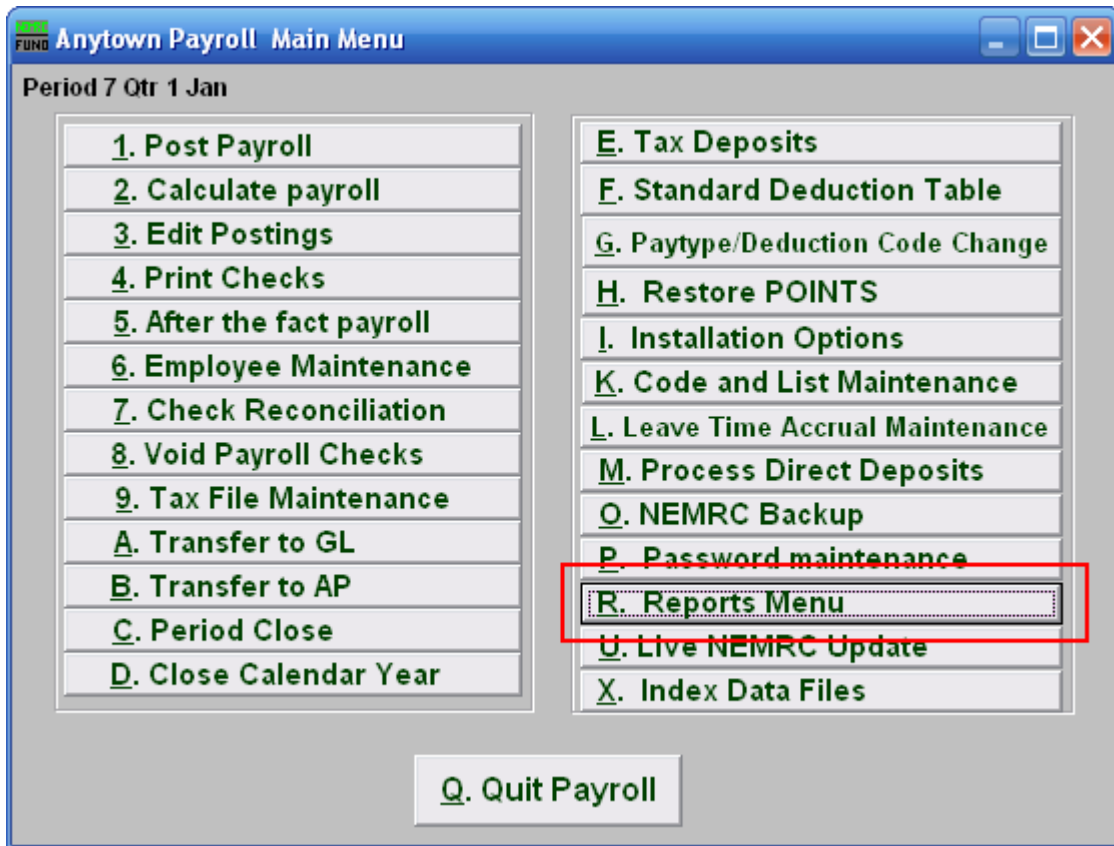


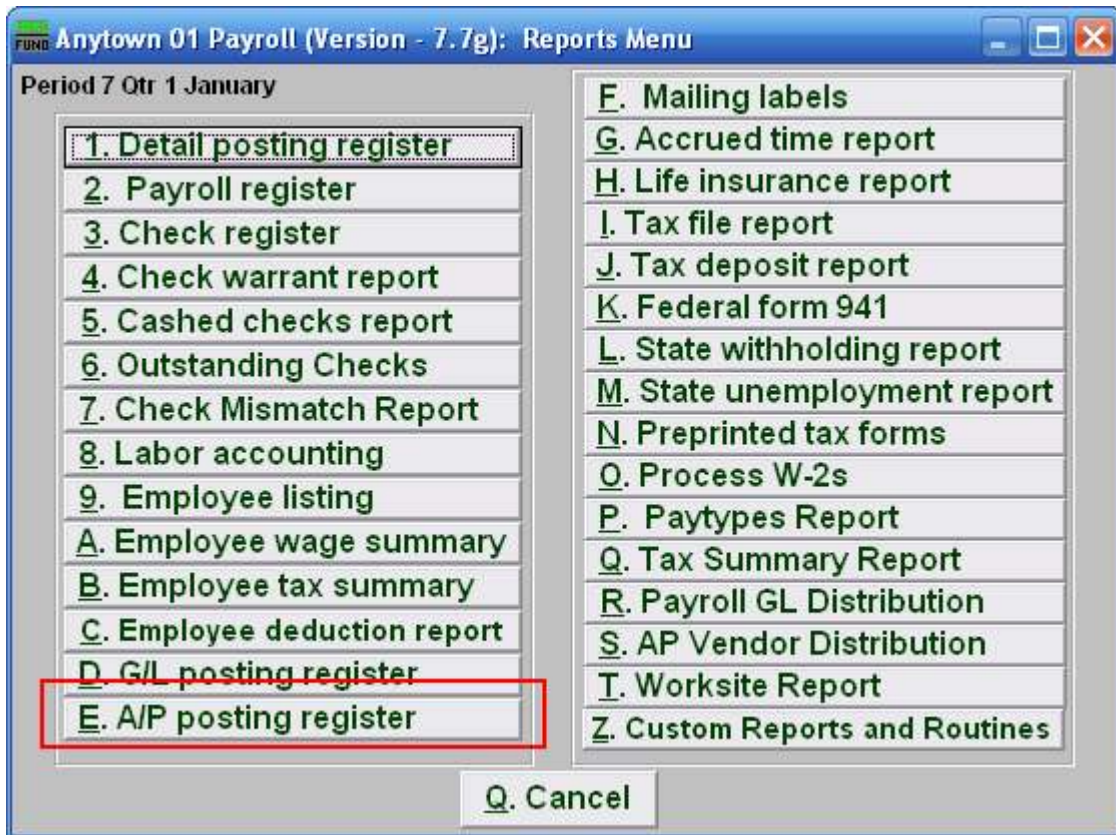
# Payroll

## R. Reports Menu: E. A/P Posting Register



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

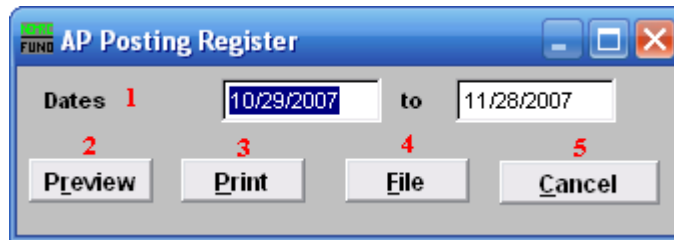
# Payroll



Click on “E. A/P posting register” from the Reports Menu and the following window will appear:

# Payroll

## A/P Posting Register



- 1. Dates:** Enter the date range to select records for reporting. All transactions are recorded by the check date issued.
- 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.