



DARE TO DO MORE

Purchasing Office

To: College Community
From: Verneisha Martin, Finance Coordinator
Date: July 2, 2018
Re: Last Day to Enter Receipts for FY '18)

As of Today July 2nd all receipts for goods and services **MUST** be back dated to reflect 6/30/2018 (see attached). At this time all receipts will require a copy of the packing slip emailed to AP@lagcc.cuny.edu. Make sure to refer to the receipt number and vendor name in the subject line of the email.

All FY'18 goods and services received after June 30th will be paid out of the FY'19 Budget. Please contact Purchasing Department Ext. 5525 for further instructions.

Deadline for entry of all FY18 receipts is Thursday July 12, 2018

If there are any questions or concerns please contact Accounts Payable at Ext. 5723







Main Menu >

Purchasing

Manage requisitions, purchase orders, receipts, contracts, and related data.




Requisitions

Create, maintain, reconcile or review requisitions information.

-  [Add/Update Requisitions](#)
-  [Approve Amounts](#)
-  [Review Requisition Information](#)
-  [Reports](#)

Receipts

Enter and maintain receiving data, generate accruals, review and report on receipts.

-  [Add/Update Receipts](#)
-  [Maintain Delivery Information](#)
-  [Maintain Activity and Comments](#)
- [2 More...](#)

Procurement Contracts

Define, maintain, release, review and report on vendor and GPO contracts.

-  [Manage Master Contracts](#)
-  [Review Contract Information](#)
-  [Reports](#)





Analyze Procurement

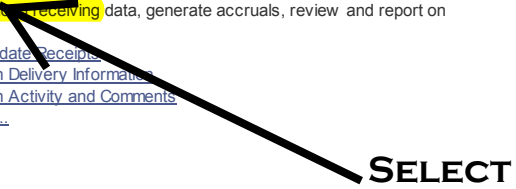
Accumulate summarized data and analyze purchasing and vendor data.

-  [Review Procurement Information](#)

Purchase Orders

Add, maintain, and dispatch purchase orders.

-  [Add/Update POs](#)
-  [Approve Amounts](#)
-  [Review PO Information](#)
-  [Reports](#)



SELECT



Main Menu > Purchasing >

Receipts

Enter and load receiving data, generate accruals, review and report on receipts.

Add/Update Receipts

Enter receipt information such as distributions, rejects, and asset tag IDs.

Maintain Delivery Information

View delivery location and ship to information for the goods.

Maintain Activity and Comments

Enter or track activities and comments associated with a receipt.

Review Receipt Information

Run inquiries on receipt details and activities.

 [ASN History](#)

 [Receipts](#)

 [Partially Received POs](#)

[4 More...](#)

Reports

Generate receiving reports such as summaries, labels, and accruals.

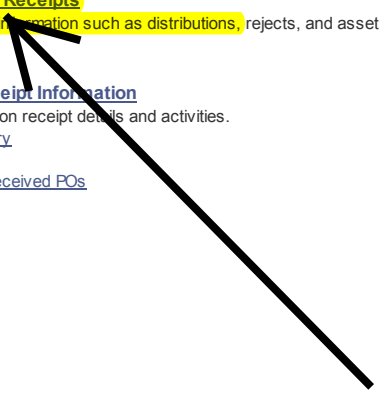
 [Receipt Delivery](#)

 [Advanced Shipment Receipts](#)

 [Planned Receipts](#)

[11 More...](#)

SELECT





Receiving

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: 

Receipt Number:

PO Receipt



[Find an Existing Value](#) | [Add a New Value](#)

Select Purchase Order

Search Criteria

PO Unit:	<input type="text" value="LAGPR"/>	Days +/- Today:	<input type="text" value="30"/>
ID:	<input type="text"/>	Start Date:	<input type="text" value="05/12/2014"/>
Line/Sched Num:	<input type="text"/>	End Date:	<input type="text" value="07/11/2014"/>
Release:	<input type="text"/>	Vendor Name:	<input type="text"/> Vendor Lookup
Item ID:	<input type="text"/>	Vendor Item ID:	<input type="text"/>
Ship To:	<input type="text"/>	Manufacturer ID:	<input type="text"/>
Ship Via:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>

Retrieve Open PO Schedules

Search

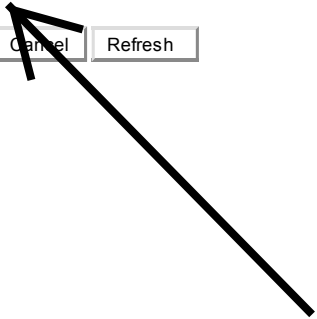
OK Cancel Refresh

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty



TYPE PO NUMBER



CLICK SEARCH

Select Purchase Order

Search Criteria

PO Unit:	<input type="text" value="LAGPR"/>	Days +/- Today:	<input type="text"/>
ID:	<input type="text" value="157"/>	Start Date:	<input type="text"/>
Line/Sched Num:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text"/>
Release:	<input type="text"/>	Vendor Name:	<input type="text"/> Vendor Lookup
Item ID:	<input type="text"/>	Vendor Item ID:	<input type="text"/>
Ship To:	<input type="text"/>	Manufacturer ID:	<input type="text"/>
Ship Via:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>

Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Customize | Find | View All | First 1 of 1 Last

Selected Rows	Shipping Related	More Details						
SeI	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description
<input checked="" type="checkbox"/>	LAGPR	000000157	1	1	08/26/2013			Office Supplies for FY 2013-20

[Select All](#) [Clear All](#)

OK Cancel Refresh

SELECT PO

Maintain Receipts

Receiving

Business Unit: LAGPR **Receipt Status:** Open 

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







[Header Details](#)



CLICK ON HEADER DETAILS

▶ Header

[Select Purchase Order](#)

Receipt Lines											
Customize 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	De vice Track		
1		Office Supplies for FY 2013-20	750.00000	1.0000		1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	

Interface Receipt

[Interface Asset Information](#)

Maintain Receipts

Header Details

Business Unit:	LAGPR	*Receipt Date:	<input type="text"/>	Receipt Time:	11:19AM
Receipt ID:	NEXT	User ID:	10838061		
Receive Source:	On-line	Receipt Status:	Open		
Vendor:	<input type="text" value="2000000412"/>	Name:	STAPLES INC		
Location:	<input type="text" value="MAINCHECK"/>	*Ship To:	<input type="text" value="H-150"/>		

ENTER 06/30/2018

Last Change Date Last User to Modify

Shipping Information

Carrier ID:	<input type="text"/>	Container ID:	<input type="text"/>
Vehicle ID:	<input type="text"/>	Nbr Cartons:	<input type="text"/>
Driver ID:	<input type="text"/>	Pallets In:	<input type="text"/>
Bill of Lading:	<input type="text"/>	Pallets Out:	<input type="text"/>
Pack Slip:	<input type="text"/>	Port Of Unloading:	<input type="text"/>
Shipment Number:	<input type="text"/>	Ship From Country:	<input type="text" value="USA"/>
Pro Number:	<input type="text"/>	Ship From Location:	<input type="text"/>

Match Options

Invoice:	<input type="text"/>	<input type="checkbox"/> Allow ERS
Invoice Dt Op:	<input type="text"/>	Match Status: To Match
Freight Terms:	<input type="text"/>	Match Rule: <input type="text" value="STATE"/>

Receipt Hold Options

- Hold Receipt
- Hold Inventory
- Hold Assets

Receipt Processing Options

- Process Manufacturing
- Process Inventory
- Process Assets

CLICK OK

Maintain Receipts

Receiving

Business Unit: LAGPR **Receipt Status:** Open ✘
Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines											
Customize Find View All [Icons] First 1 of 1 Last											
Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information [Icons]											
Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track		
1		Office Supplies for FY 2013-20	750.00000	1.0000		1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	✘

Interface Receipt

[Interface Asset Information](#)

ENTER AMOUNT RECEIVED/QUANTITY RECEIVED

SAVE