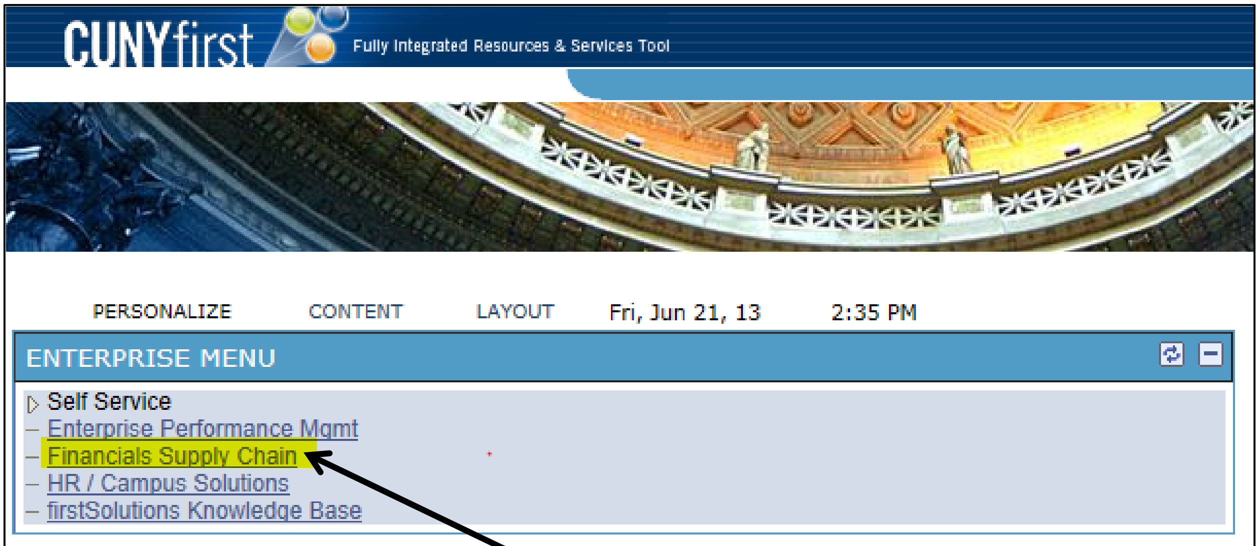
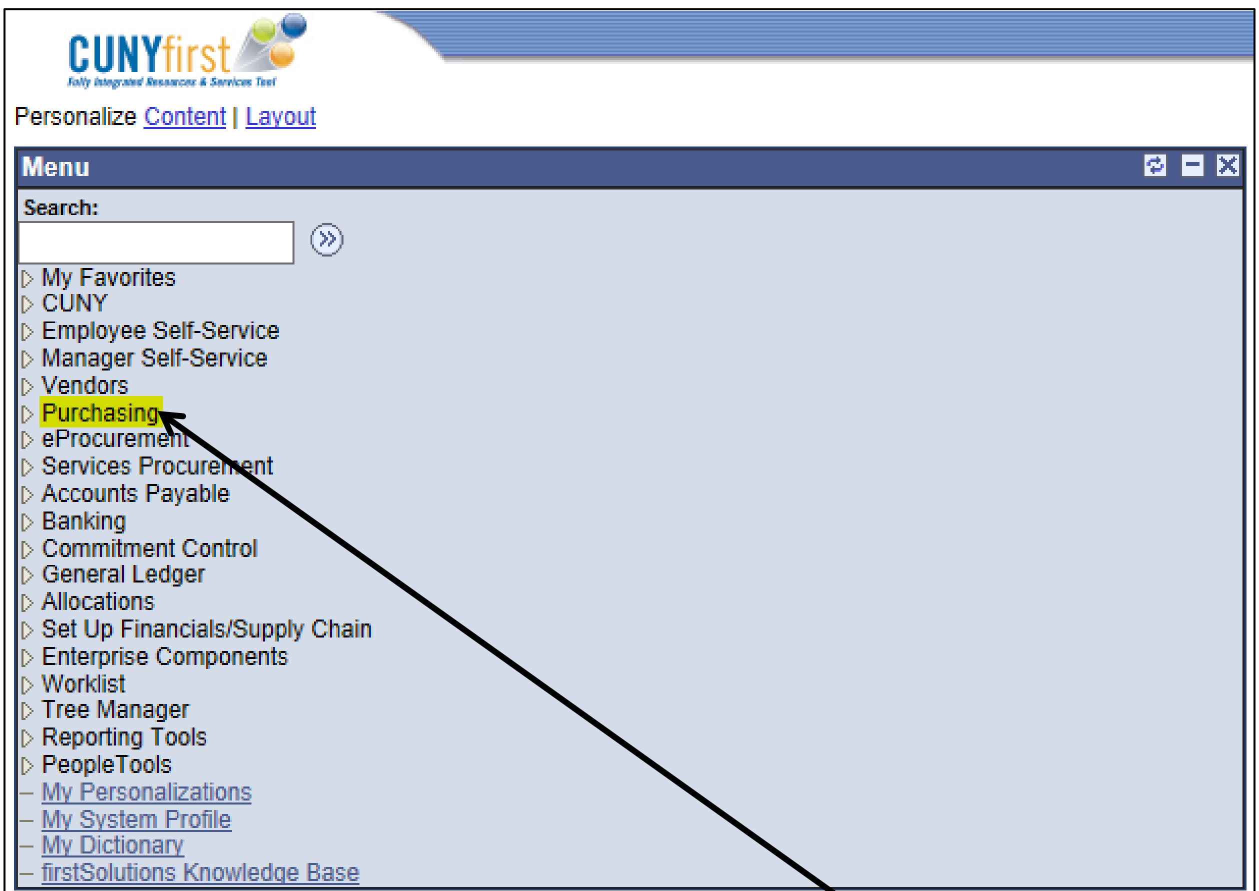
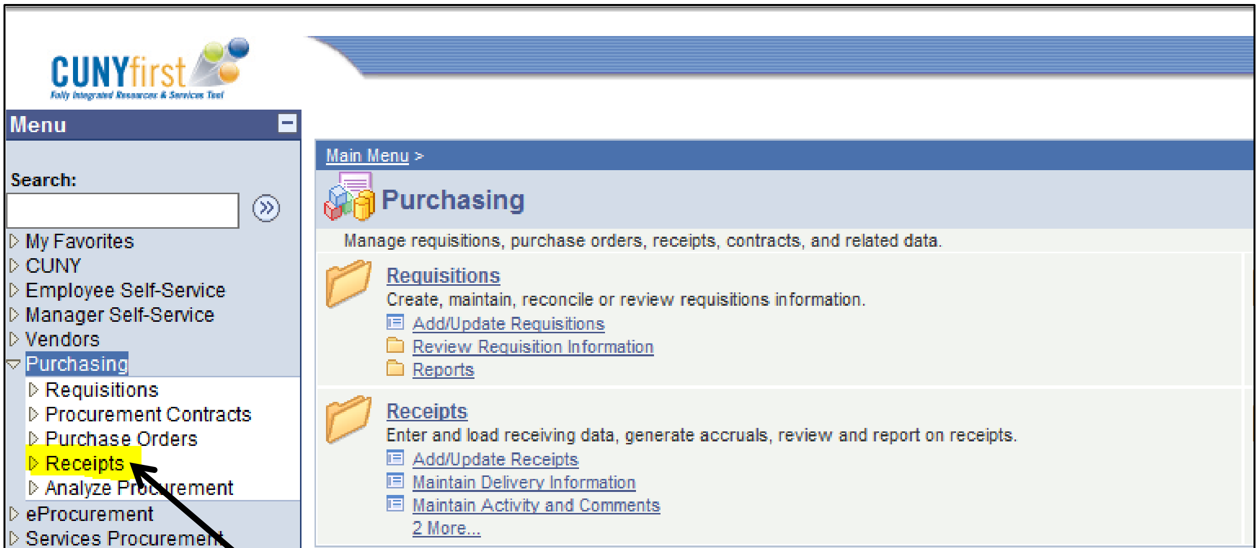
Creating a CUNYfirst Receipt



