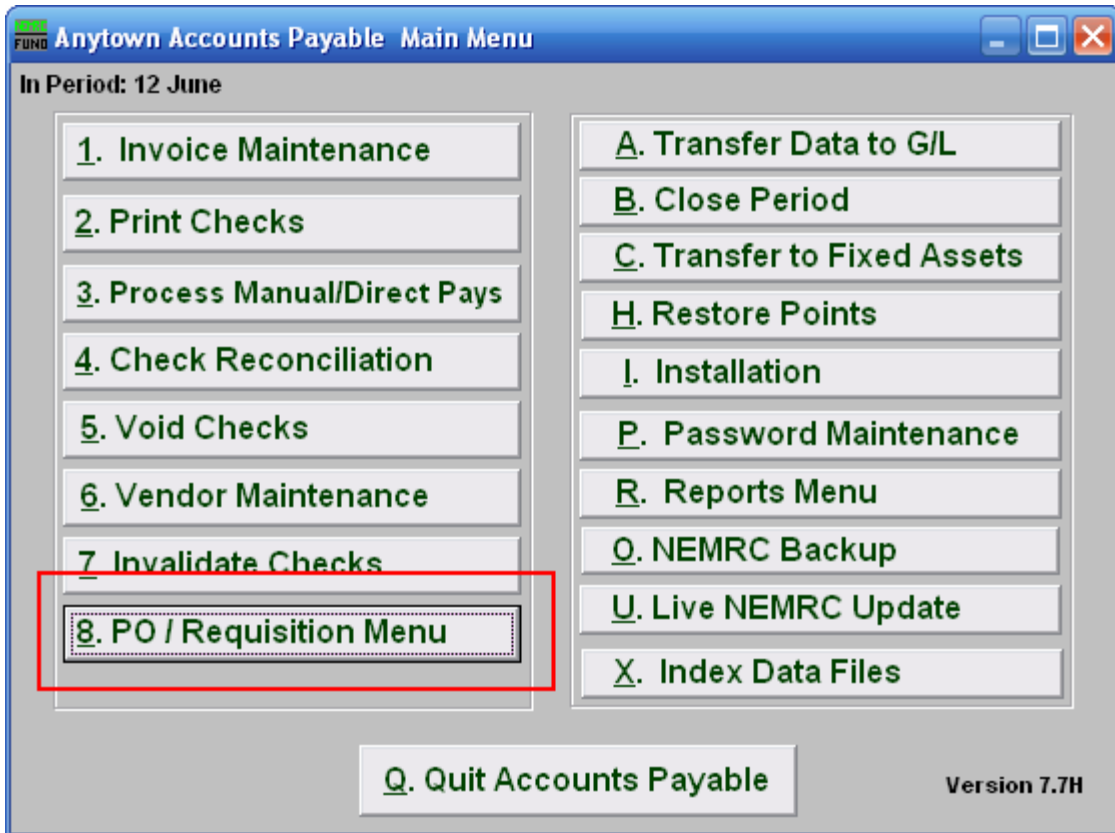


# Accounts Payable

## 8. PO/Requisition Menu: R. Reports Menu: 1. Purchase Journal

