

CUNYfirst Receipts

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

Step	Action
1.	<p>From the CUNYfirst home page (www.home.cunyfirst.cuny.edu), log in to CUNYfirst production.</p> <p>Click on the Financials Supply Chain link in the menu on the left hand side of the page.</p>
2.	Click on the Purchasing link in the menu.
3.	Click on the Receipts link in the menu.
4.	Click on the Add/Update Receipts link in the menu.
5.	<p>The Receiving page displays with:</p> <ul style="list-style-type: none"> 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. <p>Receiving</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p> Business Unit: <input type="text" value="COSPR"/> </p> <p> Receipt Number: <input type="text" value="NEXT"/> </p> <p> PO Receipt <input checked="" type="checkbox"/> </p> <p> <input type="button" value="Add"/> </p> <p> Find an Existing Value Add a New Value </p> <p>Click the Add button.</p>
6.	The Select Purchase Order page displays.

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7.	<p>Search for open PO lines by entering relevant data in the fields. Use your Business Unit</p> <p>Select Purchase Order</p> <p>Search Criteria</p> <p>PO Unit: <input type="text" value="COSPR"/> Days +/- Today: <input type="text" value="30"/> ID: <input type="text"/> Start Date: <input type="text" value="06/10/2013"/> Line/Sched Num: <input type="text"/> / <input type="text"/> End Date: <input type="text" value="08/09/2013"/> Release: <input type="text"/> Vendor Name: <input type="text"/> Vendor Lookup Item ID: <input type="text"/> Vendor Item ID: <input type="text"/> Ship To: <input type="text"/> Manufacturer ID: <input type="text"/> Ship Via: <input type="text"/> Manufacturer's Item ID: <input type="text"/></p> <p><input checked="" type="checkbox"/> Retrieve Open PO Schedules</p> <p><input type="button" value="Search"/></p> <p><input type="radio"/> No Order Qty <input type="radio"/> Ordered Qty <input type="radio"/> PO Remaining Qty</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> <p>Click on the Search button.</p>																																																															
8.	<p>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.</p> <p>Select Purchase Order</p> <p>Search Criteria</p> <p>PO Unit: <input type="text" value="COSPR"/> Days +/- Today: <input type="text" value="30"/> ID: <input type="text"/> Start Date: <input type="text" value="01/09/2013"/> Line/Sched Num: <input type="text"/> / <input type="text"/> End Date: <input type="text" value="08/09/2013"/> Release: <input type="text"/> Vendor Name: <input type="text"/> Vendor Lookup Item ID: <input type="text"/> Vendor Item ID: <input type="text"/> Ship To: <input type="text"/> Manufacturer ID: <input type="text"/> Ship Via: <input type="text"/> Manufacturer's Item ID: <input type="text"/></p> <p><input checked="" type="checkbox"/> Retrieve Open PO Schedules</p> <p><input type="button" value="Search"/></p> <p><input type="radio"/> No Order Qty <input type="radio"/> Ordered Qty <input type="radio"/> PO Remaining Qty</p> <p>Retrieved Rows Customize Find View 100 First 1-5 of 257 Last</p> <table border="1"> <thead> <tr> <th>Selected Rows</th> <th>Shipping Related</th> <th>More Details</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>Sel</th> <th>PO Unit</th> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Release</th> <th>Due Date</th> <th>Item</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>COSPR</td> <td>0000000002</td> <td>1</td> <td>1</td> <td></td> <td>04/11/2013</td> <td></td> <td>Printed Media</td> </tr> <tr> <td><input type="checkbox"/></td> <td>COSPR</td> <td>0000000009</td> <td>3</td> <td>1</td> <td></td> <td>04/22/2013</td> <td></td> <td>Office Equipment <\$5K 53903</td> </tr> <tr> <td><input type="checkbox"/></td> <td>COSPR</td> <td>0000000009</td> <td>4</td> <td>1</td> <td></td> <td>04/22/2013</td> <td></td> <td>Athletic Equipment <\$5K 53904</td> </tr> <tr> <td><input type="checkbox"/></td> <td>COSPR</td> <td>0000000009</td> <td>5</td> <td>1</td> <td></td> <td>04/22/2013</td> <td></td> <td>Computer Hardware <\$1K 53905</td> </tr> <tr> <td><input type="checkbox"/></td> <td>COSPR</td> <td>0000000009</td> <td>6</td> <td>1</td> <td></td> <td>04/22/2013</td> <td></td> <td>SH - Security Equipment <\$5K</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> <p>Click OK.