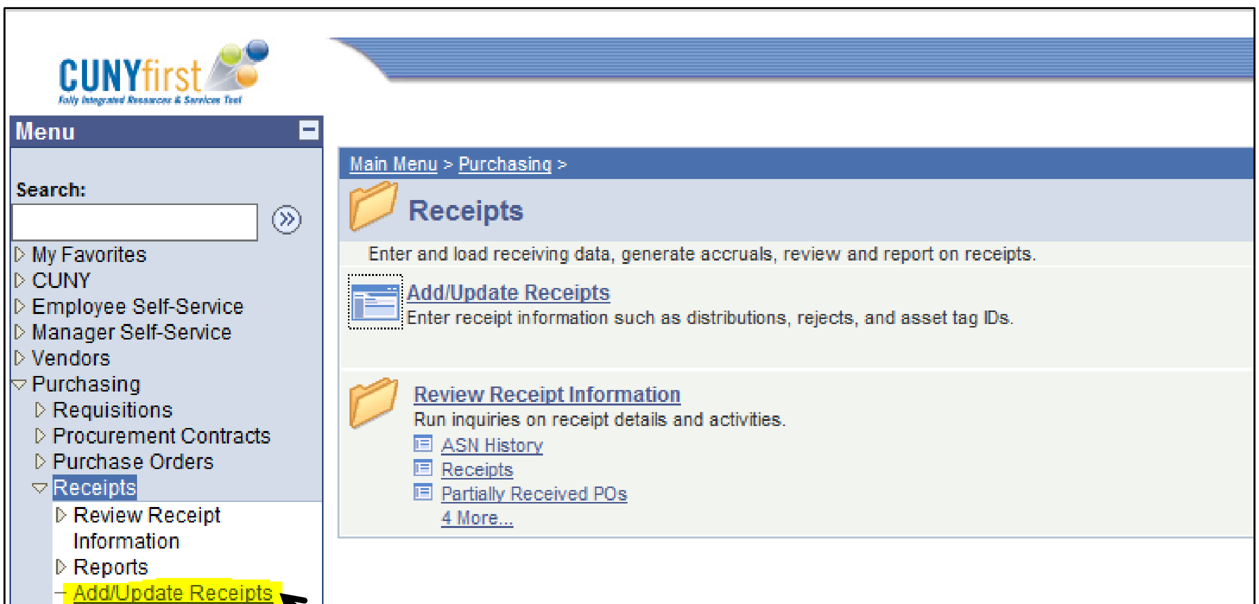
Login to CUNYfirst: Select **Financials Supply Chain**



