

Requisitions can be rejected for many reasons which can include missing information from the description, missing b so , <

1ST STEP

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

Locate and click on the Munis
icon

One way to find rejected requisitions:

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

Make note of the rejected
requisition number

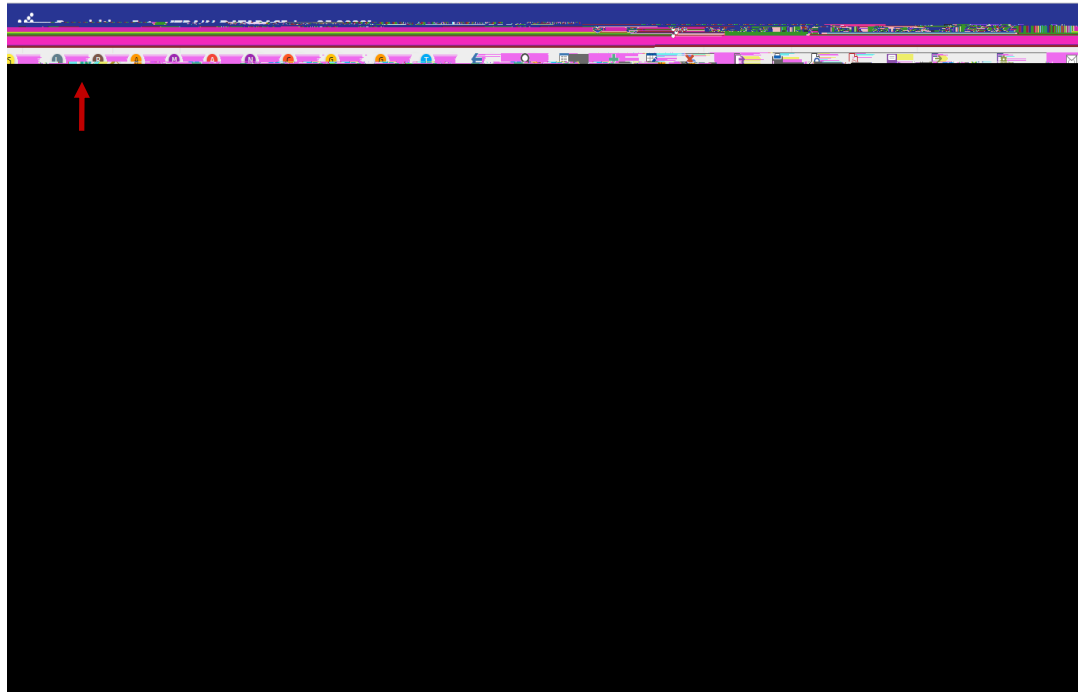
3RD STEP

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.

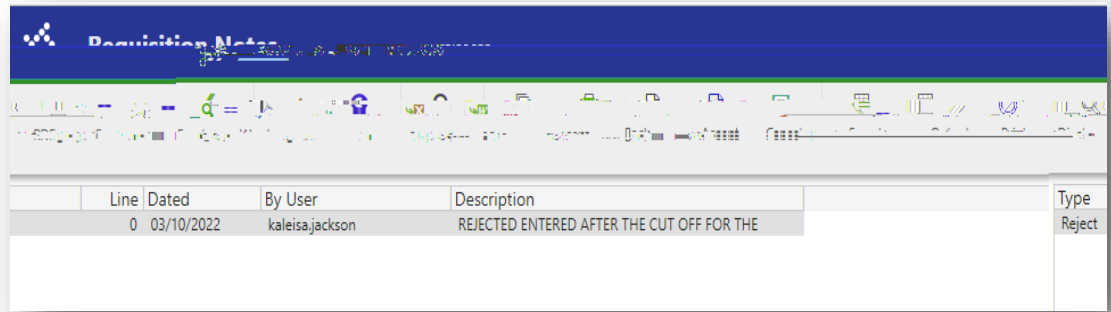
5TH STEP

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.

