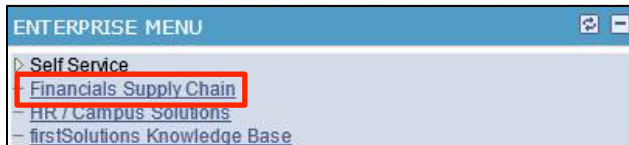


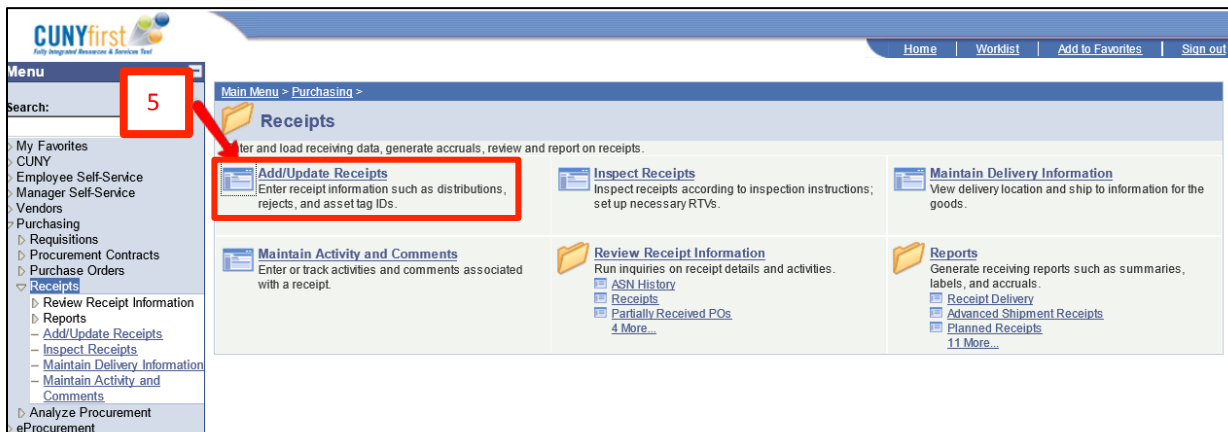
CUNYfirst Procurement Module

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

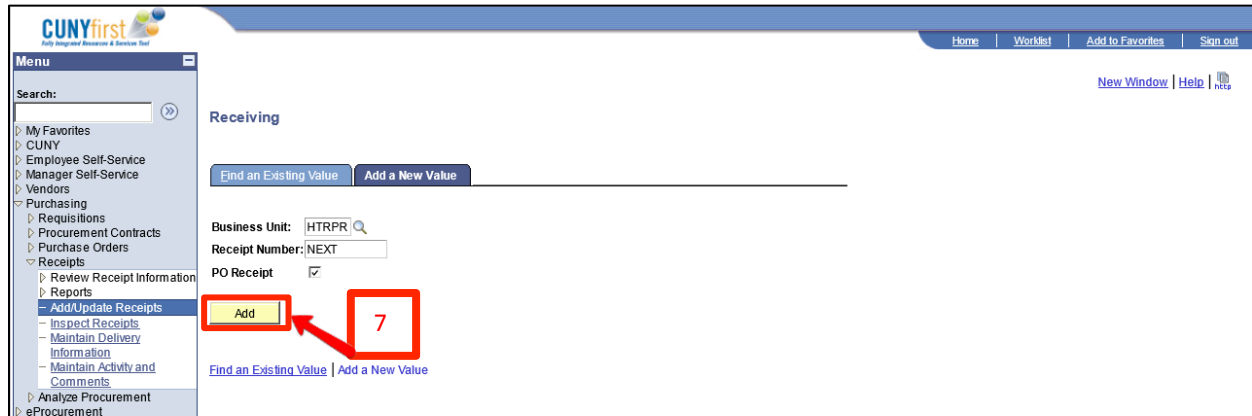


3. Click on **Purchasing**
4. Click on **Receipts**
5. Click **Add Update Receipts**

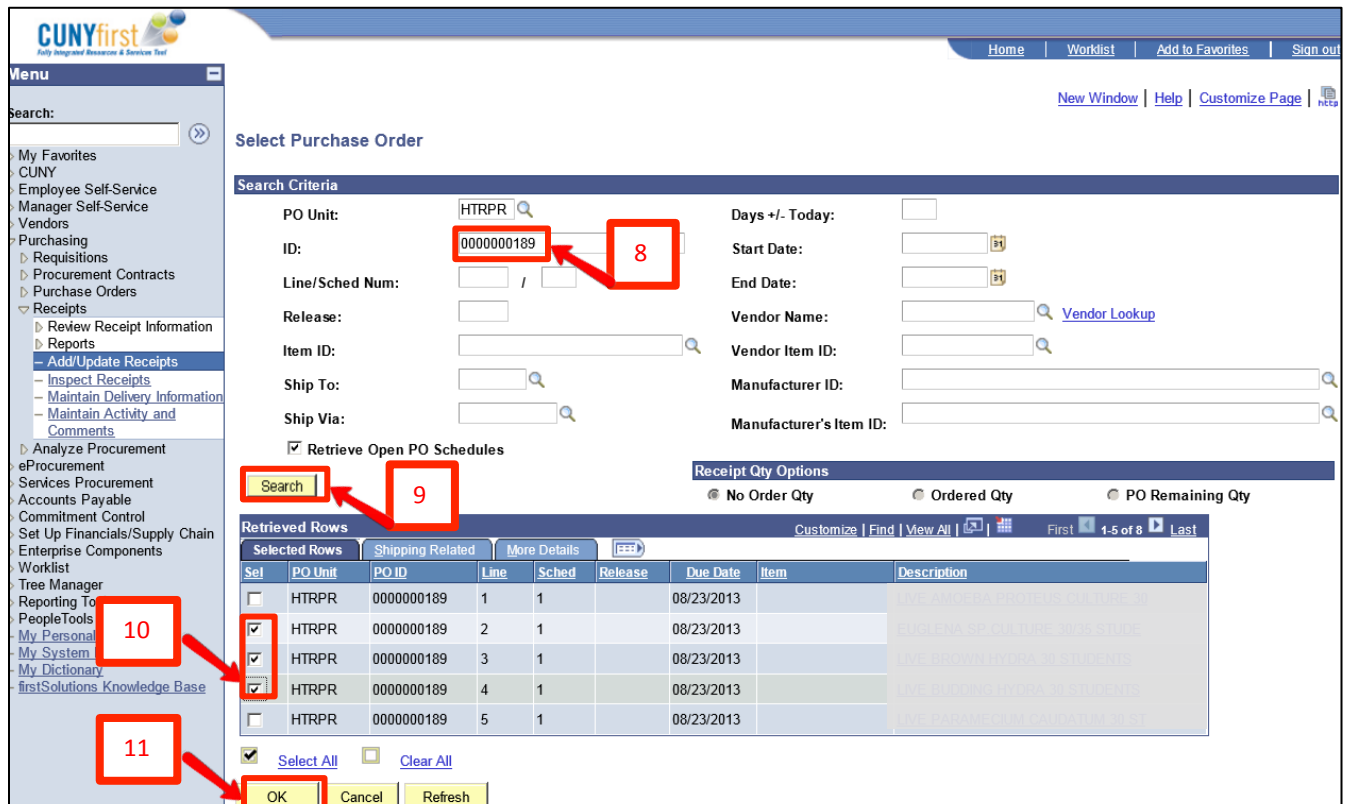


6. Ensure the correct Business Unit is entered
 - a. HTRPR=Hunter College
 - b. HCSPR= Hunter College High School
7. Click **Add**

CUNYfirst Procurement Module



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**



CUNYfirst Procurement Module

12. Determine the quantity and quality of the received goods or services
13. Enter the corresponding Price or Quantity 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)

Maintain Receipts
Receiving

Business Unit: HTRPR Receipt Status: Open

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

Header

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		Amount Only purchase order for	2000.00000	0000	1.0000	Open			Device Track

Buttons: Save, Notify, Refresh, Add, Update/Display

QUANTITY

Maintain Receipts
Receiving

Business Unit: HTRPR Receipt Status: Open

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

Header

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Amount Only purchase order for	5.70000		EA		Open			EA	Device Track