Select **Purchasing**

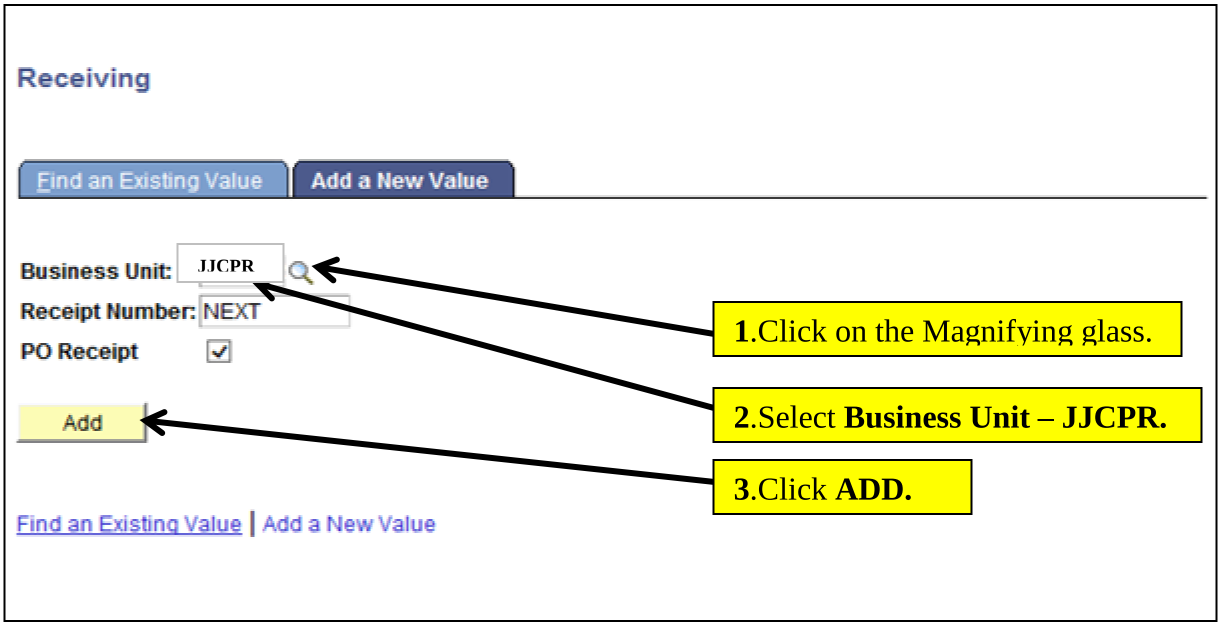


Select **Receipts**

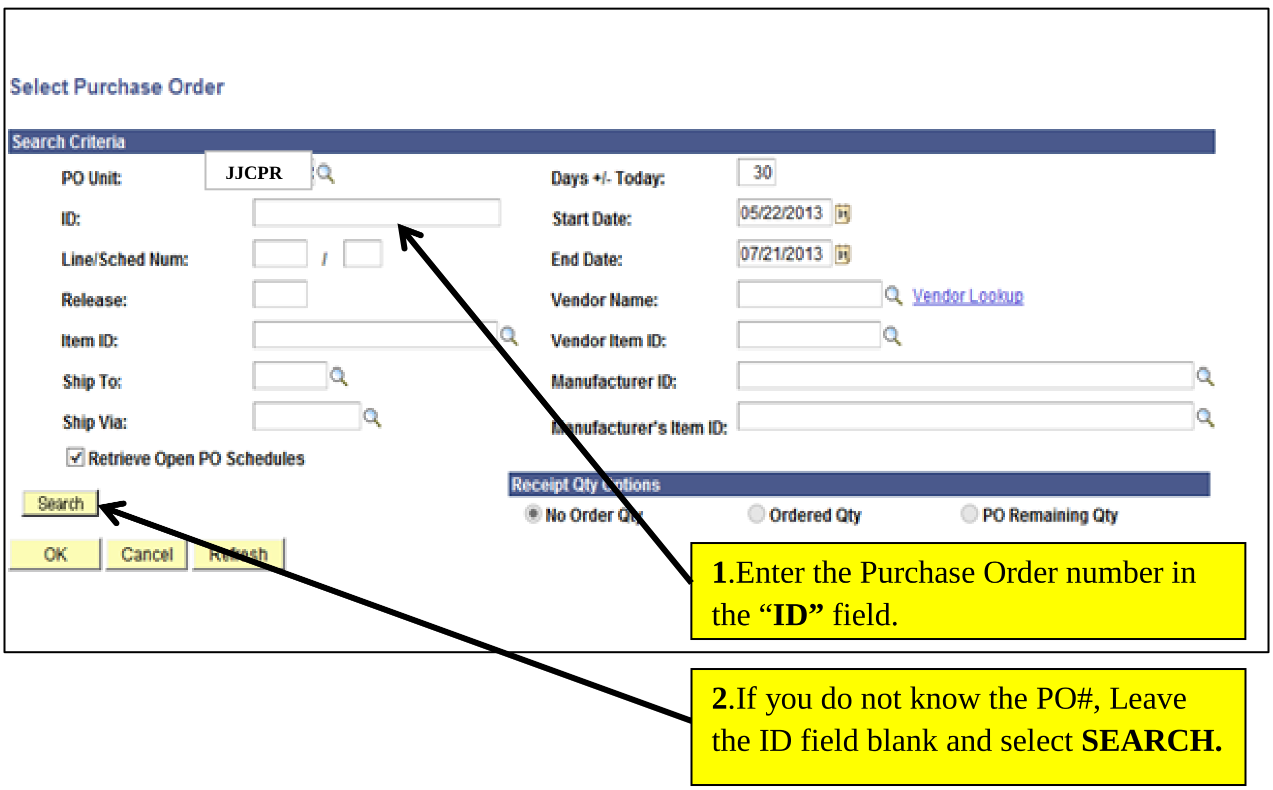


Select **Add/Update Receipts.**

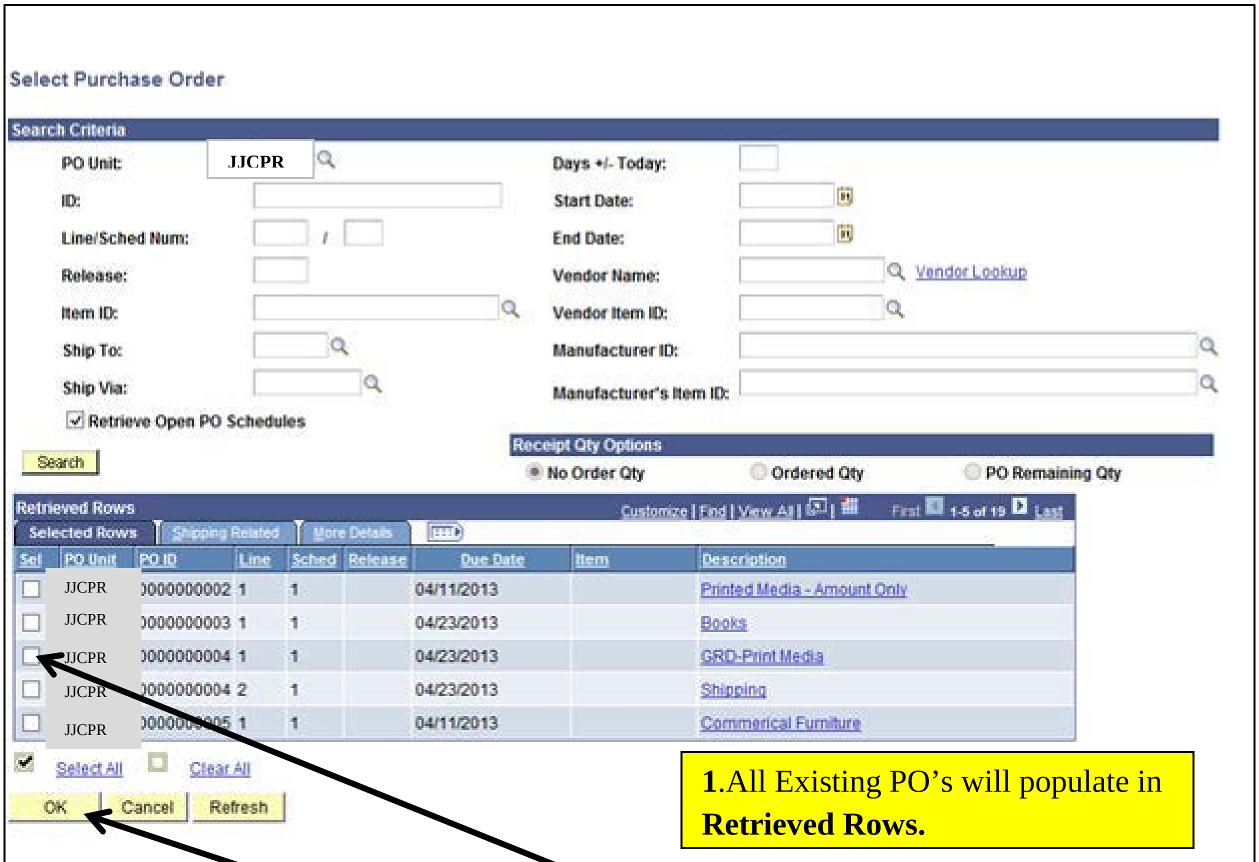
Enter Receipt



