LEON COUNTY SCHOOL DISTRICT

SKYWARD USERS MANUAL

LEON COUNTY SCHOOL DISTRICT

Viewing Purchasing Activity

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Chapter 1:   View Purchasing Activity

What is View Purchasing Activity?

The View Purchasing Activity screen lets users view all requisitions and purchase orders in a purchase order group to which the current user has access.

Step 1: Navigate to the View Purchasing Activity Screen

1) Log in to the **WEB** version of Skyward.
2) Click on Financial Management (WF), Purchasing, View Purchasing Activity.
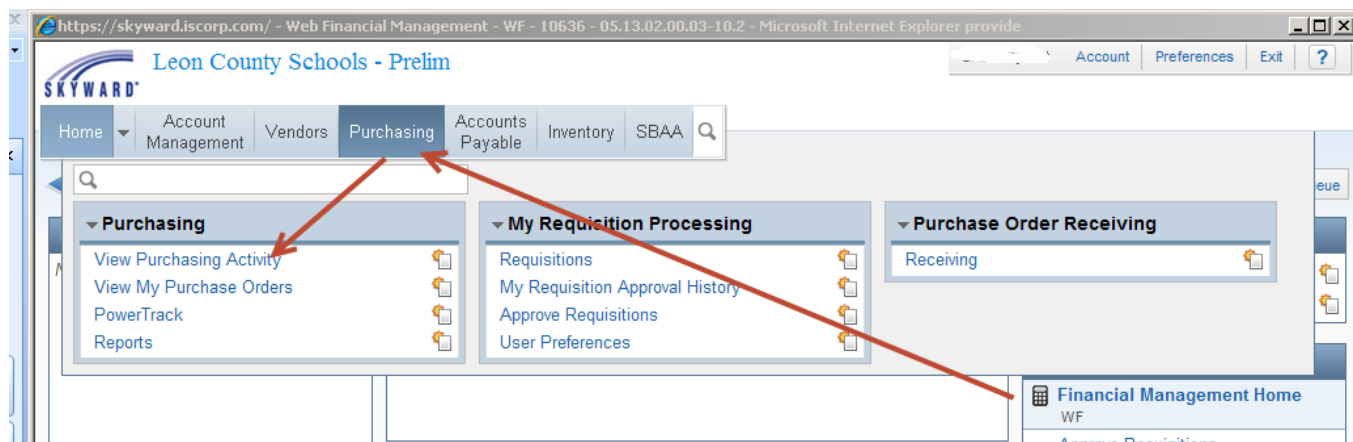
The **View Purchasing Activity** screen opens.

Step 2: Using the View Purchasing Activity screen.

When the View Purchasing Activity screen appears, you can select the Requisition Group that you wish to display purchasing activity. A drop down box will appear with possible matches. Select the name you want by clicking once on the group.

Once on view purchasing activity screen appears, you can move forwards and backwards within the list by using the arrows or go to a particular purchase order.

Step 3: Viewing Purchasing Details

Requisitions and Purchase orders will be display based on your requested requisition group and fiscal year selections.

To change to a different requisition group, click the drop-down arrow and make a new selection.