Receive Goods & Services

This guide will cover:

- The process of receiving goods or services.

Step One

- From the WyoCloud Financial Management home page go to Navigator > Procurement > My Receipts.
Step Two

Search for a Requisition or Purchase Order, then receive the Requisition or Purchase Order.

On the Receive Items page, complete the following fields and click Search:

- **Requester** – Enter the person who has requested the goods or services OR
- **Entered By** – Enter the requester or the person who entering the request.
- **Requisitioning BU** – **Required**: Select UWYO from the drop-down.
- **Items Due** – **Required**: In the drop-down, select the period of time you’d like to review requisitions from (**Any Time** is recommended).

**Note:** When receipting goods/services whose PO was initially created in PISTOL, use the PISTOL requisition number when searching (including the zeros).

- If you receive the following error, ensure you have entered the **Requisitioning BU** (UWYO).

- In the **Search Results**, click to the left of the desired **Requisition** to highlight it and click **Receive**.
Step Three

Enter the Quantity of goods you have received.

- On the Create Receipts page click Show Receipt Quantity to populate the Quantity field with the receivable quantity. The Transaction Date will automatically populate. This date should not be changed (it is not tied to the purchase date).

  ![Create Receipts](image)

  **Note:** Show Receipt Quantity will populate the Quantity field with the available quantity still outstanding on the Purchase Order.

- When entering for services received, you will enter the dollar amount of the service in the Quantity field.

Step Four

Enter the number of items you have actually received and submit the request to receive.

- On the Create Receipts page, enter the following information and click Submit:
  - Quantity – Enter the quantity of items actually received.
  - When entering for services received, you will enter the dollar amount of the service in the Quantity field.
  - UOM – Auto-populates based on the Requisition detail.

  ![Create Receipts](image)

  - Take note of the Receipt Number and click OK on the Confirmation pop-up.

  ![Confirmation](image)

You have now completed the steps of Receive Goods/Services.