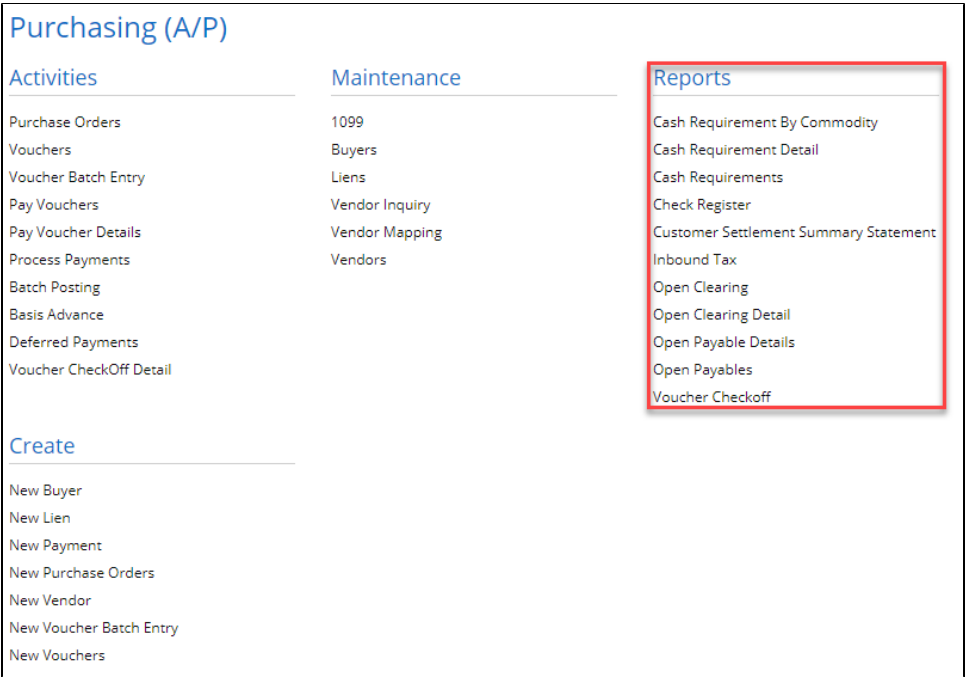


How To Print Purchasing Reports

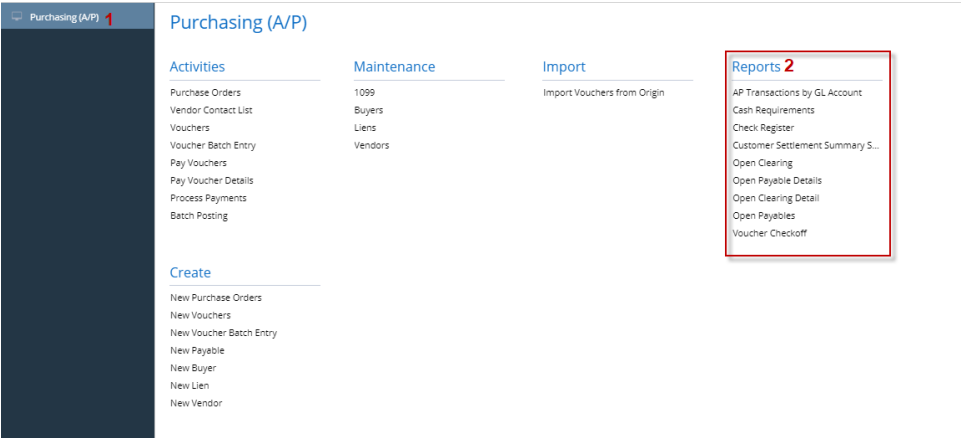
Here are the steps to Preview/Print Purchasing Reports

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.



