

Creating Receipts

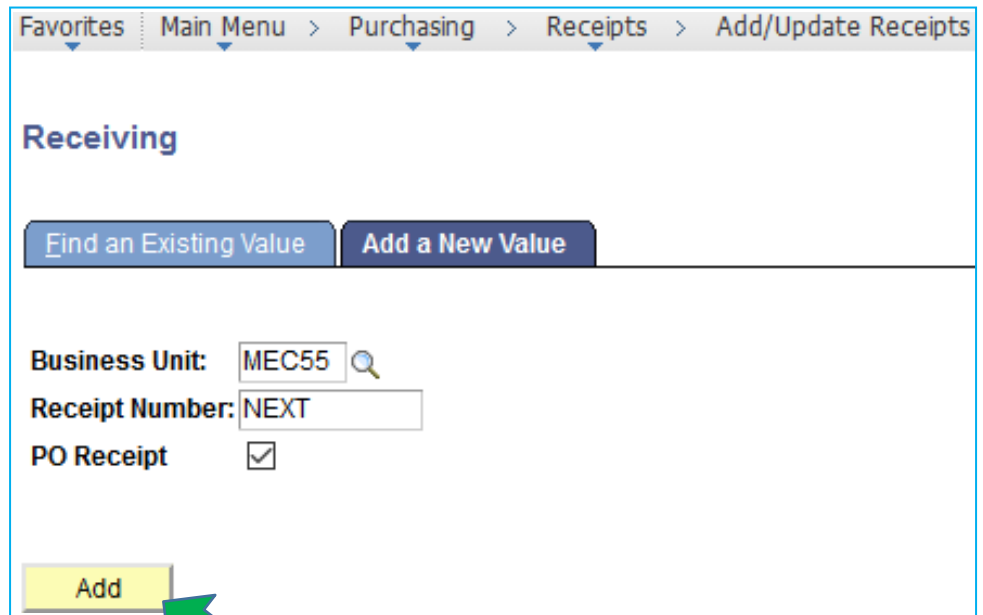
BUSINESS OBJECTIVE: Requesters **MUST** create a receipt in CUNYfirst for all goods and services received.

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.
3. 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**



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

Search Criteria

PO Unit: Enter PO # here

Days +/- Today:

ID:

Start Date:

Line/Sched Num: /

End Date:

Release:

Vendor Name: [Vendor Lookup](#)

Item ID:

Vendor Item ID:


Ship To:

Manufacturer ID:

Ship Via:

Manufacturer's Item ID:

Retrieve Open PO Schedules



Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

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

Select Purchase Order

Search Criteria

PO Unit:

Days +/- Today:

ID:

Start Date:

Line/Sched Num: /

End Date:

Release:

Vendor Name: [Vendor Lookup](#)

Item ID:

Vendor Item ID:

Ship To:

Manufacturer ID:

Ship Via:

Manufacturer's Item ID:

Retrieve Open PO Schedules

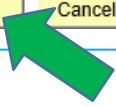
Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

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

Selected Rows	Shipping Related	More Details								
Set	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	MEC55	0000000003	1	1		05/02/2019	2.0000			FY19 - Computers for Office St

[Select All](#) [Clear All](#)



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.

Maintain Receipts
Receiving

Business Unit: MEC55 Receipt Status: Open

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

[Header Details](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines Personalize | Find | View All | | First 1 of 1 | Last

Line	Item	Description	Price	Receipt Qty	*Recy UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		FY19 - Computers for Office St	1000.000000	2.0000	EA	2.0000	Open		<input type="checkbox"/>	EA	Pending	

Interface Receipt [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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

Receipt Lines Personalize | Find | View All | | First 1 of 1 | Last

Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip	Lading	Pro Number	Origin Country	Replacement	Intrastat Distribution Status
1		FY19 - Computers for Office St	14211180	<input type="checkbox"/>	05/07/2019 12:00AM	ABUT-15524					NA	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 Receipts
Receiving

Business Unit: MEC55 Receipt Status: Open

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

[Header Details](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines

Maintain Receipts
Receipt Header Comments

Business Unit: MEC55 Receipt Nbr: NEXT

Receipt Status: Open

Retrieve Active Comments Only [Retrieve](#)

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending [Sort](#)

Comments [Edit](#) | [View All](#) | [First](#) | [Last](#)

[Copy Standard Comments](#) Comment Status: Active [Inactive](#)

Attached is the packing slips for the computers.

Shown at Voucher

Associated Document

Attachment	Dell_packing_slips.pdf	View	Delete
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R 3 -> 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".

The screenshot shows the 'Maintain Receipts' interface. At the top, it says 'Receiving'. Below that, 'Business Unit: MEC55' and 'Receipt Status: Open' are displayed. A 'Warning - Inspection is required. Not all receipt lines have been inspected (10300.258)' message box is overlaid on the interface, with 'OK' and 'Cancel' buttons. A green arrow points to the 'Save' button at the bottom left, and another green arrow points to the 'OK' button in the message box.

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

The screenshot shows the 'Maintain Receipts' interface with the receipt details. A red dashed box highlights the 'Business Unit: MEC55' and 'Receipt ID: 0000000002'. The 'Receipt Status' is now 'Received'. Below the header, there is a table for 'Receipt Lines'.

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		FY19 - Computers for Office St	1000.00000	2.0000	EA	2.0000	Received			EA	Pending	

g the receipt. Work with your Accounts Payable Office.