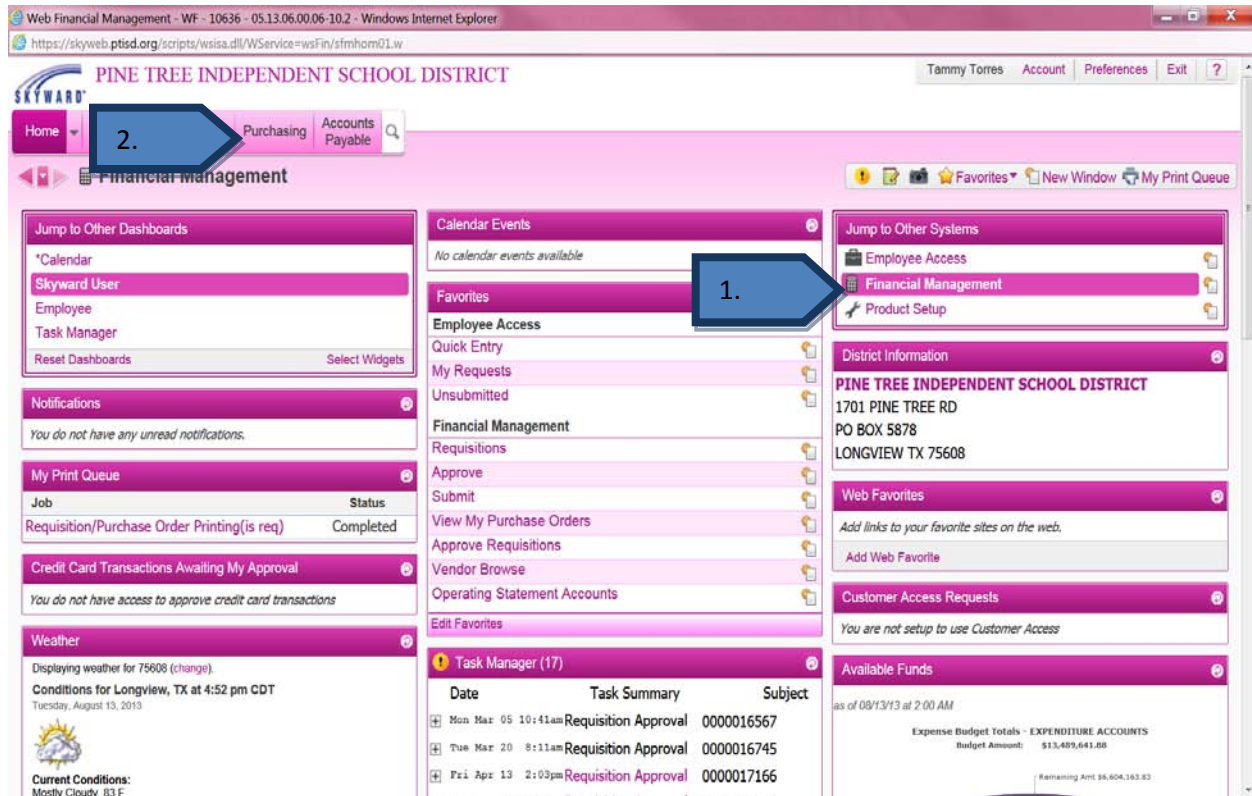


HOW TO RECEIVE IN THE SKYWARD WEB MODULE



1.) FROM THE HOME SCREEN CLICK ON **FINANCIAL MANAGEMENT**.

2.) CLICK ON THE **PURCHASING TAB**.

Web Financial Management - WF - 10636 - 05.13.06.00.06-10.2 - Windows Internet Explorer
 https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/slmhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable

Search

Purchasing Setup

- View Purchasing Activity
- View My Purchase Orders
- Email Purchase Orders
- eCommerce Ordering
- PowerTrack
- Reports

My Requisition Processing

- Requisitions
- My Requisitions
- My Requisition Approval History
- Approve Requisitions
- User Preferences

Purchase Order Receiving

- Receiving Reports

3.

Notifications

You do not have any unread notifications.

