



Correcting a Receipt

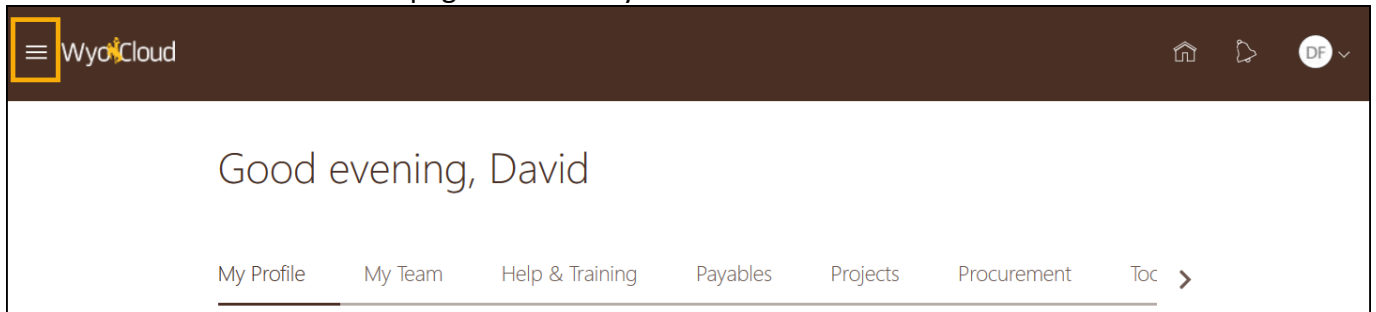
This guide will cover:

- *Correcting the amount for a previously received good or service.*

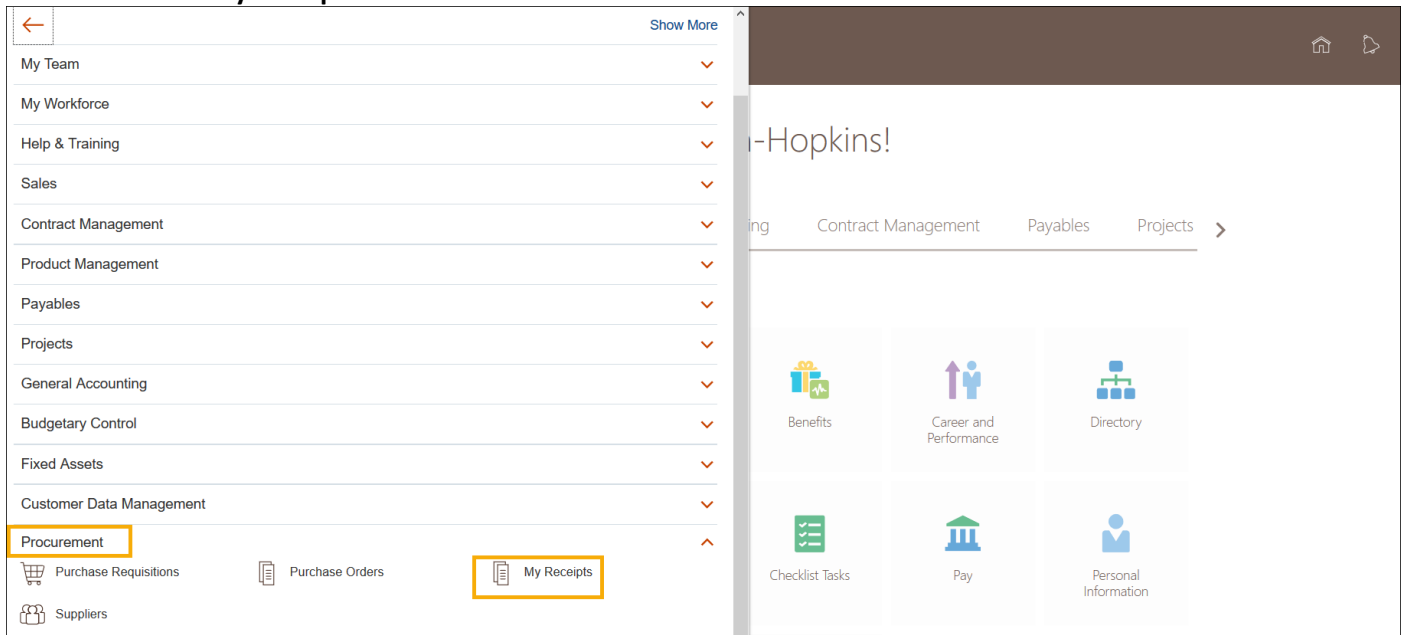
Step One

Navigate to the Procurement area of WyoCloud from WyoWeb.

