How To Work The Open PO Report

Start:
1. Look Up PO# in "Purchasing Activity"
2. Click "Expand All"
3. Scroll down to "Receiving Records"
4. Have you physically received all items?
   - NO: Contact vendor for status - Item(s) may need to be cancelled
   - YES:
     - Have you received all items in Skyward?
       - NO: Enter receiving records in Skyward
       - YES: Scroll down to "Invoices"

Check status of invoice:
- YES: Invoice listed?
  - NO: Contact Vendor for invoice and send to AP inbox
  - YES: Make sure all receiving records have been entered

Pending Recv - (waiting on receiving record):
- Batch - Will be paid in next check run
- History - Invoice has been paid
  - If all invoices have been paid, submit PO Edit / Close Form

End