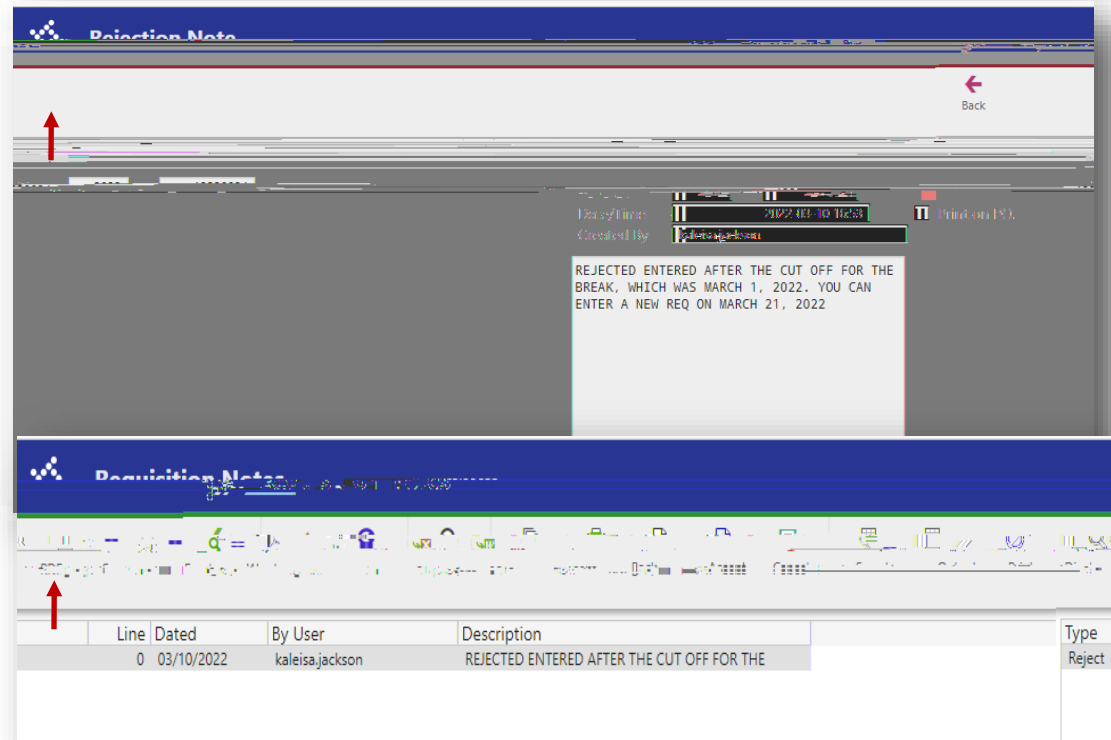


6TH STEP

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.

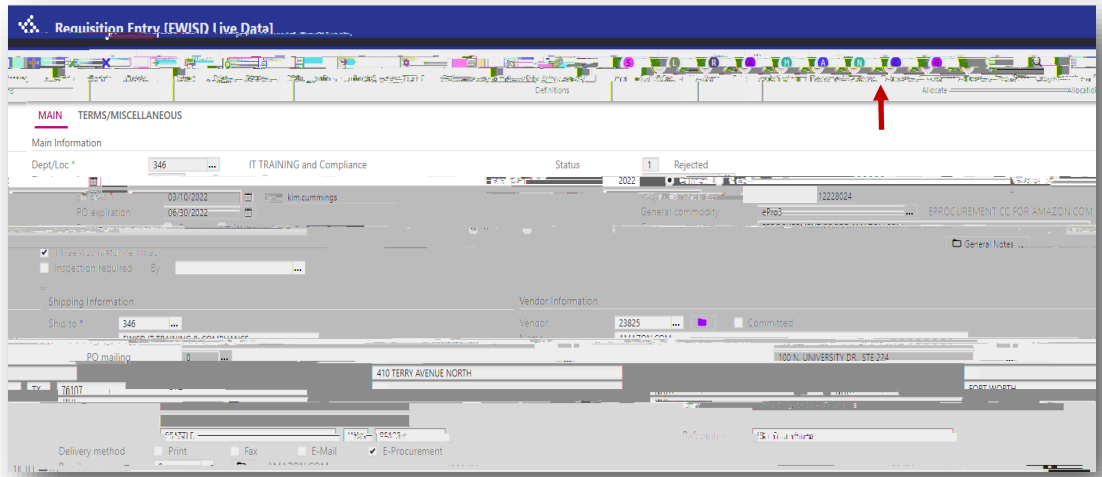
Click Back to return to the requisition main page.



7TH STEP

On the main page of the requisition, click Activate.

