	
679	HR CERT/CLASS ALL STAFF DEV	
680	HUMAN RESOURCES-CLASS CERT OFF	
682	HUMAN RESOURCES-STAFF REL NEG	
683	WAREHOUSE - FUND 13 CHILD NUTR	
684	GENSRV WH PRTSHP INV EQUIP REP	
686	TECHNOLOGY - OPERATIONAL	
687	VEHICLE MAINTENANCE	
689	RISK MANAGEMENT	
690	DISASTER/SAFETY PREPAREDNESS	
691	SUMMER EXTENDED LEARNING	
692	STUDENT SERVICES	
693	INTERNATIONAL EXCHANGE PRGM	
699	NON PUBLIC CENTRAL	

#### SITES Fourth Segment in the Account String

Segment Value	Full Description	
SITES		
702	SALESIAN HIGH	
703	EL SOBRANTE CHRISTIAN SCHOOL	
704	UNIVERSAL MERCY	
705	ST CORNELIUS SCHOOL	
706	ST PAUL SCHOOL	
707	ST DAVID SCHOOL	
708	ST JEROME SCHOOL	
709	ST JOHN SCHOOL	
710	ST JOSEPH SCHOOL	
711	NEW DIRECTION CHRISTIAN ACDMY	
712	BETHEL CHRISTIAN ACADEMY	
713	A BETTER CHANCE/ CA AUTISM FDN	
714	CATALYST ACADEMY/SENECA	
718	CRESTMONT SCHOOL	
722	TEHIYAH DAY	
723	PROSPECT SIERRA SCHOOL	
725	CALVARY CHRISTIAN ACADEMY	
727	LA CHEIM	
728	A BETTER CHANCE	
729	MONTESSORI FAMILY SCHOOL	
730	SENECA CENTER-CATALYST ACADEMY	
738	EAST BAY WALDORF SCHOOL	
739	CORPUS CHRISTI ELEMENTARY	
740	ST LEO THE GREAT ELEMENTARY SC	
741	CRISTO DEL REY DE LA SALLE EB	
742	GOLESTAN	
758	WM BROWN ACADAMY	
922	MENTAL HEALTH SVCS SPEC ED	
999	PAYROLL CLEARING ACCOUNT UNRES	

#### GOALS Fifth Segment in the Account String

Segment Value	Full Description	Segment Value	Full Description
GOALS DEFINES AN OBJECTIVE			GOALS DEFINES AN OBJECTIVE
0000	UNDISTRIBUTED	3100	ALTERNATIVE SCHOOLS
0001	GENERAL EDUCATION PRE-K	3200	CONTINUATION SCHOOLS
1110	REGULAR EDUCATION	3240	CONTINUATION SCHOOL-GATEWAY
1120	VISUAL AND PERFORMING ARTS	3300	INDEPENDENT STUDY CENTERS
1130	MUSIC	3550	COMMUNITY DAY SCHOOLS
1140	LARGE ELEM SCHOOL REG ED	3800	VOCATIONAL EDUCATION
1150	SAC WASC	4110	REGULAR ADULT EDUCATION
1160	RADIO STATION	4630	ADULT VOCATIONAL EDUCATION
1170	SCIENCE	4760	BILINGUAL
1180	JROTC	5001	SPECIAL EDUCATION UNSPECIFIED
1190	GATE	5060	REGIONALIZED PROG SPECIALISTS
1200	READ 180	5710	SPECIAL EDUCATION - INFANTS
1400	BTSA	5730	SPECIAL ED- PRESCHOOL STU
1420	InHouse PD	5750	SPECIAL EDUCATION SEV DISABLED
1430	PAR/TSAP	5760	SPECIAL EDUCATION, AGES 5-22
1850	SABBATICAL	5770	SPECIAL EDUCATION - NON SEV
1900	TEACHER RELEASE	7110	NON AGENCY EDUCATIONAL
		7150	NONAGENCY - OTHER
		8100	COMMUNITY SERVICES

#### **FUNCTIONS** Sixth Segment in the Account String

Segment Value	Full Description		
	FUNCTIONS		
PRESENTS COMMON ACTIVITIES			
0000	UNDISTRIBUTED		
1000	INSTRUCTION		
1020	RESPONSE TO INTERVENTION		
1110	SPECIAL ED-SEPARATE CLASSES		
1120	SPECIAL EDUC RESC SPEC INSTR		
1130	SPECIAL ED SUPP AIDES & SERV		
1180	SPECIAL EDUC NPA SCHOOLS		
1181	SPECIAL EDUC NPA SCHLNON LCI		
1182	SPECIAL EDUC NPA SCHL LCI		
1183	SPECIAL EDUCATION MEDIATION		
1190	SPECIAL EDUC OTHER SPEC INSTR		
2100	SUPERVISION OF INSTRUCTION		
2110	INSTRUCTIONAL SUPERVISION		
2120	INSTRUCTIONAL RESEARCH		
2130	CURRICULUM DEVELOPMENT		
2140	IN-HOUSE INSTR STAFF DEV		
2180	INSTR SUPPORT SCHOOL FAMILIES		
2190	INSTR SUPPORT LITERACY		
2420	INSTR LIBRARY MEDIA & TECH		
2490	OTHER INSTR RESOURCES		
2495	PARENT PARTICIPATION		
2700	SCHOOL ADMINISTRATION		
3110	GUIDANCE & COUNSELING SERVICES		
3120	PSYCHOLOGICAL SERVICES		
3130	ATTENDANCE & SOCIAL WORK SVCS		
3140	HEALTH SERVICES		
3150	SPEECH & AUDIOLOGY SERVICES		
3160	PUPIL TESTING SERVICES		
3170	WORK EXPERIENCE		
3180	WORK EXPERIENCE(BI-TECH 3170)		
3600	PUPIL TRANSPORTATION		
3700	FOOD SERVICES		
3701	INTERDEPARTMENTAL CATERING		
3900	OTHER PUPIL SERVICES		
4000	ANCILLARY SERVICES		
4100	SCHOOL SPONSORED CO-CURRICULAR		
4200	SCHOOL SPONSORED ATHLETICS		
4900	OTHER ANCILLARY SERVICES		
5000	COMMUNITY SERVICES		

