Printing Multiple POs in PMM

1) Double click on the “PMM Reports” icon.
2) Double click on the “Reports shortcut” icon.
3) Enter your user name and password

![Image of Pathways Reports interface with Purchasing folder highlighted]

4) Click on the plus sign “+” beside the Purchasing folder.
5) Double click on “PO Copy”.

6) Confirm your database is set for production.
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7) Click on the box at the end of the “Corporation” line.

8) Click on the search button.
9) Select a corporation (i.e. 09 University of Rochester) and click OK.
10) Click on the box at the end of the line for the “PO Start Date”
11) Click on the drop down arrow of the “Calendar Date”.

12) Select your desired PO start date and click OK.
13) Click on the box at the end of the line for the “PO End Date” as done in step 10.
14) Repeat steps 11 and 12 for the PO end date.
15) Click on the box at the end of the line for “PO Composer”
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16) Click the search button

17) Make your selection and click OK.
18) Once you have selected all your search requirements, click the “Run Report” button. If POs exist, they will appear.
19) Click the printer button and then click OK. All POs listed will print.

If you choose not to print all the POs listed, you can print a range of POs. Notice at the top of the screen, there are page numbers.
You can print page 20 thru 40 if desired.

20) Click the printer button. Select “Pages” under print range. Type 20 in the “From” field and 40 in the “To” field. Click OK. Only the POs from page 20 to 40 will print. You can also choose how many copies you want.

When finished, click File then Exit or you can X out of the program.