

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

Administrative Access

- Account
- Accounts Payable
- Demographics
- Purchasing**
- Reporting
- Vendor

FEATURES

- Ecommerce Ordering
- My Purchase Order
- My Purchase Order Approvals
- Purchase Order
- Receiving

REPORTS

- Print Purchase Orders
- Purchase Order Listing
- Purchase Orders by Account

- CODES**
- Invoice To
 - Purchasing Group
 - Unit of Measure

- UTILITIES**
- Mass Reset Purchase Order Approvals

Main Menu > Purchasing > Print Purchase Orders

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 31 -- 04/20/2018 Friday 31 --

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.

Vendor Profile > View Report

Report Name
Print Purchase Orders

Owner
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: 877-882-5856

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

INVOICED TO:
SOUTH SAN ANTONIO
5822 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

Budget Amendment List > Budget Amendment Details

Budget Amendment Group PALOALTO - PALO ALTO ELE...	Batch 04/17/18	Budget Amendment Description FOR READING MATERIALS	Status P - Update in Progress
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<< **WAITING FOR APPROVAL**

General
Budget Amendment Detail
Fund Totals
Approvals

Search Type

↑1 Type	↑2 Description	User Name
<i>No records to display</i>		

APPROVAL HISTORY

Search Created Time

↑ Created Date/Time	Action Date/Time	Level	Status	Approver	Comment	Level Description
4/17/2018 8:36:26 AM	4/17/2018 8:36:26 AM		S - Submitted	LOPEZ, ALICE G		
4/17/2018 8:36:26 AM	4/18/2018 4:01:48 PM	1	A - Approved	BENAVIDEZ, JUDITH FELICE		PALO ALTO ELEM PRINCIPAL
4/18/2018 4:01:48 PM	4/23/2018 11:17:28 AM	2	A - Approved	MCDONALD, ROSANNA		DIRECTOR FEDERAL PROGRAMS
4/23/2018 11:17:28 AM		3	N - Not Required		Approval Not Required Due to Budget Amendment F...	DIRECTOR SPECIAL EDUCATION
4/23/2018 11:17:28 AM		4	N - Not Required		Approval Not Required Due to Budget Amendment F...	DIRECTOR BILINGUAL
4/23/2018 11:17:28 AM		5	N - Not Required		Approval Not Required Due to Budget Amendment F...	DIRECTOR EARLY CHILDHOOD

Question & Answers