

# HOW TO LOOK UP A VENDOR IN SKYWARD WEB MODULE

Web Financial Management - WF - 10636 - 05.13.06.00.05-10.2 - Windows Internet Explorer  
https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/sfmhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

2. Vendors Purchasing Accounts Payable

Financial Management

Jump to Other Dashboards

- \*Calendar
- Skyward User
- Employee
- Task Manager
- Reset Dashboards Select Widgets

Notifications

You do not have any unread notifications.

My Print Queue

Job Status

No items available.

Credit Card Transactions Awaiting My Approval

You do not have access to approve credit card transactions

Weather

Displaying weather for 75608 (change).  
Conditions for Longview, TX at 2:52 pm CDT  
Tuesday, August 06, 2013

Current Conditions:  
Fair 90 F

Calendar Events

No calendar events available

1. Favorites

- Employee Access
- Quick Entry
- My Requests
- Unsubmitted
- Financial Management
- Requisitions
- Approve
- Submit
- View My Purchase Orders
- Approve Requisitions
- Vendor Browse
- Operating Statement Accounts
- Edit Favorites

Task Manager (17)

| Date               | Task Summary         | Subject    |
|--------------------|----------------------|------------|
| Mon Mar 05 10:41am | Requisition Approval | 0000016567 |
| Tue Mar 20 8:11am  | Requisition Approval | 0000016745 |
| Fri Apr 13 2:03pm  | Requisition Approval | 0000017166 |

Jump to Other Systems

- Employee Access
- Financial Management
- Product Setup

District Information

PINE TREE INDEPENDENT SCHOOL DISTRICT  
1701 PINE TREE RD  
PO BOX 5878  
LONGVIEW TX 75608

Web Favorites

Add links to your favorite sites on the web.

Add Web Favorite

Customer Access Requests

You are not setup to use Customer Access

Available Funds

as of 08/06/13 at 2:00 AM

Expense Budget Totals - EXPENDITURE ACCOUNTS  
Budget Amount: \$13,416,400.00

1.) FROM THE HOME SCREEN CLICK ON **FINANCIAL MANAGEMENT**.

2.) CLICK ON THE **VENDORS** TAB.

Web Financial Management - WF - 10636 - 05.13.06.00.05-10.2 - Windows Internet Explorer  
https://skyweb.ptisd.org/scripts/wfsa.dll/WService=wsfin/sfmhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

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Vendors Setup

- Vendor Profile
- Vendor Browse
- Used in Payroll
- Duplicate Records
- Report Card
- Mass Inactivate
- Reports

You do not have any unread notifications.

My Print Queue

| Job                 | Status |
|---------------------|--------|
| No items available. |        |

Credit Card Transactions Awaiting My Approval

You do not have access to approve credit card transactions

Weather

Displaying weather for 75608 (change)  
Conditions for Longview, TX at 2:52 pm CDT  
Tuesday, August 06, 2013

Current Conditions:  
Fair 100 F

Financial Management

- Requisitions
- Approve
- Submit
- View My Purchase Orders
- Approve Requisitions
- Vendor Browse
- Operating Statement Accounts
- Edit Favorites

Task Manager (17)

| Date               | Task Summary         | Subject    |
|--------------------|----------------------|------------|
| Mon Mar 05 10:41am | Requisition Approval | 0000016567 |
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1701 PINE TREE RD  
PO BOX 5878  
LONGVIEW TX 75608

Web Favorites

Add links to your favorite sites on the web.  
Add Web Favorite

Customer Access Requests

You are not setup to use Customer Access

Available Funds

as of 08/06/13 at 2:00 AM

Expense Budget Totals - EXPENDITURE ACCOUNTS  
Budget Amount: \$13,416,608.88

3.) CLICK ON **VENDOR BROWSE** UNDER VENDORS.