- From the WyoCloud homepage, click on the **Navigator** (three horizontal lines) in the upper left corner. The **Navigator bar** is where you can find links directing you to all of the modules and pages for which you have access.



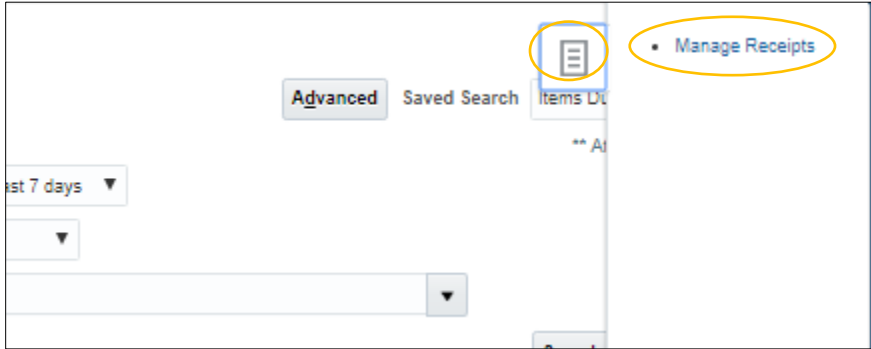
- First click **Procurement** to expand (you may have to scroll down within the navigator), then click **My Receipts**.



Step Two

Navigate to the **Manage Receipts** page and locate the receipt to be edited.

- On the **My Receipts** page, click on **Task List** (gray tab with the rectangle icon, on the right-hand side) > **Manage Receipts**.



- Enter the receipt number and click **Search**. If the receipt is from more than seven days prior to today's date, change the **Items Received** drop-down to **Any time**. If you do not have the receipt number, you can also search by Purchase Order number.

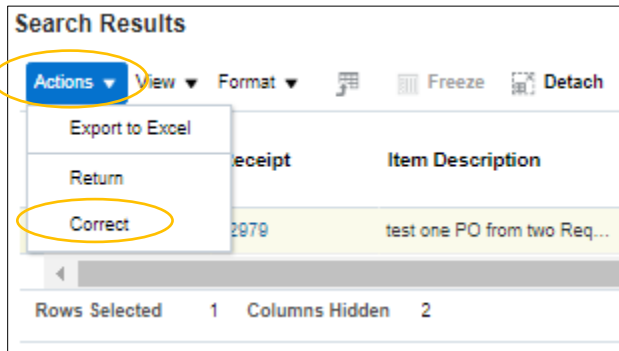
- Click the receipt line to highlight the receipt.

Requisitioning BU	Receipt	Item Description	Supplier	Received		Receipt Date
				Quantity	UOM	
UWYO	12979	test one PO from two Req...	Ferguson Enterprises Inc	0.5	EA	10/28/2017 3:31

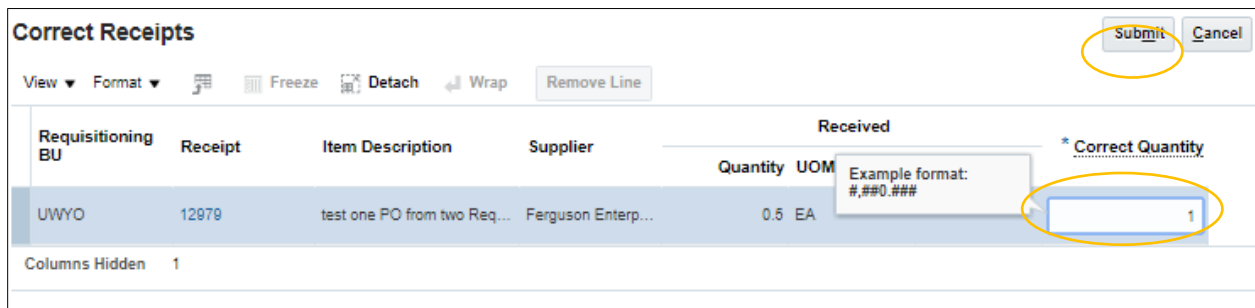
Step Three

Correct the quantity of goods or services on the selected receipt.

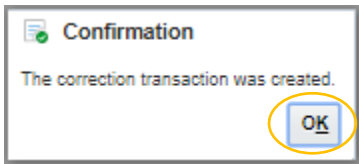
- Click **Actions > Correct**.



- Enter the correct **Quantity** of goods or service and click **Submit**.



- Click **OK** on the **Confirmation Message** that appears.



You have completed the steps for Correcting a Receipt.