## Brief Overview/ Reminders for Receiving

- You should only receive as goods/services are actually delivered and not damaged. "If it is received, it is ready to pay".
- If there are questions or problems with delivery, please contact the Procurement Specialist listed on the Purchase Order.
- Completing a receiver in Skyward DOES NOT automatically notify Accounts Payable that the Purchase Order is ready to be paid. Send an email to <u>accountopsdept@ecsdfl.us</u> including the name of the vendor and Purchase Order number. If the vendor sends the invoice to your school or department, forward the invoice to Accounts Payable at the above email address.

## Section A Receiving a PO in Skyward

**Step 1** After you log in to Skyward, click on the "Purchasing tab" on the menu bar. The number of menu boxes will vary based on your access. Next, under "Purchase Order Receiving" menu click "Receiving".

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d				

**Step 2** Click the "Add" button. This screen will show record of items from purchase orders that have <u>already been received</u>.

# **\*\***Do not use the "Edit" or the "Delete" buttons. Doing so on a receiver will interfere with proper payment of invoices to the vendor.**\*\***

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ews: General	ing 🛒	✓ Filter	s: *Sky	ward De:	fault '	<b>~</b>				Eavorites V	New Window	My Print C
Date 🔻	Time PO Nu	mber B	atch Jumber	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Receive	Edit
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01/04/2017	7:04 AM 57217	00226 A	ιK	0			GOGUARDIAN FOR ADMINISTRATORS 1/1/17 to 12/31/17	EACH	34,000.00	CDWG	0.0	**Attacl
01/04/2017	7:01 AM 57217	700216 A	ιK	0			VMware Support and Subscription Production - Technical support - for VMware VSphere Standard Edition ( v. 6 ) - 1 processor - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: VS6-STD-P-SSS-A Coverage Term: Aug- 01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	26.00	SHI INTERNATIONAL	0.0	
01/04/2017	7:01 AM 57217	700216 A	ιK	0			VMware Support and Subscription Production - Technical support - for VMware VSphere with Operations Management Enterprise Plus ( v. 6 ) - academic - emergency phone consulting - 1 year - 24XP - response time: 30 min VMware - Part#: VSG-OEPL-P-SSS-A Coverage Term: Aug-01-2016 - Jul-31- 2017 Note: Contract #: 4323000-14-01	EACH	22.00	SHI INTERNATIONAL	0.0	
01/04/2017	7:01 AM 57217	00216 A	λK	0			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations	EACH	10.00	SHI INTERNATIONAL	0.0	

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# Receiving/Verification of Receiving/Returns in Skyward

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**Step 3** The next screen to appear is shown below. Type in the "PO Number" at the top of the screen in the field marked "Enter PO Number".

Type in the PO Number.		
Then Press the "Enter" button on your keyboard.		
PO Line Items - WFVPUVPOVPO - 10746 - 05.12.000.17.10.2 - Windows Internet Explorer provided by ECSD Information Technology     Https://skywardiscop.com/scripts/wesa.dl/Wservicemescambistm2Nfporegnnt001.wiisPopup=true		
PO Line Items	0	<b>1</b> 7
Enter PO Number: Search by PO Search by Vendor		
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There are no records to display; check your filter settings.		
K	~	
20 • 0 records displayed		
Done	4	🖕 • 🔍 150% • 🛒

Step 4 Another screen will appear. Type in "quantity" received in the "QTY Received" field/column. Click on the "Save" button located at the top right of your screen. This screen will disappear, and you will see the main "Receiving" page again. You are now finished entering the receiver.

\*\*\*\*\*If you only receive part of an order or quantity, only receive for the amount delivered and undamaged. You will be able to enter multiple receivers as needed. \*\*\*\*\*