Segment Value	Full Description
Value	EUNCTIONS
Б	
F	RESENTS COMMON ACTIVITIES
5100	OMBUDSMAN
5400	CIVIC SERVICES
6000	ENTERPRISE (SELF-INS RET BENE)
7100	BOARD & SUPERINTENDENT
7110	BOARD OF EDUCATION TRUSTEE
7120	STAFF RELATIONS & NEGOTIATIANS
7130	LEGAL
7150	SUPERINTENDENT
7180	COMMUNICATIONS DEPARTMENT
7190	EXTERNAL FINANCIAL AUDIT
7200	OTHER GENERAL ADMINISTRATION
7210	GENERAL ADMIN COST TRANSFERS
7300	FISCAL SERVICES
7310	BUDGETING
7330	ACCOUNTING
7340	PAYROLL
7370	INTERNAL AUDITING
7400	PERSONNEL HUMAN RESOURCES
7410	STAFF DEVELOPMENT CLASSIFIED
7420	RECRUITMENT CERTIFICATED
7450	RETIREMENT DINNER
7480	LOSS PREVENTION
7490	OTHER PERSONNEL
7500	CENTRAL SUPPORT
7510	PLANNING RESEARCH DEV & EVAL
7520	OFFICE EQUIPMENT MAINTENANCE
7521	EQUIPMENT INVENTORY ADJUSTMENT
7530	PURCHASING
7540	WAREHOUSING & DISTRIBUTION
7541	WAREHOUSE INVENTORY ADJUSTMENT
7550	PRINTING OFFICE SERVICES
7551	PRINTING INVENTORY ADJUSTMENT
7600	OPERATIONAL SUPPORT
7700	DATA PROCESSING SERVICES
7730	TYLER MUNIS IMPLEMENTATION
7750	TYLER MUNIS IMPLEMENT FRM BOND
7770	E-RATE DATA PROCESSING
8100	PLANT MAINTENANCE & OPERATIONS
8110	MAINTENANCE

#### **FUNCTIONS** Sixth Segment in the Account String

Segment Value	Full Description		
	FUNCTIONS		
Р	RESENTS COMMON ACTIVITIES		
8190	MAINTENANCE & OPERATIONS ADMIN		
8200	OPERATIONS		
8250	OPERATIONS GROUNDS		
8260	OPERATIONS CUSTODIAL		
8270	OPERATIONS UTILITIES		
8280	OPERATIONS VEHICLE		
8300	SECURITY - POLICE SERVICES		
8310	SECURITY - SITE SUPERVISION		
8311	SECURITY - DISASTER/SAFETY		
8313	SECURITY - FALSE ALARMS		
8400	DM CENTRAL CONTROL ACCT		
8500	FAC ACQUISITION AND CONSTR		
8520	HAZARDOUS MATLS ABATEMENT		
8530	TECHNOLOGY		
8590	GENERAL CONDITION REIMBURSABLE		
8700	FACILITIES RENTAL AND LEASES		
9100	DEBT SERVICE		
9200	TRANSFER BETWEEN AGENCIES		
9300	INTERFUND TRANSFERS		

#### MANAGER CODES Seventh Segment in the Account String

Segment Value	Full Description	
	MANAGER CODES	
000000	DEFAULT MGR CODE	
100100	EXECUTIVE ADMINISTRATION	
200100	ED SERV-ELEM SEC SCHOOL SITE	
200110	EXD RHS PINOLE FAMILY	
200111	VP-PE COORDINATOR	
200120	EXD DE ANZA HERC EL CER FAMILY	
200130	EXD KHS FAMILY	
200140	ADULT ED (FUND 11)- ALT ED	
200141	VP-MUSIC COORDINATOR	
200150	DIR CURRICULUM INSTRUCTION	
200151	CURR INST COORD #1	
200157	COORDINATOR YOUTH DEVELOPMENT	
200158	FULL SERVICE COMMUNITY SCHOOLS	
200159	INDEPENDENT STUDY-CYBER HIGH	
200160	DIR VOC ED TRANSITION	
200170	COMMUNITY ENGAGEMENT	
200180	AFTER SCHOOL PROGRAM	
200190	TITLE IX EDU EQUITY	
300100	MATH DEPARTMENT	
300105	LCAP SITE ALLOCATIONS	
300110	ENGLISH LANGUAGE LEARNERS #1	
300111	ENGLISH LANGUAGE LEARNERS #2	
300112	SMMR EXT,LL,CPA,ROP	
300113	FED STATE COORD #1	
300114	FED STATE COORD #2	
300115	BTSA	
300116	LCAP PROFESSIONAL DEVELOPMENT	
300117	COLLEGE & CAREER	
300120	STATE FEDERAL OTHER	
300130	NON-PUBLIC PRE-SCHOOL PROGRAM	

Segment Value	Full Description
	MANAGER CODES
300131	LCAP VAPA/HIGH PERF PROG
300140	AFTER SCHOOL INTERVENTION PROG
300150	NOT USED
300160	LCAP OUT OF SCHOOL TIME/SUMMER
400100	OPERATIONS SUPPORT SERV
400110	EXD M & O DISTRICT WIDE
400115	MAINTENANCE DISTRICT WIDE
400120	CUSTODIAL DISTRICT WIDE
400125	GROUNDS DISTRICT WIDE
400130	FACILITIES-ENGINEER OFFICE
400140	FOOD SERVICE FUND 13
400150	MOVE TO 800100
400160	FACILITIES - DIRECTOR
500100	HUMAN RESOURCES
500110	HR DIR CERT STAFF DEVELOP
600100	BUSINESS FISCAL SERVICES
600110	EXEC DIR BUDGET ACCOUNTING
600120	BOND SR DIR BOND FUND
600130	DIRECTOR OF BUSINESS SERVICES
600140	DIRECTOR GENERAL SERVICES
600150	LIBRARY SERVICES
600160	DATA & ASSESSMENT
600170	FOOD SERVICE FUND 13
700099	LCAP PSYCH & SPECIAL SVCS
700100	SPECIAL EDUCATION PROGRAMS
700110	SPECIAL EDUCATION PROGRAMS
700120	SPECIAL EDUCATION FEDERAL PROG
700130	SPECIAL ED TRANSITION
800100	TECHNOLOGY
900100	COMMUNICATIONS

#### PROJECT YEAR

Eighth Segment in the Account String

Segment Value	Full Description		
PRO	PROJECT YEAR		
MULTI-YEAR GRANT			
0	PROJECT YEAR 0		
1	PROJECT YEAR 1		
2	PROJECT YEAR 2		
3	PROJECT YEAR 3		
4	PROJECT YEAR 4		
5	PROJECT YEAR 5		
6	PROJECT YEAR 6		
7	PROJECT YEAR 7		
8	PROJECT YEAR 8		
9	PROJECT YEAR 9		