My Print Queue

Job	Status
Requisition/Purchase Order Printing(is req)	Completed

Credit Card Transactions Awaiting My Approval

You do not have access to approve credit card transactions

Weather

Displaying weather for 75608 (change)
 Conditions for Longview, TX at 4:52 pm CDT
 Tuesday, August 13, 2013

Current Conditions:
 Mostly Cloudy, 83 F

Unsubmitted

- Financial Management
- Requisitions
- Approve
- Submit
- View My Purchase Orders
- Approve Requisitions
- Vendor Browse
- Operating Statement Accounts
- Edit Favorites

Task Manager (17)

Date	Task Summary	Subject
Mon Mar 05 10:41am	Requisition Approval	0000016567
Tue Mar 20 8:11am	Requisition Approval	0000016745
Fri Apr 13 2:03pm	Requisition Approval	0000017166

PINE TREE INDEPENDENT SCHOOL DISTRICT

1701 PINE TREE RD
 PO BOX 5878
 LONGVIEW TX 75608

Web Favorites

Add links to your favorite sites on the web.
 Add Web Favorite

Customer Access Requests

You are not setup to use Customer Access

Available Funds

as of 08/13/13 at 2:00 AM

Expense Budget Totals - EXPENDITURE ACCOUNTS
 Budget Amount: \$13,489,641.88
 Remaining Amt \$6,004,163.83

3.) THEN UNDER PURCHASE ORDER RECEIVING CLICK ON **RECEIVING**.

Receiving - WF\PU\PR\RC - 10746 - 05.13.06.00.06-10.2 - Windows Internet Explorer
 https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/tporeqbrs001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable

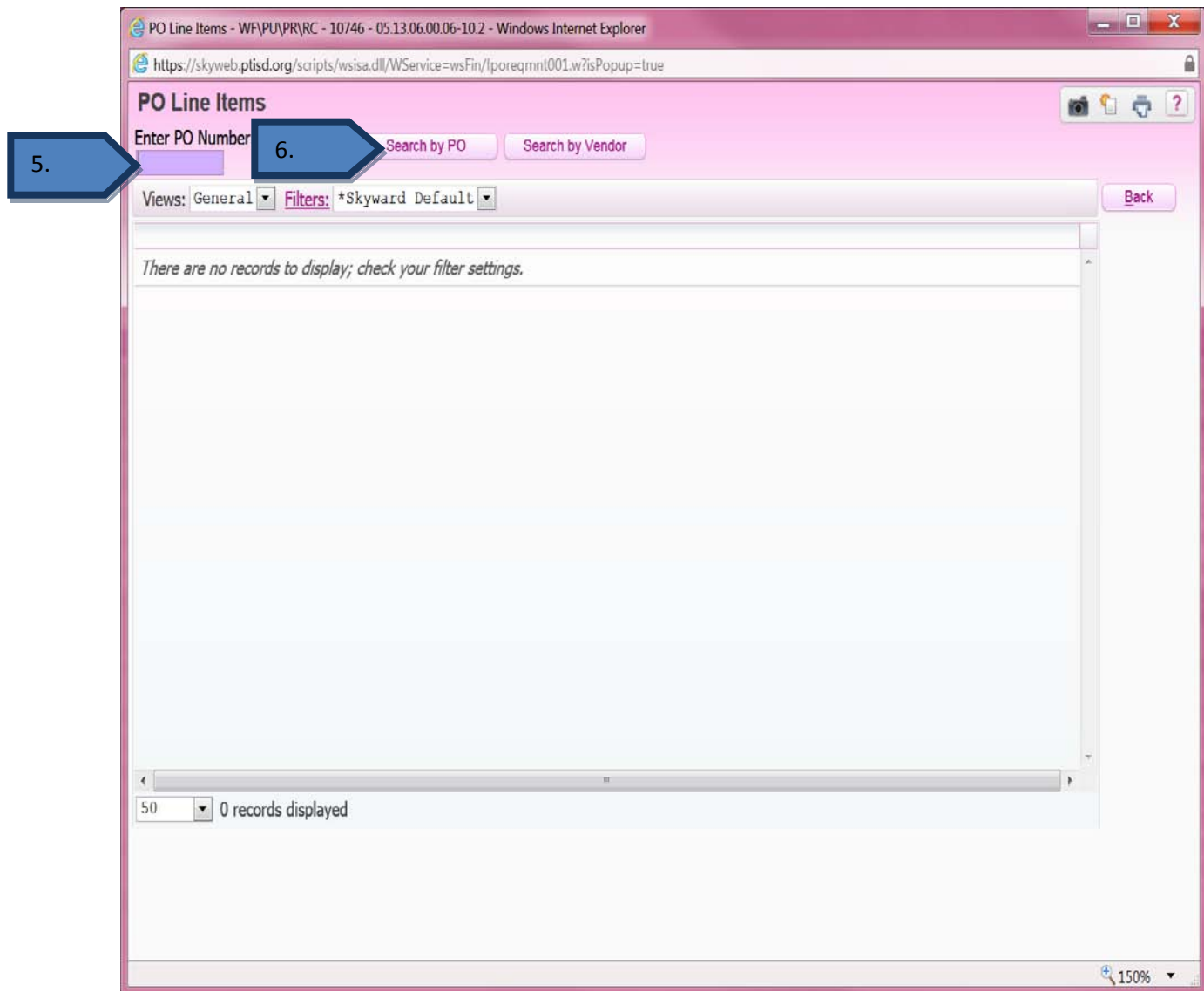
Receiving Favorites New Window My Print Queue

