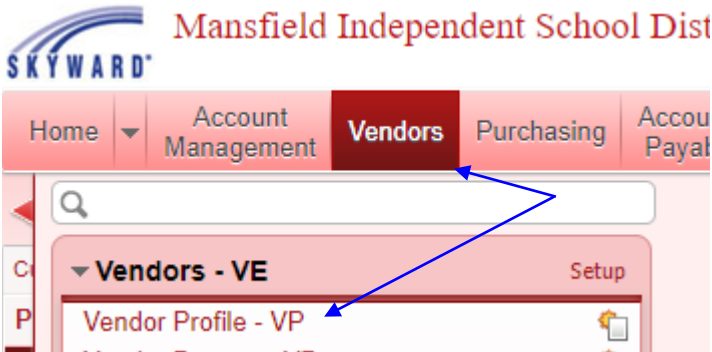
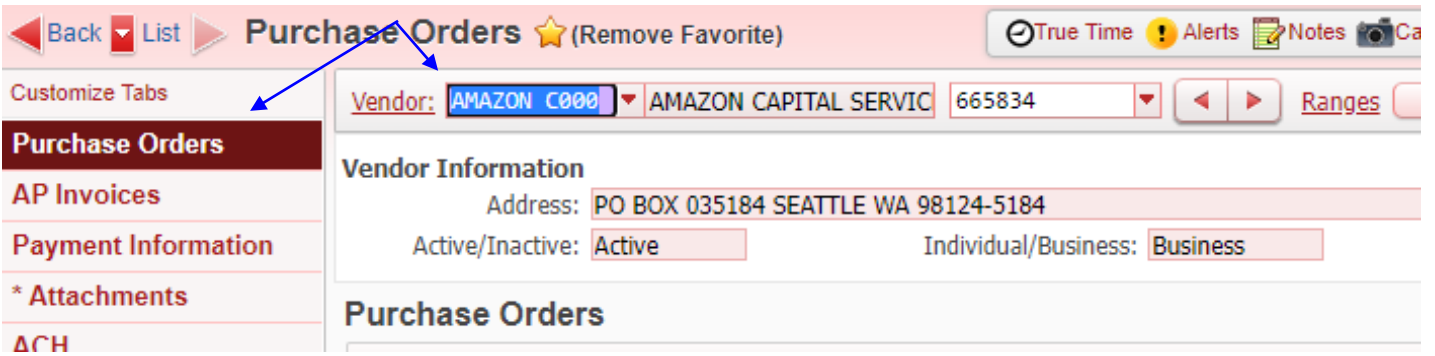


Instructions for looking up attached invoices/backup in Skyward:

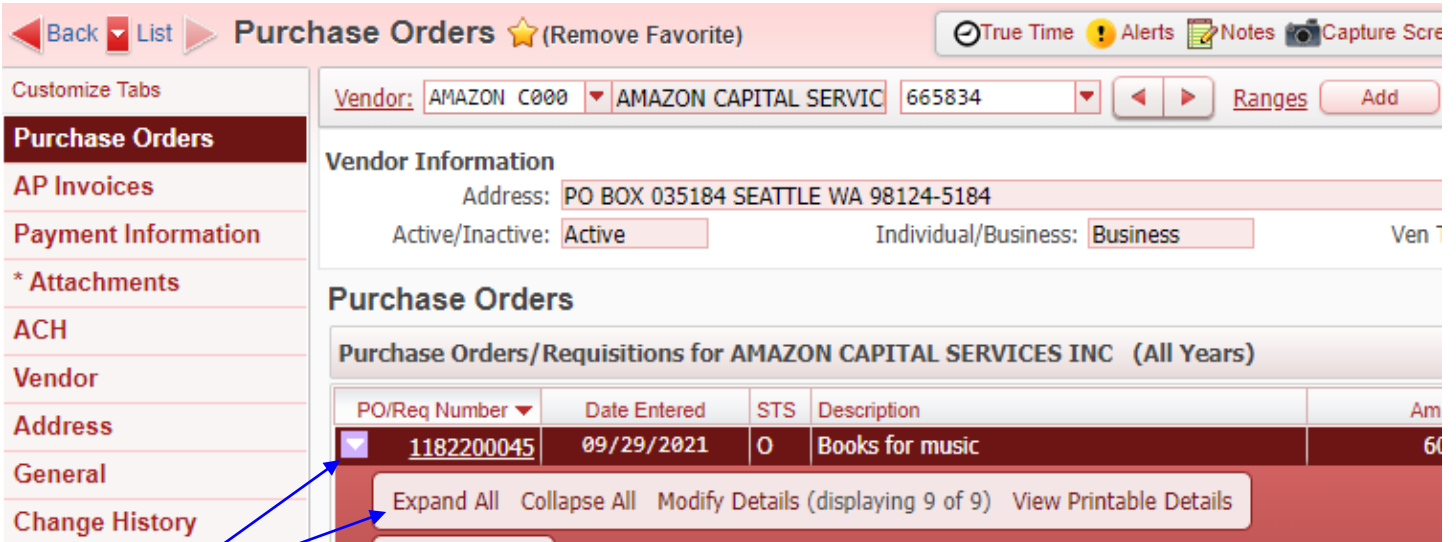
1. Looking up an attachment from the PO NUMBER
 - a. Click on "Vendors"
 - b. Click on "Vendor Profile"



