South San Antonio ISD

Skyward

Account Structure

Accounts

▸ 199 **E** 11 6399 00 001 **0** 11 0 **00**

Account Type	Object Code
A	1000-1999
L	2000-2999
E	6000-6999

RECEIVING

Receiving

- **Process** - Sign purchase order and upload to Q drive folder with required documents. Name file with PO number first and vendor name second. Ex.1121800008 Gateway

- **Required documents** - PO signed with notes if needed, invoice or receipt, all travel documents for travel PO's

- **Backorders, reversals, etc. -** required notes written on PO copy indicating backorders, cancelled items, reversals, etc. Once PO closed/liquidated/reversed, funds cannot be encumber in same PO.

Purchasing

- **Save** - Save your work before you submit, editing is not available after you submit a purchase order.

- **Denied PO** - PO's that are denied are able to be edited for resubmission. Do not type another PO, not necessary.
- **Cloning** - Only if you want to make the exact order.

- **CIP/DIP** - Add as an attachment instead of on the PO description.
- **Printing PO's** - You have the ability to print your PO's

Main Menu > Purchasing > Print Purchase Orders

Run Report
Enter additional information to customize your report

⟳ Reset Prompts   ⟳ Run Report   ⊘ Cancel

PRINT PURCHASE ORDERS

Purchasing Group	Show all values 🔍
Purchase Order Number	Show all values 🔍
Batch	Show all values 🔍
***Status**	☑ O - Open
	☐ H - History
Vendor	Show all values 🔍
Fiscal Year	Show all values 🔍
***Post Date Range**	04/20/2018 Friday 📅 — 04/20/2018 Friday 📅

Open

Date

Status must be on 'O' for Open and the Post Date Range should be selected for the day the PO's were batched.

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Report Name	Owner
Print Purchase Orders	SKYWARD

Current Report Status: Completed |< < 1 of 29 > >|

↻ Rerun Report ⊘ Cancel Report 👁 View Query 💾 Save Until ↗ Export to CSV ⬇ Download 🖨 Print

Purchase Order Number
0011800035

PO Date   : 04/17/2018
Ship Date   : 04/17/2018
Fiscal Year : 2017-2018

VENDOR:
SCHOOL SPECIALTY INC.
W6316 DESIGN DRIVE
GREENVILLE, WI 54942
Phone Number: 877-882-5656

DELIVER TO:
SOUTH SAN ANTONIO HIGH SCHOOL
7535 BARLITE BLVD
SAN ANTONIO, TX 78224

INVOICED TO:
SOUTH SAN ANTONIO
5622 RAY ELLISON BLVD
SAN ANTONIO, TX 78242

Fax Number: 920-882-5844

Purchase Order Description: Headphones for UIL Academic team use at spelling competitions.
WILL FAX ORDER TO VENDOR
BUYBOARD COOP#487-15 EXP. 10/31/18

Quantity	Unit	Description	Unit Cost	Amount
3.00000	EACH	Califone 2924AV-P Deluxe Monaural Headphones with case, set of 12 Item # 1544083	149.99000	449.97
			Total:	$449.97

Budget Amendments

- Move in whole dollars
- Verify status
- Denied amendments will remain on system

Status on Budget Amendment

Question & Answers