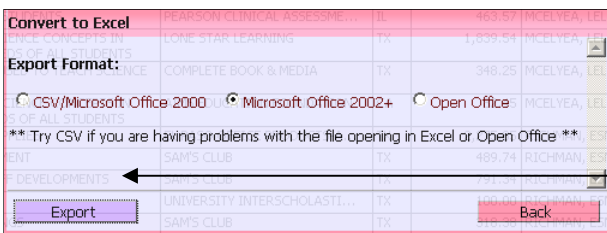
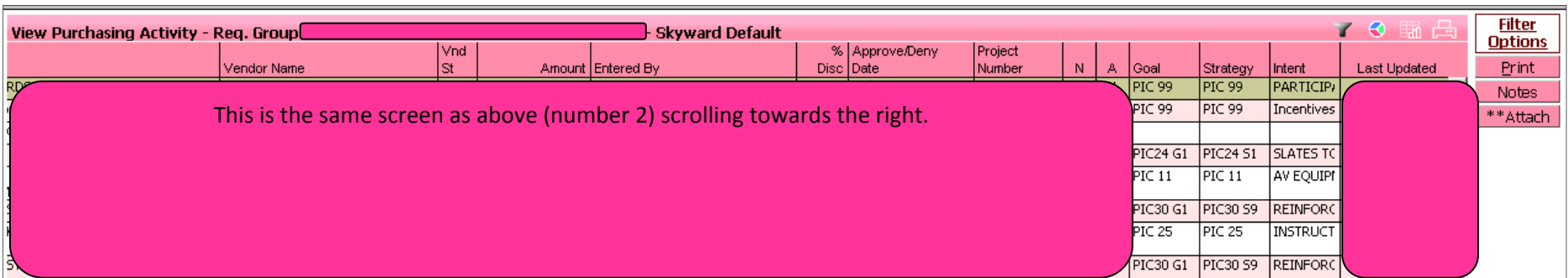
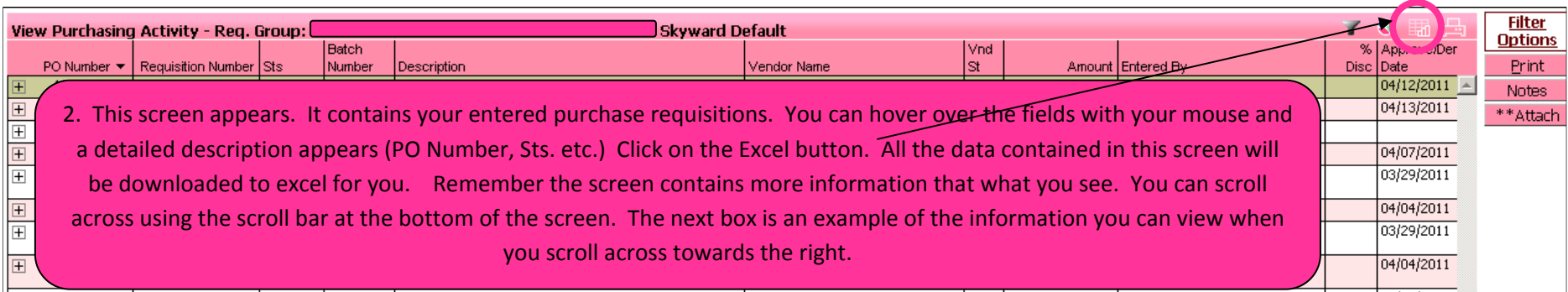
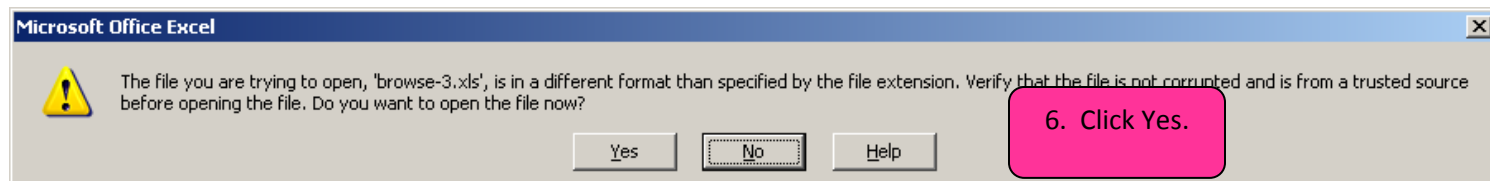
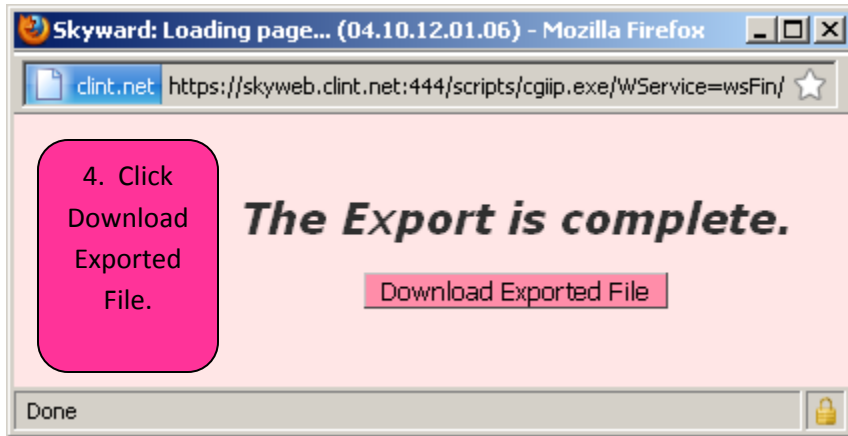


Skyward- How to run a report by Vendor, Purchase Order Number, Status, Description, Vendor Name, Goal, Strategy, and/ Intent.



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



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!