

LEON COUNTY SCHOOL DISTRICT



SKYWARD USERS MANUAL

**LEON COUNTY SCHOOL DISTRICT
Vendor Profile**



TABLE OF CONTENTS

Chapter 1: Vendor Profile	3
What is Vendor Profile?	3
Step 1: Navigate to the Vendor Profile Screen	3
Step 2: Using the Vendor Search.....	3
Step 3: Navigation Menu.....	4
Step 4: Navigate to the Vendor Browse Screen.....	5

Chapter 1: Vendor Profile

What is Vendor Profile?

The Vendor Profile lists all of your vendors as well as detail information about the vendor.

Step 1: Navigate to the Vendor Profile Screen

- 1) Log in to the **WEB** version of Skyward.
- 2) Click on Financial Management (WF), Vendor (VE), Vendor Profile



The Vendor Profile screen opens.

Step 2: Using the Vendor Search

When the Vendor Profile screen appears, you can highlight the 'name key' and start typing in the name of the vendor you wish to display. A drop down box will appear with possible matches. Select the name you want by clicking once on the vendor name.

https://skyward.iscorp.com/ - Vendor - WF\VE\TB\VE - 25323 - 05.12.10.00.20-10.2 - Microsoft Internet Explorer provided by Leon

Leon County Schools - Prelim

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Vendor

Vendor: SAM'S CL003 SAM'S CLUB DIRECT

Vendor Information

1st Name: SAM'S CLUB DIRECT

2nd Name:

Address: PO BOX 530930 ATLANTA GA 30353-0930

Active/Inactive: Active

Comments:

Ven Type: Order From/Remit To

Individual/Business: Business

Created:

By User:

Vendor ID:

Customize Tabs

- Vendor
- Address
- General
- Purchase Orders
- AP Invoices
- Payments
- 1099
- Fiscal YTD
- Calendar YTD
- Related Vendors
- * Notes
- Attachments
- SBAA Usage
- Catalog
- Contracts
- Chg History
- Custom Forms

Highlight the Vendor Name Key and type in the first few characters of the vendor name. A drop-down box should appear with matching vendors to choose from. Click on the Vendor name.

The Navigation menu displays on the left side of the screen. Move around the different types of data by clicking on the links.

Step 3: Navigation Menu

There will be a navigation menu on the left side of the screen. This navigation menu will allow you to display particular data on a Vendor such as address, purchase orders, payments, etc.

To change to a different type of information, click once on the link in the navigation menu.

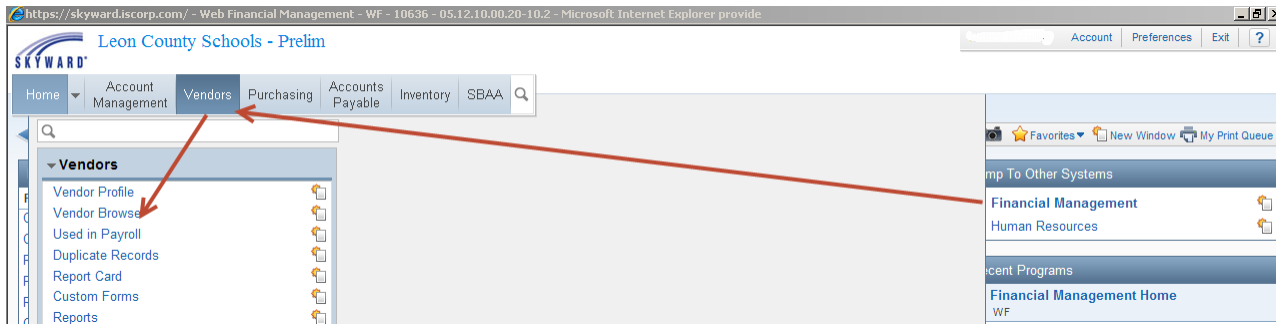
With this screen, you can select or deselect the tabs that you want to see in your navigation menu.

You can also rearrange the tabs so that the data you use most is at the top of the navigation menu.

After making changes, click the **SAVE** button to save your changes.

Step 4: Navigate to the Vendor Browse Screen

3) Click on Financial Management (WF), Vendor (VE), Vendor Browse



The following screen should appear:

This screen gives you options under VIEWS and FILTERS that allow you to narrow down your search fields and data.

Click on the > to expand a Vendor to view detailed information.

Order from Vendors are in **Blue**.

Remit to Vendors are in **Black**.

You can look up a **specific vendor** by typing in their **name key**.

Last Name / Individual 1st Name / Business	First Name / Individuals 2nd Name / Business	Name Key	V	O	R	O	O	O	R	M	S	Vendor ID	Name ID
▶ SALTERS	BRANDON A	SALTEBRA000	I	Y	Y	1					Y	6989	
▶ SALTERS	DONNA F	SALYEDON000	I	Y	Y	1					Y	6990	
▶ SAM'S CLUB DIRECT		SAM'S CL003	B	Y	Y	2						11713	
▶ SAM'S CLUB DIRECT		SAM'S CL004	B	Y				N				11714	
▶ SAMERE										Y		6991	
▶ SAMMONS PRESTON ROYLAN												11711	
▶ SAMMONS PRESTON ROYLAN		SAMMONS 001	B	Y				N				11712	
▶ SAMPSON	ERIN MOLLIE	SAMSERI003	I	Y	Y	1				Y		6993	
▶ SAMPSON	ERIN MOLLIE					1				Y		6995	
▶ SAMPSON	HEATHER					1				Y		6994	
▶ SAMPSON	TOMEKA L					1				Y		6992	
▶ SAMUEL FRENCH, INC						1				Y		11715	
▶ SAMUELS						1				Y		6997	
▶ SAN LUIS VIDEO PUBLISHIN								N				9100	
▶ SANDELL	JENNIFER L	SANDEJEN000	I						Y	Y	Y	6998	
▶ SANDERS	AMANDA L	SANDEAMA000	I	Y	Y	1				Y		7007	
▶ SANDERS	ANTRE J	SANDEANT000	I	Y	Y	1				Y		7005	
▶ SANDERS	DARRYL J	SANDEDAR000	I	Y	Y	1				Y		7006	
▶ SANDERS	DIANA L	SANDEDIA000	I	Y	Y	1				Y		7004	
▶ SANDERS	ERIC C	SANDEERI000	I	Y	Y	1				Y		7000	

20 records displayed

Last Name: ABC