

# ENTERING RECEIPTS IN CUNYFIRST

## Navigation: Purchasing > Receipts > Add/Update Receipts

1. Select Business Unit: **CSIPR**, Add for a new receipt

Menu  
Search:

My Favorites  
CUNY  
Employee Self-Service  
Vendors  
Purchasing  
    > Requisitions  
    > Procurement Contracts  
    > Purchase Orders  
    > Receipts  
        > Review Receipt Information  
        > Reports  
        - Add/Update Receipts  
        - Maintain Delivery Information  
        - Maintain Activity and Comments  
    > Analyze Procurement eProcurement  
Accounts Payable  
Commitment Control  
Set Up Financials/Supply Chain  
Enterprise Components  
Worklist

Receiving

Find an Existing Value   Add a New Value

Business Unit: QNSPR  
Receipt Number: NEXT  
PO Receipt

Add

Find an Existing Value | Add a New Value

2. Search for PO by adding the PO number in the ID field and click Search

3. Select checkbox of PO

4. Click OK

Select Purchase Order

Search Criteria

PO Unit: QNSPR  
ID: 000000079  
Line/Sched Num: /  
Release:  
Item ID:  
Ship To:  
Ship Via:  
 Retrieve Open PO Schedules

Days +/- Today:  
Start Date:  
End Date:  
Vendor Name: Vendor Lookup  
Vendor Item ID:  
Manufacturer ID:  
Manufacturer's Item ID:

Search

Receipt Qty Options  
 No Order Qty    Ordered Qty    PO Remaining Qty

Retrieved Rows  
Customize | Find | View All | First 1 of 1 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	QNSPR	000000079	1	1		04/09/2013	1.0000			SERVERS

Select All    Clear All

OK   Cancel   Refresh

**FOR “AMOUNT ONLY” PO’S:**

- 5. Enter price shown on invoice
- 6. Click save

**Maintain Receipts**

**Receiving**

Business Unit: QNSPR      **Receipt Status:** Open

**Receipt ID:** NEXT      Add Comments      Activities

Header Details

Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		SERVERS	6000.00000	1.0000	1.0000	Open			Device Track

Interface Receipt

Save    Notify    Refresh    Add    Update/Display

*Note: amount only PO's will default to original PO amount. This number must be changed to match the invoice*

**FOR “QUANTITY BASED” PO’S:**

- 5. Enter the quantity received
- 6. Click save

**Maintain Receipts**

**Receiving**

Business Unit: QNSPR      **Receipt Status:** Open

**Receipt ID:** NEXT      Add Comments      Activities

Header Details

Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		SERVERS	2000.00000	10.0000	EA	10.0000	Open			EA	Device Track

Interface Receipt

Save    Notify    Refresh    Add    Update/Display

*Note: record the number of good received per line in quantity PO's. You will not see the amount originally ordered*

Received status displays and assigns a Receipt ID which should be retained for your records

The screenshot shows the 'Maintain Receipts' interface. At the top, it says 'Maintain Receipts' and 'Receiving'. Below this, there are fields for 'Business Unit: QNSPR' and 'Receipt Status: Received'. A red box highlights the 'Receipt ID: 0000000033'. To the right of the 'Receipt ID' field are links for 'Add Comments', 'Activities', 'Header Details', and 'Document Status'. A blue arrow points from the text above to the 'Receipt ID' field. Another blue arrow points from the text above to the 'Receipt Status: Received' field.

If an inspection is required a box will pop up notifying the receiver that they must contact the inspector with the receipt number so they can complete an inspection receipt

7. Click on [Add Comments](#) and add attachments (signed and dated packing slips or invoices)

The screenshot shows the 'Receipt Header Comments' interface. At the top, it says 'Maintain Receipts' and 'Receipt Header Comments'. Below this, there are fields for 'Business Unit: QNSPR' and 'Receipt Nbr: 0000000029'. The 'Receipt Status: Received' is also displayed. There is a checkbox for 'Retrieve Active Comments Only' which is checked, and a 'Retrieve' button. Below this, there are dropdown menus for '\*Sort Method: Comment Time Stamp' and '\*Sort Sequence: Ascending', with a 'Sort' button. A 'Comments' section is visible with a 'Find | View All' link and 'First 1 of 1 Last' navigation. There is a 'Copy Standard Comments' link and a 'Comment Status: Active' field with an 'Inactivate' button. A large empty text area is provided for entering comments. Below this, there is a checkbox for 'Shown at Voucher'. At the bottom, there is an 'Associated Document' section with an 'Attachment' field and 'Attach', 'View', and 'Delete' buttons. A red box highlights the 'Attach' button. Below this, there is a text field containing 'From -> RCV QNSPR-0000000029'. At the very bottom, there are 'OK', 'Cancel', and 'Refresh' buttons. A blue arrow points from the text above to the 'Attach' button.

