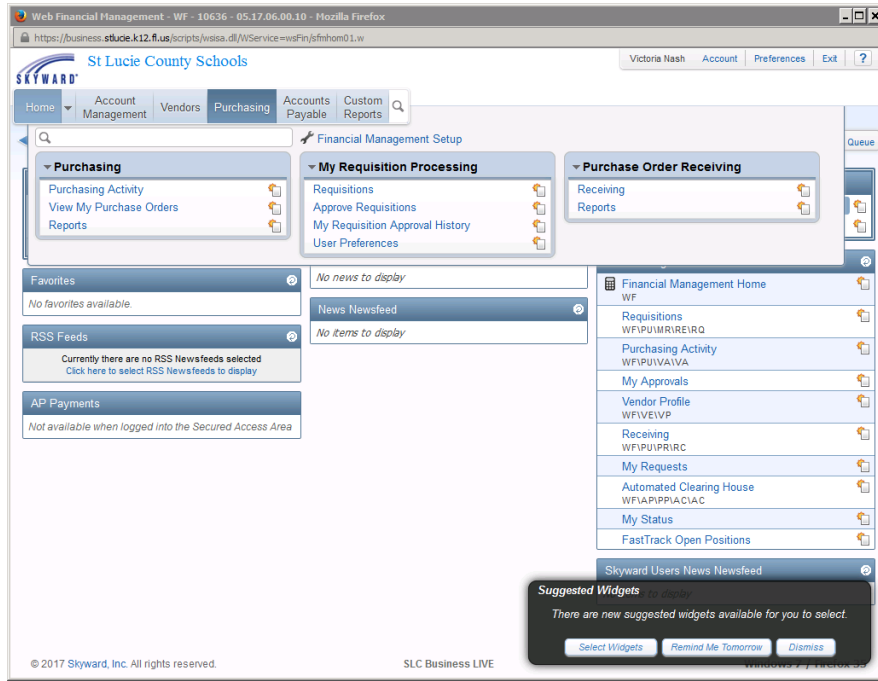
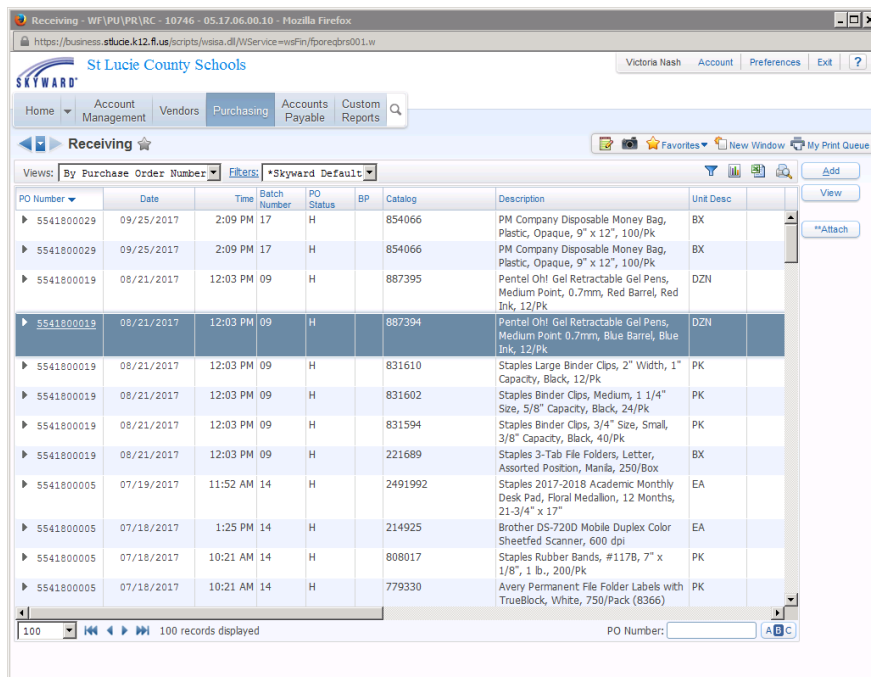


Updating Skyward for a return item/credit from vendor.