Views: General Filters: *Skyward Default

	Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description
1	08/24/2013	10:45 AM	9511300514	19	H			CONSULTING S
2	08/13/2013	5:15 PM	1021400003	02	O			PAC-63300 BLA
3	08/13/2013	5:15 PM	1021400003	02	O			PAC-63180 DAF
4	08/13/2013	5:15 PM	1021400003	02	O			PAC-63160 AQL
5	08/13/2013	5:15 PM	1021400003	02	O			PAC-63140 EME
6	08/13/2013	5:15 PM	1021400003	02	O			PAC-63100 ORA
7	08/13/2013	5:15 PM	1021400003	02	O			PAC-63080 CAN
8	08/13/2013	5:15 PM	1021400003	02	O			PAC-63060 FLA
9	08/13/2013	5:15 PM	1021400003	02	O			PAC-63000 WH
10	08/13/2013	2:28 PM	7411400010	09	O			REGISTRATION SCHOOL SPECI SEPTEMBER 11
11	08/13/2013	1:40 PM	9511400102	13	O			REGISTRATION SEPTEMBER 19
12	08/13/2013	1:33 PM	9361400021	26	O			NIKE - FT0222
13	08/13/2013	1:28 PM	0011400012	02	O			SHIPPING AT 8
14	08/13/2013	1:28 PM	0011400012	02	O			SELECTED POE
15	08/13/2013	1:28 PM	0011400011	02	O			TARTUFFEE AN 978045153033
16	08/13/2013	1:28 PM	0011400011	02	O			ALL THE PRETT 978067974439

50 50 records displayed Date:

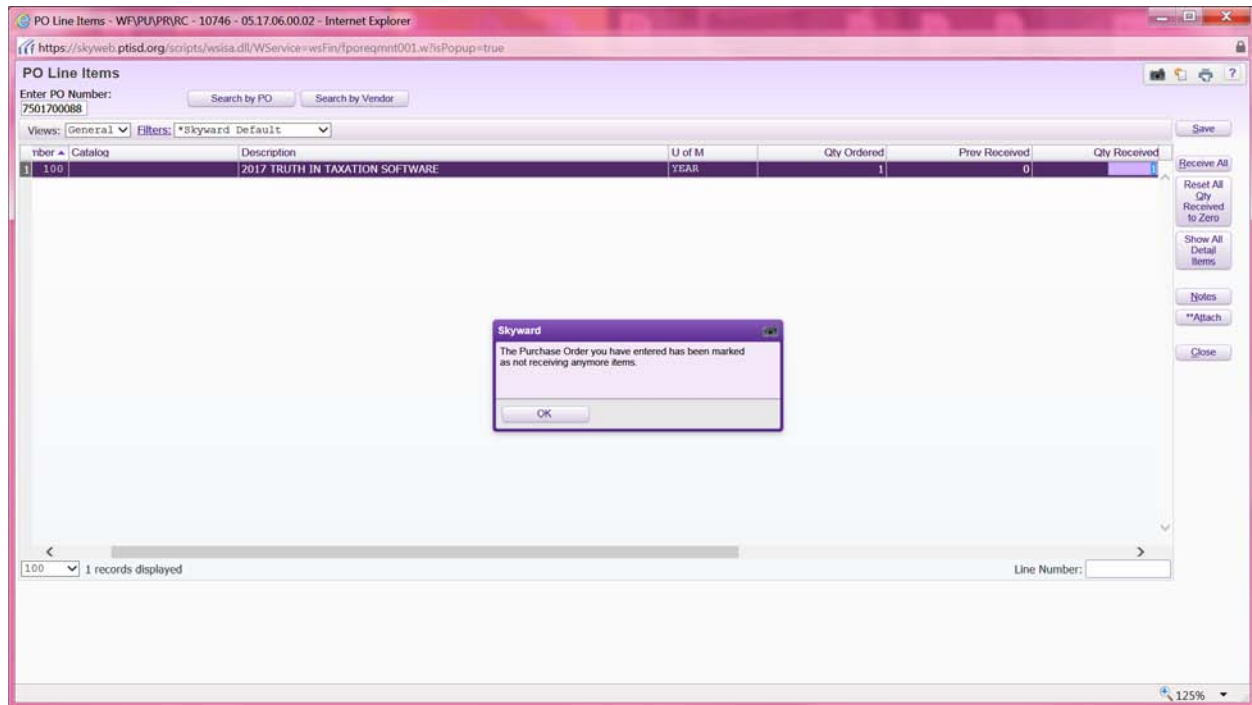
4.) CLICK ON **ADD**.



5.) ENTER THE PURCHASE ORDER NUMBER IN THE **ENTER PO NUMBER** BOX.

6.) CLICK ON **SEARCH BY PO.**

****PLEASE NOTE: IF YOU SEE THE FOLLOWING MESSAGE, CLICK"OK"
AND PROCEED.**



PO Line Items - WF\PU\PR\RC - 10746 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/fporeqmnt001.w?isPopup=true

PO Line Items

Enter PO Number: 7501400012

Search by PO Search by Vendor

Views: General Filters: *Skyward Default

	UM	Qty Ordered	Prev Recd	Qty Received
1 NEW SCHOOL YEAR 2013-2014		0		0
2 ND PAPER ROLL	ROLLS	20		0
3	SUGAR	1	1	0
4 2)	PACKS	3	3	0
5	TABS	1	1	0
6 G FOLDERS	HFOLDER	1	1	0
7 5	DURA TAB	3	3	0
8 TABS	DUR TAB	3	3	0
9	LOGS	2	2	0
10	FDRIVES	2	2	0
11	LGL FOL	2	2	0
12	LTR FOLD	20	20	0
13 E5	POST IT	1	1	0
14	POST IT	1	1	0
15	DUSTER	1	1	0
16)	STAMP	1	1	0
17 E (12 PACK)	BOXES	1	1	0
18	RED PENS	1	1	0

50 21 records displayed

Line Number:

Save

Receive All

Reset All Qty Received to Zero

Show Items with Qty Remaining

**Notes

**Attach

Close

150%

7.) ENTER **QUANTITY RECEIVED**.

8.) INCLUDE ANY **NOTES** AND **ATTACHMENTS** (SUCH AS YOUR PACKING SLIP).

9.) THEN HIT **SAVE**.

A BOX WILL APPEAR FOR YOU TO ENTER A DATE. PLEASE PUT THE DATE ITEMS WERE ACTUALLY RECEIVED.

THIS IS THE END OF HOW TO RECEIVE IN SKYWARD WEB MODULE.