# Section B To check your receiver entry

# **Step 1** To find your receiver entry, you can search by the date received or the PO number.

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Recei	iving 😭	4								🤨 🔂 🖬	🕯 😭 Fa	vorites •	New Window	w 🖶 My F
WS: By Purch	hase Order Numb	er V Filters	*Skyw	ard Defa	ult V	]							7 🔟 🖄 🛛	
Number 👻	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity Vendor	BP \$ Received Received By	N	A	Comment	
							3"-5" SLUMP, 3000PSI (28 DAY MIX) FOUNDATION CONCRETE PER ECSD CONTRACT SPECIFICATIONS			12,220.00 SNIDER, DANA L				<b>^</b>
221700002	12/15/2016	2:42 PM	AW	0	Y		REINFORCING STEEL MATERIALS FOR CONCRETE, MASONRY, AND ICF PER ECSD CONTRACT SPECIFICATIONS		1.00 BIG BEND REBAR, I	9,180.00 SNIDER, DANA L		Y		
8221700002	12/15/2016	2:40 PM	AW	0	Y		REINFORCING STEEL MATERIALS FOR CONCRETE, MASONRY, AND ICF PER ECSD CONTRACT SPECIFICATIONS		1.00 BIG BEND REBAR, I	9,860.00 SNIDER, DANA L		Y		
8211600024	06/02/2016	2:09 PM	AW	0	Y		HVAC EQUIPMENT TO INCLUDE TERMINAL UNITS, MINI-SPLIT, AND AIR HANDLERS PER ECSD CONTRACT SPECIFICATIONS		1.00 TOM BARROW CO	63,424.00 SNIDER, DANA L	Y	Y		
8211600024	04/20/2016	10:24 AM	AW	0	Y		HVAC EQUIPMENT TO INCLUDE TERMINAL UNITS, MINI-SPLIT, AND AIR HANDLERS PER ECSD CONTRACT SPECIFICATIONS		1.00 TOM BARROW CO	13,321.00 SNIDER, DANA L	Y	Y		
8211600024	04/20/2016	10:22 AM	AW	0	Y		HVAC EQUIPMENT TO INCLUDE TERMINAL UNITS, MINI-SPLIT, AND AIR HANDLERS PER ECSD CONTRACT SPECIFICATIONS		1.00 TOM BARROW CO	910.00 SNIDER, DANA L	Y	Y		
8211600024	03/14/2016	12:08 PM	AW	0	Y		HVAC EQUIPMENT TO INCLUDE TERMINAL UNITS, MINI-SPLIT, AND AIR HANDLERS PER ECSD CONTRACT SPECIFICATIONS		1.00 TOM BARROW CO	2,345.00 SNIDER, DANA L	Y	Y		
8211600022	05/26/2016	9:44 AM	AW	0	Y		ELECTRICAL SUPPLIES AND EQUIPMENT PER ECSD CONTRACT SPECIFICATIONS		1.00 MATHES ELECTRIC S	5,428.00 SNIDER, DANA L		Y		
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# **Step 2** Expand the line by clicking on the triangle on left side of screen.

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# **Step 3** Expand "Line Item Receiving Information".

		C	lick	to "Expand" (triang	gle ic	on).			
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Date 🕶	Time PO Number	atch PO	BP	Description	Unit Deso	Quantity Vendor	BP \$ Received Received By	N A Comment	Eat
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20 144 4	20 records displayed								Dete:

**Step 4** Quantity of items ordered and items received are shown. Compare against the packing slip to verify. If the receiver is correct, then you are finished. If incorrect, then complete step 5.

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Expand All Collapse All M	odify Details (displaying 4 of 4) View Pri	ntable Details													
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Line Item Receiving Info	ermation					/									
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**Step 5** Complete either a or b to correct a receiving error.

a. If the quantity was over-received, then follow the instructions for a Return on the next page. For example, if the packing slip states that you received 30 out of 50, and 50 was entered in Skyward as being received, then you need to return 20. See screen below.

b. If the quantity was under-received, then repeat the steps to enter another receiver. For example, if the packing slip states you were delivered 15 but you entered a receiver for 10, then complete another receiver for an additional 5.

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Vendor: DEL ONE ROL	LL COMPUTER CORP SI E DELL WAY UND ROCK TX 78682	nip To: EDUCATION/ 75 N PACE B PENSACOLA	AL SUPPORT F LVD FL 32505	PERSONNEL					Attach
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Line Catalog Nbr. Code 100 100 200	Description Test items for under receiving instructions Test items for under receiving instructions Test items for over receiving instructions	Date 01/06/2017 01/06/2017 01/06/2017	Time 1:09 PM 1:08 PM 12:18 PM	15 15 50	5 10 -20	5.00000 -0.00000 5.00000	1250.00 -100.00	KLINGINSMITH, ANYA DAVINA KLINGINSMITH, ANYA DAVINA KLINGINSMITH, ANYA DAVINA	Received

# Section C To Enter a Return (Corrections for over-received Quantity To Enter a Return)

Step 1. After verifying the quantity was over-received, enter a Return by clicking the "Add" button.