Enter Purchase Order Number



Select Received Purchase Order

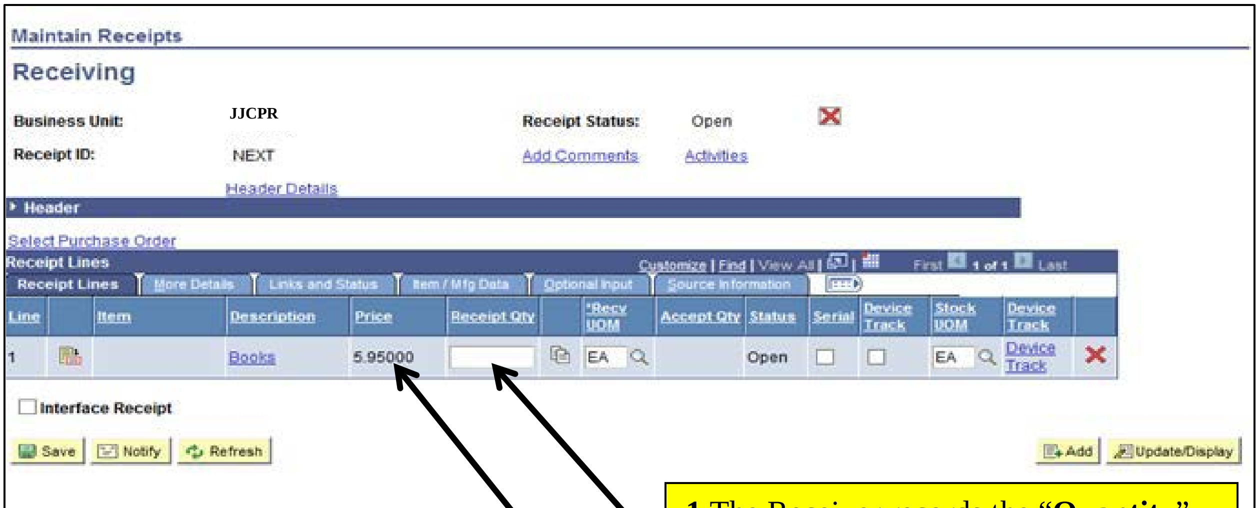


1.All Existing PO's will populate in **Retrieved Rows.**

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

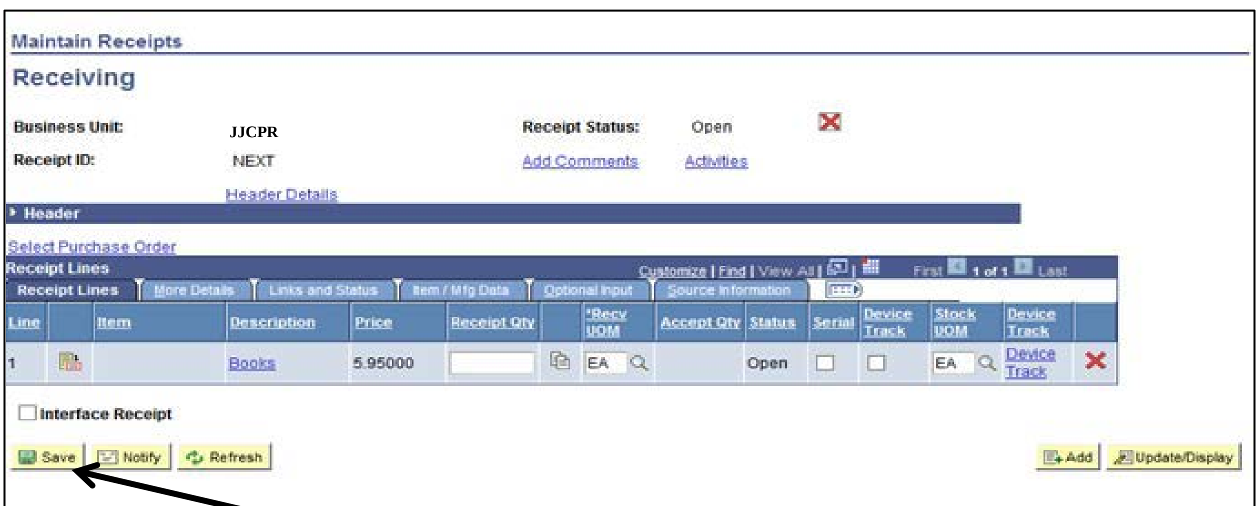
