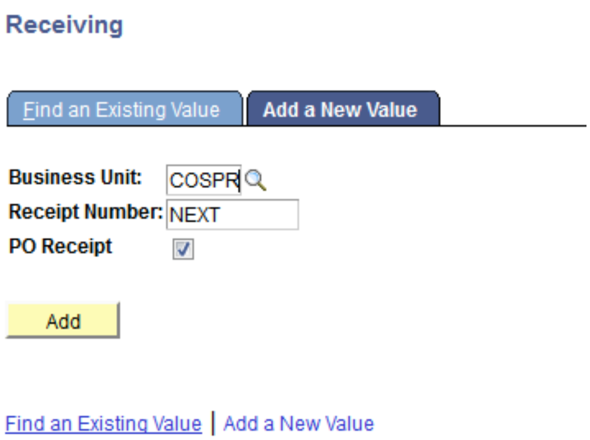
CUNYfirst Receipts

This job aid instructs receivers of goods and services on how to enter Receipts into CUNYfirst.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From the CUNYfirst home page (www.home.cunyfirst.cuny.edu), log in to CUNYfirst production.

Click on the Financials Supply Chain link in the menu on the left hand side of the page.</td></tr>
<tr><td>2.</td><td>Click on the Purchasing link in the menu.</td></tr>
<tr><td>3.</td><td>Click on the Receipts link in the menu.</td></tr>
<tr><td>4.</td><td>Click on the Add/Update Receipts link in the menu.</td></tr>
<tr><td>5.</td><td>The Receiving page displays with:

• the Purchasing Business Unit specified (use your Business Unit)
• a Receipt Number of NEXT
• the PO Receipt check box checked. Do not uncheck this box. All receipts are done against purchase orders.



