

CUNYfirst Receipt Creation Guide

- ❖ Sample of a CUNYfirst email that notifies the requester to create a CUNYfirst receipt. CUNYfirst automatically sends this email on a daily basis until the receipt is created and matched to an Accounts Payable voucher.
- ❖ Scan / email the signed and dated invoice / packing slip to yourself and save it on your desktop for easy access. You will need this to upload to your CUNYfirst receipt.

From: cunyfirst-do-not-reply@mail.cuny.edu [<mailto:cunyfirst-do-not-reply@mail.cuny.edu>]

Sent: Tuesday, April 25, 2017 10:55 AM

To: XXXX

Subject: You have match exception(s)

An invoice was received for goods or services ordered by you or on your behalf. The system receipt is either missing or is for a smaller amount than the invoice.

If a receipt is required, please enter it into CUNYfirst ASAP using the link on this E-mail. A delay in entering the receipt will result in the delay of payment going to the vendor. If you have already entered the receipt, or there is another issue, please contact your Accounts Payable Department as soon as possible.

Thank You!

https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd_2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?Page=PV_REQ_STATUS

Business Unit : NYTPR

Voucher Id : 000XXXXX

Purchase Order Id : 000000XXXX

Requisition ID: 000000XXXX

Match Rule ID: -

Navigation to create receipt

- ❖ Financial Chain Supply
- ❖ Purchasing
- ❖ Receipts
- ❖ Add/Update Receipts
- ❖ Click the Add button to create a new receipt

The screenshot shows a Windows Photo Viewer window displaying a web page from CUNYfirst. The page title is "Step 1 - Windows Photo Viewer". The browser's address bar shows the URL "http://www.cunyfirst.com/". The page header includes the CUNYfirst logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Receipts > Add/Update Receipts. The main content area is titled "Receiving" and contains two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons are input fields for "Business Unit" (NYTPR), "Receipt Number" (NEXT), and a checked checkbox for "PO Receipt". A yellow "Add" button is located below the input fields. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value". The Windows taskbar is visible at the bottom of the screen.

RECEIPT CREATION

- ❖ PO Unit: NYTPR
- ❖ ID: Enter PO Number
- ❖ Uncheck the box next to - Retrieve Open PO Schedule
- ❖ Click Search

2 - Windows Photo Viewer

File Print E-mail Burn Open

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit:	NYTPR	Days +/- Today:	30
ID:	4834	Start Date:	04/04/2017
Line/Sched Num:	/	End Date:	06/03/2017
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

Search OK Cancel Refresh

RECEIPT CREATION

- ❖ PO lines will populate on bottom of screen
- ❖ Review the lines of the PO
- ❖ Click the Sel box (select) on the appropriate line or lines that you are creating a receipt
- ❖ Click OK

The screenshot displays the 'CUNYfirst' web application interface for receipt creation. The window title is '7 - Windows Photo Viewer'. The application has a menu bar with 'File', 'Print', 'E-mail', 'Burn', and 'Open'. The breadcrumb navigation shows 'Favorites > Main Menu > Purchasing > Receipts > Add/Update Receipts'. The main heading is 'Select Purchase Order'. Below this is a 'Search Criteria' section with various input fields: PO Unit (NYTPR), ID (4834), Line/Sched Num, Release, Item ID, Ship To, Ship Via, Days +/- Today, Start Date, End Date, Vendor Name, Vendor Item ID, Manufacturer ID, and Manufacturer's Item ID. There is a 'Retrieve Open PO Schedules' checkbox and a 'Search' button. Below the search criteria is a 'Receipt Qty Options' section with radio buttons for 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty'. The 'Retrieved Rows' section shows a table with columns: Sel, PO Unit, PO ID, Line, Sched, Release, Due Date, Item, and Description. Two rows are displayed, both selected. The first row has PO Unit NYTPR, PO ID 000004834, Line 1, Sched 1, Due Date 05/31/2017, and Description 'AMOUNT ONLY/BLANKET ORDER For'. The second row has PO Unit NYTPR, PO ID 000004834, Line 2, Sched 1, Due Date 05/31/2017, and Description 'INCREASE - AMOUNT ONLY/BLANKET'. Below the table are 'Select All' and 'Clear All' checkboxes, and 'OK', 'Cancel', and 'Refresh' buttons. The bottom of the screen shows a Windows taskbar with a search icon, a camera icon, and a media control bar.

7 - Windows Photo Viewer

File Print E-mail Burn Open

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit: NYTPR
ID: 4834
Line/Sched Num: /
Release:
Item ID:
Ship To:
Ship Via:
Days +/- Today:
Start Date: 31
End Date: 31
Vendor Name: [Vendor Lookup](#)
Vendor Item ID:
Manufacturer ID:
Manufacturer's Item ID:
 Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Personalize Find View All First 1-2 of 2 Last

Selected Rows	Shipping Related	More Details						
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description
<input checked="" type="checkbox"/>	NYTPR	000004834	1	1		05/31/2017		AMOUNT ONLY/BLANKET ORDER For
<input checked="" type="checkbox"/>	NYTPR	000004834	2	1		05/31/2017		INCREASE - AMOUNT ONLY/BLANKET

Select All Clear All

OK Cancel Refresh

RECEIPT CREATION

- ❖ Change the Price or the Receipt Qty. to match the amount received / stated on invoice (only one will be available for change)
- ❖ Click on Header Details

The screenshot shows the CUNYfirst software interface for receipt creation. The window title is "4 - Windows Photo Viewer". The menu bar includes File, Print, E-mail, Burn, and Open. The CUNYfirst logo is at the top, with the tagline "Fully Integrated Resources & Services Tool". The breadcrumb navigation shows: Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts.

The main section is titled "Maintain Receipts" and "Receiving". It displays the following information:

- Business Unit: NYTPR
- Receipt ID: NEXT
- Receipt Status: Open (with a red X icon)
- Links: [Add Comments](#), [Activities](#), [Header Details](#)

Below this is a "Header" section with a "Select Purchase Order" link. The "Receipt Lines" section is a table with the following data:

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		Purchase of implants and relat	7274.20000	1.0000	1.0000	Open			Device Track (with a red X icon)

Below the table is an "Interface Receipt" section with a "Save" button, a "Notify" button, and a "Refresh" button. To the right, there is a link for "Interface Asset Information" and buttons for "Add" and "Update/Display".

The bottom of the window shows a Windows Photo Viewer toolbar with various navigation and editing icons.

RECEIPT CREATION

❖ Change the Receipt Date to the date you actually received the merchandise or day of service rendered (CUNYfirst default date is the date you are creating the receipt)

❖ Click OK

The screenshot shows a Windows Photo Viewer window titled "5 - Windows Photo Viewer" displaying a web application interface for "CUNYfirst Fully Integrated Resources & Services Tool". The application is in the "Receipts > Add/Update Receipts" section. The form is titled "Header Details" and contains the following fields:

Business Unit:	NYTPR	*Receipt Date:	05/01/2017	Receipt Time:	3:38PM
Receipt ID:	NEXT	User ID:	11023393	Receipt Status:	Open
Receive Source:	On-line	Name:	PREAT CORP	*Ship To:	N-N-116
Vendor:	2000018052	Last Change Date:		Last User to Modify:	
Location:	MAINCHECK				

Below the header details are several sections:

- Shipping Information:** Includes fields for Carrier ID, Vehicle ID, Driver ID, Bill of Lading, Pack Slip, Shipment Number, Pro Number, Container ID, Nbr Cartons, Pallets In, Pallets Out, Port Of Unloading, Ship From Country (USA), and Ship From Location.
- Match Options:** Includes Invoice, Invoice Dt Op, Freight Terms, Allow ERS, Match Status (To Match), and Match Rule (STATE).
- Receipt Hold Options:** Includes checkboxes for Hold Receipt, Hold Inventory, and Hold Assets.
- Receipt Processing Options:** Includes checked checkboxes for Process Manufacturing, Process Inventory, and Process Assets.

At the bottom of the form are three buttons: OK, Cancel, and Refresh.

❖ Click Add Comments

4 - Windows Photo Viewer

File Print E-mail Burn Open

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu Purchasing Receipts Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: NYTPR **Receipt Status:** Open ✘

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

[Header Details](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines Personalize Find View All First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		Purchase of implants and relat	7274.20000	1.0000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	Device Track ✘

Interface Receipt [Interface Asset Information](#)

Navigation icons: Home, Back, Forward, Refresh, Close

RECEIPT CREATION

- ❖ Click the Attach button
- ❖ Upload the supporting documents - Signed invoice, Packing slip
- ❖ Click OK

The screenshot shows the 'Maintain Receipts' section of the CUNYfirst application. The page title is '6 - Windows Photo Viewer'. The navigation menu includes 'File', 'Print', 'E-mail', 'Burn', and 'Open'. The breadcrumb trail is 'Favorites > Main Menu > Purchasing > Receipts > Add/Update Receipts'. The main content area is titled 'Maintain Receipts' and 'Receipt Header Comments'. It displays the following information: Business Unit: NYTPR, Receipt Nbr: NEXT, Receipt Status: Open. There is a checkbox for 'Retrieve Active Comments Only' which is checked, and a 'Retrieve' button. Below this, there are dropdown menus for '*Sort Method:' (set to 'Comment Time Stamp') and '*Sort Sequence:' (set to 'Ascending'), with a 'Sort' button. A 'Comments' section header is followed by 'Find | View All | First 1 of 1 Last'. There is a link for 'Copy Standard Comments' and a 'Comment Status: Active' label with an 'Inactivate' button and a plus sign. A large text area for comments is present, with a small icon in the top right corner. Below the text area is a checkbox for 'Shown at Voucher'. An 'Associated Document' section contains an 'Attachment' label and 'Attach', 'View', and 'Delete' buttons. At the bottom, it shows 'From -> RCV NYTPR-NEXT' and three buttons: 'OK', 'Cancel', and 'Refresh'. The Windows taskbar is visible at the bottom of the screen.

RECEIPT CREATION

- ❖ Click Save
- ❖ Write down Receipt ID number on supporting document
- ❖ Forward original signed supporting documents to Accounts Payable

The screenshot shows the '4 - Windows Photo Viewer' window displaying the CUNYfirst web application. The application is titled 'Maintain Receipts' and is in the 'Receiving' section. The 'Business Unit' is 'NYTPR' and the 'Receipt Status' is 'Open', indicated by a red 'X' icon. The 'Receipt ID' is 'NEXT'. There are links for 'Add Comments' and 'Activities'. Below this, there is a 'Header' section with a link for 'Select Purchase Order'. The main section is 'Receipt Lines', which contains a table with one line item. The table has columns for Line, Item, Description, Price, Receipt Qty, Accept Qty, Status, Serial, Device Track, and another Device Track column. The first line item is '1', with a description of 'Purchase of implants and relat', a price of '7274.20000', and a receipt quantity of '1.0000'. The status is 'Open'. There are also 'Save', 'Notify', and 'Refresh' buttons at the bottom left, and 'Add' and 'Update/Display' buttons at the bottom right. The Windows taskbar is visible at the bottom of the screen.

4 - Windows Photo Viewer

File Print E-mail Burn Open

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: NYTPR Receipt Status: Open X

Receipt ID: NEXT Add Comments Activities

Header Details

Header

Select Purchase Order

Receipt Lines Personalize Find View All First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		Purchase of implants and relat	7274.20000	1.0000	1.0000	Open			Device Track X

Interface Receipt Interface Asset Information

Save Notify Refresh Add Update/Display

MODIFY A RECEIPT

Steps to retrieve a receipt you previously created.

- ❖ Financial Chain Supply
- ❖ Purchasing
- ❖ Receipts
- ❖ Add/Update Receipts
- ❖ Click the tab that states: Find an Existing Value
- ❖ Business Unit: NYTPR
- ❖ Enter either the Receipt Number or PO Number
- ❖ Click Search

The screenshot shows a Windows Photo Viewer window displaying a web application. The browser title is "Modify - Windows Photo Viewer". The application header includes the "CUNYfirst" logo and the tagline "Fully Integrated Resources & Services Tool". The navigation menu shows "Favorites", "Main Menu", "Purchasing", "Receipts", and "Add/Update Receipts". The main content area is titled "Receiving" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this instruction are two buttons: "Find an Existing Value" and "Add a New Value". A "Search Criteria" section is expanded, showing various search fields: "Business Unit" (set to "NYTPR"), "Receipt Number" (begins with), "Bill of Lading" (begins with), "PO Business Unit" (begins with), "Item ID" (begins with), "PO Number" (begins with), "Ship To Location" (begins with), "Shipment Number" (begins with), "Vendor ID" (begins with), "Received Date" (set to "="), "Receipt Status" (set to "="), and "User ID" (begins with). There is also a "Case Sensitive" checkbox. At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The Windows taskbar is visible at the bottom of the screen.

MODIFY A RECEIPT

- ❖ If you enter the receipt number, that particular receipt will populate.
- ❖ If you enter the PO number, all of the receipts created for that PO will populate on the bottom of the screen.
 - ❖ Click on the receipt you need to make the adjustment.

The screenshot shows the CUNYfirst web application interface. The title bar reads "M2 - Windows Photo Viewer". The application has a menu bar with "File", "Print", "E-mail", "Burn", and "Open". The main content area features the CUNYfirst logo and a breadcrumb trail: "Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts". Below this is a "Search Criteria" section with various input fields and dropdown menus. The "Business Unit" field is set to "NYTPR". The "PO Number" field is set to "4834". Other fields include "Receipt Number", "Bill of Lading", "PO Business Unit", "Item ID", "Ship To Location", "Shipment Number", "Vendor ID", "Received Date", "Receipt Status", and "User ID". There are also "Search" and "Clear" buttons, and a "Save Search Criteria" link. Below the search criteria is a "Search Results" section with a "View All" link and a table of results.

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Recd
NYTPR	0000013308	(blank)	NYTPR	(blank)	0000004834	Y
NYTPR	0000013307	(blank)	NYTPR	(blank)	0000004834	Y
NYTPR	0000013011	(blank)	NYTPR	(blank)	0000004834	Y
NYTPR	0000012805	(blank)	NYTPR	(blank)	0000004834	Y

MODIFY A RECEIPT

- ❖ Make necessary adjustments to the receipt.
- ❖ Click Save

M3 - Windows Photo Viewer

File Print E-mail Burn Open

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: NYTPR **Receipt Status:** Received ✘

Receipt ID: 0000013308 [Add Comments](#) [Activities](#)

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

▶ Header

[Select Purchase Order](#)

Receipt Lines

Personalize Find View All First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Category	Serial	Device Track	Device Track
1		INCREASE - AMOUNT ONLY/BLANKET	2648.00000	1.0000	1.0000	Received	5011000000	<input type="checkbox"/>	<input type="checkbox"/>	Device Track ✘

Interface Receipt [Interface Asset Information](#)

CANCEL RECEIPT

- ❖ Click the **Red X** to the right of Received to cancel entire receipt
- ❖ Click the **Red X** to the right of Device Track to cancel a specific line
- ❖ Canceling the receipt cannot be reversed

Browser: Add/Update Receipts x
URL: https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c/MANAGE_SHIPMENTS.RECV_1
CUNYfirst Fully Integrated Resources & Services Tool
Navigation: Home | Worklist | Add to Favorites | Sign out
Breadcrumbs: Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts
New Window | Help | Personalize Page

Maintain Receipts

Receiving

Business Unit: NYTPR Receipt Status: Received **X**
Receipt ID: 0000013308 [Add Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

▶ Header

[Select Purchase Order](#)

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Category	Serial	Device Track	Device Track
1		INCREASE - AMOUNT ONLY/BLANKET	2648.00000	1.0000	1.0000	Received	5011000000			Device Track X

Interface Receipt [Interface Asset Information](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

CANCEL RECEIPT

- ❖ Message appears asking you to confirm cancel
- ❖ Click Yes