Vendor Browse - WF\VE\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer  
 https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/fvndrmain001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management **Vendors** Purchasing Accounts Payable

**Vendor Browse** Favorites New Window My Print Queue

Views: General Filters: \*All Vendors

| Last Name / Individual<br>1st Name / Business | First Name / Individuals<br>2nd Name / Business | Name Key    | V<br>F | O<br>F | R<br>T | O<br># | O<br>= | R |
|---|---|-------------|--------|--------|--------|--------|--------|---|
| 1 ▶ *CONVVEN                                  |   | *CONVVEN000 | I      | Y      | Y      | 1      |        |   |
| 2 ▶ 12 BUSINESS FUNCTION                      |   | 12 000      | B      | Y      | Y      | 1      |        |   |
| 3 ▶ 2 THE POINT ENTERPRISES                   |   | 2 THE PO000 | B      | Y      | Y      | 1      |        |   |
| 4 ▶ 21ST MORTGAGE CORP                        |   | 21ST MOR000 | B      | Y      | Y      | 1      |        |   |
| 5 ▶ 5 S RENTAL & SALES LLC                    |   | 5 S RENT000 | B      |        |        |        |        |   |
| 6 ▶ 7 ELEVEN - 35389                          |   | 7 ELEVEN000 | B      | Y      | Y      | 1      |        |   |
| 7 ▶ A & B WHOLESALE FENCE                     |   | A & B WH000 | B      | Y      | Y      | 1      |        |   |
| 8 ▶ A & E MILL & WELDING SUPPLY CO            |   | A & E MI000 | B      | Y      | Y      | 1      |        |   |
| 9 ▶ A & L FENCE CO. INC.                      |   | A & L FE000 | B      |        |        |        |        |   |
| 10 ▶ A & M FARM SUPPLY INC                    |   | A & M FA000 | B      | Y      | Y      | 1      |        |   |
| 11 ▶ A BARGAS & ASSOCIATES                    |   | A BARGAS000 | B      | Y      | Y      | 1      |        |   |
| 12 ▶ A C PRINTING                             |   | A C PRIN000 | B      |        |        |        |        |   |
| 13 ▶ A C PRINTING                             |   | A C PRIN001 | B      | Y      |        |        |        | N |
| 14 ▶ A C SYSTEMS                              |   | A C SYST000 | B      | Y      | Y      | 2      |        |   |
| 15 ▶ A C SYSTEMS                              |   | A C SYST001 | B      | Y      |        |        |        | N |
| 16 ▶ A K FITNESS                              |   | A K FITN000 | B      | Y      | Y      | 1      |        |   |
| 17 ▶ A P EQUIPMENT RENTAL                     |   | A P EQUI000 | B      | Y      | Y      | 1      |        |   |
| 18 ▶ A PHOTO IDENTIFICATION                   |   | A PHOTO 000 | B      | Y      | Y      | 1      |        |   |
| 19 ▶ A#1 TROPHIES & PLAQUES                   |   | A#1 TROP001 | B      | Y      |        |        |        | N |
| 20 ▶ A+ WORKSHOPS                             |   | A+ WORKS000 | B      | Y      | Y      | 1      |        |   |

50 records displayed

4.

**4.) BEGIN TYPING IN YOUR **VENDOR NAME** AND HIT ENTER ON YOUR KEYBOARD.**

**\*\* BLUE VENDORS ARE ORDER FROM & BLACK VENDORS ARE REMIT TO. YOU MAY NOT ALWAYS HAVE AN ORDER FROM VENDOR SO CHOOSE THE REMIT TO IN THAT CASE.**

**\*\* ALL VENDORS ARE SET AND ALL CHANGES TO VENDORS ARE MADE BY THE PURCHASING DEPT ONLY.**

Vendor Browse - WF\VF\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer  
 https://skyweb.ptisd.org/scripts/wsisa.dll/WService=ws1in/fvndrmain001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Vendor Browse

Views: General Filters: \*All Vendors

| Last Name / Individual<br>1st Name / Business | First Name / Individuals<br>2nd Name / Business | Name Key    | V<br>F | O<br>F | R<br>T | O<br># | O<br>= | R |
|---|---|-------------|--------|--------|--------|--------|--------|---|
| PROCELLS OFFICE PRODUCTS                      |   | PROCELLS000 | B      | Y      | Y      | 2      |        |   |

Expand All Collapse All Modify Details (displaying 10 of 10) View Printable Details

**Name and Address** Edit Name and Address Inactivate

Name: PROCELLS OFFICE PRODUCTS Edit Name

Primary Address: 1227 MARKET RD LONGVIEW, TX 75804 Mailing Address: Same as Primary Address Edit Address

Comments:

**General** Edit

Contact: 1st Phone: (903) 297-5966 2nd Phone: 3rd Phone: Fax: (903) 297-9390 Web Site: Email #1: Email #2: Email #3:

Accrual Code: A/P-ACCR PO Contact: Order From Vendor on Requisition: Allow

Ins Cert Date: Owner Type: Owner Cert Date: Catalog: N Notes: Y Attach: Y Ship To: N

50 50 records displayed Last Name: ABC

Attach "Order From" Change "Remit To" Edit All Vendor Fields Delete Vendor \* Notes \* Attachments Reqs: POs Invs: Chks Print Label

5.) CLICK THE **LITTLE ARROW** TO THE LEFT OF THE VENDOR NAME TO EXPAND INTO VENDOR DETAILS. YOU MAY CLICK ON ONE SECTION ARROW AT A TIME TO VIEW DETAILS OR **USE EXPAND ALL/COLLAPSE ALL** TO VIEW/CLOSE EVERYTHING AT ONCE.