#### **PROGRAM** Ninth Segment in the Account String

Segment Value	Full Description
PROGRAM	
F	FURTHER DEFINES PROGRAM
0000	UNDISTRIBUTED
0001	PROGRAM 1
0002	PROGRAM 2
0003	PROGRAM 3
0004	PROGRAM 4
0005	PROGRAM 5
0006	PROGRAM 6
0007	PROGRAM 7
0008	PROGRAM 8
0009	PROGRAM 9
0010	PROGRAM 10
0011	PROGRAM 11
0012	PROGRAM 12
0013	PROGRAM 13
0099	PG&E POWERSAVE INCENTIVE
0100	21ST CENTRY 2 BASE
0101	21ST CENTURY-BASE A
0102	21ST CENTURY-BASE B
0110	21ST CENTURY SUPPLEMENTAL
0116	HELLMAN FOUNDATION
0200	HEALTH SPORTS ACADEMY
0201	INFORMATION TECHNOLOGY ACADEMY
0202	GREEN & CLEAN ACADEMY
0203	MEDIA ACADEMY
0204	ARCHIT CONSTRCT ENGINR & TEC
0205	ENVIRONMENTAL STUDIES ACADEMY
0206	LAW ACADEMY
0207	ENGINEERING ACADEMY
0208	HEALTH ACADEMY
0209	VISUAL & PERFORM ARTS ACADEMY
0210	MULTI-MEDIA ACADEMY
0211	CREATIVE&PERFORM ARTS ACADEMY
0212	HOSPITALITY ACADEMY
0213	LIGHTHOUSE ACADEMY
0300	ABE/ASE CLASSES
0400	WCCAA PD
0500	PROJECT LEAD THE WAY
0501	WELDING PROGRAM

Segment Value	Full Description
PROGRAM	
	FURTHER DEFINES PROGRAM
0502	STRATEGIC PLANNING GRANT
0503	WEST COUNTY BRIDGE TO COLLEGE
0504	CHEVRON MOBILE-HYBRID FAB LAB
0505	STEM MATH PD
0506	STEM CENTERS
0507	MIDDLE MATH&SCIENCE INITIATIVE
0508	CHEVRON SCIENCE INITIATIVE
0509	ROBOTICS PROGRAM
0510	Chevron-E-Bike Competition RHS
0511	CHEVRON-RECLASS CEREMONY
0512	CTEIG- FAB LAB
0513	CHEVRON - STEM TK-5TH GR
0609	TITLE I ASSISTANCE TO SCHOOLS
0610	TITLE I HOMELESS
0611	TITLE I NEGLECTED
0618	TITLE I PARENT INVOLVEMENT
0627	TITLE I PROFESSIONAL DEV
0633	TITLE I SUPPLEMENTAL ED SVCS
0634	TITLE I SES CHOICE TRANSPORT
0638	TEACHER RESIDENCY
0680	TEACHER RESIDENCY- SPED ED
0691	TITLE I SUMMER SCHOOL
0790	AB 790 LINKED LEARNING
0800	PRINCIPAL MENTOR PROGRAM
0830	SUMMER INTERNSHIP
0919	PARCEL TAX LIBRARY
1024	LCAP INTERNATIONAL
1025	EARLY LIT ACADEMY
1026	HISTORY/ SOCIAL STUDIES
1027	READING INTERVENTION
1028	TEACHER COLLEGE
1029	NGSS SCIENCE STANDARDS 9-12
1030	NGSS SCIENCE STANDARDS K-6
1031	WORLD LANGUAGE
1032	TITLE II MATH
1033	WELL ROUNDED EDUCATION
1034	IMPROVED SCHOOL CONDITIONS
1035	TECHNOLOGY

#### **PROGRAM** Ninth Segment in the Account String

Segment Value	Full Description	
PROGRAM		
F	FURTHER DEFINES PROGRAM	
1102	DUAL IMMERSION	
1120	EXPAND COLLEGE AND CAREER	
1121	CAREER PATHWAYS/ ACADEMIES	
1125	PUENTE COUNSELING PROGRAM	
1130	SUPPORT SVCS HPS	
1150	ACHIEVE/TARGETED SCH SUPPORT	
1160	LCFF-FAB LAB	
1180	AFRICAN AMERICAN STUDENT SS	
1250	FULL DAY KINDERGARTEN	
1251	SECONDARY CLASS SIZE REDUCTION	
1260	VICE AND ASST. PRINCIPALS	
1261	READ 180	
1262	EFFICACY MODEL	
1263	WHOLE SCHOOL INTERV DAHS HELMS	
1270	ENGLISH LANGUAGE LEARNERS	
1280	GRADUATE TUTORS	
1290	OUT OF SCHOOL TIME/SUMMER	
2180	AFRICAN AMERICAN STUDENT SS2	
2310	PROFESSIONAL DEVELOPMENT	
2311	LCFF PROF DEV CLASSIFIIED	
2312	TEACHER SALARY INCREASE	
2315	EMPLOYEE RECRUIT. & RETENTION	
2430	RL COMMUNITY DAY SCHOOLS	
2940	TRELLIS EDUCATION	
3015	IASA-TITLE I CAPITAL EXPENSE	
3110	SCHOOL COMM. OUT WORKERS	
3120	PARENT UNIVERSITY	
3180	PRACTICES FOR AFRICAN AMER STU	
4150	TECHNOLOGY COACHES	
4160	WHOLE SCH ENRICHMNT-WHOLECHILD	
4170	ENGLISH LANG LEANRS-WHOLECHILD	
4220	SCHOOL CLIMATE-WHOLE CHILD	
4221	ENHANCED STUDENT SAFETY	
4222	ELEMENTARY PLAYWORKS	
4223	RESTORATIVE JUSTICE BEST	
4230	VISUAL&PERFORMING ARTS-WHOLECH	
4231	ATHLETICS/ MIDDLE SCHOOLS	
4240	FULL SVC COMM SCH-WHOLE CHILD	

