

Creating Receipts in CUNYBuy

Business Process

Once a Purchase order has been sent to a supplier and the goods received or services rendered, the Creator is required to create a receipt in CUNYBuy before the supplier can be paid.

The best practice is to enter the receipt as soon as possible after receipt of the goods or services. Without a receipt, the Accounts Payable team will be unable to pay the supplier and a Matching Error will occur.

Receipts for goods must include the actual number of items that have been received.

Receipts for services should indicate the actual value of the services provided – e.g., hours worked and the associated price.

Creators ARE NOT to create receipts prior to the satisfactory verification of goods and/or services received.

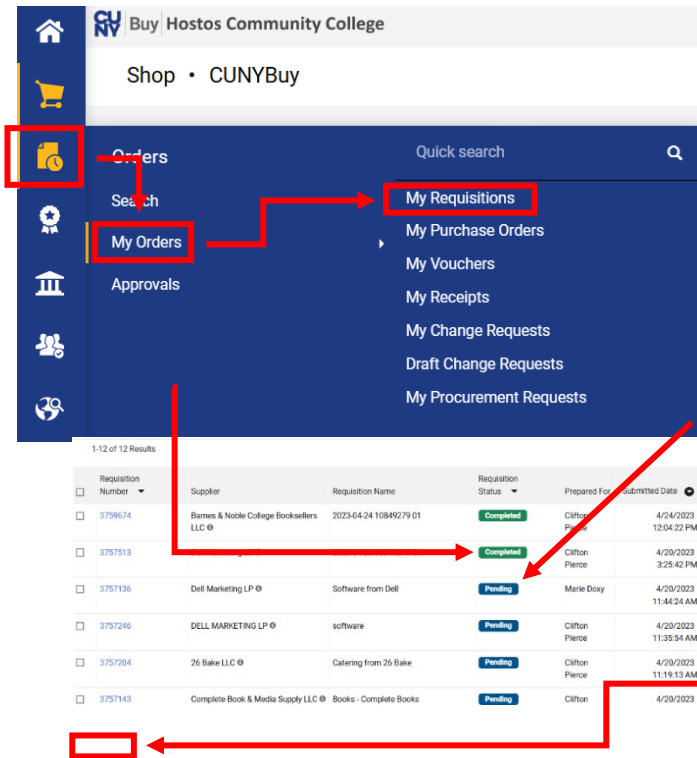
Prior to entering a receipt in CUNBuy, Creators must review and verify the following:

1. A receipt is required to ensure the university received the goods and services that were ordered in the proper condition and in accordance with the terms and conditions of the purchase order. Users must complete the receiving processes timely to establish what was received, the quantity or amount received, the date of receipt, and who received the goods or services in accordance with CUNY's policy and should not be waiting for a copy of an invoice to create the receipt (vendors should be sending invoices directly to your campus AP as instructed on the Purchase Order).
2. The creator must scan and attach documentation to the receipt that demonstrates that the goods have been received (e.g., packing slips) or that the services have been performed (detailed description of service provided by the supplier).

Note: Acceptable documentation to upload to a receipt includes: a packing slip, tracking details, waybill number, order confirmation, invoice, independent contractor's activity log for work completed as CUNY signed Claim for Payment (CFJP), program/agenda, confirmed total attendees list, prior overage justification approval for meetings and events where food is served, etc.

3. Invoices should be sent to the Accounts Payable Department. ***If the invoice is sent to the Creator, the invoice must be scanned and attached to the receipt in CUNYBuy.***

Step#1: Once the Creator has logged on to CUNYBuy, navigate to the page by clicking on the icon with the time clock.



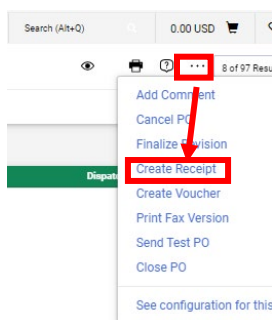
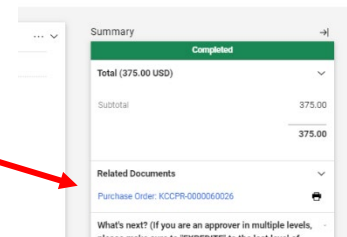
Step#2: The Creator can always find the status of a requisition by searching for it

Click on My Requisitions. The following page will be displayed. (NOTE: If the Creator knows the PO Number, then enter it in search box on main page.)

Notice that there are two requisitions for which a Purchase Order has been created and the status is “Completed.” Requisitions that are not fully approved, or for which a Purchase Order has not been created, will appear with a status of “Pending”.