Click the Add button.</td></tr>
<tr><td>6.</td><td>The Select Purchase Order page displays.</td></tr>
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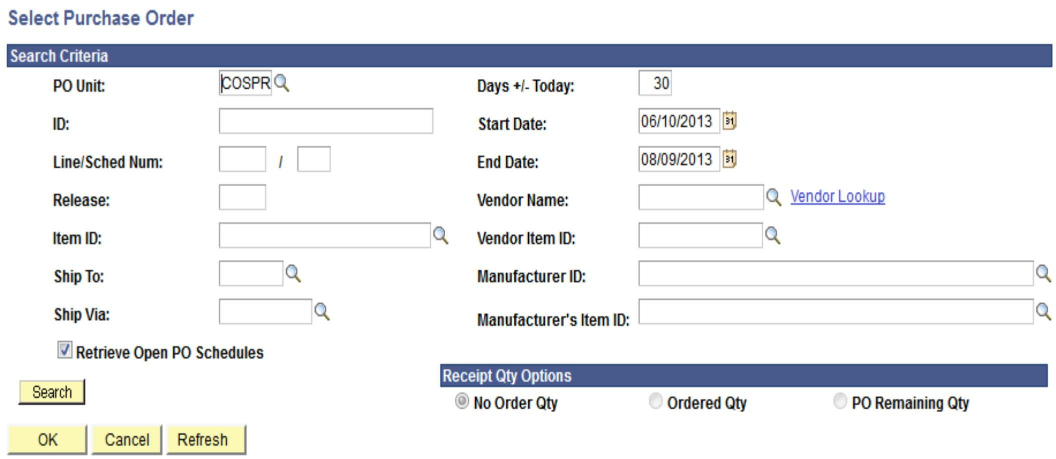
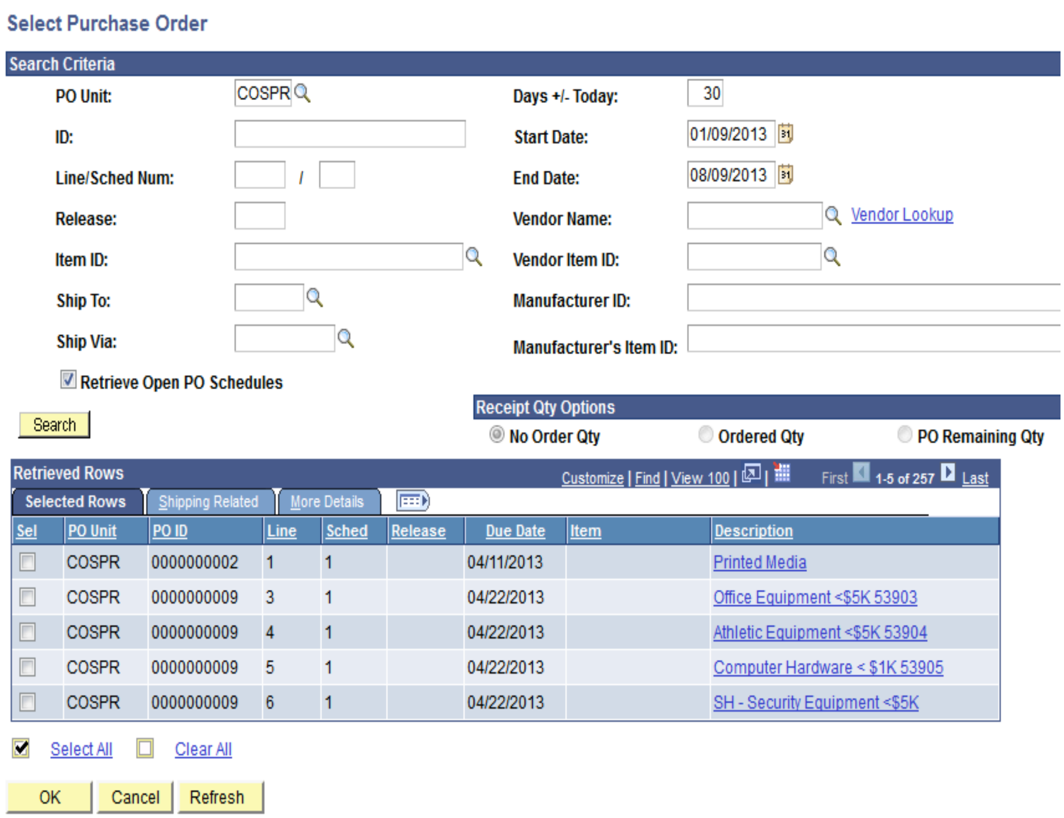
<tr><td>7.</td><td>
Search for open PO lines by entering relevant data in the fields. Use your Business Unit