Segment Value	Full Description
PROGRAM	
	FURTHER DEFINES PROGRAM
4250	SCH SUPPORT-EXTRA CURRICULAR
4251	SS-EXTRA CURRICULA SITE ALLOC
4260	SPECIAL EDUCATION
4270	PSYCHOLOGICAL SERVICES
4271	TRAIN'G FOR FOSTER/HOMELESS
4272	PSYCHIATRIC SOCIAL WORK SERVIC
5250	TYPIST CLERK SUPPORT
5260	EVALUATIONS & PROG MONITORING
5330	FOOD SERVICE SUMMER FOOD
6011	ASSETS CORE
6012	ASSETS EQUITABLE ACCESS
6110	PROFESSIONAL DEV-INNOVATE
6120	QRIS DATA STUDY -CSPP
6125	QRIS PARTICIPATION -CSPP
6127	QRIS MINI GRANT -CSPP
6250	ADAPTIVE CURRICULUM
6258	PE TEACHER INCENTIVE PROGRAM
6260	ALT CERT INTERN TEACHERS
6263	PARAPROFESSIONAL TCHR TRAINING
6267	NATL BOARD CERTIFICATION
6285	ADLT ED COMMUNITY BASE ENGLISH
6290	ADLT ED AB86 GRANT
6391	ADULT EDUCATION AEP
6405	SCH SAFETY & VIOLENCE PREVENT
6760	ARTS & MUSIC BLOCK GRANT
7055	CALIF HIGH SCHOOL EXIT EXAM
7080	MIDDLE & HISH SCH COUNSELING
7140	GIFTED & TALENTED ED
7156	INSTR MATERIALS REALIGNMENT
7271	PEER ASSISTANCE & REVIEW
7276	CERTIFICATED STAFF MENTORING
7294	MATH & READING PROF DEV
7325	ADMINISTRATOR TRAINING PROGRAM
7388	COVID-19
7390	PUPIL RETENTION BLOCK GRANT
7392	TEACHER CREDENTIALING BLOCK
7393	PROFESSIONAL DEVELOPMENT BLOCK
7394	TARGET INSTR IMPROVEMNT BLOCK

#### **PROGRAM** Ninth Segment in the Account String

Segment Value	Full Description	
PROGRAM		
FURTHER DEFINES PROGRAM		
7395	SCH & LIBRARY IMPROVEMNT BLOCK	
8151	SPECPROJ - DEF MAINTENANCE	
8167	MARINA BAY - COP	
8200	WORKFORCE HOUSE	

Segment Value	Full Description	
PROGRAM		
FURTHER DEFINES PROGRAM		
9523	INTERNATIONAL EXCHANGE PRGM	
9597	PIONEER PROJECTS	
9670	SUPPLEMENTAL AND CONCENTRATION	

#### Character code is not part of the account code structure but is used when creating a report by Object Group - Character Code

Segment Value	Full Description
11	TEACHER SALARIES
12	PUPIL SUPPORT
13	CERTIF SUPERVISORS
19	OTHER CERTICATED
21	CLASSIFIED INSTRUCTI
22	CLASSIFIED SUPPORT
23	CLASSIFIED SUPERVIS
24	STAFF SALARIES
29	OTHER CLASSIFIED
30	EMPLOYEE BENEFITS
31	STRS RETIREMENT
32	PERS RETIREMENT
33	FICA & MEDICARE
34	HEALTH & WELFARE
35	STATE UNEMPLOYMENT
36	WORKER'S COMPENSATIO
37	OTHER - OPEB
38	PERS REDUCTION
39	IN-LIEU BENEFITS
41	TEXTBOOKS-APPROVED
42	BOOKS & REFERENCE
43	MATERIALS & SUPPLIES
44	NON-CAP EQUIPMENT
47	FOOD
51	SUB AGREEMENTS
52	TRAVEL & CONFERENCES
53	DUES & MEMBERSHIP
54	INSURANCE
55	UTILITIES & SERVICES
56	RENT/LEASE/REPAIR
57	DIRECT COST TRANSFER
58	OTHER SERVICES
59	COMMUNICATIONS

Segment Value	Full Description
61	LAND & IMPROVEMENTS
62	BUILDINGS & IMPROVE
64	CAPITAL EQUIPMENT
65	EQUIPMENT REPLACEMNT
71	OTHER OUTGO
73	INDIRECT COSTS
74	DEBT SERVICE
75	INTRFND TRANSFRS OUT
76	OTHER FINANCING USES
80	LCFF SOURCES
81	FEDERAL REVENUE
83	STATE REVENUE
86	LOCAL REVENUE
87	INTER AGENCY TUITION
88	INTERFD TRANSFERS IN
89	OTHER FINANCING SRCS
8 <b>A</b>	CONTRIBUTIONS
90	CASH & EQUIVALENTS
91	ACCOUNTS RECEIVABLE
92	DUE FROM OTHER FUNDS
93	STORES INVENTORY
94	OTHER CURRENT ASSETS
95	CAPITAL ASSETS
96	ACCOUNTS PAYABLE
97	BENEFITS PAYABLE
98	DUE TO OTHER FUNDS
99	OTHER CURRENT LIABIL
9A	LONG TERM LIABILITY
9B	FUND BALANCE
9C	CONTROL ACCOUNTS

## Approving In Munis

Approving

- 1. When you open Munis the screen you see is your Dashboard.
- 2. To approve requisitions you will be working in "Approvals".



- 4. Select an item to approve by placing a check in the box. The command boxes will be available at the bottom of the Approvals module.
- 5. Select the appropriate command option at the bottom of the pop-up.

#### Approve

Will approve the requisition and send it on in workflow.

#### Reject

Will return the requisition to the originator and disencumber the money.

#### Forward

Allows you to select who to forward to.

#### Hold

Will place the requisition on a short hold.

All Proc	ess Codes 🔹 All Dates		POM: PO Change Order pending approval
SELEC	CT ALL REFRESH	(1/6	38)
	POM: PO Change Order pending approval \$420,000.00 - CONTINUING CONTRACT	2/12/2020	Created Tue Oct 15 2019
	POM: PO Change Order pending approval \$1,389.02 - RHS-ENGENEERING CLASS SUPPLY	10/15/2019	G/L segment code matches business rule criteria
	POM: PO Change Order pending approval \$750.00 - BLANKET PURCHASE ORDER	10/15/2019	Purchase Order Header
	POM: PO Change Order pending approval \$3,000.00 - BLANKET PURCHASE ORDER	10/10/2019	2020
	POM: PO Change Order pending approval \$3,300.00 - BLANKET PURCHASE ORDER	10/9/2019	20201483
	POM: PO Change Order pending approval \$289,610.90 - NPS CONTRACT FOR THE FY 2019-2	10/9/2019	BLANKET PURCHASE ORDER
	POM: PO Change Order pending approval \$8,844.00 - CONSULTANT CONTRACT	9/27/2019 坐	\$750.00 Requisition number:



- 6. If you select **Approve** a comment box will open where you can enter a comment, however it's not mandatory.
  - 7. Click Submit
  - 8. The item will be **Approved** and the approvals box will close.

