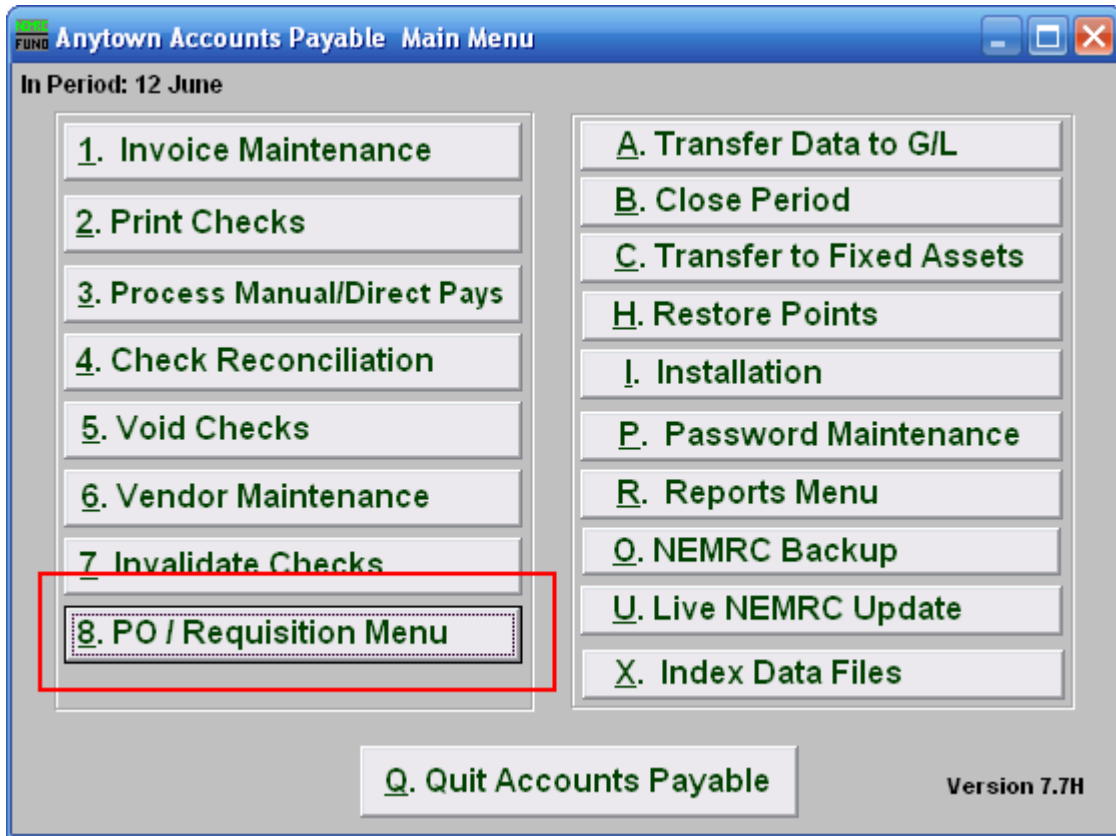


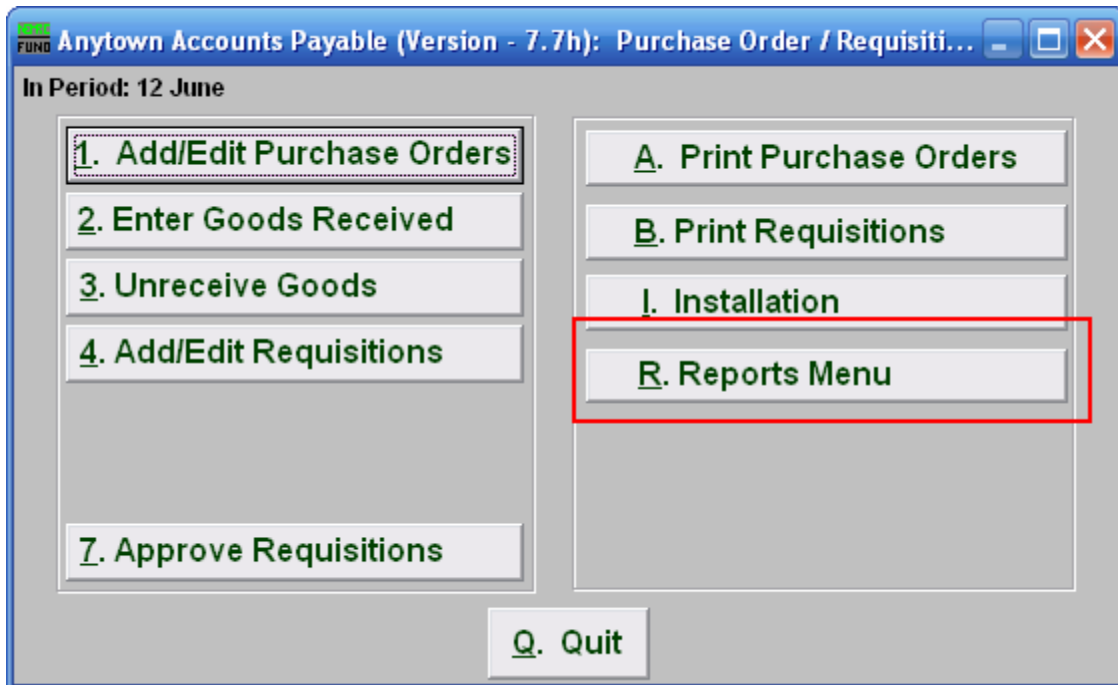
Accounts Payable

8. PO/Requisition Menu: R. Reports Menu: 5. Voided Purchase Orders

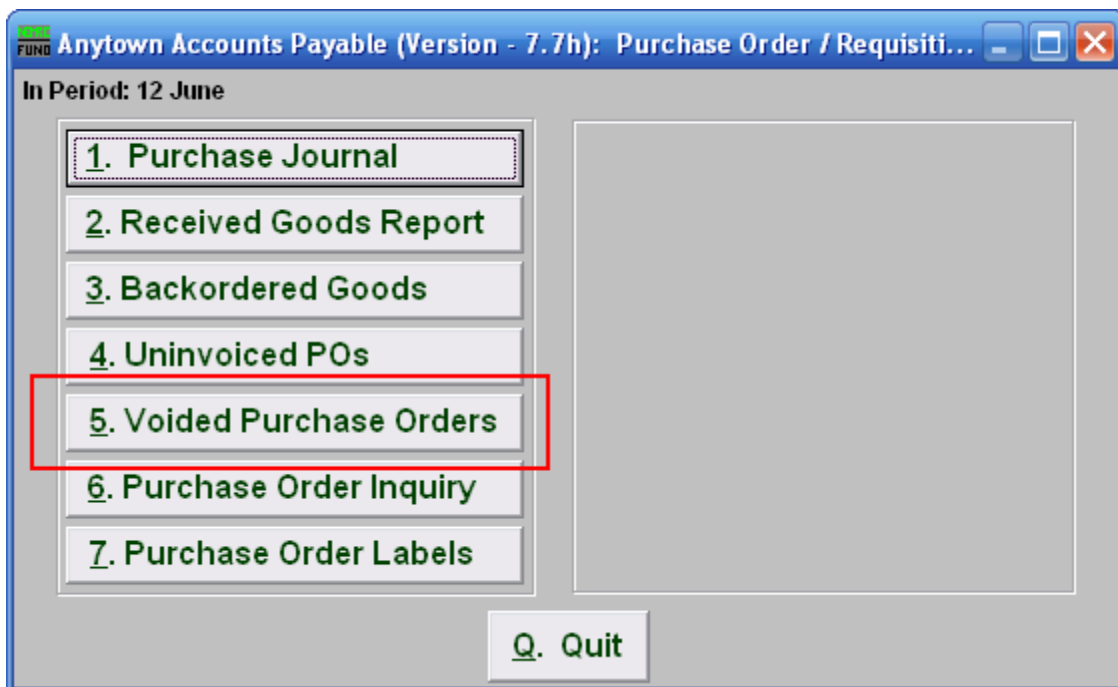


Click on “8. PO / Requisition Menu” from the Main Menu and the following window will appear:

Accounts Payable



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



Click on “5. Voided Purchase Orders” from the Purchase Order / Requisition’s Reports Menu and the following window will appear:

Accounts Payable

Voided Purchase Orders

1. **Goods Ordered Between (Blank for All):** Enter the date you wish for the report to include. Leaving the start date blank will be treated as all voided 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 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.