3.Once you select the PO, click **OK.**

Enter Quantity or Amount Received

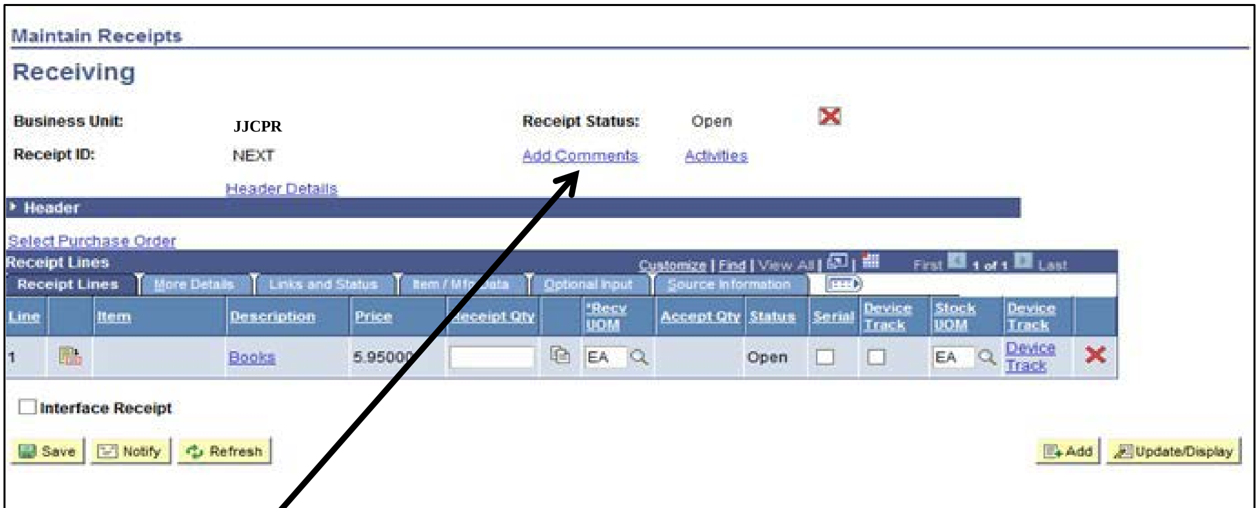


1.The Receiver records the "**Quantity**" or "**Amount**" for the good/services received for each PO line

