Contents

Quick Reference

The first step in the Purchase Order process is to create a batch.
To add a batch click on "Add Batch".

Enter a batch code which will be your initials.

Tab through the Dept/Loc field as it should be not be changed.

Tab through the default G/L Effective date and Fiscal Year fields.

Tab to the Purchase Order Number and click the +1 or **CTRL-G** to obtain the next available purchase order (PO) number.

Tab through General Commodity.

Enter General Description.

Tab through the Date fields and the Project accounts applied and Approved boxes

Use the Field Help ... to find the vendor. Enter the first few characters of the vendor name and select the correct vendor. Tab through the rest of the vendor details.

**Completing the remainder of the purchase order is very similar to completing a requisition.

The Line Detail screen allows you to add, access, or maintain purchase order detail lines.

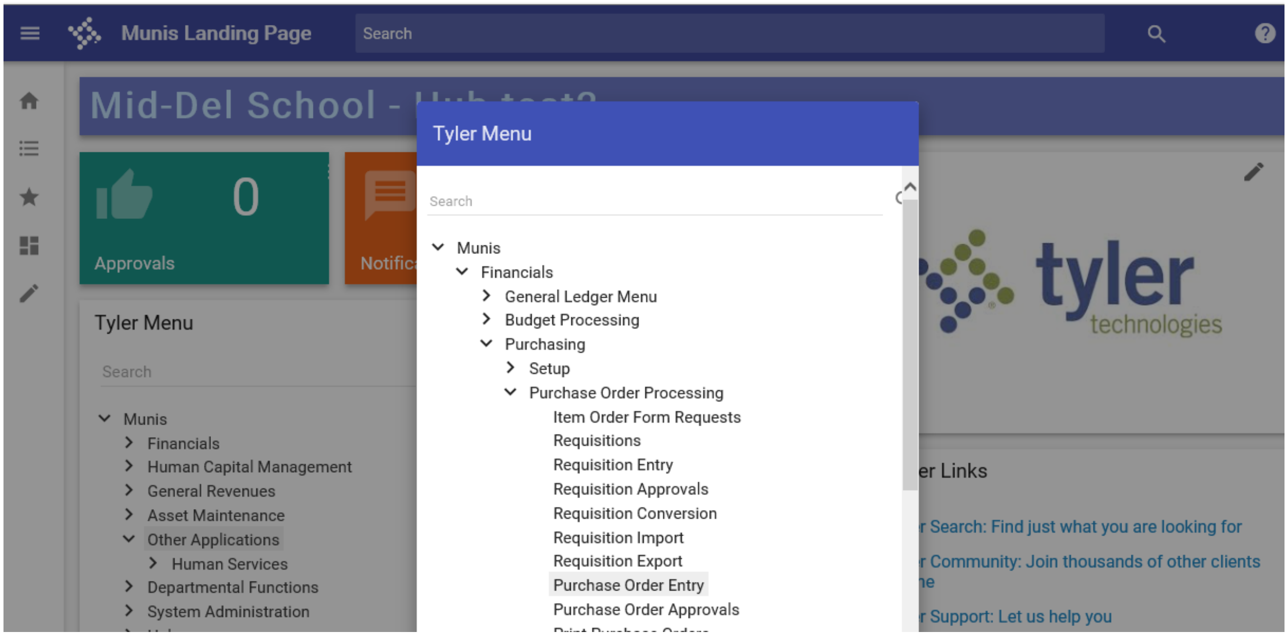
You can press **Ctrl+T** to copy an account number from one line to another.

The Budget box in the GL Allocations group indicates whether the account is over or under budget. This indicator is display only.

TIPS:

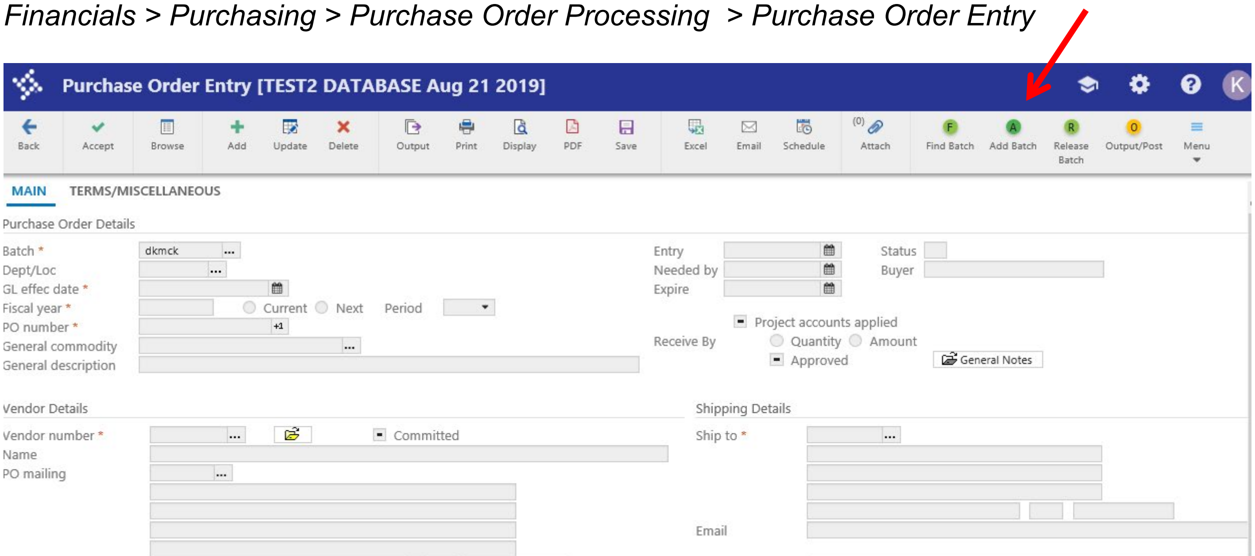
1. For blanket purchase orders, remember that the quantity is the blanket dollar amount, and the unit price is $1.00.
2. "Unallocated" purchase order items will be ordered on a separate purchase order and not co-mingled with student activity fund items.
3. Be sure to enter the proper account paying for the item.
4. Remember to release the batch when finished.

Purchase Order Entry



Add a batch

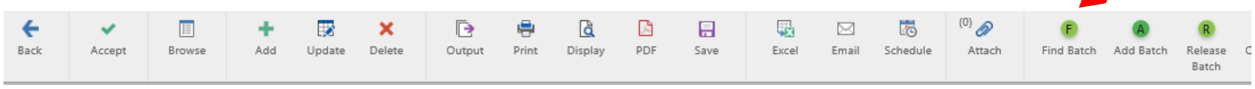
Financials > Purchasing > Purchase Order Processing > Purchase Order Entry

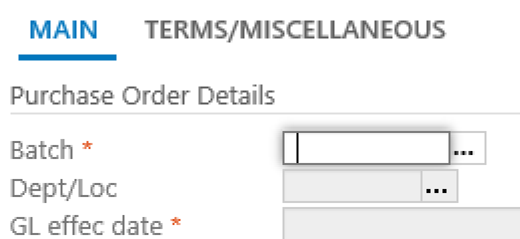


1. Select Add Batch from the menu ribbon.
2. Enter your initials as the batch code. If a batch with the same batch code exists that has not been posted, you cannot use your initials. If you wish to have two open batches, then add a 1 to your initials, such as MM1. If you wish to resume adding purchase orders to the unposted batch that already exists, use the Find Batch option explained below.
3. Tab down to Dept/Loc
4. You are ready to begin PO entry.

Find Batch

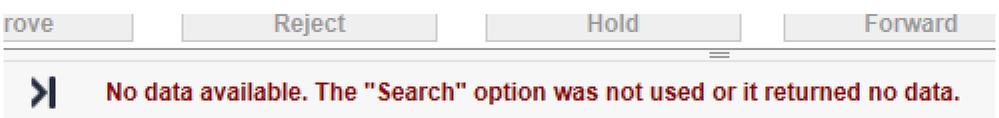
If you have already created a batch but have closed the program, use the Find Batch option to find your batch. Click on Find Batch. The cursor will move to the batch number field.





Click on the Field Help to see a list of batches. You may also enter your initials to retrieve your batch.

If a batch has not been added or if your last batch has been posted, you will see this message:



If this message appears, use the Add Batch option explained above.

Select Accept to use the selected batch.

