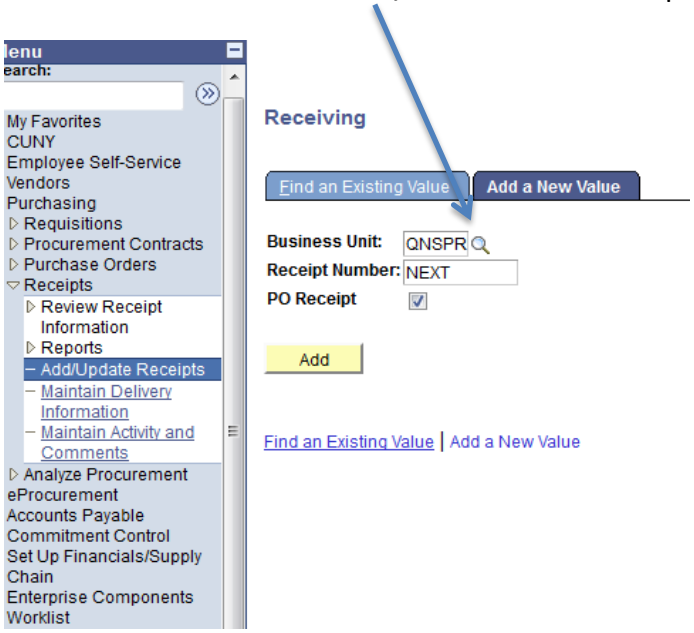
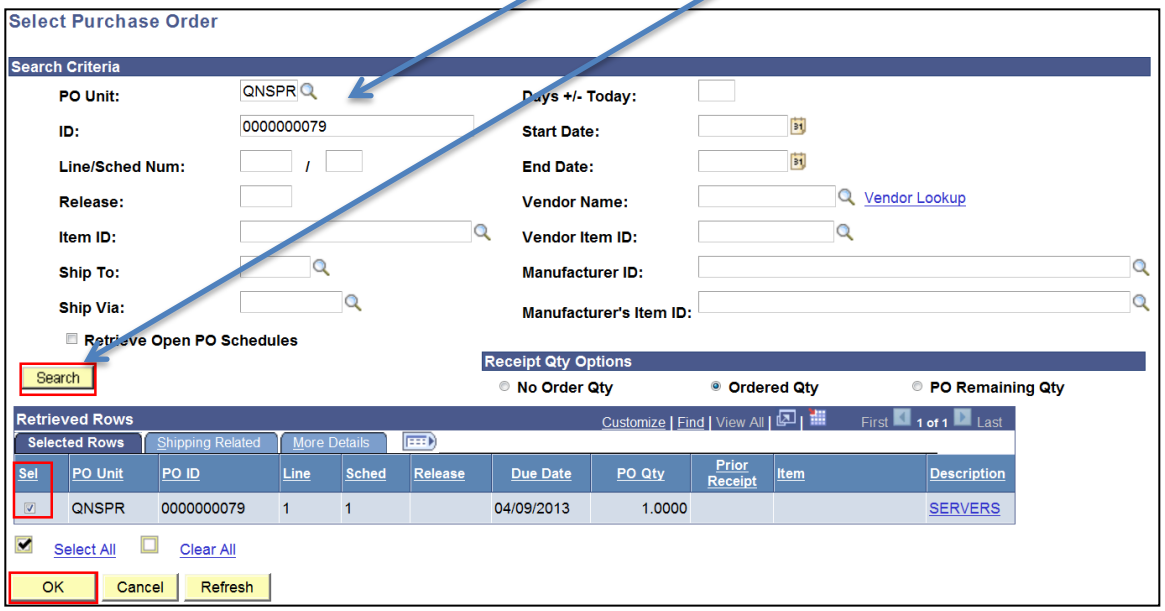
ENTERING RECEIPTS IN CUNYFIRST

