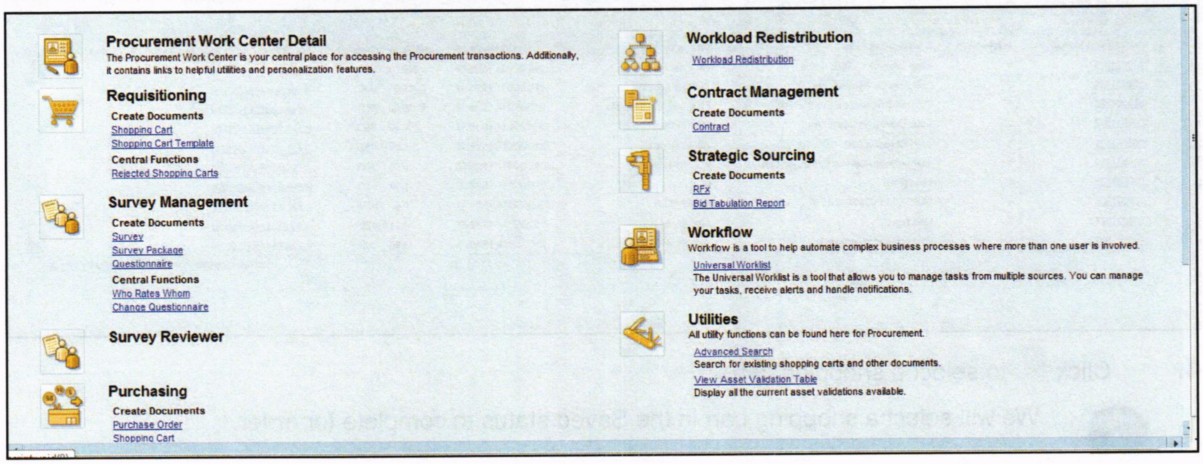
Procedure

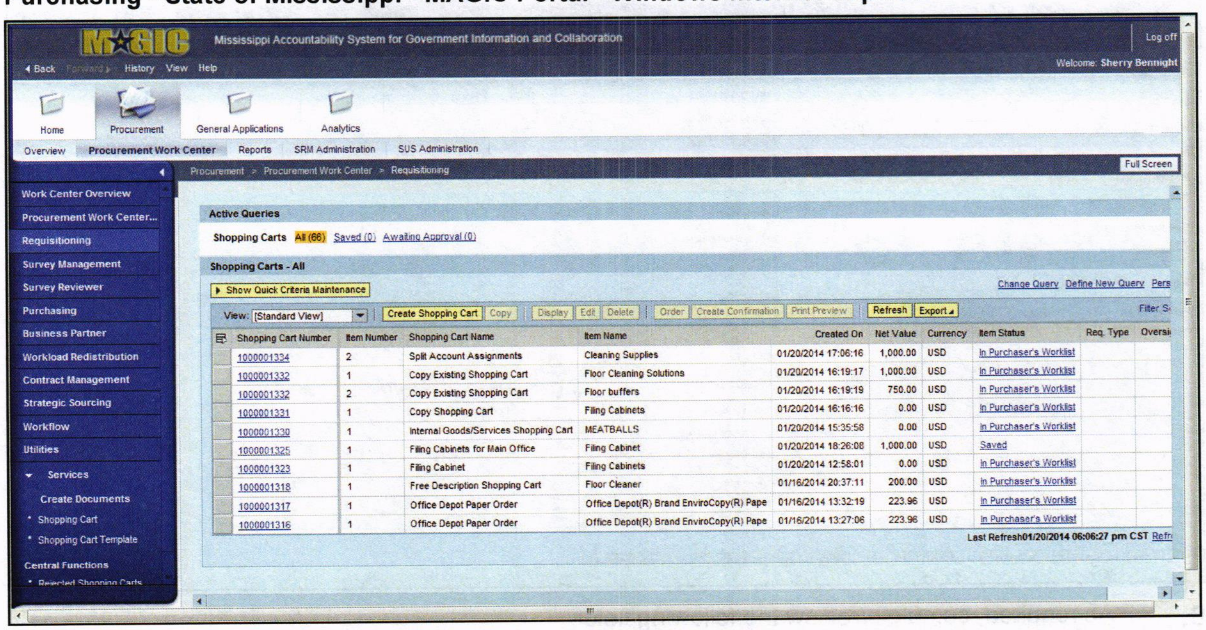
1. Start the transaction using the menu path or transaction code.

Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer



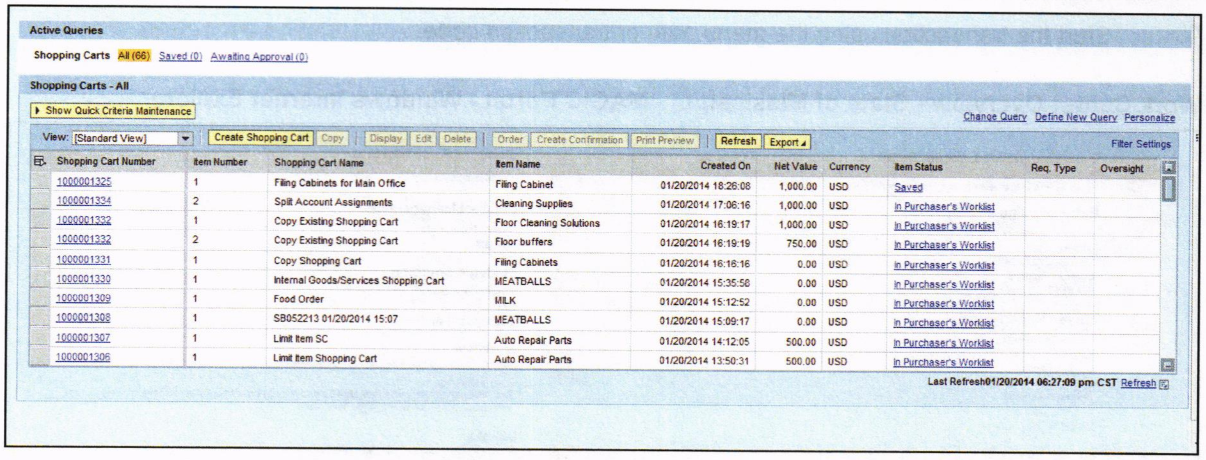
2. Click .

Purchasing - State of Mississippi - MAGIC Portal - Windows Internet Explorer



3. Click .

Active Queries



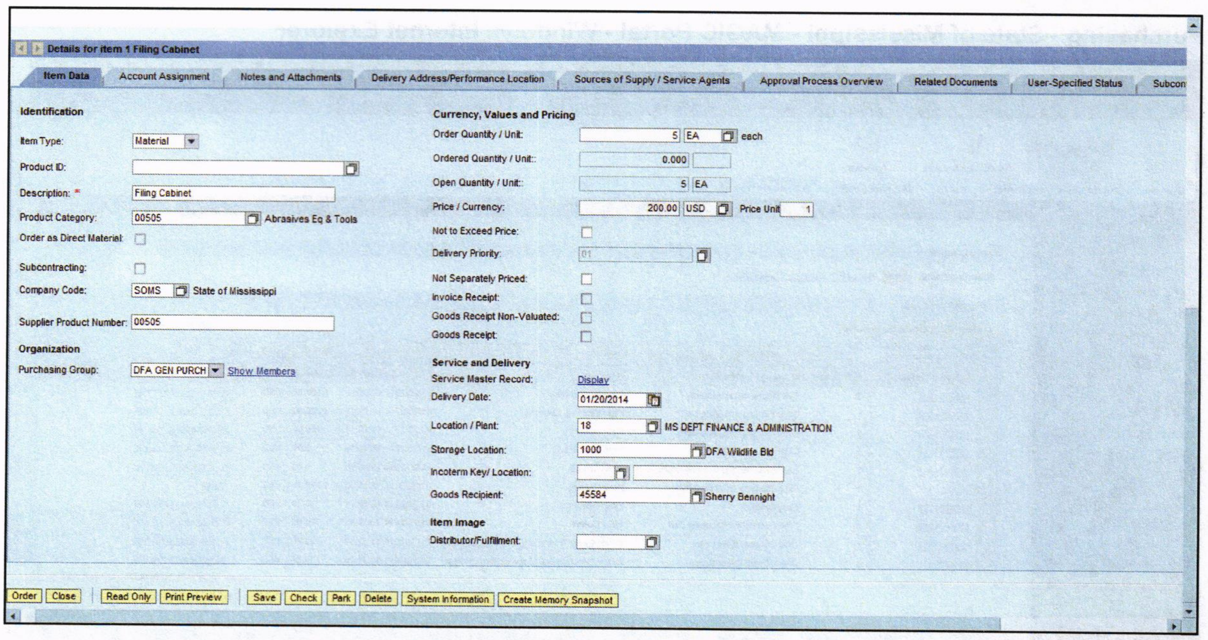
Shopping Cart Number	Item Number	Shopping Cart Name	Item Name	Created On	Net Value	Currency	Item Status	Req. Type	Oversight
1000001325	1	Filing Cabinets for Main Office	Filing Cabinet	01/20/2014 18:26:08	1,000.00	USD	Saved		
1000001334	2	Split Account Assignments	Cleaning Supplies	01/20/2014 17:06:16	1,000.00	USD	In Purchaser's Worklist		
1000001332	1	Copy Existing Shopping Cart	Floor Cleaning Solutions	01/20/2014 16:19:17	1,000.00	USD	In Purchaser's Worklist		
1000001332	2	Copy Existing Shopping Cart	Floor buffers	01/20/2014 16:19:19	750.00	USD	In Purchaser's Worklist		
1000001331	1	Copy Shopping Cart	Filing Cabinets	01/20/2014 16:16:16	0.00	USD	In Purchaser's Worklist		
1000001330	1	Internal Goods/Services Shopping Cart	MEATBALLS	01/20/2014 15:35:58	0.00	USD	In Purchaser's Worklist		
1000001309	1	Food Order	MILK	01/20/2014 15:12:52	0.00	USD	In Purchaser's Worklist		
1000001308	1	SB052213 01/20/2014 15:07	MEATBALLS	01/20/2014 15:09:17	0.00	USD	In Purchaser's Worklist		
1000001307	1	Limit Item SC	Auto Repair Parts	01/20/2014 14:12:05	500.00	USD	In Purchaser's Worklist		
1000001306	1	Limit Item Shopping Cart	Auto Repair Parts	01/20/2014 13:50:31	500.00	USD	In Purchaser's Worklist		

