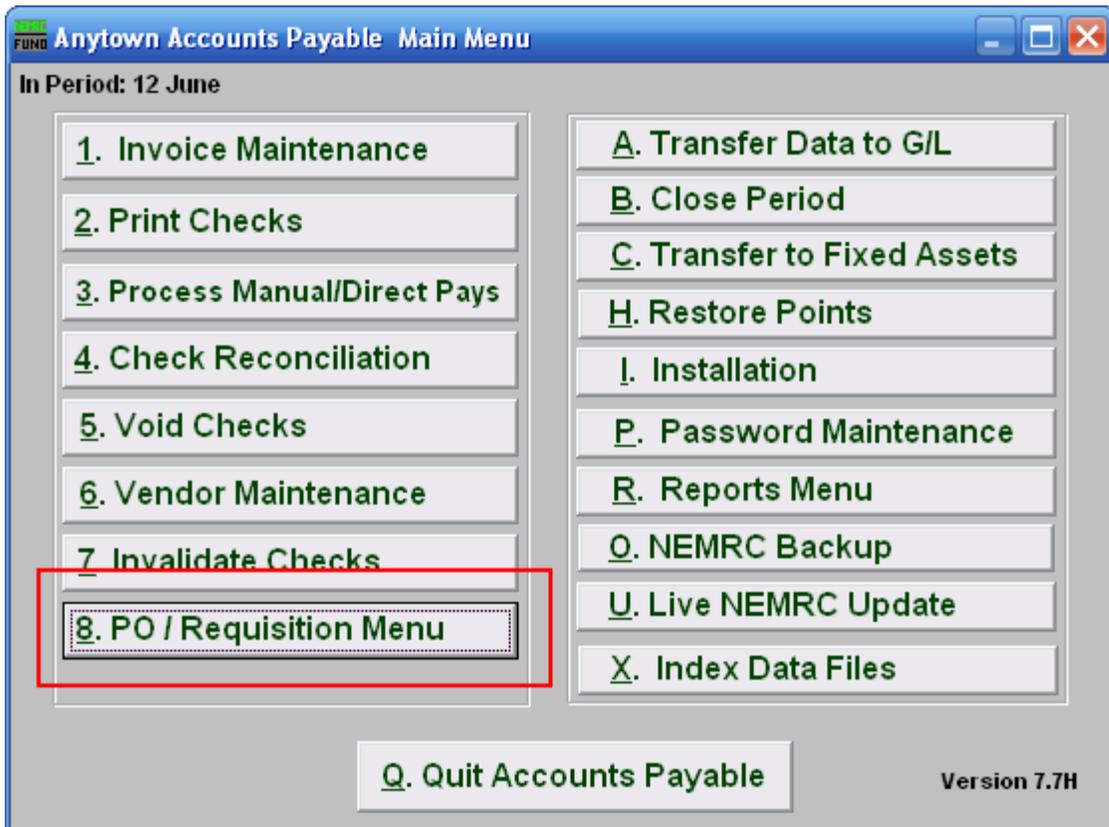


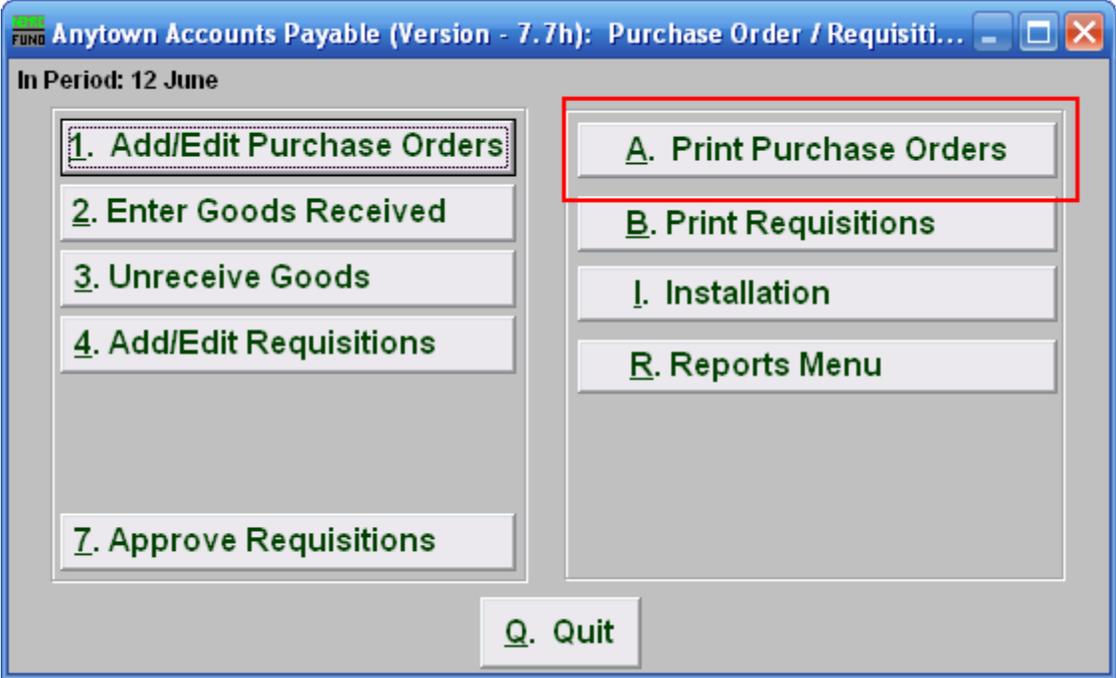
Accounts Payable

8. PO/Requisition Menu: A. Print Purchase Orders



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

Accounts Payable



Click on “A. Print Purchase Orders” from the Purchase Order / Requisition Menu and the following window will appear:

Accounts Payable

Print Purchase Orders

The screenshot shows a software dialog box titled "Print Purchase Orders". At the top left, there is a "Print 1" label. Below it are two radio buttons: "Unprinted" (which is unselected) and "Range" (which is selected). To the right of the "Range" radio button is a text input field containing the word "Range". Below these are two rows of input fields: "From" and "To", both containing the number "2". Each input field has a "Find" button to its right. At the bottom of the dialog are three buttons: "3 Preview", "4 Print", and "5 Cancel".

- 1. Print: Unprinted OR Range:** Select “Unprinted” to print all Purchase Orders or select “Range” to choose a range of Purchase Orders.
- 2. From and To:** Type in the Purchase Order number to start with and end with, or Click on “Find” and select from there.
- 3. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 4. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.