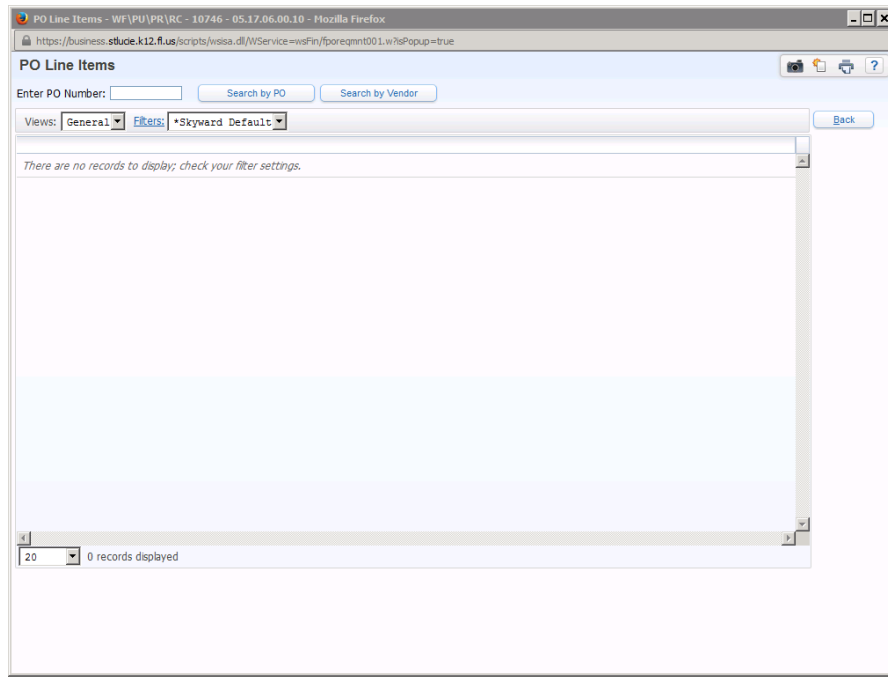
From Skward select Receiving:



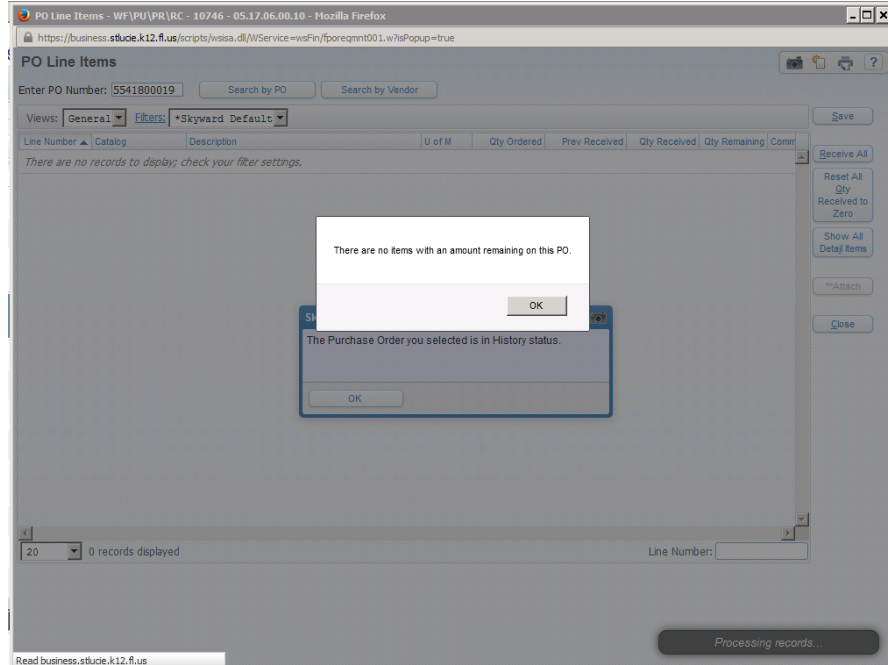
Select Add:



Enter PO # and hit enter:



You may receive the message below, if you do select OK:



Review items and enter the negative in the correct line item and select save:

PO Line Items - WF\PU\PR\RC - 10746 - 05:17:06.00.10 - Mozilla Firefox
https://business.stucoe.k12.fl.us/scripts/wsisia.dll/WService=wisFin/fporeqmnt001.w?isPopup=true

PO Line Items

Enter PO Number: 5541800019 Search by PO Search by Vendor

Views: General **Items** *Skyward Default Save

Line Number	Catalog	Description	U of M	Qty Ordered	Prev Received	Qty Received	Qty Remaining	Comm
▶ 100	887394	Pentel Ohl Gel Retractable Gel Pens, Medium Pt	DZN	1	1	0	0	
▶ 110	887395	Pentel Ohl Gel Retractable Gel Pens, Medium Pt	DZN	1	1	0	0	
▶ 120	221689	Staples 3-Tab File Folders, Letter, Assorted Posi	BX	1	1	0	0	
▶ 130	831602	Staples Binder Clips, Medium, 1 1/4" Size, 5/8" C	PK	2	2	0	0	
▶ 140	831610	Staples Large Binder Clips, 2" Width, 1" Capacity	PK	3	3	0	0	
▶ 150	831594	Staples Binder Clips, 3/4" Size, Small, 3/8" Capa	PK	1	1	0	0	

20 6 records displayed Line Number:

Receive All
Reset All
Qty Received to Zero
Show Items
With Qty Remaining
**Attach
Close