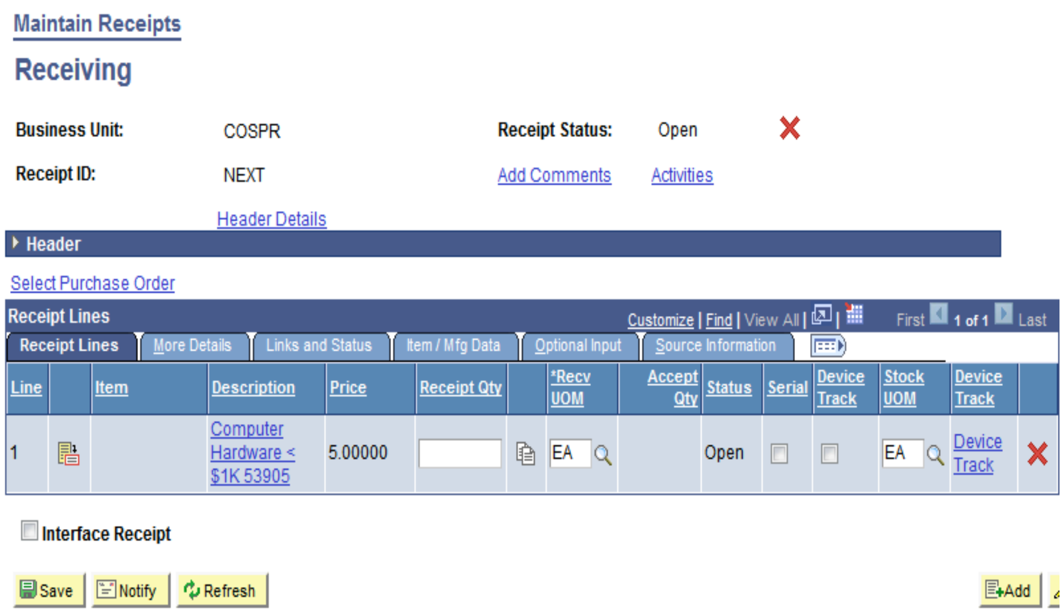


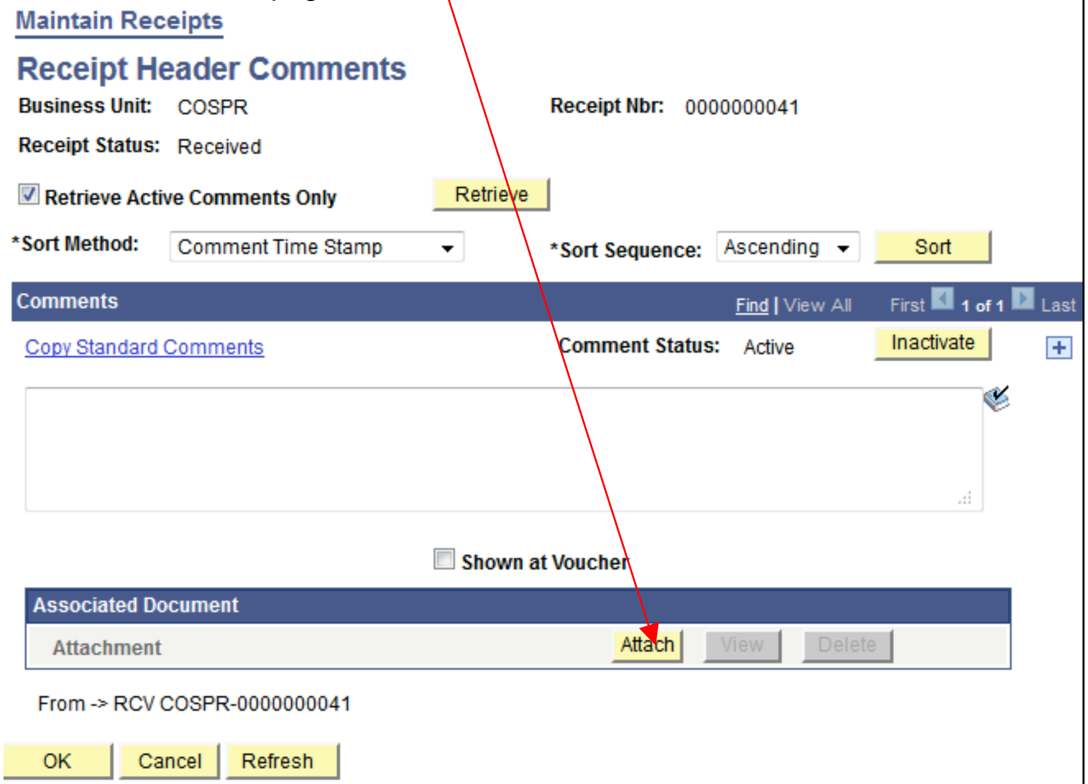
Click on the **Search** button.
</td></tr>
<tr><td>8.</td><td>
PO lines available for receipts are listed. Click on the lines to be received. Do not click on lines from more than one PO. An error message will display.



Click **OK**.
</td></tr>
</table>

Step	Action
9.	The **Maintain Receipts/Receiving** page displays.
10.	If the PO line is dollar-based (blanket PO, services, etc.) adjust the **Price** field to reflect the amount billed on the vendor's invoice. 