</p>	Selected Rows	Shipping Related	More Details							Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description	<input type="checkbox"/>	COSPR	0000000002	1	1		04/11/2013		Printed Media	<input type="checkbox"/>	COSPR	0000000009	3	1		04/22/2013		Office Equipment <\$5K 53903	<input type="checkbox"/>	COSPR	0000000009	4	1		04/22/2013		Athletic Equipment <\$5K 53904	<input type="checkbox"/>	COSPR	0000000009	5	1		04/22/2013		Computer Hardware <\$1K 53905	<input type="checkbox"/>	COSPR	0000000009	6	1		04/22/2013		SH - Security Equipment <\$5K
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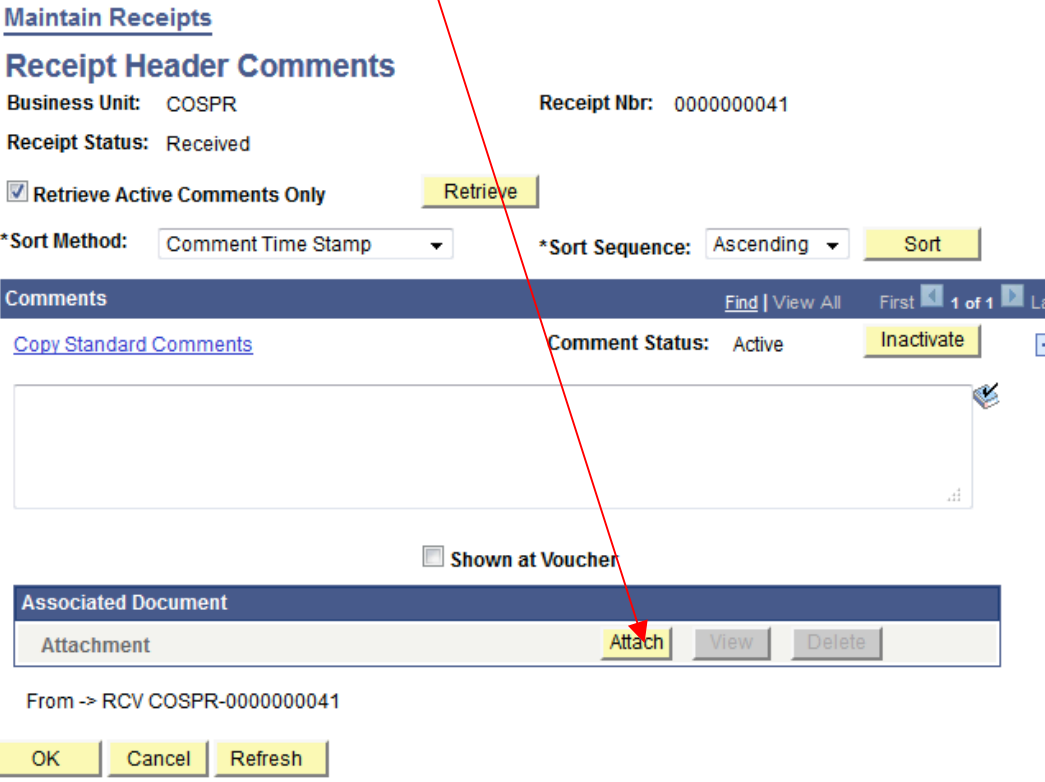
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9.	The Maintain Receipts/Receiving page displays.																				
10.	<p>If the PO line is dollar-based (blanket PO, services, etc.) adjust the Price field to reflect the amount billed on the vendor's invoice.</p> <p>Maintain Receipts</p> <p>Receiving</p> <p>Business Unit: COSPR Receipt Status: Open ✘</p> <p>Receipt ID: NEXT Add Comments Activities</p> <p>Header Details</p> <p>▶ Header</p> <p>Select Purchase Order</p> <p>Receipt Lines Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Receipt Qty</th> <th>Accept Qty</th> <th>Status</th> <th>Serial</th> <th>Device Track</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>SH - Security Equipment <\$5K</td> <td>2.00000</td> <td>1.0000</td> <td></td> <td>1.0000</td> <td>Open</td> <td><input type="checkbox"/></td> <td>Device Track ✘</td> </tr> </tbody> </table> <p><input type="checkbox"/> Interface Receipt</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/></p>	Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track	1		SH - Security Equipment <\$5K	2.00000	1.0000		1.0000	Open	<input type="checkbox"/>	Device Track ✘
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11.	<p>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.</p> <p>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.</p> <p>Maintain Receipts</p> <p>Receiving</p> <p>Business Unit: COSPR Receipt Status: Open ✘</p> <p>Receipt ID: NEXT Add Comments Activities</p> <p style="text-align: center;">Header Details</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▶ Header</p> <p>Select Purchase Order</p> <p>Receipt Lines Customize Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Receipt Qty</th> <th>*Recv UOM</th> <th>Accept Qty</th> <th>Status</th> <th>Serial</th> <th>Device Track</th> <th>Stock UOM</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Computer Hardware < \$1K 53905</td> <td>5.00000</td> <td><input type="text"/></td> <td>EA </td> <td></td> <td>Open</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>EA </td> <td>Device Track ✘</td> </tr> </tbody> </table> <p><input type="checkbox"/> Interface Receipt</p> <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> </p> </div>	Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track	1		Computer Hardware < \$1K 53905	5.00000	<input type="text"/>	EA		Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track ✘
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12.	Click the Save button. The receipt is assigned the next available sequential number in CUNYfirst.																								