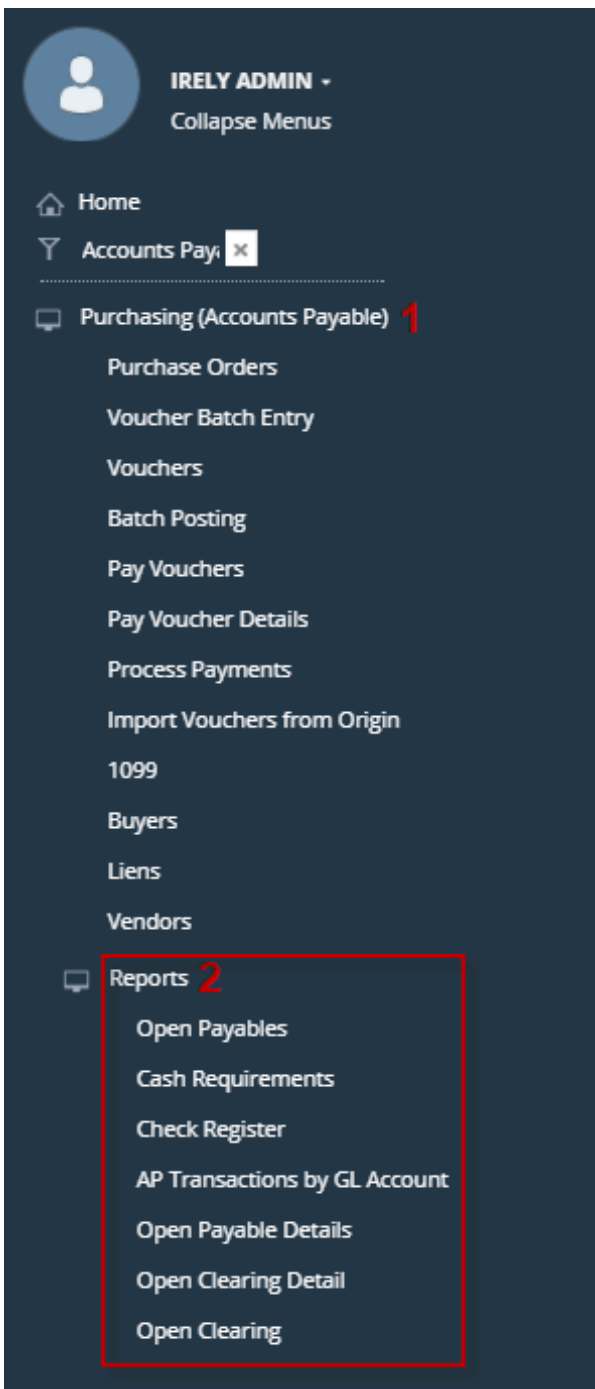
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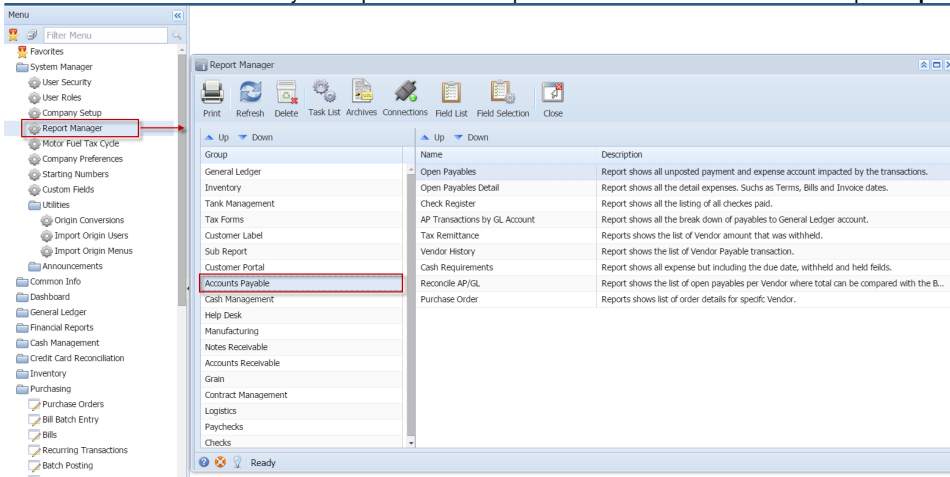


There are two ways to preview/print Purchasing Reports.