Adding a PO to the Batch

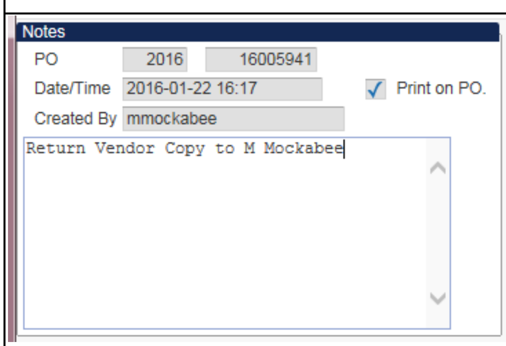
Purchase order header

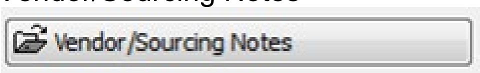
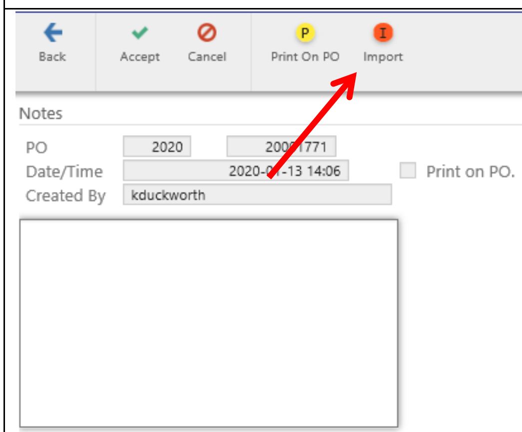
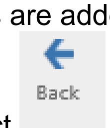
Field	Description	Mid Del Schools
Main Tab		
Purchase Order Details		
Batch	This is the batch code or number that includes this purchase order.	This field should be your initials you have entered when you selected "Add Batch"
Dept/Loc	This is the department/location associated with Approvals/Workflow.	Tab through this field. **Leave the default**

Field	Description	Mid Del Schools
GL Effective Date	This is the date the transactions affects the general ledger. The default value is the current date. If the date is not within the fiscal year/period, the program displays the following message: “Warning! The GL Default Fiscal Year/Period of [yyyy/mm] does not match the Effective Date Fiscal Year/Period of [yyyy/mm]." You can click OK to continue. The fiscal year and period are automatically changed to match.	Tab through this field.
Fiscal Year	This is the fiscal year for the transaction. The value can be the current or next year. Current - Indicates the purchase order belongs to the current year. Next - Indicates the purchase order belongs to next year.	Tab through this field.
Period	This is the fiscal period for the purchase order.	Tab through this field.
PO Number	This is the purchase order number for the items or services. If you are adding a new record, this box cannot be 0 or blank. The PO number must be unique; otherwise, the program displays a warning and you cannot continue.	To use the next available purchase order, click +1 or press **Ctrl+G**. Negative purchase order numbers are not permitted.
General Commodity	This is the commodity code for the purchase item. A general commodity is a category that describes a group of detail commodities. For example, office supplies is a general commodity and pens is a detail commodity. The general commodity type is 2, item.	Tab through this field

Field	Description	Mid Del Schools
General Description	This is general description of the purchase items. The description can contain up to 30 characters.	Enter the general description to reflect a board appropriate description of the items purchased,
Entry	This is the purchase order entry date. The default value is the current date.	Tab through this field.
Needed By	This is the date the ordered items or services are required.	Tab through this field.
Expire	This is the date the purchase order expires. The expiration date is the date after which the purchase order should be withdrawn from the vendor.	Use of this field is optional. It must be the current date or greater and is used for informational purposes only. The Munis system does not perform any actions when the purchase order expiration date is reached. Note: You can use the Purchase Order Change Orders program to perform a Find action on the expiration date to view purchase orders that should be withdrawn from their vendors, and then canceled or closed.
Project Accounts Applied	This check box indicates that project accounts can be applied to the purchase order.	Do not check this box.
Receive By	This should be left on Quantity	Leave this on Quantity
Approved	This check box indicates if the purchase order is approved. If the check box is not selected, the purchase order goes through an approval process. As part of the process, a list of unapproved purchase orders print to identify which purchase orders are being held in the batch posted.	Leave this box unchecked.
Status	The Status box displays the current status of the purchase order: • 1-Rejected	This field cannot be changed and is display only.

Field	Description	Mid Del Schools
	• 2-Created without the general ledger detail complete • 4-Allocated (The expense accounts have been completely entered and the purchase order is ready for posting.) • 5-Released • 6-Posted The following status codes do not appear in Purchase Order Entry, but do appear in Purchase Order Inquiry and Purchase Order Change Orders. • 0-Closed • 8-Printed • 9-Carryforward purchase order	
Buyer	This is the user ID of the person who entered the purchase order.	When you are adding or updating a record, the program completes this box automatically and you cannot change the entry.
Vendor Details		
Vendor Number	This is the vendor for the item or services being orders. If the commodity is a bid commodity, the vendor help list contains only those vendors approved for the commodity. Vendor code 0 is not a valid code. You cannot enter one-time pay vendors into purchase orders.	Type the vendor number if known or use the field help to select a vendor. When the lookup window appears, enter the first few letters of the vendor name to see only vendors whose names begin with those letters. A vendor is not required if you are purchasing items awarded to a vendor on a bid.
Committed	This check box indicates that the vendor is a committed vendor for the items being purchased.	If the items ordered are on bid, the committed vendor will appear.
Name	This is the suggested vendor name. This box is accessible when you are searching for a record.	Tab through this field.

Field	Description	Mid Del Schools
PO Mailing	This is the address to which to submit the purchase order. The default value is 0. Valid values are any existing address numbers for the selected vendor.	Tab through this field.
Delivery Method	This is the desired delivery method for the completed purchase order. The default values of these check boxes are drawn from the vendor record.	Tab through this field. It should always be Print.
Remit	This is the address to which payments should be sent. If a remit address exists, the default value is 1; otherwise, the default value is 0. The folder button next to the box displays the selected remit address. Valid values are zero or any existing remit address number for that vendor.	Tab through this field.
Note Buttons		
General Notes 	General notes are for internal use only and do not appear on the purchase order unless you check the box.	Enter notes for the purchasing department.
		1. Type in the note. 2. Click on . 3. If you wish to add a second note, click on . 4. Type in the note. 5. Click on Print On PO  6. Click on Accept when finished.

Field	Description	Mid Del Schools
Vendor/Sourcing Notes 		Use the import option to import standard notes for the vendor. Vendor Sourcing notes appear on the purchase order. Use only the standard notes that you see in the Import List.
		1. Click on Import. 2. Select a note from the list. 3. Click on  4. If you wish to select a second note, click on  5. Repeat steps 2 to 4 until all notes are added. 6. Select  to return to the requisition header screen
Shipping Details		
Ship To	This is the shipping address for the ordered items. The default address is entered according to the value of the Dept/Loc box, but you can change this.	Tab through this field.
Email	This is the contact e-mail address for the shipping location.	Use of this field is optional.
Reference	This is the name to reference on the vendor's shipping document. You can enter up to 30 characters in the box.	Enter specific delivery information, such as Person/Site/Director.
Workflow		
	The buttons in this section are only available if you are a workflow approver for the current purchase order.	Tab through this field.

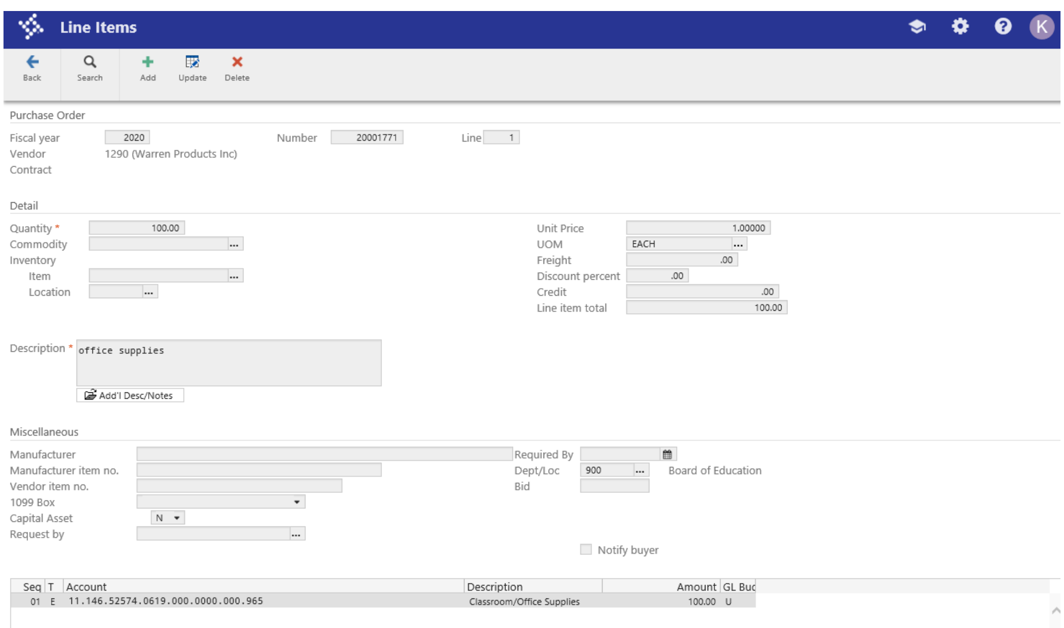
Terms/Miscellaneous Tab		Mid Del Schools
Discount %	This is the discount percent allowed by the selected vendor. If the selected vendor has a discount percentage identified in Vendors that is the default value; otherwise, the default value is 0.	Tab through this field. **Do not include discount here.**
Days to Discount	This box indicates the number of days during which the vendor's discount can be applied. The program enters the default value for this box from Vendors. This box is available when you add or update a record. If you enter a negative value in this box, the program displays an error and rests the value to zero. If the value is greater than zero, and if the value of the Discount % box is zero, then the Days to Discount box is reset to zero as well.	Tab through this field.
Days to Net	This is the number of days for the invoices to be paid before interest is charged.	Tab through this field.
Freight %	This is the percentage of the order that the vendor charges for shipping. If the selected vendor has a standard freight percent identified in Vendors that is the default value; otherwise it is 0.	Tab through this field. **Freight is ALWAYS entered as a separate line item.**
Freight Method/Terms	This is the shipping method for the order. The default value is the method established for the selected vendor in Vendors. The shipping method can be up to 50 characters.	Tab through this field. **Freight is ALWAYS entered as a separate line item.**
Bill To	This is the department to which the bill should be sent. The default value is the address associated with vendor in the Bill-To/Ship-To Code program, but you can change this.	This field should be 900, please change if needed.
Bill To Email	This is the contact email for the billed department.	Tab through this field.

