How To Create Receipts in CUNYfirst

- 1: Sign in to CUNYirst.
- 2: Click on Payable Operations on drop down menu



3: Click on Purchasing tile.

LaGuardi Community Coller	a ^{ge}		nt Operations	۵	∆ :	Ø
	Procurement Workcenter	Approvals	Suppliers	eProcurement		Î
		0		E		
F	Purchasing	Create Requisition	My Requisitions	ePro Receiving	1	
				İ		
_ L						
Copyright 2021 CUNY	CUNY Financial Reports	Review Chanœe Requests ○ ● ○	Review Chanαe Trackinα Ο Ο			C,

4: Click on Receipts in left side menu

Procurement Operations		Purchasing / Purchase Order
🧻 Maintain Purchase Order	^	Purchase Order
Add/Update POs		
Receipts	~	Eind an Existing Value Add a New Value
Review PO Information	~	"Business Unit Q
		PO ID NEXT
		II Add
		Find an Existing Value Add a New Value

5: Click Add / Update Receipts

Procurement Operations		Purchasing / Purchase Order						
🧻 Maintain Purchase Order	^	Purchase Order						
Add/Update POs								
Freceipts	^	Eind an Existing Value Add a New Value						
Add/Update Receipts		*Business Unit Q						
Review PO Information	~	PO ID NEXT						
		Add						

6: Click Magnifying glass on "Business Unit" to select a business unit associated with the PO.

Procurement Operations	Purchasing / Purc
Maintain Purchase Order	Receiving
Receipts	^
Add/Update Receipts	Eind an Existing Value Add a New Value
Review PO Information	✓ *Business Unit Q
	Receipt Number NEXT PO Receipt Z
	Add
	Find an Existing Value Add a New Value

7: Once Business Unit is selected, click 'Add"

Procurement Operations		Purchasing / Pur
Maintain Purchase Order	~	Receiving
📕 Receipts	^	
Add/Update Receipts		Eind an Existing Value Add a New Value
Review PO Information	~	"Business Unit LAGPR Q
		Receipt Number NEXT
		PO Receipt 🧹
		Add
		Find an Existing Value Add a New Value

8: Type the PO # in the field ID, and click search.

Procurement Operations			Purchasing / Purc	hase Order		ሴ	☆ :	\oslash
Maintain Purchase Order	~	Select Purchase Order			New Windo	w Help	Personali	ze Page
Receipts	^	Search Criteria						
Add/Update Receipts		PO Uni	t LAGPR Q		Days +/- Today		30	
				Q	Start Date	11/23/2021	Ē	:
Review PO Information	~	Line	Schedu	ıle	End Date	01/22/2022	Ē	1
		Release	•		Supplier Name		c	Suppl
		Item ID	Q Q		Supplier Item ID		c	٤
		Ship To	Q Q		Manufacturer ID			
		Ship Via	a Q		Manufacturer's Item ID			
			Retrieve Open PO Se	chedules	UPN ID			۹
		Search			Receipt Qty Options O No Order Qty Image: Ordered Content of Conten	Qty	OPC) Remain
		OK Cancel	Refresh					

9: Scroll down and select check box for line to receipt. Make sure that it matches with the order received.

Procurement Operations				Purcha	asing / Purcl	nase Orde	r	
📕 Maintain Purchase Order	~		SI	nip To	Q			Mar
Receipts	^		Sh	ip Via 🗹 Retriev	Q ve Open PO Scl	nedules		Manufactu
Add/Update Receipts		Sei	arch				Receipt Qt	y Options
Review PO Information	~	L						or ally
	ľ	Selecter Sel Selecter Sel Selecter Selecter Selecter	d Rows S PO Unit LAGPR : All Cancel	hipping Related PO ID 0000017965 C Refresh	More Details	s II► Sched 1	Release	Due Date 12/08/2021

10: Click OK

Procurement Operations				Purchas	ing / Purch	nase Orde	r	
Maintain Purchase Order	~		Shi	р То	Q			Mar
Receipts	^		Ship	o Via	Q			Manufactu
•				Retrieve	Open PO Sch	nedules		
Add/Update Receipts		Sea	ırch				Receipt Qt	y Options
Review PO Information	\checkmark							er Qty
		E Selected Sel Sel Selected Selected Selected Selected	I Rows Sh PO Unit LAGPR All Cancel	PO ID 0000017965 Clea	More Details	S II> Sched	Release	Due Date 12/08/2021

11: Once receipt line is matched with the invoice or packing slip, Click "Header Comments / Attachments" link at the top.

