

Desktop Receiving

- ❖ Receipts are required for all goods and services
 - ❖ Submit promptly to ensure CUNY meets payment terms on invoices
- ❖ Receivers of services add attachment(s) to receipt
 - ❖ Signed work order or invoice
 - ❖ Scan support documentation (work order, timesheets, etc.) as required by either State Comptroller or CUNY contract to receive payment

Receiving Policies

- ❖ **Incorrect items received**
 - ❖ Requester determines, along with purchasing, if acceptable to keep goods
- ❖ **Goods are defective or broken**
 - ❖ If box is damaged, reject box and return to vendor
 - ❖ Enter receipt to indicate quantity of items that are not defective - partial acceptance

Enter Receipt – Amount Only

- ❖ Select Add for a new receipt
- ❖ Search for PO
- ❖ Select checkbox of PO
- ❖ Click OK

Receiving

Business Unit:

Receipt Number:

PO Receipt

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 Customize | Find | View All | | First 1 of 1 Last

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](#)

Enter Receipt – Amount Only

Maintain Receipts

Receiving

Business Unit: QNSPR **Receipt Status:** Open 

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

[Header Details](#)

▶ Header

[Select Purchase Order](#)

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

Line	Item	Description	Price	Receipt Qty	Optional Input	Accept Qty	Status	Serial	Device Track	Device Track	
1		SERVERS	6000.00000	1.0000		1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	

Interface Receipt

 Save  Notify  Refresh  Add  Update/Display

- ❖ Enter Price shown on Invoice
- ❖ Click Save

Maintain Receipts

Receiving

Business Unit: QNSPR **Receipt Status:** Received 

Receipt ID: 000000033 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ Header

- ❖ Received status displays
- ❖ If Inspection is required, write down the Receipt ID

Enter Receipt – Quantity Based

Receiving

Business Unit:

Receipt Number:

PO Receipt

- ❖ Select Add for a new receipt
- ❖ Search for PO
- ❖ Select checkbox of PO
- ❖ Click OK

PO Unit:

ID:

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:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

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

Selected Rows	Shipping Related	More Details								
<input type="button" value="Sel"/>	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	QNSPR	0000000077	1	1		03/28/2013	10.0000			SERVERS

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

Enter Receipt – Quantity Based

Maintain Receipts

Receiving

Business Unit: QNSPR **Receipt Status:** Open 

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

[Header Details](#)

▶ Header

[Select Purchase Order](#)

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

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 <input type="text" value=""/>	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="text" value=""/>	Device Track 

Interface Receipt

Save  Notify  Refresh  Add  Update/Display

- ❖ Enter Quantity Received
- ❖ Click Save

Maintain Receipts

Receiving

Business Unit: QNSPR **Receipt Status:** Received 

Receipt ID: 0000000029 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ Header

- ❖ Received status displays
- ❖ If Inspection is required, write down the Receipt ID

Receipt – Packing Slip

Maintain Receipts

Receipt Header Comments

Business Unit: QNSPR **Receipt Nbr:** 0000000029

Receipt Status: Received

Retrieve Active Comments Only

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending

Comments Find | View All First 1 of 1 Last

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

Shown at Voucher

Associated Document

Attachment
<input type="button" value="Attach"/> <input type="button" value="View"/> <input type="button" value="Delete"/>

From -> RCV QNSPR-0000000029

❖ Attach copy of signed packing slip

Receipt – Packing Slip

Maintain Receipts

Receipt Header Comments

Business Unit: QNSPR **Receipt Nbr:** 0000000029

Receipt Status: Received

Retrieve Active Comments Only **Retrieve**

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) **Comment Status:** Active **Inactivate** +

Shown at Voucher

Associated Document

Attachment Packing_Slip_Attachment.doc	Attach	View	Delete
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From -> RCV QNSPR-0000000029

OK **Cancel** **Refresh**

- ❖ Enter the Packing Slip number in comments
- ❖ Packing slip is attached

Receipt – Modify Receipt Date

Maintain Receipts

Receiving

Business Unit: QNSPR **Receipt Status:** Received ✘

Receipt ID: 000000029 [Edit Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

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

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line	Item	Description	PO Unit	PO ID	Line	Schedule	PO Amount	Amount Only		Dist by	PO Type	
1		SERVERS	QNSPR	000000077	1	1	20,000.00	N		Qty		

❖ Click Header Details link

Receipt – Modify Receipt Date

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

- ❖ As needed, update Receipt Date
- ❖ As needed, update Receipt Time

Receipt – Requester Information

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	

- ❖ Select Document Status to view related documents

Receipt – Requester Information

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

Documents Related Info

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	

❖ View related documents and their status

Receipt – Requester Information

Requisitions

Req Inquiry Customize | Find | View All First 1 of 1 Last

Details Status FEED

Unit	Requisition	Status	Requester	Req Date	Total Amt	
QNSPR	0000000035	Approved		03/26/2013	20,000.00	USD

- ❖ Central Receiving staff find out where to deliver the goods through a Req Inquiry?

Cancel Receipt

Maintain Receipts

Receiving

Business Unit: QNSPR Receipt Status: Received 

Receipt ID: 0000000029 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

► Header

[Select Purchase Order](#)

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

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track	
1		SERVERS	2000.00000	10.0000	 EA 	10.0000	Received	4321000000	<input type="checkbox"/>	<input type="checkbox"/>	EA 	Device Track	

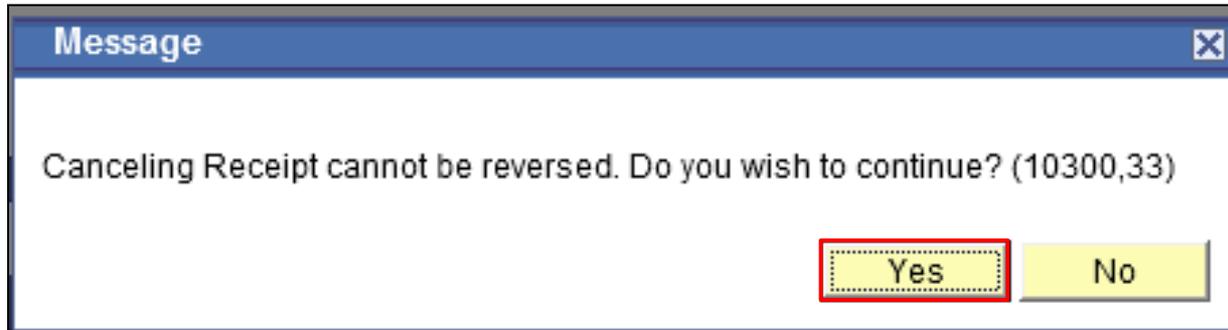
Interface Receipt

 Save  Return to Search  Notify  Refresh

 Add  Update/Display

- ❖ Click **X** to right of Receipt Status for all lines
- ❖ Click **X** at line level to cancel a line
- ❖ Canceling the transaction cannot be reversed

Cancel Receipt



- ❖ Message appears asking you to confirm cancel
- ❖ Click Yes