Quick Guide-How to Create a Receipt for requestors who want to create a receipt for goods or services they have received in CUNYfirst.

- 1. Login to CUNYfirst https://home.cunyfirst.cuny.edu
- 2. Access the State Module-Financials Supply Chain
  - a. New pop-up window will appear so be sure your browser allows pop-ups from CUNYfirst site

ENTERPRISE MENU	8 <b>-</b>
Self Service     Financials Supply Chain     HR / Campus Solutions     firstSolutions Knowledge Base	

- 3. Click on Purchasing
- 4. Click on Receipts
- 5. Click Add Update Receipts

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5	Main Menu > Purchasing >	
Search:	C Receipts	
My Favorites	ter and load receiving data, generate accruals, review and report on receipts.	
> Employee Self-Service > Manager Self-Service > Vendors	Add/Update Receipts Enter receipt information such as distributions, rejects, and asset ag IDs.	tion for the
<ul> <li>Purchasing</li> <li>Requisitions</li> <li>Procurement Contracts</li> <li>Purchase Orders</li> </ul>	Enter or track activities and comments associated P Review Receipt Information Run inquiries on receipt details and activities.	naries,
<ul> <li>Receipts</li> <li>▶ Review Receipt Information</li> <li>▶ Reports</li> <li>− Add/Update Receipts</li> </ul>	with a receipt  ASN History labels, and accruals.  Receipt  Partially Received POs  Advanced Shipment Receipts Advance.  Planned Receipts	
<ul> <li>Inspect Receipts</li> <li>Maintain Delivery Information</li> <li>Maintain Activity and Comments</li> </ul>	n	
Analyze Procurement     eProcurement		

- 6. Ensure the correct Business Unit is entered
  - a. HTRPR=Hunter College
  - b. HCSPR= Hunter College High School
- 7. Click Add

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Maintain Activity and <u>Comments</u> Analyze Procurement     eProcurement	Find an Existing Value Add a New Value	

8. Enter search criteria to find the Purchase Order for the goods or services you received
 a. Search by Purchase Order ID for most accurate results (10 Digit Number)

### 9. Click Search

- 10. In the search results, **Check the box(s)** next to the Row(s) that are applicable to the goods or services you are creating a receipt for.
  - a. If the Purchase Order has multiple lines for the goods or services you received, check all that apply
- 11. Click OK

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- 12. Determine the quantity and quality of the received goods or services
- 13. Enter the corresponding Price or Quanity for the goods or services received
  - a. AMOUNT ONLY (Open PO): Enter the Price of the goods or services received
  - b. **QUANTITY**: Enter the number of items received
- 14. Click Header Details

#### AMOUNT ONLY (Open PO)

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- 15. Confirm and update the Receipt Date to reflect the date the goods or services were received
- 16. Click OK

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- 17. Click Save
- 18. Print this page
- 19. Write the PO ID, Your Name, Your Department, and Sign
- 20. This is your new receiving report and should be returned to Accounts Payable with all supporting documentation including invoice, packing slip, service ticket, etc.

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