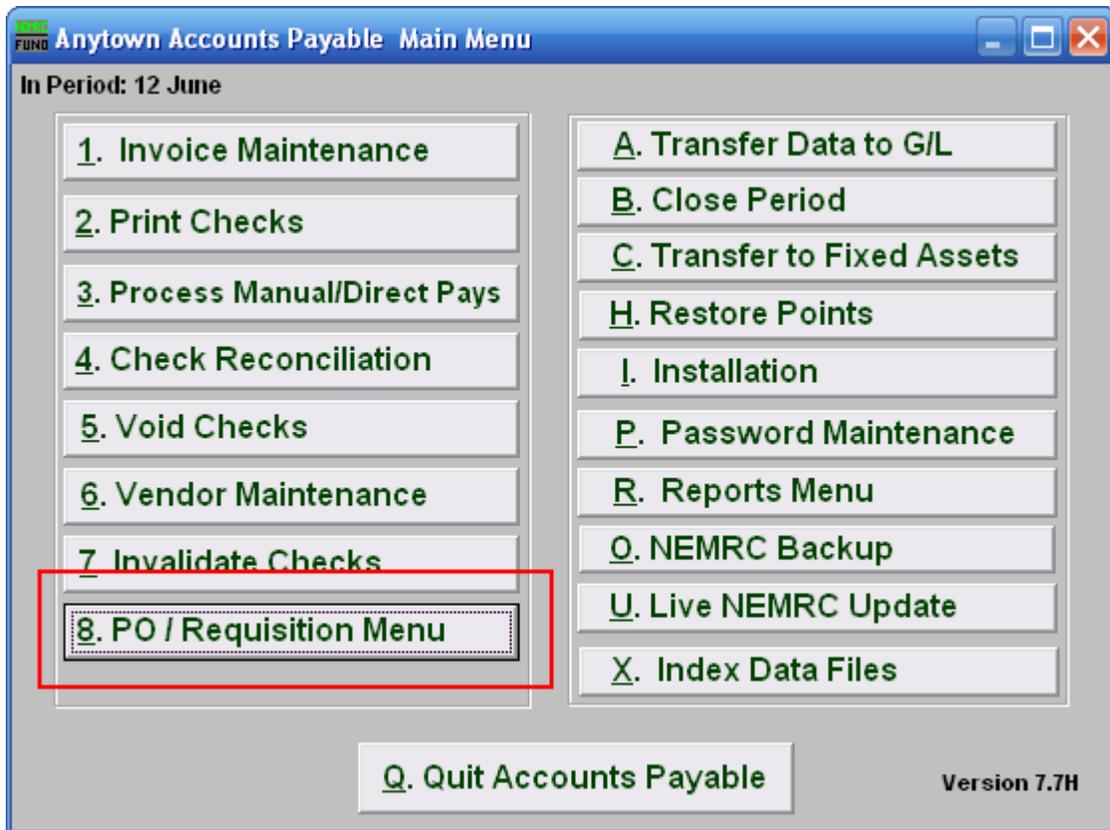


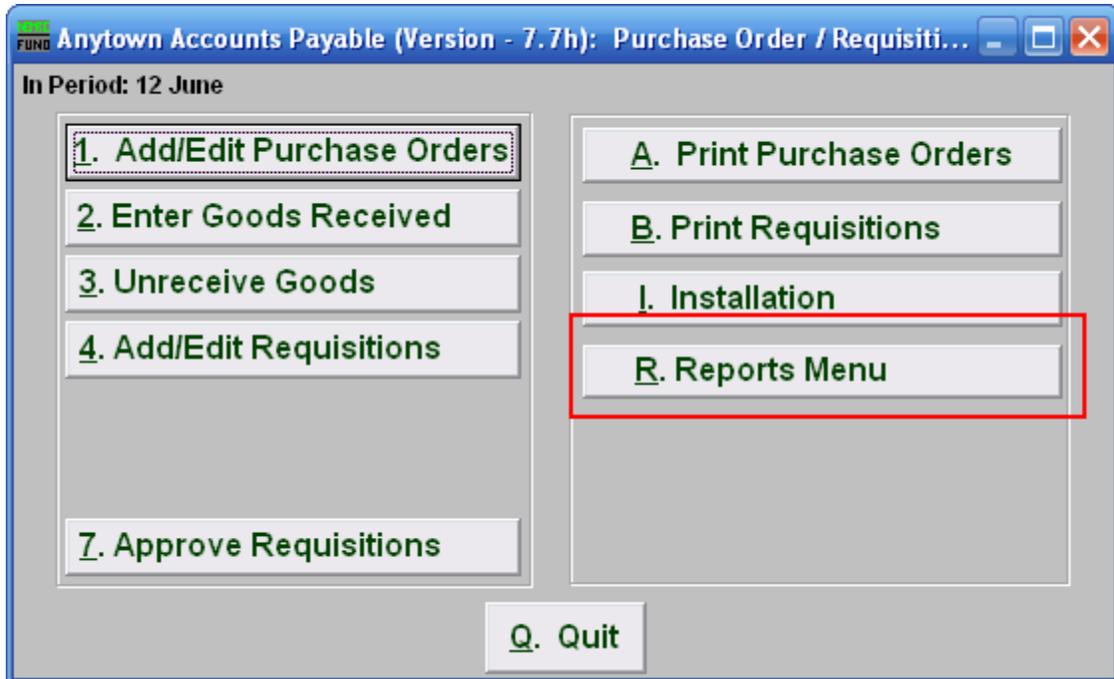
Accounts Payable

8. PO/Requisition Menu: R. Reports Menu: 3. Backordered Goods

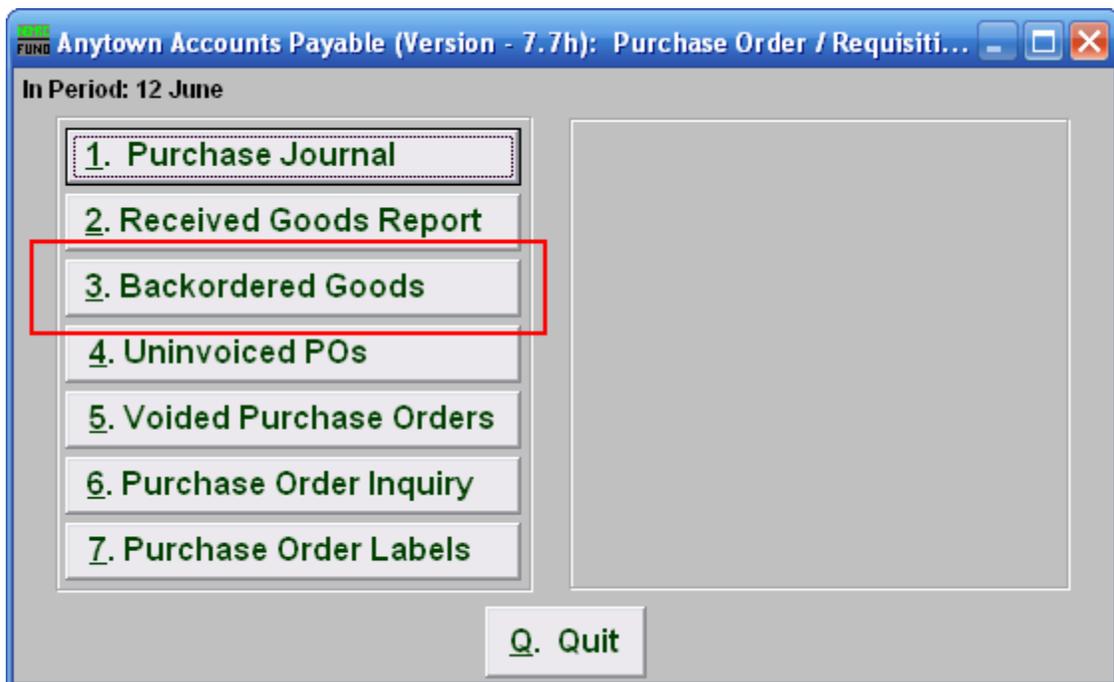


Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:

Accounts Payable



Click on “R. Reports Menu” from the Purchase Order / Requisition Menu and the following window will appear:



Click on “3. Backordered Goods” from the Purchase Order / Requisition’s Reports Menu and the following window will appear:

Accounts Payable

Backordered Goods

- 1. Goods Ordered Between:** Enter the dates you wish the report to include. Leaving the start date blank will be treated as all purchased orders up to the ending date provided.
- 2. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 3. Print:** Click this button to print this report. Refer to GENERAL PRINT for more information.
- 4. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.