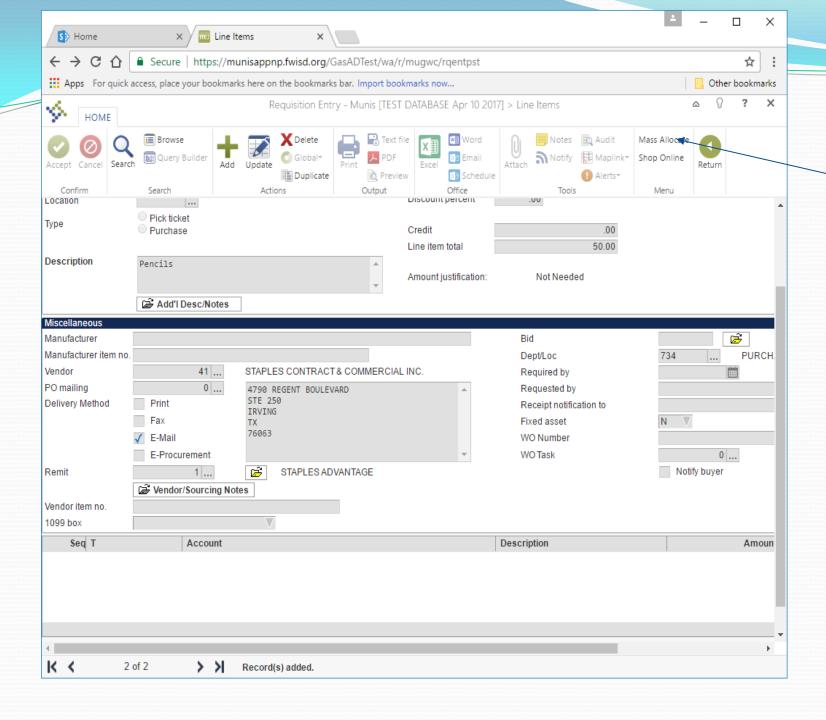# These are the Mass Allocate Instructions to be used when using E-Procurement
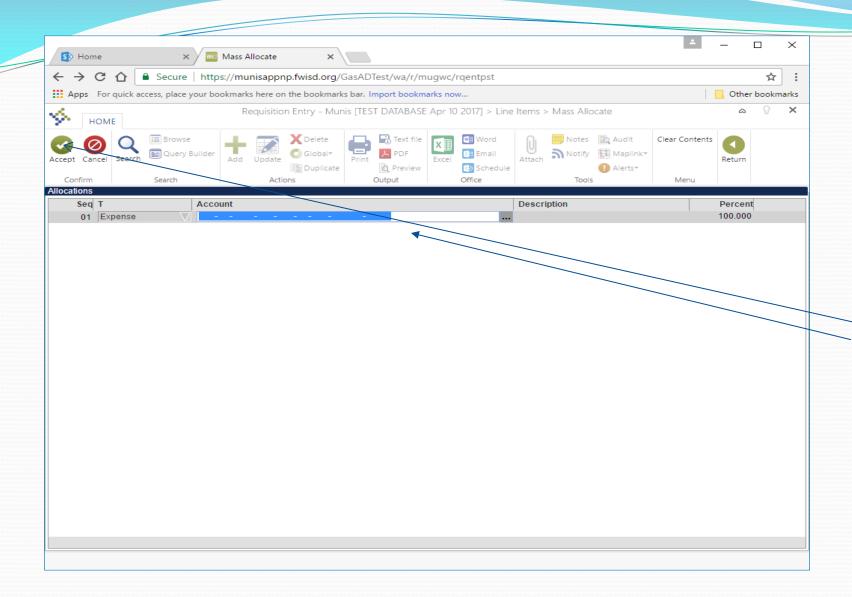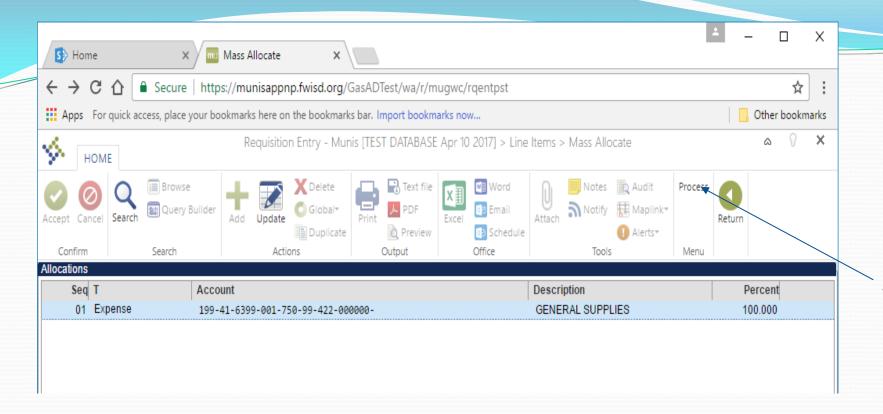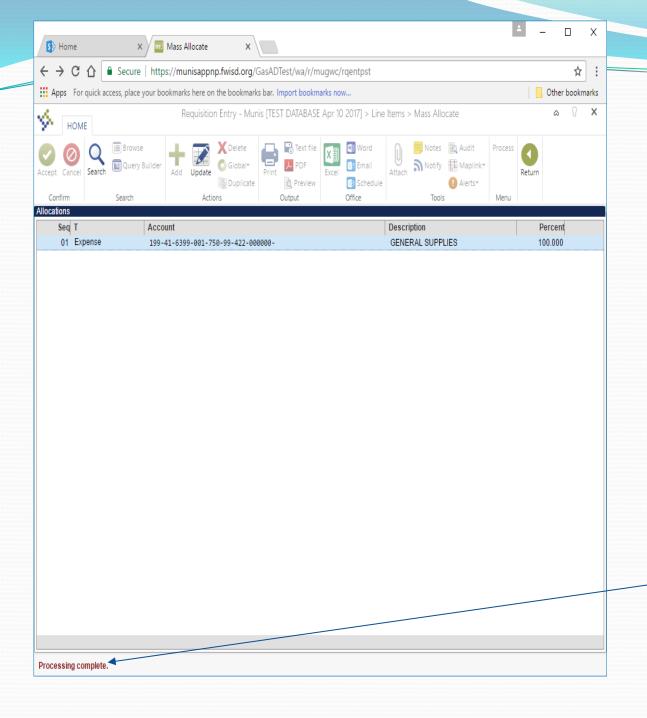
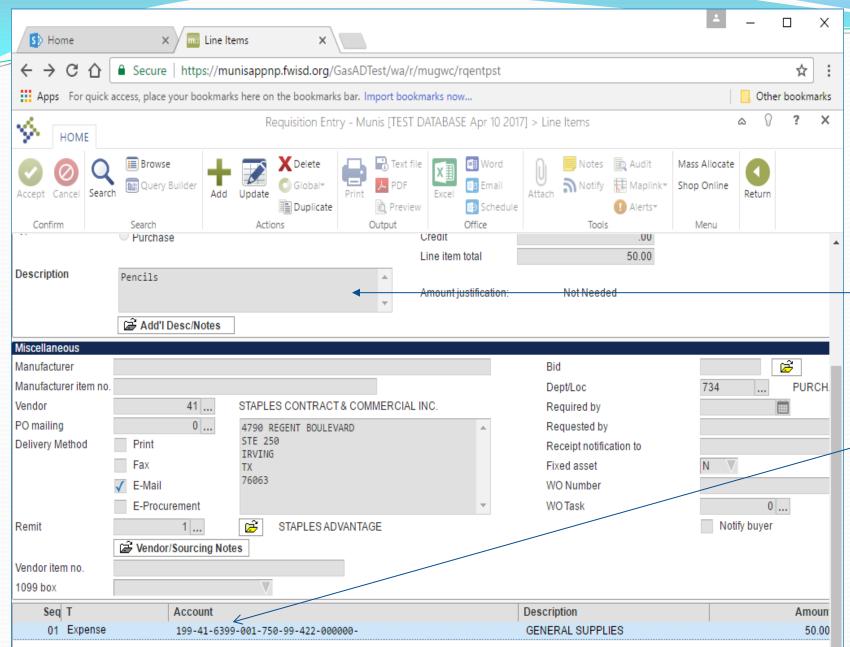Click on Mass Allocate

Type in your budget number and accept

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.

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.

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.