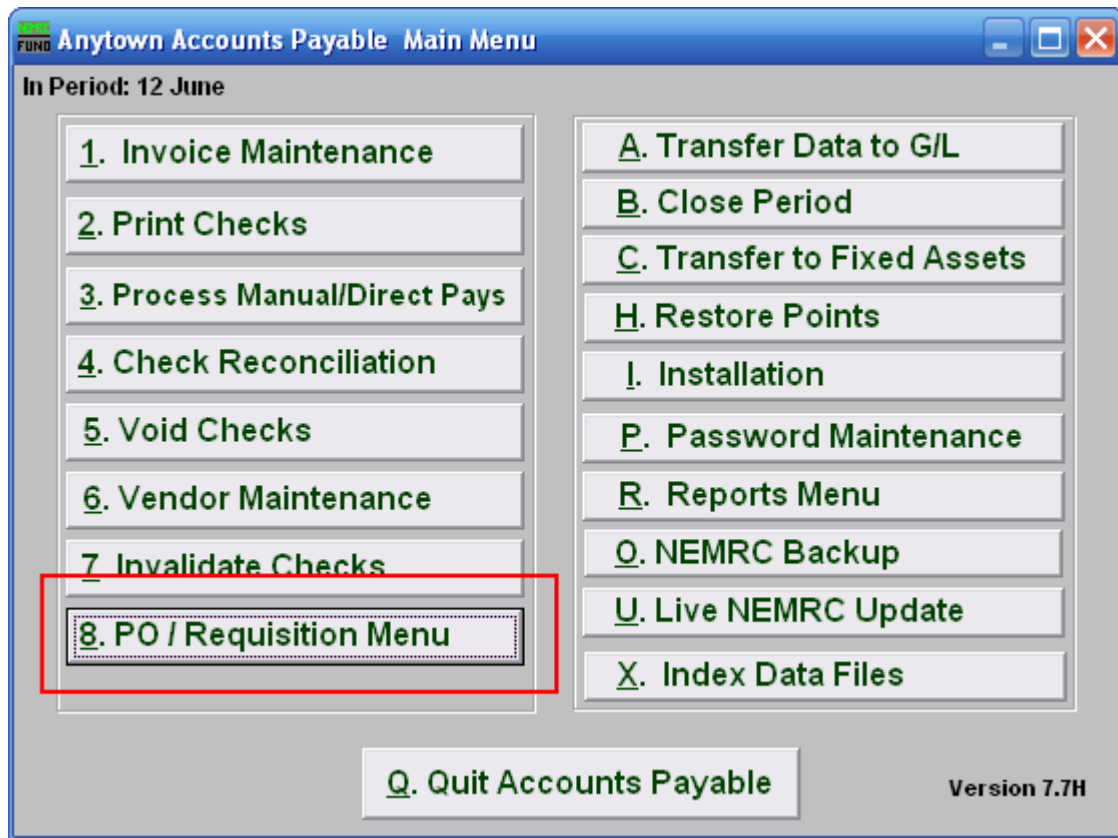


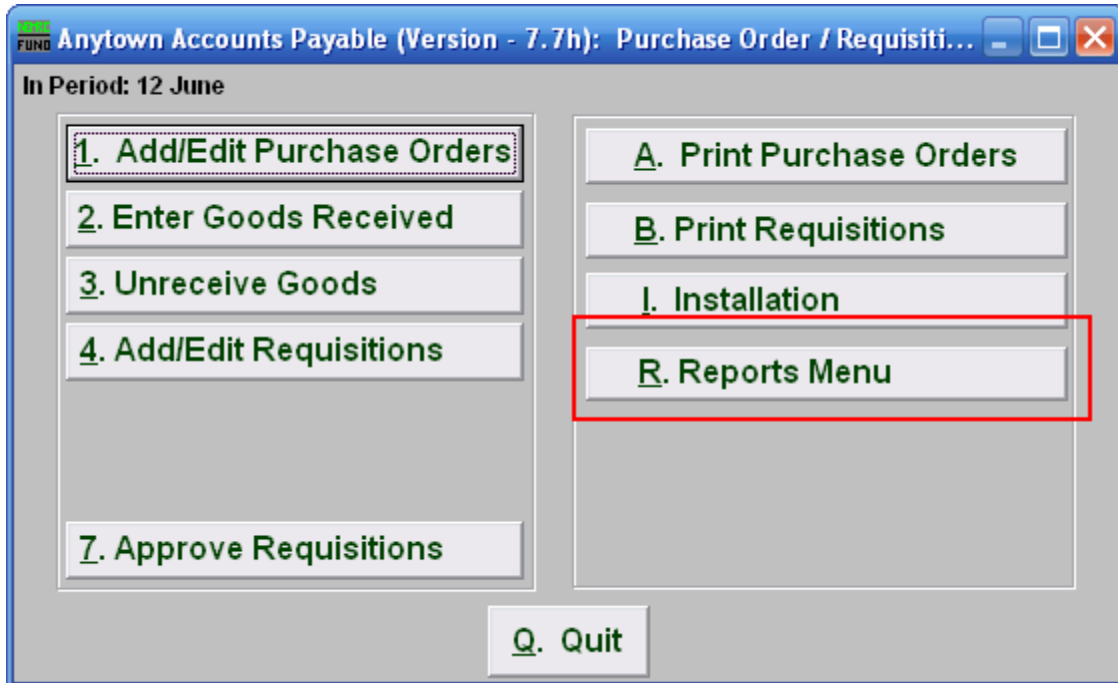
Accounts Payable

8. PO/Requisition Menu: R. Reports Menu: 3. Backordered Goods

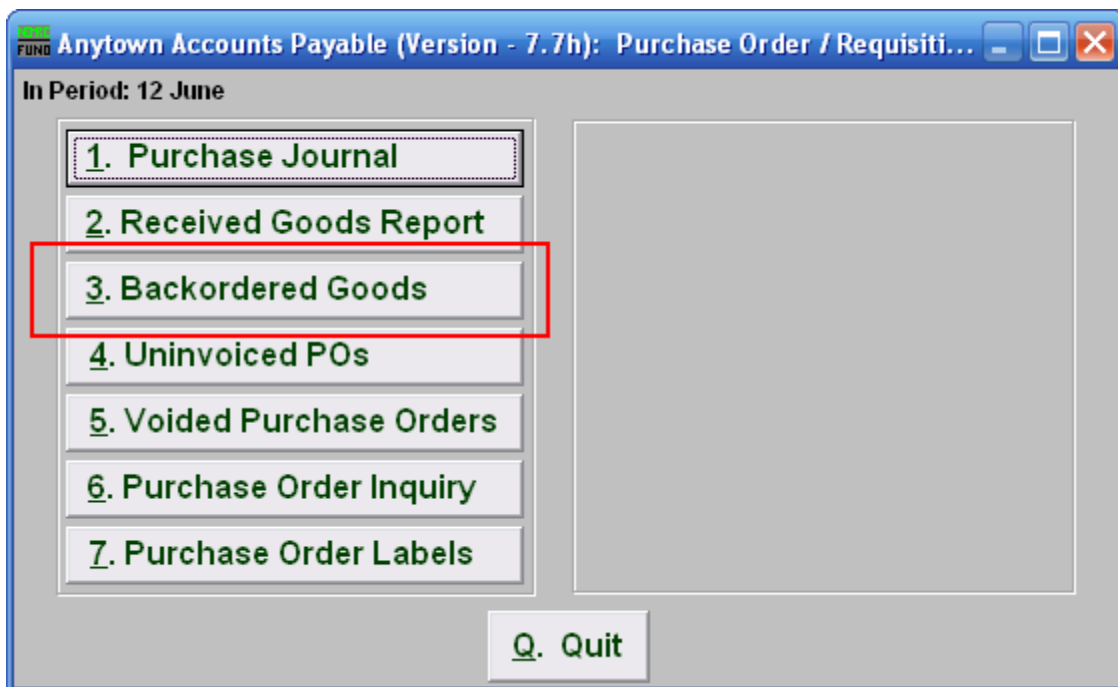


Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:

Accounts Payable



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



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

Accounts Payable

Backordered Goods

A screenshot of a software dialog box titled "Uninvoiced Goods Report". The dialog box has a blue title bar with standard window controls (minimize, maximize, close). Below the title bar, there is a label "Goods Ordered Between" followed by a date input field (1) containing "/", and the word "to" followed by another date input field containing "01/09/2008". Below these fields are four buttons: "Preview" (2), "Print" (3), "File" (4), and "Cancel" (5). Each button has a red number above it corresponding to the numbered list in the instructions below.

1. **Goods Ordered Between:** Enter the dates you wish the report to include. Leaving the start date blank will be treated as all 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 PRINT 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.