Click on the requisition link of a “Completed” requisition and the requisition page opens.

Look to workflow on the left to find the Purchase Order (PO) connected to this requisition.



Next click the ellipsis and select “Create Receipt.”

The screen below shows up. It displays all lines on the requisition. Notice that all three lines have a check mark next to it. The system automatically will select all lines; you must remove any lines you are not receiving.

BAR03-000060032: Create Receipt					
Item Type	Item	Item Number	UOM	Unit Price	
1	None	Item 1	EA	2,500.00	✓
2	None	Item 2	EA	700.00	✓
3	None	Item 3	EA	200.00	✓
				<div> <div>Create Cost Receipt</div> <div>Cancel</div> </div>	

Also, note that the system automatically selects the type of receipt (Cost or Quantity) based on the PO.

When you have made your selection, click the blue, “create receipt.”

You will be brought to the receipt page with issues that need to be corrected.

for packing [Add](#)

This field is required

1000 characters remaining

Summary

Draft

Correct these issues.
You are unable to proceed until addressed.
This field is required: Attachments (To be used for packing slips)
One or more receipt lines contains an invalid quantity

Details

Creation Date: 11/8/2023 2:16:22 PM

You must add an attachment and fill in the quantity or amount that you are receiving for.

PO • COCPR-000060030

Line	Item	Item Number	Quantity	Status
1	SLEEVE 18IN PVC 10Z	19059356	<div>Invalid quantity</div>	Received

ITEM DETAILS

PO Business Unit: (COCPR) CUNY Central Office City Tax Levy (COCPR)

Contract No: -

Line Item Type: -

Attachments * [Add](#)

Barnes & Noble College Booksellers LLC - 25 Items - 1,775.00 USD

SUPPLIER DETAILS

Main Entry01: PO Box 823560, Philadelphia, Pennsylvania 19182 United States
Contract: no value PO Number: [HOSP6-000060004](#)
Quote number: no value PO Clauses:

Status	Item	Item Number	UOM	Unit Price	Quantity	Ext. Price
✓	biology textbooks	EA - Each	85.00	15EA - Each	1,275.00	
✓	chemistry text books	EA - Each	50.00	10EA - Each	500.00	

ITEM DETAILS

Contract: no value Internal Note: no value

Category Code: 5510150900 / Text Books Internal Attachments

Account: 51401 Books External Note: no value

Profile ID: no value Attachments for supplier

This PO has two lines:

- Line 1 is for 15 biology textbooks
- Line 2 is for 10 chemistry textbooks

The Creator has received all of the biology text books and the supplier has invoiced the college for them. No chemistry textbooks were received at the time the receipt is to be created.

In order to pay the supplier, the Creator must create a receipt for the books received.

Completed	
Total (1,775.00 USD)	▼
Subtotal	1,775.00
	1,775.00

Step #3: In the status box on the right of the requisition, notice that the Purchase Order number is highlighted in “Related Documents”.

Related Documents ▼
Purchase Order: HOSPR-0000060004

Click on the PO link and the Purchase Order page will display.

What's next?

Step#4: Navigate to the top right of the page and Click on the three dots (ellipsis)

Purchase Order • Barnes & Noble College Book... • HOSPR-0000060004

Summary Confirmation Signatures Receipts Invoices Comments Attachments History

General Information	Document Status
PO Reference No. HOSPR-0000060004	AP Status Open
Supplier Name Barnes & Noble College Booksellers LLC	Workflow Pending
Purchase Order Date 4/24/2023	The system will distribute workflow items using the method(s) indicated below.
Total 1,775.00	Email (PDF Attachment) available
Owner Name Clifton Pierce	Supplier name
Owner Email hpcl@bncbooksellers.com	
Registration Number 3759631 rec/gov	

Buy Hostos Community College

Quantity Receipt • 561990

Summary Comments Attachments History

Receipt Name	2023-04-24 10849279 01	Attachments (To for packing slips)
Receipt No	To Be Assigned	Notes
Receipt Date (date goods or services were received)	4/24/2023	
Packing Slip No.	123456	
Supplier Name	Barnes & Noble College Booksellers LLC	
Received by	Clifton Pierce ((HOSPR) Hostos CC Tax Levy)	
Receipt Address	No addresses defined in profile. Attn To: Clifton Pierce 5030 Broadway RM-101A Bronx, NY 10034 United States	

The following box will appear. This box will allow the Creator to do one of the following actions:

- Add Comments
- Add note to the history of this document
- Add a quantity receipt

Add Comment
Add Notes to History
Create Quantity Receipt
Print Fax Version

Step#5: Since the PO for which the receipt is created is a quantity PO, the Creator must enter the quantity of the goods received and attach supporting documentation. In this example the packing slip that was received with the goods will be scanned and attached.

