

MUNIS Tip

How to attach an item (quote, registration, field trip order form, hotel confirmation or any other pertinent information) to your Purchase Order Requisition in Munis:

1. You will want to have an electronic copy of your item that you want to attach.
 - a. If it is a hard copy scan-
 - i. Save it to a file. (I created a folder called "Munis Scans" and put it on my desktop – When I scan, I send my files to this folder. Once I am finished attaching it, I delete the items in the folder).
 - b. If it is saved on your computer, you are ready to go.
 - c. If it is an email or email attachment save the email as PDF or the attachment in whatever program it is. If you attach emails straight to TCM, they don't open correctly.
2. Click the Attach (big paper clip) button on the ribbon at the top of your screen

The screenshot shows the 'Requestion Entry - Munis (Lancaster School District)' window. The ribbon at the top contains various icons, with a red arrow pointing to the 'Attach' icon (a paperclip). The main form is divided into several sections:

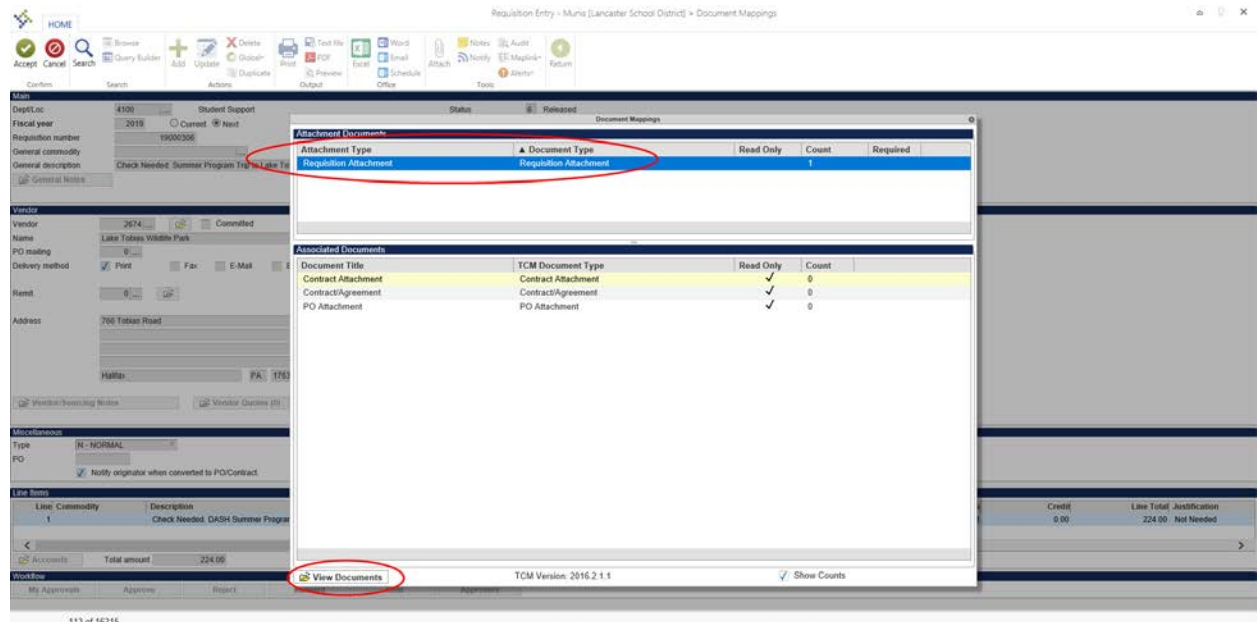
- Main:** Fiscal year: 4190, Student Disappo; Requisition number: 2818, Current; General description: Check Needed. Summer Program Trip to Lake Tobias.
- Vendor:** Vendor: 2874, Committed; Name: Lake Tobias Wildlife Park; Address: 760 Tobias Road, PA 17632.
- Shipping and Billing:** Ship to: SPECED; Address: 251 S. Pince Street, 4th Fl, Lancaster, PA 17603.
- Miscellaneous:** Type: IN-CRISAL; PO: Notifying originator when converted to PO/Contract.
- Line Items:** A table with one row:

Line	Community	Description	Vendor	Qty	Unit Price	UCM	Freight	Disc. %	Credit	Line Total	Justification
1		Check Needed. DASH Summer Program Field Trip to La	(2874) Lake Tobias Wildlife Park	1.00	224.00000	EACH	0.00	0.00	0.00	224.00	Not Needed
- Accounts:** Total amount: 224.00
- Workflow:** My Approvals, Approves, Reject, Forward, Hold, Approvers.

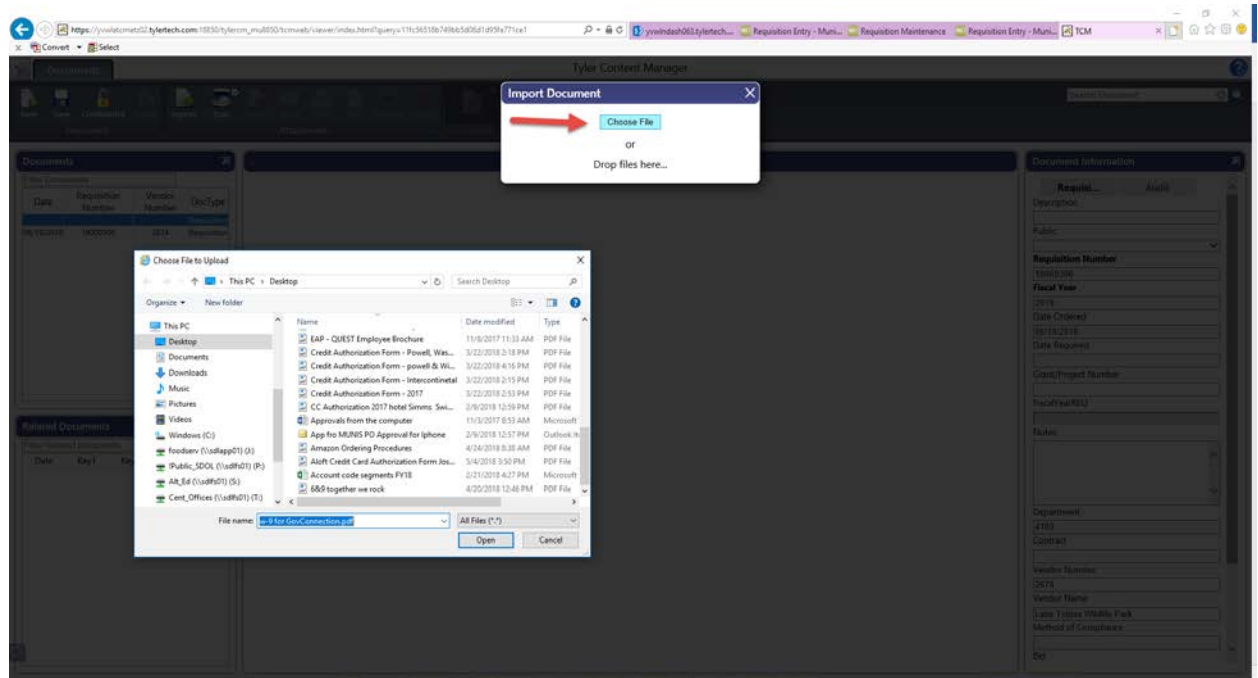
At the bottom, there is a navigation bar with 'K < 113 of 16215 > |'.

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3. Double click on Requisition Attachment (or click once then click on View Documents at the bottom of the box).



4. Click on New (in the Ribbon).
5. Click on Import.
6. In the pop up box, click "Choose File". Find the file where you saved your scanned quote and double click on it (or single click and then, on the bottom of your screen, click Open).



7. On the Pop up box, click Import.
8. On your Ribbon, click Save.
9. Your document is now imported and attached to your requisition. You can close out the TCM tab(s).