

ERP Project – Requisitions/Purchase Orders/Contracts Re-Entry Timeline

PURCHASE ORDERS/REQUISITIONS

11/17/2017	Department's last day to enter a Purchase Requisition in Infor for items to be received and paid for or on before 11/30/17. Otherwise, please plan to enter in MUNIS.
12/04/2017	Purchasing (Ashleigh Woodall) sends a list of all open PO's as of 11/30/17, by department, to all department for review and to re-enter
12/11/2017	Departments enter a requisition in MUNIS for the following:

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| <ul style="list-style-type: none">▪ Any open balance on a PO carried forward from Infor referencing the original PO |
| <ul style="list-style-type: none">▪ Any open balances on Blanket PO's |
| <ul style="list-style-type: none">▪ Any open PO's (including blankets) issued against a current contract |

Notes: The original PO number must be referenced in the general notes section and check the box to indicate that the note should print on the PO (Vendor's way to know that this not a new PO)

Purchasing Division will approve and issue Purchase Order as this process is on-going

Every department is responsible for re-entering the requisitions for the any open PO's balances against their budget.



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CONTRACTS

12/04/2017	ERP Staff (Nancy Robbins) sends a list of all ENCUMBERED contract balances by department as of 11/30/17, for review by departments to ensure list is complete.
12/04/2017	Purchasing staff begins entering in MUNIS all city-wide indefinite quantity purchasing contracts.
12/08/2017	A complete list of current contract information and balances INCLUDING ALL REVENUE OR NON-FINANCIAL (MOUs/MOAs) contract information is due to Nancy Robbins on the Munis template.
12/11/2017	Contract team starts re-entering all previously encumbered and non-encumbered <u>current</u> and open contracts in MUNIS. Team members Names:

Name	Department		Name	Department
Kim Pitton	Courts		Jane Dale	Grants
Ashley Chaney	Engineering		Tammy Crow	Park
Erica Lewis	Engineering		Angie Hanson	W&S
Monica Galchik	Engineering		Desiree Quarles	W&S
Stacy Thoma	Engineering		Lacy Walsh	W&S
Janet Kohls	Fire		Shavon King	W&S
Masako Mercado	Fire		Sherry Gaston	W&S

Note: This Process is estimated to be completed by 12/16/17. All current contracts entered during the week of 12/11- 12/15 will be sent through a special workflow and posted to the system. These contracts will be entered using the current contract number (5 digits) that was processed under INFOR.

12/16/2017	New contracts may be entered into MUNIS using the next new MUNIS assigned number and will contain 6 digits. Contracts signed by the Mayor on December 4 th and 6 th will be entered into MUNIS and TCM. All new contracts will follow the established MUNIS workflow for approval.
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