

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
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 > Procurement Contracts
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 - 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

| 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' and '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 |  | SERVERS | 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  **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 |  | SERVERS | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|---------------------------|---------------------------|--------------------|----------------|----------|--|---------------|---------------|--------|--------|---------------|-----------|----------|--|-------|-----|---------------------------|----------|------------|--|--|--|-------|----|---------------------------|------------|------------|------------|----------|--|-------|---------|--------------------------|----------|------------|------------|----------|--|
| Document Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Associated Document Customize Find View All First 1-3 of 3 Last | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Document Type</th> <th>DOC ID</th> <th>Status</th> <th>Document Date</th> <th>Vendor ID</th> <th>Location</th> <th></th> </tr> </thead> <tbody> <tr> <td>QNSPR</td> <td>REQ</td> <td>000000035</td> <td>Approved</td> <td>03/26/2013</td> <td></td> <td></td> <td></td> </tr> <tr> <td>QNSPR</td> <td>PO</td> <td>000000077</td> <td>Dispatched</td> <td>03/28/2013</td> <td>2000009075 </td> <td>MAINEPAY</td> <td></td> </tr> <tr> <td>QNSPR</td> <td>Voucher</td> <td>00000034</td> <td>Unposted</td> <td>04/09/2013</td> <td>2000009075 </td> <td>MAINEPAY</td> <td></td> </tr> </tbody> </table> | | | | | | | | 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 | |
| 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 | | SERVERS | 2000.00000 | 10.0000 | EA | 10.0000 | Received | 4321000000 | | | EA | Device Track X |

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

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:

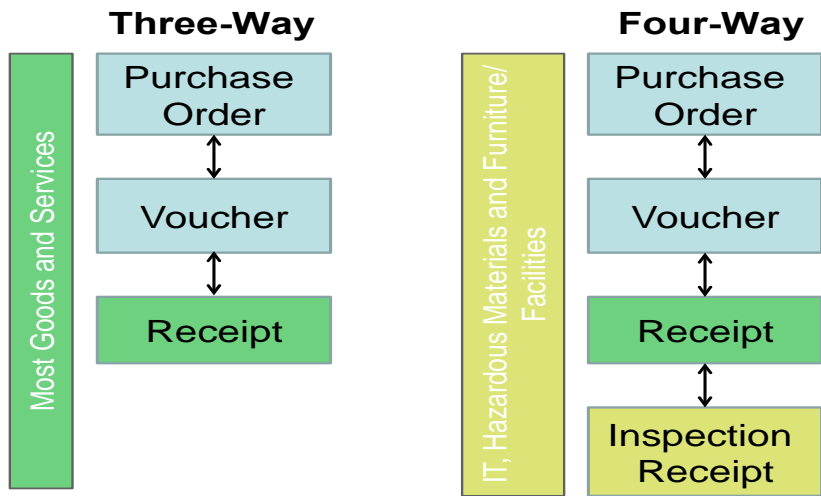
Technology
Facilities/Furniture
Hazardous Material

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.