4. Click to select a shopping cart.

We will select a shopping cart in the Saved status to complete for order.

5. Click Edit.

Edit Shopping Cart:1000001325



6. As required, complete/review the following fields:

Field	R/O/C	Description

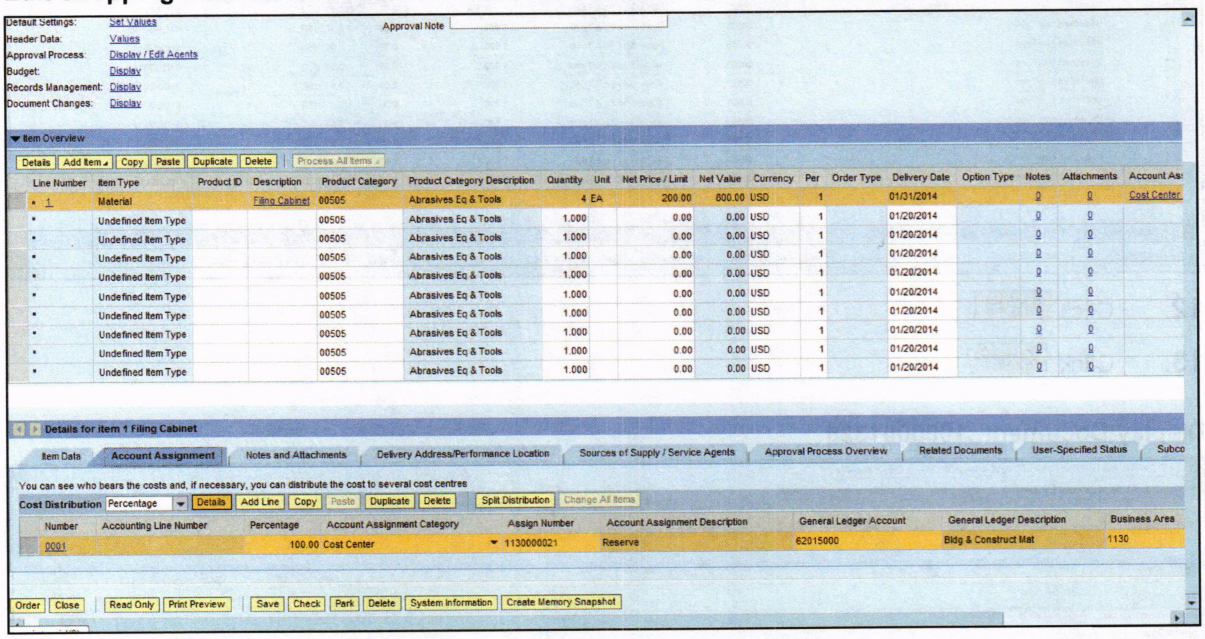
Field	R/O/C	Description
Order Quantity / Unit:	Required	**Example:** 4

