Munis (v 10.5) Dashboard (v 6.1)

Procedure

1. From the left-hand menu, click on the Favorites arrow to view the Munis Menu.
   
   Click Requisition Approvals to open the program.

   Or search the Tyler Menu (located on the top right) in the directory: Financials > Purchasing > Purchase Order Processing > Requisition Approvals.
2. In the Requisition Approvals screen, click Select in the top menu bar. This will allow you to enter an approval code (Approve, Reject or Hold) for each requisition listed.

![Requisition Approvals](image1)

**Figure 2 - Requisition Approvals**

3. Select the appropriate choice from the code drop down. Then click the green Accept button in the top menu bar.

![Requisition Approvals](image2)

**Figure 3 - Requisition Approvals - Selecting approval code**

4. If the Approval Code is Approve or Hold skip to step 5. Otherwise if the Code is Reject, you will be prompted with an “Are you sure?” message.

![Requisition Approvals](image3)

**Figure 4a - Requisition Approvals - Are you sure Prompt**
How to Enter a Requisition

After clicking Yes, you will be sent to the Standard Notes screen.

a. Click the Add button in the top menu bar.
b. Type in the reason for rejecting the requisition in the notes field (highlighted in Red).
c. Click Accept. If you are satisfied with the notes then proceed to step d, if not then click Update to further modify the notes and then click Accept again.
d. Click Return.

Figure 4b - Requisition Approvals - Standard Notes for reject

5. Finally click Process.

Figure 5 - Requisition Approvals - Process

What’s Next?

After clicking Process, the following will occur depending on the selected Approval Code:

- Approve - the requisition will no longer appear in the Requisition Approvals screen.
- Hold - the requisition will remain in your queue with a Hold status.
- Reject – the requisition will no longer appear in the Requisition Approvals screen.

You can always verify the status by viewing the requisition in the Requisition Entry screen.