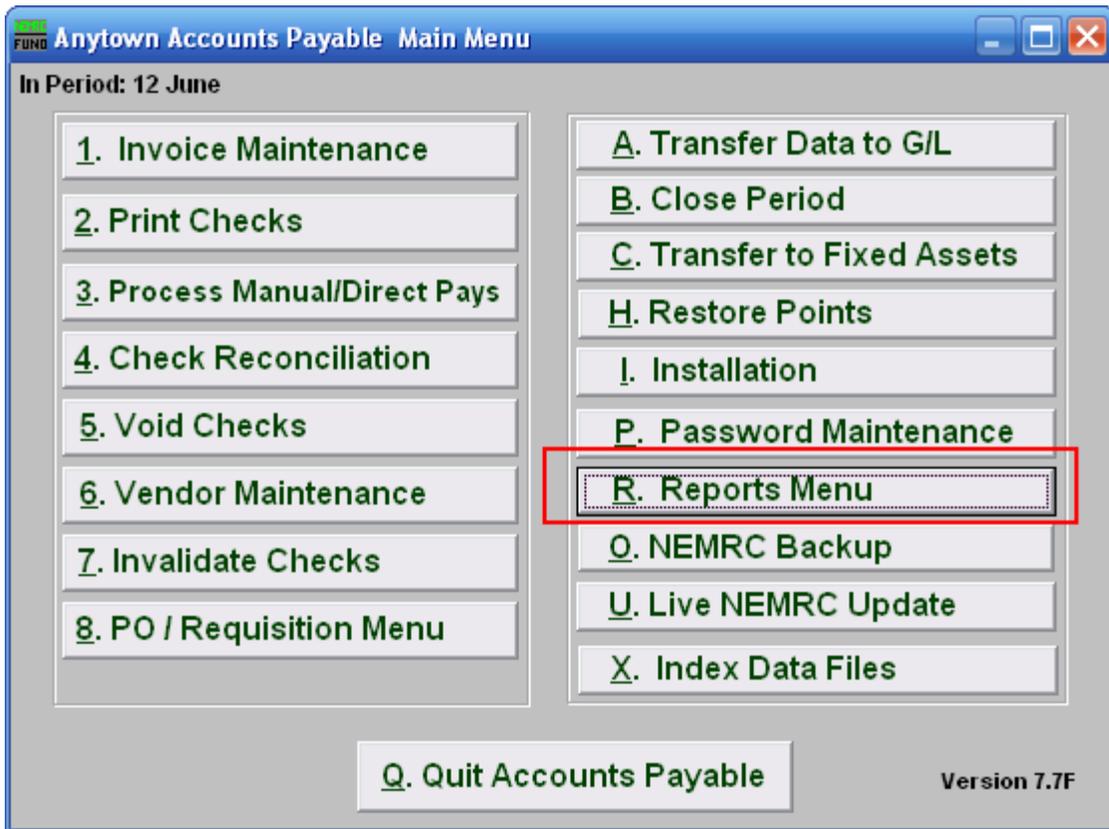


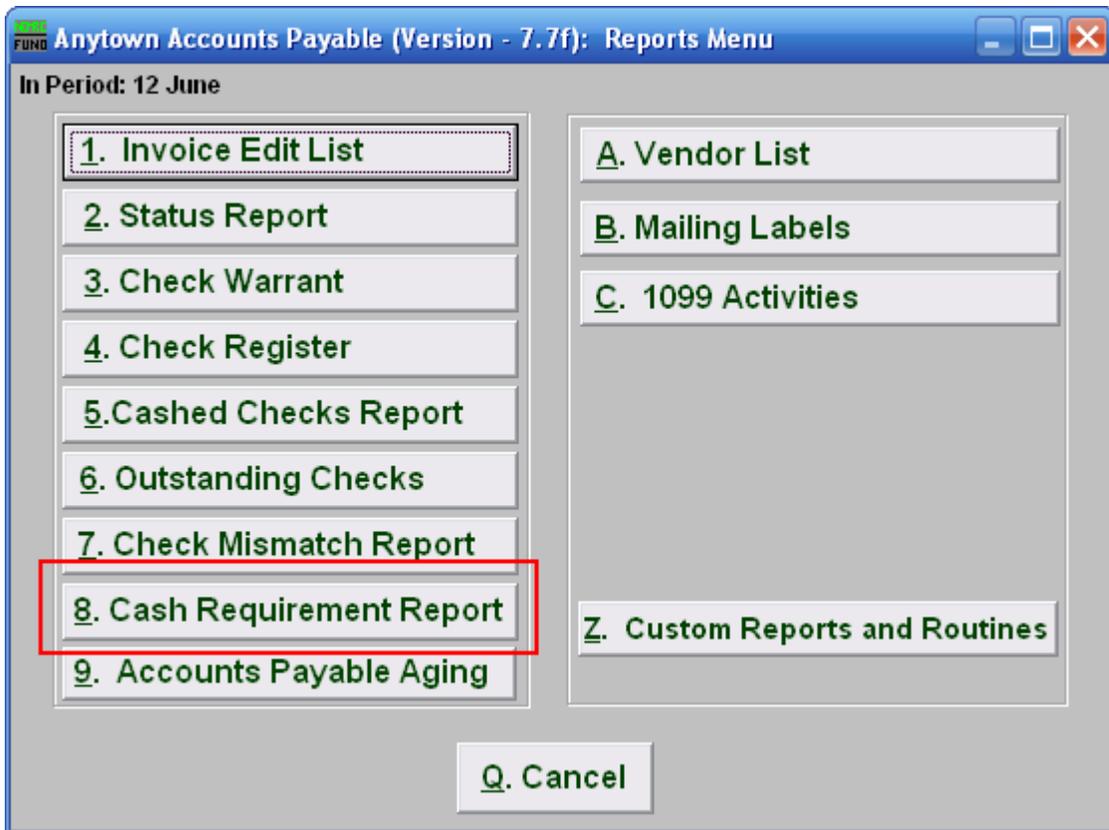
Accounts Payable

R. Reports Menu: 8. Cash Requirement Report



Click on “R. Reports Menu” from the Main Menu and the following menu will appear:

Accounts Payable



Click on “8. Cash Requirement Report” and the following window will appear:

Accounts Payable

Cash Requirement Report

The screenshot shows a dialog box titled "FUND Cash Requirements Report". It has a blue title bar with standard window controls. The main area is grey and contains the following elements:

- Two radio buttons: "Order by Vendor Number" (unselected) and "Order by Due Date" (selected). A red box highlights these two options.
- A text field labeled "Enter Payment Due Date" containing the date "12/04/2007".
- A dropdown menu labeled "Enter Checking Account Code (Blank for All)" with a red "3" next to it.
- Four buttons at the bottom: "Preview 4", "5 Print", "File 6", and "7 Cancel".

- 1. Order by Vendor Number OR Order by Due Date:** Select which order to report the data in.
- 2. Enter Payment Due Date:** Enter the payment date for which the evaluation of cash requirements will be made when ordered by due date.
- 3. Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation or leave this field empty to report for all
- 4. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 7. Cancel:** Click "Cancel" to cancel and return to the previous screen.