

Receiving/Verification of Receiving>Returns in Skyward

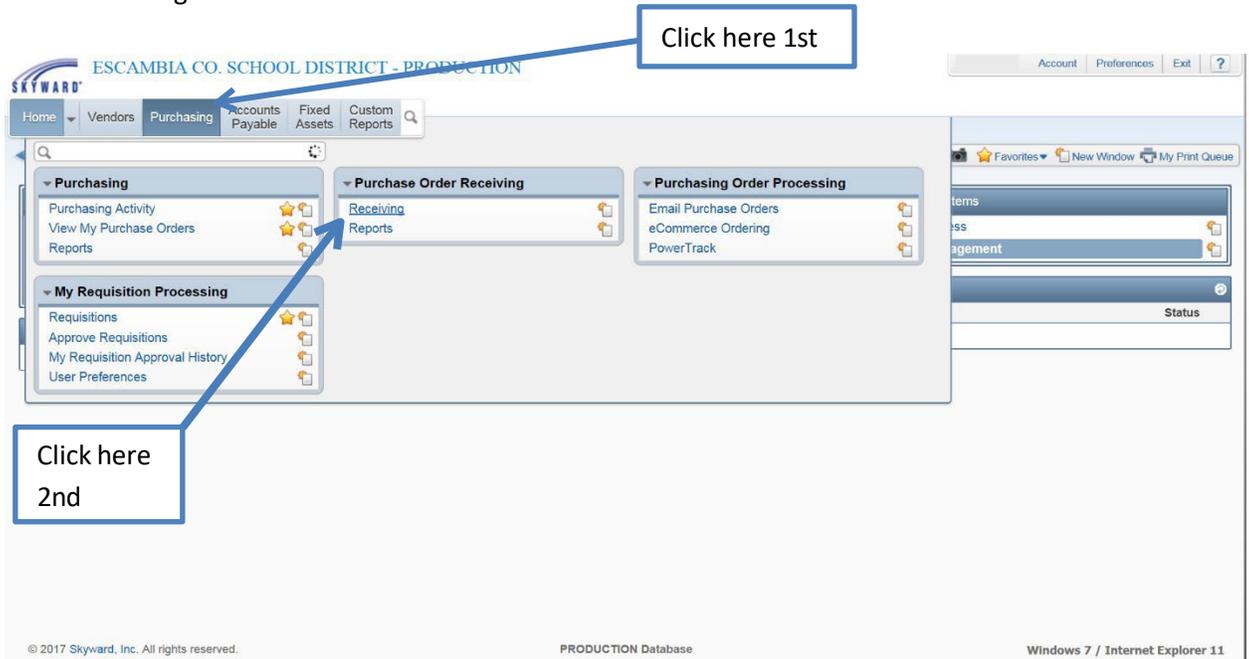
**Brief Overview/ Reminders for Receiving**

- 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 [accountopsdept@ecsdfl.us](mailto:accountopsdept@ecsdfl.us) 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.

Receiving/Verification of Receiving/Returns in Skyward

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”.



**Receiving/Verification of Receiving/Returns in Skyward**

**Step 2** Click the “Add” button. This screen will show record of items from purchase orders that have already been received.

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

ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION

Account Preferences Exit ?