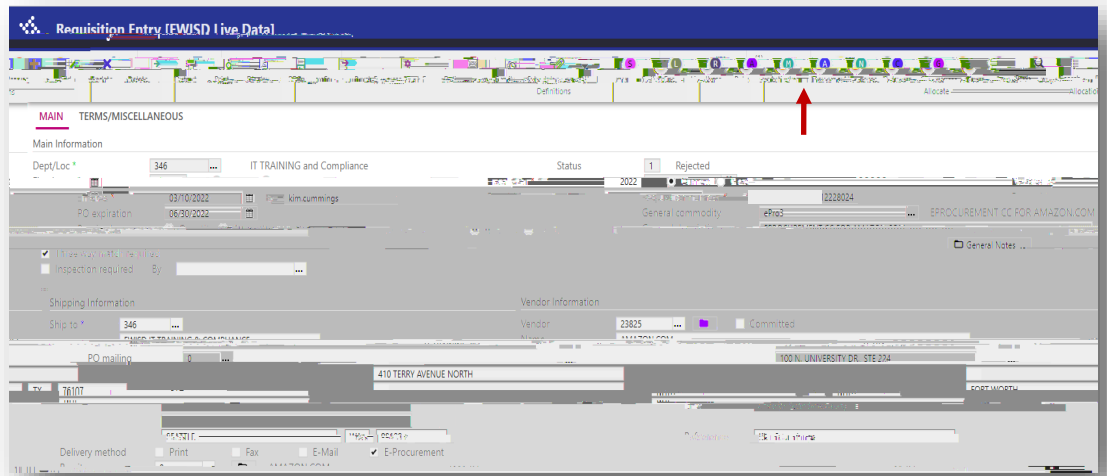
This will move the status of the requisition to (4) Allocated or (2) Created.



8TH STEP

The requisition is now ready for corrections to be made.

Click Line Items.

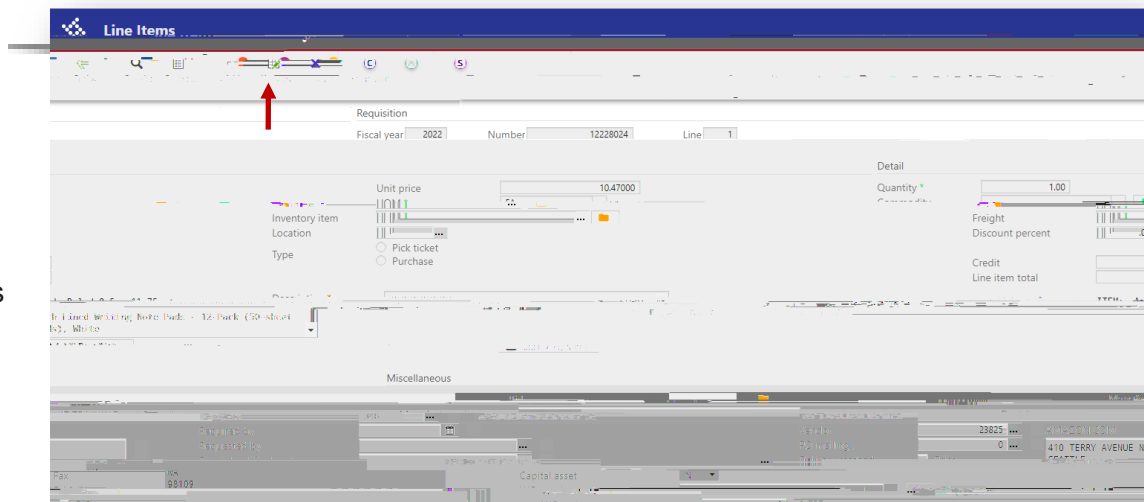


9TH STEP

Click on Update while on the line item page.

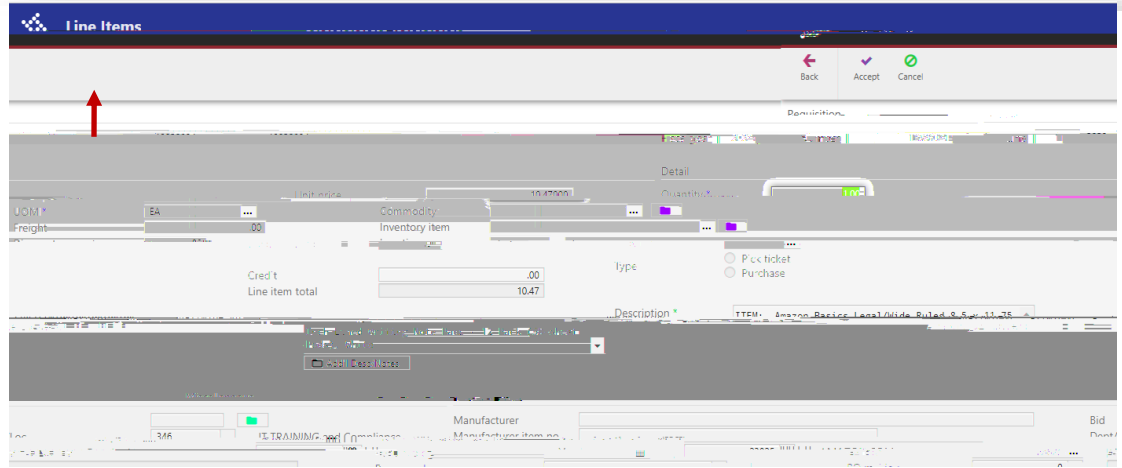
Make correction(s) to the items per the rejection note.