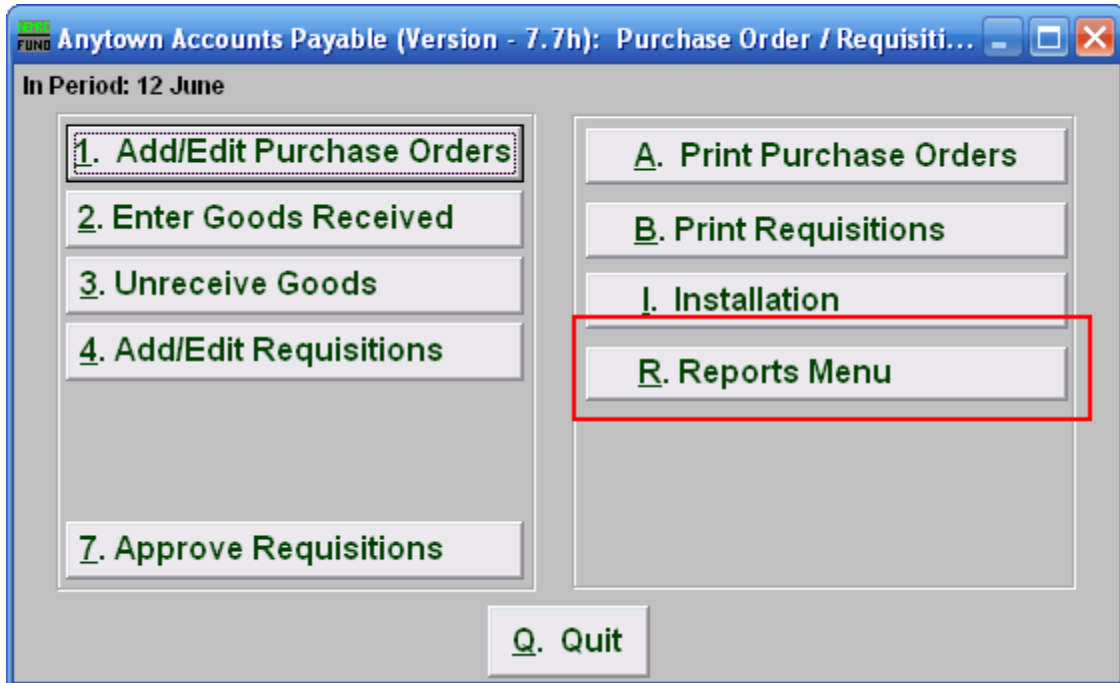
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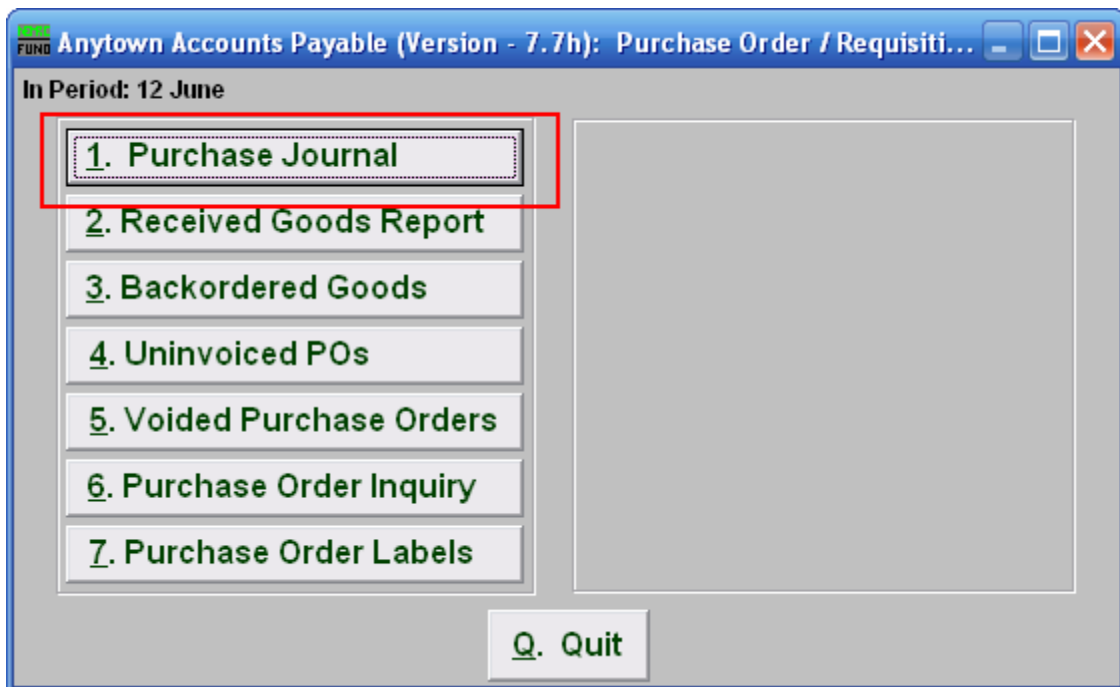