Home Vendors Purchasing Accounts Payable Fixed Assets Custom Reports

Receiving

Views: General Filters: \*Skyward Default

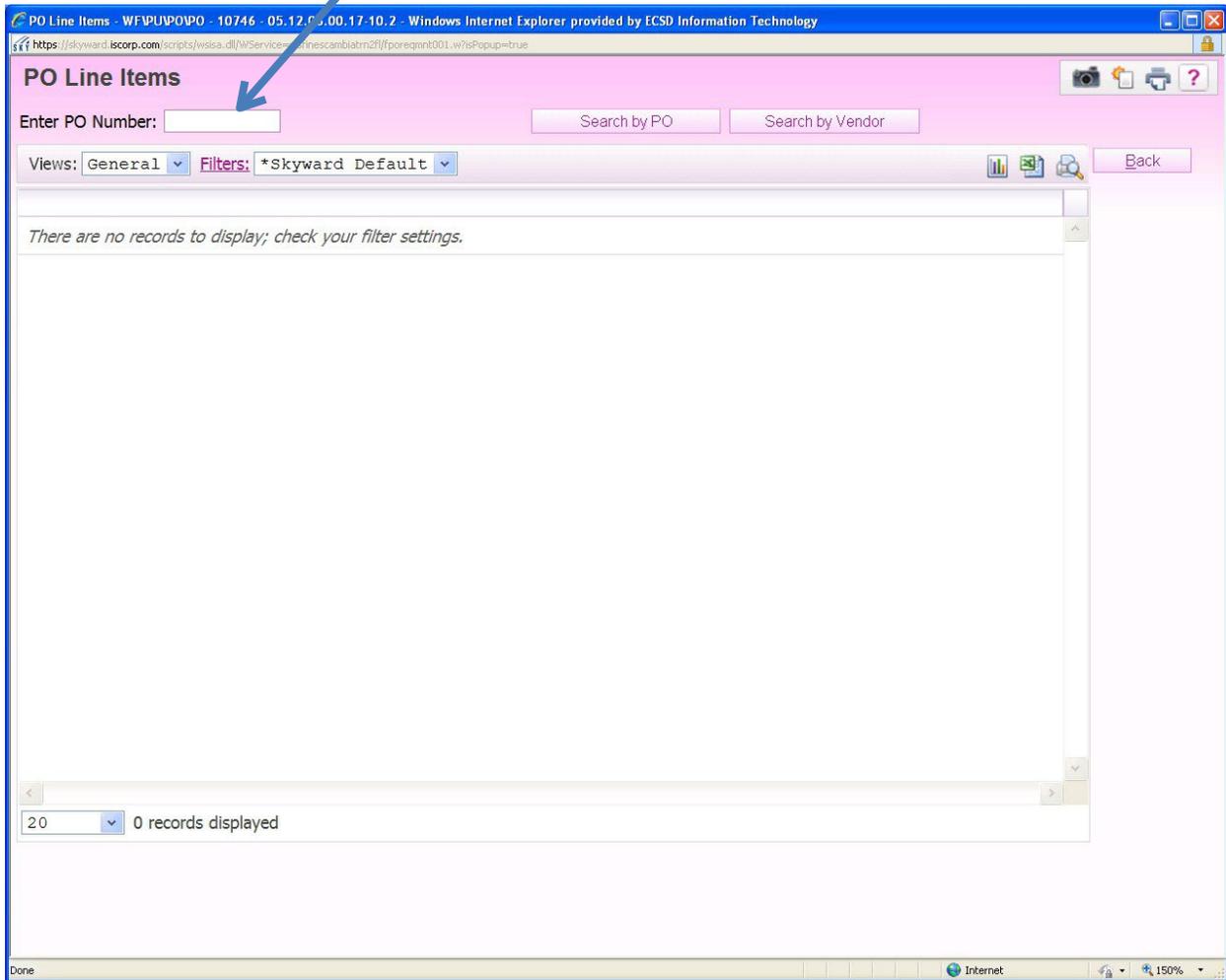
Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Receive
01/04/2017	7:04 AM	5721700226	AK	O			GOGUARDIAN FOR TEACHERS 1/1/17 to 12/31/17	EACH	20,000.00	CDWG	0.0
01/04/2017	7:04 AM	5721700226	AK	O			GOGUARDIAN FOR ADMINISTRATORS 1/1/17 to 12/31/17	EACH	34,000.00	CDWG	0.0
01/04/2017	7:01 AM	5721700216	AK	O			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#: V56-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	5721700216	AK	O			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations Management Enterprise Plus ( v. 6 ) - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: V56-OEPL-P-SSS-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	22.00	SHI INTERNATIONAL	0.0
01/04/2017	7:01 AM	5721700216	AK	O			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations Management Enterprise Plus ( v. 6 ) - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: V56-OEPL-P-SSS-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	10.00	SHI INTERNATIONAL	0.0

20 records displayed Date:

**Receiving/Verification of Receiving>Returns in Skyward**

**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.



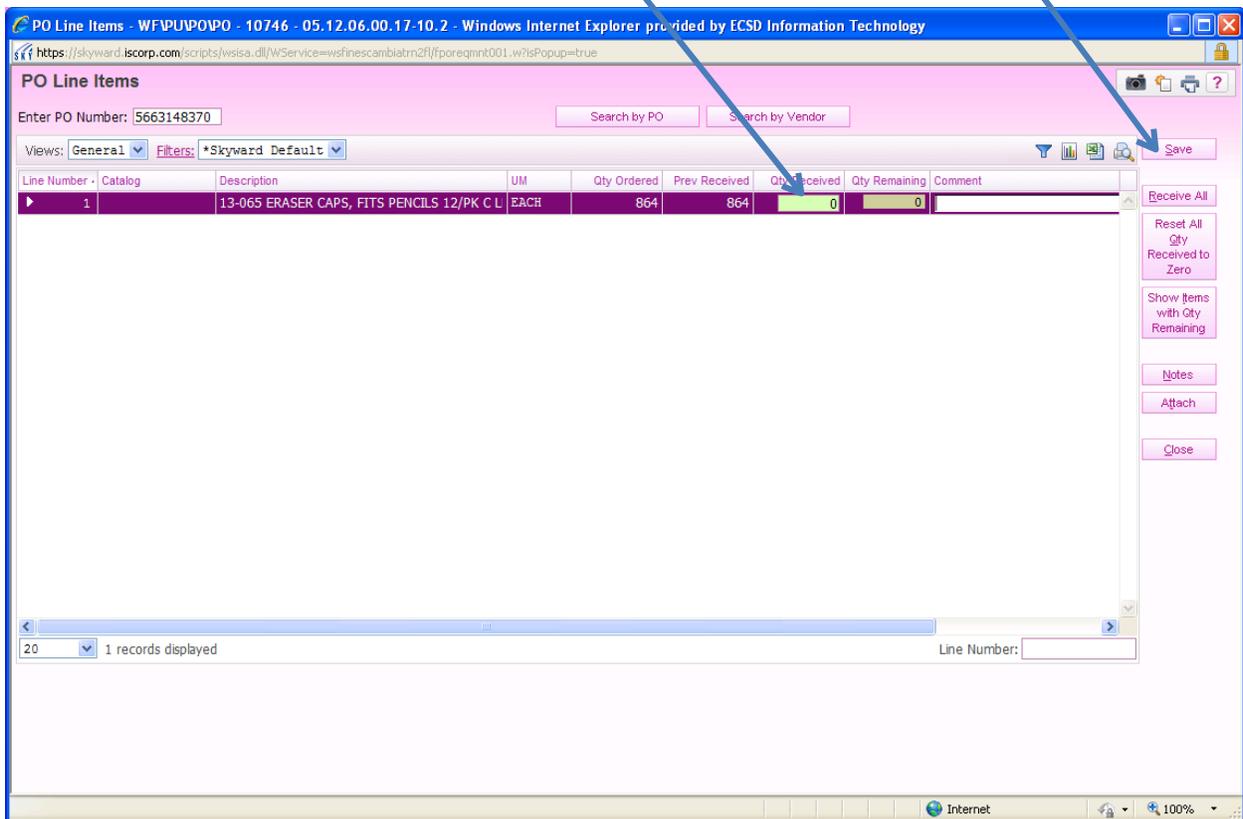
**Receiving/Verification of Receiving>Returns in Skyward**

**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. \*\*\*\*\*

Enter “quantity”.

Click “Save” button.



# Receiving/Verification of Receiving/Returns in Skyward

## 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.

Select "General" in Views to search by date or  
Select "By Purchase Order Number" to search by PO

The screenshot shows the Skyward software interface for the ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION. The main window is titled "Receiving" and displays a table of purchase orders. The table has columns for PO Number, Date, Time, Batch Number, PO Status, BP, Catalog, Description, Unit Desc, Quantity, Vendor, BP \$ Received, Received By, N, A, and Comment. The "Views" dropdown menu is set to "By Purchase Order Number". A search box at the bottom right is labeled "PO Number:" and is highlighted with a blue box. A blue arrow points from the search box to the "PO Number:" label.