- c. Click on "Purchase Orders" (on the left)
 - d. Type in vendor name in vendor section (ex: Amazon)



- e. Click on the "triangle" beside your PO/CR # (if you do not see your PO/CR, type the # in the bottom right corner)
 - f. Click on "Expand All"



- g. Scroll down to "PO Invoices" to see any invoice payments made on the PO/CR
- h. Click on the PDF file link (invoice number) in the Invoice Number column

Vendor: AMAZON C000 | AMAZON CAPITAL SERVIC | 665834

Vendor Information
 Address: PO BOX 035184 SEATTLE WA 98124-5184
 Active/Inactive: Active | Individual/Business: Business

Purchase Orders
 Purchase Orders/Requisitions for AMAZON CAPITAL SERVICES INC (All Years)

PO/Req Number	Date Entered	STS	Description	
PO Invoices				
Invoice Number	Invoice Date	Invoice Amount	Batch Nbr	Fiscal Year
114-8561331-9583406	09/24/2021	4.99	citi1	2021-2022
114-5910120-6891406	09/24/2021	55.30	citi	2021-2022

- i. Click on "Attach" in the upper right corner.

Invoice Activity

Views: General | Filters: *Skyward Default

Vendor Key	Vendor Name	Status	Invoice Number	Batch Number	PO Number	Invoice Date	Due
AMAZON C000	AMAZON CAPITAL SERVICES INC	Batch	114-8561331-9583406	citi1	1182200045	09/24/2021	10/18

Buttons: **Attach, Close

- j. Click on "View Attachment" in the right corner and the PDF will open.

Attachments
 AP Invoices Attachments
 Available Attachments for Invoice Number 114-8561331-9583406

Type	Description	Entered By	Entered Date	Entered Time	File Size	Order
Invoice	4.99.pdf	PATSY LYNN FELLERS	10/18/2021	10:28 AM	33 KB	4

Buttons: View Attachment, Add File, Add Link, Edit

2. Looking up an attachment from the **INVOICE #**
 - a. After you locate the correct vendor in **Step #1**, click on "AP Invoices" on the left
 - b. Find & click on the "triangle" by your invoice # (if you do not see your invoice #, type it in the bottom right corner).
 - c. Click on "Expand All"

Vendor: AMAZON C000 | AMAZON CAPITAL SERVIC | 665834

Vendor Information
 Address: PO BOX 035184 SEATTLE WA 98124-5184
 Active/Inactive: Active | Individual/Business: Business | Ven Typ

AP Invoices
 Views: By Invoice Number | Filters: *Skyward Default | Quick Filter

Invoice Number	Invoice Date	PO Number	Description
▼ 114-8561331-9583406	09/24/2021	1182200045	Books for music

Expand All | Collapse All | Modify Details (displaying 12 of 12) | View Printable Details

- d. Scroll down to "Invoice Attachments" to see any attachments for that invoice
- e. Click on the PDF file link in the Description column, this will open the attachment

Vendor: AMAZON C000 | AMAZON CAPITAL SERVIC | 665834

Vendor Information
 Address: PO BOX 035184 SEATTLE WA 98124-5184
 Active/Inactive: Active | Individual/Business: Business | Ven Type: C

AP Invoices
 Views: By Invoice Number | Filters: *Skyward Default | Quick Filter | Cha

Invoice Number	Invoice Date	PO Number	Description	Amo
No Notes exist for this invoice.				
▼ Invoice Attachments				
Type	Description	Original File	Entered By	Entered D
Invoice	4.99.pdf	4.99.pdf	PATSY LYNN FELLERS	10/18/202