Approve 1 Item(s)		
Comment		
		0/50
	CANCEL	SUBMIT

- 9. If you **Reject**, a comment is required. Your comment should provide instructions to the originator regarding what needs to be done.
- 10. Enter your comment and click Submit.
- The item will be **Rejected**. A notification email will be automatically generated for the originator.
- 12. You are able to **Forward** an item to someone else to approve for you.
- 13. When this pop-up opens click the dropdown beside Forward to User to see a list.
- 14. Select the person you want to forward to.



Forward 1 Item(s)		
Forward To   Iser +		÷
Comment *		
		0 / 50
	CANCEL	SUBMIT

Arnold, Andrea	x 12 x 14 x x x		
Arroyo, Julio			
Aurelio, Ruben			
Avalos, Marinda			
Avanessian, Rachel			
		CANCEL	SUBMIT

Forward 1 Item(s)		
Forward To User * Aurelio, Ruben		-
Comment * PLEASE APPROVE IF YOU ALLOW THIS PURCHASE. THANKS		
		49 / 50
	CANCEL	SUBMIT

- 15. Add a comment and click Submit.
- The requisition will not come back to you, the person you forwarded to will approve or reject for you.



- 17. You may place a requisition on **Hold** for a brief time (**1 week**) in order to resolve an issue. If the item cannot be resolved in **1** week please reject the requisition so the issue can be resolved.
- 18. A comment is **required** when you **Hold** a requisition.
- 19. Once you enter your comment Click Submit.

Hold 1 Item(s)		
Comment * CHECKING TO SEE IF A CONTRACT WAS CREATED.		
		42 / 50
	CANCEL	SUBMIT

20. The requisition will be saved in your **Approvals** until you remove the hold and either **Reject** or **Approve** it.

POM: PO Change Order pending approval		illi
\$1,389.02 - RHS-ENGENEERING CLASS SUPPLY	10/15/2019	

#### Refresh

- 1. The Refresh option is located at the TOP of the Approvals screen
- 2. Once you have taken action on the items in your **Approvals Box** click **Refresh** to make sure you don't have to approve items more than once.

Appro	wals				
All Proces	s Codes	*	All Dates		*
SELECT	ALL REFRESH				(0/87)
	POM: PO Change Order pendin \$420,000.00 - CONTINUING CC	g approva )NTRACT	I	2/12/2020	
	POM: PO Change Order pendin \$1,389.02 - RHS-ENGENEERING	g approva G CLASS S	I SUPPLY	10/15/2019	-

When you are done with your Approvals click Close at the bottom of the window



#### Approving in Requisition Entry

#### 1. From the Dashboard click on Requisition Entry

🔆 Requisit	sition Entry	🗢 🗢 😡 🕔
Back Search	E + E × C + C - C - C - C - C - C - C - C - C -	Enal Schedule Attach Seithch Form Line tems Recess Achieve Attach Notes Copy CL CL Cummary Project Mana Allocations Summary *
Main DepUCo * Fiscal year * Fiscal year * General discipition number * General Notes Vendor Vendor Vendor Name PO mailing Delivery method Remit	Current Next Status Population Population Project acc Project acc Project acc Project acc Project acc Project acc Project acc Project acc	Anount     match required     sy     im     ounts spoled     Shipping and Billing     Shipping and Billing     Shipping and Billing     Email
Address	Vendor Quotes (0)	Reference Freight Meth/Terms Special handling
Terms Discount % Freight % Sales tax group Use tax group	Sales tax %	Micellaneous Allocation Buyer Review Type PO Notify originator of overages.
Line Items Line Description	Vendor Qty	Unit price UOM Freight Disc % Credit Line Total Justification Vendor numble Vendor
Accounts T My Approvals	Total amount	Conversion Convert
« «	0 of 0 Asterisk indicates that additional notes exist for the line item.	

- 2. At the bottom of the screen click on My Approvals.
- 3. The screen will refresh and show how many Requisitions are pending with you for Approval.

My	Appr	ovals	Approve	Reject	F	orward		Hold	Approvers
		1					۵	sterisk indicates that	additional notes evist
«	<		1 of 79		>	>	~	sterisk mulcates that	additional notes exist

- 4. In this example I have 79 Requisitions pending with me
- 5. I can use the **Arrows** to look at them.
- 6. They can be **Approved**, **Rejected**, **Forwarded** or **Held** by clicking the buttons at the bottom of the screen and entering comments if required.



#### Marking yourself Out of Office

1. Single click on the **Approvals Box**. The **Approvals** window will open.



Approvals			
All Dates	-	REQ: Requisitions pending approvals	Z
SELECT ALL REFRESH	(0/86)		
\$266,700.00 - NPS CONTRACT FOR THE FY 2019-2020	10/15/2019	Created Tue Oct 15 2019	
REQ: Requisitions pending approvals \$3,537.91 - QUOTE#AAAQ19186 FOR ECHS-MEDIA	10/15/2019	Reason G/L segment code matches business rule criteria	
REQ: Requisitions pending approvals \$492.60 - CSLA CONFERENCE LODGING	10/15/2019	Requisition Header	
REQ: Requisitions pending approvals \$295.00 - CSLA ANNUAL CONFERENCE	10/15/2019	Fiscal year: 2020	
REQ: Requisitions pending approvals \$1,622.37 - OFFICE FURNITURE	10/14/2019	Requisition number: 20002572	
REQ: Requisitions pending approvals \$4,000.00 - CONSULTANT CONTRACT	10/14/2019	General description: QUOTE#AAAQ19186 FOR ECHS-MEDIA	
REQ: Requisitions pending approvals \$300.00 - CONFERENCE	10/14/2019	Contract:	
REQ: Requisitions pending approvals \$1,620.22 - FALL TA CONFERENCE 10/16-18	10/14/2019	Total amount: e9 697 61	
			CLOSE SETTINGS

#### Click on Settings

3. The Approvals Settings box will open.

Approvals Settings									
4180mkitchen - Kitchen, Mary is not currently forwarding any work.									
Process Code Restriction	Workflow Card Title Approvals								
Forwarding									
Forward all Workflow to user	Approver 👻								
Selective Forwarding									
COE Contract approvals	Approver 👻								
COM Change order approvals	Approver 👻								
IRQ Inventory Requisitions	Approver 👻								
POM PO Change Order approvals	Approver 👻								
REQ Requisition Approvals	Approver 👻								
Schedule Forwarding									
Hour Minute AM/PM Start Date T2 V 00 AM V	Hour Minute AM/PM End Date • 12 • 00 • AM •								
RESET FORWARDING MY WORK MOBILE		CANCEL SAVE							

- 4. Here you can select to forward all of your approvals to your supervisor or send to several different people depending on the item selected.
- 5. Schedule your time away so that forwarding will be removed when you return.

