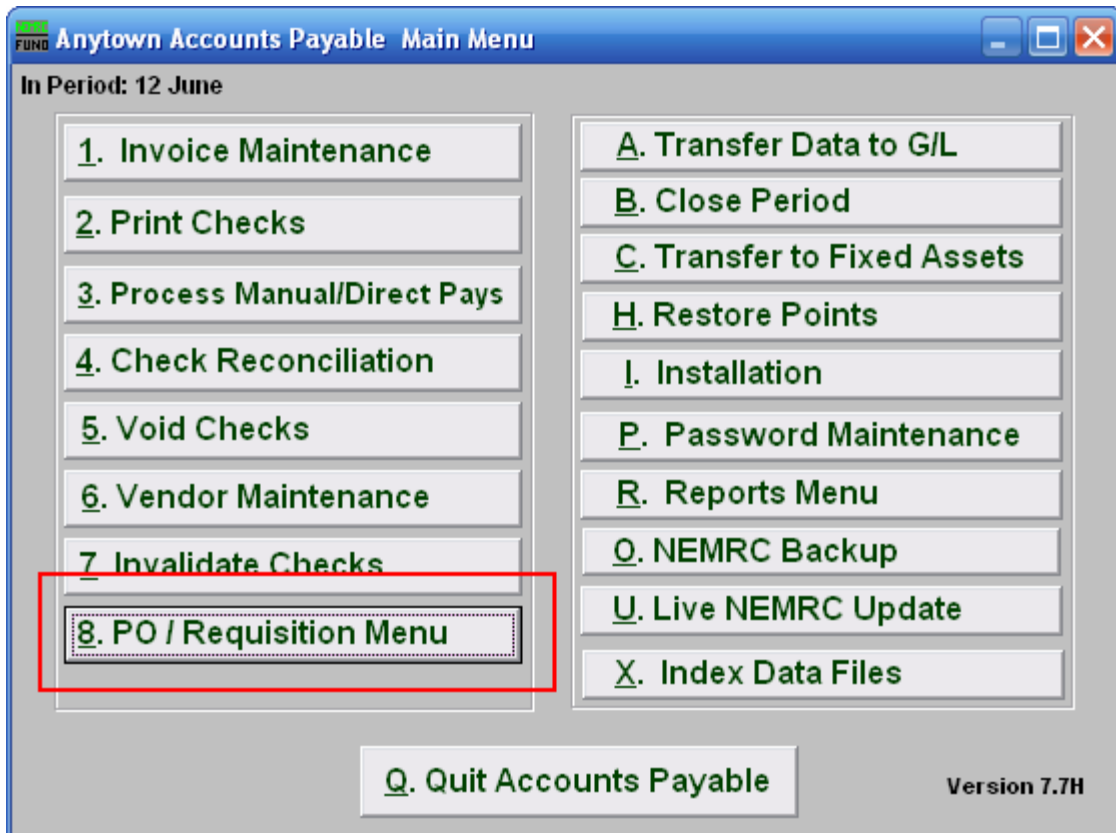


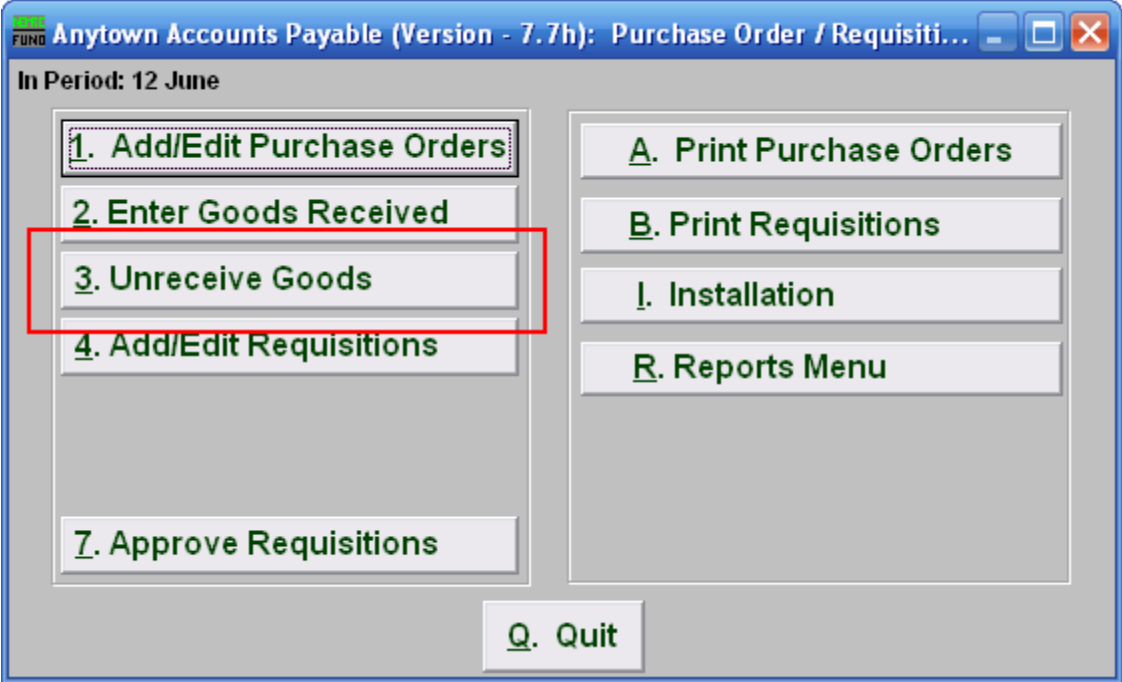
Accounts Payable

8. PO/Requisition Menu: 3. Unreceive Goods



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

Accounts Payable



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

Accounts Payable

Unreceive Goods

The screenshot shows a software dialog box titled "FUND Unreceive Goods". It features a search field for "PO Number" containing the value "50400005" and a "Find" button. Below the search field are two buttons: "Unreceive" and "Cancel". Red numbers 1, 2, and 3 are placed above the "PO Number" field, the "Unreceive" button, and the "Cancel" button respectively.

- 1. PO Number:** Enter in the PO Number or click “Find” and select from there.
- 2. Unreceive:** Click this button to process. All un-invoiced items will be seen as outstanding/back-ordered.
- 3. Cancel:** Click “Cancel” to cancel and return to the previous screen.