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Received By	N	A	Comment
8221700004	12/15/2016	2:46 PM	AW	O	Y		3"-5" SLUMP, 3000PSI (28 DAY MIX) FOUNDATION CONCRETE PER ECSD CONTRACT SPECIFICATIONS		1.00	READY MIX USA,LLC	12,220.00	SNIDER, DANA L	Y	Y	
8221700002	12/15/2016	2:42 PM	AW	O	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	Y	
8221700002	12/15/2016	2:40 PM	AW	O	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	Y	
8211600024	06/02/2016	2:09 PM	AW	O	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	O	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	O	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	O	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	O	Y		ELECTRICAL SUPPLIES AND EQUIPMENT PER ECSD CONTRACT SPECIFICATIONS		1.00	MATHES ELECTRIC S	5,428.00	SNIDER, DANA L	Y	Y	
8211600022	04/14/2016	11:06 AM	AW	O	Y		ELECTRICAL SUPPLIES AND EQUIPMENT PER ECSD CONTRACT SPECIFICATIONS		1.00	MATHES ELECTRIC S	22,753.00	SNIDER, DANA L	Y	Y	
8211600022	03/02/2016	10:09 AM	AW	O	Y		ELECTRICAL SUPPLIES AND EQUIPMENT PER ECSD CONTRACT SPECIFICATIONS		1.00	MATHES ELECTRIC S	3,469.00	SNIDER, DANA L	Y	Y	

Enter date received or PO number.

**Receiving/Verification of Receiving/Returns in Skyward**

**Step 2** Expand the line by clicking on the triangle on left side of screen.

Click to "Expand" (triangle icon) on desired line.

The screenshot shows the Skyward Receiving interface for ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION. The main table lists receiving lines with columns for Date, Time, PO Number, Batch Number, PO Status, BP, Catalog, Description, Unit Desc, Quantity, Vendor, BP \$ Received, Received By, N, A, and Comment. The first line is expanded, showing a detailed description: "SOLID PLASTIC TOILET PARTITIONS; FLOOR MOUNTED OVERHEAD BRACED - 20 COMPARTMENTS - PLASTIC CONTINUOUS WALL BRACKETS, PLASTIC PILASTER SHIES, INTEGRAL HINGES AND VANDAL RESISTANT STAINLESS STEEL FASTENERS." A blue arrow points to the expand triangle on the left side of this line.

Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Received By	N	A	Comment
01/04/2017	9:35 AM	5421700072	AW	O	Y		SOLID PLASTIC TOILET PARTITIONS; FLOOR MOUNTED OVERHEAD BRACED - 20 COMPARTMENTS - PLASTIC CONTINUOUS WALL BRACKETS, PLASTIC PILASTER SHIES, INTEGRAL HINGES AND VANDAL RESISTANT STAINLESS STEEL FASTENERS.		1.00	WARREN HOLLOW MET	11,650.00	LANIER, PAMELA D			
01/04/2017	9:32 AM	5421700045	AW	O	Y		TO PROVIDE SECURITY EQUIPMENT AND INSTALLATION AT CORDOVA PARK ELEMENTARY SCHOOL.		1.00	WARREN HOLLOW MET	22,106.94	LANIER, PAMELA D			
01/04/2017	7:04 AM	5721700224	AK	O			GOODGUARDIAN FOR TEACHERS 1/1/17 to 12/31/17	EACH	20,000.00	CDWG	0.00	HEWETT, SHARON L			
01/04/2017	7:04 AM	5721700226	AK	O			GOODGUARDIAN FOR ADMINISTRATORS 1/1/17 to 12/31/17	EACH	34,000.00	CDWG	0.00	HEWETT, SHARON L			
01/04/2017	7:01 AM	5721700216	AK	O			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#: V56-STD-P-SS5-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	26.00	SHI INTERNATIONAL	0.00	HEWETT, SHARON L			
01/04/2017	7:01 AM	5721700216	AK	O			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations Management Enterprise Plus (v. 6) - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: V56-DEPL-P-SS5-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	22.00	SHI INTERNATIONAL	0.00	HEWETT, SHARON L			
01/04/2017	7:01 AM	5721700216	AK	O			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations Management Enterprise Plus (v. 6) - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: V56-DEPL-P-SS5-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	10.00	SHI INTERNATIONAL	0.00	HEWETT, SHARON L			
01/04/2017	7:01 AM	5721700216	AK	O			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations Management Enterprise Plus (v. 6) - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: V56-DEPL-P-SS5-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	6.00	SHI INTERNATIONAL	0.00	HEWETT, SHARON L			

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

Click to "Expand" (triangle icon).

