Printing Purchase Orders

Skyward Financial Management: WF - 10636 (04.10.06.01.07) - Windows Internet Explorer

https://skyweb.clint.net:444/scripts/cgiip.exe/WService=wsFin/sfmhom01.w

Clint Independent School District   User Name: **LISA LOPEZ**   Friday, September 24th, 2010

1. **Click Purchasing**
2. **Click View My Purchase Orders**

www.skyward.com

S K Y W A R D®
School Management System
Windows XP / Internet Explorer 7

CLINT ISD FINANCE

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Account Information | Login History

WF\PU\VO\MS - 7794 - 04.10.06.01.07 - Windows Internet Explorer

https://skyweb.clint.net:444/scripts/cgiip.exe/WService=wsFin/foreqmain002.w

Clint Independent School District   User Name: **LISA LOPEZ**   Friday, September 24th, 2010

Home Page | Purchasing | View My Purchase Orders   Back

View My Purchase Orders - - Skyward Default

Filter Options
Print
Notes
**Attach

	PO Number	Requisition Number	PO Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
+	8080000005	0000000578	APP	21	TASA MIDWINTER CONFERENCE JAN 30TH - FEB 2, 2011 AUSTIN, TEXAS	CADE,LAURA	TX	800.00	LOPEZ, LISA MARIE
+	7270000030	0000000595	APP	21	TASA MIDWINTER CONFERENCE JAN 30-FEB 2, 2011 AUSTIN, TEXAS	CLINE, DONNA	TX	920.00	LOPEZ, LISA MARIE
+	7270000029	0000000587	APP	21	TSUG (TEXAS SKYWARD USERE GROUP) CONFERENCE OCT 18 - 20, 2010 ADDISSON, TEXAS	GONZALEZ, JENNY	TX	872.10	LOPEZ, LISA MARIE
+	7010000002	0000000593	APP	21	TASA MIDWINTER CONFERENCE JAN 30-FEB 2, 2011 AUSTIN, TEXAS	DR EDWARD GABALDON	TX	1,225.00	LOPEZ, LISA MARIE
+	1060000002	0000000322	HIS	16	AFTE ITE			0.86	LOPEZ, LISA MARIE
+	0450000035	0000000324	HIS	16	P				LOPEZ, LISA MARIE
+	0040000015	0000000321	APP	16					LOPEZ, LISA MARIE
+	0040000014	0000000320	HIS	16					LOPEZ, LISA MARIE
+	0040000013	0000000314	APP	16					LOPEZ, LISA MARIE
+	0040000012	0000000311	APP	16					LOPEZ, LISA MARIE
+	0040000011	0000000310	HIS	16					LOPEZ, LISA MARIE
+	0040000010	0000000309	APP	16					LOPEZ, LISA MARIE

3. **Click on the PO you want to print and it will become highlighted -I have selected #7270000030-Notice the status is APP for APPROVED**
4. **Click Print**

12 records displayed   PO Number:

Print Queue for LISA LOPEZ

Date ▼	Time	Report Description	V	W	Status	Time	Current Key
09/24/2010 Fri	3:16 PM	Requisition/Purchase Order Printing	N	1	Queued	00:00:04	
09/24/2010 Fri	2:37 PM	Requisition/Purchase Order Printing	Y		Completed	00:00:01	

Buttons: View, Delete, Rerun, Convert to Excel, View Status, Schedule This, Scheduled Tasks, Monitor This, Monitoring Tasks, Back

2 records displayed

Records above are automatically deleted after 2 days.

5. **The status will begin as Queued- This means the purchase order is being prepared for printing or viewing**

Print Queue for LISA LOPEZ

Date ▼	Time	Report Description	V	W	Status	Time	Current Key
09/24/2010 Fri	3:16 PM	Requisition/Purchase Order Printing	N		Completed	00:00:00	
09/24/2010 Fri	2:37 PM	Requisition/Purchase Order Printing	Y		Completed	00:00:01	

Report Finished Processing

The report **Requisition/Purchase Order Printing** has finished processing.

[Display Report] [Back]

2 records displayed

Records above are automatically deleted after 2 days.

6. **Once the status changes to Completed – The Report Finish Processing window will automatically appear-You click on Display Report and it will display in PDF – It does not automatically print**

You can also click help anywhere in the Skyward system – and view tutorials.

Within the screenshot, a callout box reads:

7. The requested purchase order is displayed in PDF-

You can click on the printer icon and print it
You can click on the file save icon and save it
You can click on the email icon and e-mail it
You can do all or any of the above actions

Remember to mark or stamp your PO after you fax or mail it to the vendor!

Visible PO document text:

PO DATE
09/22/2010

Clint Independent School District

ATTN: ACCOUNTS PAYABLE
14521 HORIZON BLVD.
EL PASO TEXAS 79928
EMAIL INVOICES TO: FINAPAR@CLINT.NET
FAX INVOICES TO (915) 926-4089
PHONE: (915) 926-4081

PRINTED   09/24/2010
Reprinted

PAGE 1 OF 1

PURCHASE ORDER NUMBER
7270000030

VENDOR KEY   : CLINE DO000
SHIP DATE   : 09/21/2010
FISCAL YEAR   : 2010-2011
ENTERED BY   : LOPEZLIS000
ORIGINAL REQ #   : 0000000595

VENDOR:

SHIP TO:
CLINT ISD RECEIVING & DISTRIBUTION

What do you do next?   What are your procedures and what is your system?

1. **Print daily (After 9:00 AM seems to work best as your purchase orders are normally approved late in the day and batched in the morning) or you can print as they are approved.**

2. **Have a system in place to determine which purchase orders have been approved and are ready to be printed and sent to the vendor.   Use what works for you – print by e-mailed approval? Sort the screen by purchase order number?**

3. **Remember some purchase orders are automatically sent to the vendor.   We want them all sent via e-mail and we are working on getting the vendors set up for this.   Do you want to mark the PO (E-mailed?)   I am requesting a software enhancement to have this noted on the approved purchase order for you.**

4. **Have a system to file your approved purchase orders that have been sent to the vendor, received purchase orders by the Receiving Department, received purchase orders by you, etc. This is not new. I will be happy to help you create or modify a system that works best for you.**