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

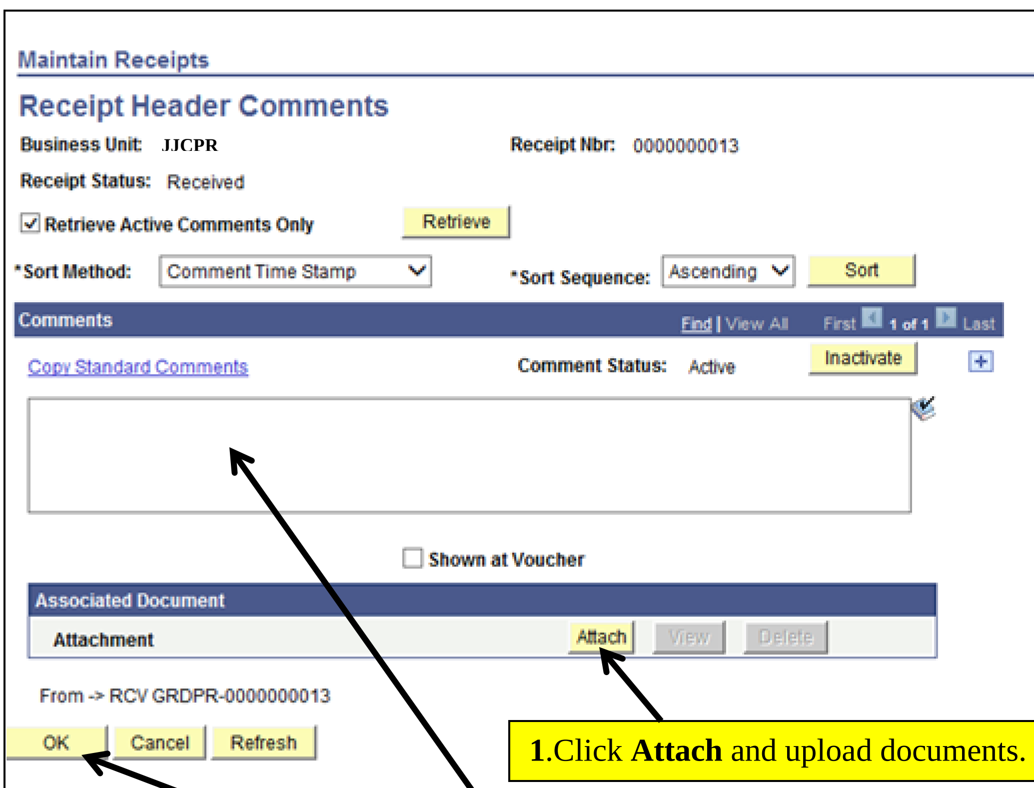


Enter the quantity received and click



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

Attach Receipt

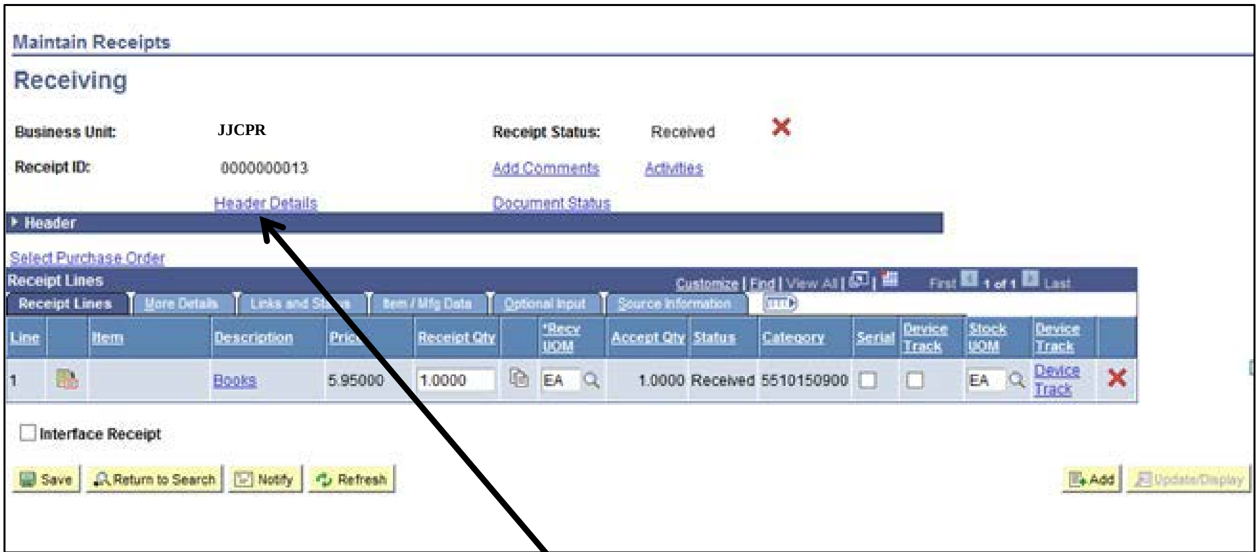


1.Click **Attach** and upload documents.

