Accounts Payable

R. Reports Menu: 8. Cash Requirement Report
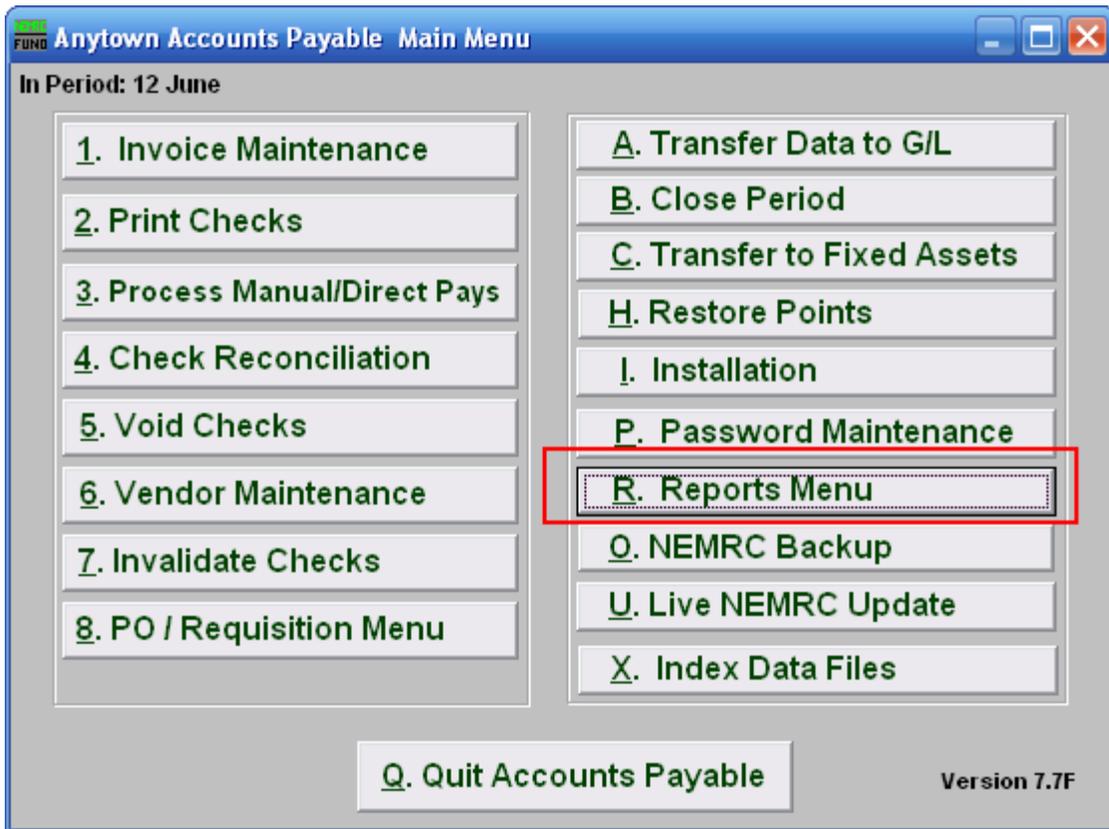
Click on "R. Reports Menu" from the Main Menu and the following menu will appear:

Accounts Payable
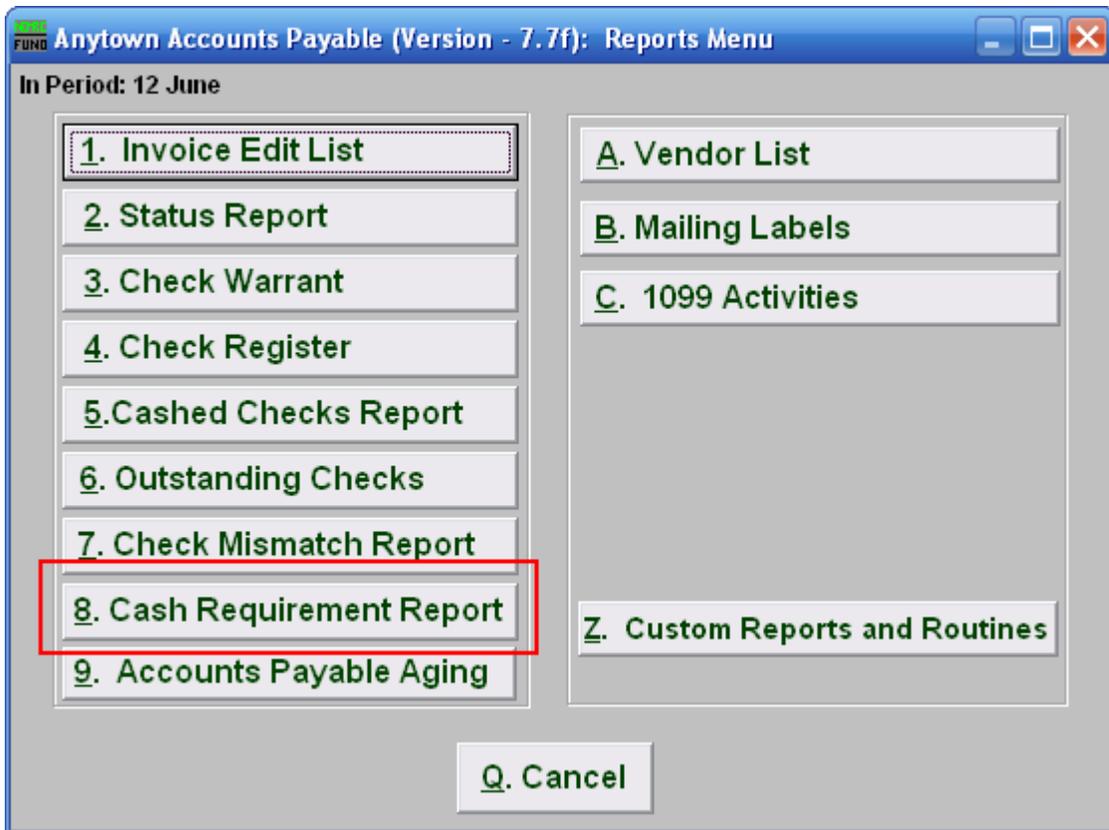
Click on "8. Cash Requirement Report" and the following window will appear:

Accounts Payable

Cash Requirement Report

1. **Order by Vendor Number OR Order by Due Date:** Select which order to report the data in.

2. **Enter Payment Due Date:** Enter the payment date for which the evaluation of cash requirements will be made when ordered by due date.

3. **Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation or leave this field empty to report for all

4. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

6. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.