2		Amount Only purchase order for	6.80000		EA		Open			EA	Device Track
3		Amount Only purchase order for	9.35000		EA		Open			EA	Device Track

Buttons: Save, Notify, Refresh, Add, Update/Display

CUNYfirst Procurement Module

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

Maintain Receipts

Header Details

Business Unit: HTRPR *Receipt Date: 08/26/2013 Receipt Time: 3:59PM

Receipt ID: NEXT User ID: 23148154

Receive Source: On-line Receipt Status: Open

Vendor: 2000004750 Name: WARD'S NATURAL SCIENCE

Location: MAINCHECK *Ship To: [REDACTED]

Last Change Date: [REDACTED] Last User to Modify: [REDACTED]

Match Options

Receipt Hold Options: Hold Receipts Hold Inventory Hold Assets

Receipt Processing Options: Process Manufacturing Process Inventory Process Assets

Buttons: OK, Cancel, Refresh

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.

Maintain Receipts

Receiving

Business Unit: HTRPR Receipt Status: Received

Receipt ID: 000000029

Header

Select Purchase Order

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		RECEIVING REPORT	5.70000		EA		Open			EA	Device Track
2		RECEIVING REPORT	6.80000		EA		Open			EA	Device Track
3		RECEIVING REPORT	9.35000		EA		Open			EA	Device Track

Buttons: Save, Notify, Refresh, Add, Update/Display