Navigation: Purchasing > Receipts > Add/Update Receipts

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

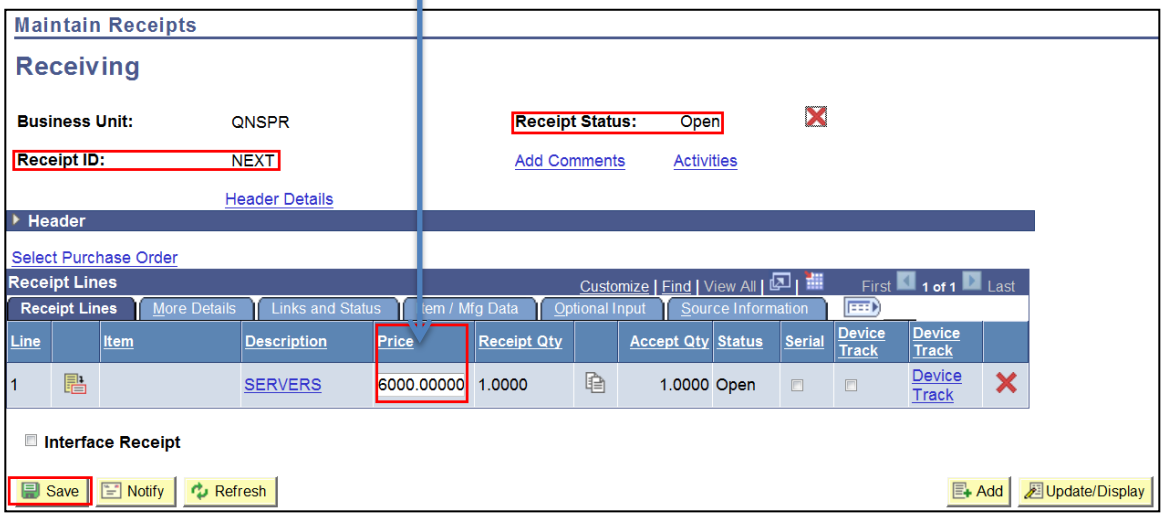


2. Search for PO by adding the PO number in the ID field and click Search
3. Select checkbox of PO
4. Click OK



FOR “AMOUNT ONLY” PO’S:

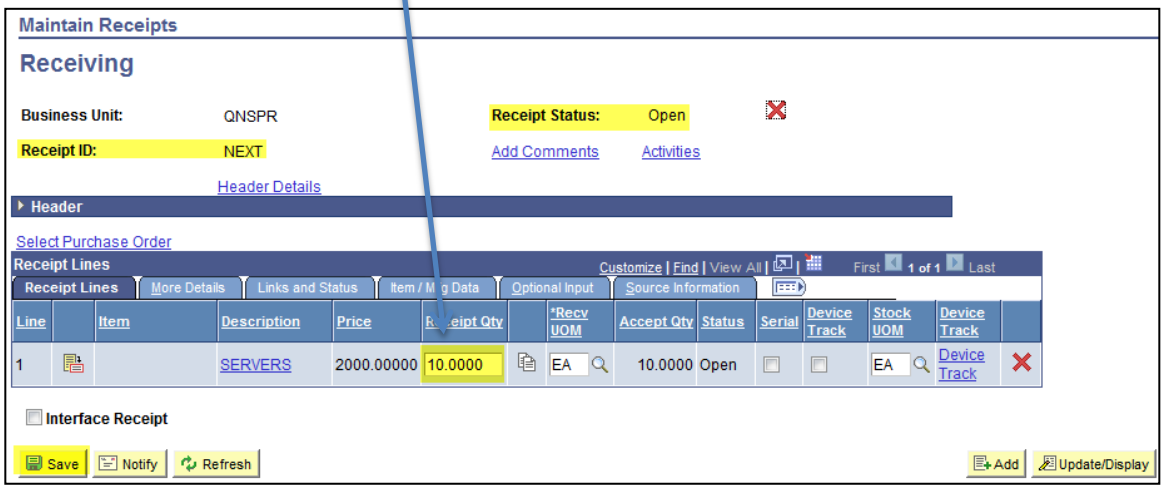
5. Enter price shown on invoice
6. Click save



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

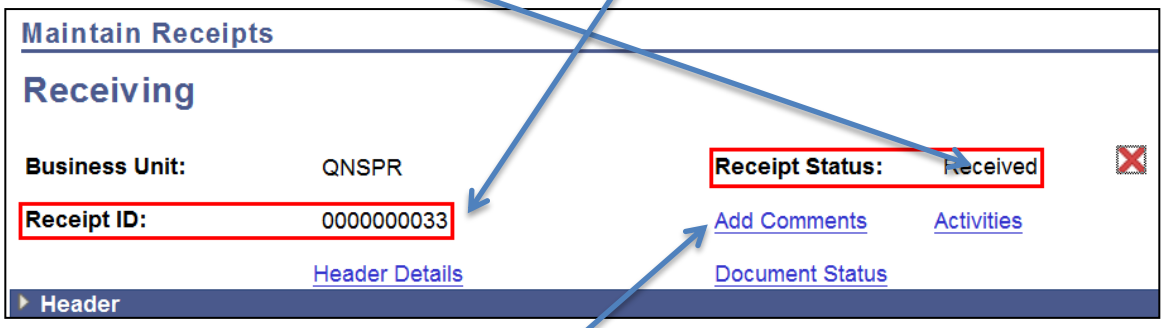
FOR “QUANTITY BASED” PO’S:

5. Enter the quantity received
6. Click save



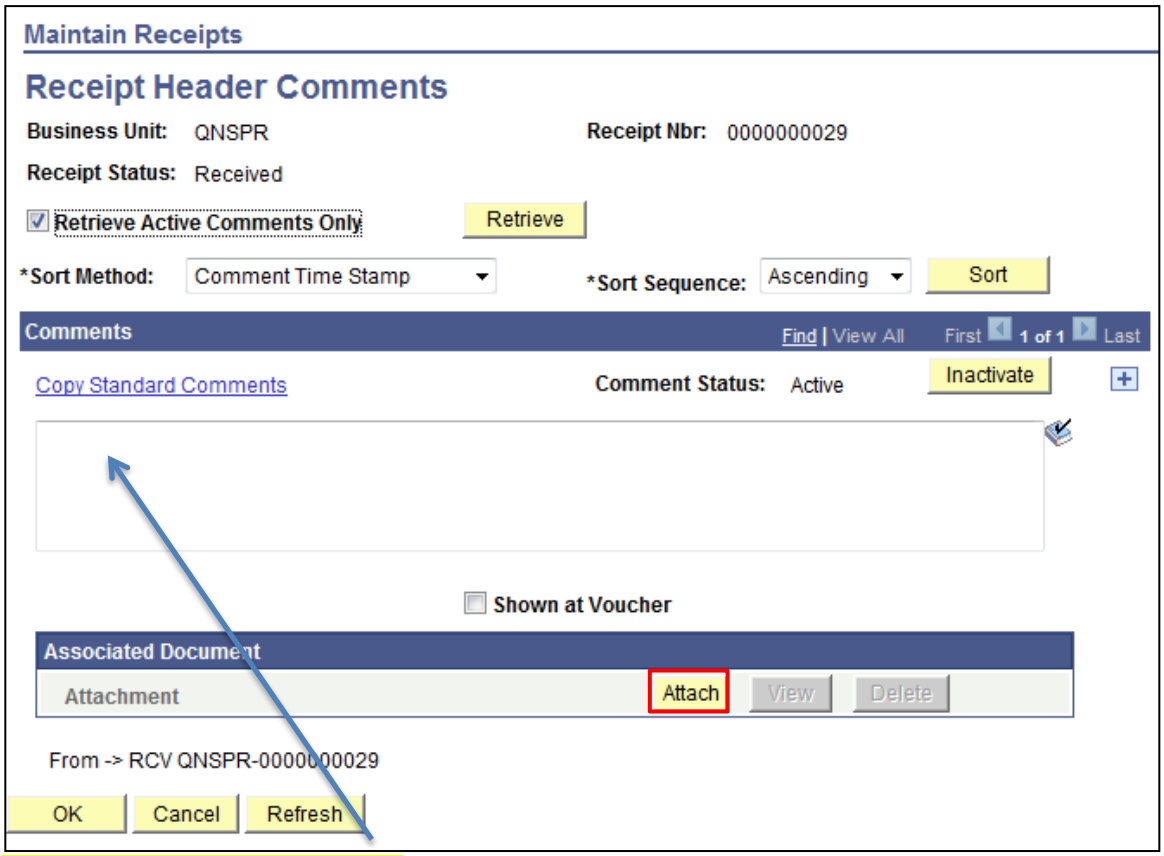
Note: record the number of good received per line in quantity PO’s. You will not see the amount originally ordered

