



## **Creating Receipts**

BUSINESS OBJECTIVE: Requesters MUST create a receipt in CUNYfirst for all goods and services received. Requesters ARE NOT to create receipts prior to the satisfactory verification of goods and/or services received.

Prior to entering a receipt in CUNYfirst, requesters must review and verify the following:

- 1. A valid Purchase Order Number must be printed on the invoice by the vendor (or written by the requestor.)
- 2. Invoices should be sent to the Accounts Payable Department. In the event that the invoice is sent to the requestor, the invoice must be scanned and attached to the receipt in CUNYfirst.
- The requestor should also scan and attach documents to the receipt that demonstrate that the goods have been received (e.g. packing slips) or that the services have been performed (detailed description of services provided by the vendor).

STEP#1: Navigate to Purchasing>Receipts>Add/Update Receipts. Select your Business Unit and click on Add

Favorites Main Menu	Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts
Мори	Receiving
Search:	Eind an Existing Value Add a New Value
D My Favorites D CUNY	
Employee Self-Service	Business Unit: MEC55 Q
D Manager Self-Service	Receipt Number: NEXT
D Vendors	
Purchasing	PO Receipt 🗹
▶ Requisitions	
Procurement Contracts	
Purchase Orders	
Receipts 2	Add
Review Receipt Information	
- Add/ Indate Receipts	
- Maintain Delivery Information	·
- Maintain Activity and Comments	
Analyze Procurement	
eProcurement	





STEP#2: Enter as much information to select the Purchase Order to be received. If you do not know the PO number, you may search by Vendor Name. Click on Search.

Select Purchase Order	1	Enter DO # hara								
Search Criteria		Enter PC	J # nere							
PO Unit:	MEC55 Q	and the second s	Days +/- Today:	30						
ID:	المشجع		Start Date:	04/10/2019						
Line/Sched Num:	1		End Date:	06/09/2019 🛐						
Release:			Vendor Name:		Q Vendor Lookup					
Item ID:		Q	Vendor Item ID:		Q					
Ship To:	Q		Manufacturer ID:			Q				
Ship Via:	Q		Manufacturer's Item ID:			Q				
Retrieve Open PO So	chedules									
Caserala		Rec	ceipt Qty Options							
		C	🔾 No Order Qty	Ordered Qty	PO Remaining Qty					
OK Cancel R	efresh									

STEP#3: Purchase Order displays all applicable lines. Check the box to the left of PO Unit to select the line and

## click OK

Fully Integrated Resources & Services Tool						
vorites Main Menu > Pure	chasing > Receipts > A	dd/Update Receipts	5			
lect Purchase Order						
arch Criteria						
PO Unit:	MEC55 🔍		Days +/- Today:	30		
ID:			Start Date:	04/07/2019		
Line/Sched Num:			End Date:	06/06/2019		
Release:			Vendor Name:	Q	Vendor Lookup	
Item ID:		Q	Vendor Item ID:	٩		
Ship To:	Q	I	Manufacturer ID:			Q
Ship Via:	Q		Manufacturer's Item II	D:		Q
🗹 Retrieve Open PO S	Schedules					
Search		Recei	ipt Qty Options	O Octored Oto		
		$\cup$	No Order Qty	Ordered Qty	O PO Remaining Qty	/
etrieved Rows	alatad Mara Dataila		<u>Personalize</u>   <u>F</u>	Find   View All   🖾   🏢	First 💶 1 of 1 🖿 Last	
			Prior Harry	Description		
	Line <u>Scned</u> Release	Due Date PO G	Receipt rem	Description		
MEC55 000000003	1 1 (	05/02/2019 2.0	0000	FY19 - Computer	s for Office St	
Select All Clear	All					
OK Cancel R	tefresh					





**STEP#4:** Purchase Order is for a quantity of 2 computers. Enter "2" in the Receipt Qty. If the quantity received is less than the number on the purchase order, enter the correct number received in the Receipt Qty box.

Mair	ntain	Receipts															
Re	ceiv	ing															
Business Unit: MEC55		MEC55			Receipt Stat	us:	Open		×								
Rece	eipt IC	D:	NEXT			Add Comme	nts	Activiti	es.								
			Header Detail	5													
He	ader	-															
Selec	t Purc	chase Order															
tecei	pt Lin	nes			-				Personal	ize   Ein	d View A	101	-	First K	1 of 1	Last	
Rece	ript Lir	nes Nore	Details Links an	d Slatus 1	iem / Mig Data	Optional	imput	Source	Informat	lon	(1111)					_	
ine		<u>ttem</u>	Description	Price	Receipt Ofy	*Recv UCM		Accept Oty	Status	Serial	Device Track	Stock		AM Status	Device Track		
	B		EY19 - Computers for Office St	1000.00000	2.0000	EA 🗈	Q	2.0000	Open			EA	q	Pending	Device Irack	×	
	nterfa	ce Receipt				Interfac	e Ass	et Informa	tion								
-s	ave	Notify	CRefresh												EA	dd ,	EUpdate/Di

STEP#5: Click on **Optional Input** tab. Enter the Invoice Number as it appears on the actual invoice if available.

