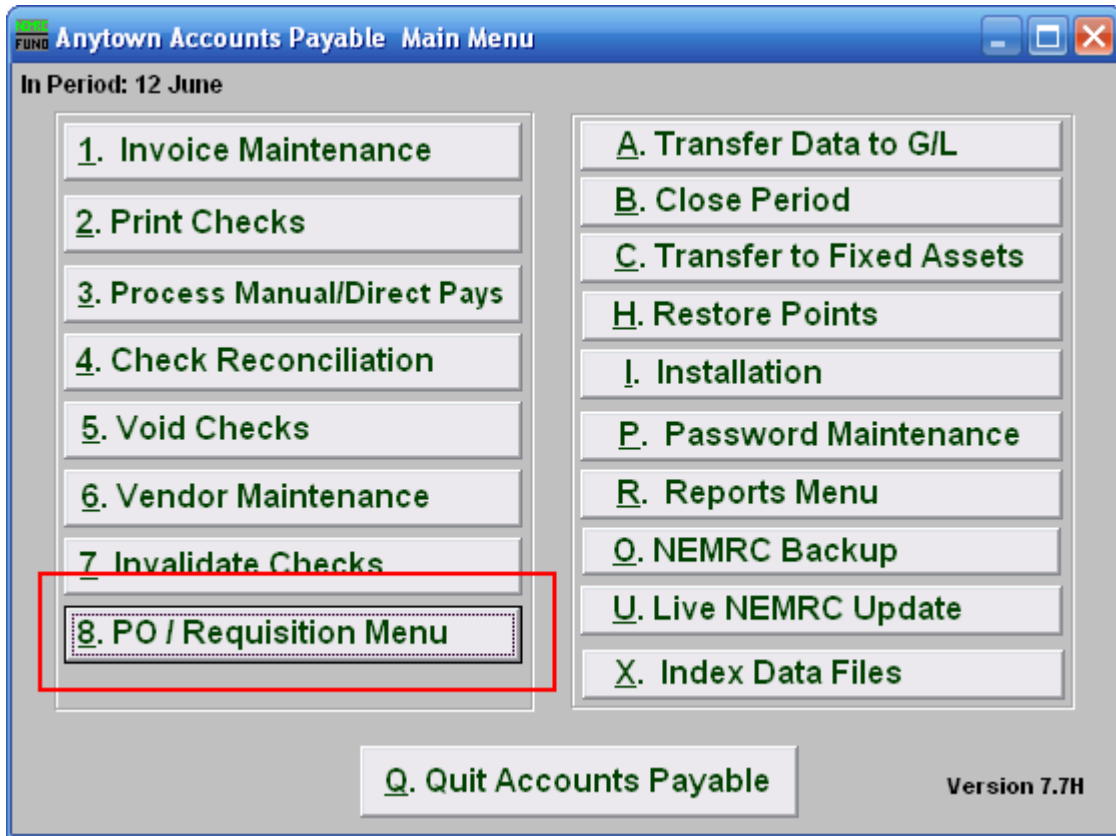


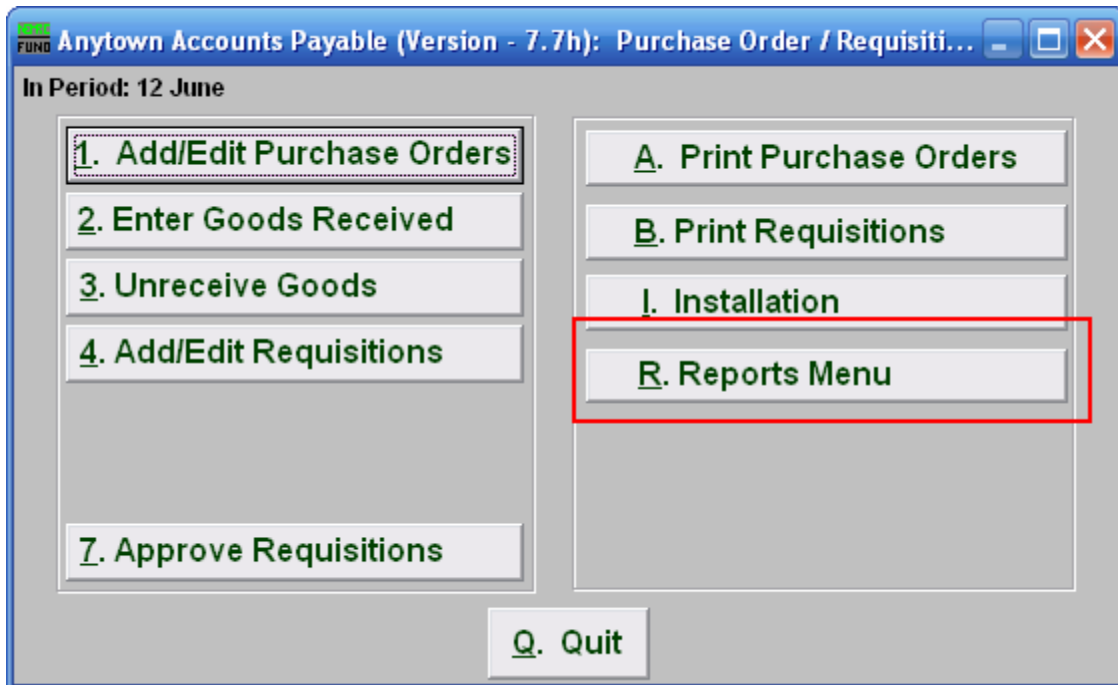
Accounts Payable

8. PO/Requisition Menu: R. Reports Menu: 2. Received Goods Report

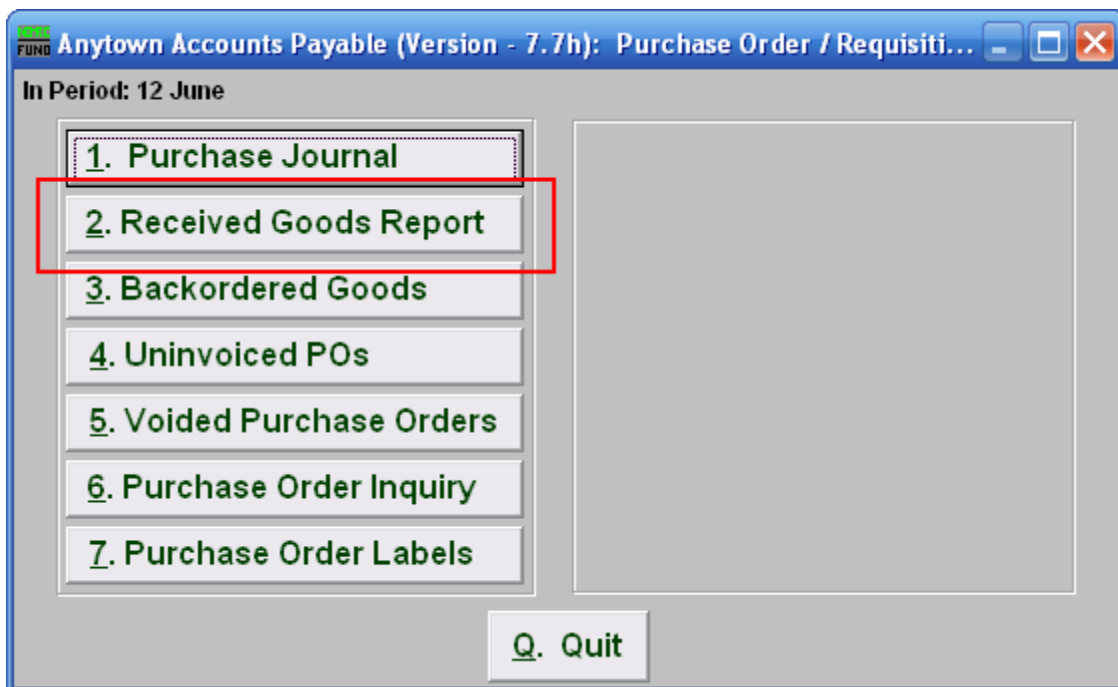


Click on “8. PO / Requisition Menu” from the Main Menu and the following window will appear:

Accounts Payable



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



Click on “2. Received Goods Report” from the Main Menu and the following window will appear:

Accounts Payable

Received Goods Report

Received Goods Report

Good Received Between 1 01/09/2008 to 01/09/2008

2 Preview 3 Print 4 File 5 Cancel

1. **Good Received Between:** Enter the date you wish to have the report include.
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.