Example, a receiver was entered for 50, but the packing slip and actual delivery was for 30.	Click "Add" button.
ESCAMBIA CO. SCHOOL DISCRICT - TRAIN	Anya Klinginsmith Account Preferences Exit ?
Home Account Vendors Purchasing Accounts Fixed Inventory Custom Q	
Receiving 🚖	1 📝 📷 🏫 Favorites 🕈 🚹 New Window 🖓 My Print Queue
iews: By Purchase Order Number 🗸 Filters: *Skyward Defaul 🗸	T 🔟 🕙 🔍 Add
D Number Date Time Batch PO BP Catalog Description	Unit Desc Quantity Vendor
Vendor:         DELL COMPUTER CORP ONE DELL WAY         Ship To:         EDUCA CONAL SUPPORT PERSONNEL           ROUND ROCK TX 78622         76 N PAC BLVD         76 N PAC BLVD           ROUND ROCK TX 78622         PENSACOL FL 32505           Group:         6721 INFORMATION TECH-GENERAL         Attention:         ANYA KLING VSMITH           Entered Date:         0166/02017         Ship Date:         01202017           Fiscal Year:         2016         Ship Va:         Batch Number:         06           Accounting:         Buccount allocation by total PO amount.         Brinted: NO         Printed: NO	Notes       Attach
Line Item Receiving Information	
PO Total Qty Received: 50 PO Total Amt Received: 250.00 Line Catalog PO Occred PO I Nbr. Code Description Date Time Quantity 200 Test items for over receiving instructions 01/06/2017 11.51 AM 50	Received Item Amt Quantity Unit Cost Received Received By 50 5.00000 250.00 KLINGINSMITH, ANYA DAVINA
Notes Add Notes     No Notes exist for this receiving record.	~

Step. 2 The next screen to appear is shown below. Type in the "PO Number" at the top of the screen in the field marked "Enter PO Number".



Step 3. If the line number on your PO does not show on the screen, then click "Show All Detail Items". If it is there, then go to next step.

PO Line hems - WF.PU.PR.RC - 10746 - 05.16.10.000	8 - Internet Explorer III/VService=wdfinescambiatm8/fporegmmt00.w		Click "Show	w All Detail Items	" button.	
Enter PO Number: 5721600489	Search by PO Search by Vendo	r				
Views: General V Filters: *	Skyward Default 🗸					Save
Line Number  Catalog	Description	U of M Qty	Ordered Prev Received	Qty Received Qty Remaining Comm	ent	Receive All
• 100	Test items for under receiving instructions	RACH	15  0	0 15		Reset All Gty Received to Zero Show All Detail Items Notes Attach Close
						$\sim$
20 1 records displayed	I				Line Number:	>
						₹160% ¥

Step 4. Enter the amount over-received as a **negative** amount. Click the "Save" button.

In this example, the packing slip states quantity 30 but quantity 50 was received in Skyward. The difference of quantity -20 is entered. The "Quantity Remaining" changes from 0 to 20.

PO Line	: hems - WF\PU\PR\RC - 107 /skyward-escprod.iscorp.co Line Items	746 - 05.16.10.00.08 - Intern m/scripts/wsisa.dll/WServi	et Explorer cc=wd/nescambiatenth/fporegronth01.w					First, ente as a negat	er Quantity tive (-)		
Enter	PO Number: 572	1600489	Search by PO Search by Ver	ndor							
View	s: General 🗸	Filters: *Skyw	ard Default 🗸							Save	
Line N	lumber 🔻 Catalog	Des	scription	U of M	Qty Ordered	Prev Received	Qty Receive	d Qty Remaining Comme	nt	Passive All	
•	200	Tes	st items for over receiving instructions	EACH	50	50	-20	20			
▶	100	Tes	st items for under receiving instructions	EACH	15	0		0 15		Qty	
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										Remaining	
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