7. Click to view the calendar.

8. Click 31.

9. Click Account Assignment tab Account Assignment.

Edit Shopping Cart:1000001325

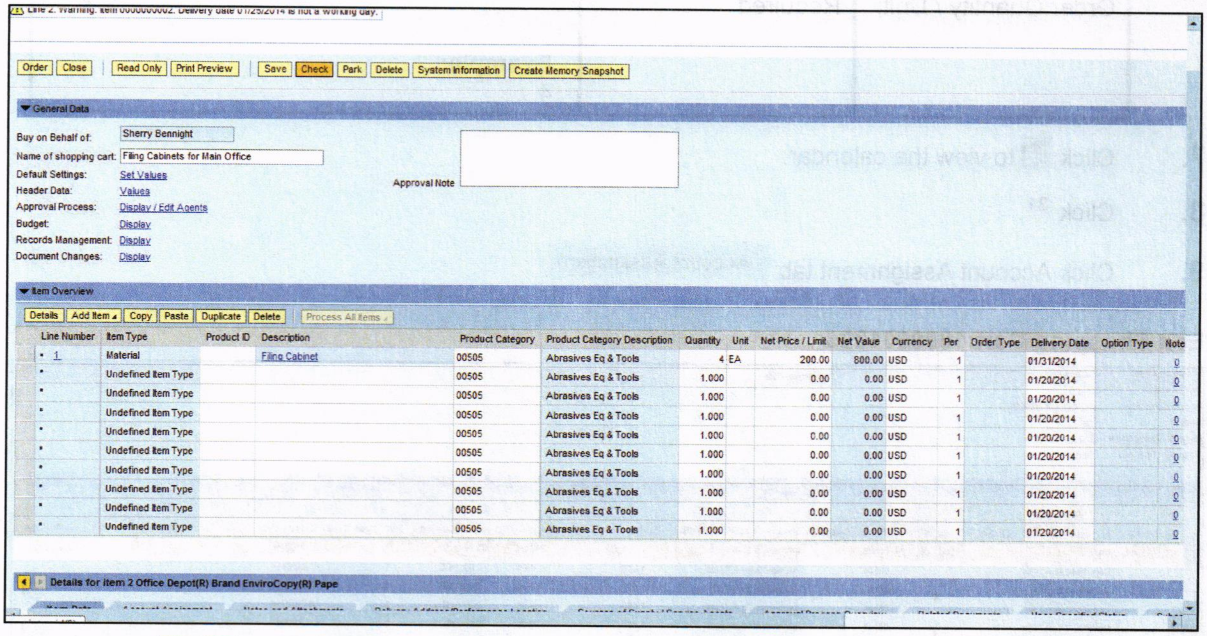


10. Click Details.

11. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center:	Required	**Example:** 1130000011 In this step we will change the Cost Center assignment.

