Fort Worth INDEPENDENT SCHOOL DISTRICT

Req Rejected, Now What? *Using Munis*
A How-to Guide

Requisitions can be rejected for many reasons which can include missing information from the description, missing an attachment, and wrong GL account used. With these instructions the end user will be able to view and resolve the rejected requisitions.

1ST STEP

Open the FWISD homepage > Employees> My FWISD ClassLink Portal or click the Classlink icon on the desktop.

ClassLink LaunchPad

Locate and click on the Munis icon

munis

One way to find rejected requisitions:

Click on Notifications to view requisitions converted or rejected purchase orders.

Make note of the rejected requisition number
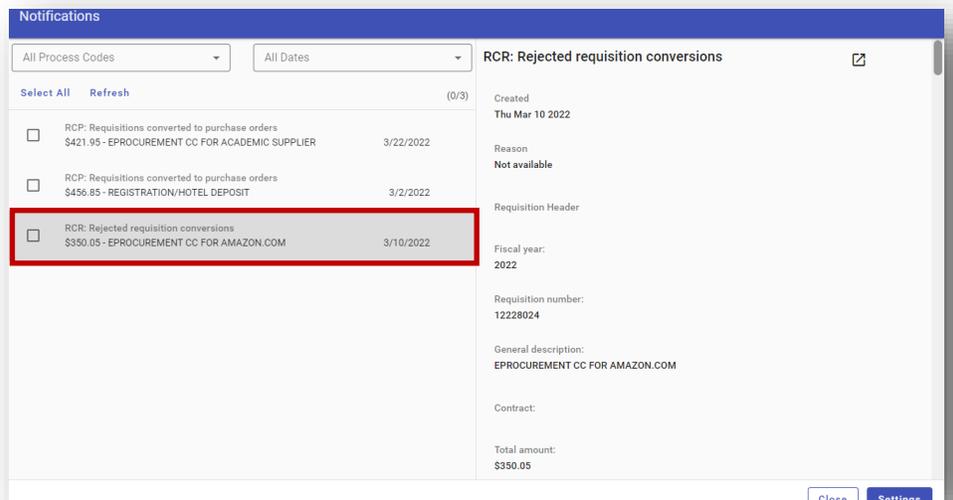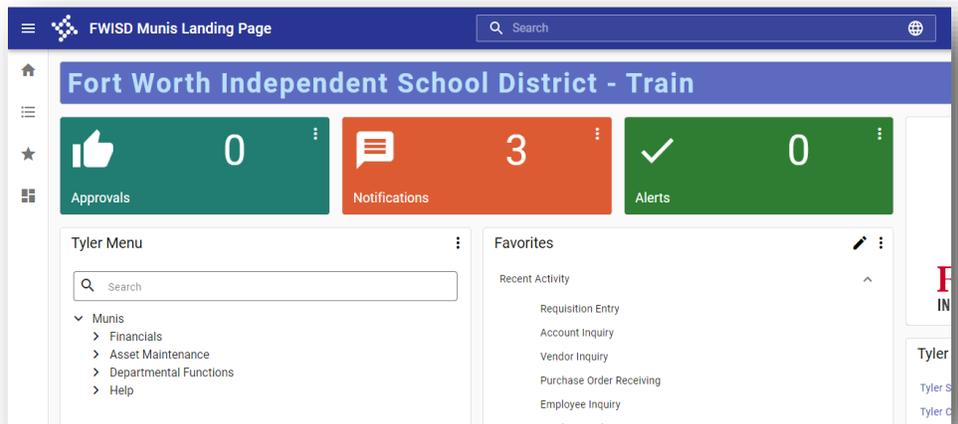
2ND STEP

From the Tyler Menu:

Click Departmental Functions.

