# **CENTRAL RECEIVING – RETURNS**

Log into Skyward / FM

PURCHASING/RECEIVING - RC



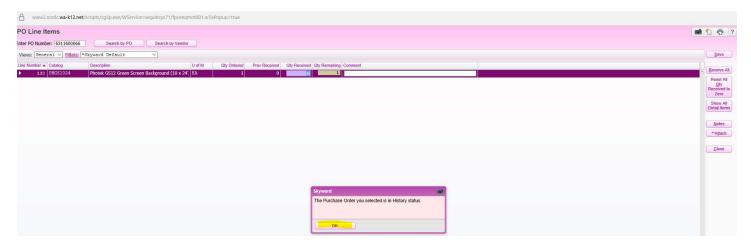
## ADD



## ENTER PO NUMBER AND HIT ENTER



#### A DIALOG BOX MIGHT POP UP THAT STATES "The Purchase Order you selected is in History status". THIS IS FINE - HIT OK



### PUT A MINUS AND THE QTY YOU ARE RETURNING

ENTER A COMMENT ON WHY YOU RETURNED THE ITEMS & IF ACCOUNTS PAYABLE WILL RECEIVE A CREDIT OR YOU WILL BE RECEIVING A REPLACEMENT FOR THE ITEM(S) RETURNED.

#### **SAVE**



#### THE COMPUTER WILL DEFAULT BACK TO THIS SCREEN - YOU ARE DONE AT THIS POINT.