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.

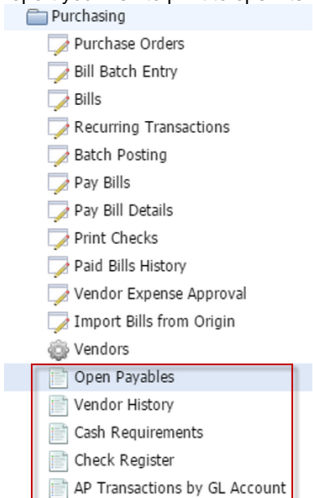


2. Second, through **Report Manager**. To open this screen, go to **System Manager > Report Manager** menu. Select **Accounts Payable** from **Group** section to show all Accounts Payable reports. Select a report then click **Print** toolbar button to open **Report Parameters** screen.

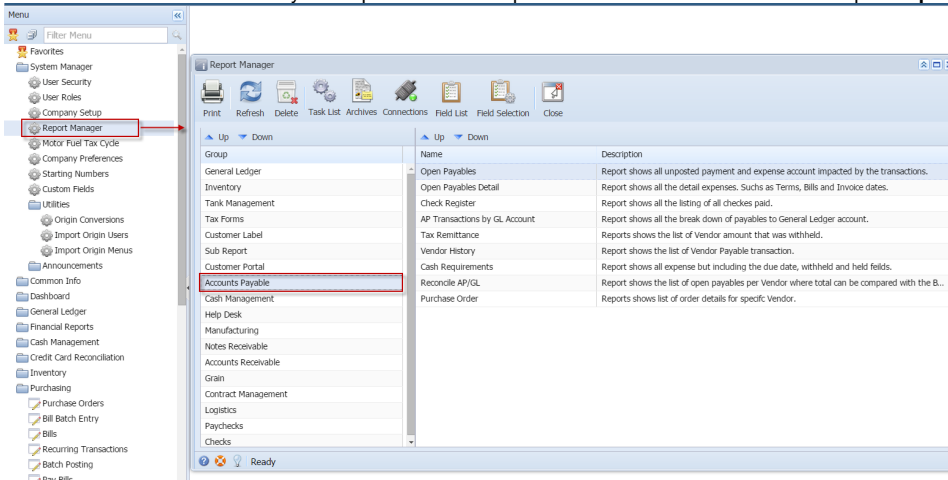


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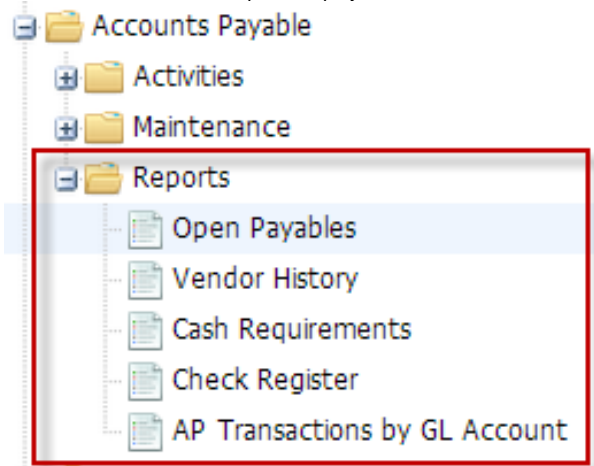


- Second, through **Report Manager**. To open this screen, go to **System Manager > Report Manager** menu. Select **Accounts Payable** from **Group** section to show all Accounts Payable reports. Select a report then click **Print** toolbar button to open **Report Parameters** screen.



There are two ways to preview/print Accounts Payable Reports.

- 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.



- 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.