Special Handling	This list indicates any special handing required. Options are: • None - Indicates that there is no special processing. • Priority - Indicates special processing; "Priority" prints at the top of the purchase order form. • Confirming - Indicates that an order has been placed by telephone; "Confirming PO" prints at the top of the purchase order form. • Prepaid - The order must be prepaid before the vendor fills it.	Tab through this field. You may select an option but this is just for reporting purposes and has not impact on PO processing.
Allocation	This is the allocation code for general ledger distribution. When you use an allocation code on a purchase order, the allocation codes automatically distribute an amount across numerous general ledger accounts. By creating an allocation code, any number of accounts can be assigned a percentage of the dollar amount. Allocation codes are created in Munis General Ledger Allocation Codes.	Tab through this field.
Review	This is a review code, if required. If your organization uses review codes, the code must exist in the Review Codes program.	Tab through this field.
Type	This list identifies the type of purchase order: • Normal - Purchase order for specific goods or services • Blanket - A purchase order that is intended to be used over a long period of time. • Dept/Emergency - Purchase order that must be rushed. • RFP/Bid - A request for proposal or bid.	Tab through this field. You may use blanket but this is just for reporting purposes and has no impact on PO processing.
Requisition	This is the number of the requisition, if the purchase order was converted from a requisition. If the requisition was not converted to a purchase order using the Munis system, you may type a control or reference number in the box.	Tab through this field.

Notify originator of overages	This check box causes the program to notify the requester when an invoice amount exceeds $500 or 10% of the original purchase order, whichever is smaller.	Tab through this field. It should not be checked.
Contract	This is the contract number associated with the purchase order, if applicable. A contract number must exist in Contract Management. The program displays a message with the dollar amount that you cannot exceed. The general ledger number is restricted to the contract's general ledger number. The vendor must match the vendor entered in Contract Entry. If the vendor does not match, you receive the error message, "Vendor does not match contract vendor.” This message also appears if the vendor number is changed (during the update process) to one that is not associated with the contract number.	Tab through this field.

When finished entering information, select Back to move to the line detail screen.

Line Detail



Field	Description	Mid Del Schools
Purchase Order		
Fiscal Year	This is the fiscal year in which the requisition was entered. The year is display only.	Tab through this field.
Number	This is the requisition number entered on the main Requisition Entry screen. This number is display only.	Tab through this field.
Line	The Line # box provides the item's sequence in the requisition. This number is assigned by the system and cannot be changed. If your organization processes use taxes, the maximum number of lines is 198 for one department code and 99 for more than department code.	Tab through this field.
Detail		
Quantity	This is the quantity of the item ordered.	If this is a blanket PO, enter the dollar amount of the PO as the quantity. For all non-blanket PO's, enter the quantity ordered.
Commodity	This box identifies the detail (type 4) commodity code for the item.	Tab through this field.
Inventory Item	This box specifies the item number. If the item is out of stock, you will not be allowed to order it.	Tab through this field (leave as default).
Inventory Location	This box indicates the location of the inventory item.	Tab through this field (leave as default)
Unit Price	This box contains the unit price of the goods or services specified on the line item. The program multiplies this amount by the quantity to calculate the line item total. For pick ticket lines, the unit price is entered from Inventory Items. The program uses the default value from the commodity code, which you can only override if you have been assigned permission to do so in Requisition Roles.	If this is a blanket purchase order, enter 1 (one) as the price. If you are ordering specific items, enter the price of the item. Prices should be entered net of any discounts or credits.
UOM	This box indicates the unit of measure to be printed for the line item. The value of this box does not affect the calculation of the Item Total.	Tab through this field. We usually do not change this field.

Field	Description	Mid Del Schools
	The default value for the UOM displays from the Commodities program for purchase order items; for pick ticket lines, UOM is entered from the Inventory Items program.	
Freight	This box should never be used.	Do not enter a value here; freight is a separate line item.
Discount Percent	This box should never be used.	This box should never be used. Prices should be entered net of any discounts.
Credit	This box should never be used.	This box should never be used. Prices should be entered net of any credits.
Line Item Total	This box displays the total amount for the current line item. This amount is display only.	Tab through this field (leave as default)
Description	This box provides an item description. The description can contain up to 210 alphanumeric characters. Click the Add'l Desc Notes button to add more information.	Enter the detailed description, enter the item number, the vendor quote number, the Board of Education approved status and date of approval.
Miscellaneous		
1099 Box	This list indicates the value of the 1099 box code for this line item, if applicable. If the Update 1099, FA Codes check box in Purchasing Roles is not selected, you cannot access this box. The value of this box is the default value on the requisition.	Tab through this field.
Fixed Asset	This box indicates if the item is a fixed asset. If the Update 1099, FA Codes check box in Purchasing Roles is not selected, you cannot access this box. You can type **Y** for a fixed asset, **N** for not a fixed asset, or **M** for master fixed asset.	Tab through this field.
Request By	This box contains the user ID of the person who requested the item. The value of this box must be a Munis user.	Tab through this field.
Required By	This is the date that the items in this line are required.	Tab through this field.

Dept/Loc	This is the department/location that ordered the item. You must have full permissions for an inventory location to use it in a purchase order detail line. Permissions are established in Inventory Roles. If there are location restrictions identified in Inventory Roles for your user ID, you cannot enter that location in a purchase order detail line. You must have full permissions for an inventory location to use it in a purchase order detail line.	Tab through this field.
Bid	This is the number of the bid associated with this item, if applicable.	Tab through this field.
WO number	If the purchase order is for a work order, you can enter the work order number here.	Tab through this field.
WO Task	If the purchase order is for a work order, enter the work order task code here.	Tab through this field.
Notify Buyer	This check box directs the program to notify the buyer when the purchase order is approved. This check box applies if your organization uses Workflow.	Tab through this field.

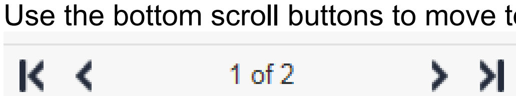
GL Allocations		
	This table contains the general ledger allocations for the line item. Note that if you are on the second line item of your PO and the same general ledger account is paying for the item, you may use the Copy GL Acct button to copy the general ledger information from the first line to the second line.	Find the Student Activity account paying for the purchase by entering your fund and project number, and then move the cursor to the last dot to enter your site code. Once values are entered, click on the Field Help button. ... Select your correct code and click Accept.
Percent	This box indicates the percentage of the total requisition amount that is allocated to this account.	Tab through this field (leave as default)
Amount	This box contains the total value of the items. This calculation assumes the cost of the line item is being allocated to a single expense account.	Adjust this to distribute the cost over multiple expense accounts, if desired. The total of the allocation lines must equal the line item total.

When all general ledger accounts are added, click **Accept** to save the detail.

