Skyward- How to run a report by Vendor, Purchase Order Number, Status, Description, Vendor Name, Goal, Strategy, and/ Intent.

Account Management	PUrchasing	1. Click on the View Purchasing Activity button on the main Finance Screen /Purchasing	
REquisitions	View Purchasing	View My	Purchase
	Activity	Purchase Orders	PO Receiving RePorts

Vie	View Purchasing Activity - Req. Group:								Filter Options		
			B	Batch			Vnd			% App. ** J/Der	
	PO Number 🔻	Requisition Number	Sts N	lumber	Description	Vendor Name	St	Amount Entered By		Disc Date	Print
+										04/12/2011 🔼	Notes
Ŧ	2. This screen appears. It contains your entered purchase requisitions. You can hover over the fields with your mouse and								04/13/2011	**Attach	
the statistical description encours (DO Number Stellars) Click on the Eyeal button All the date contained in this screen will											
a detailed description appears (PO Number, Sts. etc.) Click on the Excer button. All the data contailed in this screen will 14/0.							04/07/2011				
Ŧ	be downloaded to excel for you. Remember the screen contains more information that what you see. You can scroll								03/29/2011		
+	across using the scroll bar at the bottom of the screen. The peyt hoy is an example of the information you can view when							04/04/2011			
+	across using the scroll bal at the bottom of the screen. The next box is an example of the information you can view when							03/29/2011			
Ŧ	you scroll across towards the right.								04/04/2011		

View Purchasing Activity - Req. Group									Filter Options			
	Vendor Name	Vnd St	Amount Entered By	% Approve/Deny Disc Date	Project Number	N	А	Goal	Strategy	Intent	Last Updated	Print
RD							1	PIC 99	PIC 99	PARTICIP/		Notes
This is the same screen as above (number 2) scrolling towards the right.							PIC 99	PIC 99	Incentives		**Attach	
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s.								PIC30 G1	PIC30 59	REINFORC)

Convert to Excel	PEARSON CLINICAL ASSESSME	IL	463.57	MCELYEA, LEL
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Export Format:				MCELYEA, LEL
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Export			318.38	Back

3. This screen will appear when you click on the excel icon. Click on Export.

The following screen may or may not appear. Your computer may not prompt these screens. Follow the directions for downloading that our computer provides.



Opening browse.xls	×
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Do this automatically for files like this from 5. Click OK.	
OK Cancel	



Your report will automatically export into excel. You can delete the columns you do not need, format the columns, sort, etc. You may find this report helpful. Note: You can use the excel icon on any screen it appears on. Try it!