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



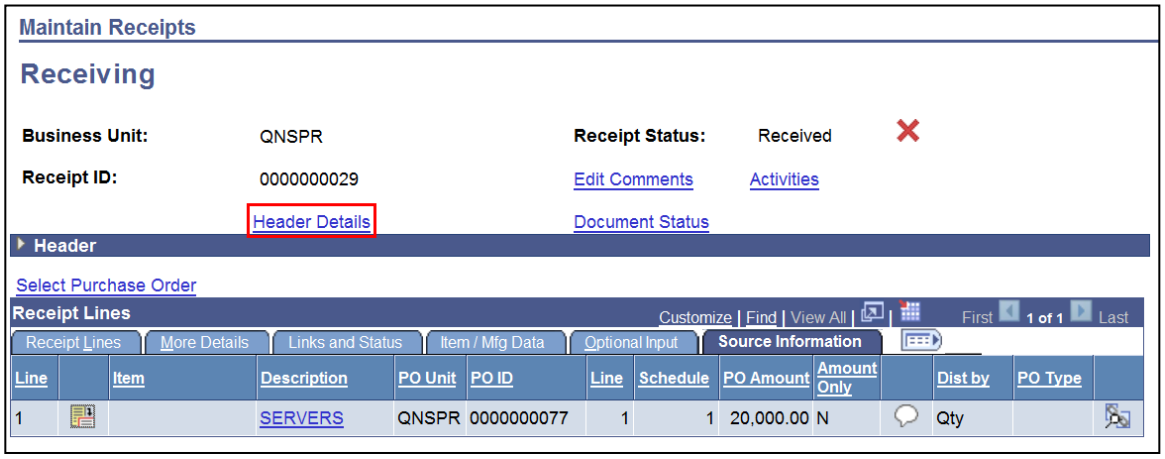
If an inspection is required a box will pop up notifying the receiver that they must contact the inspector with the receipt number so they can complete an inspection receipt

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

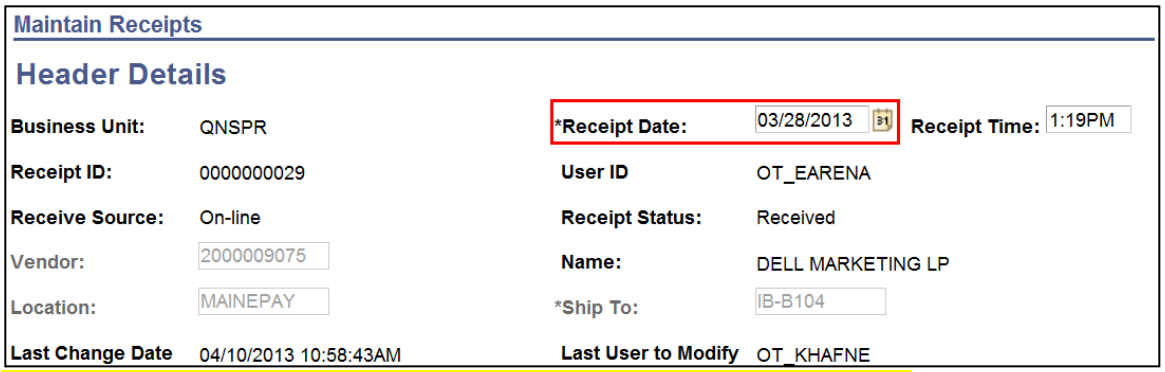


Enter PO number in comments

8. Click on **Header Details** to modify receipt date

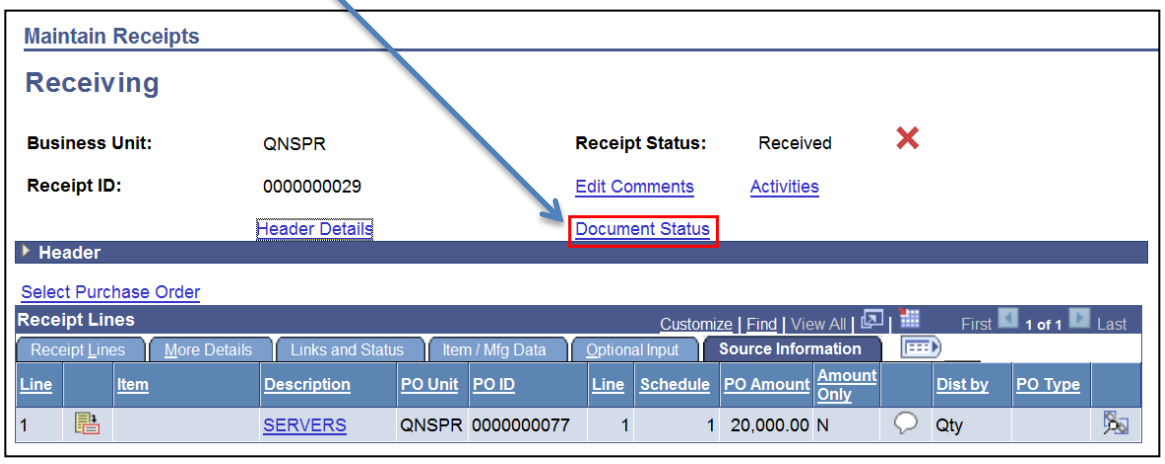


9. Change receipt date to reflect the date goods or services were received per packing slips, invoices or dates of service which should be the same date on attached backup.