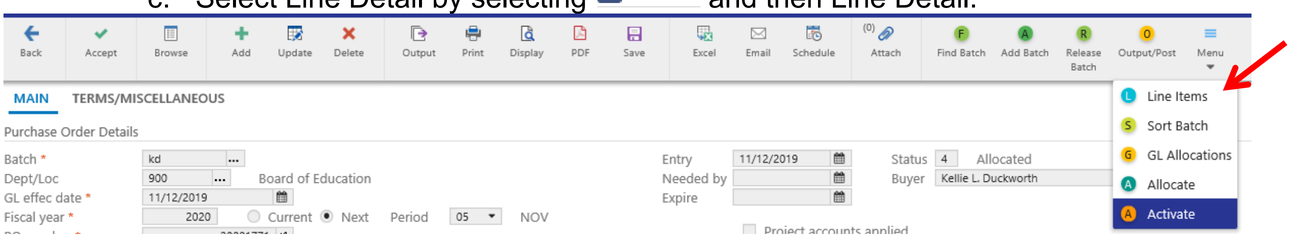
What to do if there is no money in the account you selected

If there are insufficient funds in the control group (budget rollup group) to pay for the item requisitioned using the accounts you selected, you will see a message that prevents you from continuing. If this occurs, you will need to request a budget transfer. You may either:

1. Delete this line item by selecting **Delete**
2. Return to the header screen by selecting **Back**
3. Accept the purchase order **Accept**.
4. Contact the Activity department to see if the appropriate GL code is linked correctly or to get more information about your budget.
5. Once you are told you can continue:
   a. Find the PO Batch.
   b. Use the bottom scroll buttons to move to the purchase order that you started.



   c. Select Line Detail by selecting **More...** and then Line Detail.



   d. Add the line item (s) you wish to purchase **Add**.
   e. Accept the line item(s) **Accept**.
6. Return to the header screen by selecting **Back**.

Adding lines to the Purchase Order

If you have additional items to order, repeat the process for each item that you add to the purchase order. Click **Add** to begin entering the line detail information for your requested line item. Press **Tab** button to move through the fields.

Delete lines on a purchase order

If you need to delete a line item, select Delete from the menu ribbon. Note: an undo option is not offered. Once you delete a line, it must be re-entered if you want to “undo” the delete.

Once you have completed adding all of your requested items, click Back on the menu ribbon to return to the Purchase Order header screen.

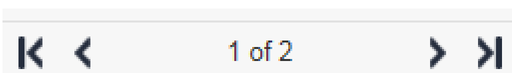
To add another PO to the batch, select Add and repeat the steps outlined above.

Adding Attachments to the Purchase Order Record

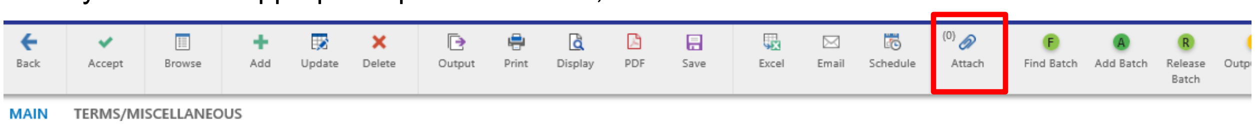
1. Open the Purchase Order Entry program.
   Financials > Purchasing > Purchase Order Processing > Purchase Order Entry

2. If the proper batch is not already in use, select Find Batch from the menu ribbon to open the proper batch.

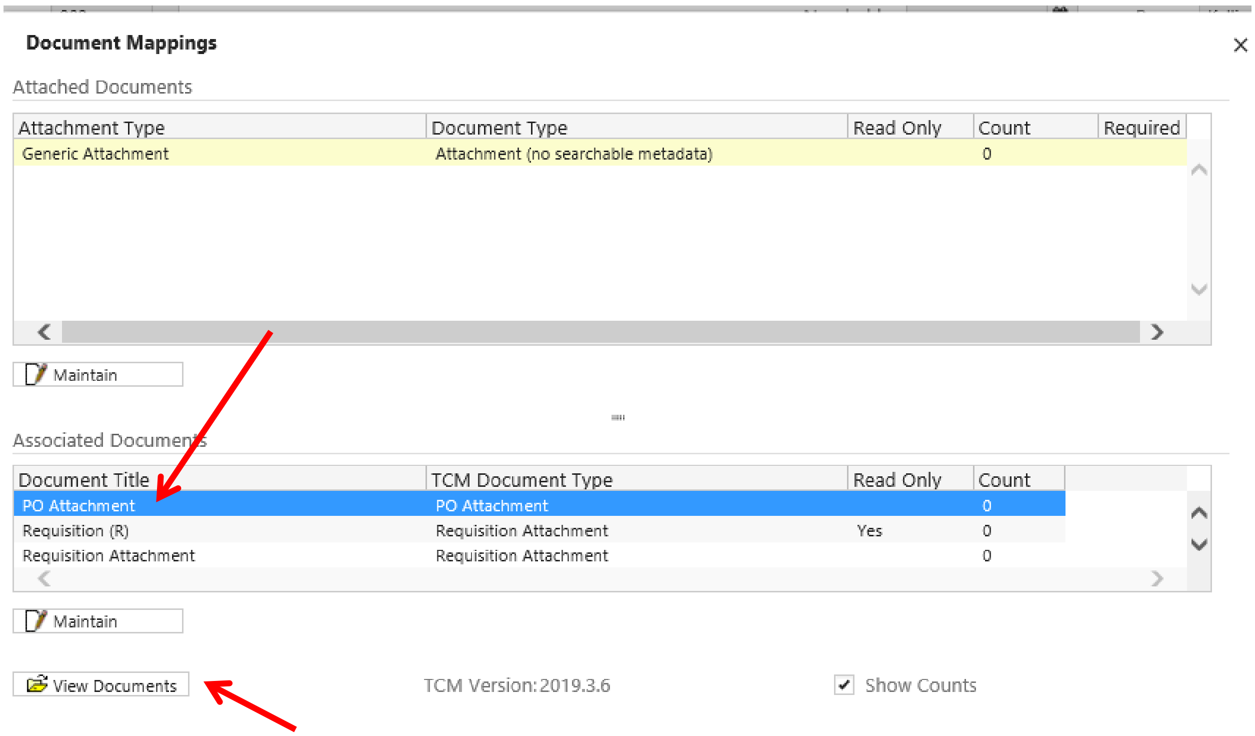
3. Using the bottom scroll buttons, move to the purchase order to which you wish to attach documentation.