NOTE: Acceptable supporting documentation to upload to a receipt: a packing slip, tracking details, waybill number, order confirmation, invoice, independent contractor's activity log for work completed at CUNY, signed Claim for Payment (CFP), program/agenda, confirmed total attendees list, prior

coverage justification approval for meetings and events where food is served, etc.

Be sure to add the packing slip number to the receipt, BUT more importantly, UPLOAD the packing slip and/or other support documentation.

Step #6: In the next section of the receipt, the Creator must enter the quantity received of each item on the Purchase order. If the Purchase order is only partially received (only the Biology texts were received in this example) then enter only the information on the correct line of the Purchase order.

There were 15 biology books received so that is the number entered. Enter 15 in the quantity box and attach a copy of the packing slip to the receipt.

Since none of the chemistry books have been received yet, the quantity entered for the second line of the receipt is zero (0).

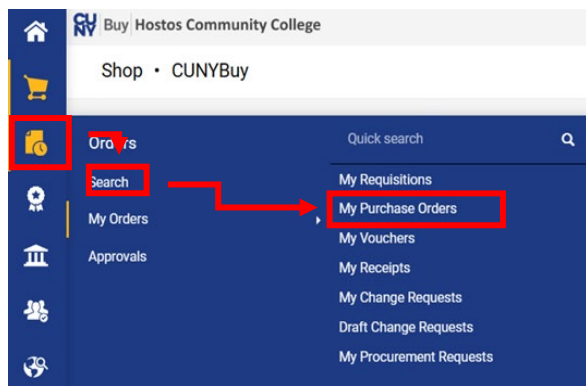
Step #7 When the creator has finished entering the receipt, **Click on Submit on the top right of the page** to enter the requisition into the receipt workflow in CUNYBuy.

Step #8: The receipt for the 15 biology books has been created as shown above.

The Creator can view or print the receipt by clicking on the links on this page or can return to the Home Page if there are additional receipts to be created.

Alternate navigation

If the Creator knows the Purchase Order number for which a receipt is required, then navigate to the Purchase Order page in the following fashion.



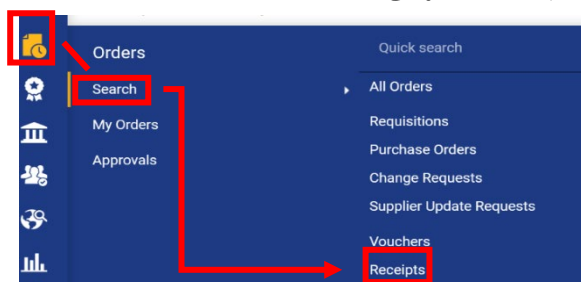
Click on My Purchase Orders

The page below will be displayed.

Click on the Purchase order for which the receipt is required. Then follow steps 3 through 7.

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
HOSPR-000006000	Barnes & Noble College Booksellers LLC	4/24/2023 12:22:41 PM	Pending	3759674	Clifton Pierce	No Shipments	No Matches	1,775.00 USD
HOS02-000006000	Dell Marketing LP	4/20/2023 4:01:25 PM	Pending	3757513	Clifton Pierce	No Shipments	No Matches	1,250.00 USD
HOSPR-000005000	DERIVE TECHNOLOGIES LLC	3/14/2023 11:18:49 AM	Pending	3729862	Narda Collazo	No Shipments	No Matches	10,000.00 USD
HOSPR-000005000	DERIVE TECHNOLOGIES LLC	3/14/2023 11:06:04 AM	Pending	3729830	Narda Collazo	No Shipments	No Matches	5,150.00 USD
HOSPR-000005000	PROFTECH LLC	3/14/2023 10:26:36 AM	Dispatched	3729807	Narda Collazo	Sent To Supplier	No Matches	173.72 USD

Reviewing your (Creators) Receipt Status





Step #1: On the page, Click on Receipts.

The page below will be displayed.


Step #2: Click on the link to the receipt. In this example, the PO is to Barnes & Noble.

