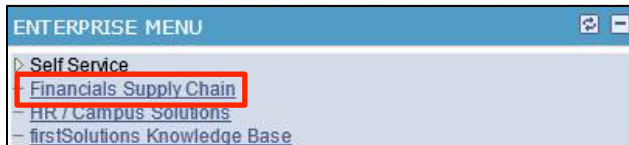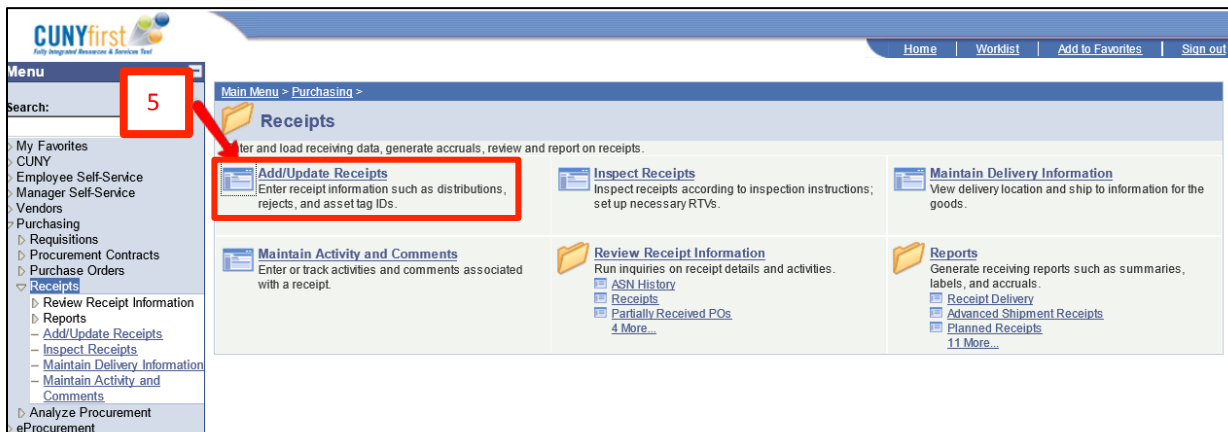# CUNYfirst Procurement Module

## 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**
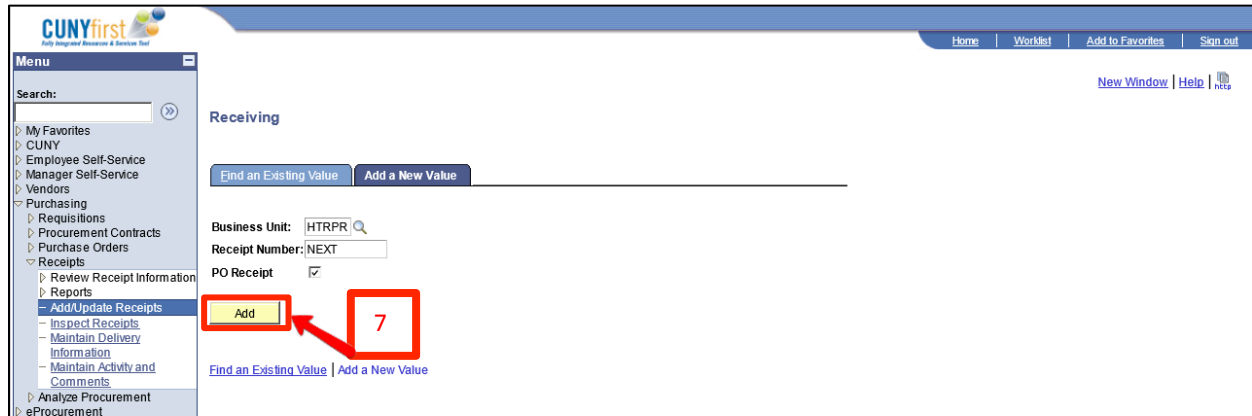   a. New pop-up window will appear so be sure your browser allows pop-ups from CUNYfirst site



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**
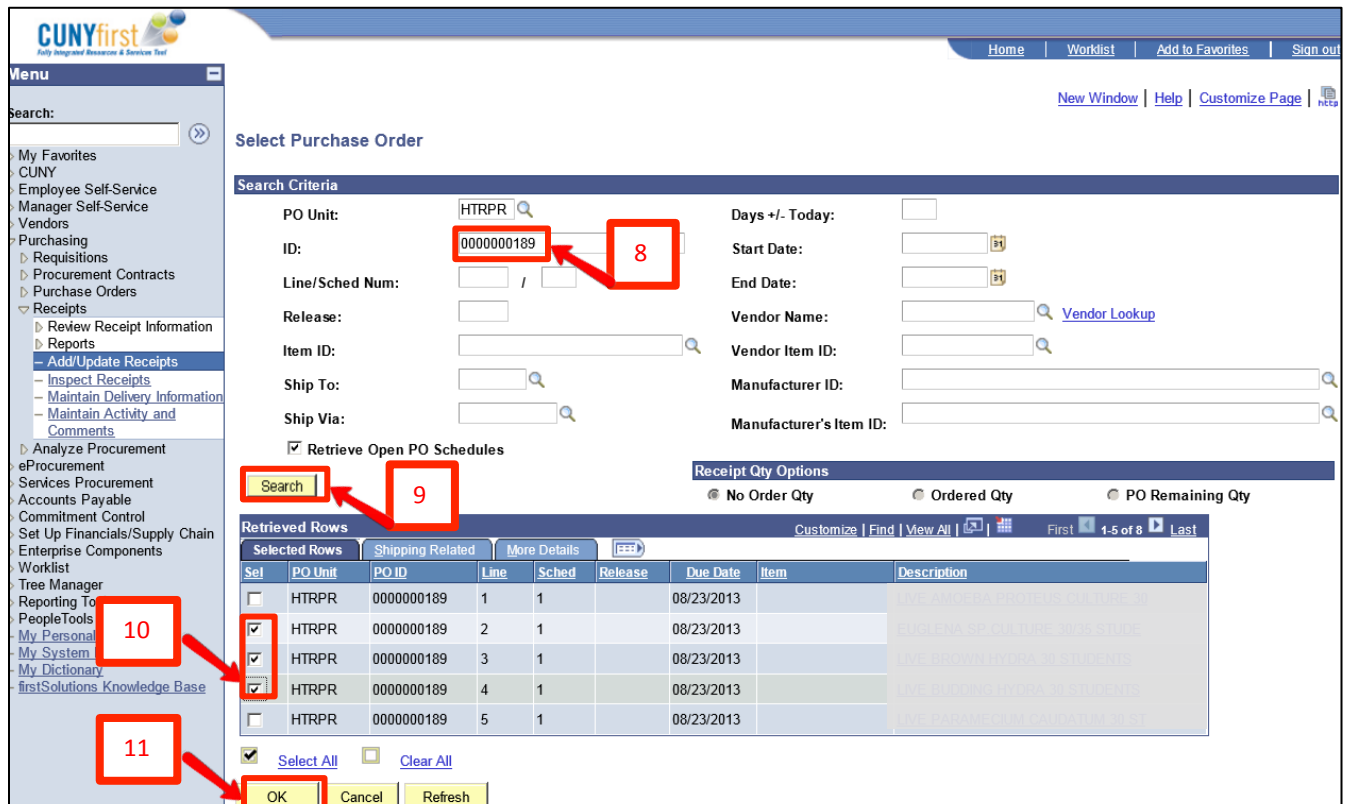
# CUNYfirst Procurement Module

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



**QUANTITY**

# CUNYfirst Procurement Module

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



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.