4. Once you find the appropriate purchase order, click on the Attach Icon. Attach



5. Select PO Attachment for the Document Type.

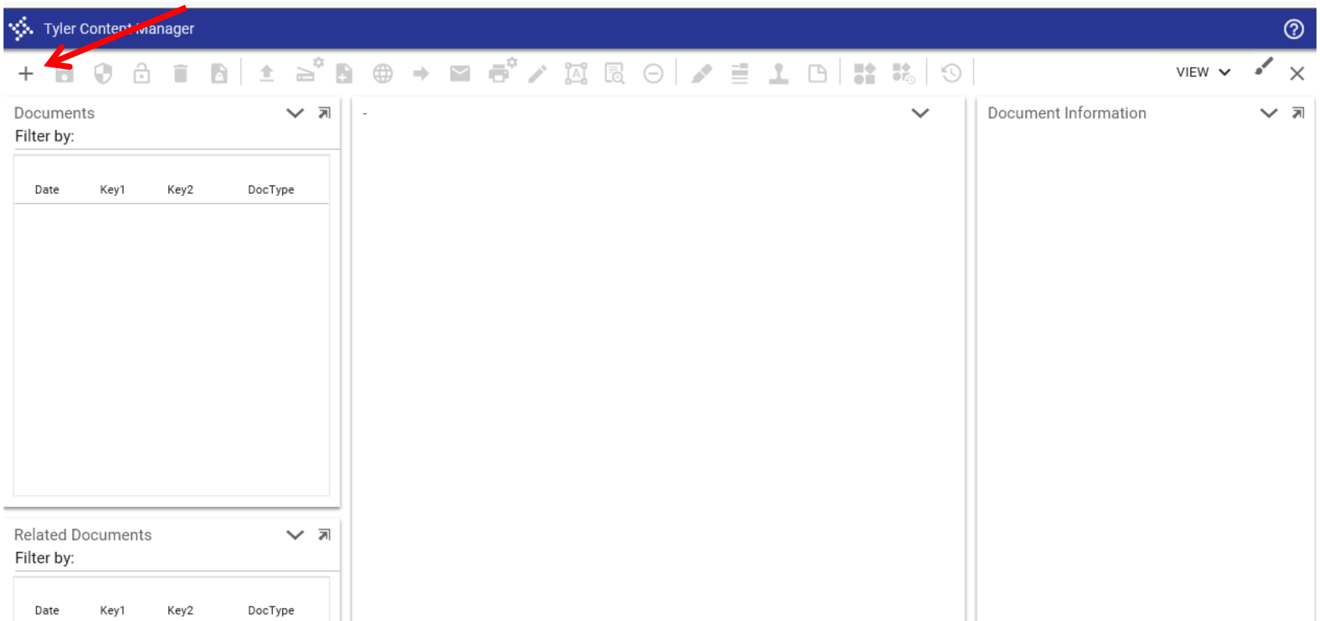


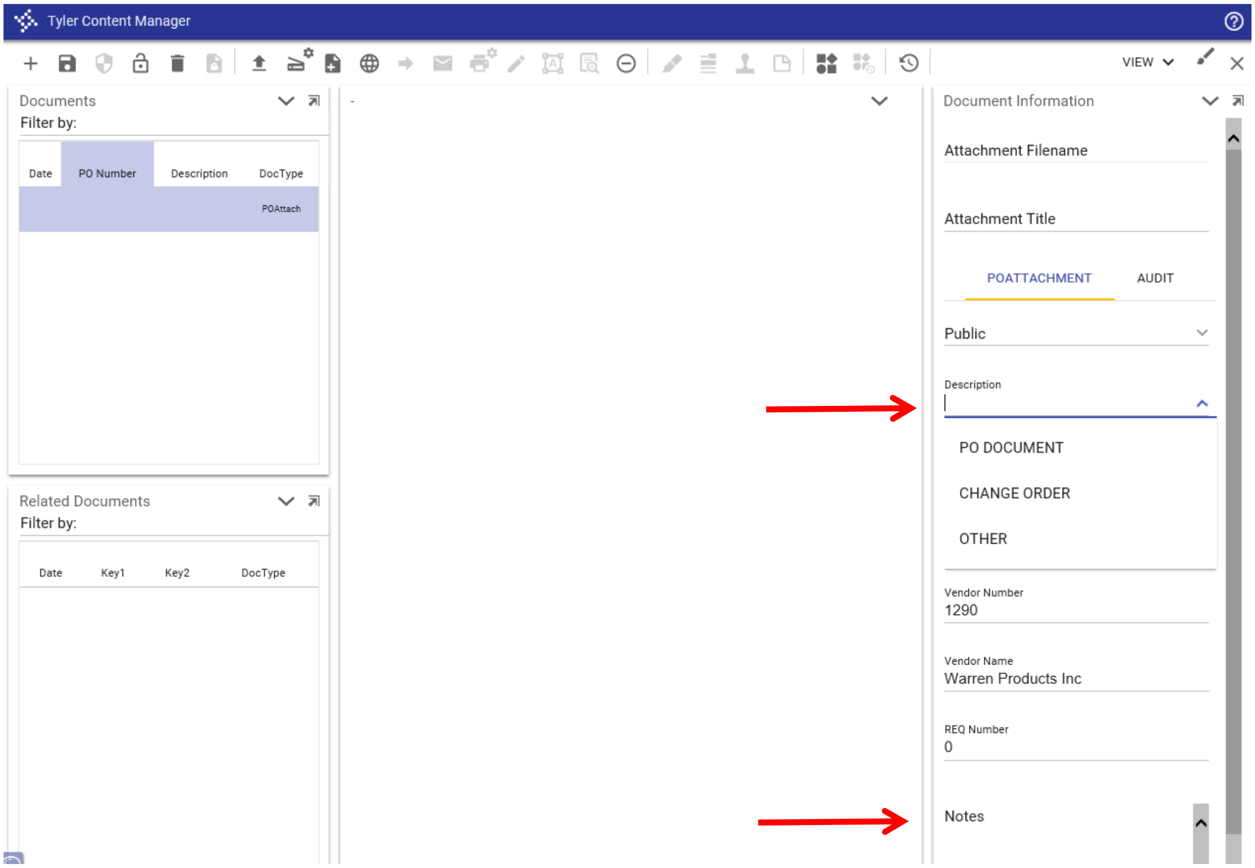
6. Click on View Documents

TIP: The very first time you click on Open TCM, your computer will search for the required software programs. BE PATIENT. It may be several moments before you see any indication that the computer is searching for these files, and it appears that nothing is happening. Eventually you will be prompted to install software. Select OK or Run to install the software.

TIP: If you are a new Munis user, you may receive an error message. If you receive an error message, contact Kellie Duckworth or Tresa Cantrell and ask them to Sync you to TCM. If you are a new Munis user, you may receive an error message.

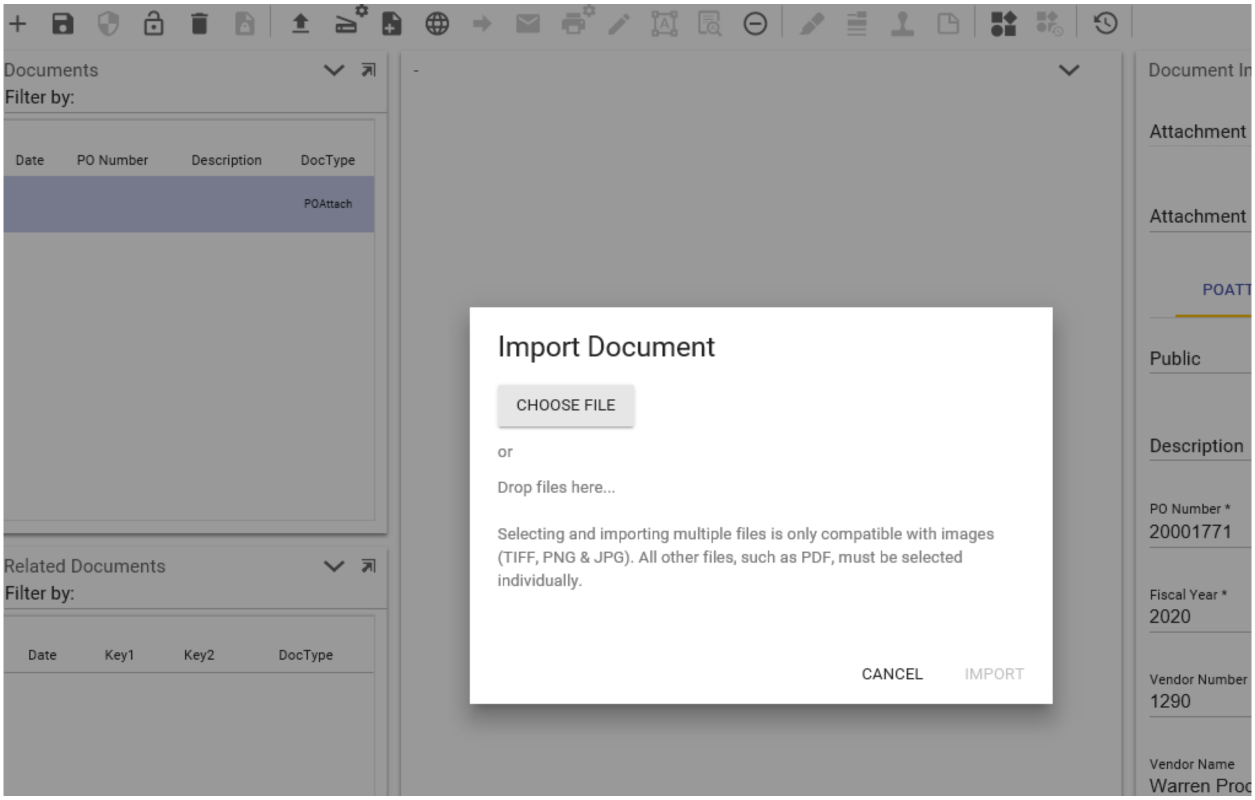
7. Click on the ✚ icon in the top left corner of the TCM window.





8. Select a Description from the drop down and enter information about the document in the Notes.
9. If this is a document already stored on your computer, click on the Import icon in the menu ribbon to find and attach the document.

10. Select the correct document and select open and then Finish on the next screen.



11. If you need to scan this document now and directly attach it to the Munis record:

- Place the document in the scanner.
- Be sure the scanner is turned on and properly connected to your computer.
- Click on the Scanner icon in menu ribbon. 
- A preview of the document will appear that you can review.
- Accept the document.

12. Click on  in the menu ribbon to save the attachment.

13. Click on  to return to the requisition.

Proofing the Batch

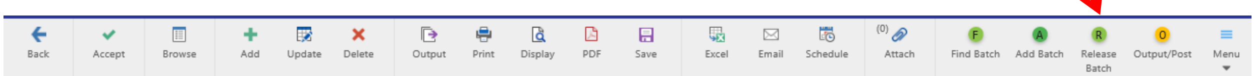
When finished with entering Purchase Orders and you would like to proof the batch, use the menu ribbon icons to Print Print , Preview or PDF the Batch.

