

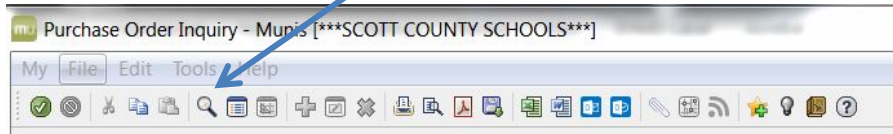
# Finding Open Purchase Orders in MUNIS

## In MUNIS

1. Choose "Financials"
2. Choose "Purchasing"
3. Choose "Purchase Order Inquiry and Reports"
4. Choose "Purchase Order Inquiry"

## In Purchase Order Inquiry

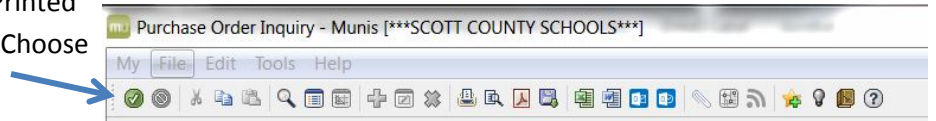
1. Choose the magnifying glass



2. In "Dept/Loc" enter your school location code

ORG	SCHOOL
019	PRESCHOOL
012	ANNE MASON
010	EASTERN
015	GARTH
014	LEMONS MILL
035	NORTHERN
070	SOUTHERN
050	STAMPING GR
080	WESTERN
018	GMS
013	ROYAL SPRING
060	SCMS
045	9 <sup>TH</sup>
040	SCHS
044	ELKHORN

3. In "Fiscal Year" enter the current fiscal year
4. Under "Status" choose "8-Printed"
5. Hit "Enter" on keyboard or Choose



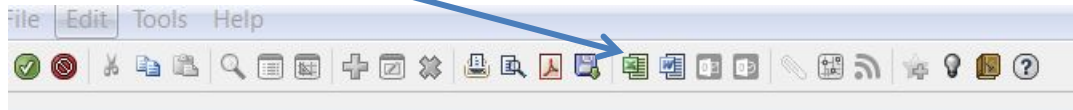
6. Choose "Browse" at bottom of window



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7. Choose "Export to Excel"



8. Format your Excel Workbook to Print
  - a. Remove unnecessary columns by right clicking and deleting
  - b. Go to "View" and select "Page Break Preview"
  - c. Drag dotted line to move page breaks
9. Print
10. Repeat steps above 1-3 above
11. Enter <2017 (or current fiscal year) for "Fiscal Year"
12. Under "Status" choose "9-Carry Forward" (*this will give you all previous years PO's that are still open*)
13. Repeat steps 5 - 9