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Step	Action
13.	<p>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.</p>  <p><u>Maintain Receipts</u></p> <h3>Receipt Header Comments</h3> <p>Business Unit: COSPR Receipt Nbr: 0000000041 Receipt Status: Received</p> <p><input checked="" type="checkbox"/> Retrieve Active Comments Only Retrieve</p> <p>*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort</p> <p>Comments Find View All First 1 of 1 Last</p> <p>Copy Standard Comments Comment Status: Active Inactivate</p> <p><input type="checkbox"/> Shown at Voucher</p> <p>Associated Document</p> <p>Attachment Attach View Delete</p> <p>From -> RCV COSPR-0000000041</p> <p>OK Cancel Refresh</p> <p>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.</p> <p>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.</p> <p>Note: The signed and scanned invoice must also be sent to Accounts Payable for your Business Unit.</p> <p>Click OK.</p>

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14.	<p>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.</p> <p>Maintain Receipts</p> <p>Receiving</p> <p>Business Unit: COSPR Receipt Status: Received ✘</p> <p>Receipt ID: 0000000041 Add Comments Activities</p> <p style="text-align: center;">Header Details Document Status</p> <p>▶ Header</p> <p>Select Purchase Order</p> <p>Receipt Lines Customize Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Receipt Qty</th> <th>*Recv UOM</th> <th>Accept Qty</th> <th>Status</th> <th>Serial</th> <th>Device Track</th> <th>Stock UOM</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Computer Hardware < \$1K 53905</td> <td>5.00000</td> <td>2.0000</td> <td>EA </td> <td>2.0000</td> <td>Received</td> <td></td> <td><input type="checkbox"/></td> <td>EA </td> <td>Device Track ✘</td> </tr> </tbody> </table> <p><input type="checkbox"/> Interface Receipt</p> <p>Save Notify Refresh Add </p>	Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track	1		Computer Hardware < \$1K 53905	5.00000	2.0000	EA	2.0000	Received		<input type="checkbox"/>	EA	Device Track ✘
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15.	<p>Change the Receipt Date to the actual date of receipt for the goods or services. Click OK.</p> <p>Maintain Receipts</p> <p>Header Details</p> <p>Business Unit: COSPR *Receipt Date: 07/10/2013 BT Receipt Time: 4:58PM</p> <p>Receipt ID: 0000000041 User ID: 10840406</p> <p>Receive Source: On-line Receipt Status: Received</p> <p>Vendor: 2000009075 Name: DELL MARKETING LP</p> <p>Location: MAINEPAY *Ship To: 80-106</p> <p>Last Change Date 07/10/2013 4:59:26PM Last User to Modify 10840406</p>																								

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16.	<p>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.</p> <p>Maintain Receipts</p> <p>Receiving</p> <p>Business Unit: COSPR Receipt Status: Received ✘</p> <p>Receipt ID: 0000000041 Add Comments Activities</p> <p>Header Details Document Status</p> <p>▶ Header</p> <p>Select Purchase Order</p> <p>Receipt Lines Customize Find View All First 1 of 1 Last</p> <table border="1" data-bbox="360 798 1414 955"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Receipt Qty</th> <th>*Recv UOM</th> <th>Accept Qty</th> <th>Status</th> <th>Serial</th> <th>Device Track</th> <th>Stock UOM</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Computer Hardware < \$1K 53905</td> <td>5.00000</td> <td>2.0000</td> <td>EA</td> <td>2.0000</td> <td>Received</td> <td></td> <td></td> <td>EA</td> <td>Device Track ✘</td> </tr> </tbody> </table> <p><input type="checkbox"/> Interface Receipt</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/></p> <p>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.</p>	Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track	1		Computer Hardware < \$1K 53905	5.00000	2.0000	EA	2.0000	Received			EA	Device Track ✘
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