2. Add PO# & any relevant information in comment

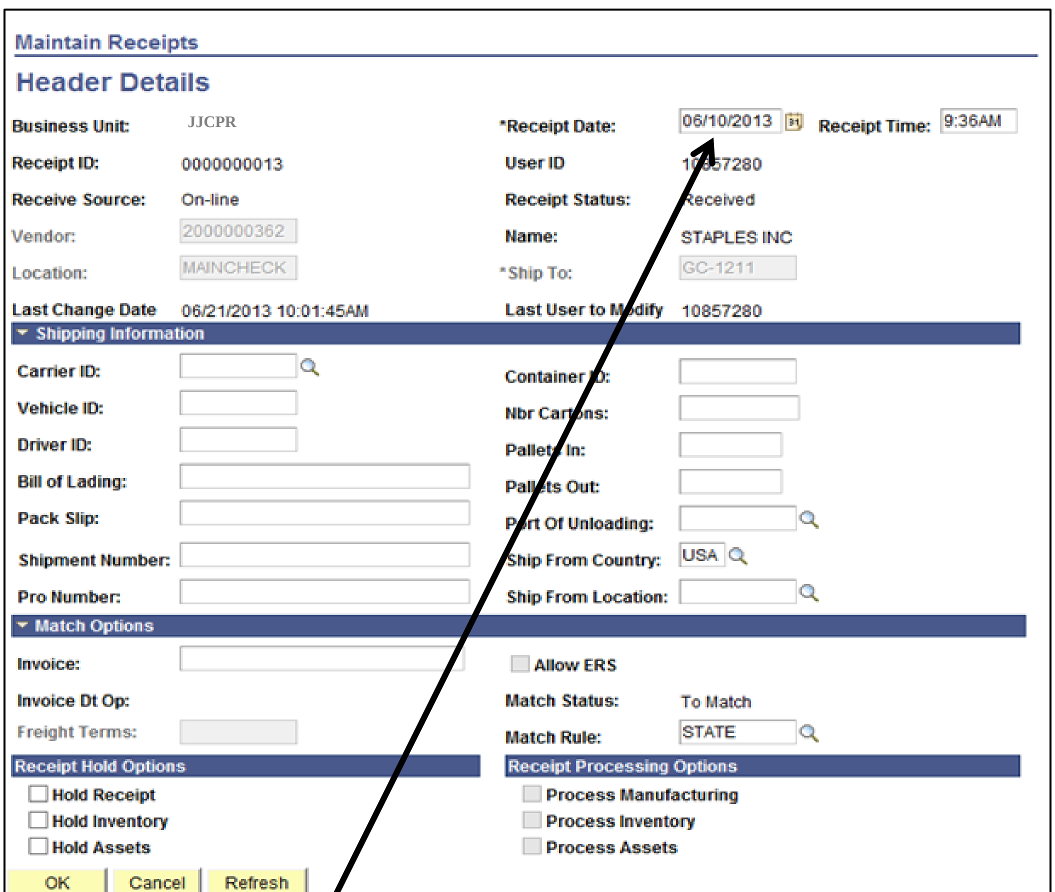
3.Click **OK**.

Modify Receipt Date



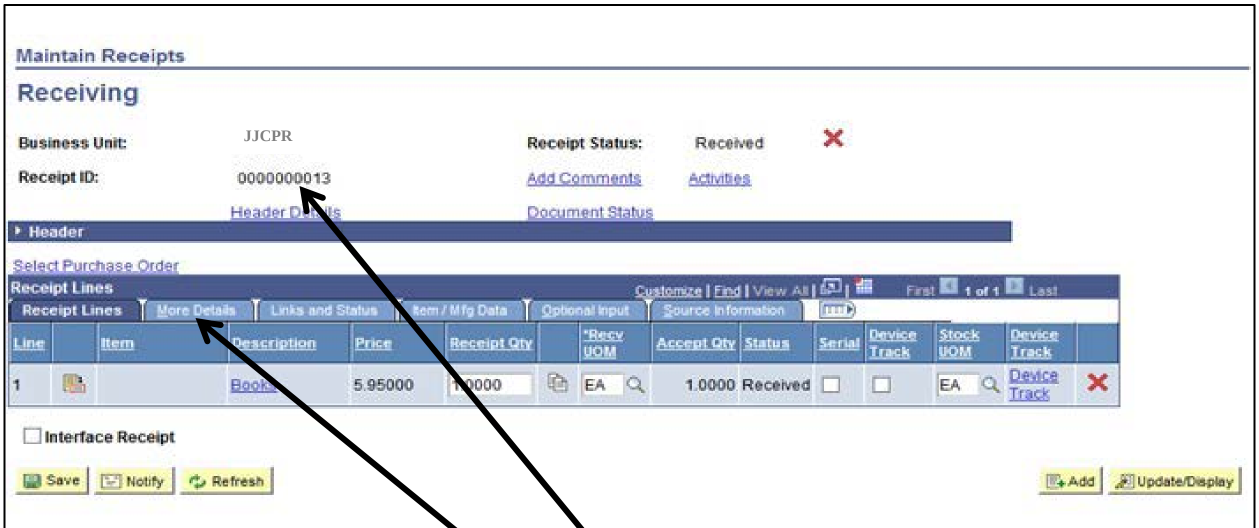
Click ‘**Header Details**’.