# Miscellaneous Information



## Frequently Asked Questions



#### **Creating a PDF of a Requisition**

- 1. Open Requisition Entry
- 2. Click Search
- 3. Enter the **Requisition Number**.
- 4. Click Accept
- 5. Click **PDF** in the ribbon.

÷	Q		+		×	Ð	÷	٩	ß	-	<b></b>	3		5	(0)
Back	Search	Browse	Add	Update	Delete	Output	Print	Display	PDF	Save	ReadyForms	ReadyForms Delivery Definitions	Email	Schedule	Attacn

NOTE – If you create a PDF after searching for all your requisitions the PDF will show them all.

6. This Options box will pop-up. Select leave **Req Format** selected and Click **OK**.

Options								
Choose an option								
Req For PO FO	<ul> <li>Req Format</li> <li>PO Format</li> </ul>							
	OK	Cancel						

7. On this screen leave Full GL Account Number and Print GL account description with each line selected. Click **Accept.** 



- 8. One of three things will happen.
  - a. This Pop-up will display at the bottom of your screen. Click **Open** or **Save**.

Do you want t	o open or save <b>mu28742001.pdf</b> (53.4 KB) from <b>yvwtnmun112ci02.tylertech.com</b> ?	Open Sa	ave 🔻 Cancel
b.	You may see this type of box at the bottom of the screen. Click to open. Your PDE may just open.	🗐 munisten	np201012xlsx



### Creating a PDF of a Requisition

9. This is what the PDF looks like.

					the second	-000		TUNIS tyler erp solution
Bill To ACCOUNTING WEST CONTR/ 1400 MARIN/ RICHMOND, (	A COSTA USD A WAY SOUTH CA		Acc 01- Rev	Requ t No: 0000-4300-10 iew:	isition 210 4-1110-1000	00008-00 -200110-0-	FY 2021	
94804			Buy  Sta	er: tus: Release	d	Р	age 1	
Vendor LAKESHORE I ACCT # 252 2695 E DOM CARSON, CA Tel#800-42 Fax 310	LEARNING MA 150 INGUEZ ST 90895 1-5354 D-632-8314	TERIALS		Ship To BAYVIEW ELE 3001 16TH S SAN PABLO, rasheedah.g	====== MENTARY TREET CA 94806 rant@wccusd	.net		
Date Ordered 11/11/20	Vendor  D  Number  R	ate equired	Ship  Via	  Terms	  Department			
					BAYVIEW EL	EMENTARY		
LN Descript	ion / Accou			 0tv	BAYVIEW EL	EMENTARY	et Price	
LN Descript 001 12487 CLA 18 *Amount	ion / Accou ASSROOM ABC t reflects	nt RUG, REE \$31.33 sa	) D 12 X ales tax.	Qty 2.00 EACH	BAYVIEW EL Unit P 179.0	EMENTARY rice N 0000	et Price 389.33	
LN Descript 001 12487 CLA 18 *Amount 1 01-0000 Ship To BAYVIEW B 3001 16TH SAN PABLO	ion / Accou ASSROOM ABC t reflects -4300-104-1 ELEMENTARY H STREET D, CA 94806	nt RUG, RED \$31.33 sa 110-1000-	0 12 X ales tax. -200110-0	Qty 2.00 EACH	BAYVIEW EL Unit P 179.0	EMENTARY rice N 0000 3	et Price 389.33 89.33	
LN Descript 001 12487 CL/ 18 *Amount 1 01-0000 Ship To BAYVIEW B 3001 16TH SAN PABLO Requisition I	ion / Accou ASSROOM ABC t reflects -4300-104-1 ELEMENTARY H STREET D, CA 94806 Link	nt RUG, RED \$31.33 sa 110-1000-	0 12 X ales tax. -200110-0 Requisiti	Qty 2.00 EACH -0000	BAYVIEW EL Unit P 179.0	EMENTARY rice N 0000 3	et Price 389.33 89.33	
LN Descript 001 12487 CL/ 18 *Amoun 1 01-0000- Ship To BAYVIEW H 3001 16TH SAN PABLO Requisition H ***** Generation H	ion / Accou ASSROOM ABC t reflects -4300-104-1 ELEMENTARY H STREET D, CA 94806 Link eneral Ledg -4300-104-1	nt RUG, RED \$31.33 sa 110-1000- F er Summan 110-1000-	0 12 X ales tax. -200110-0 Requisiti ry Sectio -200110-0	Qty 2.00 EACH -0000 on Total n ***** -0000	Amount	EMENTARY rice N 0000 3 Remaining	et Price 389.33 89.33 389.33 Budget	
LN Descript O01 12487 CL/ 18 *Amount 1 01-0000- Ship To BAYVIEW H 3001 16TH SAN PABLO Requisition H ***** Ge Account 01-0000- UNDIS	ion / Accou ASSROOM ABC t reflects -4300-104-1 ELEMENTARY H STREET D, CA 94806 Link eneral Ledg -4300-104-1 STRIBUTED	nt RUG, RED \$31.33 sa 110-1000- F er Summan 110-1000-	0 12 X ales tax. -200110-0 Requisiti ry Sectio -200110-0	Qty 2.00 EACH -0000 on Total n ***** -0000 UNR INSTR BA	Amount 389.33 YVIEW	EMENTARY rice N 0000 3 Remaining	et Price 389.33 89.33 389.33 Budget -778.66	

- 10. Variations for saving.
  - a. Select **File**  $\rightarrow$ **Save as** to save to your computer.
  - b. Hover at the top of the screen and select the download icon.

REQUISITION PRINT	1 / 1 Č	Ŧ	÷
		· · · · · · · · · · · · · · · · · · ·	_



#### Here are a few items of information that you might find useful

Located in requisitions, purchase orders, and change orders you will find a box called Status.

#### **Status Codes**

- 1 Rejected Requisition has been rejected during the Munis approval process.
- 2 Created Requisition has been started, but an account code has not been assigned to each line item.
- 4 Allocated The account code has been entered on all line items.
- 6 Released The requisition has been released, and is going through the approval process.
- 8 Approved The requisition has been approved, but has not been converted to a purchase order.
- 0 Converted The requisition has been converted to a purchase order.

#### **Requisition Approval Status**

Once a requisition is released into workflow it will have a status of 6 – Released. To see the approval process at any point, click the Approvers button at the bottom of the requisition entry screen.

