

How to check whether a PO has been paid

SKYWARD* 2026-2027 (Current) ▾

MENU ★ 🌐 🏠 ▾ 🔍 PURCHASING : PURCHASE ORDER LIST

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Pull up your purchase order in Qmlativ in either Purchasing/Purchase Orders or My Purchase Orders

Enter the Purchase Order number.

SKYWARD* 2026-2027 (Current) ▾

MENU ★ 🌐 🏠 ▾ 🔍 PURCHASING : PURCHASE ORDER LIST ☆

Purchase Order List

PURCHASE ORDER

1522700001 🔍 View: JSD District - Kris (Modified) Filter: All Quick Filter

	Purchasing Group	Purchase Order Number	Purchase Order Request Number	Status	Description	Vendor	
🔍 ▼	152 - Riverton Elementary	1522700001	275707	O - Open	(A-3242) White Regular Envelope EPS #10, Black Ink	UTAH CORRECTIONAL INDUSTRIES PRINT SHOP	U
🔍 ▼	152 - Riverton Elementary	1522700002	276160	O - Open	Deluxe Recess Pack with Cart for PE	GOPHER SPORTS EQUIPMENT	G
🔍 ▼	152 - Riverton Elementary	1522700003	276511	O - Open	Ordering printer for Art Rotation Teacher	LES OLSON CO	O
🔍 ▼	152 - Riverton Elementary	1522700004	276537	H - History	Part # EP2-27399-SLP Microsoft Office Standard 2024 Licenses for Mac	JAMTECH ENTERPRISES CORPORATION	6i
🔍 ▼	152 - Riverton Elementary	1522700005	276653	O - Open	FOUNDATIONS-STROLLERS-GAGGLE PARADE 4	SCHOOL SPECIALTY	SI
🔍 ▼	152 - Riverton Elementary	1522700006	277043	O - Open	KENWOOD PKT-300 PORTABLE RADIO FOR ROTATION TEACHERS AND RESOURCE ASSISTANTS Analog UHF, 2 Watts, Display, 6 Channel Capacity, IP52 Rating, 2 Year Warranty, Li-ion 2200mAh Battery, Drop-in Charger w/ Power Cord, UHF Stubby Antenna, Belt Clip Holster, Programming / Shipping & Handling	MCINTOSH COMMUNICATIONS LLC	M
					KENWOOD PKT-300 PORTABLE RADIO		

Open the Purchase Order by clicking the circle with the arrow.

To see if the purchase order has been paid in full, look under the General tab at the Liquidation Status, which will say F- Fully Liquidated; if it says Pending, payment hasn't been made or only partial payment has been made. Please note that the Status at the top of the screen says O - Open. You are probably accustomed to seeing your purchase order in History once it has been paid; however, in Qmlativ it doesn't work that way. So even if your PO shows Open, it still may have been paid;

PURCHASING : PURCHASE ORDER DETAILS

Purchase Order List > Purchase Order Details

Purchasing Group	Purchase Order Request Number	PO Number	Vendor	Status	Description
152 - Riverton Elementary	275707	1522700001	UTAH CORRECTIONAL INDUS...	O - Open	(A-3242) White Regular Envel...

PURCHASE ORDER DETAILS

Purchase Order Request Number: 275707

Purchase Order Number: 1522700001

Blanket: ☐

Warehouse: ☐

Ecommerce: ☐

*Vendor: UTAH CORRECTIONAL INDUSTRIES PRINT SHOP 1480 N 8000 W SALT LAKE CITY

Commodity:

Due Date: 07/29/2026 Wed 31

Contract:

*Description: (A-3242) White Regular Envelope EPS #10, Black Ink

Liquidation Status: F - Fully Liquidated

*Batch: 20260729

Amount: 235.20

If you want more information on when the check was issued and the check number, go to the Invoices tab. (See next page for graphic)

PURCHASING : PURCHASE ORDER DETAILS

Purchase Order List > Purchase Order Details

Purchasing Group 152 - Riverton Elementary	Purchase Order Request Number 275787	PO Number 1522700001	Vendor UTAH CORRECTIONAL INDUS...	Status O - Open	Description (A-3242) White Regular Envel...	Remaining Encumbrance 0.00	Vendor's Purchasing Contact
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INVOICES

Search Full Name View PO Invoice/Check # Filter Skyward Default Quick Filter

Vendor	Invoice Number	Description	Check Number	Check Date	Status	Amount	Fiscal Year	Attachments
UTAH CORRECTIONAL INDUS...	822778000301	(A-3242) White Regular Envelope EPS #10, Black Ink	879143	10/07/2026	H - History	235.20	2026-2027	

Left Sidebar Menu:

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- Deliveries
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This will bring up the Vendor Name – Invoice Number – Check Date – Check # and Status of the invoice (this is not the status of your purchase order; remember it is still Open)

If any of these columns are missing, you can add a column for what you want to see.

Administrative Assistants have access to the Invoice view now that they didn't have before.

We hope this helps you determine whether a purchase order has been paid and why it may still say it is Open.

If you have any questions, please reach out to Purchasing or the IT Help Desk.