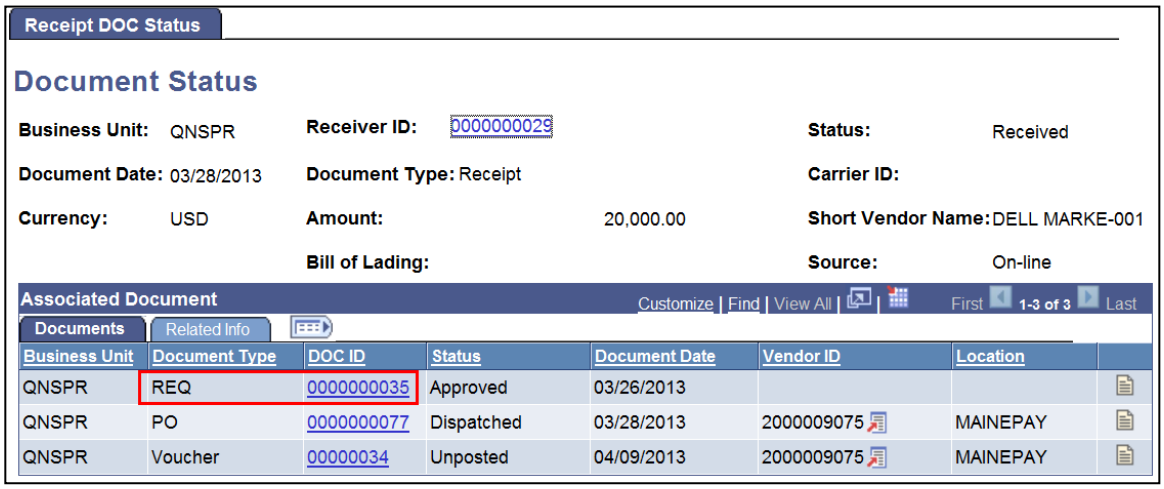


Note: receipt date will default to current date if no changes are made.

10. Click on **Document Status** to view related documents



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

Document Status

Business Unit:	QNSPR	**Receiver ID:**	0000000029	**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

Associated Document — Customize | Find | View All | First 1-3 of 3 Last

Documents | Related Info

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
QNSPR	REQ	0000000035	Approved	03/26/2013		
QNSPR	PO	0000000077	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.

