How To Print Purchasing Reports

Here are the steps to Preview/Print Purchasing Reports

- 1. Navigate to Purchasing (Accounts Payable)
- 2. Click the name of the report you wish to open.
- 3. Report viewer of the preferred report will be automatically opened.

Activities	Maintenance	Reports
Purchase Orders	1099	Cash Requirement By Commodity
Vouchers	Buyers	Cash Requirement Detail
Voucher Batch Entry	Liens	Cash Requirements
Pay Vouchers	Vendor Inquiry	Check Register
Pay Voucher Details	Vendor Mapping	Customer Settlement Summary Statement
Process Payments	Vendors	Inbound Tax
Batch Posting		Open Clearing
Basis Advance		Open Clearing Detail
Deferred Payments		Open Payable Details
Voucher CheckOff Detail		Open Payables
		Voucher Checkoff
Create		
New Buyer		
New Lien		
New Payment		
New Purchase Orders		
New Vendor		
New Voucher Batch Entry		
New Vouchers		

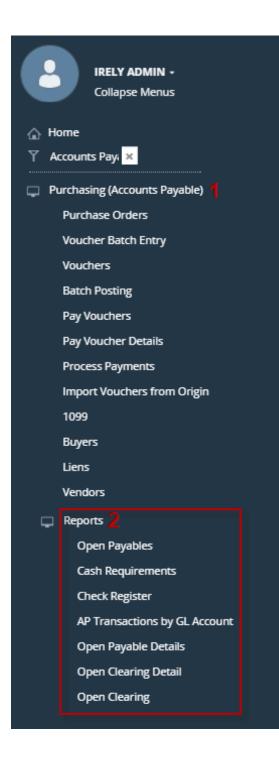
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Activities	Maintenance	Import	Reports 2
Purchase Orde	ers 1099	Import Vouchers from Origin	AP Transactions by GL Account
Vendor Conta	t List Buyers		Cash Requirements
Vouchers	Liens		Check Register
Voucher Batch	Entry Vendors		Customer Settlement Summary S
Pay Vouchers			Open Clearing
Pay Voucher D	etails		Open Payable Details
Process Payme	ents		Open Clearing Detail
Batch Posting			Open Payables
			Voucher Checkoff
Create			4
New Purchase	Orders		
New Vouchers			
New Voucher I	Batch Entry		
New Payable			
New Buyer			
New Lien			

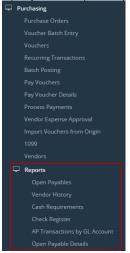
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There are two ways to preview/print Purchasing Reports.

1. First, is through the **Purchasing** menu. The reports displayed on this menu are based on the user menu assigned to a user. Click the name of the report you wish to print to open its **Fields** screen. This is where you can add parameters for your report.



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2. Second, through **Report Manager**. To open this screen, go to **System Manager > Report Manager** menu. Select **Accounts Payable** from **Group** section to show all Accounts Payable reports. Select a report then click **Print** toolbar button to open **Report Parameters** screen.

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E System Manager	📓 Report Manager		
🎡 User Security			
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Company Setup	Print Refresh Delete Task List Archives Con	inections Field List Field Selection Close	
😳 Report Manager	🔺 Up 🔻 Down	🔺 Up 🔻 Down	
Motor Fuel Tax Cycle			Desertation
Company Preferences	Group	Name	Description
Starting Numbers	General Ledger	Open Payables	Report shows all unposted payment and expense account impacted by the transactions.
Custom Fields	Inventory	Open Payables Detail	Report shows all the detail expenses. Suchs as Terms, Bills and Invoice dates.
i Utilities	Tank Management	Check Register	Report shows all the listing of all checkes paid.
ig Origin Conversions	Tax Forms	AP Transactions by GL Account	Report shows all the break down of payables to General Ledger account.
import Origin Users	Customer Label	Tax Remittance	Reports shows the list of Vendor amount that was withheld.
🎡 Import Origin Menus	Sub Report	Vendor History	Report shows the list of Vendor Payable transaction.
announcements	Customer Portal	Cash Requirements	Report shows all expense but including the due date, withheld and held feilds.
Common Info	Accounts Payable	Reconcile AP/GL	Report shows the list of open payables per Vendor where total can be compared with the B
in Dashboard	Cash Management	Purchase Order	Reports shows list of order details for specifc Vendor.
🚞 General Ledger	Help Desk		
Enancial Reports	Manufacturing		
🚞 Cash Management	Notes Receivable		
Credit Card Reconciliation	Accounts Receivable		
Inventory	Grain		
i Purchasing	Contract Management		
📝 Purchase Orders	Logistics		
🍞 Bill Batch Entry	Paychecks		
🏹 Bills	Checks	T	
Recurring Transactions			
🥪 Batch Posting	🛛 😧 🟆 Ready		
Dav Rille			

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 Second, through Report Manager. To open this screen, go to System Manager > Report Manager menu. Select Accounts Payable from Group section to show all Accounts Payable reports. Select a report then click Print toolbar button to open Report Parameters screen.

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Company Setup	Print Refresh Delete Task List Archives Conne	ections Field List Field Selection Close	
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Motor Fuel Tax Cycle			
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Financial Reports	Manufacturing		
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Credit Card Reconciliation	Accounts Receivable		
inventory	Grain		
E Purchasing	Contract Management		
	Logistics		
Bill Batch Entry	Paychecks		
- Bills	Checks	*	
Recurring Transactions			
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There are two ways to preview/print Accounts Payable Reports.

1. First, is through Accounts Payable > Reports menu. From this folder, you can select and then double click the report menu to open Report Parameters screen. The reports displayed on this menu are based on the user menu assigned to a user.

😑 🚞 Accounts Payable
🕣 🚞 Activities
😠 🚞 Maintenance
🖻 🚞 Reports
Open Payables
- 📄 Vendor History
Cash Requirements
Check Register
AP Transactions by GL Account

2. Second, through Report Manager. To open this screen, go to Admin > Report Manager menu. Select Accounts Payable from Group section to show all Accounts Payable reports. Select a report then click Print toolbar button to open Report Parameters screen.