Procurement Operations					Purcha	sing / Purchase Or	der			1	ት 🗘	: ⊘
Maintain Purchase Order	~	Maintain	Receipts						New Wi	ndow Help	Personalize	Page 🔺
Receipts	^	Receivin	ng									
Add/Update Receipts			Busir R	ness Unit leceipt ID	LAGPR NEXT		Header Comr	nents/Attachmer	Receipt Status	Open Activities	×	
Review PO Information	~	▶ Header			Header D	etails						- 1
		Select Purc	hase Order					Close	e Short All Lines		Print	Delivery I
		<mark>}eceipt Lin</mark> ∥ ा Receipt	es Lines Mo	ore Details	Link	s and Status	Mfg Data	Optional Inpu	It Source Info	ormation II»		
		Line		Item		Description	Receipt	Qty	*Recv UOM	Receipt Price	Accept Qty	Status
		1	Þ			Metrocard: 30-Day Unlimited (1	8.	0000	EA Q	1270.0000	0 8.0000	Open
		Interfac	e Receipt			C Run Close Short						Interfa
		Save	Notify	Refresh)							-
		4										•

12: In the comments section, type the invoice # or packing slip # associated with the PO.

Receipt Status Open * Retrieve Active Comments Only Retrieve * Sort Method Comment Time Stamp * Sort Sequence Ascending * Sort Method Comment Status Use Standard Comments Inactivate Use Standard Comments Inactivate Insert Comments if needed. * Show at Voucher Attach View Attach View		Receipt Header Comments	
Retrieve Active Comments Only Retrieve *Sort Method Comment Time Stamp *Sort Sequence Ascending Sort Seq	Receipt Status Open		
*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort Comments Q I I I I I I I I View All Use Standard Comments Comment Status Active Inactivate Insert Comments if needed. Show at Voucher Associated Document Attach View Delete	Retrieve Active Comments Only	Retrieve	
Comments Q I <td>*Sort Method Comment Time Stamp</td> <td>✓ *Sort Sequence Ascending ✓ Sort</td> <td></td>	*Sort Method Comment Time Stamp	✓ *Sort Sequence Ascending ✓ Sort	
Use Standard Comments Comment Status Active Inactivate Insert Comments if needed. Show at Voucher Associated Document Attachment Attach View Delete	Comments	Q I I4 4 1 of 1 v 🕨 🕅 I	View All
Insert Comments if needed. Show at Voucher Associated Document Attachment Attach View Delete			
Show at Voucher Associated Document Attachment Attach View Delete	Use Standard Comments	Comment Status Active Inactivate	+
Show at Voucher Associated Document Attachment Attach View Delete	Use Standard Comments	Comment Status Active Inactivate	+
Associated Document Attachment Attach View Delete	Use Standard Comments Insert Comments if needed.	Comment Status Active Inactivate	+
Attachment Attach View Delete	Use Standard Comments Insert Comments if needed. Show at Youcher	Comment Status Active Inactivate	+
	Use Standard Comments Insert Comments if needed. Show at Voucher Associated Document	Comment Status Active Inactivate	+
	Use Standard Comments Insert Comments if needed. Show at Voucher Associated Document Attachment	Comment Status Active	+

13: Click "Attach" in the attachment section.

		Receipt Hea	ader Comments			
Receipt Statu	s Open					
Retrieve A	ctive Comments Only	Retrieve]			
*Sort Method	Comment Time Stamp	~	*Sort Sequence	Ascending	~	Sort
omments				Q	1 of 1 🗸 🕨	▶ View
Use Standard Commen	ts		Comment Status A	ctive	Inactivate	
					æ	
Show at Voucher						
Associated Document						
Attachment		Attach	View	Delete		

14: Click "Choose" File" to attach file

Employee-facing regi	istry content × 💱 Add/Update Receipts × +	V	- 0 ×
← → C ☆ (fscm.cunyfirst.cuny.edu/psc/cnyfsprd_1/EMPLOYEE/ERP/	z/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL≻ 倍	🖈 🛊 😩 E
Apps 🚦 Admin an	nd Events 🚦 AP & Purchasing C 🙀 CUNYfirst (PeopleS	🚨 Ektron login 🛛 🚯 Business Office - Sh	
Procurement Operation	ations	Purchasing / Purchase Order	_A : ∅
Maintain Purcha	Neverily Startes Oben	Receipt Header Comments	onalize Page
Receipts	Retrieve Active Comments Only	Retrieve	
Add/Update Re	*Sort Method Comment Time Stamp	✓ *Sort Sequence Ascending ✓ Sort	×
Review PO Info	Comments	File Attachment × I III III III III III View All	DistDutional
	Use Standard Comments	Choose File No file chosen ve Inactivate +	
		Upload Cancel	
	Show at Voucher		Qty Status
	Associated Document		3.0000 Open
	Attachment	Attach View Delete	Interfa
	1		

15: Once file has been added, click "Upload"

File Attachment	t ×
	Help
Choose File No file chosen Upload Cancel	ve

16: Scroll down and click OK.

Receipt Header Comments										
*Sort Method	Comment Time Stamp	~	*Sort Sequence	Ascending	~	Sort				
Comments				Q I M	▲ 1 of 1 ¥		View All			
Use Standard Comments			Comment Status	Active	Inac	Inactivate				
Invoice # 1474503						2				
Show at Voucher					//					
Associated Document	1									
Attachment Metro	Card_Order1474503_(Men_Tea	ach).pdf	Attach Vie	w	Delete					
From -> RCV LAGPR-00	00028946									

17: Click Save to save the receipt.

Procurement Operations					Purcha	sing / Purch	ase Orde	ər			ĥ	Ω n	: Ø
Maintain Purchase Order	~	Maintain	Receipts							New Win	dow Help	Personalize	Page 🔺
Receipts	^	Receivin	g										
Add/Update Receipts			Busi R	ness Unit Receipt ID	LAGPR NEXT		Ed	lit Header Com	ments/Attachm	Receipt Status	Open Activities	×	- 1
Review PO Information	~	Header			Header D	etails							- 1
		Select Purcl	hase Order						Close S	hort All Lines		Print	Delivery I
		Receipt Lines IFF Q Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information I									mation II•		
		Line	ltem			Description		Receipt Qty	,	*Recv UOM	Receipt Price	Accept Qty	Status
		1	2	re.		Metrocard: 30- Unlimited (1	Day	8.000	0	EA Q	1270.00000	8.0000	Open
		Interface Receipt				Run Close Short					Interfa		
		Save	Notify	Refresh)								-

Procurement Operations	Purchasing / Purchase Order										
Maintain Purchase Order	~	Maintain F	Receipts								I
Receipts	^	Receiving	,								
Add/Update Receipts			Busine	ceipt ID 0	AGPR	46	Edit H	leader C	omments/	F Attachme	Receipt nts
Review PO Information	~	Header Details Document Status									
		Receipt Lines Receipt Lines More Details Links and Status Item / Mfg Data						Data	Option	al Input	So
		Line		ltem		Description		Receipt Qty			*Rec
		1			N U		ted (1		8.0000	¢	EA
		Interface Receipt Run Close Short									
		Save	Return to Sea	arch No	otify	Refresh					

Once saved, it will provide you with a receipt number.

Note: Depending on the items that is being receipted, it will trigger an inspection. Please review the inspection training material on our website for more details.

For Inquiries or assistance, please feel free to contact:

Accounts Payable Department E-413

Ext: 5723

AP@lagcc.cuny.edu