Step	Action
11.	If the PO line is quantity-based (number of coffee mugs, etc.) adjust the **Receipt Qty** field to reflect the quantity of goods received that are <u>OK to pay</u>. For example, if 12 mugs were ordered and only 10 arrived, input 10. If 12 mugs were ordered and 12 arrived but 2 were broken, input 10. Only input the quantity for which CUNY should make payment. **Note that the Receipt QTY field is blank when you first enter the page. CUNY conducts "blind receiving" which means the user is not presented with a default quantity. This ensures that the receiver must count the actual product delivered to be able to then input a number.** 
12.	Click the **Save** button. The receipt is assigned the next available sequential number in CUNYfirst.

Step	Action
13.	Click the **Add Comments** link on the **Maintain Receipts/Receiving** page (See Step 11 for page shot) and the **Attach** button on the **Maintain Receipts/Receipt Header Comments** page.  For a commodity-based purchase order, a packing slip (if available) and the signed (ok to pay), scanned invoice and any other supporting documentation must be attached to the receipt. For a services-based or a blanket purchase order, the signed and scanned invoice (ok to pay) and any other supporting documentation must be attached to the receipt. Note: The signed and scanned invoice must **also** be sent to Accounts Payable for your Business Unit. Click **OK.**

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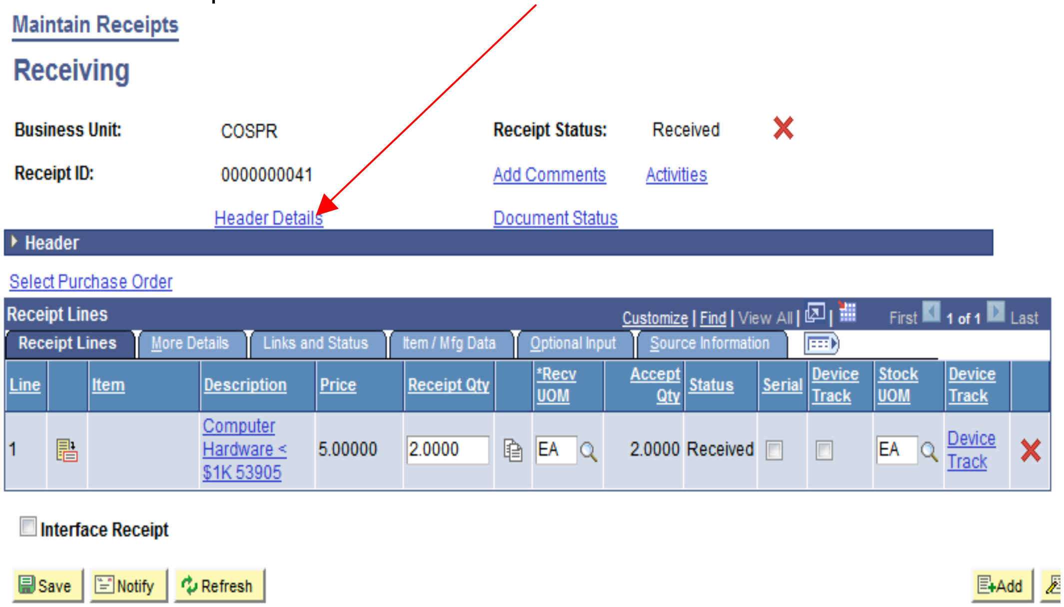
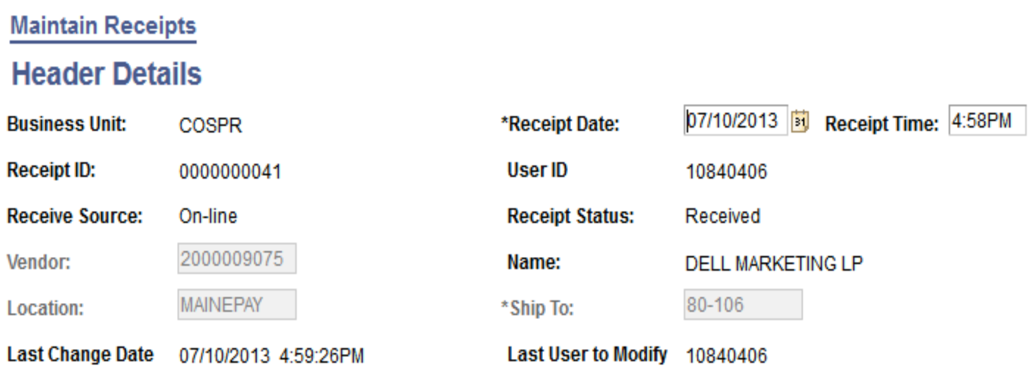
You may be entering the receipt into CUNYfirst sometime <u>after</u> the goods/services were actually received. CUNYfirst defaults in the system date when the receipt is entered. If the goods or services were received <u>prior</u> to the date of entry, change the date of receipt. Click on the **Header Details** link.



