

**WCS Bookkeepers’ Blogs**

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# Current Forum questions/Topics:

**How do I print multiple documents in Munis?**

# Solutions:

**I was attempting to print a few invoices in Munis the other day, when to my dismay, I found I could only print one page-the first page. I tried everything. I scrolled through the pages and selected print current page, I selected print all pages from the print screen. Still, one page~ the first page, is all I got. After several minutes of arguing with Munis, I WON!**

**Here are the steps that I use to print a multiple page invoice from Munis. Keep in mind, I think there are a few different ways to print invoices but this is the method I use and it is a pretty quick process.**

* **Go to Purchase Order Inquiry**
* **Search**
* **Enter the PO number that the invoice you want to print is associated with**
* **Click attachments**
* **When the “Documents Mappings” box pops up, click Purchase Orders**
* **View Documents**
* **On the left hand side of the screen in the “Related Documents” box, click on Invoice**
* **For the first page, click Print in the Ribbon and when the print box pops up, click print**
* **For all of the following pages, click print in the ribbon and when the print box pops up, select “Current Page Without Annotations” then click print**

**AAHHH, another battle won. Together, we WILL defeat MUNIS!!!**



## **Additional Comments**: