

# How To Print Voucher Checkoff Report

Here are the steps on how to print Voucher Checkoff Report:

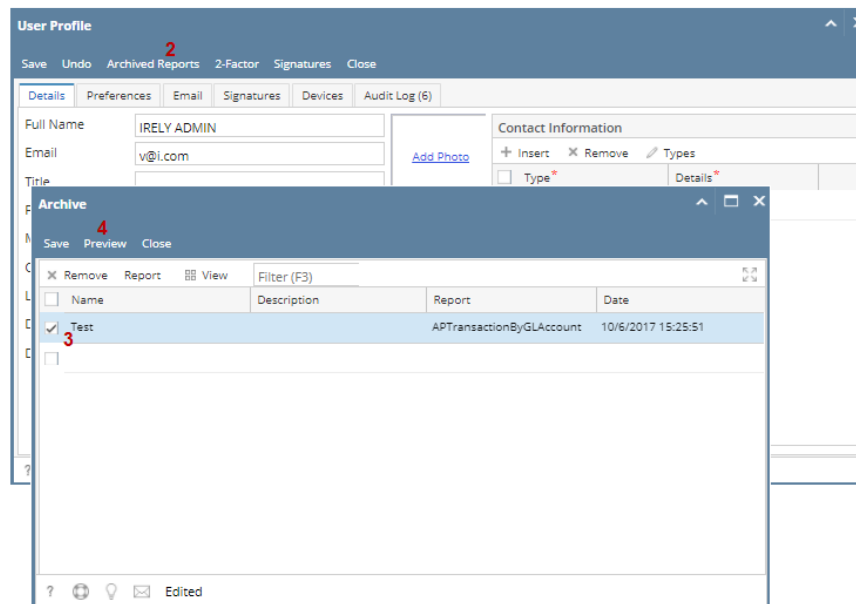
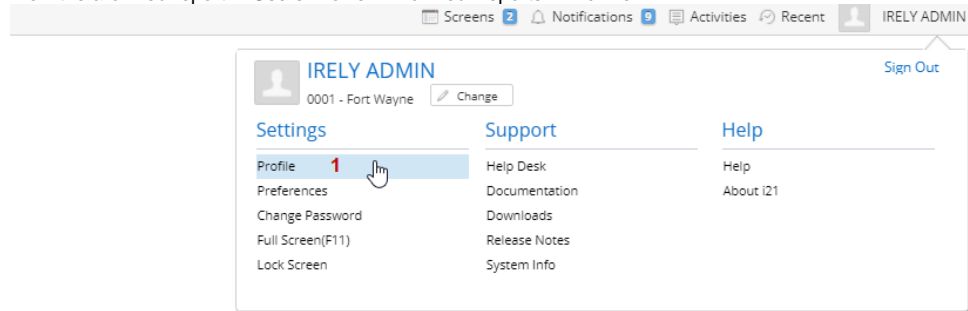
1. Open Reports Viewer screen of Voucher Checkoff: (See [How To Print Accounts Payable Reports](#))

Vendor Name	Commodity	Item	Ticket No.	Invoice No.	Date of Origin	Company Location	Paid Date	Date	Payment Date	Exempt Date	Count	Tax	Total
Core	CORN	87	767-827	767-827	04/20/2017	Fort Wayne, IN	04/20/2017	04/20/2017	04/20/2017	04/20/2017	48.00	0.00	1,448.11
Core	CORN	88	767-828	767-828	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	180.00	0.00	804.88
Core	CORN	121	767-829	767-829	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	1,000.00	-0.00	8,900.00
Core	CORN	132	767-830	767-830	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	10.00	-0.10	88.80
Core	CORN	271	767-831	767-831	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	280.00	0.00	2,170.88
Core	CORN	281	767-832	767-832	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	1,800.00	0.00	3,800.78
Core	CORN	380	767-833	767-833	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	800.00	0.00	3,041.11
Core	CORN	130	767-834	767-834	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	880.10	0.00	3,433.19
Core	CORN	82	767-835	767-835	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	880.00	-0.00	4,000.00
Core	CORN	142	767-836	767-836	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	1,000.00	0.00	4,000.00
Core	CORN	711	767-837	767-837	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	280.00	0.00	3,041.11
Core	CORN	282	767-838	767-838	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	1,000.00	0.00	3,700.00
Core	CORN	381	767-839	767-839	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	1,000.00	0.00	2,000.00
Core	CORN	240	767-840	767-840	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	71.00	0.00	233.10
Core	CORN	240	767-841	767-841	08/10/2017	Fort Wayne, IN	08/10/2017	08/10/2017	08/10/2017	08/10/2017	1,000.00	0.00	1,400.00

2. Fill out on the **Selection Criteria** section. User can either select on the drop down list or manually enter values on the criteria fields. If fields are left blank, all transaction records will be included on the report.

- **Save** - Users can save their preferred multiple filters using the 'Save' button. The next time that user will open the screen, filters are automatically saved without entering a new one.
- **Archive**
  - Users can archive the reports by Generating the report > Click Archive > Enter the Name and Description.

- View the archived report in Users Profile > Archived Reports > Archive



- Default** - Users enter a new filters and want to set back their default filters. Just click the **Defaults** toolbar button to automatically reflect the default filters that has been set.
  - Remove** - Users can remove the filters by selecting the filters > click **Remove**.
3. Preview and Print Reports

- Generate** - Click the 'Generate' button to preview the report.
- Search** - Search a sentence or word and the results will be highlighted.
- Print** - Print the report. After clicking Generate > Transactions are generated > Click Print.
- Print the Current Page** - Only the current page will be printed.
- Set Page Number** - If transactions are more than one (1) pages, user has options to view to either select or manually enter the number of page. Or user can also navigate to other pages as soon as they can using first page, previous page, next page, and last page buttons.
- Export** - Export buttons using different file type are also available. Click Generate > Select file type > Export a report and save to disk button. This automatically downloads the exported file based on the selected file type.
- Export a Report and Open in New Window** - Report will be exported and open in a new window

