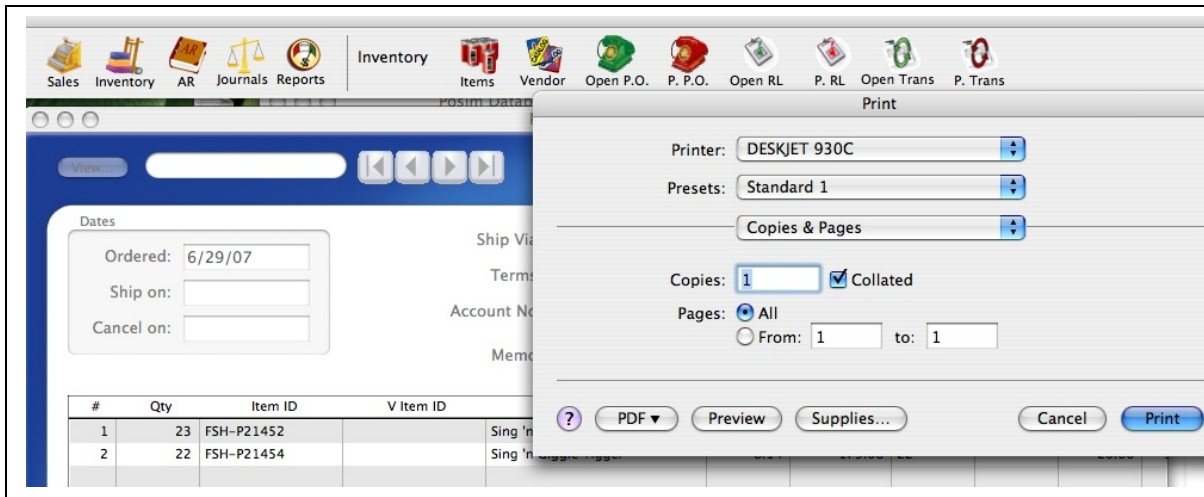


How to PDF a Document

The capability to PDF a particular document or file, greatly enhances day to day business operations. PDF stands for Portable Document Format. This type of document format lets you capture and view information from any application, from any computer system, allowing you to share it with anyone as needed, such as a customer, or Accounts Receivable or Payable rep. A PDF document looks exactly like the original document and preserves source file information regardless of the application used to create it.

Begin by identifying the item you want to copy. This example shown below is an open purchase order. Click on **Post** located at the bottom of the screen. You will progress through a series of boxes, leading you to a box containing printing options. Select the option for **PDF**, located in the lower left-hand corner of the box, and then **Save as PDF** from a drop-down box.



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