Enter PO number in comments

8. Click on [Header Details](#) to modify receipt date

**Maintain Receipts**

**Receiving**

**Business Unit:** QNSPR **Receipt Status:** Received ✘

**Receipt ID:** 0000000029 [Edit Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

**Receipt Lines** Customize | Find | View All | First 1 of 1 | Last

Line	Item	Description	PO Unit	PO ID	Line	Schedule	PO Amount	Amount Only	Dist by	PO Type
1		<a href="#">SERVERS</a>	QNSPR	0000000077	1	1	20,000.00	N	Qty	

9. Change receipt date to reflect the date goods or services were received per packing slips, invoices or dates of service which should be the same date on attached backup.

**Maintain Receipts**

**Header Details**

**Business Unit:** QNSPR **\*Receipt Date:** 03/28/2013 03/28/2013 **Receipt Time:** 1:19PM

**Receipt ID:** 0000000029 **User ID:** OT\_EARENA

**Receive Source:** On-line **Receipt Status:** Received

**Vendor:** 2000009075 **Name:** DELL MARKETING LP

**Location:** MAINEPAY **\*Ship To:** IB-B104

**Last Change Date:** 04/10/2013 10:58:43AM **Last User to Modify:** OT\_KHAFNE

Note: receipt date will default to current date if no changes are made.

10. Click on [Document Status](#) to view related documents

**Maintain Receipts**

**Receiving**

**Business Unit:** QNSPR **Receipt Status:** Received ✘

**Receipt ID:** 0000000029 [Edit Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

**Receipt Lines** Customize | Find | View All | First 1 of 1 | Last

Line	Item	Description	PO Unit	PO ID	Line	Schedule	PO Amount	Amount Only	Dist by	PO Type
1		<a href="#">SERVERS</a>	QNSPR	0000000077	1	1	20,000.00	N	Qty	

11. Print a screen shot of the Receipt, sign and date it, attach all original documentation with the receipt number and PO number on and forward it to Accounts Payable

Receipt DOC Status							
<b>Document Status</b>							
Business Unit:	QNSPR	Receiver ID:	000000029	Status:	Received		
Document Date:	03/28/2013	Document Type:	Receipt	Carrier ID:			
Currency:	USD	Amount:	20,000.00	Short Vendor Name:	DELL MARKE-001		
		Bill of Lading:		Source:	On-line		
<b>Associated Document</b> <span style="float: right;">Customize   Find   View All   First 1-3 of 3 Last</span>							
Documents		Related Info					
Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
QNSPR	REQ	000000035	Approved	03/26/2013			
QNSPR	PO	000000077	Dispatched	03/28/2013	2000009075	MAINEPAY	
QNSPR	Voucher	00000034	Unposted	04/09/2013	2000009075	MAINEPAY	

**Summary:**

1. Select Business Unit: **CSIPR, Add** for a new receipt
2. Search for PO by adding the PO number in the ID field and click Search
3. Select checkbox of PO
4. Click OK
5. Enter price shown on invoice for Amount Only PO or enter quantity received for Quantity Based PO.  
*Amount only PO's will default to original PO amount. This number must be changed to match the invoice. Record the number of good received per line in quantity PO's. You will not see the amount originally ordered*
6. Click Save  
*If an inspection is required a box will pop up notifying the receiver that they must contact the inspector with the receipt number so they can complete an inspection receipt*
7. Click on **Add Comments** and add attachments (signed and dated packing slips or invoices)  
*Enter PO number in comments*
8. Click on **Header Details** to modify receipt date
9. Change receipt date to reflect the date goods and services were received per packing slips, invoices or dates of service. This date should be the same as the date signed on the packing slip or invoice.  
*Receipt date will default to current date if no changes are made.*
10. Click on Document Status to review related documents and their status.
11. Print a screen shot of the Document Status page, sign and date it, attach all original documentation with the receipt number and PO number on and forward it to Accounts Payable.