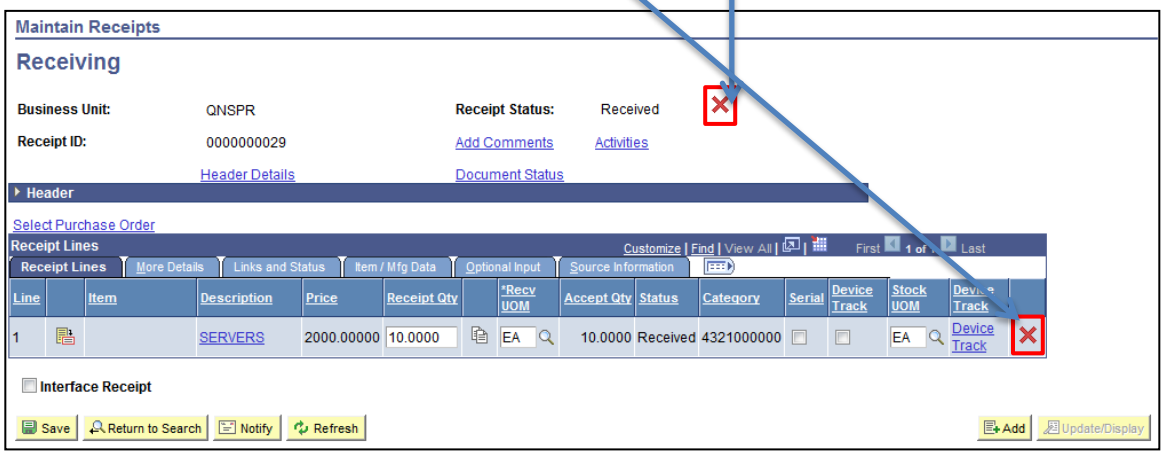
CANCELLING A RECEIPT

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

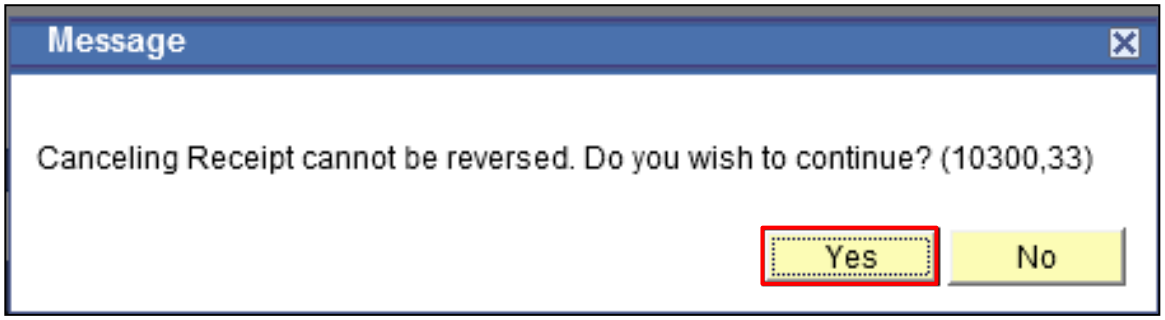
or

3. Click **X** at the line level to cancel a line



CANCELING THE TRANSACTION CANNOT BE REVERSED

4. Click Yes



RESPONSIBILITY OF THE RECEIVER

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.

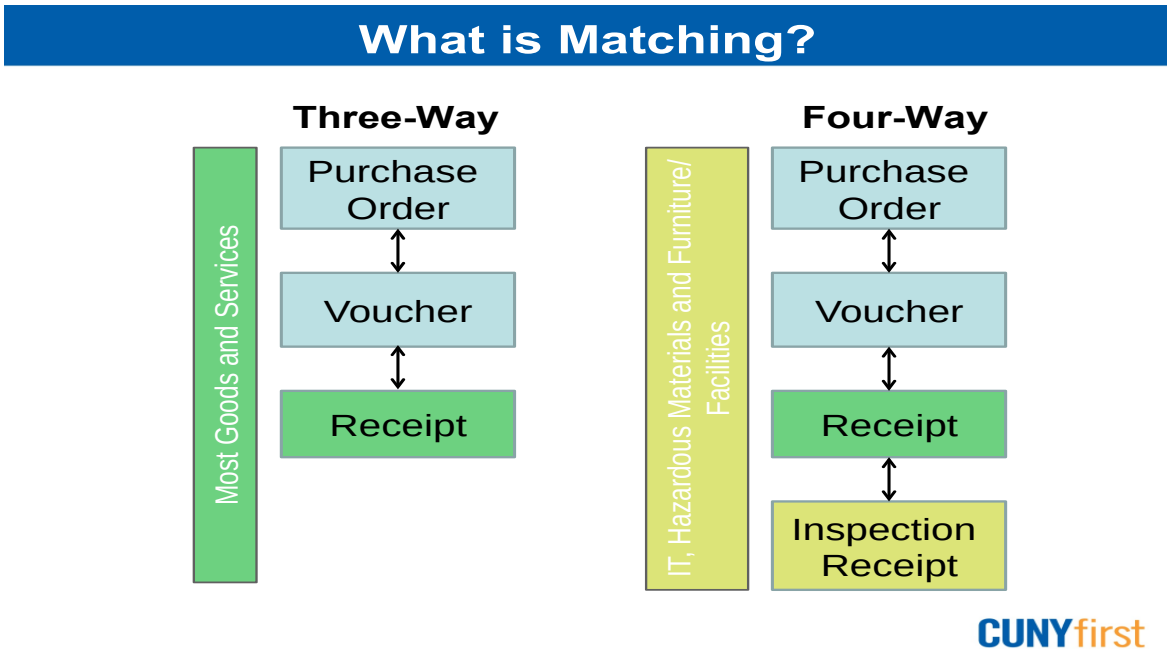
Once goods and/or services are deemed acceptable, the Receiver is required to enter a system generated receipt in CUNYfirst. Attach signed and dated packing slips or invoices into the system and then forward all the back up documentation to Accounts Payable. The State mandates that Accounts Payable receive 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:	**Inspectors (departments)**
Technology	OIT
Facilities/Furniture	Campus Planning
Hazardous Material	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.



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