

**WCS Bookkeepers’ Blogs**

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# Current Forum questions:

Munis requisitions converting to purchase orders…or should I say NOT converting to a purchase order.

# Solutions:

I know that at some point we all deal with the issue of our requisitions not converting to a PO in a timely manner. Recently, I have learned of one circumstance that may contribute to this problem:

If you will look at the bottom box section of your Munis screen- just above the page scrolling area where the < 1 of 1 > is located- double click on each line in that box. Look for the “amount tab” which is located next to the “Description” tab. If that amount is blank, then the requisition will not convert. I am not sure why this happens but sometimes the amount does not carry down to this section. You can manually fix this yourself by clicking in the amount area, enter the correct amount for that line and re-releasing the requisition. You may need to click update, then enter the amount, accept then release if it will not let you just click on the line and accept it. (See comments below)

 Hope this helps!



## **Additional Comments**:

Unfortunately, I am not able to provide you with a screenshot because Munis does not allow screenshots to be taken. I will check on a solution to this problem.