

## Using "Purchasing Activity" To Look Up Receiving Records/Invoice Information

1. To look up a PO in Purchasing Activity
  - a. Click on "Purchasing"
  - b. Click on "Purchasing Activity"
  - c. Then enter the PO number in the lower right hand corner of the screen:



- d. When your selected Purchase Order loads, click the arrow next to the PO number, then click "Expand All" underneath the PO number:



- e. Scroll down through the PO to the “Receiving Records” section to determine which line items have been received in Skyward:

▼ Approvals

Approval History [View All](#)

Date	Time	Action	Type	Name/Note
08/02/2021	6:57:01 AM	Approved	PO Group: Level 3	HARPER, EDWARD
08/02/2021	2:00:57 AM	Approved	PO Group: Level 2	RUSSELL, KRISTI AUTO APPROVAL - Submitted by KRISTI P * By rule, if the person who enters/modifies PO Group 741 PURCHASING DEPT, Level
08/02/2021	2:00:57 AM	Submitted		RUSSELL, KRISTI Submitted for Approval by KRISTI RUSSEL

▼ Receiving Records

Display Summary Information

PO Total Qty Received: 18      PO Total Amt Received: 13,296.68

Line Nbr.	Catalog Code	Description	Date	Time	PO Order	Quantity
120	55951	AED PADS PEDIATRIC G5 CS	10/25/2021	8:50 AM		
120	55951	AED PADS PEDIATRIC G5 CS	10/25/2021	8:38 AM		
130	1033915	CARRYING CASE, POWERHEART G5	10/25/2021	8:38 AM		

- f. Scroll down to the next section labeled “Invoices” to check status of any invoices received by AP:

▼ Invoices

Invoice Date	Fiscal Year	Invoice Number	Net Amount	Vendor Name	Status	Check Number	Check Date
08/31/2021	2021-2022	3950007-00	11,753.56	SCHOOL HEALTH CORPORATION	History	212202890	10/26/2021
08/10/2021	2021-2022	3950007-01	1,543.12	SCHOOL HEALTH CORPORATION	History	212200896	08/26/2021

- g. To view the invoices, click on the links under the “Invoice Number” heading to bring up the “Invoice Activity” screen and click on the “Invoice Number” of the invoice you want to view:

Invoice Date	Fiscal Year	Invoice Number	Net Amount	Vendor Name	Status	Check Number	Check Date
08/31/2021	2021-2022	3950007-00	11,753.56	SCHOOL HEALTH CORPORATION	History	212202890	10/26/2021
08/10/2021	2021-2022	3950007-01	1,573.12	SCHOOL HEALTH CORPORATION	History	212200896	08/26/2021

### Invoice Activity

Views: **General** Filters: **\*Skyward Default**

Vendor Name	Vendor Key	Invoice Number	PO Number
SCHOOL HEALTH CORPORATION	SCHOOL H001	3950007-00	7412200023

- h. Click on the “Attachments” button, then “View Attachment” to view the PDF:

### Invoice Detail Lines/Accounting

[Invoice Master Information](#) | [Invoice Detail Lines/Accounting](#)

#### Invoice Detail Lines/Accounting

**Invoice Master Information**

Status: **History** Batch Number: **PC**

PO Number: **7412200023** Accounting: **Account allocation by total invoice amount.**

Invoice Number: **3950007-00** Amount: **11,753.56**

Fiscal Year: **2021 - 2022** Bank Cash Account: **GENOP**

Vendor: **SCHOOL HEALTH CORPORATION** Description: **AED's for new schools**  
**6764 EAGLE WAY**  
**CHICAGO IL 60678**

Invoice Date: **08/31/2021**

[Notes](#)

[\\*\\*Attachments](#)

- i. Click the “View Attachment” button:

Attachments - WF\AP\IEVAT - 31492 - 05.21.06.00.09 - Google Chrome

skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fattmview001.w?MenuIDOverride=31492&isPopup=true

### Attachments

AP Invoices Attachments

Available Attachments for Invoice Number 3950007-00

Type	Description	Entered By	Entered Date	Entered Time	File Size
Invoice	School Health 3950007-00.pdf	PATRICIO V CONTRERAS IV	09/01/2021	2:14 PM	140 KB

[View Attachment](#)

[View](#)

[Back](#)

j. Open PDF file that populates in lower left hand corner.

**Attachments**

**AP Invoices Attachments**

**Available Attachments for Invoice Number 3950007-00**

Type ▲	Description
Invoice	School Health 3950007-00.pdf