Modify Receipt Date



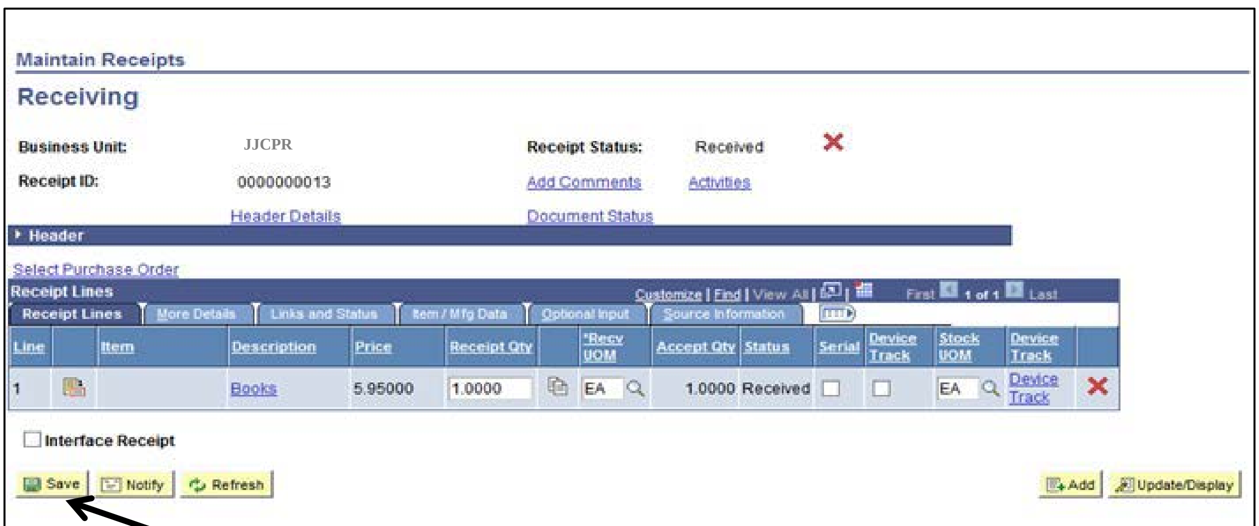
1.Modify the ‘**Receipt Date** (receipt date will default as current date).

Modify Receipt Date



1.Note that **Receipt ID** has been generated.

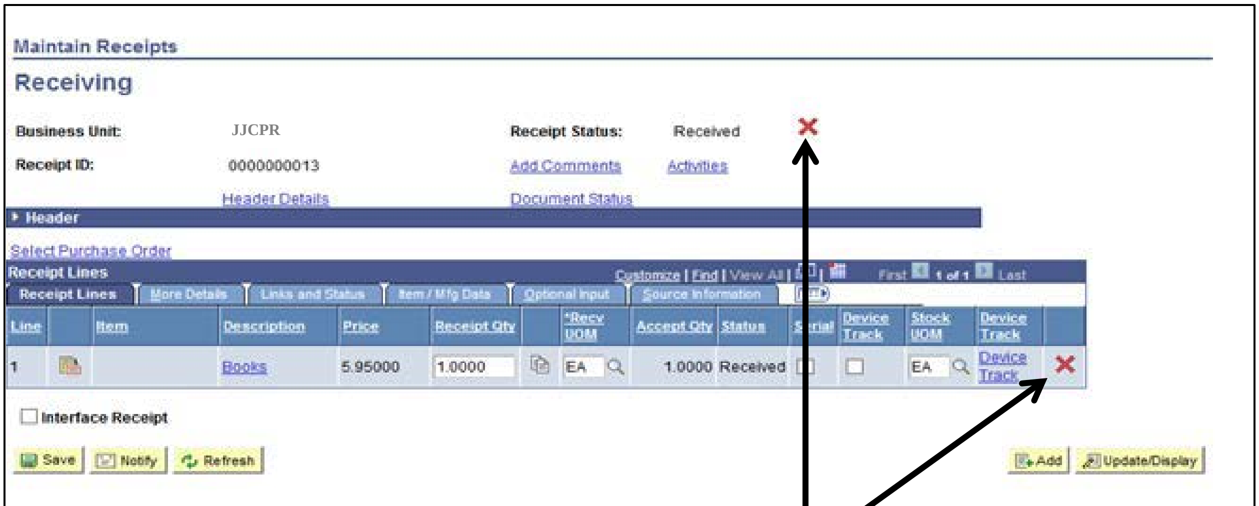
2.Click on the '**More Details**' tab. If the box is checked, then an inspection is needed.



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

Cancel 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