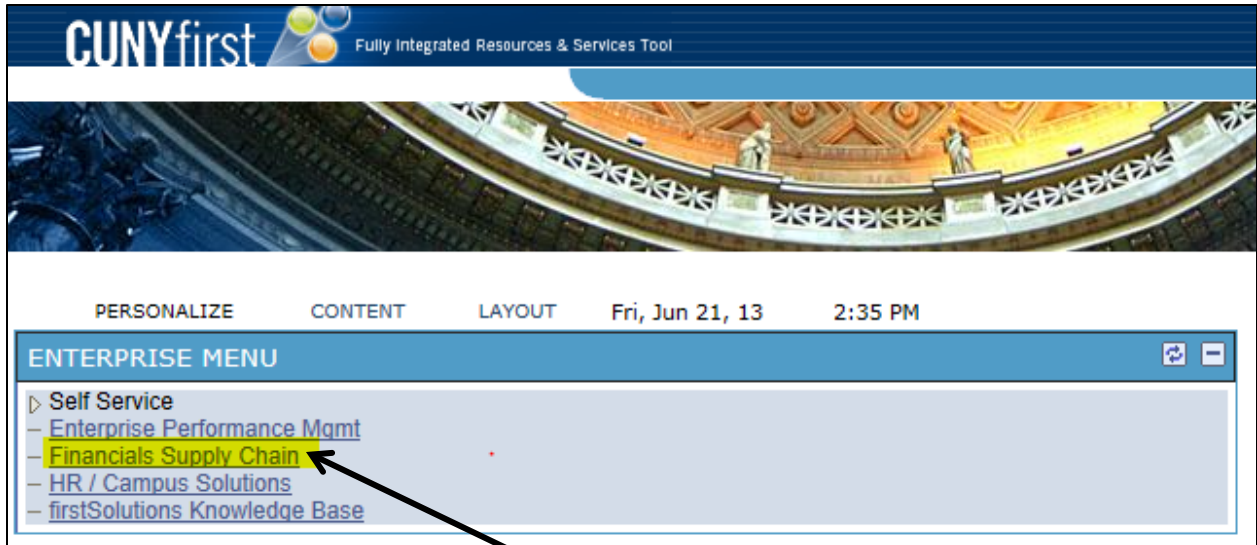
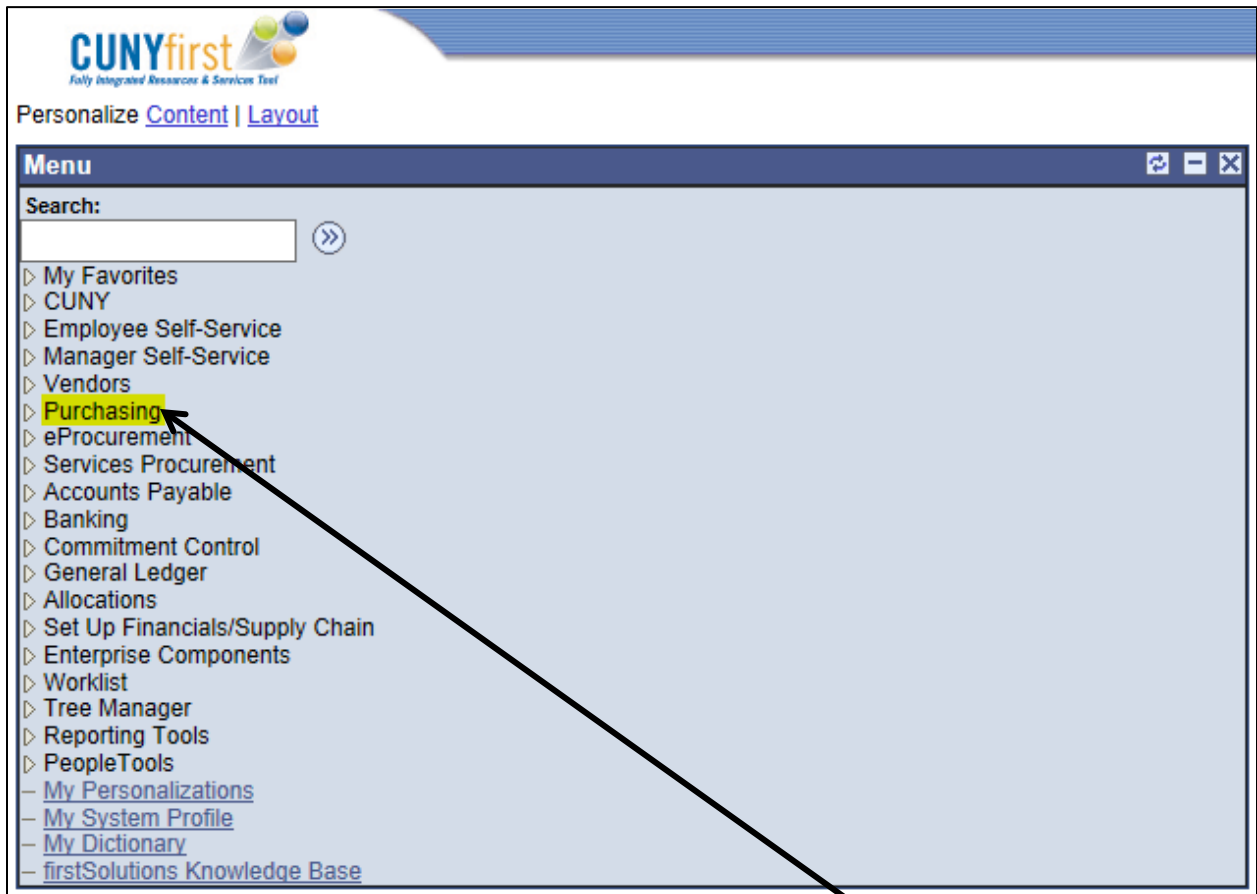


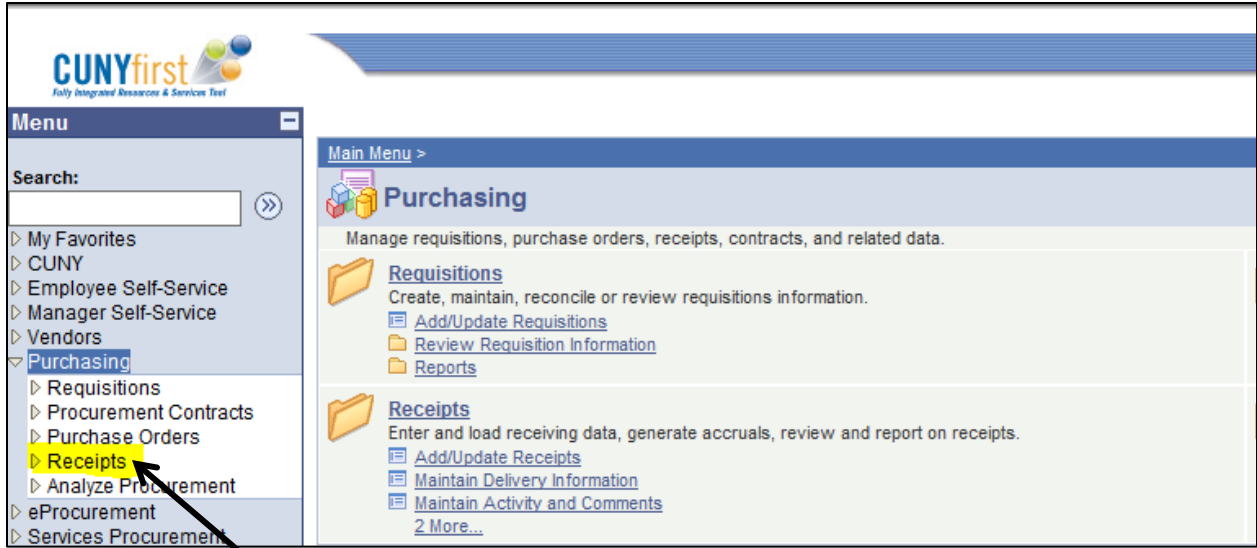
Creating a CUNYfirst Receipt



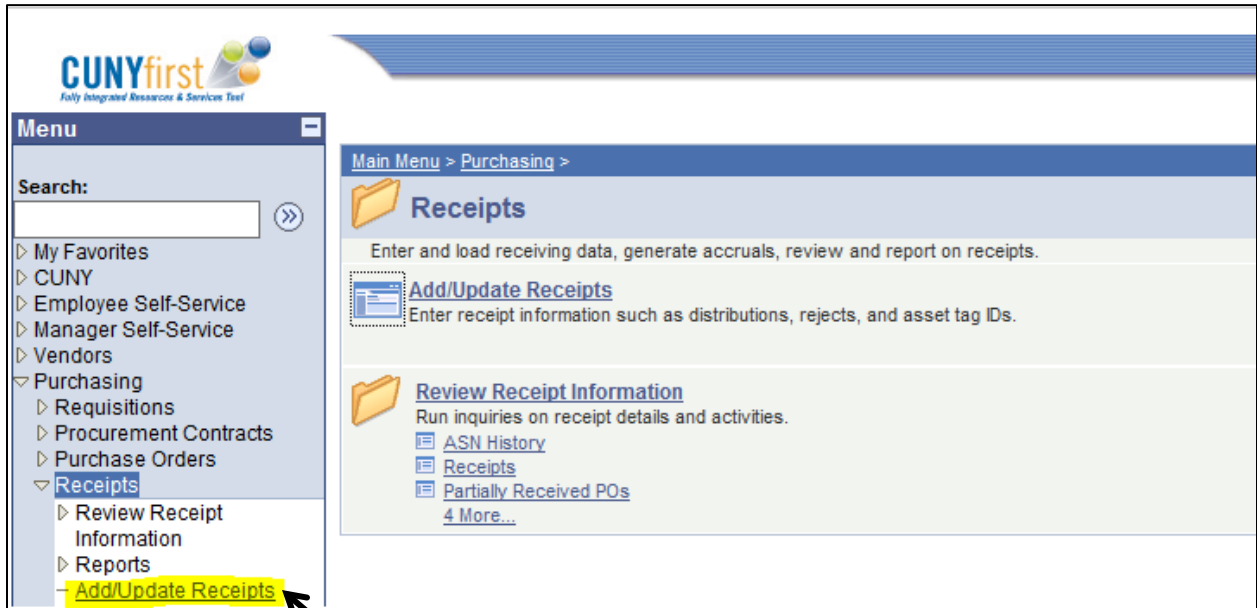
Login to CUNYfirst: Select **Financials Supply Chain**



Select **Purchasing**



Select **Receipts**



Select **Add/Update Receipts.**

Enter Receipt

4

Receiving

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: JJCPR

Receipt Number: NEXT

PO Receipt

[Find an Existing Value](#) | [Add a New Value](#)

1. Click on the Magnifying glass.

2. Select **Business Unit – JJCPR**.

3. Click **ADD**.

Enter Purchase Order Number

Select Purchase Order

Search Criteria

PO Unit: JJCPR

Days +/- Today: 30

ID:

Start Date: 05/22/2013

Line/Sched Num: /

End Date: 07/21/2013

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

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**.

Select Purchase Order

Search Criteria

PO Unit: JJCPR 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 1-5 of 19 Last

Selected Rows	Shipping Related	More Details						
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description
<input type="checkbox"/>	JJCPR	1000000002	1	1		04/11/2013		Printed Media - Amount Only
<input type="checkbox"/>	JJCPR	1000000003	1	1		04/23/2013		Books
<input checked="" type="checkbox"/>	JJCPR	1000000004	1	1		04/23/2013		GRD-Print Media
<input type="checkbox"/>	JJCPR	1000000004	2	1		04/23/2013		Shipping
<input type="checkbox"/>	JJCPR	1000000005	1	1		04/11/2013		Commerical Furniture

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

1. All Existing PO's will populate in Retrieved Rows.

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

3. Once you select the PO, click OK.

Enter Quantity or Amount Received

Maintain Receipts

Receiving

Business Unit: JJCPR Receipt Status: Open

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

[Header Details](#)

Header

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Books	5.95000		EA		Open			EA	

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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.