Vendor Browse - WF\VE\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer  
 https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFir/fvndrmain001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Vendor Browse

Views: General Filters: \*All Vendors

| Last Name / Individual<br>1st Name / Business | First Name / Individuals<br>2nd Name / Business | Name Key  | V<br>F    | O<br>F    | R<br>T | O<br># | O<br>R |
|---|---|-----------|-----------|-----------|--------|--------|--------|
| <b>Fiscal YTD Activity</b>                    |   |           |           |           |        |        |        |
| Year Span                                     | POs   | Invoices  | Discounts | Payments  |        |        |        |
| 2013-2014                                     | 719.18  |           |           | 29.33     |        |        |        |
| 2012-2013                                     | NA  | 46,411.03 |           | 46,381.70 |        |        |        |
| 2011-2012                                     | NA  | 48,154.03 |           | 48,154.03 |        |        |        |
| 2010-2011                                     | NA  | 47,634.98 |           | 47,634.98 |        |        |        |
| 2009-2010                                     | NA  | 48,199.45 |           | 48,199.45 |        |        |        |
| <b>Calendar YTD Activity</b>                  |   |           |           |           |        |        |        |
| Year  | POs   | Invoices  | Discounts | Payments  |        |        |        |
| 2013  | 429.42  | 25,925.79 |           | 25,925.79 |        |        |        |
| 2012  | NA  | 48,636.43 |           | 48,636.43 |        |        |        |
| 2011  | NA  | 45,559.20 |           | 45,559.20 |        |        |        |
| 2010  | NA  | 60,614.26 |           | 60,614.26 |        |        |        |
| 2009  | NA  | 9,663.81  |           | 9,663.81  |        |        |        |

SRAA I Icons Show Entitles

50 50 records displayed Last Name: A C

Buttons: Add Vendor, Attach "Order From", Change "Remit To", Edit All Vendor Fields, Delete Vendor, \* Notes, \* Attachments, Reqs: POs Invs: Chks, Print Label

6. )THE EXAMPLE ABOVE SHOWS FISCAL YEAR TO DATE ACTIVITY. IF YOU CLICK ON THE CURRENT FISCAL YOU WILL SEE ALL ACTIVITY FROM THIS FISCAL YEAR INCLUDING REQUESTS, PO'S, INVOICES, AND CHECK NUMBERS. (SEE BELOW)

POs; Invs; Chks - WF\VE\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer  
 https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFir/fvndrmain008.w?vCYYear=2013&vFYorCY=FY&isPopup=true

POs; Invs; Chks

POs; Invs; Chks for PROCELLS OFFICE PRODUCTS (Fiscal 2012-2013 Only)