Click Requisition Entry.
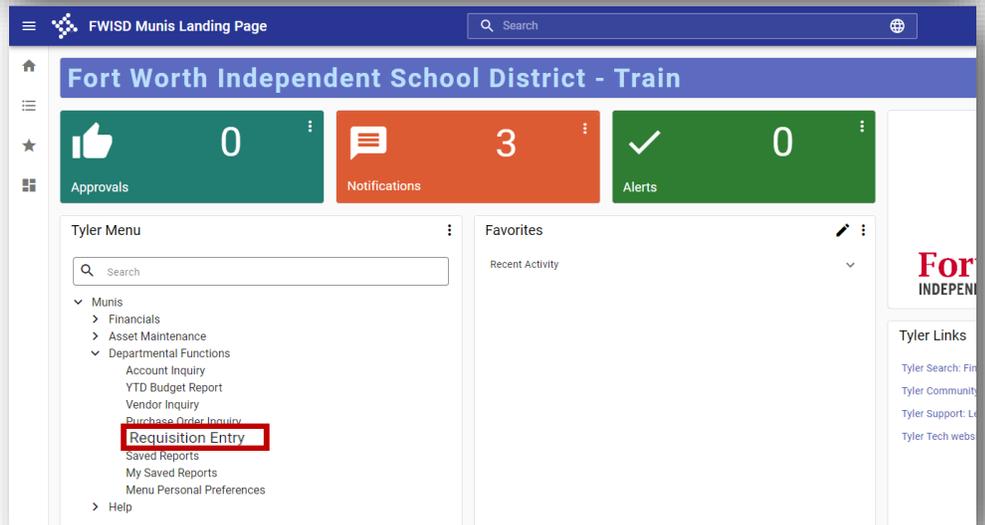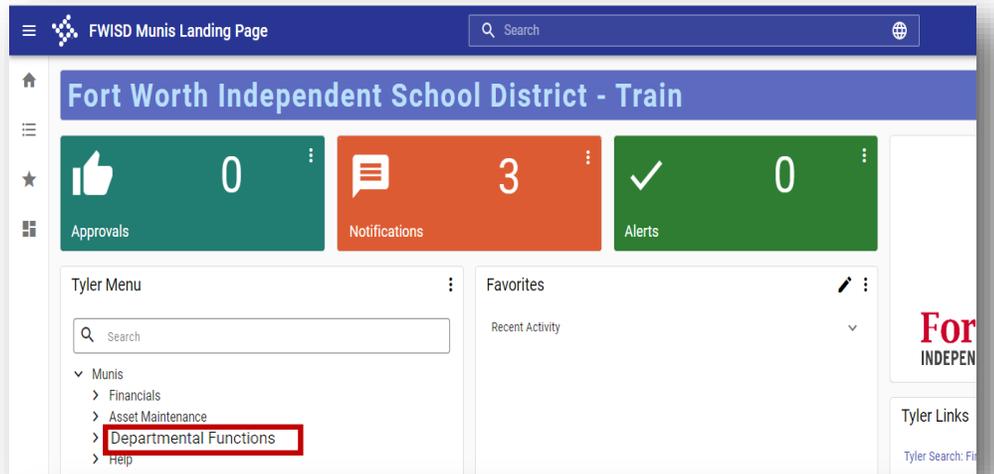
3RD STEP

The Requisition window opens.

Click Search.

Search for the rejected requisition using the requisition number.

Click on Accept.

4TH STEP

Click Notes to see rejection note.

5TH STEP

The Requisition Notes window opens.

Click on Reject.

Note: Click on Accept to view the note details.

If Accept is not clicked and the end user only corrects what is on the first line, the requisition may be rejected again for other items that were not corrected.