The screenshot shows the Skyward Receiving interface with the first line expanded. Below the main table, there are sections for "Expand All", "Collapse All", "Record Information", "Line Item Receiving Information", and "Notes And Notes". A blue arrow points to the expand triangle on the left of the "Line Item Receiving Information" section.

Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Received By	N	A	Comment
01/04/2017	9:35 AM	5421700072	AW	O	Y		SOLID PLASTIC TOILET PARTITIONS; FLOOR MOUNTED OVERHEAD BRACED - 20 COMPARTMENTS - PLASTIC CONTINUOUS WALL BRACKETS, PLASTIC PILASTER SHIES, INTEGRAL HINGES AND VANDAL RESISTANT STAINLESS STEEL FASTENERS.		1.00	WARREN HOLLOW MET	11,650.00	LANIER, PAMELA D			
01/04/2017	9:32 AM	5421700045	AW	O	Y		TO PROVIDE SECURITY EQUIPMENT AND INSTALLATION AT CORDOVA PARK ELEMENTARY SCHOOL.		1.00	WARREN HOLLOW MET	22,106.94	LANIER, PAMELA D			
01/04/2017	7:04 AM	5721700224	AK	O			GOODGUARDIAN FOR TEACHERS 1/1/17 to 12/31/17	EACH	20,000.00	CDWG	0.00	HEWETT, SHARON L			
01/04/2017	7:04 AM	5721700226	AK	O			GOODGUARDIAN FOR ADMINISTRATORS 1/1/17 to 12/31/17	EACH	34,000.00	CDWG	0.00	HEWETT, SHARON L			
01/04/2017	7:01 AM	5721700216	AK	O			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#: V56-STD-P-SS5-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	26.00	SHI INTERNATIONAL	0.00	HEWETT, SHARON L			
01/04/2017	7:01 AM	5721700216	AK	O			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations Management Enterprise Plus (v. 6) - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: V56-DEPL-P-SS5-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	22.00	SHI INTERNATIONAL	0.00	HEWETT, SHARON L			
01/04/2017	7:01 AM	5721700216	AK	O			VMware Support and Subscription Production - Technical support - for VMware vSphere with Operations Management Enterprise Plus (v. 6) - academic - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: V56-DEPL-P-SS5-A Coverage Term: Aug-01-2016 - Jul-31-2017 Note: Contract #: 43230000-14-01	EACH	10.00	SHI INTERNATIONAL	0.00	HEWETT, SHARON L			

**Receiving/Verification of Receiving/Returns in Skyward**

**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.

The screenshot shows the Skyward software interface for a 'Receiving' transaction. The main window displays a table of line items with the following columns: Line Nbr, Catalog Code, Description, Date, Time, PO Ordered Quantity, PO Received Quantity, Unit Cost, Item Amt Received, Received By, Comm Cnt, U of M, and Receiving Comment. Two blue callout boxes with arrows point to the 'PO Ordered Quantity' and 'PO Received Quantity' columns, labeled 'Quantity Order' and 'Quantity Received' respectively.

Line Nbr	Catalog Code	Description	Date	Time	PO Ordered Quantity	PO Received Quantity	Unit Cost	Item Amt Received	Received By	Comm Cnt	U of M	Receiving Comment
100		STAR MATH CUSTOM INSTALL SUBSCRIPTION RENEWAL INCLUDES ACCESS FOR UP TO 400 STUDENTS	09/28/2012	12:31 PM	450	450	4.42000	1,989.00	SARVER, CAROL E		EA	
110		STAR MATH CUSTOM INSTALL SUBSCRIPTION RENEWAL INCLUDES ACCESS UP TO 800 STUDENTS	09/28/2012	12:31 PM	800	800	1.03000	824.00	SARVER, CAROL E		EA	
120		AR ENTERPRISE CUSTOM INSTALL SUBSCRIPTION RENEWAL INCLUDES ACCESS FOR UP TO 925 STUDENTS	09/28/2012	12:31 PM	925	925	4.42000	4,098.50	SARVER, CAROL E		EA	
130		SR SERVICE CUSTOM INSTALL SUBSCRIPTION RENEWAL INCLUDES ACCESS FOR UP TO 800 STUDENTS	09/28/2012	12:31 PM	800	800	1.03000	824.00	SARVER, CAROL E		EA	

**Receiving/Verification of Receiving/Returns in Skyward**

**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.

The screenshot displays the Skyward Receiving interface. At the top, it shows the user 'Anya Klinginsmith' and navigation options like 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Fixed Assets', 'Inventory', and 'Custom Reports'. The main section is titled 'Receiving' and includes a search bar and a table of receiving records. Below this, there are two main sections: 'Current Receiving Record Information' and 'Line Item Receiving Information'.

**Current Receiving Record Information:**

- Master:** Vendor: DELL COMPUTER CORP, Ship To: EDUCATIONAL SUPPORT PERSONNEL, 75 N PACE BLVD, PENSACOLA FL 32505. Group: (572) INFORMATION TECH-GENERAL, Attention: ANYA KLINGINSMITH. Entered Date: 01/06/2017, Ship Date: 01/20/2017. Fiscal Year: 2015 - 2016, Ship Via: . Accounting: Account allocation by total PO amount, Batch Number: 06. Origin: Budgetary, Printed: NO. Blanket PO: NO.

**Line Item Receiving Information:**

Display Summary Information: PO Total Qty Received: 45, PO Total Amt Received: 525.00

Line Nbr.	Catalog Code	Description	Date	Time	PO Ordered Quantity	PO Received Quantity	Item Amt Received	Received By
100		Test items for under receiving instructions	01/06/2017	1:09 PM	15	5	250.00	KLINGINSMITH, ANYA DAVINA
100		Test items for under receiving instructions	01/06/2017	1:08 PM	15	10	250.00	KLINGINSMITH, ANYA DAVINA
200		Test items for over receiving instructions	01/06/2017	12:18 PM	50	-20	-100.00	KLINGINSMITH, ANYA DAVINA
200		Test items for over receiving instructions	01/06/2017	11:51 AM	50	50	250.00	KLINGINSMITH, ANYA DAVINA

Receiving/Verification of Receiving/Returns in Skyward

**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 DISTRICT - TRAIN

Anya Klinginsmith Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory Custom Reports

Receiving

Views: By Purchase Order Number Filters: \*Skyward Default

PO Number Date Time Batch Number PO Status BP Catalog Description Unit Desc Quantity Vendor

Current Receiving Record Information

Master

Vendor: DELL COMPUTER CORP Ship To: EDUCATIONAL SUPPORT PERSONNEL  
ONE DELL WAY 75 N PACIFIC BLVD  
ROUND ROCK TX 78682 PENSACOLA FL 32505  
Group: (572) INFORMATION TECH-GENERAL Attention: ANYA KLINGINSMITH  
Entered Date: 01/06/2017 Ship Date: 01/20/2017  
Fiscal Year: 2015 - 2016 Ship Via:  
Accounting: Account allocation by total PO amount. Batch Number: 06  
Origin: Budgetary Printed: NO  
Blanket PO: NO

Line Item Receiving Information

Display Summary Information

PO Total Qty Received: 50 PO Total Amt Received: 250.00

Line Nbr.	Catalog Code	Description	Date	Time	PO Ordered Quantity	PO Received Quantity	Item Unit Cost	Item Amt Received	Received By
200		Test items for over receiving instructions	01/06/2017	11:51 AM	50	50	5.00000	250.00	KLINGINSMITH, ANYA DAVINA