Workflow					
My Approvals	Approve	Reject	Forward	Hold	Approvers

Once the requisition is approved, it is eligible to be converted into a purchase order.

#### GL Impact

At the time a GL account is allocated to a line item in a requisition, the available budget for that account is reduced by the corresponding amount. When a requisition is rejected the money is released back into the account.

#### General notes:

The General Notes section is where you enter the school site justification for Categorical related purchases. You can also enter miscellaneous information that will only print on the purchase order if you check the box "Print on PO".

Click on the General Notes button on the Requisition Entry Main screen to utilize this section

#### What's Next?

All requisitions will go through an approval process (workflow) and must be successfully approved by all approvers prior to being converted into a purchase order.



#### What if my requisition is rejected?

If a requisition is rejected, the originator will receive an e-mail. Rejection notes can be viewed in the original requisition within the Requisition Entry program. If the requisition has been rejected, it must first be reactivated prior to making any changes to the requisition

#### Activating and Resubmitting a Rejected Requisition

- 1. Open Requisition Entry
- 2. Search and find the requisition
- 3. The Status of the requisition is now currently 1 Rejected
- 4. Click Activate (in the ribbon to the right)
- 5. The Status of the requisition should now be either 2/Created or 4/Allocated
- 6. Click on Line Items
- 7. Click Update
- 8. Make your corrections
- 9. Click Accept
- 10. If you need to change any other lines click the arrow at the bottom to move to the next line item.
- 11. Click Accept after each correction.
- 12. Click **Back** when done
- 13. The Status of the requisition should now be 4/Allocated
- 14. Click Release
- 15. Click **Yes** on the pop-up

#### Munis Help

Munis has many 'Help' options available. From all screens, you will be able to click on ? Munis Help button, (or F1), and be directly taken to the Munis Help website corresponding to the program you are currently in. Within these help screens, you can typically find blue colored words (which are links to more information) as well as little arrows **I**, which will take you to even more information.

#### Contracts

- 1. In the General Description Box enter the type of contract, the types are:
  - a. **Consultant Contract** Someone is coming to your school to perform a service, you will need to complete the Agreement for Special Contract Services and other paperwork.
  - b. Continuing Contract A contract that continues from year to year such as a lease or license, you will have a quote or proposal from the company and will need to complete a summary form.
  - c. Non Public School Processes through Special Ed
  - d. Non Public Agency Processes through Special Ed
- 2. When you need to increase a contract process a Purchase Order Change Order using the add line method and create an amendment in Informed K12.



#### Q: How do I access Munis?

**A:** You should have a Munis Saas icon on your desktop. If you don't Munis is accessed through the internet. If you are missing your icon please contact the <u>Helpdesk</u>. You must be within district property to access Munis.

#### Q: Do I need a login? What is my login?

**A:** Yes, you do need a login. If you have previously accessed Munis and need your login or password please contact the <u>Helpdesk</u>.

**A:** If you have never accessed Munis please complete the <u>Munis System Security and Access</u> <u>Authorization form</u> available through Informed K12.

## Q: How will we know if a section in the manual has been updated? Will I have to print out the whole document again?

**A**: When a section of the manual is updated, it will be posted to the Munis section of the Purchasing web site with the date it was posted. Each section will be posted individually.

#### Q: Who do I call if I am having login issues?

A: Please submit a <u>Helpdesk ticket</u>.

#### Q: Do I have to know the whole account number?

**A:** No, you do not need to know the whole account number. In most cases, you may select the Ellipsis which will bring up your accounts. We suggest that you enter the fund, resource, object and site code (the first four fields) which will help narrow your search for the account.

#### Q: What if a vendor is not listed?

**A:** When creating a requisition, if the vendor is not listed, please ask the vendor for a W-9. In the requisition leave the vendor box empty. Enter the vendor information including address, phone, email and contact name in the general notes. Attach their W-9 to the requisition.

#### Q: When do I need to attach a document to Munis

**A:** Always attach any documentation you have. Attach all pertinent documents such as quotes, travel documents, field trip documents, contracts, MOU's, receiving documents, etc. In some cases you will still need to forward original signed documents but in most cases attaching the document to Munis will eliminate the need to forward documents to the district office. Attaching receiving documents will allow accounting to make payment on your orders. Attaching quotes and other documents to a requisition will allow purchasing to process your orders quickly and efficiently.

#### Q: What happens if I forget to attach an attachment?

**A:** If an attachment is required, but forgotten at the time of entry you may go back to the requisition/po/contract and attach the necessary documents. The requisition does not need to be pending with you for you to attach. However, keep in mind that if in approved status you will need to contact purchasing and/or accounting to let them know an attachment was added after the approval process began. They will not be notified.



#### Q: Do I need to include shipping and handling on my orders, and if so how much?

- A: Yes, always include shipping/freight; there are three ways to add shipping:
  - As a percentage on the front page which will show as a dollar amount on each line item entered.
     As a dollar amount entered in the freight box on line 1.
    - a. As the last line item on the order with tax added. This is only used when the company has told you that they charge tax on the shipping.
  - 3. If you don't know the shipping fee, estimate 10% of your subtotal amount.
  - 4. If shipping is FREE please type that information in the General Description notes.
    - a. If you do not include shipping, or explain that is FREE Purchasing will automatically include the 10% in shipping to your requisition.

#### Q: If the vendor is not charging us sales tax, can I remove the tax from my requisition?

A: No. WCCUSD still pays Tax to the State of California, so we need to leave the tax encumbered. You may remove tax from orders for labor, because we don't pay tax on service. Blanket purchase orders have the tax amount included in the whole dollar amount.

## Q: If I have made an error on a requisition, do I need to call Purchasing to disencumber or cancel?

A: This will depend on the status of the requisition:

- 1. If not released, you can make the necessary changes.
- 2. If released and pending approval at your site, ask approver to reject the requisition. The requisition will then be returned to you. You can activate, make the changes and resubmit through the approval process.
- 3. If the requisition is pending with Purchasing and a PO has not been issued, contact Purchasing so they can reject it and return the requisition to you for revisions. You will make the changes and resubmit through approval process.
- 4. If a PO has been issued, contact Purchasing for assistance.

## Q: Can Purchasing override my principal's approval for requisitions when they are not at the office?

A: No, however, principals have the option to forward their Munis workflow to their Supervisor.