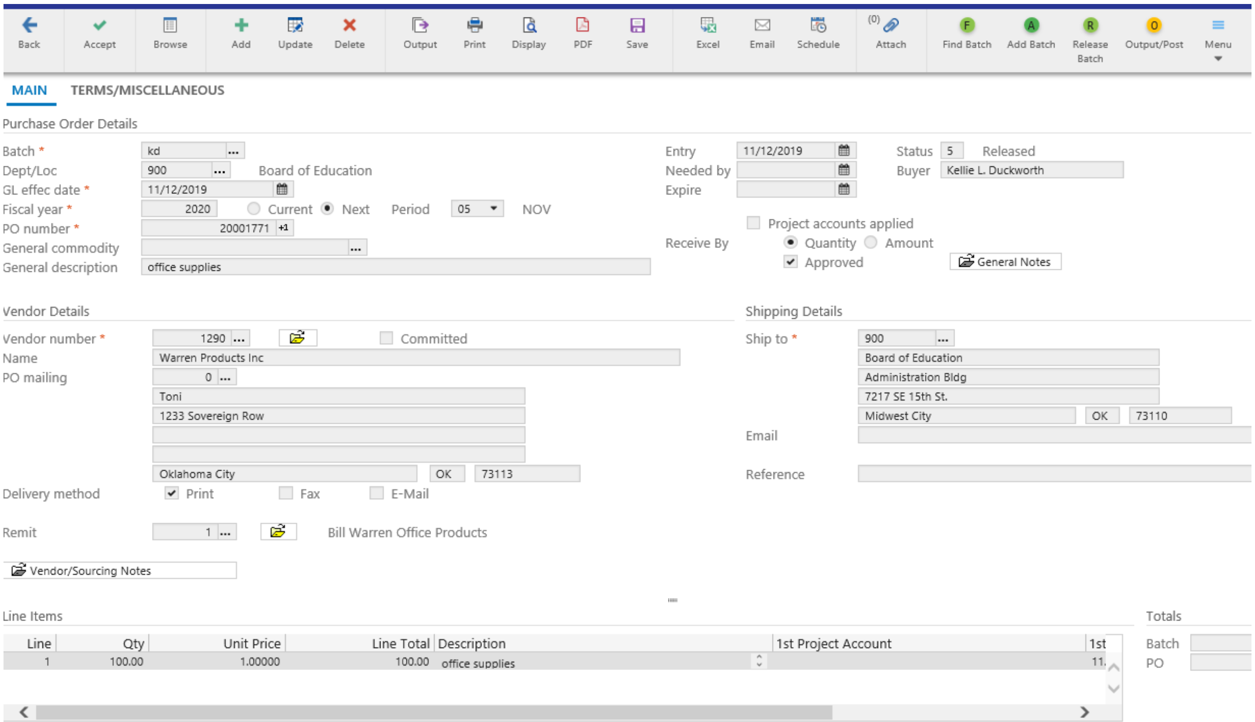
If you get the above box, answer yes to print the full screen description.

If errors are noted, use the scroll buttons at the bottom of the PO Header to move to the PO that should be corrected.

- To correct items on the PO Header, select Update from the top toolbar menu.
- To correct line detail items, select Line Detail from the menu ribbon, use the scroll buttons 1 of 2 to move to the line requiring an update, and select Update from the top menu ribbon.
- When all items are correct, you may Release the batch into Workflow.

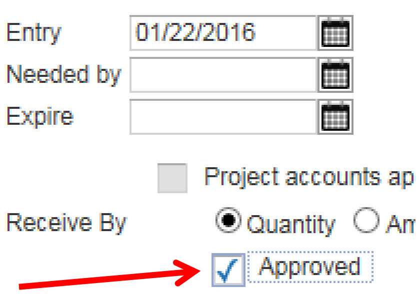
Click Release Batch to submit the PO Batch and initiate the approval process.





To see the approval process at any point, click the Approvers button on the Workflow group of the Purchase Order Entry screen.

Purchase orders must be successfully approved by all approvers prior to being posted and printed.



The final status on a Activity PO in PO entry will always be 5-Released. To see if it is approved and ready to Output/Post and print look at the Approved box.

Workflow for Student Activity Fund Purchase Orders

The Financial Secretary will prepare PO, Principal approves, and then the Financial Secretary will post and print. Financial secretary receives the PO in PO Receiving, attaches the receipt and any invoices. No requisition is needed.

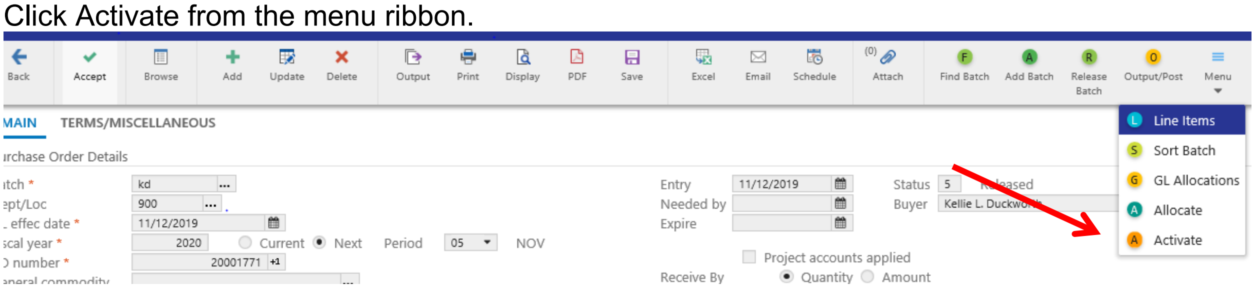
Financial secretary create a $150 PO to Sam's Club. Example:

- Principal approves
- Financial secretary posts, prints, goes to Sam's, buys items for $125
- Financial secretary uses Munis PO Receiving to receive on the PO, shows the amount spent, attaches receipts to PO Receiving record.
- AP receives invoice from Sam's Club for the amount spent of $125.
- During invoice entry AP would fully liquidate the PO and close the PO as appropriate. This is when the AP staff notes that the GL Allocation on the PO was or was not correct.
- AP would send an email to ask the site to correct the PO if needed.
- Any corrections made could be a change order (POM).

Activating a Rejected Purchase Order

To activate a purchase order that has been rejected:

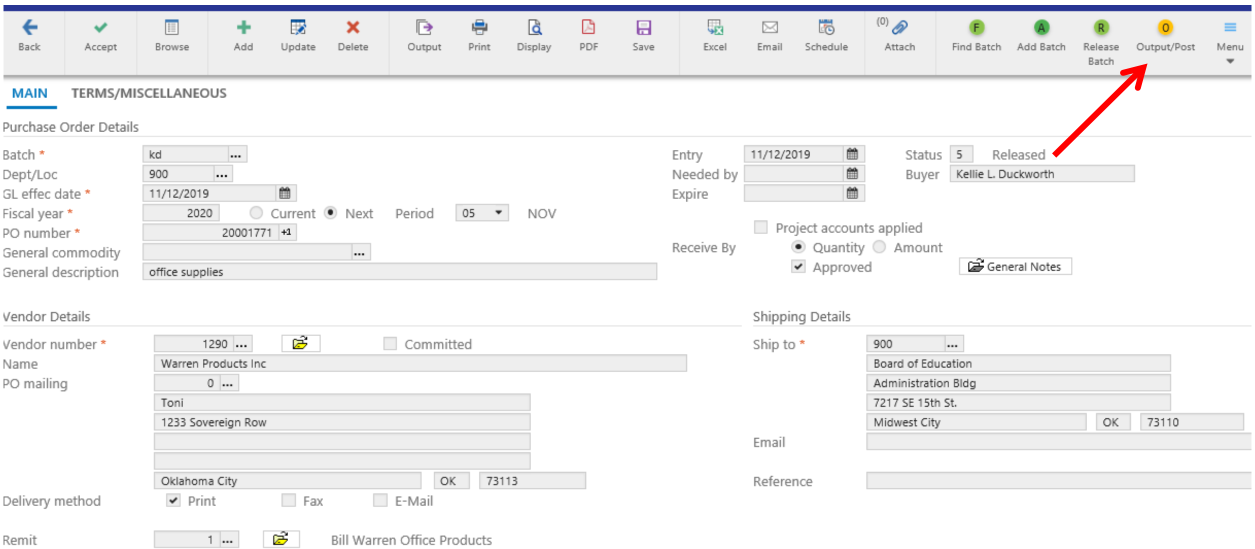
1. Find the purchase order batch using the steps described previously.
2. Use the bottom scroll buttons to move to the PO.
3. Click Activate from the menu ribbon.