| Date       | Fiscal Year | Req Typ | Ref Number | S | C | T | C | O | Banl Cd |
|------------|-------------|---------|------------|---|---|---|---|---|---------|
| 06/25/2013 | 2012 - 2013 | IN      | 117020     | H |   |   |   |   |         |
| 06/20/2013 | 2012 - 2013 | CK      | 100056260  |   | R |   | B |   | APG     |
| 06/19/2013 | 2012 - 2013 | PO      | 7501300085 | H |   |   |   |   |         |
| 06/07/2013 | 2012 - 2013 | CK      | 100056123  |   | R |   | B |   | APG     |
| 05/31/2013 | 2012 - 2013 | IN      | 116924     | H |   |   |   |   |         |
| 05/24/2013 | 2012 - 2013 | CK      | 100055988  |   | R |   | B |   | APG     |
| 05/23/2013 | 2012 - 2013 | PO      | 7411300060 | H |   |   |   |   |         |
| 05/13/2013 | 2012 - 2013 | IN      | 116810     | H |   |   |   |   |         |
| 05/13/2013 | 2012 - 2013 | PO      | 9341300150 | H |   |   |   |   |         |
| 05/10/2013 | 2012 - 2013 | CK      | 100055880  |   | R |   | B |   | APG     |
| 05/02/2013 | 2012 - 2013 | IN      | 116743     | H |   |   |   |   |         |
| 05/02/2013 | 2012 - 2013 | CK      | 100055811  |   | R |   | B |   | APG     |
| 04/25/2013 | 2012 - 2013 | CK      | 100055721  |   | R |   | B |   | APG     |
| 04/24/2013 | 2012 - 2013 | PO      | 1011300075 | H |   |   |   |   |         |
| 04/23/2013 | 2012 - 2013 | IN      | 116690     | H |   |   |   |   |         |
| 04/23/2013 | 2012 - 2013 | IN      | 116691     | H |   |   |   |   |         |
| 04/22/2013 | 2012 - 2013 | IN      | 116686     | H |   |   |   |   |         |
| 04/22/2013 | 2012 - 2013 | PO      | 1011300073 | H |   |   |   |   |         |
| 04/19/2013 | 2012 - 2013 | PO      | 0011300463 | H |   |   |   |   |         |
| 04/18/2013 | 2012 - 2013 | CK      | 100055636  |   | R |   | B |   | APG     |
| 04/17/2013 | 2012 - 2013 | IN      | 116665     | H |   |   |   |   |         |

100 100 records displayed Date: PO/Invoice/Check/Req Number:

Vendor Browse - WF\VE\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer  
 https://skyweb.ptisd.org/scripts/wsisa.dll/WSservice=wsFin/vndrmain001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Vendor Browse

Views: General Filters: \*All Vendors

| Last Name / Individual<br>1st Name / Business  | First Name / Individuals<br>2nd Name / Business | Name Key | V<br>F | O<br>F | R<br>T | O<br># | O<br>= | O<br>R |
|--|---|----------|--------|--------|--------|--------|--------|--------|
| <div> <div> <div>Name and Address</div> <div> <div>Edit Name and Address</div> <div>Inactivate</div> </div> </div> <div> <div>Name: PROCELLS OFFICE PRODUCTS</div> <div>Edit Name</div> </div> <div> <div>Primary Address: 1227 MARKET RD</div> <div>Mailing Address: Same as Primary Address</div> <div>Edit Address</div> </div> <div> <div>LONGVIEW, TX 75604</div> <div>Comments:</div> </div> </div> <div> <div>General</div> <div>Edit</div> </div> <div> <div>Contact:</div> <div>1st Phone: (903) 297-5966</div> <div>2nd Phone:</div> <div>3rd Phone:</div> <div>Fax: (903) 297-9390</div> <div>Web Site:</div> <div>Email #1:</div> <div>Email #2:</div> <div>Email #3:</div> <div>Accrual Code: A/P-ACCR</div> <div>PO Contact:</div> <div>Order From Vendor on Requisition: Allow</div> <div>Ins Cert Date:</div> <div>Owner Type:</div> <div>Owner Cert Date:</div> <div>Catalog: N</div> <div>Notes: Y</div> <div>Attach: Y</div> <div>Ship To: N</div> </div> <div> <div>Special Terms</div> </div> |   |          |        |        |        |        |        |        |

Add Vendor

Attach "Order From"

Change "Remit To"

Edit All Vendor Fields

Delete Vendor

\* Notes

\* Attachments

Reqs; POs

Invs; Chks

Print Label

7.) YOU MAY ALSO VIEW NOTES AND ATTACHMENTS BY CLICKING ON THE **NOTES** OR **ATTACHMENTS** BUTTON ABOVE.

8.) TO VIEW THE SAME SCREEN FROM EARLIER THAT REFLECTS REQUESTS, POS, INVOICES AND CHECKS YOU MAY CLICK ON THE **REQS;POS;INVS;CHKS** BUTTON.

