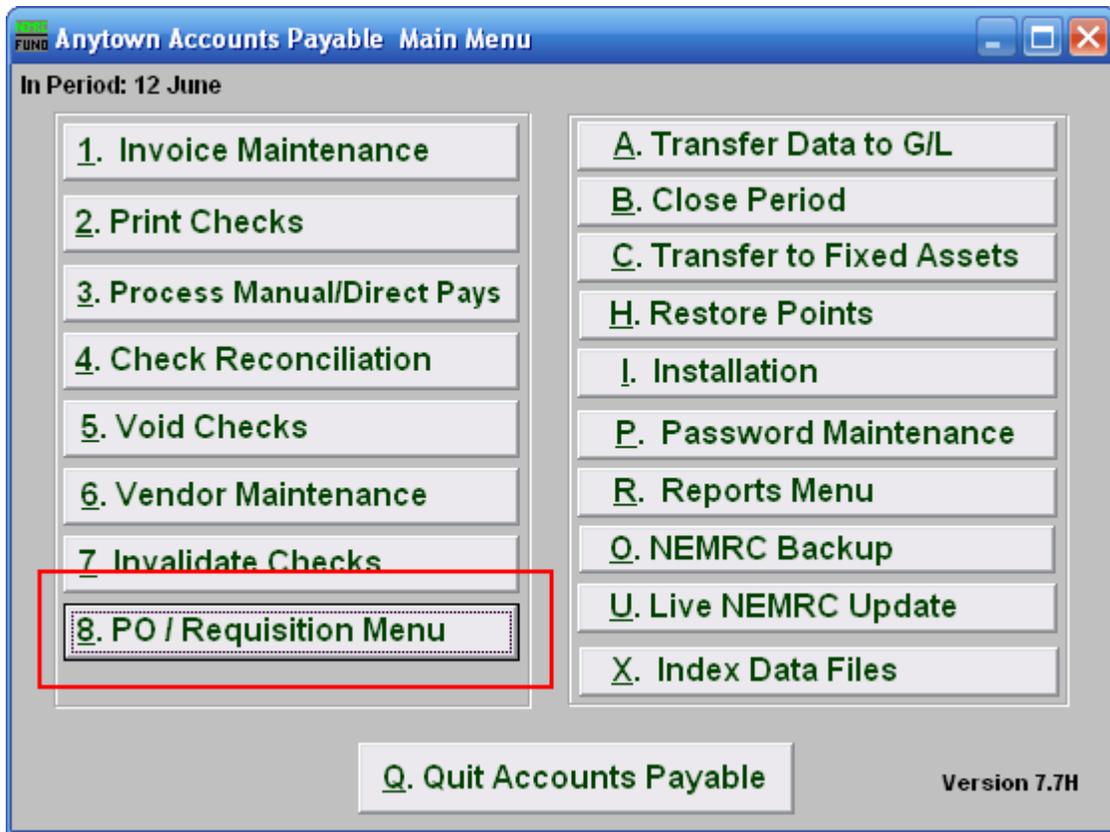


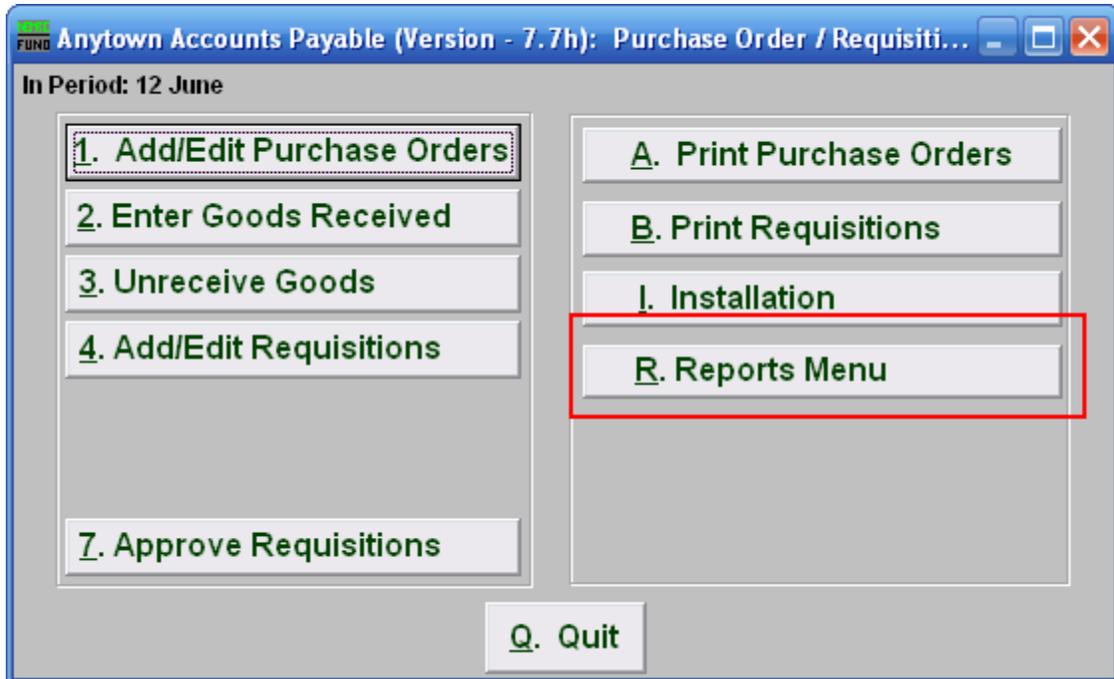
Accounts Payable

8. PO/Requisition Menu: R. Reports Menu: 5. Voided Purchase Orders

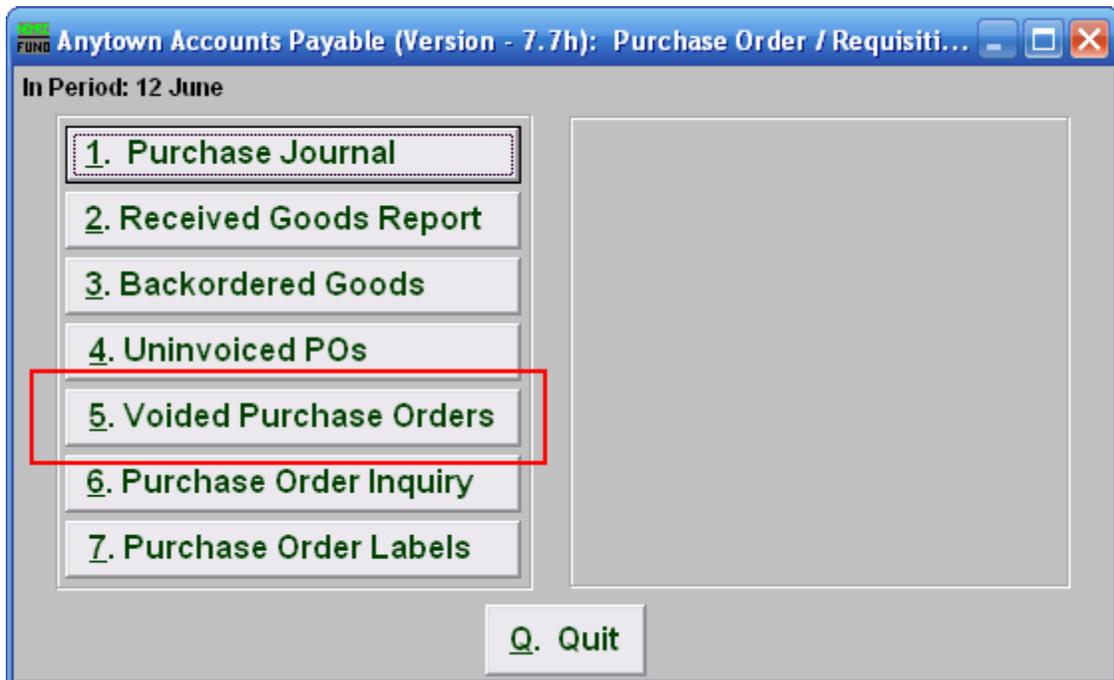


Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:

Accounts Payable



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



Click on “5. Voided Purchase Orders” from the Purchase Order / Requisition’s Reports Menu and the following window will appear:

Accounts Payable

Voided Purchase Orders

The screenshot shows a dialog box titled "Voided PO Report" with a "FUND" logo. It features a date range selector: "Goods Ordered Between (Blank for All)" followed by a date field containing "1/1", the word "to", and another date field containing "01/09/2008". Below the date fields are four buttons: "Preview", "Print", "File", and "Cancel". Red numbers 1 through 5 are placed above the date fields and buttons respectively to indicate the order of operations described in the text below.

- 1. Goods Ordered Between (Blank for All):** Enter the date you wish for the report to include. Leaving the start date blank will be treated as all voided 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 PRINTING 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.