4. Modify the purchase order, if necessary.
5. Click Accept to save the changes.

Procedure for Posting POs

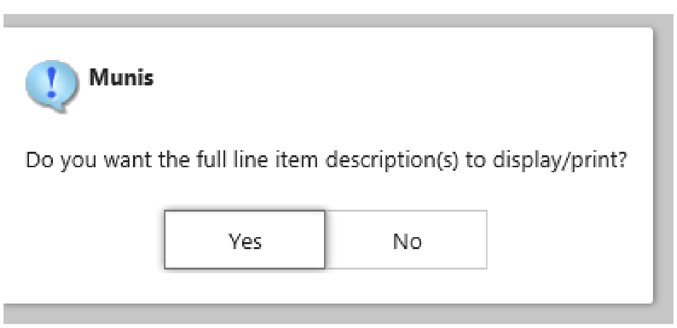
14. Open the Purchase Order Entry program.
    Financials > Purchasing > Purchase Order Processing > Purchase Order Entry



Click Output/Post.
The program does the following:

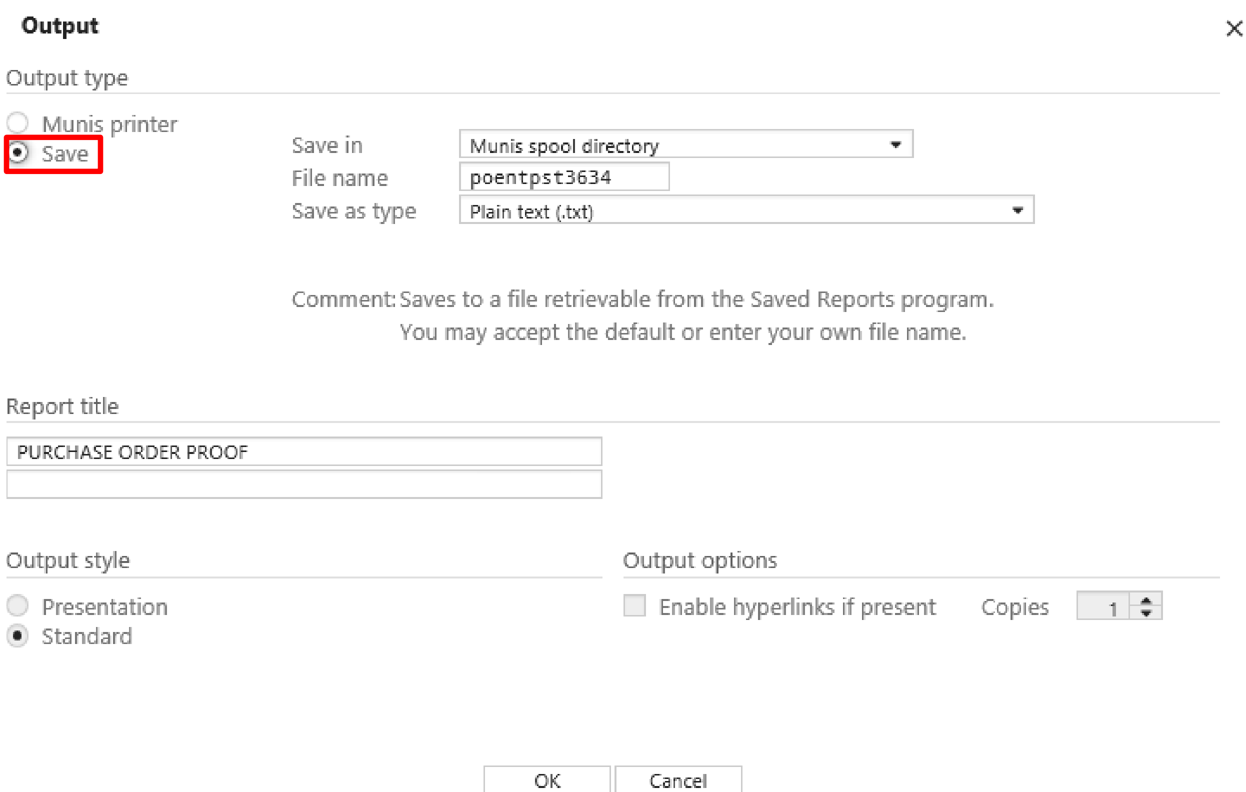
- Saves a purchase order proof list with all purchase orders in the specified batch. Indicates any errors (invalid accounts, missing vendor numbers, and so on).
- Saves the Summary By Account and Journal Entries report.
- If there are no errors, you can post the purchase orders.
- During posting, the Journal Entry file is updated with a transaction line for each distribution expense account that is created.

To post the batch, click Output/Post. The program displays the following prompt, which determines how the proof report displays or prints purchase order descriptions.

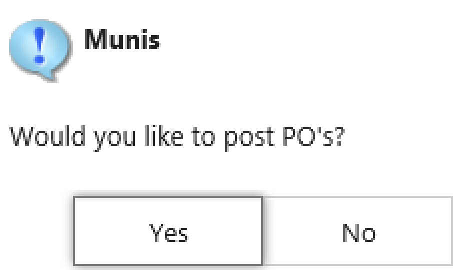


15. Click Yes
    The program displays the Output dialog box, where you can specify whether to print or save the file on the Munis server.

    NOTE: Always select SAVE and then modify the Report title to indicate the Student Activity Fund(s) to which this batch pertains.



16. Click OK.
    If no errors are detected, the program displays the Post PO confirmation message.



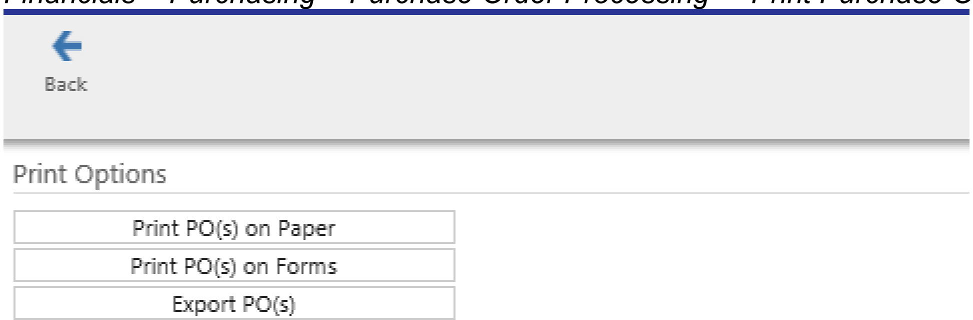
    If errors are detected, the message refers you to the proof for more details.

17. When all errors are resolved, click Yes to post the purchase orders.
    The purchase order is posted to the general ledger. The status of a posted PO is 6–Posted.

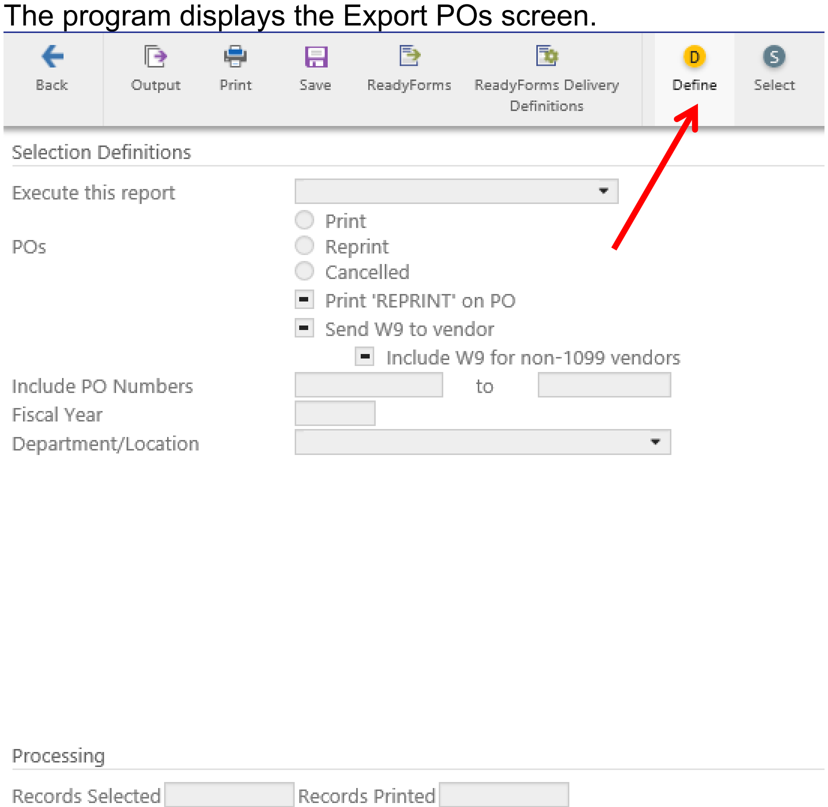
Printing/Distributing POs

Use the following steps to print, reprint and/or electronically distribute purchase orders:

1. Open the Print Purchase Orders program.
   Financials > Purchasing > Purchase Order Processing > Print Purchase Orders



2. Click Export POs to create an XML file to be used with the TylerForms purchase order form. The program displays the Export POs screen.



