

LEON COUNTY SCHOOL DISTRICT



SKYWARD USERS MANUAL

**LEON COUNTY SCHOOL DISTRICT
Viewing Purchasing Activity**



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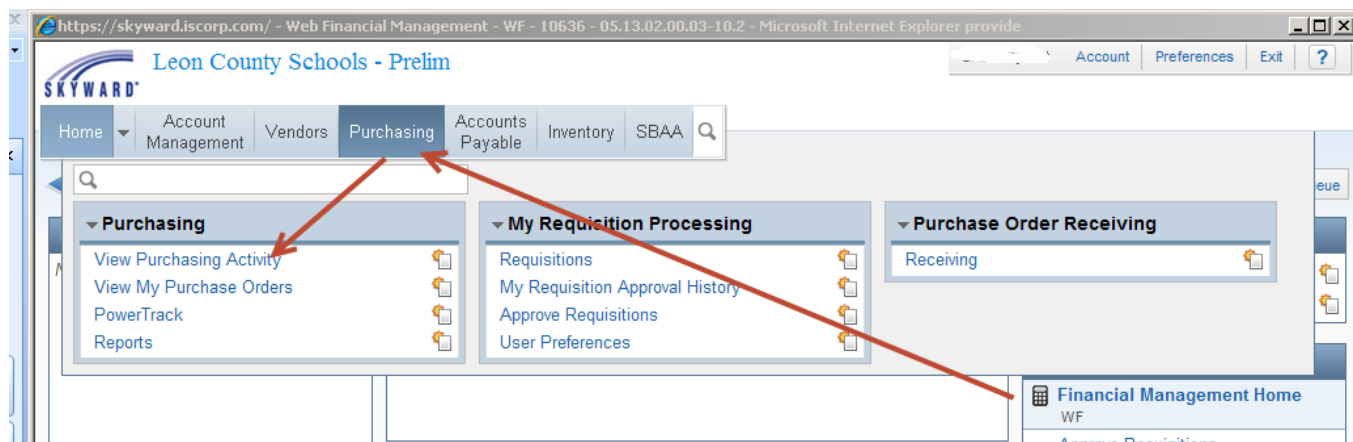
Chapter 1: View Purchasing Activity

What is View Purchasing Activity?

The View Purchasing Activity screen lets users view all requisitions and purchase orders in a purchase order group to which the current user has access.

Step 1: Navigate to the View Purchasing Activity Screen

- 1) Log in to the **WEB** version of Skyward.
- 2) Click on Financial Management (WF), Purchasing, View Purchasing Activity.



The View Purchasing Activity screen opens.

Step 2: Using the View Purchasing Activity screen.

When the View Purchasing Activity screen appears, you can select the Requisition Group that you wish to display purchasing activity. A drop down box will appear with possible matches. Select the name you want by clicking once on the group.

https://skyward.iscorp.com/ - View Purchasing Activity - WF\PU\VA\VA - 7795 - 05.13.02.00.03-10 - Microsoft Internet Explorer p

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Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