Click on “8. PO / Requisition Menu” from the Main Menu and the following window will appear:

# Accounts Payable



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



Click on “1. Purchase Journal” from the Purchase Order / Requisition’s Reports Menu and the following window will appear:

# Accounts Payable

## Purchase Journal

**Style** 1  Display Style  Wide Style

**Order**  PO #  Vendor #  Vendor Name  Account #

**Status**  Open  Closed  Partial

**Year**  Current  Last  Next

**Order Date** 11 to 01/09/2008

Include item descriptions

Preview Print File Cancel

1. **Style:** Click to select which style you want the report to print in. The wide style has more information and options than the display style.

# Accounts Payable

Style: Display Style

**Style**  Display Style  Wide Style

**Order 1**  PO #  Vendor #  Vendor Name  Account #

**Status 2**  Open  Closed  Partial

**Year 3**  Current  Last  Next

**Order Date 4**  to

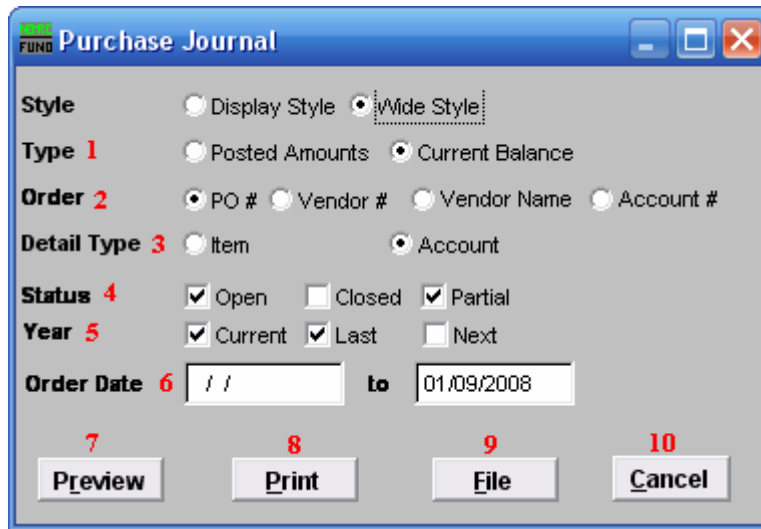
**5**  Include item descriptions

**6 7**   **8**  **9**

- 1. Order:** Select what Order you want the report to be in.
- 2. Status:** Select whether you want the report to show Open and/or Closed and/or Partial orders. Check all that apply.
- 3. Year:** Select whether you want the report to show Current and/or Last and/or Next year Purchase Orders. Check all that apply.
- 4. Order Date:** Type in the Order Date Range you want the report to include. The empty first date field is treated as all orders up to the end date.
- 5. Include item descriptions:** Select to include item descriptions, for a more detailed report.
- 6. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 7. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 8. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 9. Cancel:** Click "Cancel" to cancel and return to the previous screen.

# Accounts Payable

Style: Wide Style



- 1. Type:** Select whether you want the report to show Posted Amounts or Current Balance.
- 2. Order:** Select what Order you want the report to be in.
- 3. Detail Type:** Select whether Items or Accounts are shown in detail in this report.
- 4. Status:** Select whether you want the report to show Open and/or Closed and/or Partial orders. Click all that apply.
- 5. Year:** Select whether you want the report to show Current and/or Last and/or Next year Purchase Orders. Click all that apply.
- 6. Order Date:** Type in the Order Date Range you want the report to include. The empty first date field is treated as all orders up to the end date.
- 7. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 8. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 9. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 10. Cancel:** Click “Cancel” to cancel and return to the previous screen.