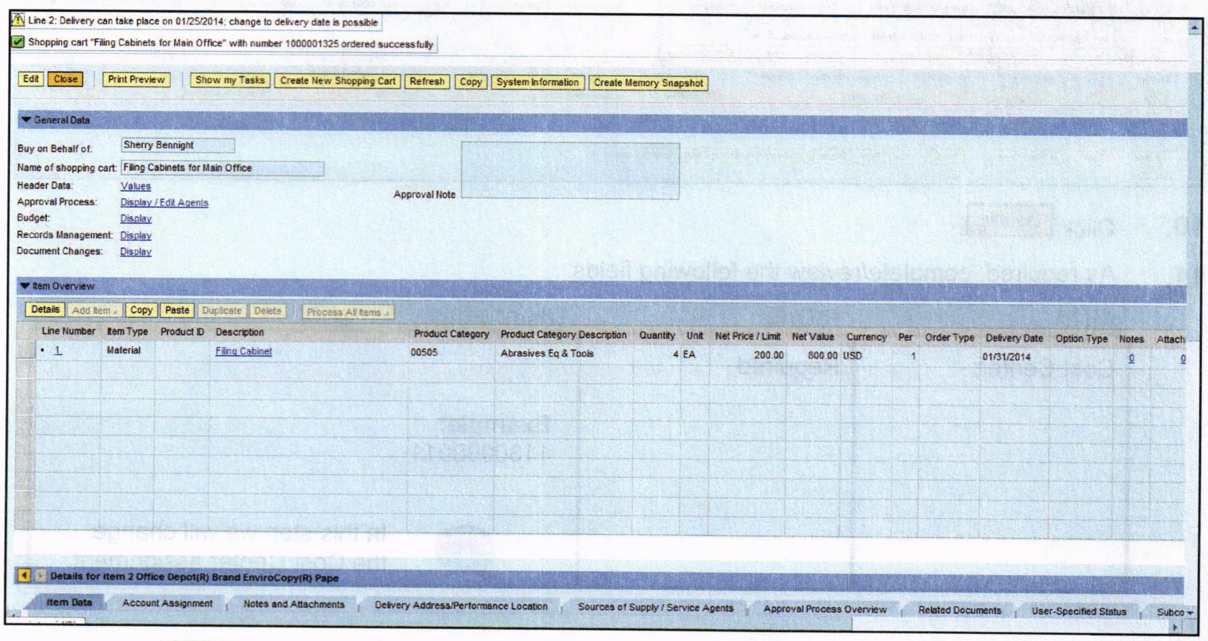
Edit Shopping Cart:1000001325



12. Click **Check**.

13. Click **Order**.

Display Document::1000001325

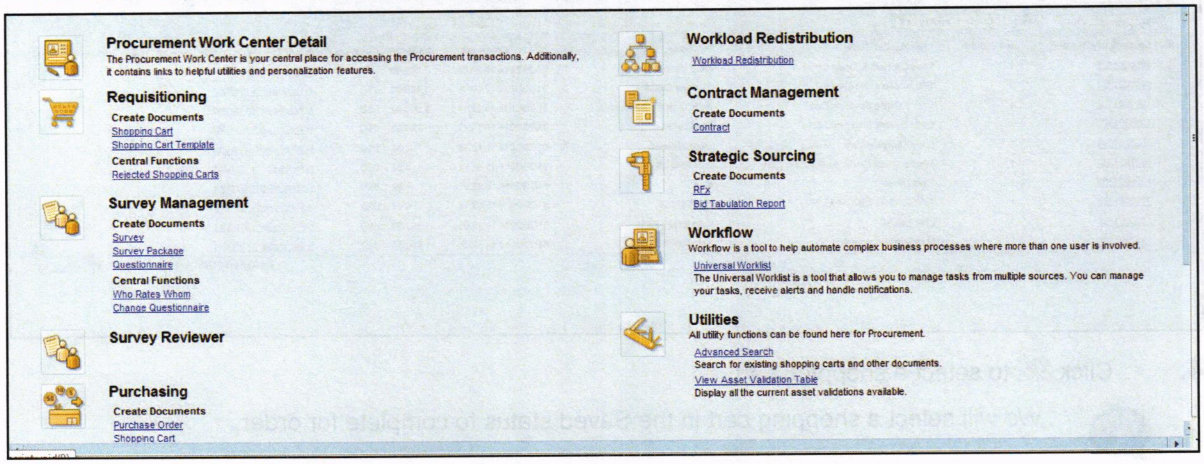


14. Click **Close**.

Procedure

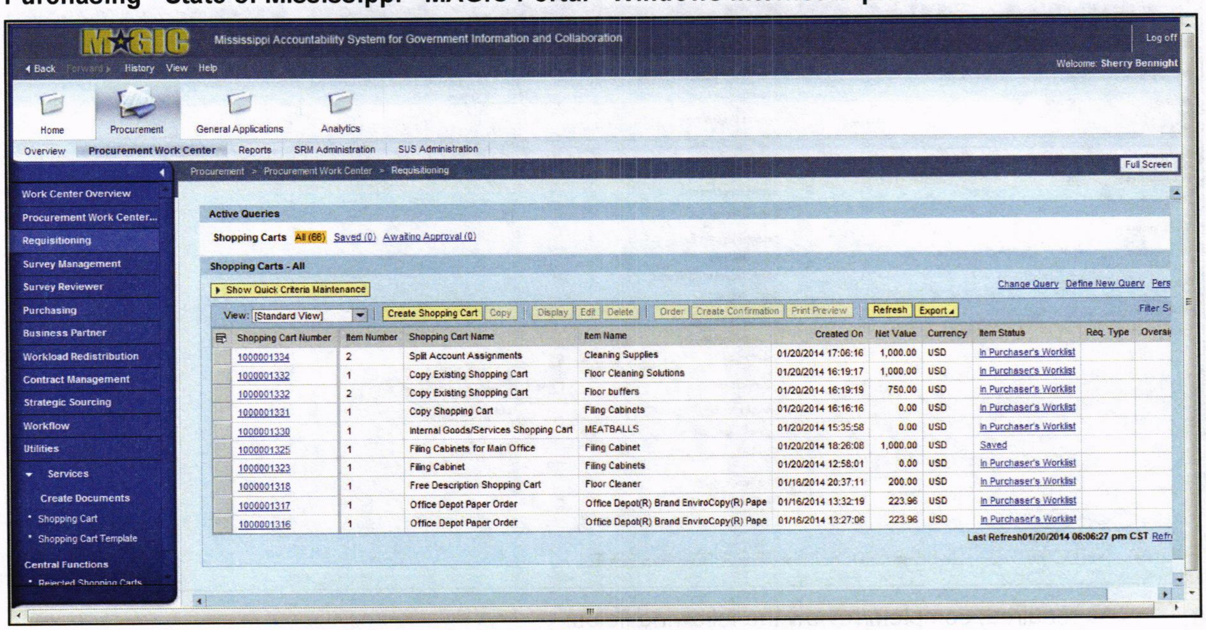
1. Start the transaction using the menu path or transaction code.

Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer



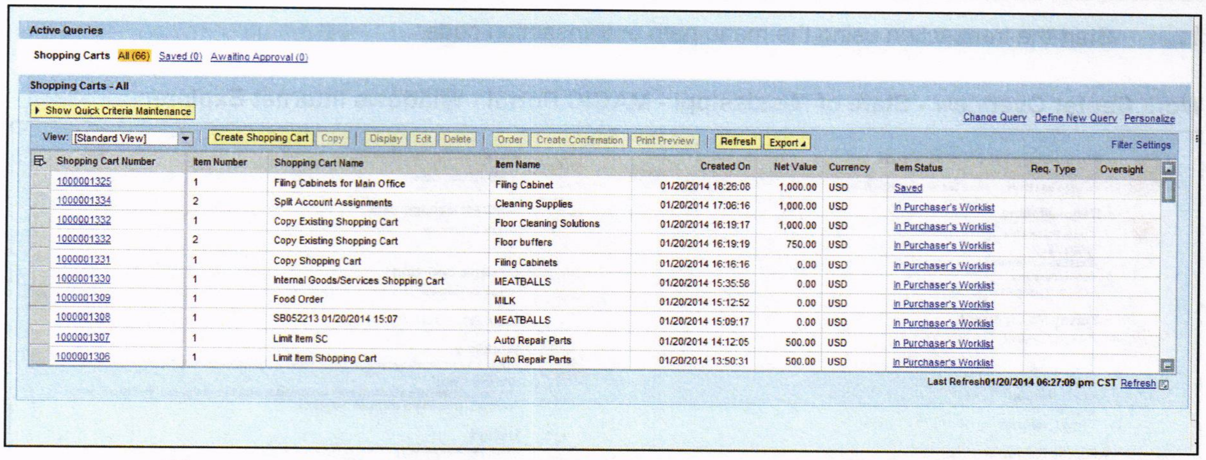
2. Click .

