

Desk Manual #: 726-111-001 – How to Enter a Receiving Record for Items/Services

Purpose: The purpose of this handout is to describe the procedures performed by MISD employees to receive an item or a service. The user groups that can perform this action are the following:

1. Secretaries
2. Budget Managers (Campus or Departments)
3. Warehouse Operators
4. Purchasing Department

Dates in which procedures have been and are to be followed: Fiscal Year 2018 and forward

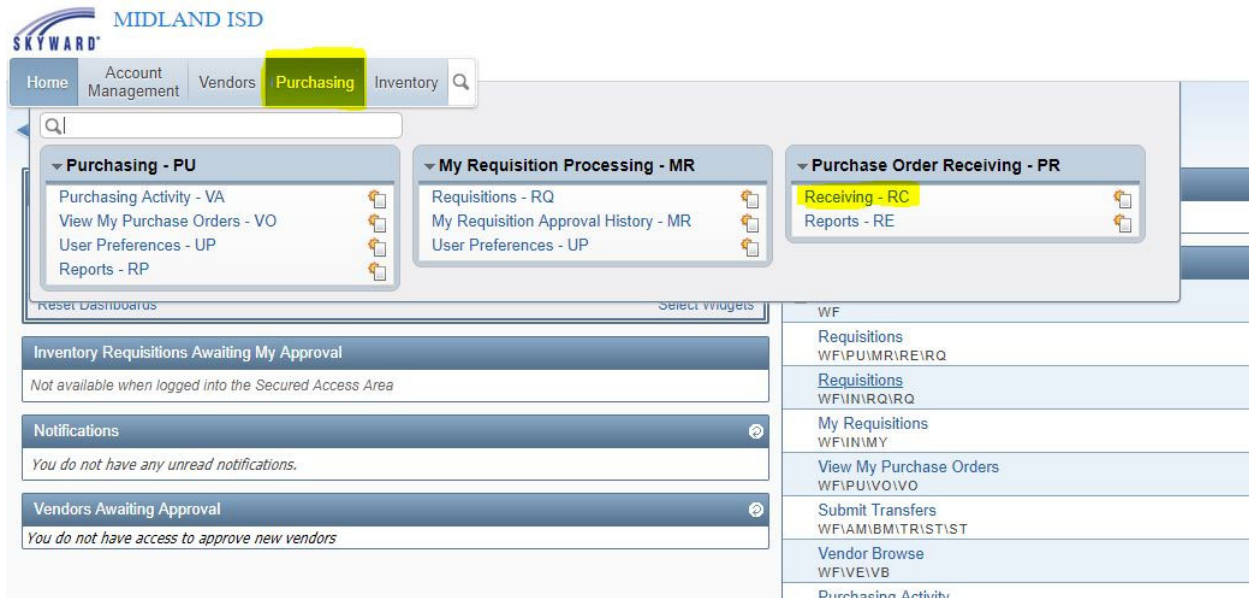
Last day updated: 7/22/2024

Person that performed last revision & update: Ernesto Segura, Controller

General Description: MISD utilizes the capabilities of the “receiving record” feature in Skyward, in regards to the PO requisition process. This will allow MISD employees to enter a receiving record for items or services when they are received/performed. Receiving the items in this manner will assist a timely vendor payment process, as it serves as approval/notification to the Accounts Payable department that the item or service is ready to pay. Any items that are delivered to a campus, including contract services such as repairs and professional development, must be received by the campus or department. Inventoried items that are delivered to the Warehouse are to be received in Skyward by a warehouse operator. If an item or service is not marked as “received” in Skyward, the Accounts Payable Department will need proof of delivery for the item or service before making a payment. However, this alternative may delay the vendor payment process and requires additional supporting documentation to be provided and attached in Skyward.

Step 1: Navigating to the Skyward “receiving” screen

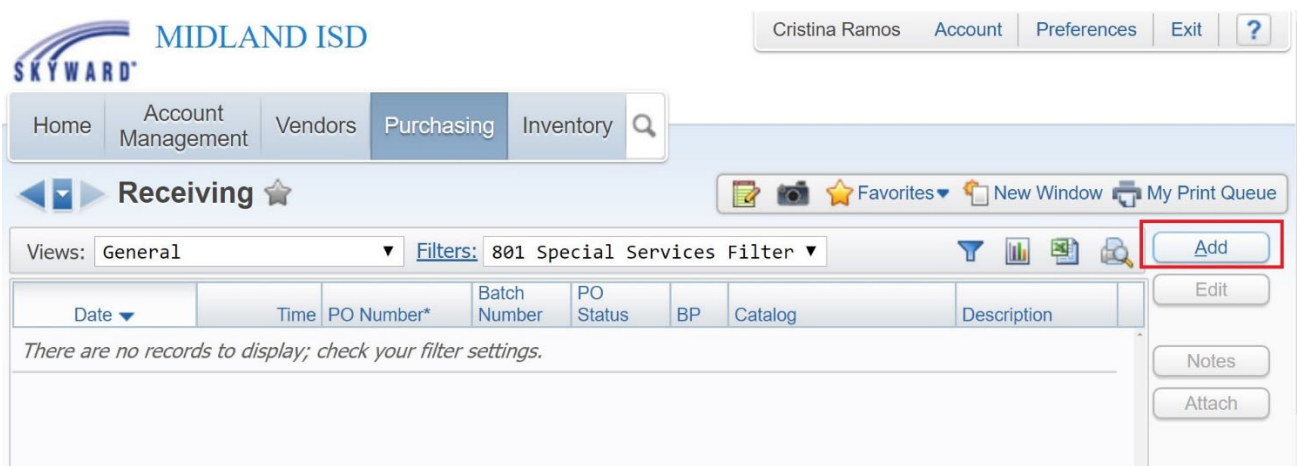
The screen that must be accessed is the “Receiving-RC” screen, this screen can be accessed in the following path: Business Live Database -> Financial Management Module -> Purchasing -> Purchase Order Receiving -PR -> Receiving –RC. See screenshot below:





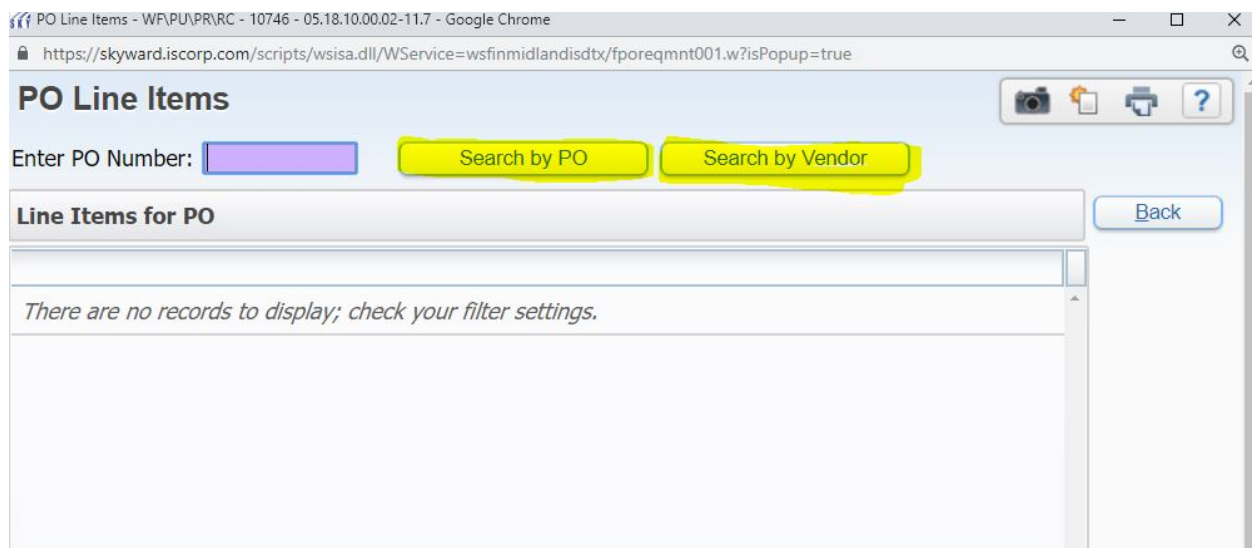
Step 2: Add a receiving record for an item or service

Once the “Receiving-RC” button is selected, the screen below will appear. This screen will display previous receiving records that have been entered by campuses and departments. **A filter must to be used in order to view only your department receiving records.** As an example in the image below, a “Special Services Filter” has been created. To add a new receiving record, click “Add” as shown in the image below:



Step 3: Add a receiving record for an item or service

After clicking on “Add”, you can either enter the Purchase Order number, search by PO number, or search by Vendor name by using one of the selections in the screenshot below:



Step 4: Select the PO to receive

Once you find the purchase order you want to receive, select it and key in the **quantity** of items that have been physically received. If the PO is a **“blanket”** purchase order, you will need to key in the **dollar amount** of items/services that are approved to pay. If you cannot find the PO, please check for the correct PO number and verify that the item has not already been received. Once in the screen below, you can either type in the quantity/amount of items received or click the button “receive all” in order to receive all items on the purchase order.

PO Line Items 📷 📄 🖨️ ?

Enter PO Number:

Line Items for PO

| Qty Ordered | Prev Received | Qty Received | Qty Remaining | Comment |
|-------------|---------------|--------------|---------------|---------|
| 1 | 0 | 0 | 1 | |

Once the item is received, you will be directed back to the receiving screen where you will be able to see all of the prior receiving records. If you do not have access to your department PO group, or the Skyward buttons to receive items, please contact Ernesto Segura at ernesto.segura@midlandisd.net.

Step 5: Forward the invoice to the Accounts Payable department

If a vendor has provided you with an invoice, please send it to the following email address: misdinvoices@midlandisd.net. District vendors are instructed to send invoices directly to that same email address, but for safe practices, please forward any provided invoices to the Accounts Payable department.