Munis Login:

You may access the new system via MUNIS Dashboard by following the link:

https://munis.purchasing.unlv.edu  (Only IE & Safari) (Firefox & Chrome not supported)

**Username:** [LOGIN]  
(Your ACE username)

**Password:** Your ACE password

First Time Profile Setup:

This will lead you to your home dashboard page, which can be customized to your personal view.

Start by right clicking your name in the top right hand corner. Choose “Apply Template”.

![Dashboard Screenshot](image1.png)

![Dashboard Screenshot](image2.png)
This will display a list of all the templates that are available. Click the drop-down arrow then choose “Purchasing”.

Put a check in the box in front of “MU_Purchasing Clerk” then click “Apply”. 
This will display an information message about removing any existing profile. Click “Save” to see the following warning/confirmation screen. Then click “Ok”.

You will get one final popup with the summary, click “Ok”.

Apply

User: Douglas McClement

- Remove all existing user views, personal web parts, and items added to My Programs and My Favorites prior to applying the 1 template(s)?

Warning

Confirm apply

Apply the 1 template(s) to Douglas McClement?

Summary

- Apply complete

<table>
<thead>
<tr>
<th>Name</th>
<th>User</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIU_Purchasing Clerk</td>
<td>Douglas</td>
<td>Applied</td>
</tr>
</tbody>
</table>
Then click “Home” in the top left corner this will refresh your home screen.

Now you can see all Favorites in the list on the left hand side. This list now includes the most frequently used programs by most departments around campus.

Next I suggest that you add the Web Parts “eLearning Links”. In the top right corner click “Web Parts”.
This will bring up the following screen. Click the arrow next to “Tyler Dashboard”, to open up the drop down menu. Then click “eLearning Links”. You should also click the trashcan on the “Vendor Performance” web part on this screen since you will not be authorized to use this web part.

Click “Update” afterwards, this will add “eLearning Links” to your homepage. These “eLearning Links” are all the tutorials for Munis.
eLearning Tutorials:

First you should condense the amount of tutorials by Selecting a Product from the drop down list.

Choose “MUNIS Financials” this will make the selection process much easier. Double click on the tutorial that you would like to view.

Here is a list of the most helpful tutorials, these are all general tutorials used by all vendors. So there maybe a few steps that do not relate to UNLV. If you have any questions about these please email munisunlv@unlv.edu

Page 1: Apply a Dashboard Template

Page 1: Approving a PO

Page 24: Converting a RX to PO

Page 25: Modify a PO

Page 25: Printing a PO

Page 27: Create a RX with Commodity Codes

Page 28: Approve a RX

Page 29: Reactivate a Rejected RX
Adding to Favorites:

Start by clicking Tyler Menu in the top right corner of Munis.

From here you can search on the bottom of the page for what you are looking for or you can open each category to find the program that you want.
When you have found the program you want, right click it to see some options. Then choose “Add to My Favorites”.

This will move a copy of the program to My Favorites for easy use next time you open Munis.