Created Date: Last 90 days ▾




Quick search

Add Filter ▾



Clear All Filters

		LP 						
<input type="checkbox"/>	A000000260	Dell Marketing LP 	Pending	HOS02-0000060002	456789	Quantity	4/24/2023 3:17:24 PM	4/24/2023
	A000000259	Barnes & Noble College	Completed	HOSPR-0000060004	123456	Quantity	4/24/2023 12:47:02 PM	4/24/2023

The page below will be displayed.

Quantity Receipt • A000000259

Summary Comments **Attachments 1** History

Receipt Name	2023-04-24 10849279 01	Attachments (To be used for packing slips)	Add
Complete Date	4/24/2023 4:44:20 PM	Notes	no value
Receipt No	A000000259		
Receipt Date (date goods or services were received)	4/24/2023		

The details of the receipt are available by scrolling down through this page. By clicking on the Attachments link at the top of the page, the attachment can be viewed.

Creating a Receipt for an Amount Only Purchase Order

If the Purchase Order and requisition indicate that the purchase transaction is an “Amount Only” transaction the receipt will differ slightly from a quantity receipt.

In the example below, this Purchase Order has been set up as an Amount Only PO.

Purchase Order • C GLOBAL CONSULTING LLC • HOSPR-0000060006

Status Summary Confirmations Shipments Receipts Invoices Comments

PO/Reference No. HOSPR-0000060006 A/P status Open

Supplier Name C GLOBAL CONSULTING LLC Workflow Pending

Purchase Order Date 4/26/2023 The system will distribute purchase orders using the method(s) indicated below:

Total 2,000.00 Email (PDF Attachment) no value

Owner Name Clifton Pierce Supplier none

Supplier C GLOBAL CONSULTING LLC

Total (2,000.00 USD) 2,000.00

Subtotal 2,000.00

Related Documents Requisition: 3760611

... Add Comment Add Notes to History Create Quantity Receipt **Create Cost Receipt** Print Fax Version

To create the receipt for this PO, Click on the three dots (ellipsis). The following box will display. Click on “Create a Cost Receipt”

PO • HOSPR-0000060006

Line	Item
1	consulting services

2,000.00

Enter the cost that reflects the payment to be made against this purchase order as shown on the page below. (Scroll to get to this portion of the receipt.)

In this example, the receipt shows \$2000 against a Purchase order for \$2000, so the PO is fully received.

Submit

Click on Submit and the receipt has been created.

Inspections

Receipts are required for all goods and services. Some goods and services may require an additional inspection (Information Technology, Facilities/Furniture, Hazardous Materials, and others as designated by the University).

Inspections are a part of the receipt workflow. Payments to suppliers cannot be made without the creation of an inspection receipt in addition to the receipt entered by the Creator.

Step #1: Navigate to the Purchase Order page as described above.

In this example, the Purchase Order is for Computer monitors. As a result, an inspection is required before the supplier can be paid.

Purchase Order • Dell Marketing LP • HOS02-0000060002

2 of 5 Results

Status Summary Confirmations Shipments Receipts Invoices Comments Attachments History

General Information

PO/Reference No. HOS02-0000060002

Supplier Name NTL Dell Marketing LP

Purchase Order Date 4/20/2023

Total 1,250.00

Owner Name Clifton Pierce

Owner Email NoBody@csuny.edu

Requisition Number 3757513 view | print

Document Status

A/P status Open

Workflow Pending
Wait for PO Export Response

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Body) C_EAST_DELL_ORDERS@dell.com

cXML (Electronic Integration) no value

Supplier none

Line Details

Status	Item	Item Number	UOM	Unit Price	Quantity	Ext. Price
1	19" monitor		EA	250.00	5 EA	1,250.00

DETAILS

Add Comment
Add Notes to History
Create Quantity Receipt
Print Fax Version

Step #2: On the Purchase Order page, the Inspector should navigate to the top right of the page and **Click on the three dots (...)** and the following box will appear.

In this example, the Inspector will enter a receipt for all 5 monitors.

Note: If the quantity of goods that pass inspection is less than the quantity on the Purchase Order, the inspector should enter only those that pass inspection.

Click on Submit to enter the receipt.

✓ Receipt Submitted for Approval

Summary

Receipt number A000000260

Receipt Name 2023-04-24 10849279 04

Receipt status Pending

Receipt Type Quantity

Supplier Dell Marketing LP

Next Steps

You can view or print this at: [Receipt A000000260](#), or via the [Search Receipts](#) page

[Return to your home page](#)

[Create draft receipt](#)

Once the Inspector has created the receipt, the receipts will be entered into workflow and will be available to Accounts Payable for matching with the Purchase Order and the supplier invoice.