

PURCHASING POLICY MANUAL

FINANCIAL SYSTEM SOFTWARE (MUNIS)

8.1 INSTRUCTIONS FOR ACCESSING THE FINANCIAL SYSTEM SOFTWARE

MUNIS is the Town of Greenwich financial system software package. It is through MUNIS that purchase requisitions and direct purchase orders are created in order to process invoices. Purchase requisitions are converted into purchase orders (POs) by the Finance Department.

The first step to obtaining access to MUNIS is to contact the Information Technology Department. IT will set up a user identification number and give the new user access to the appropriate menus assigned by the user's department head. The user's department head must state in either an e-mail or memorandum the appropriate menus required by the user.

The Purchasing Department is responsible for establishing and updating the ship-to address/locations and the authorized approver paths for payment requisitions in MUNIS for Town departments. A department head, or individual responsible for overseeing the payment of each department's invoices, must notify the Purchasing Department of any additions or changes to the existing approver path. The Buyer will update the accounts as requested. This is a critical step in the MUNIS process. Within the approver path, each required individual must review and approve a requisition or that requisition will not be converted into a purchase order, thus delaying the Town's payment to the vendor.

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8.2 **INSTRUCTIONS FOR CREATING A DIRECT PURCHASE ORDER (PO)
OR PURCHASE REQUISITION IN MUNIS**

A. General instructions can be found by accessing the on-line MUNIS manual by using the procedure delineated below:

1. Start Button
2. Programs
3. Munis Manuals
4. Help System
5. Purchasing & Requisition Help Systems

After reviewing the on-line manual, the user is to direct any questions to the IT Department.

B. There are two ways to enter a payment through MUNIS:

1. **Direct PO Entry** is used to enter purchases for items less than \$400.00. The POs are approved by Finance; the Purchasing Department's approval is not required.
2. **Requisition Entry** is used to enter requisitions for items/services over \$400.00. Requisitions are initially approved by each department according to the approver path established. The requisitions are then forwarded to the Purchasing Department for approval/rejection. If a requisition is rejected by the Purchasing Department, Munis Messenger will notify, via e-mail, the individual who entered the requisition into the system. If a requisition is approved by the Purchasing Department, the requisition is forwarded to Finance for final approval. If approved by Finance, the requisition is converted into a PO.

For further instructions on each menu, users shall contact the Finance Department/Accounts Payable Division.

- C. Under the Requisition Entry, the following fields need to be filled out by the initiating department. Omission of the required information will automatically cause the Purchasing Department to reject the requisition:**
- 1. Vendor Name**
 - 2. General Description**
 - 3. Detail Block – to include Service Agreement/ Contract/Commodity Award Number and/or State contract number, or other justification**
 - 4. Bid/Request for Proposal (RFP) # field**
 - 5. Additional notes, if applicable**
- D. Once a purchase order has been approved by the Finance Department, it is the responsibility of the initiating department to print the purchase order including the Town's standard terms and conditions on the reverse side and mail the order to the company.**
- E. After the department receives the goods and/or services and approves an invoice for payment, the department shall forward the invoice and a copy of the PO to the Finance Department. The Finance Department will then issue a check to the vendor.**