Rece	ipt Liı	nes –								Personaliz	e   <u>Find</u>   View /	AII 🖾 I 🖁	First 🚺 1	of 1 🗈 Last
Rec	Receipt Lines More Details Links and Status I Item / Mfg Data Optional Input								ce Information	<b></b> )				
Line		<u>ltem</u>	<u>Description</u>	<u>User ID</u>	<u>Hold</u>	<u>Receipt</u> <u>Datetime</u>	Invoice Numl	<u>ber</u>	Packing Slip	<u>Ladinq</u>	<u>Pro Number</u>	<u>Oriqin</u> Country	<u>Replacement</u>	Intrastat Distribution Status
1	•		FY19 - Computers for Office St	14211180		05/07/2019 12:00AM	ABUT-15524					<u> </u>	NA Q	Ignore

STEP#6: Click on Add Comments link. Add a comment, attach documents to the receipt that demonstrate that the goods have been received and click **OK**.

Maintain Receip	ts		
Receiving			Maintain Receipts
Business Unit:	MEC55	Receipt Status:	O Business Unit: MEC65 Receipt Nor: NEXT
Receipt ID:	NEXT	Add Comments	Act Receipt Status: Open
	Header Details		Retrieve Active Comments Only
▶ Header			*Sort Method: Comment Time Stamp - Sort Sequence: Ascending - Sort
Select Purchase Orde	<u>er</u>	•	Comments Engliview Ad First
Receipt Lines	Inra Natailo Y Linko and Statuo	Y Ham / Mfa Data Y Ontional Innut Y	Conv Standard Comments Comments Active Inactive
			Attached is the packing slips for the computers.
			Shown at Voucher
			Associated Document
			Attachment Dell_packing_slips.pdf 2 View Delete
			F3 > RCV MEC55-NEXT
			OK Cancel Refresh





STEP#7: Click on **Save.** In this case an inspection is also required because computers have been purchased. An inspection receipt will also be required **before** the vendor can be paid. Click **Ok**. The receipt will be assigned a number and the Status will be "Received".

Maintain Receipts																	
Receiving																	
Business Unit:	MEC55			Receipt Status:	Open	×											
Receipt ID:	NEXT			Add Comments	Activities												
i fleider	) Header Detail		_			_	_	_									
Select Purchase Order Receipt Lines Receipt Lines	Selance (1) Han tan	csaace Tree	in Thing Date	C Sections (read)	Partoonal Contraction Information	su i fe		u@i	П	El tara	1073						
Line Nee				2 Unit	Advest about		Devise Track	Shock LIX284	AN.144	Ceres.							
1. 18	EX19.: Computers for Office SI	1000.00000	2.0000	IG EA Q	2.9000 Open		(di	EA	9, Eending	District.	×						
Interface Receipt				Interface Ass	et information				Messa	ge							
	DReiman								Warning	1 – Inspec	tion is re	quired. Not	all receipt 1	ines have I	been inspecti	ed (1030	0.258) Cancel

STEP#8: Please make note of your CUNYfirst Receipt ID.

Mai	ntair	n Receipt	5													
Re	cei	ving														
Bus	Business Unit: MEC55				Rece	eipt Status:	Rece	eived								
Rec	elpt ID: 000000002			Add	Comments	Activit	ies									
			Header Deta	is:		Document Status										
> He	ader												-11			
Seler Rece Rec	ipt Li eipt L	chase Ords nes incs Mo	re Details 🍸 Links ar	nd Status 🏹 1	ilem / Milg Data		Qotional Input	Source	Personalio Informatio	e   Find	l View Al	្រៀរ 🖁	Fint S	1 of 1	Last	
Line		ttem	Description	Prior	Receipt Qly		TReev UOM	Accept	Stature	Senal	Device Track	Stock UOM	AM Status	Device Track		
15			EY19 - Computers for Office St	1000.00000	2.0000	0	EA Q	2.0000	Received			EA	2 Pending	Device Itack	×	

g the receipt. Work with your Accounts Payable Office.