

**PRINT PURCHASE ORDERS
WORK INSTRUCTION
PUR-W004**

Open MUNIS

Enter username & password

Go to: Financials

 C. Purchasing

 B. Purchase Order Processing Menu

 F. Print PO's

Click on Export PO(s)

Define

Print (PO numbers should be 00000000 to 99999999) (Should default)

Click Green check

Select

File

Output Ctrl+P

Printer name: fm PO Export

OK