CLARKSVILLE
MONTGOMERY COUNTY
SCHOOL SYSTEM

ITEM RE-ORDER REPORT
WORK INSTRUCTION (TDC-W004)

This work instruction outlines the process of running an item re-order report.

1. Re-order list:

   - Enter Munis type in name and password (available through Technology)

   - Click on Financials

   - Click on Item Re-order Report

   - Click on Green Arrow to run report

   - Click Red X to exit