
**HOW TO POST PO'S TO THE SYSTEM
WORK INSTRUCTION
PUR-W003**

Open MUNIS

Enter username & password

Go to: Financials

 C. Purchasing

 B. Purchase Order Processing Menu

 D. PO Entry/Proof

Release Batch

Output/Post

NO

Click on the circle beside File

Highlight over default file name block and create and rename file to PO(month #, Day #, Yr #, 1-2-3, etc) for run number

 Example: PO9.19.08.1 Ninth month, nineteenth day, 08 year, batch #1

OK

Yes

File Exit