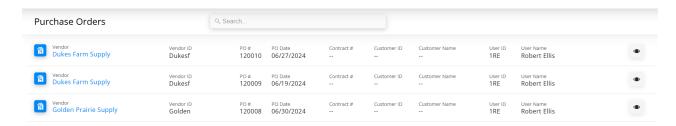
Purchase Orders - SKY Product

Last Modified on 01/27/2025 8:21 am CST

View a listing of Purchase Orders in SKY Product. In SKY Admin, the *Product* toggle can be turned on or off for each SKY User to allow or deny access to the SKY Product app.

The Purchase Orders grid displays Purchase Orders with the option to search by Vendor, Vendor ID, PO #, PO Date, Contract #, Customer ID, Customer Name, User ID, or User Name. Choose the **Expand** icon to view up to three line item details for each Purchase Order.



Filters are available to filter the grid by *Date Range*, *Status*, *Direct Ship Only*, *PO Creator*, and/or *Location*. Select **Apply Filters** to update the grid with the selections.

Select the Vendor name or icon to display more information for that Purchase Order and view and search for specific line items by *Product Name*, *Product ID*, *PO #*, *PR #*, *Dept ID*, *Qty*, *Total*, *Prepaid*, or *Discount*.

