8. PO/Requisition Menu: A. Print Purchase Orders
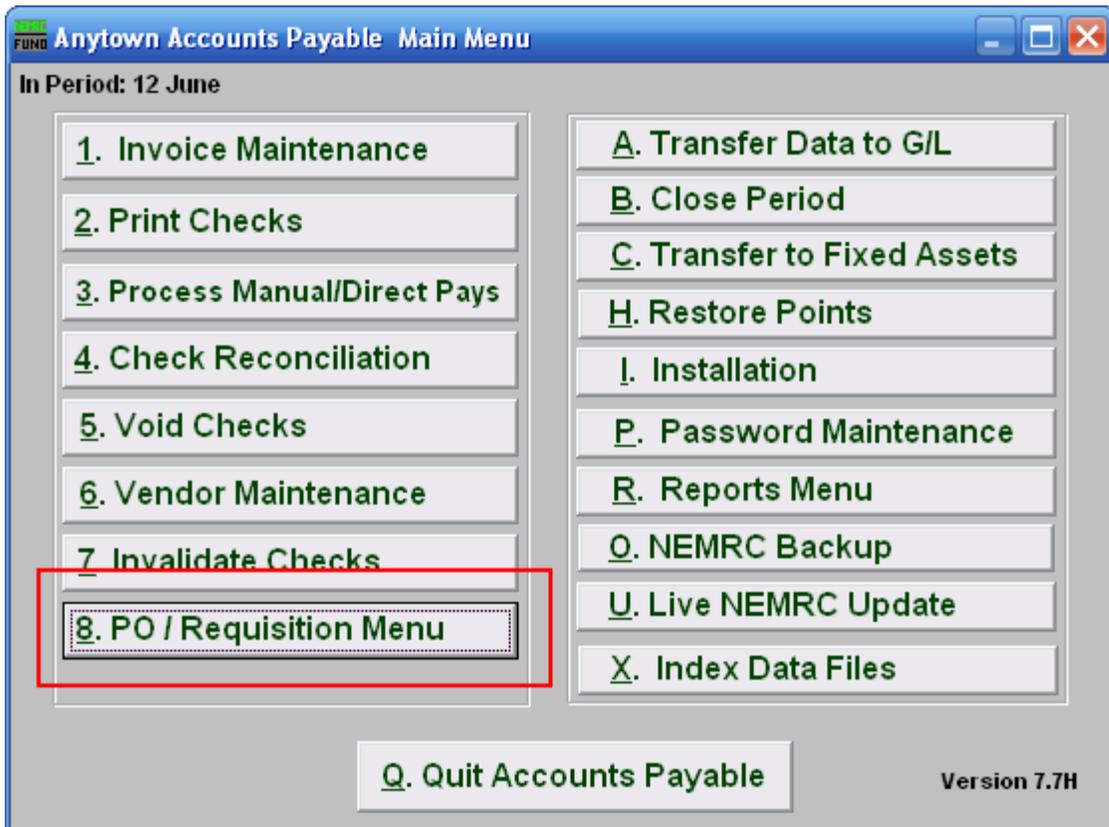
Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:
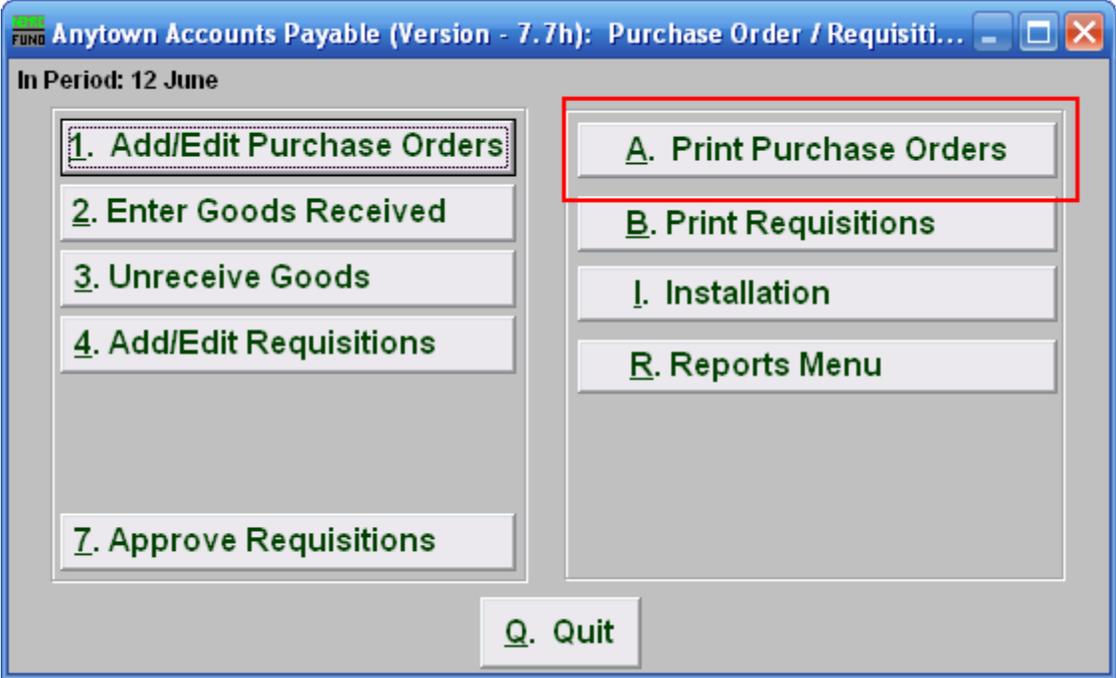
Accounts Payable

Click on "A. Print Purchase Orders" from the Purchase Order / Requisition Menu and the following window will appear:

Accounts Payable

Print Purchase Orders

1. **Print: Unprinted OR Range:** Select "Unprinted" to print all Purchase Orders or select "Range" to choose a range of Purchase Orders.

2. **From and To:** Type in the Purchase Order number to start with and end with, or Click on "Find" and select from there.

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

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

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