Vendor Attachments - WFVE\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsa.dll/WService=wsFin/fattmview002.w?isPopup=true

### Vendor Attachments

Vendor Attachments for PROCELLS OFFICE PRODUCTS

|    | Kind ▲       | Record ID   | Type        | Description       |
|----|--------------|-------------|-------------|-------------------|
| 1  | Vendor Files | PROCELLS000 | Attachments | STMT 08-01-11.pdf |
| 2  | Vendor Files | PROCELLS000 | Attachments | STMT 06-30-11.pdf |
| 3  | Vendor Files | PROCELLS000 | Attachments | STMT 06-30-11.pdf |
| 4  | Vendor Files | PROCELLS000 | Attachments | STMT 6-3-11.pdf   |
| 5  | Vendor Files | PROCELLS000 | Attachments | 3-1-11 STMT.pdf   |
| 6  | Vendor Files | PROCELLS000 | Attachments | 3-7-11 STMT.pdf   |
| 7  | Vendor Files | PROCELLS000 | Attachments | 3-1-11 STMT.pdf   |
| 8  | Vendor Files | PROCELLS000 | Attachments | prowin32.exe      |
| 9  | Vendor Files | PROCELLS000 | Attachments | 3-1-11 STMT.pdf   |
| 10 | Vendor Files | PROCELLS000 | Attachments | 3-7-11 STMT.pdf   |
| 11 | Vendor Files | PROCELLS000 | Attachments | 3-1-11 STMT.pdf   |
| 12 | Vendor Files | PROCELLS000 | Attachments | STMT.pdf          |
| 13 | Vendor Files | PROCELLS000 | Attachments | SEPT STMT.pdf     |
| 14 | Vendor Files | PROCELLS000 | Attachments | SEPT STMT.pdf     |
| 15 | Vendor Files | PROCELLS000 | Attachments | STMT.pdf          |

20 records displayed

150%

9.

