

Instructions for viewing an invoice in Skyward

Go to Vendors

Vendor Profile

Enter the vendor you are looking for

Click on AP Invoices (left column)

Find the line with the invoice you are looking for

Click arrow next to invoice date

Expand the field that says invoice attachments

Click on the pdf file listed under description, that is the invoice copy

5/15/2020 AP Invoices - WF\VE\TB\AP - 26259 - 05.20.02.00.08

FRIENDSWOOD Elizabeth Guerrero-Miller Account Preferences Exit

Home Account Management **Vendors** Purchasing Accounts Payable Fixed Assets Custom Reports Federal/State Reporting Administration

AP Invoices Favorites New Window My Print Queue

Customize Tabs Vendor: GRAINGER000 GRAINGER 0245 Ranges Add Delete Notes * Attach

Vendor Information
Address: 7777 PARNELL ST HOUSTON TX 77021-6008
Active/Inactive: Active Individual/Business: Business Ven Type: Order From/Remit To

AP Invoices Views: By Invoice Date Filters: *Skyward Default

Invoice Date	Invoice Number	PO Number	Description	Amount	Net Amount	Due Date	S	S	S	S
							B	O	V	H
05/04/2020	9522168773	5102000041	2019-2020 Blanket PO t	1,475.52	1,475.52	06/03/2020				

Expand All Collapse All Modify Details (displaying 11 of 11) View Printable Details

Invoice Master
Invoice Detail Lines
Invoice Accounts
Approval History
Invoice Notes

Invoice Attachments

Type	Description	Original File	Entered By	Entered Date
	Grainer (PO 5102000041).lnv			

200 200 records displayed