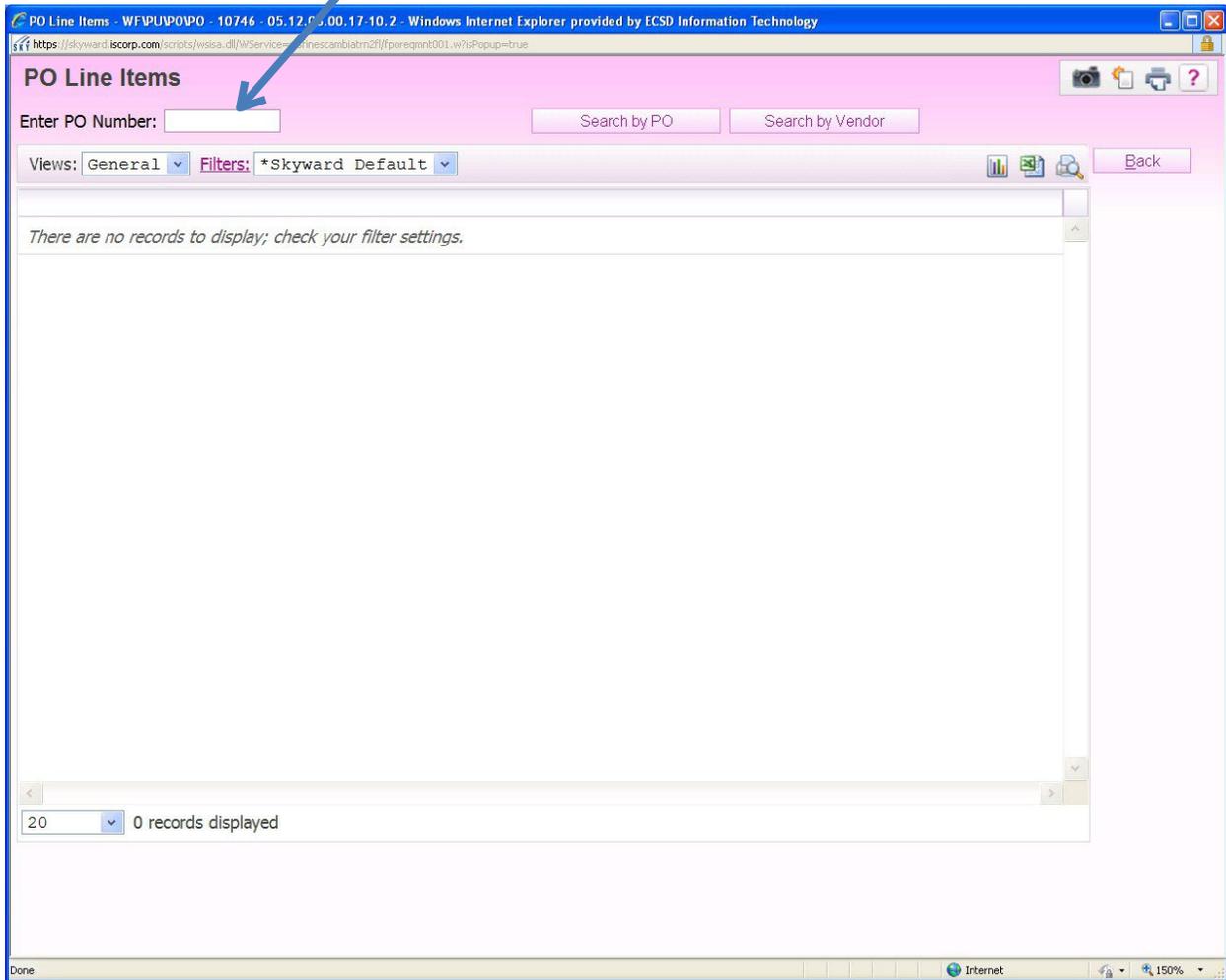
Notes Add Notes

No Notes exist for this receiving record.

**Receiving/Verification of Receiving/Returns in Skyward**

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”.

Type in the PO Number.  
Then Press the “Enter” button on your keyboard.



