

# CENTRAL RECEIVING – RETURNS

Log into Skyward / FM

PURCHASING/RECEIVING - RC



ADD

The screenshot shows the 'Receiving' screen in the Skyward application. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there is a 'Receiving' section with a 'Views' dropdown set to 'By Purchase Order Number' and a 'Filters' dropdown set to 'Skyward Default Clone'. A table of purchase order line items is displayed below the filters.

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Received By	N	A	Comment
8501600082	01/17/2017	4:30 PM	21	O			TAX		1.00	WA AUTO CARRIAGE	0.00	HENNE, ROB M	Y		
8501600082	01/17/2017	4:30 PM	21	O			POLYHAWK SAND SPREADER - BRIGGS		1.00	WA AUTO CARRIAGE	0.00	HENNE, ROB M	Y		
8501600082	01/17/2017	4:30 PM	21	O			MOUNTING KIT		1.00	WA AUTO CARRIAGE	0.00	HENNE, ROB M	Y		
8501600080	12/12/2016	3:10 PM	06	H			PL-SS540HL10 HANDS FREE HEADSET		2.00	BUSINESS TELECOM	0.00	FOGLESONG, ARLENE ROSE	Y		
8501600080	12/12/2016	3:10 PM	06	H			PL-65116-01 INDICATOR LIGHT		2.00	BUSINESS TELECOM	0.00	FOGLESONG, ARLENE ROSE	Y		

ENTER PO NUMBER AND HIT ENTER

The screenshot shows the 'PO Line Items' search screen in the Skyward application. The top navigation bar is the same as the previous screenshots. Below the navigation bar, there is a 'PO Line Items' section. It includes a text input field for 'Enter PO Number:' with the value '6311600061' entered. To the right of the input field are two buttons: 'Search by PO' and 'Search by Vendor'. Below the input field and buttons, there is a 'Views' dropdown set to 'General' and a 'Filters' dropdown set to '\*Skyward Default'. At the bottom of the screen, there is a message: 'There are no records to display; check your filter settings.'

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

www2.ncrdc-wa-k12.net/scripts/cgipip.exe/VService=wquincy571/fporeqmnt001.w7sPopup=true

PO Line Items

Enter PO Number: 6311600066    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
▶ 130	PHGS1024	Photok GS12 Green Screen Background (10 x 24", EA		1	0	1	0	

Save

Receive All

Reset All Qty Received to Zero

Show All Detail Items

Notes

\*\*Attach

Close

Skyward

The Purchase Order you selected is in History status.

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

www2.ncrdc-wa-k12.net/scripts/cgipip.exe/VService=wquincy571/fporeqmnt001.w7sPopup=true

PO Line Items

Enter PO Number: 6311600066    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
▶ 130	PHGS1024	Photok GS12 Green Screen Background (10 x 24", EA		1	0	-1	2	DID NOT NEED - RETURNED (CREDIT TO BE ISSUED)

Save

Receive All

Reset All Qty Received to Zero

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

QUINCY SCHOOL DISTRICT #144

Tina Olson    Account    Preferences    Exit

Home    Account Management    Vendors    Purchasing    Accounts Payable    Custom Reports

Receiving

Views: By Purchase Order Number    Filters: Skyward Default Clone

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Received By	N	A	Comment
▶ 6311600066	01/23/2017	2:49 PM	07	H		PHGS1024	Photok GS12 Green Screen Background (10 x 24", Chroma Key Green) B&H #PHGS1024 *MFR #GS1024	EA	-1.00	B & H PHOTO	0.00	OLSON, TINA MARIE	Y		DID NOT NEED - RETURNED (CREDIT TO BE ISSUED)
▶ 6311600066	11/16/2016	1:57 PM	07	H		PHGS1024	Photok GS12 Green Screen Background (10 x 24", Chroma Key Green) B&H #PHGS1024 *MFR #GS1024	EA	-1.00	B & H PHOTO	0.00	SEE, DEBORAH MICHELLE	Y		Returned item due to defect
▶ 6311600066	10/25/2016	9:53 AM	07	H		PHGS1024	Photok GS12 Green Screen Background (10 x 24", Chroma Key Green) B&H #PHGS1024 *MFR #GS1024	EA	1.00	B & H PHOTO	0.00	SEE, DEBORAH MICHELLE	Y		
▶ 6311600066	10/25/2016	9:53 AM	07	H		IMBGSS12	Impact Background Support System - 12" Wide B&H #IMBGSS12 *MFR #3046	EA	1.00	B & H PHOTO	0.00	SEE, DEBORAH MICHELLE	Y		
▶ 6311600065	10/17/2016	2:25 PM	07	H			508X Y-HY / CF362X, Yellow HP CF362X Yellow Toner Cartridge, High Yield**Yields up to 9500 pages	EA	3.00	LASERLITE INC	0.00	SEE, DEBORAH MICHELLE	Y		

Add

Edit

Delete

Notes

\*\*Attach