

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management (FM) interface in a Mozilla Firefox browser window. The browser title is "Skyward Financial Management: FM - 801W (03.07.10.02.02) - Mozilla Firefox" and the address bar shows "http://broker3:89/scripts/cgip.exe/WService=11327web/sfmhom01.w". The interface includes a navigation bar with icons for "EDUCATOR ACCESS™ plus", "PRODUCT SETUP", "STUDENT MANAGEMENT", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT". Below this is a "Skyward School District" header with "User Name: Jared Allen" and the date "Thursday, August 21st, 2008". A grid of application icons is displayed, with "Purchasing" and "View My Purchase Orders" highlighted with blue boxes. A yellow callout box contains the following text:

View My Purchase Orders

Click **Financial Management**, **Purchasing**, **View My Purchase Orders**.

What is View My Purchase Orders?
The View My Purchase Orders screen is a listing of the current user's purchasing activity.

It allows individuals to check the status of their approved requisitions, print their purchase orders, and monitor receiving records for the purchase orders.

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At the bottom of the interface, there is an American flag with the text "Software made and supported in the U.S.A.", a circular logo for "SIF - SCHOOL'S INTERACTIVE FRAMEWORK" with "SIF CERTIFIED VERSION 1.5" and "SCHOOL DISTRICT" text, and the "SKYWARD®" logo.

Slide 2 - Slide 2

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://broker3:89/scripts/cgip.exe/WService=11327web/foreqmain002.w`. The browser's menu bar includes Favorites, Notes, Preferences, Create New Window, Service Call, Login History, and Help. The page header identifies the user as Jared Allen and the date as Thursday, August 21st, 2008. The main content area is titled 'View My Purchase Orders' and features a table with the following columns: PO Number, Requisition Number, PO Sts, Description, Vendor Name, Vnd St, Amount, Entered By, and Be Nu. A 'Filter Options' dialog box is open, showing 'Number of Records' set to 10, 'Destination Browse' set to Master, and date filters for 'View Purchase Orders From' (01/01/1900, Monday) and 'View Purchase Orders To' (12/31/9999, Friday). The dialog also includes radio buttons for 'View by PO Number' (selected) and 'View by Requisition Number', along with 'Apply Filter' and 'Back' buttons. A yellow callout bubble points to the 'Apply Filter' button with the text 'Click Apply Filter.'

Slide 3 - Slide 3

The screenshot shows a Mozilla Firefox browser window displaying a web application for Skyward School District. The browser's address bar shows the URL: http://broker3:89/scripts/cgipip.exe/WService=11327web/foreqmain002.w. The page header includes the Skyward School District logo, the user name "Jared Allen", and the date "Thursday, August 21st, 2008". Navigation links for "Home Page", "Purchasing", and "View My Purchase Orders" are visible. A "Back" button is also present.

The main content area is titled "View My Purchase Orders" and contains a table with the following data:

PO Number	Requisition Number	PO Sts	Description	Vendor Name	Vnd St	Amount	Entered By
0030000031	0000002288	APP	Test Requisition	AAA Cooper	TX	543.76	Allen, Jared

Callout 1: A listing of approved requisitions entered by the current user displays in the browse.

Callout 2: Click to expand the purchase order.

On the right side of the table, there are buttons for "Filter Options", "Print", "Notes", and "Attach". At the bottom of the page, there is a pagination control showing "1 records displayed" and a search field for "PO Number:".

Slide 4 - Slide 4

Skyward School District User Name: **Jared Allen** Thursday, August 21st, 2008

Home Page | Purchasing | View My Purchase Orders

View My Purchase Orders

PO Number	Requisition Number	PO Sts	Description	Vendor Name	Vnd St	Amount	Entered By
0030000031	0000002288	APP	Test Requisition	AAA Cooper			

Expand All | Collapse All | Modify Details (displaying 6 of 6)

Master

Vendor: **AAA Cooper**
 311 Trinity Blvd BLDG Bldg
 Grand Prairie TX 75050

Group: **(003) Jefferson Elem**
 Entered Date: **08/21/2008**
 Fiscal Year: **2008 - 2009**
 Accounting: **Account allocation by total requisition amount.**

Ship To: S
 Attention: A
 Ship Date: **08/21/2008**
 Ship Via:
 Ecommerce Req: **NO**
 Ordered: **NO**
 E-mailed/Printed: **NO**
 Invoice To: **(Default) Invoice To: School District of Bloomer 1310 17th Ave Bloomer, WI 54724 715-568-2800**

of Line Items: **1**
 # of Accounts: **1**
 # of Approvals: **0**
 Completed:

Note: The electronic signature (eSign) will not appear unless the eSign password is entered.

If the user's security settings permit, a copy of the purchase order may be printed.

The user can view the PO master information, detail line items, account distribution, approval history, receiving records, and notes by expanding the appropriate level.

This concludes the tutorial.

Line Items

Line Nbr.	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Co
100	18X-377	Test item	1		\$543.76	\$543.76	

Accounts

Account	Acct. Amt.	Acct. Pct.
10 E 103 411 120000 000	\$543.76	100.00%

Approvals
 Receiving Records
 Notes [Add Notes](#)

1 records displayed PO Number: