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
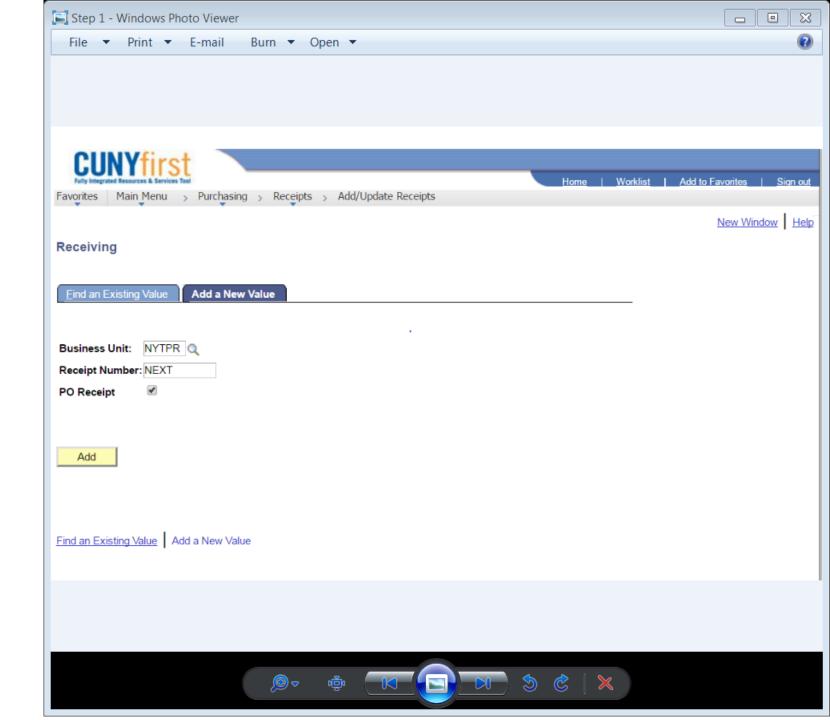
Business Unit : NYTPR
Voucher Id : 000XXXXX
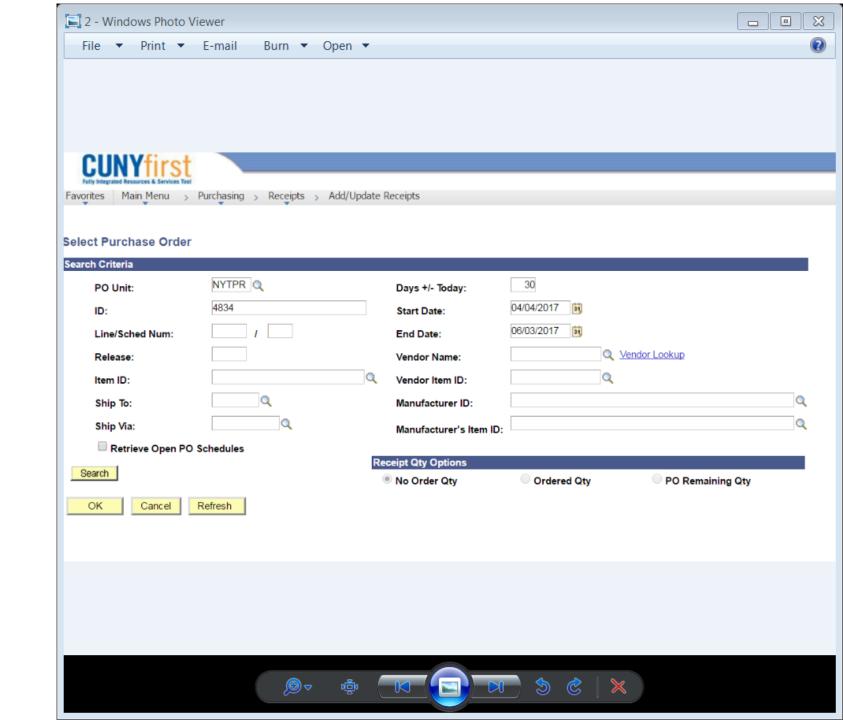Purchase Order Id : 000000XXXX
Requisition ID: 000000XXXX
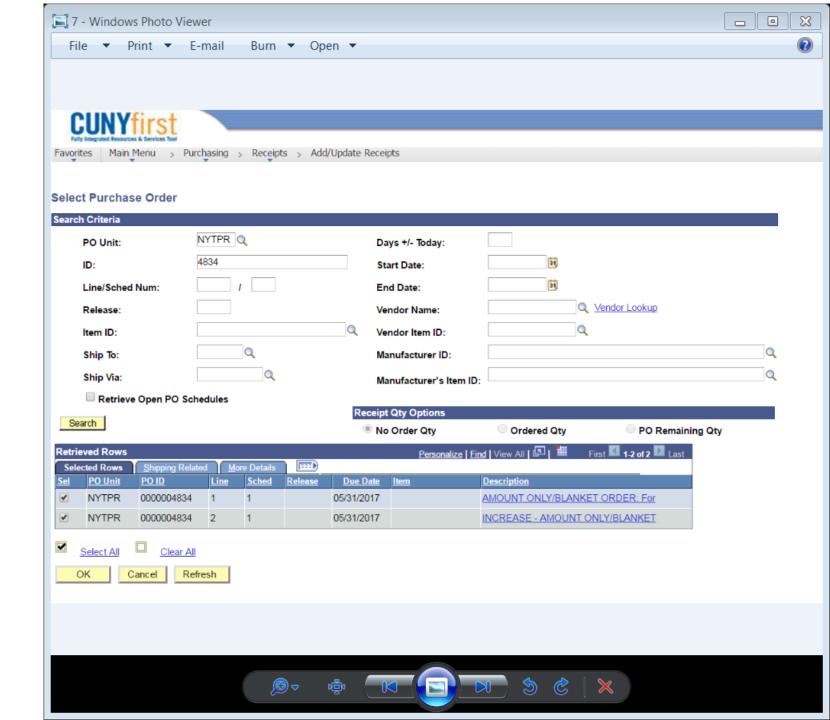Match Rule ID: -

Navigation to create receipt

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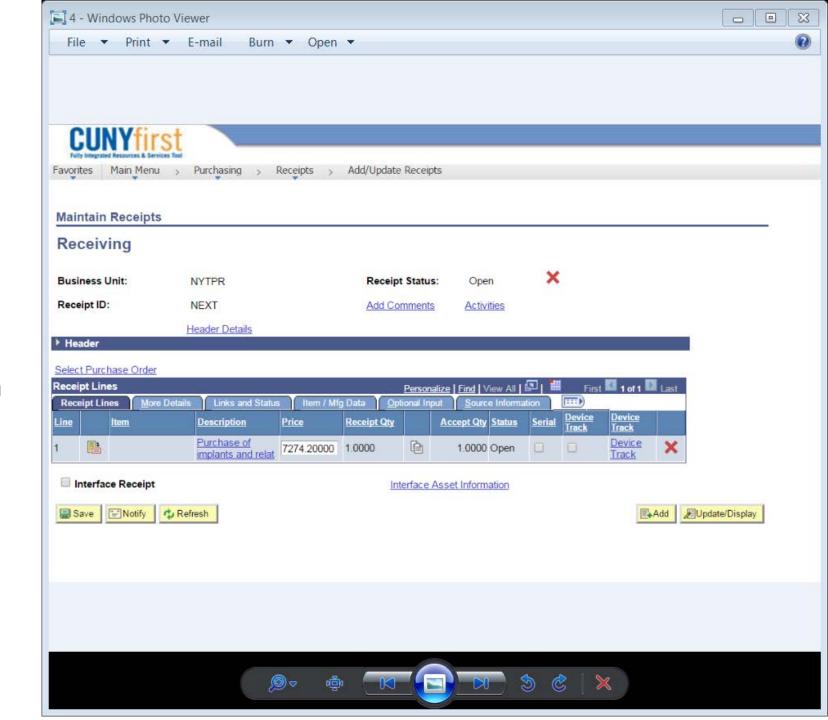- ❖ Click the Add button to create a new receipt

RECEIPT CREATION

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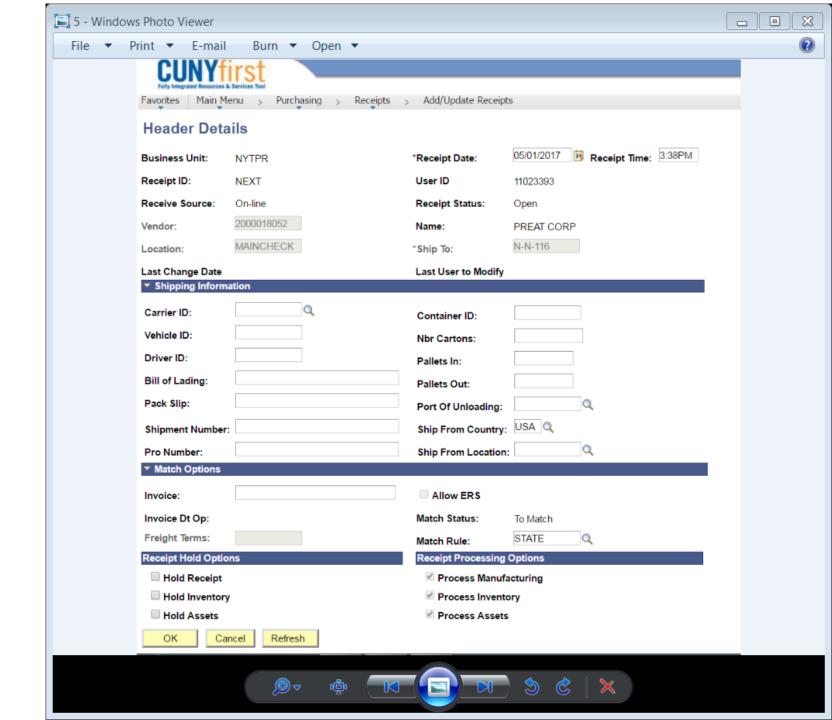❖ Click Search

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
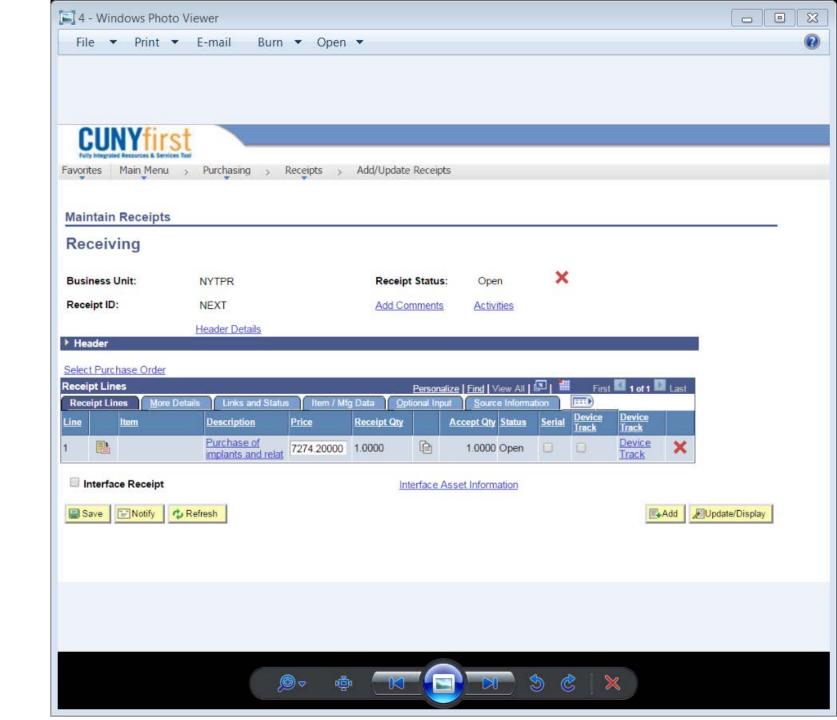❖ Click OK

RECEIPT CREATION

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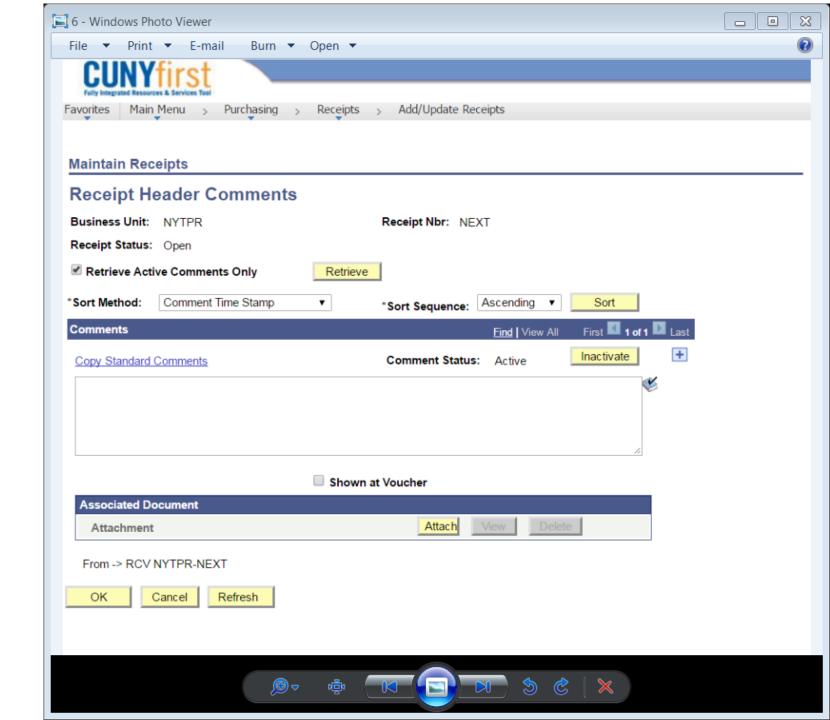❖ Click on Header Details

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)
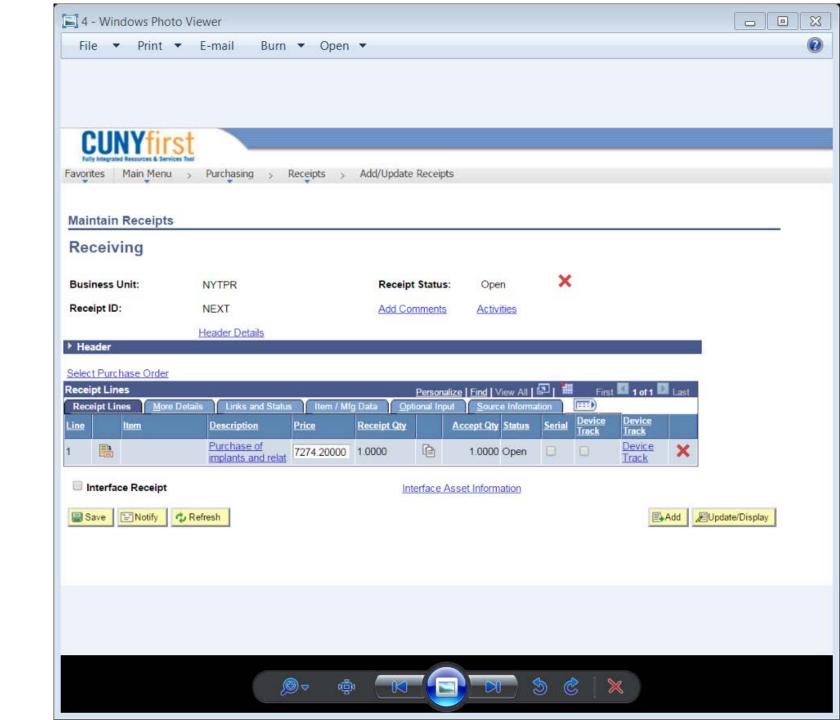
❖ Click OK

❖Click Add Comments

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

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information		

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	✖

☐ **Interface Receipt**   Interface Asset Information

Save   Notify   Refresh   Add   Update/Display

RECEIPT CREATION

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

RECEIPT CREATION

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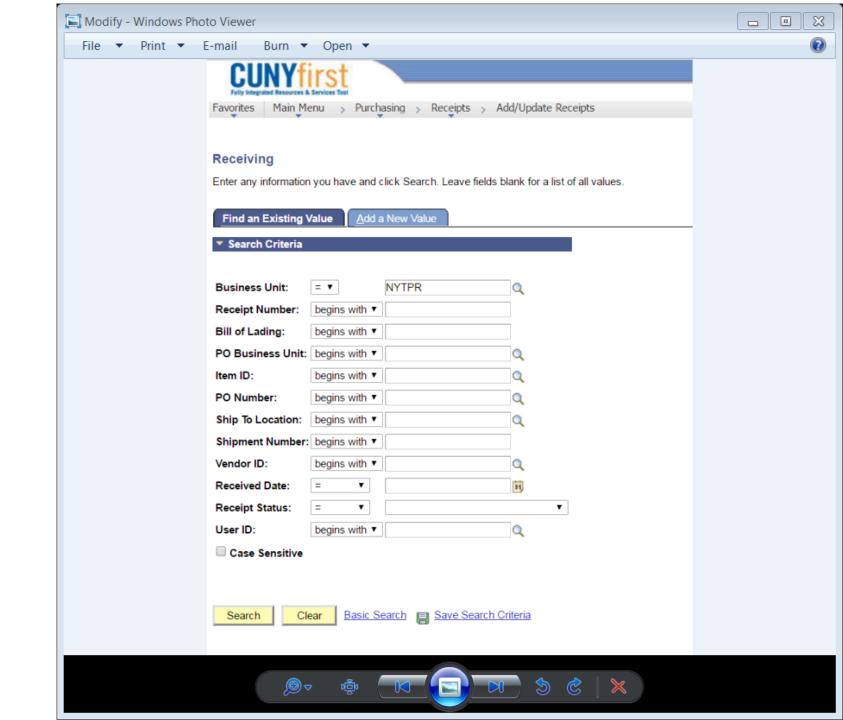❖ Forward original signed supporting documents to Accounts Payable

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
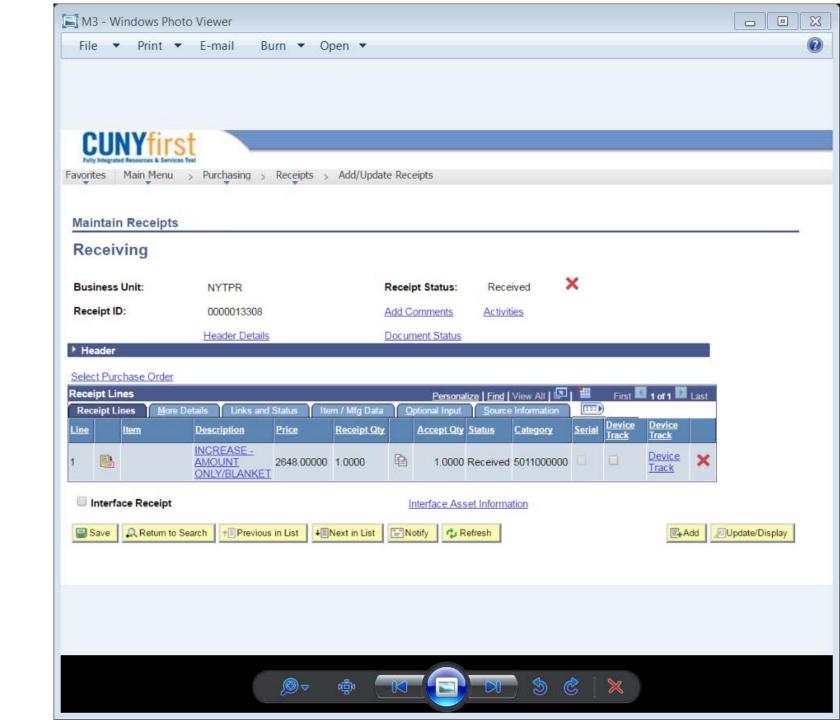❖ Enter either the Receipt Number or PO Number
❖ Click Search

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.

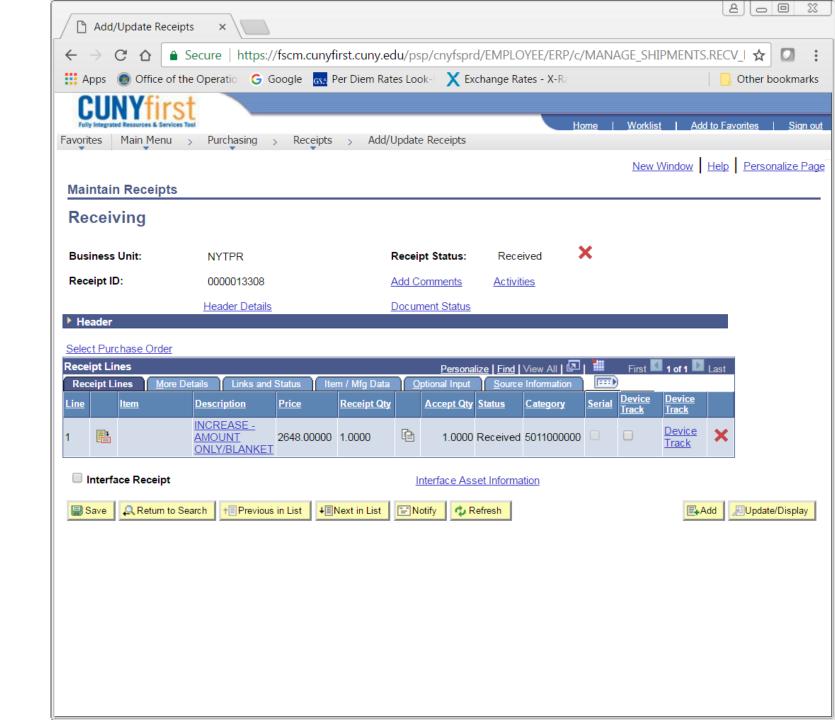❖ Click on the receipt you need to make the adjustment.

MODIFY A RECEIPT

❖Make necessary adjustments to the receipt.

❖Click Save

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

CANCEL RECEIPT

❖ Message appears asking you to confirm cancel
❖ Click Yes