</td></tr>
<tr><td>15.</td><td>
Change the **Receipt Date** to the actual date of receipt for the goods or services. Click **OK**.



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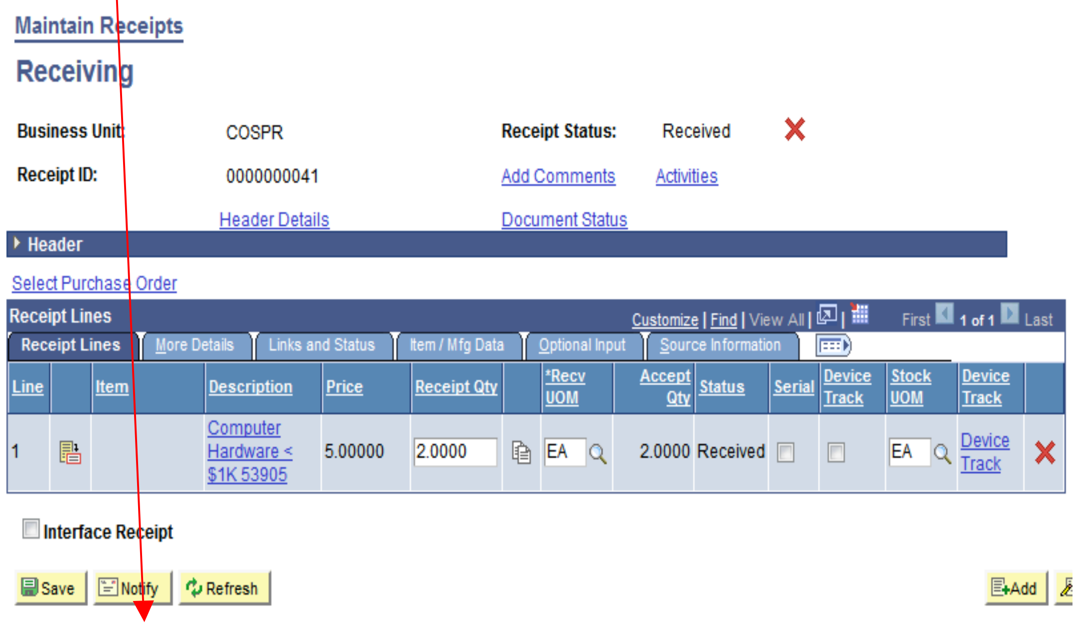
<tr><td>16.</td><td>

The **Notify** button can be used to email CUNY requestors (and/or Inspectors) of the receipt of goods or services. In order to receive these emails, the intended recipient must be configured in CUNYfirst. The Inspector may be notified in this fashion. Remember to cc yourself as this function does not retain a Sent folder.



Note: For those categories that require an Inspection (hazardous material, furniture, facilities, and IT-related purchases), both a receipt and an inspection in CUNYfirst are required in order for the voucher to be paid.

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