






Navigating Within a Report Generation

Nat. Acct	Vendor Name	Inv. No.	PO Number	Release Inv. Date	Voucher	Gross Amt	Discount Amt.	Net Amt
THOMAS JEFFERSON UNIVERSITY								
YEAR-TO-DATE ACCOUNTS PAYABLE DISTRIBUTION AS OF 06/29/07							06/30/07	PAGE 1
							16:08:03	
NAT.ACT.	VENDOR NAME	INV.NO.	PO NUMBER	RELEASE INV.DTE	VOUCHER	GROSS AMT	DISCOUNT AMT	NET AMT
DEPT. NO. 123-45678 DEPT NAME Administration								
NATURAL ACCT. 6400 Drugs And Pharmaceutical								
6400	STAPLES	ACCT 1028961	NOV 2006	11/25/06	06-V03262	26.90	.00	26.90
TOTAL FOR NATURAL ACCOUNT 6400						26.90	.00	26.90
NATURAL ACCT. 6505 Office Supplies								
6505	STAPLES	ACCT 1028961	MAR 2007	03/03/07	09-M09191	326.25	.00	326.25
6505	STAPLES	ACCT 1028961	SEPT 2006	09/30/06	04-094536	1,270.47	.00	1,270.47
6505	STAPLES	ACCT 1028961	OCT 2006	10/28/06	05-099362	197.92	.00	197.92
TOTAL FOR NATURAL ACCOUNT 6505						1,794.64	.00	1,794.64
COST CENTER TOTAL						1,821.54	.00	1,821.54
TOTAL FOR DIVISION 003						1,821.54	.00	1,821.54

To see other parts of the current report page, use the vertical and horizontal scroll bars or change the zoom setting. To move to other pages in the report, use the buttons and field at the bottom right of the report viewer window:

-  Click this button to display the first page of the generation
-  Click this button to display the page before the current page
- To move to a particular page, type the page number in this field and press **Enter**
-  Click this button to display the page after the current page
-  Click this button to display the last page of the generation

 **Note** When you use the scroll bars to display a different part of a report page, any feature pane open on the left of the report viewer window, such as the Search pane or the Notes pane, will also scroll.