Click Accept after corrections are made on each line item.



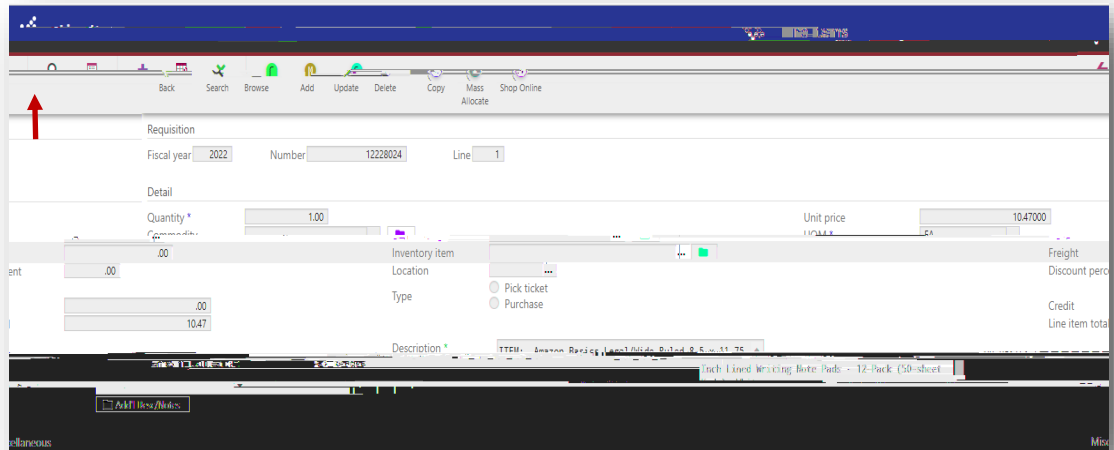
10TH STEP

When all corrections are completed, click Accept.



11TH STEP

Click Back to return to the requisition main page.

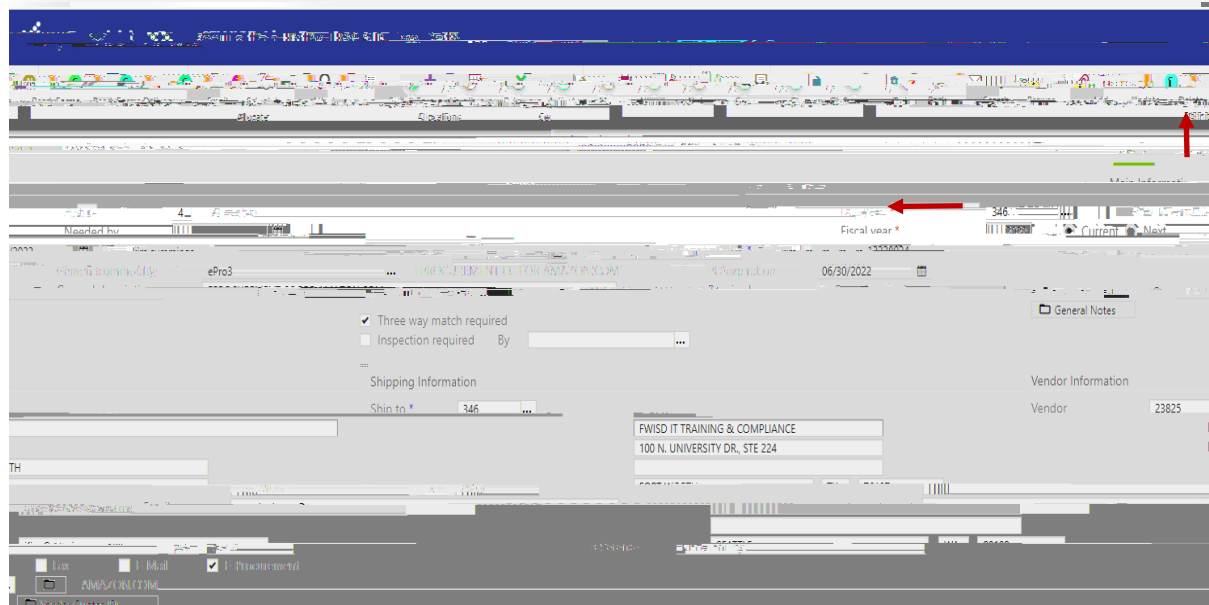


12TH STEP

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,