View Purchasing Activity

Views: Req. Group: 065 - DEERLAKE MIDDLE SCHOOL Filters: *All Fiscal Years

PO Number	Requisition Number	Sts	Match Number	Description	Vendor Name	Vnd St	
▶ 0651300083	0000013343	HIS	0531	MATH SUPPLIES	ZABELSKI-SEVER DENISE E	FL	
▶ 0651300082	0000013343	HIS	0531	MATH SUPPLIES	FOLLETT LIBRARY RESOURCES	IL	
▶ 0651300079	0000018351	APP	0531	MEDIA BOOKS	FOLLETT LIBRARY RESOURCES	IL	
▶ 0651300078	0000018291	HIS	0531	CUSTODIAL SUPPLIES	OSCEOLA SUPPLY, INC	FL	
▶ 0651300072	0000017113	HIS	0531	CUSTODIAL SUPPLIES	OSCEOLA SUPPLY, INC	FL	
▶ 0651300069	0000016632	HIS	0531	MEDIA BOOKS	DELANEY EDUCATIONAL ENTER.	CA	
▶ 0651300068	0000016634	HIS	0531	MEDIA BOOKS	FOLLETT LIBRARY RESOURCES	IL	
▶ 0651300053	0000015294	HIS	0531	REIMBURSEMENT FOR REGISTRATION FEES	ZABELSKI-SEVER DENISE E	FL	
▶ 0651300050	0000015082	APP	0531	MAGAZINE SUBSCRIPTIONS - SEE ATTACHED	WT COX SUBSCRIPTION INC	NC	
▶ 0651300048	0000014302	HIS	0531	CUSTODIAL SUPPLIES	TALL CHEM & JANITORIAL	FL	
▶ 0651300047	0000014301	APP	0531	CUSTODIAL SUPPLIES	UNITED LABS	IL	
▶ 0651300045	0000013962	APP	0531	CUSTODIAL SUPPLIES	GEORGIA CHEMICAL CO, INC	GA	
▶ 0651300042	0000013717	APP	0531	CUSTODIAL SUPPLIES	TRINGFEST	FL	1
▶ 0651300041	0000013716	HIS	0531	CUSTODIAL SUPPLIES	MUSIC MASTERS	FL	1
▶ 0651300034	0000013343	HIS	0531	MATH SUPPLIES	WHITE SPORTING GOODS	FL	
▶ 0651300032	0000013138	HIS	0531	CUSTODIAL SUPPLIES	TALL CHEM & JANITORIAL	FL	
▶ 0651300031	0000013005	HIS	0531	CUSTODIAL SUPPLIES	HILL MFG CO, INC	GA	
▶ 0651300028	0000012608	HIS	0531	DOCUMENT 8509226545	FL SCHOOL BOOK DEPOSITORY	FL	
▶ 0651300019	0000012229	HIS	0531	MATH SUPPLIES	NASCO	WI	

20 records displayed PO Number:

Use the View and Filter Options to select a certain requisition group.

Requisitions and purchase orders display regardless of the employee who entered them or the status of the record.

Once on view purchasing activity screen appears, you can move forwards and backwards within the list by using the arrows or go to a particular purchase order.

▶ 0651300032	0000013138	HIS	0531	CUSTODIAL SUPPLIES	TALL CHEM & JANITORIAL	FL	405.11
▶ 0651300031	0000013005	HIS	0531	CUSTODIAL SUPPLIES	HILL MFG CO, INC	GA	735.45
▶ 0651300028	0000012608	HIS	0531	DOCUMENT 8509226545	FL SCHOOL BOOK DEPOSITORY	FL	972.72
▶ 0651300019	0000012229	HIS	0531	MATH SUPPLIES	NASCO	WI	312.08
▶ 0651300034	0000013343	HIS	0531	MATH SUPPLIES	GEORGIA	GA	14.00

20 records displayed PO Number:

Use these arrows to move within the record set of purchase orders.

To advance to a particular purchase order, type in the PO Number and press the enter key.

Step 3: Viewing Purchasing Details

Requisitions and Purchase orders will be display based on your requested requisition group and fiscal year selections.

To change to a different requisition group, click the drop-down arrow and make a new selection.

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Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Use the **expand** and **collapse** options to view and close **details** for a purchase order.

Filters: *All Fiscal Years

PO Number	Requisition Number	Sts	Batch Number	Description	Vendor Name	Vnd St	Amount
0651300083	0000018844	HIS	0531	REIMBURSEMENT FOR ONLINE COURSE REGISTRATION	ZABELSKI-SEVER DENISE E	FL	95.00

Expand All Collapse All Modify Details (displaying 8 of 8) View Printable Details

Master

Line Items

Line Item	Quantity	U of M	Unit Cost	Total Cost
100 DONT MAIL RETURN VENDOR COPY				
110 REIMBURSEMENT FOR REGISTRATION	1	EACH	\$95.00000	\$95.00

Use this link to view the Printable Details.

Accounts

Approvals

Receiving Records

Invoices

Balance

Notes

Category	Note	Entered By	Entered
CLOSE PO - ALL ITEMS RECEIVED	CLOSE PO	MCCULLION, MONICA M	12/20/2012 1:06 PM

The **Notes** and **Attach** buttons will be flagged with an **asterisk** if there are notes or attachments on a selected purchase order.

0651300082	0000018849	APP	0531	LIBRARY BOOKS-SEE ATTACHED	FOLLETT LIBRARY RESOURCES	IL	455.87
0651300079	0000018351	APP	0531	MEDIA BOOKS	FOLLETT LIBRARY RESOURCES	IL	424.77
0651300078	0000018291	HIS	0531	CUSTODIAL SUPPLIES	OSCEOLA SUPPLY, INC	FL	477.50

20 records displayed PO Number: []