#### TRAVEL

#### Q: How many people from my site or department can attend a conference?

- **A**. WCCUSD travel policy allows for up to two people from a site or department to attend a conference. If more than two people will be attending, you will have to get approval from your Executive Director.
- Q. I will be attending a conference in southern California, and I want to drive my car instead of flying. Can I get reimbursed for mileage?
- A. Short answer: Yes, with limitations (see long answer below) Long Answer: Section 4133.1 (e) of the travel policy states that: "An individual using his or her vehicle on extended trips outside the district shall be reimbursed not to exceed the amount which would have been expended if the employee had used coach or economy air transportation and any required shuttle or taxi.

#### Q. What is the mileage reimbursement rate?

**A.** As of January 1, 2020, the mileage reimbursement rate is 0.57.5¢ per mile. However it updates every year, please look on the EC3 Mileage Form for the current rate.

- Q. I will be commuting to a conference for multiple days but will not be staying overnight, can I get reimbursed for my meals?
- A. Breakfast reimbursement may be requested if travel begins before 6 a.m. Lunch reimbursement may be requested if travel is out of the district Dinner reimbursement may be requested if travel ends after 7 p.m.

## Who to Call

BUSINESS SERVICES DEPARTMENT DIRECTORY								
Dr. Tony Wold - Associate Superintendent Business Services								
Veronica Vega Sr. Administrative Assistant Confidential vvega@wccusd.net 510-231-1170								
ACCOUNTS PAYABLE   BUDGET CONTROL								
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Andrea Arnold, Coordinator Business Services	LCAP, CARES Act, Benefits, C	Categorical	andrea.arnold@wccusd.net	510-231-1117				
Gustavo Aguilera, Coordinator Business Services	General Funds, Budget Contro	ol, SPED, Cash	gaguilera@wccusd.net	510-231-1149				
Tomas Goco, Coordinator Business Services (Interim)	Food Services, Bills, Invoices,	Check runs, Expense Claims	tgoco@wccusd.net	510-231-1135				
	A	CCOUNTS PAYBLE						
Christine Yung, Accountant II		Check Runs, Deposits, etc.	cyung@wccusd.net	510-231-1169				
Megan Falk, Accounting Technician	Food Services Invoices	Fund 13 - Food Services	mfalk@wccusd.net	510-231-1453				
Renita Underwood-Hackett, Accounting Technician		Fund 11 - Adult Education Fund 12 - Preschool	renita.underwood-hac@wccusd.net	510-231-1135				
Betty Bulos, Senior Account Clerk	Invoices:C,K,L,M,T,Z Charter School, Payments	Reimbursements: F,G,H,I,J,K,L	bbulos@wccusd.net	510-231-1163				
Juan Contreras, Senior Account Clerk	Invoices: E,F,G,H,I,J,N,U,X,#	Reimbursements: E,S,T,U,V,W,X	juan.contreras@wccusd.net	510-231-1135				
Michelle Gordon, Senior Account Clerk	Invoices: A, B,O,S,V,W,Y Charter School, Food Maxx	Reimbursements: M,N,O,P,Q,R,Y,Z	michelle.gordon@wccusd.net	510-307-4561				
Ray Lawson, Senior Account Clerk	Invoices: D,P Q,R Nestle Food Service (Shared)	Reimbursements: A,B,C,D Food Service	ray.lawson@wccusd.net	510-231-1114				
	BENEFITS A	CCOUNTING / CATEGORICAL						
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Cristina Gocobachi, Accounting Technician	Checks, State Treasury, Benefit	ts Accounting, Retiree Benefits	cgocobachi@wccusd.net	510-231-1135				
Jasmin Garcia, Accounting Technitian	Benefits Accounting		jasmin.garcia@wccusd.net					
Debbie Giang, Accounting Technician	Active Employee Benefits Acco	ounting	debbie.giang@wccusd.net	510-231-1100 ext. 23321				
	B	BUDGET CONTROL						
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Angelica Lopez, Accounting Technician	Position Control, SPED, Cash		alopez2@wccusd.net	510-231-1152				
Crystal Su, Sr. Budget Control Clerk	Budget Transfers, Journal Entr	ries, Verify funds, Billing	csu@wccusd.net	510-231-1117				
K-12 OPERATIONS   CHARTERS/SA	BUSINESS SERVICES & O FETY   STUDENT SERVICES   UNIFORM	I COMPLAINTS   CONTRACTS   TRANSFERS	GRADUATIONS					
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Nancy Ortiz-Perez - Administrative Technician Biligual nancy.ortiz-perez@wccusd.net 510-231-1110								
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Randel Arnold (Special Project)								
AUDIT / CHARTER SCHOOLS								
Denise Cifelli, Charter School Financial Coordinator	Charter Schools Financial and Audit	dcifelli@wccusd.net	510-307-7866					
CONTRACTS / MUNIS								
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PARENT CONCERNS / UNIFORM COMPLAINTS / STUDENT RECORDS								
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RISK MANAGEMENT								
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Joey Taber	Typist Clerk III	jtaber@wccusd.net	510-231-1134					
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GENERAL SERVICES   PAYROLL					
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djohnston@wccusd.net 510-231-1191					
Rina Prasad, Facility Use Tech	Facility Requests Donations Fund Raising	rprasad@wccusd.net	510-231-1113		
	PAYROLL SERVICES	i pracade incoded.net			
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	PURCHASING SERVICES				
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Terre Jones, Purchasing Tech	Hercules & DeAnza, Technology, Warehouse, PPE supplies	tjones@wccusd.net	510-231-1190		
Erica Kahila, Purchasing Tech	Richmond & Pinole, Adult School, Textbooks, Subscriptions	erica.kahila@wccusd.net	510-231-1190		
	WAREHOUSE SERVICES				
Eric Moreno	Warehouse Supervisor	emoreno@wccusd.net	510-307-7860		
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Jose Medina	Warehouse Worker, Driver	jmedina-lopez@wccusd.net	510-307-7880		
Nick Rampoidi	Warehouse Worker, Driver	nrampoldi@wccusd.net	510-620-2181		
Abraham Rincon	Equipment Control, Warehouse Worker, Driver	arincon@wccusd.net	510-233-7080		
MAIL DELIVERY / PRINT SHOP					
Alice Lara	Senior Duplication Specialist	alara@wccusd.net	510-620-2105		
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INTERNAL AUDITOR   ENROLLMENT   ATTENDANCE   INSTRUCTIONAL MINUTES AUDITS   STUDENT BODY ACCOUNTS						
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Douang a thit (Amika) Xayalath, Administrative Technician	Site support/LCAP/FPM	douangathit.xayalath@wccusd.net	510-231-1100 x24904			
	NUTRITION SERVICES					
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2020-21 Fund-Resource-Program Responsibility Master List