Purchasing - State of Mississippi - MAGIC Portal - Windows Internet Explorer



3. Click .

Active Queries

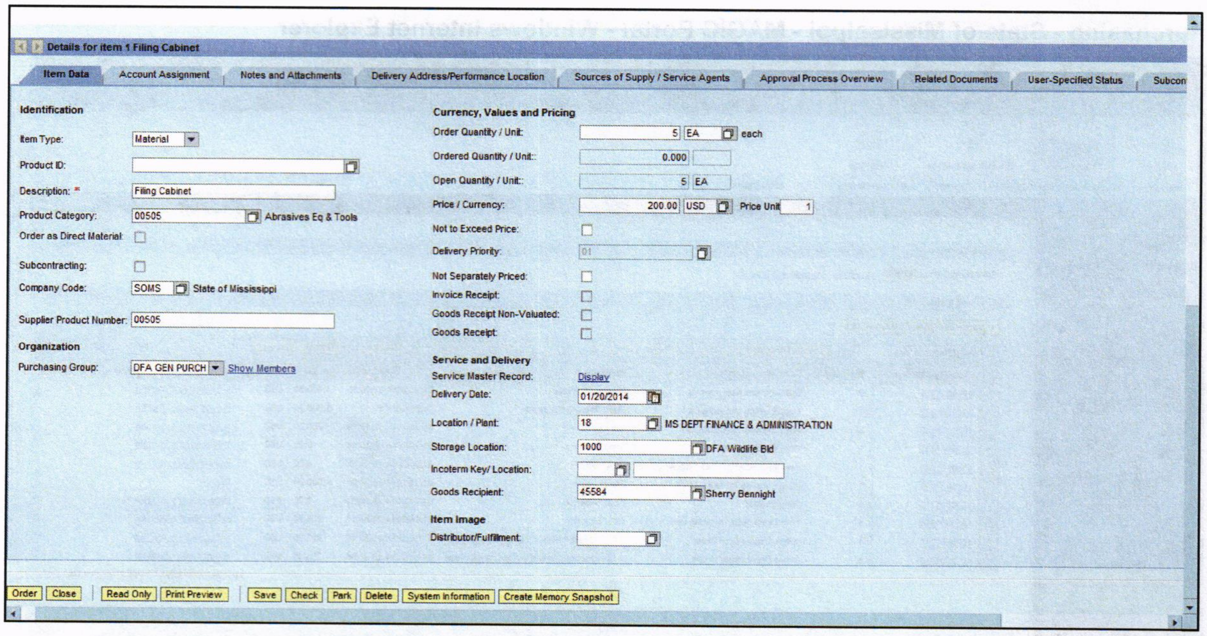


4. Click to select a shopping cart.

We will select a shopping cart in the Saved status to complete for order.

5. Click Edit.

Edit Shopping Cart:1000001325



6. As required, complete/review the following fields:

Field	R/O/C	Description

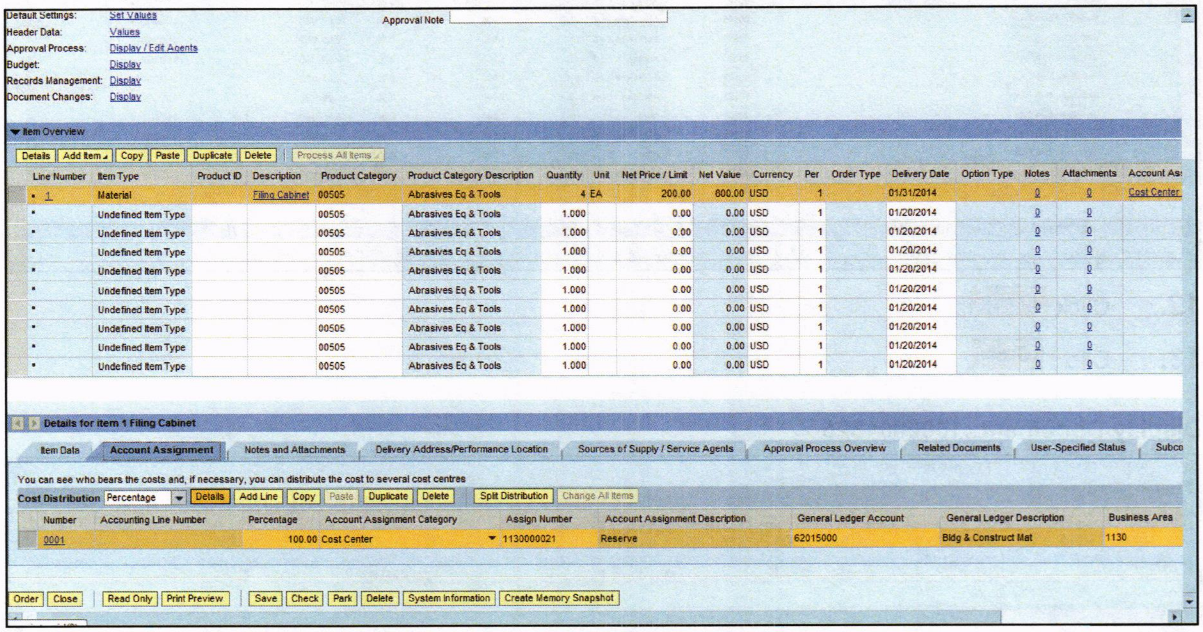
Field	R/O/C	Description
Order Quantity / Unit:	Required	**Example:** 4

