Creating a CUNYfirst Receipt
Login to CUNYfirst: Select **Financials Supply Chain**

Select **Purchasing**
Select Receipts

Select Add/Update Receipts.
Enter Receipt

1. Click on the Magnifying glass.
2. Select Business Unit – JJCPR.
3. Click ADD.

Enter Purchase Order Number

1. Enter the Purchase Order number in the “ID” field.
2. If you do not know the PO#, Leave the ID field blank and select SEARCH.
1. All Existing PO’s will populate in Retrieved Rows.

2. Select the PO you are receiving by clicking in the box net to PO number.

3. Once you select the PO, click OK.
1. The Receiver records the “Quantity” or “Amount” for the good/services received for each PO line.

2. In the case of an Amount only PO, the price field will be available.

Enter the quantity received and click
Go to ‘Add Comments’ to attached signed receipts; Packing Slip, Bill of Lading, Receiving Report or Invoice.

1. Click Attach and upload documents.

2. Add PO# & any relevant information in comment

3. Click OK.
Click ‘Header Details’.

1. Modify the ‘Receipt Date’ (receipt date will default as current date).
1. Note that Receipt ID has been generated.

2. Click on the ‘More Details’ tab. If the box is checked, then an inspection is needed.

3. Once the receipt is SAVED Document the Receipt ID. It is best practice to print the Receipt ID page. The signed original documents along with a copy of the Receipt page are forwarded to Accounts Payable for processing.

If an inspection is needed, notify the inspector to complete the receipt.
The Receiver can cancel the Receipt by clicking the ‘X’ at the header level or cancel a PO line at the Receipt Line.

Cancelled transactions are irreversible