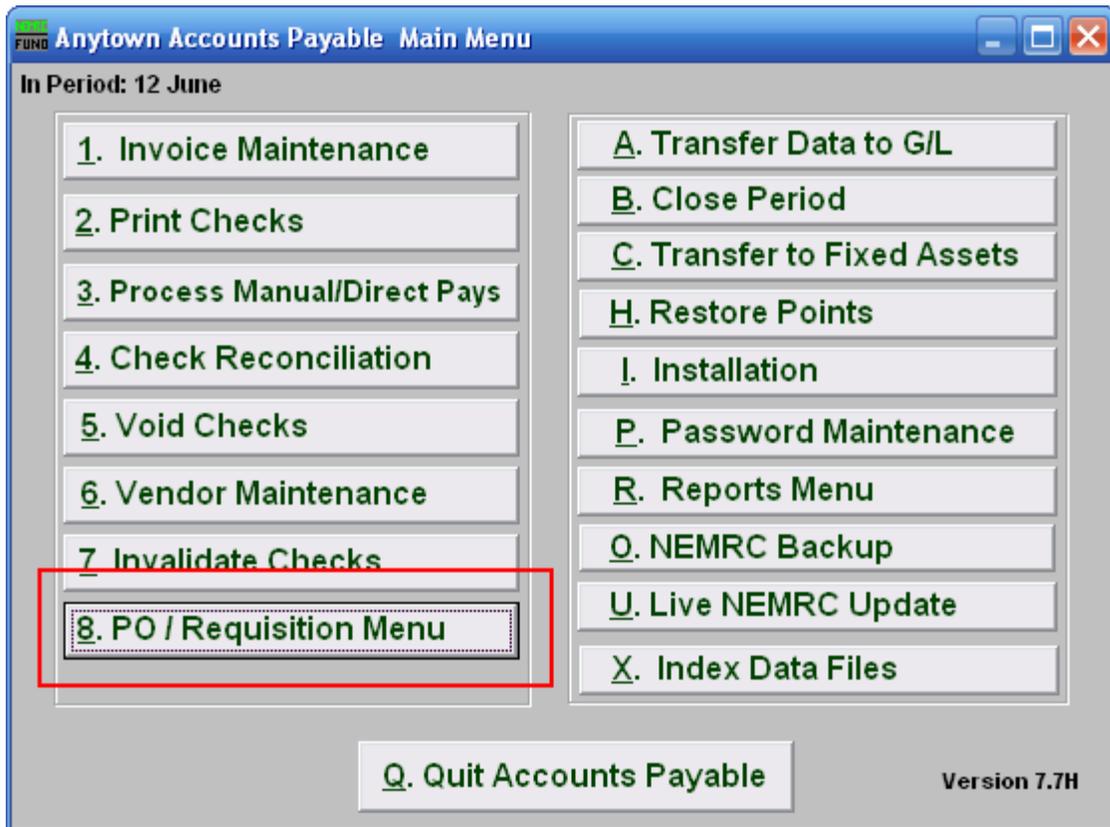


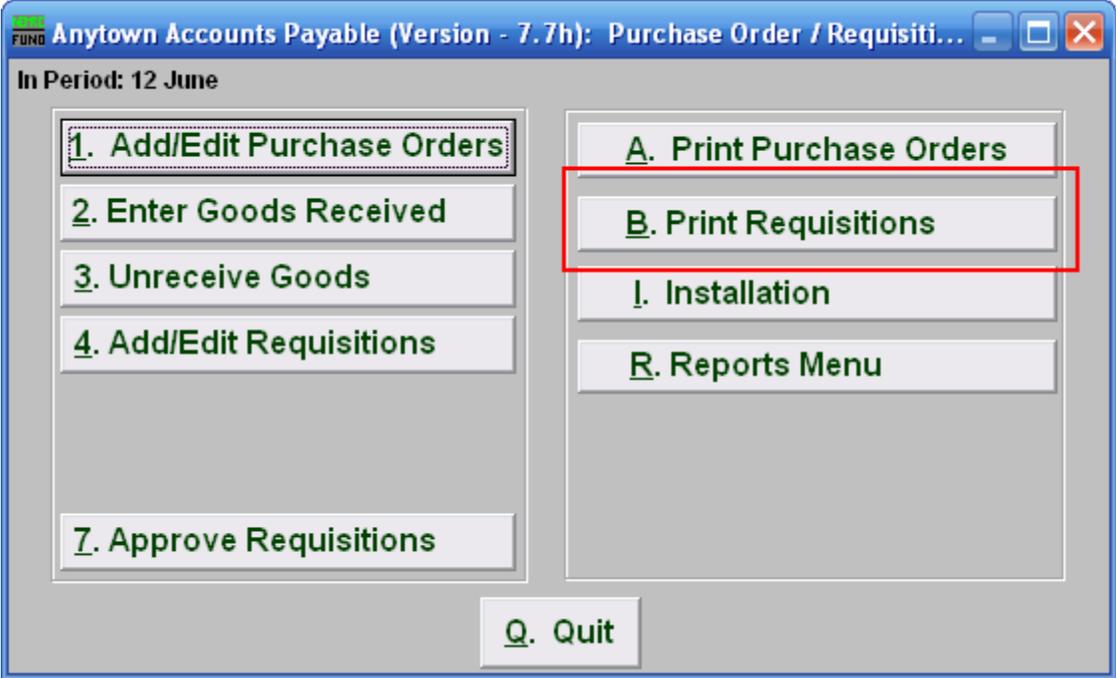
Accounts Payable

8. PO/Requisitions B. Print Requisitions



Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:

Accounts Payable



Click on "B. Print Requisitions" from the Reports Menu and the following window will appear:

Accounts Payable

Print Requisitions

The screenshot shows a dialog box titled "Print Requisitions" with a "FUND" icon in the top-left corner. The dialog contains the following elements:

- Print 1**: Two radio buttons, "Unprinted" (unselected) and "Range" (selected).
- Location Code to Print? (Blank for All) 2**: A text input field.
- From 3**: A dropdown menu and a "Find" button.
- To 4**: A dropdown menu and a "Find" button.
- 5**: A "Preview" button.
- 6**: A "Print" button.
- 7**: A "Cancel" button.

- 1. Print: Unprinted OR Range:** Click to choose whether you want to print a Range of location codes and requisition numbers, or all unprinted requisitions.
- 2. Location Code to Print?:** Enter the location code you wish to print. Leave blank to print for all location codes.
- 3. From:** This field is only available if you chose "Range." Enter a locations code or select one from the drop down list. Then enter the requisition number to start with or select from the drop down list.
- 4. To:** This field is only available if you chose "Range." Enter a locations code or select one from the drop down list. Then enter the requisition number to end with or select from the drop down list
- 5. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 6. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 7. Cancel:** Click "Cancel" to cancel and return to the previous screen.