Maintain Receipts

Receiving

Business Unit: JJCPR Receipt Status: Open

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

[Header Details](#)

Header

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Books	5.95000		EA		Open			EA	

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Enter the quantity received and click

Maintain Receipts

Receiving

Business Unit: JJCPR Receipt Status: Open

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

Header Details

Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recy UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Books	5.95000		EA		Open			EA	

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Go to 'Add Comments' to attached signed receipts; Packing Slip, Bill of Lading, Receiving Report or Invoice.

Attach Receipt

Maintain Receipts

Receipt Header Comments

Business Unit: JJCPR Receipt Nbr: 0000000013

Receipt Status: Received

Retrieve Active Comments Only [Retrieve](#)

*Sort Method: *Sort Sequence: [Sort](#)

Comments [Find](#) | [View All](#) First 1 of 1 Last

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

Shown at Voucher

Associated Document

Attachment
Attach View Delete

From -> RCV GRDPR-0000000013

[OK](#) [Cancel](#) [Refresh](#)

1. Click **Attach** and upload documents.

2. Add PO# & any relevant information in comment

3. Click **OK**.

Modify Receipt Date

Maintain Receipts

Receiving

Business Unit: JJCPR Receipt Status: Received ✖

Receipt ID: 0000000013 [Add Comments](#) [Activities](#)

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

▶ Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track
1		Books	5.95000	1.0000	EA	1.0000	Received	5510150900			EA	Device Track ✖

Interface Receipt

Save Return to Search Notify Refresh Add Update/Display

Click 'Header Details'.

Modify Receipt Date

Maintain Receipts

Header Details

Business Unit: JJCPR *Receipt Date: 06/10/2013 ✖ Receipt Time: 9:36AM

Receipt ID: 0000000013 User ID: 10857280

Receive Source: On-line Receipt Status: Received

Vendor: 2000000362 Name: STAPLES INC

Location: MAINCHECK *Ship To: GC-1211

Last Change Date: 06/21/2013 10:01:45AM Last User to Modify: 10857280

Shipping Information

Carrier ID: Container ID:

Vehicle ID: Nbr Cartons:

Driver ID: Pallets In:

Bill of Lading: Pallets Out:

Pack Slip: Part Of Unloading:

Shipment Number: Ship From Country: USA

Pro Number: Ship From Location:

Match Options

Invoice: Allow ERS

Invoice Dt Op: Match Status: To Match

Freight Terms: Match Rule: STATE

Receipt Hold Options Receipt Processing Options

Hold Receipt Process Manufacturing

Hold Inventory Process Inventory

Hold Assets Process Assets

OK Cancel Refresh

1. Modify the 'Receipt Date' (receipt date will default as current date).

Maintain Receipts

Receiving

Business Unit: JJCPR Receipt Status: Received ✖

Receipt ID: 0000000013 [Add Comments](#) [Activities](#)

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

Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recy UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Books	5.95000	1.0000	EA	1.0000	Received			EA	Device Track

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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.

Maintain Receipts

Receiving

Business Unit: JJCPR Receipt Status: Received ✖

Receipt ID: 0000000013 [Add Comments](#) [Activities](#)

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

Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recy UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Books	5.95000	1.0000	EA	1.0000	Received			EA	Device Track

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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

Maintain Receipts

Receiving

Business Unit: JJCPR Receipt Status: Received **X**

Receipt ID: 000000013 [Add Comments](#) [Activities](#)

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

Header

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recy UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Books	5.95000	1.0000	EA	1.0000	Received			EA	X

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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