7. Click to view the calendar.

8. Click 31.

9. Click Account Assignment tab Account Assignment.

Edit Shopping Cart:1000001325

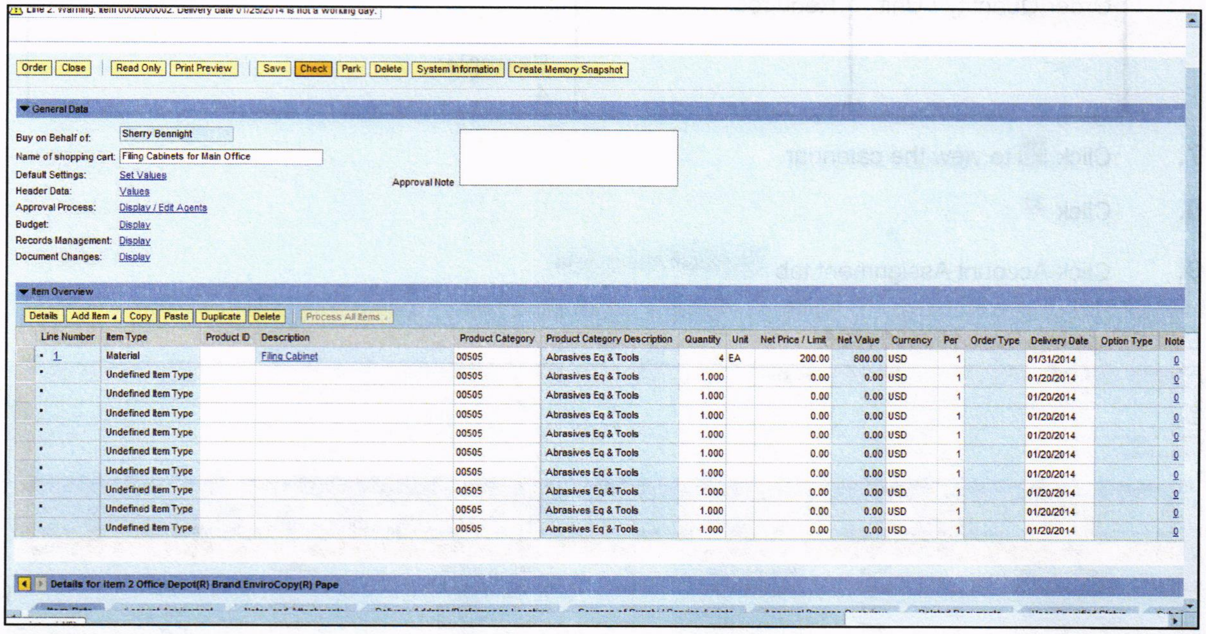


10. Click Details.

11. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center:	Required	**Example:** 1130000011 In this step we will change the Cost Center assignment.

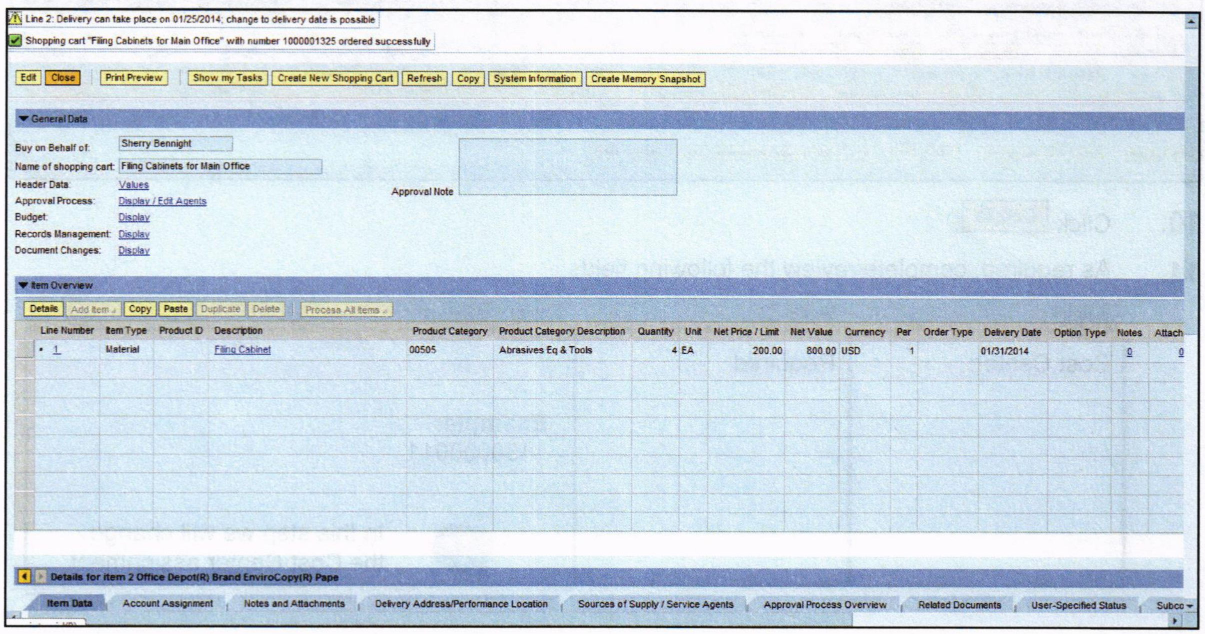
Edit Shopping Cart:1000001325



12. Click Check.

13. Click Order.

Display Document::1000001325



14. Click Close.