**Receiving/Verification of Receiving>Returns in Skyward**

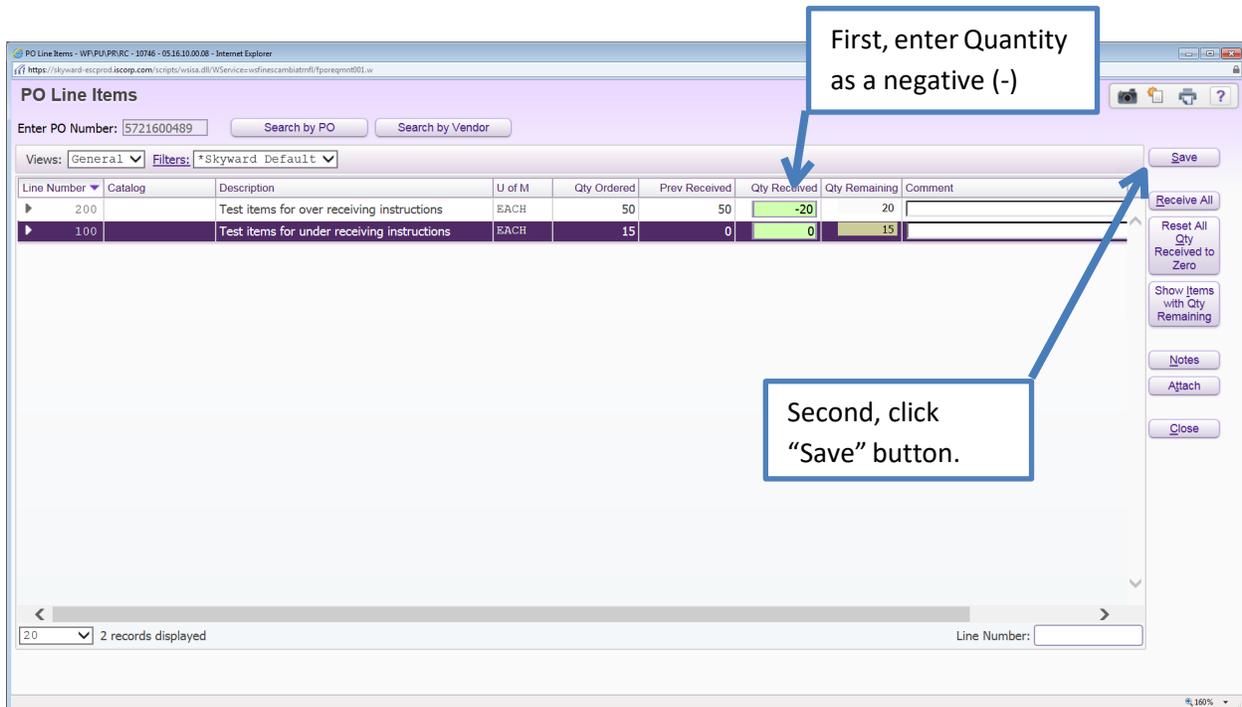
Step 3. If the line number on your PO does not show on the screen, then click “Show All Detail Items”. If it is there, then go to next step.

The screenshot shows the 'PO Line Items' web application interface. At the top, there is a search bar with 'Enter PO Number: 5721600489' and buttons for 'Search by PO' and 'Search by Vendor'. Below this is a table with columns: Line Number, Catalog, Description, U of M, Qty Ordered, Prev Received, Qty Received, Qty Remaining, and Comment. A single row is visible with Line Number 100, Description 'Test items for under receiving instructions', U of M 'EACH', Qty Ordered 15, Prev Received 0, Qty Received 0, and Qty Remaining 15. On the right side of the interface, there is a vertical toolbar with buttons: 'Save', 'Receive All', 'Reset All Qty Received to Zero', 'Show All Detail Items', 'Notes', 'Attach', and 'Close'. A blue callout box with the text 'Click “Show All Detail Items” button.' has an arrow pointing to the 'Show All Detail Items' button. At the bottom left, a dropdown menu shows '20' and the text '1 records displayed'. At the bottom right, there is a 'Line Number:' input field and a zoom level of '160%'.

**Receiving/Verification of Receiving/Returns in Skyward**

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 Items

Enter PO Number: 5721600489    Search by PO    Search by Vendor

Views: General    Filters: \*Skyward Default

Line Number	Catalog	Description	U of M	Qty Ordered	Prev Received	Qty Received	Qty Remaining	Comment
200		Test items for over receiving instructions	EACH	50	50	-20	20	
100		Test items for under receiving instructions	EACH	15	0	0	15	

Save

Receive All

Reset All Qty Received to Zero

Show Items with Qty Remaining

Notes

Attach

Close

20    2 records displayed    Line Number:    100%