

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

#### 1<sup>st</sup> 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



### Rea Rejections How-to Guide

#### **3RD STEP**

The Requisition window opens.

Click Search.

Search for the rejected requisition using the requisition number.

Click on Accept.



#### 4тн 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.

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

### 6тн 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.

<b>↑</b>	Back	
	Datasyfinge Datasyfinge Created Biy REJECTED ENTERED AFTER THE CUT OFF FOR THE BREAK, WHICH WAS MARCH 1, 2022. YOU CAN ENTER A NEW REQ ON MARCH 21, 2022	
		ų: _ <b>1</b> 1
Line Dated By User 0 03/10/2022 kaleisa.jackson	Description REJECTED ENTERED AFTER THE CUT OFF FOR THE	Ţ



# 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.

MAIN TERMS/MISCEL		Defitions			Allocate
fain Information					
Pept/Loc *	346 IT TRAINING and Compliance	Status	1 Rejected	12228024	
PO expiration	06/30/2022 🖶 🕾			ePro3	EPROCUREMENT CC FOR AMA     General Nates
<ul> <li>If they way match required</li> <li>Inspection required</li> </ul>					
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PO mailing	0	410 TERRY AVENUE NORTH		100 N. UNIVERSITY DR. STE 224	
		20173 /		antido generations ≡ Buintunning	

### 8TH STEP

The requisitions is now ready for corrections to be made.

Renuisition Entry (EVUSD 1 tive, Data)

Click Line Items.

### 9тн STEP

Click on Update while on the line item page.

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

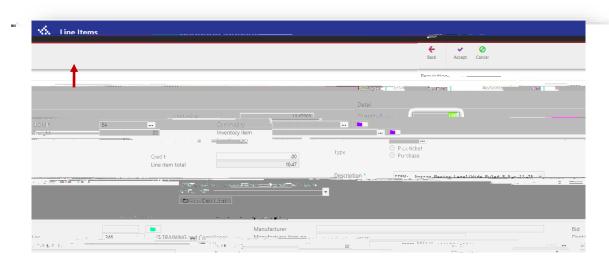
Click Accept after corrections are made on each line item.

🔬 Line Items	<u></u>			
	Requisition			
· ·	Fiscal year 2022 Numb	12228024 Line	1	
			Detail	
Inven Locat Type	oroy item		Quantity *	Freight IIII
	Miscellaneous			
Capital C. Capital C. Capital C.		Capital asset	var 19 bestutisch bezwarde Kanden PS mälling , 	23825
E Procurament		MO-tack	A	



# **10**тн **STEP**

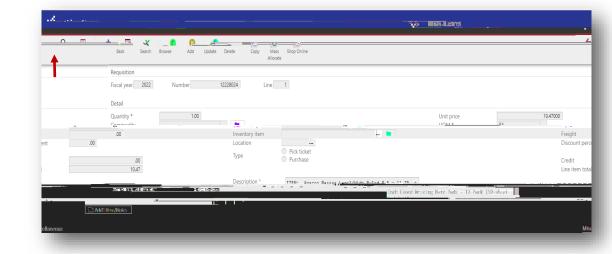
When all corrections are completed, click Accept.



Rea Rejections How-to Guide

### **11**тн **STEP**

Click Back to return to the requisition main page.



## **12**тн **STEP**

If status is in Created, Click Allocate.

Otherwise the status should be Allocated

This will move your status to (4) Allocated.

Alocate	Alexifons Se			an a
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	<b></b>	A	Eliscal year *	346.
ePro3			06/30/2022	······
	<ul> <li>Three way match required</li> <li>Inspection required</li> <li>By</li> </ul>			General Notes
	Shipping Information			Vendor Information
	Shin to * 346	FWISD IT TRAINING & COMPLIANCE 100 N. UNIVERSITY DR., STE 224		Vendor 238
- mu 32.5-	- A			
	A nerse.	Pro3  Three way match required Inspection required Shipping Information Shin to * 346	Philod P	A retro: Fireal waar* Fireal w



## **13**тн **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,