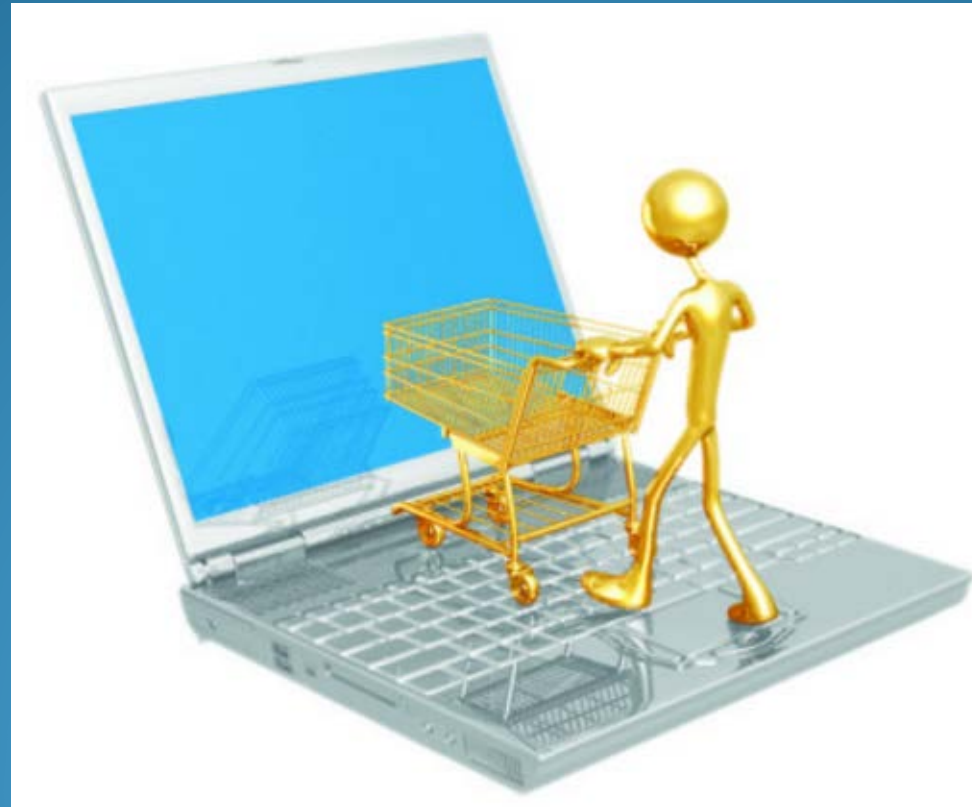


These are the Mass Allocate Instructions to be used when using E-Procurement



Home Line Items

Secure | https://munisappnp.fwisd.org/GasADTest/wa/r/mugwc/rqentpst

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now... Other bookmarks

HOME Requisition Entry - Munis [TEST DATABASE Apr 10 2017] > Line Items

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Office Excel Word Email Schedule Attach Notify Maplink Alerts Shop Online Mass Allocate Return

Location: ... Discount percent: .00

Type: Pick ticket Purchase

Description: Pencils

Credit: .00
Line item total: 50.00
Amount justification: Not Needed

Add'l Desc/Notes

Miscellaneous

Manufacturer: ... Bid: ...

Manufacturer item no.: ... Dept/Loc: 734 PURCH.

Vendor: 41 STAPLES CONTRACT & COMMERCIAL INC. Required by: ...

PO mailing: 0 4790 REGENT BOULEVARD Requested by: ...

Delivery Method: Print STE 250 Receipt notification to: ...
 Fax IRVING
 E-Mail TX
 E-Procurement 76063

Remit: 1 STAPLES ADVANTAGE Fixed asset: N
WO Number: ...
WO Task: 0 Notify buyer:

Vendor item no.: ...
1099 box: ...

Seq	T	Account	Description	Amount

2 of 2 Record(s) added.

Click on Mass Allocate

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Office Attach Notify Maplink Alerts Clear Contents Return

Confirm Search Actions Output Office Tools Menu

Seq	T	Account	Description	Percent
01	Expense			100.000

Type in your budget number and accept

The screenshot shows a web browser window with two tabs: 'Home' and 'Mass Allocate'. The address bar shows the URL <https://munisappnp.fwisd.org/GasADTest/wa/r/mugwc/rqentpst>. The page title is 'Requisition Entry - Munis [TEST DATABASE Apr 10 2017] > Line Items > Mass Allocate'. Below the title is a navigation bar with a 'HOME' button and a 'Process' button. The 'Process' button is highlighted with a blue arrow. Below the navigation bar is a table with the following data:

Seq	T	Account	Description	Percent
01	Expense	199-41-6399-001-750-99-422-000000-	GENERAL SUPPLIES	100.000

Click on the Process button, if you many items it will may take a few minutes, depending on the total line items in this requisition.

Requisition Entry - Munis [TEST DATABASE Apr 10 2017] > Line Items > Mass Allocate

HOME

Accept Cancel Search Query Builder Add Update Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notify Maplink Alerts Process Return

Seq	T	Account	Description	Percent
01	Expense	199-41-6399-001-750-99-422-000000-	GENERAL SUPPLIES	100.000

Processing complete.

After the system fill in the budget number in all line items, you will get a message that states:

PROCESS COMPLETE.

YOU CAN CLICK ON THE RETURN BUTTON.

Home Line Items

Secure | https://munisappnp.fwisd.org/GasADTest/wa/r/mugwc/rqentpst

Requisition Entry - Munis [TEST DATABASE Apr 10 2017] > Line Items

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Maplink Alerts Mass Allocate Shop Online Return

Purchase Credit .00
Line item total 50.00

Description Pencils
Amount justification: Not Needed
Add'l Desc/Notes

Miscellaneous

Manufacturer
Manufacturer item no.
Vendor 41 STAPLES CONTRACT & COMMERCIAL INC.
PO mailing 0
Delivery Method
 Print
 Fax
 E-Mail
 E-Procurement
 4790 REGENT BOULEVARD
 STE 250
 IRVING
 TX
 76063
 Remit 1 STAPLES ADVANTAGE
 Vendor/Sourcing Notes
 Vendor item no.
 1099 box

Bid
Dept/Loc 734 PURCH.
Required by
Requested by
Receipt notification to
Fixed asset N
WO Number
WO Task 0
Notify buyer

Seq	T	Account	Description	Amount
01	Expense	199-41-6399-001-750-99-422-000000-	GENERAL SUPPLIES	50.00

At this point all of your budget numbers have populated into each line item in your requisition. Check to make sure that the budget number you mass allocated is for all items.

If you need to make a change, go to that line item and click update and correct the budget number.