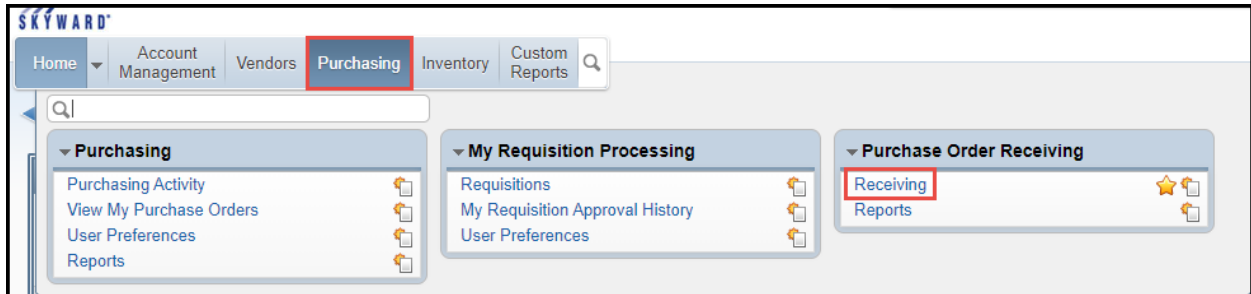


SKYWARD-RECEIVING 101

Receiving is a module in Skyward used to keep track of items received on a Purchase Order. As soon as you receive your items, login to Skyward and add your receiving record. Items should be received in Skyward within 24 hours of receipt.

Go to **Purchasing/Purchase Order Receiving** and click on **Receiving**.



Click the **Add** button to the right.

The screenshot shows the 'Receiving' screen in Skyward. It features a table with columns for Date, Time, PO Number, Batch Number, PO Status, BP, Catalog, Description, Unit Desc, Quantity, Vendor, BP'S Received, and Received By. Two records are visible. The 'Add' button is highlighted with a red box.

Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP'S Received	Received By
08/26/2020	8:47 AM	8642100080	24	O		B06Y1QLP11	Spartan Industrial 100 Count - 10 X 12" - 2 Mil Clear Plastic Reclosable Zip Poly Bags with Resealable Lock Seal Zipper (More Sizes Available)	EACH	2.00	AMAZON BUSINESS	0.00	CHAPMAN, MARY ELIZABETI
08/26/2020	8:40 AM	8772100011	06	O			Dell Universal Dock - D6000 - Docking station - USB - GigE - 130 Watt - for Inspiron 15; Latitude 13 33XX, 3189,	EACH	1.00	SHI-GOVERNMENT SO	0.00	CHAPMAN, MARY ELIZABETI

Enter the Purchase Order Number you want to receive on.

The screenshot shows the 'PO Line Items' search form. It includes a text input field for 'Enter PO Number:' which is highlighted with a red box. There are also buttons for 'Search by PO' and 'Search by Vendor'. Below the input field, there is a 'Line Items for PO' section which currently displays 'There are no records to display; check your filter settings.'

If you don't know your PO number, you also have the option to **Search by PO**. A list of your open PO's will populate, and you can chose a PO from that list.

The PO Line Items will display. You will see a description of what you ordered, and the quantity ordered. You will also see a box for quantity received. You will enter the quantity received (or click the Receive All button if all items were received) then click **Save**.

PO Line Items

Enter PO Number:

Line Items for PO

Line	Catalog	Description	U of M	Qty Ordered	Prev Received	Qty Received	Qty Remaining	Comm
100	8185855	Bi-silique Ayda Magnetic Dry-Erase Board, Steel, 24 x 36, White, Aluminum Frame	EACH	1	0	0	1	

You can receive on a partial delivery. Under Qty. Received, enter the amount received, then add a note in the Comment section. Once the remaining items are received, you can update your receiving records to receive the rest of the items.

PO Line Items

Enter PO Number:

Line Items for PO

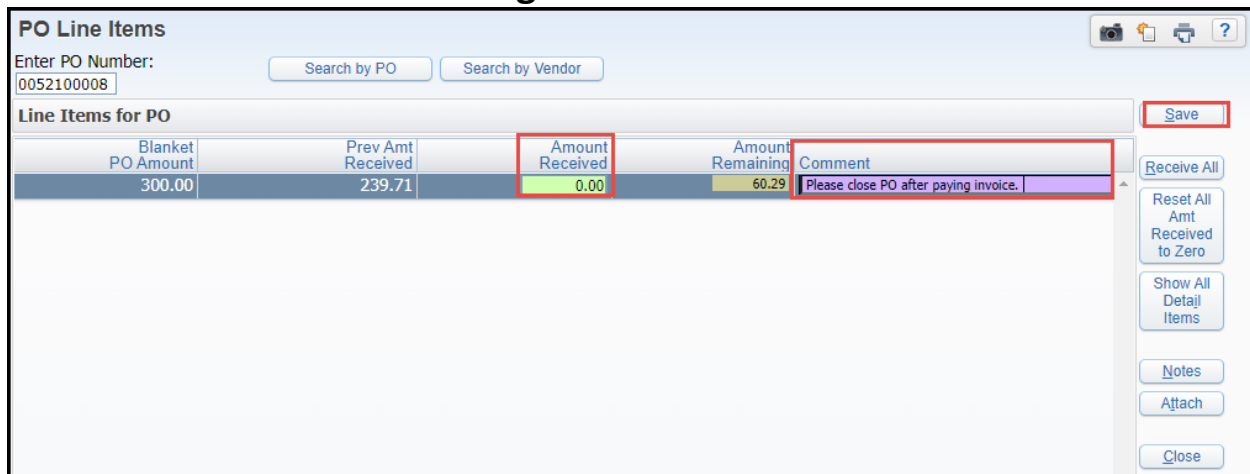
Prev Received	Qty Received	Qty Remaining	Comment
	15	10	Received Partial Order-remaining items scheduled to arrive later this week.

If you receive an Invoice with your order, scan and attach it to your receiving record, and send the original invoice to Accounts Payable.

RECEIVING ON A BLANKET PURCHASE ORDER

Receiving on a Blanket PO is different than receiving on a regular PO. Blanket PO's are single use only. (Exceptions are: Maintenance, Transportation, and Purchasing)

Go to **Purchasing/Purchase Order Receiving**, click on **Receiving**, and click the **Add** button to the right.



PO Line Items

Enter PO Number:

Line Items for PO

Blanket PO Amount	Prev Amt Received	Amount Received	Amount Remaining	Comment
300.00	239.71	0.00	60.29	Please close PO after paying invoice.

Enter the **Amount Received**, (total on the receipt) if it is a onetime use Blanket PO. Enter **"Please close PO after Paying Invoice"** in the Comment field. Scan and attach the receipt to the receiving record, then click SAVE. Make a copy of the receipt, and send the original and the copy to the appropriate Accounts Payable Clerk.

Remember.....

RECEIVE!

RECEIVE!

RECEIVE!

THAT CONCLUDES THIS TUTORIAL