# CANCELLING A RECEIPT

## Navigation: Purchasing > Receipts > Add/Update Receipts

1. Find an existing value
2. Enter receipt number and click Search
3. Click **X** to the right of Receipt Status to cancel all lines  
or
3. Click **X** at the line level to cancel a line

Maintain Receipts  
Receiving

Business Unit: QNSPR      Receipt Status: Received **X**

Receipt ID: 0000000029      [Add Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

Header

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Dev. Track
1		<a href="#">SERVERS</a>	2000.00000	10.0000	EA	10.0000	Received	4321000000			EA	<a href="#">Device Track</a> <b>X</b>

Interface Receipt

Save    Return to Search    Notify    Refresh    Add    Update/Display

## CANCELING THE TRANSACTION CANNOT BE REVERSED

4. Click Yes

Message

Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)

Yes    No

# RESPONSIBILITY OF THE RECEIVER

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Vendors are entitled to receive payment within 30 days of receipt of goods or services. Receivers are obligated to submit receiving reports promptly to ensure the College meets payment terms on invoices. Failure to submit receiving reports in a timely manner may result in interest charges being added to the cost of the product. The interest charges are added automatically by the State.

All purchases for goods and services, regardless of the dollar amount require a PO be generated. There are no direct payments to vendors. Likewise, all PO's require a system generated receipt to be entered into CUNYfirst.

Upon receiving items ordered, the Receiver should examine the product to ensure all items have been received in good condition. Any discrepancies with the order or condition of product should be brought to the attention of the Purchasing Department.

Once goods and/or services are deemed acceptable, the Receiver is required to enter a system generated receipt in CUNYfirst. Attach signed and dated packing slips or invoices into the system and then forward all the back up documentation to Accounts Payable. The State mandates that Accounts Payable receive and retain all original documentation. The dates recorded on the packing slip and the date recorded on the system generated receipt in CUNYfirst must match or it will payment will be delayed.

All receipt of goods should be entered into CUNYfirst even if they are partial shipments. The vendor will invoice for partial deliveries and is entitled to receive payment. The matching feature will not allow payments to be made in full if the invoice does not match the receipt.

If the product received requires inspection, the Receiver must contact the Inspector with the receipt number. After inspecting the product, the Inspector will record the inspection in CUNYfirst.

**Items requiring inspection:**

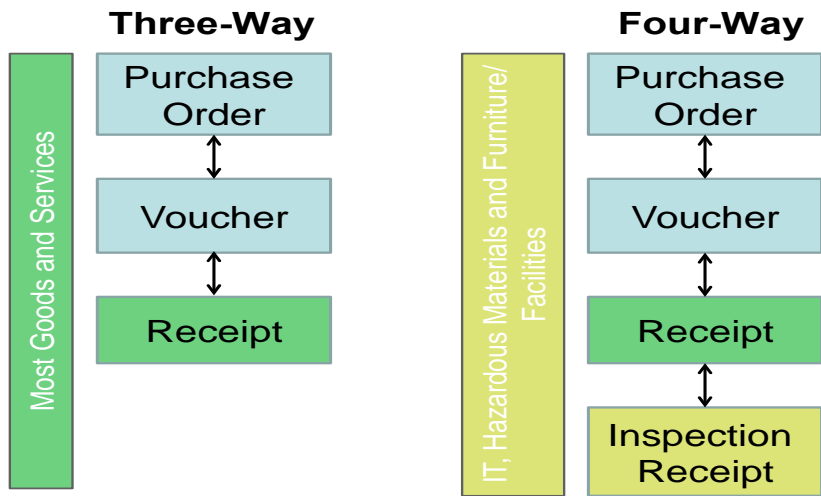
Technology  
Facilities/Furniture  
Hazardous Material

**Inspectors (departments)**

OIT  
Campus Planning  
Office of Environmental Health and Safety

Payments will be processed when the PO, receipt, (and if necessary, inspection) and invoice have all been entered into CUNYfirst and match. If any of these are incorrect or have not been entered into CUNYfirst, payment will not be processed.

## What is Matching?



**CUNYfirst**

Due to account level security, the Purchasing and Accounts Payable personnel are unable to add requesting or receiving information on behalf of the Departments.