3. Click Define.
4. Complete the fields according to the following table.

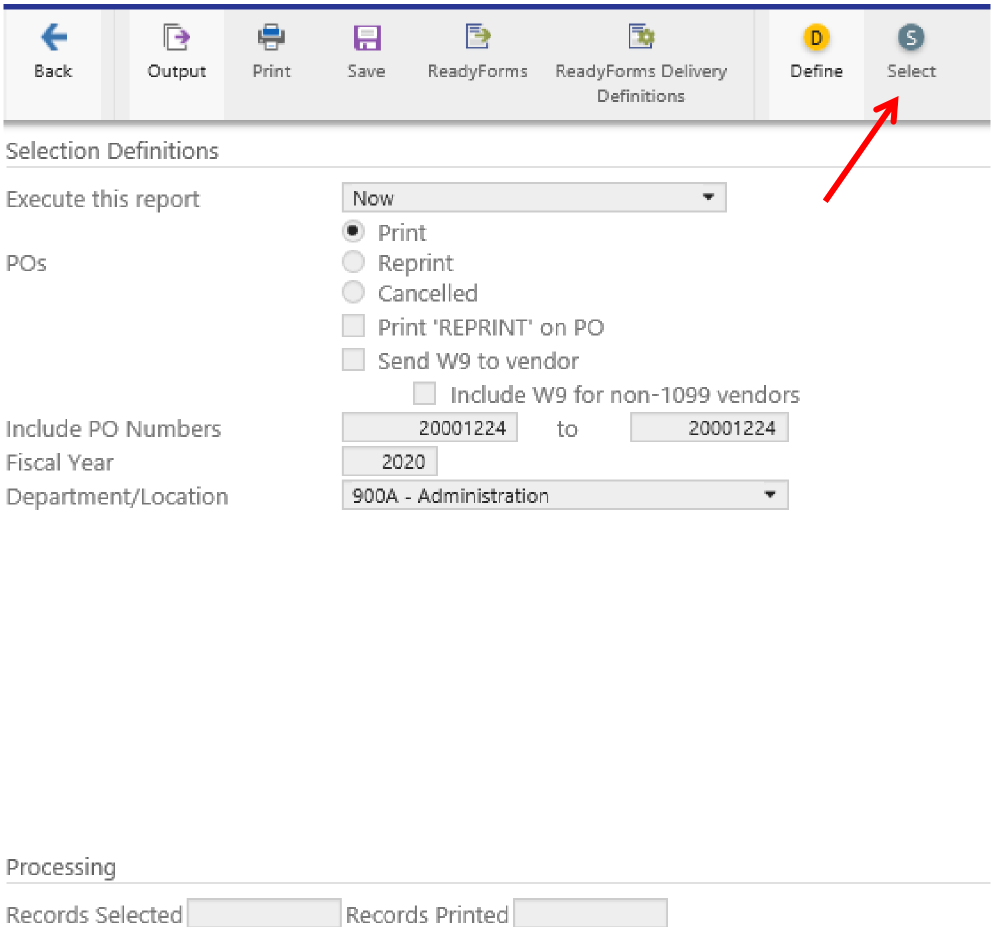
Field	Description	Mid Del Schools
Selection Definitions		
Execute This Report	This list allows you to use Munis Scheduler to process the import. • Select Now to process the import immediately. This selection does not utilize the Munis Scheduler features. • Select In Background (now) to process the import a single time, using the event log and e-mail notification features. • Select At a Scheduled Time to establish when the import runs. This selection also includes event log and e-mail notification features.	Select Now.
POs	This option determines the type of purchase orders to print: Print indicates purchase orders are being printed for the first time and either printed on paper, or sent to a TylerForms form for electronic distribution; Reprint indicates purchase orders are being reprinted; Cancelled indicates purchase orders have a status of cancelled	Select the appropriate option, which usually is Print.
Print 'REPRINT' on PO	This check box, if selected, causes the program to print the word "REPRINT" on the first detail line of the report. This is an optional field.	Check this box if reprinting PO's.
Send W-9 to Vendor	This check box, if selected, directs the program to automatically send a W-9 to the vendor.	Do not check this box.
Include 1099 for Non-1099 Vendors	This check box, if selected, directs the program to send a W-9 to the vendor regardless of whether the 1099 Vendor check box is selected in the Vendors program.	Do not check this box.

Field	Description	Mid Del Schools
	This check box is available if the Send W9 to Vendor check box is selected.	
Include PO Numbers	These boxes determine the range of purchase orders to print or reprint. The default values, 00000000 to 99999999, include all purchase orders.	Accept the default as 00000000 to 99999999 unless you would like to reprint a specific PO.
Fiscal Year	This box indicates the fiscal year of the purchase orders to be printed. This is an optional field.	Accept the default value.
Department/ Location	This list indicates the department associated with the purchase orders being printed.	Make sure that your default department is there. **This should NOT be blank!**
Records Selected	This box displays the number of records selected for processing. The program completes this value; this is a display-only field.	This is display only.
Records Printed	This box displays the number of records printed. This program completes this value; this is a display-only field.	This is display only.

1. Click 

to save the information.

2. Click Select.

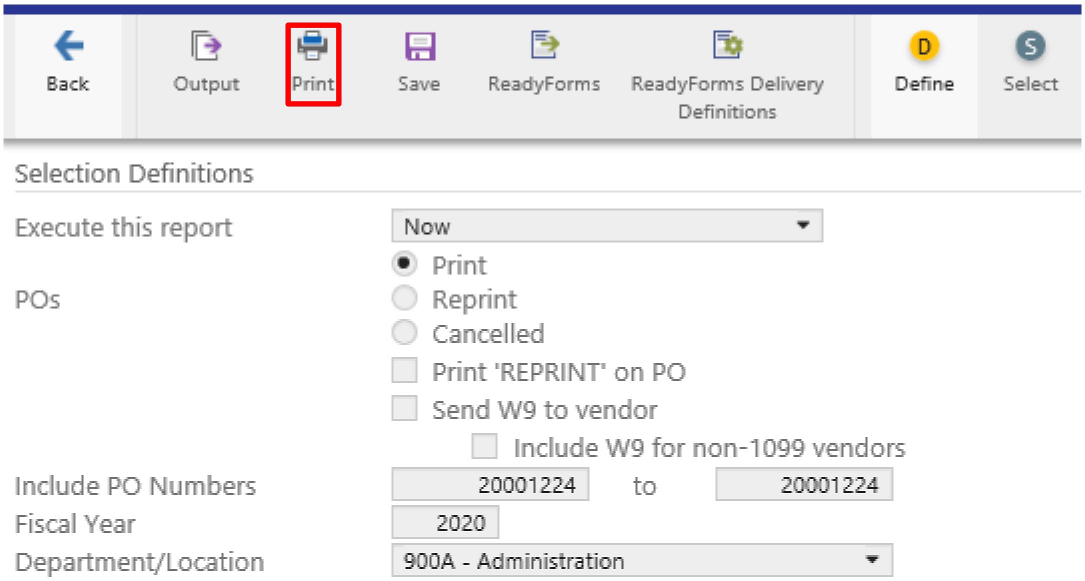


3. The program searches for purchase orders that meet the selection criteria defined. Once the search is complete, the program displays one of the following messages:
   - If there were no purchase orders matching the criteria, in the status bar, the program displays “No records found which satisfy the selection criteria.”
   - If there are purchase orders found that match the criteria, in the status bar, the program displays the number of records found. For example, if the program finds six records, the program displays “6 Record(s) Found.”
     The program completes the Records Selected box with the number of purchase orders selected.

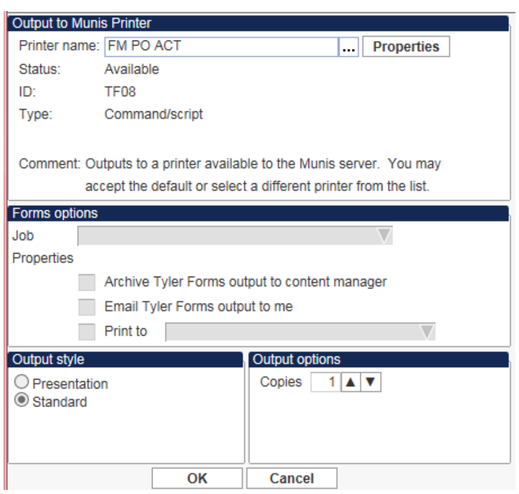
Print or Electronically Distribute POs

To print of electronically distribute purchase orders:

1. Click Print on the menu ribbon.



The program displays the Output to Munis Printer dialog box.



2. Select the default printer for the printing of TylerForms POs which should be **FM PO ACT**.
3. Click OK.

When printing completes, the program completes the Records Printed box with the number of purchase orders printed.