Requisition Notes

| Back | Accept | Cancel | Search | Output | Print | Display | PDF | Save | Excel | Word |

Type	Line	Dated	By User	Description
Reject	0	03/10/2022	kaleisa.jackson	REJECTED ENTERED AFTER THE CUT OFF FOR THE
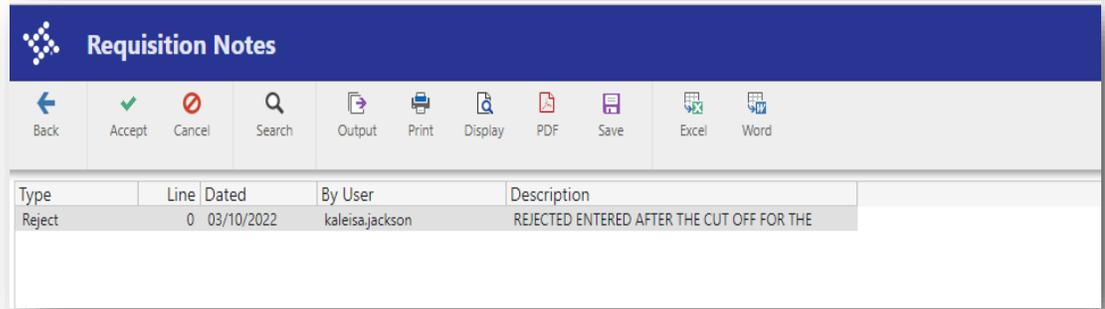
6TH STEP

After the rejection note has been reviewed, make note of correction(s) to be made.

Click Back to return to the requisition notes in list form.

Click Back to return to the requisition main page.

Rejection Note

Back

Note

Requisition	2022	12228024		Print on PO.
Date/Time	2022-03-10 16:53			
Created By	kaleisa.jackson			

REJECTED ENTERED AFTER THE CUT OFF FOR THE BREAK, WHICH WAS MARCH 1, 2022. YOU CAN ENTER A NEW REQ ON MARCH 21, 2022

Requisition Notes

| Back | Accept | Cancel | Search | Output | Print | Display | PDF | Save | Excel | Word |

Type	Line	Dated	By User	Description
Reject	0	03/10/2022	kaleisa.jackson	REJECTED ENTERED AFTER THE CUT OFF FOR THE

7TH STEP

On the main page of the requisition, click Activate.

This will move the status of the requisition to (4) Allocated or (2) Created.
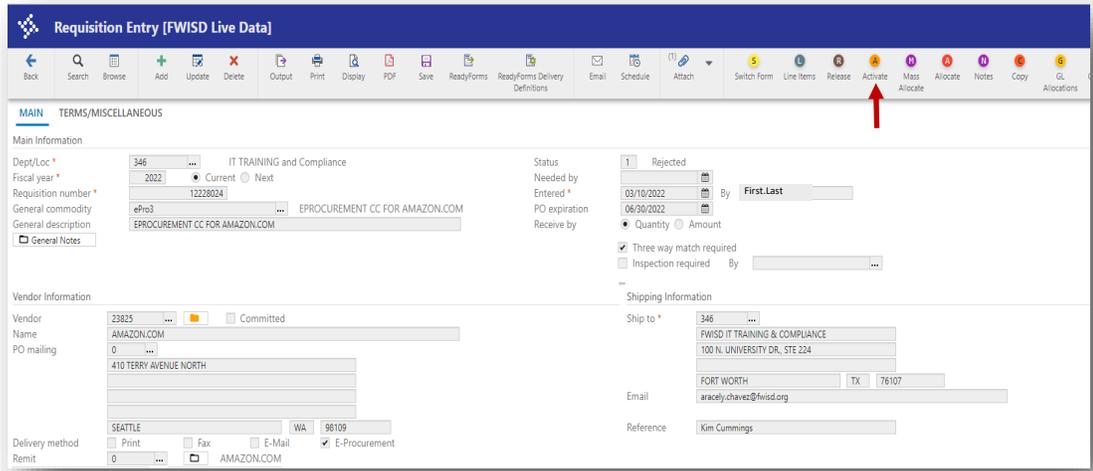
8TH STEP

The requisitions is now ready for corrections to be made.

Click Line Items.
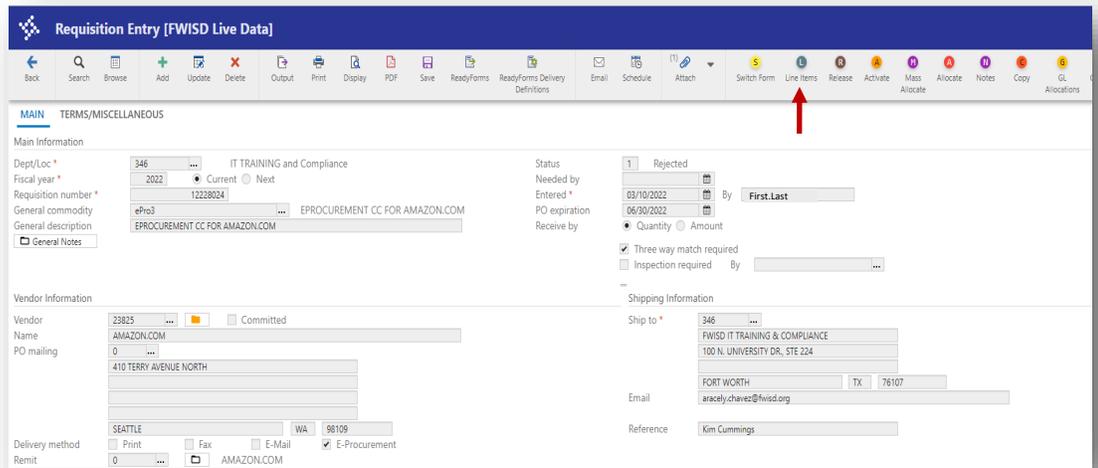
9TH STEP

Click on Update while on the line item page.

Make correction(s) to the items per the rejection note.

Click Accept after corrections are made on each line item.
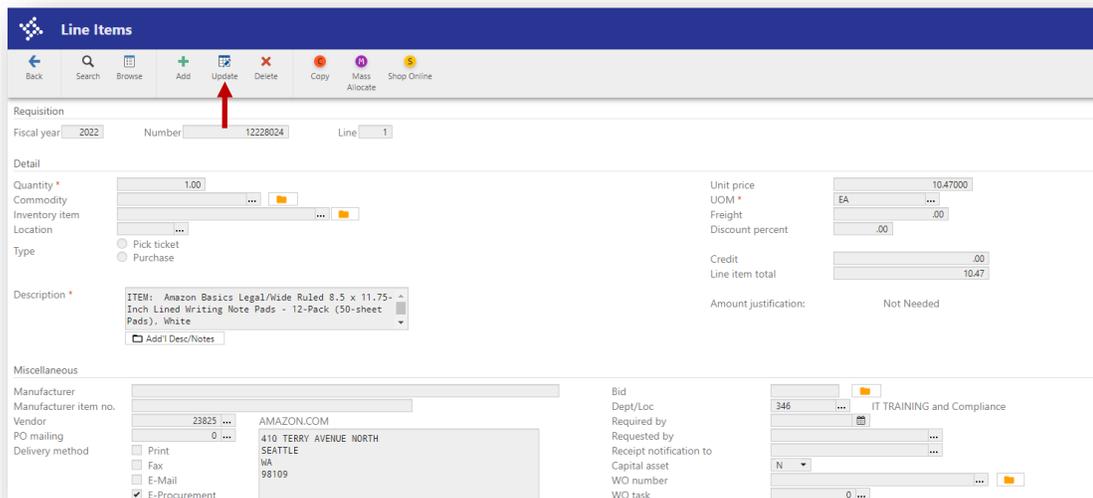
10TH STEP

When all corrections are completed, click Accept.

11TH STEP

Click Back to return to the requisition main page.

12TH STEP

If status is in Created, Click Allocate.

Otherwise the status should be Allocated

This will move your status
to (4) Allocated.

13TH STEP

Click Release.

This will release the requisition to the budget owner for approval and move the status to (6) Released.

Note: If using title funds, the requisition will go to Grants for their review and/or approval. Grants will reject a requisition if they need more information or if the grants funds listed on the requisition cannot be used for the purchase.

Once the budget owner approves the requisition, the status changes to (8) Approved. When a requisition is status (8), the requisition is with Purchasing.