

Receiving Helpful Hints

Receive in skyward when the items are physically received to avoid payment delays and vendor placing holds on our accounts District wide.

Do not receive in Skyward if the items are not physically received. Receiving authorizes a payment. We do not want to make payments for items not physically received.

Receiving records are matched to invoices.

If items are returned to vendors after being received in Skyward, you should create a negative receiving record that will match up to the credit invoice. Notify your accounting bookkeeper via e-mail if you return an item and/or if it will be replaced.

Please do not enter negative receiving records to correct a prior receiving record. Negative receiving records should align with a credit invoice. If an error was made, please reach out to your accounting bookkeeper to have the correction made.

Receiving is to be entered in Skyward unless there is an exception. For exceptions send a signed PO or invoice.

Common exceptions include non-tangible items

Examples of items that should **not** have receiving records in Skyward

- shipping/handling
- click charges
- non-tangible services
- Stipend payroll purchase orders
- Fed Ex
- travel
- lines in PO with \$0.00/description only lines
- Dex Imaging
- Pitney Bowes
- Mail Finance
- Processing Fees
- no receiving on blanket purchase orders

Questions please reach out to your accounting bookkeeper.