

Purchase Orders - SKY Order

Last Modified on 01/21/2025 7:24 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.

| Purchase Orders | | | | | | | | | | |
|-----------------|---------------------------------|---------------------|----------------|-----------------------|------------------|-------------------|---------------------|----------------|---------------------------|--|
| Q Search... | | | | | | | | | | |
| | Vendor Dukes Farm Supply | Vendor ID Dukesf | PO # 120010 | PO Date 06/27/2024 | Contract # -- | Customer ID -- | Customer Name -- | User ID 1RE | User Name Robert Ellis | |
| | Vendor Dukes Farm Supply | Vendor ID Dukesf | PO # 120009 | PO Date 06/19/2024 | Contract # -- | Customer ID -- | Customer Name -- | User ID 1RE | User Name Robert Ellis | |
| | Vendor Golden Prairie Supply | Vendor ID Golden | PO # 120008 | PO Date 06/30/2024 | Contract # -- | Customer ID -- | Customer Name -- | User ID 1RE | User Name Robert Ellis | |

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 Receipt and view and search for specific line items by *Product Name*, *Product ID*, *PO #*, *PR #*, *Dept ID*, *Qty*, *Total*, *Prepaid*, or *Discount*.

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|-------------------|----------------------------------|----------------------|----------------------|---------------------------|--------------------------|------------------|-----------------------|---------------------------|
| | Vendor Name Dukes Farm Supply | Vendor ID Dukesf | PO # 120010 | PO Date 06/27/2024 | Contract # -- | Status Open | User ID 1RE | User Name Robert Ellis |
| Customer ID -- | Customer Name -- | Freight Option -- | Freight Vendor -- | Freight Charges \$0.00 | Add-on Charges \$0.00 | Start Date -- | Expiration Date -- | Date Requested -- |
| ETA -- | Delivery Type Delivery | PO Type -- | Attachment -- | Comment -- | | | | |
| Notes -- | | | | | | | | |

Q Search...

| | | | | | | | | | |
|----------------------------|--------------------------------------|--------------------------|--------------------|------------------------|--------------------------------|-----------------------------|--------------------|-------------------|-------------------|
| | Product Name Bagged Fert 19-19-19 | Product ID 19-19-19Bg | Dept ID Bag00 | Ordered 53.000 Bags | Received 0.000 Bags | Involved 0.000 Bags | \$/Unit \$5.400 | Bill Unit Bags | Total \$286.20 |
| Alternate Product ID -- | Selling Price \$0.000 | EPA # -- | PO Request # -- | Freight \$0.00 | Total Weight 2,650.000 Bags | View Add-On | | | |