

Where to look to see if your order has been received.



To see if the items from your order have been received you must select the Financial Management Tab, then the **P**URCHASING button and then finally the **V**iew **P**urchasing **A**ctivity Button. Doing this will open the View Purchasing Activity home screen illustrated below.

WPJUVAIMS - 7795 - 0430260131 - Mozilla Firefox  
 https://skyweb.cnet.net/444/scripts/cgiip.exe/WServices/Fin/ReqReqs003...  
 Clint Independent School District User Name: JUSTIN HILL Wednesday, October 13th, 2010  
 Home Page | Purchasing | View Purchasing Activity

View Purchasing Activity - Req. Group: 044 - HORIZON MIDDLE SCHOOL - Skyward Default

PO Number	Requestion Number	Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Approve/Deny Disc	Approve/Deny Date	Project Number	NI
09/19/2010	7:43:48 PM	Approved		Level 3	CLINE, DONNA R							
Approved by DONNA R CLINE, 044 HORIZON MIDDLE SCHOOL, Level 3. Date: 09/19/2010 Time: 7:43:48 PM												
09/17/2010	8:57:32 PM	Approved		Level 2	HILL, JUSTIN R							
Approved by JUSTIN R HILL, 044 HORIZON MIDDLE SCHOOL, Level 2. Date: 09/17/2010 Time: 8:57:32 PM												
09/17/2010	4:44:42 PM	Approved		Level 1	MCELYEA, LELOIS							
Approved by LELOIS MCFLYEA, 044 HORIZON MIDDLE SCHOOL, Level 1. Date: 09/17/2010 Time: 4:44:42 PM												
<b>Account Group Approvals</b>												
09/17/2010	5:46:43 PM	Approved		Group	TRUAX, JULIA V							
Account Group: PIC 25 ESL SECONDARY, approved by JULIA V TRUAX. Date: 09/17/2010 Time: 5:46:43 PM												

**PO Line Item Receiving Information**

Line Nbr.	Catalog Code	Description	Date	Time	PO Received Quantity	Received By	Receiving Comment
100	420935	Wausau Astrobrights Bright Color Paper, 8 1/2 x 11, 24 Lb, Solar Yellow, Ream Of 500 Sheets	09/27/2010	5:29 PM	1	AMAYA, GUADALUPE I	
110	544206	Xerox(R) 30 Recycled Multipurpose Pastel Plus Paper, 8 1/2 x 11, 24 Lb, Blue, Ream Of 500 Sheets	09/27/2010	5:29 PM	3	AMAYA, GUADALUPE I	

**PO Invoices**

Invoice Number	Invoice Date	Invoice Amount	Batch Nbr	Fiscal Year	Check Number	Check Date	Check Amount	Statement Date
534744230001	10/04/2010	27.19	014	2010-2011	210307	10/06/2010	4,534.47	

**PO Notes** Add Notes  
 No Notes exists for this requisition.

PO Number	Requestion Number	Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Approve/Deny Disc	Approve/Deny Date	Project Number	NI
0440000030	0000001850	APP	08	SUPPLIES FOR STUDENT LIBRARYS	OFFICE DEPOT, BSD	TX	387.26	TREJO, ELBA		10/11/2010		
0440000000	0000001525	DEN	04	Rosetta Stone software for ELL/POS students	ROSETTA STONE LTD	VA	22,100.00	TREJO, ELBA		10/06/2010		
0440000003	0000000327	HIS	16	HMS ITEMS FOR CONCESSION	SAMS CLUB	TX	237.80	MCELYEA, LELOIS		09/16/2010		
0440000018	0000001100	APP	28	Concession Items for HMS	SAMS CLUB	TX	281.64	TREJO, ELBA		09/29/2010		
0440000024	0000001619	APP	05	HMS CONCESSION ITEMS	SAMS CLUB	TX	209.46	TREJO, ELBA		10/06/2010		

30 records displayed PO Number: \_\_\_\_\_

**\*\*NOTE:\*\***For those of you issuing requisitions for multiple organizations you must select the appropriate organization through the filter options on the top right of the screen.

Using the PO Number field in the bottom right corner of the page search to find the Purchase Order you are looking for. Once there click the [+] symbol to the left of the PO number and then click on the expand all link.

Scroll to the bottom of that purchase order detail window and you will see the PO Line Receiving Information box. If this box is empty then nothing has been received in the system for your order.