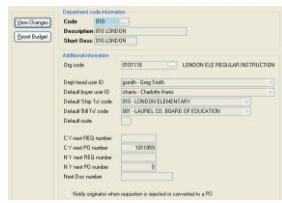


Utilizing PO's & Req's with Workflow

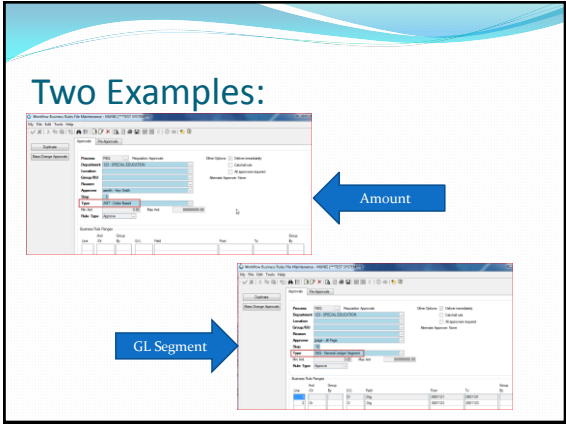
KASBO Conference
November 2011

- ## AGENDA
- Create Department Codes
 - Add Approvers
 - Create business rules
 - Start using in Purchase Orders and Requisitions

Create Department Codes



- One for each school, FRYSC, department
- Allows you to control PO numbers by location



Create business rules. . .

- Do NOT number 1, 2, 3 ... number 5, 10, 15 ...
- Define approver by either amount or account code segment
- Copy feature is available – Duplicate Button

Start using it in MUNIS

- Use the departments you set up
- You can implement one department at a time

How Laurel Co. Uses eSchoolmall

The value of using the eSchoolmall process of procurement is undeniable. This process is integrated with the general ledger system that MUNIS created for the education market. eSchoolmall has developed its electronic procurement solutions in direct partnership with K-12 schools and is a proven leader in procurement solutions for education.

The program is easy to deploy, easy to learn and easy to use plus you have the advantage of choosing what level of deployment you want. The Smart Agent/Easy Purchase program is the electronic automatic import that feeds the information from eSchoolmall into MUNIS requisitions. By allowing each teacher to enter their own orders for supplies, materials, and travel this agent completely eliminates time spent by individual school bookkeeper/secretaries entering hundreds of orders for staff requisitions.

In the process chosen by the Laurel County School System, the teachers create their own requisition in eSchoolmall. Once submitted, it is electronically sent to the school bookkeeper, and an email notification is sent to notify the bookkeeper that requisitions are awaiting for her to process. The bookkeeper logs onto eSchoolmall and enters the account codes for each line (and there is a mass copy so if there are no items from a vendor that are all supplies, she only enters it once and it copies it to all lines) then she hits a submit button to send the requisition into MUNIS requisition's. She will process all requisition's in eSchoolmall before going into MUNIS. She then logs onto MUNIS and in requisition entry, she is able to find all the requisitions for final processing. At the very least, she only needs to add the funding source to the description, which is how we have chosen to clarify the funding source for the approvers, and the delivery reference. She will also verify if commodity codes or fixed asset tags are need to be added to the line details, if they are required, she will update those applicable lines, if not she is ready to release the requisition. Releasing the requisition sends it to the principal (in MUNIS) and other applicable approvers in grant direction. Once approved, our AP clerk runs a quick process to convert the requisition into a PO, and then prints the PO. Our system is also set up to print the Vendor Copy of the PO directly to the school to expedite the ordering process. The turnaround for a PO has gone from 3 to 5 days to hours in most cases since the implementation of eSchoolmall.

Questions



Thank You!!