Filter Options

View Attachment

Add File

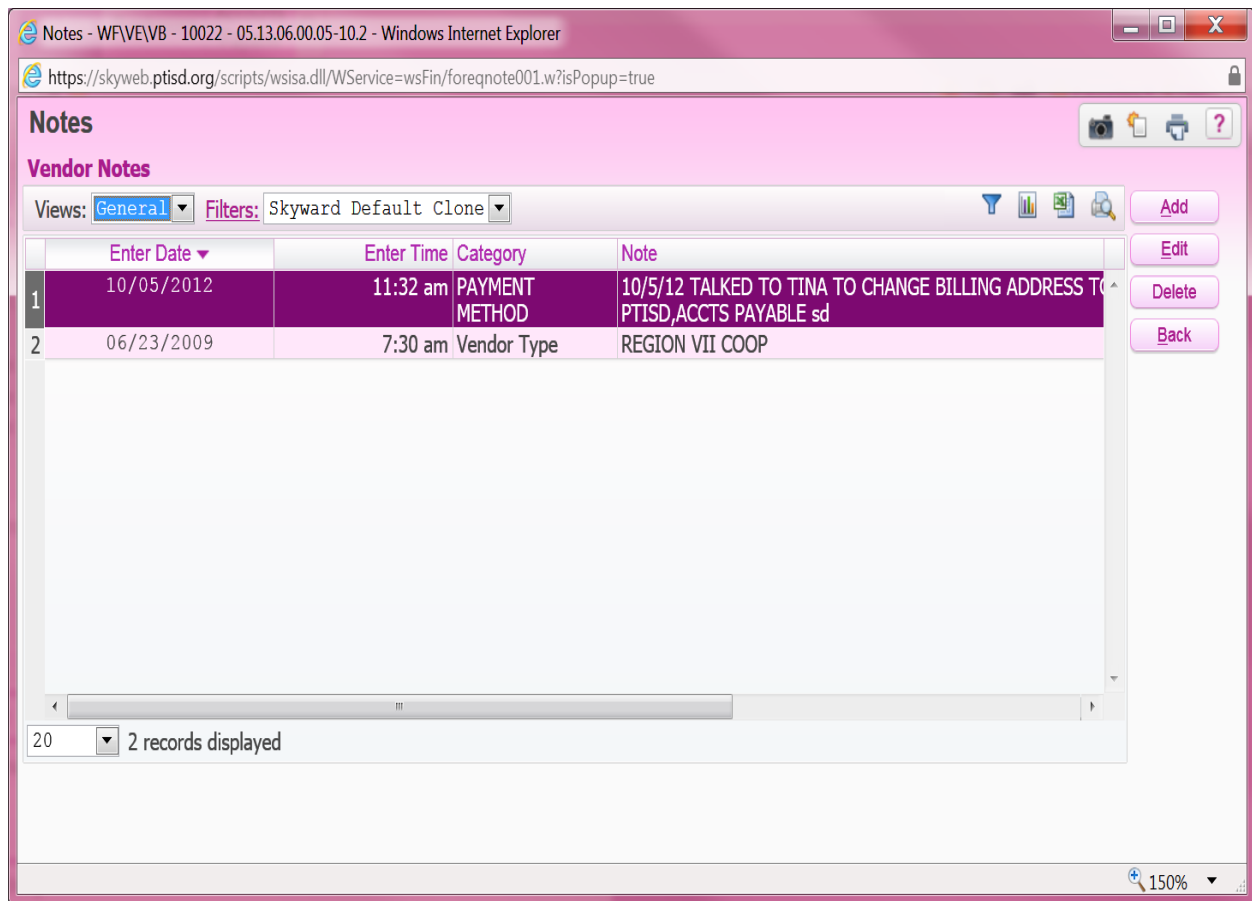
Add Link

Edit

Delete

Back

9.) ABOVE IS AN EXAMPLE OF WHAT YOU WILL SEE IN THE ATTACHMENTS. YOU MAY HIGHLIGHT ANY LINE THEN CLICK ON THE **VIEW ATTACHMENT** BUTTON TO VIEW THE ATTACHMENT.



**ABOVE IS AN EXAMPLE OF WHAT THE NOTES SCREEN WILL LOOK LIKE.**



Reqs; POs; Invs; Chks - WF\VF\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsiso.dll/WService=wsFin/fvndrmain008.w?isPopup=true

**Reqs; POs; Invs; Chks**

**Reqs; POs; Invs; Chks for PROCELLS OFFICE PRODUCTS (Fiscal 2012-2013 Only)**

|      | Date ▼     | Fiscal Year | Rec Typ | Ref Number S | C T | C O | Ban/ Cd |
|------|------------|-------------|---------|--------------|-----|-----|---------|
| 1 ▶  | 06/25/2013 | 2012 - 2013 | IN      | 117020 H     |     |     |         |
| 2 ▶  | 06/20/2013 |             | CK      | 100056260    | R   | B   | APG     |
| 3 ▶  | 06/19/2013 | 2012 - 2013 | PO      | 7501300085 H |     |     |         |
| 4 ▶  | 06/07/2013 |             | CK      | 100056123    | R   | B   | APG     |
| 5 ▶  | 05/31/2013 | 2012 - 2013 | IN      | 116924 H     |     |     |         |
| 6 ▶  | 05/24/2013 |             | CK      | 100055988    | R   | B   | APG     |
| 7 ▶  | 05/23/2013 | 2012 - 2013 | PO      | 7411300060 H |     |     |         |
| 8 ▶  | 05/13/2013 | 2012 - 2013 | IN      | 116810 H     |     |     |         |
| 9 ▶  | 05/13/2013 | 2012 - 2013 | PO      | 9341300150 H |     |     |         |
| 10 ▶ | 05/10/2013 |             | CK      | 100055880    | R   | B   | APG     |
| 11 ▶ | 05/02/2013 | 2012 - 2013 | IN      | 116743 H     |     |     |         |
| 12 ▶ | 05/02/2013 |             | CK      | 100055811    | R   | B   | APG     |
| 13 ▶ | 04/25/2013 |             | CK      | 100055721    | R   | B   | APG     |
| 14 ▶ | 04/24/2013 | 2012 - 2013 | PO      | 1011300075 H |     |     |         |
| 15 ▶ | 04/23/2013 | 2012 - 2013 | IN      | 116690 H     |     |     |         |
| 16 ▶ | 04/23/2013 | 2012 - 2013 | IN      | 116691 H     |     |     |         |
| 17 ▶ | 04/22/2013 | 2012 - 2013 | IN      | 116686 H     |     |     |         |
| 18 ▶ | 04/22/2013 | 2012 - 2013 | PO      | 1011300073 H |     |     |         |
| 19 ▶ | 04/19/2013 | 2012 - 2013 | PO      | 0011300463 H |     |     |         |
| 20 ▶ | 04/18/2013 |             | CK      | 100055636    | R   | B   | APG     |
| ~    | 04/17/2013 | 2012 - 2013 | IN      | 116665 H     |     |     |         |

100 100 records displayed Date: PO/Invoice/Check/Req Number:

150%

ABOVE IS AN EXAMPLE OF WHAT YOU WILL SEE IF YOU CLICK ON THE **REQS;POS;INVS;CHKS** BUTTON.

THIS CONCLUDES THE TUTORIAL ON HOW TO LOOK UP VENDORS IN VENDOR BROWSE.