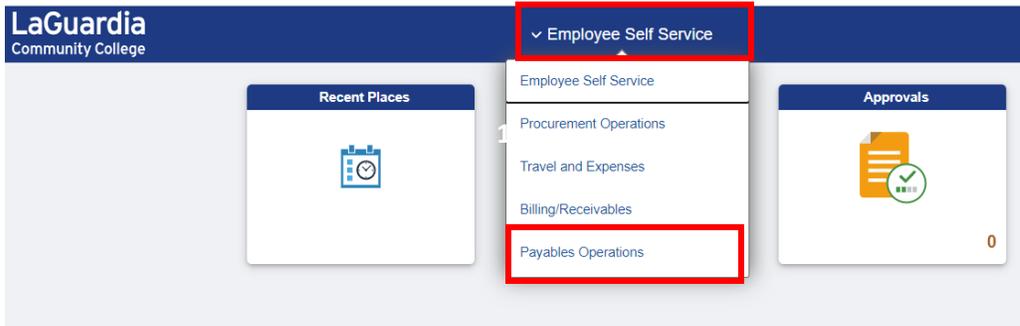


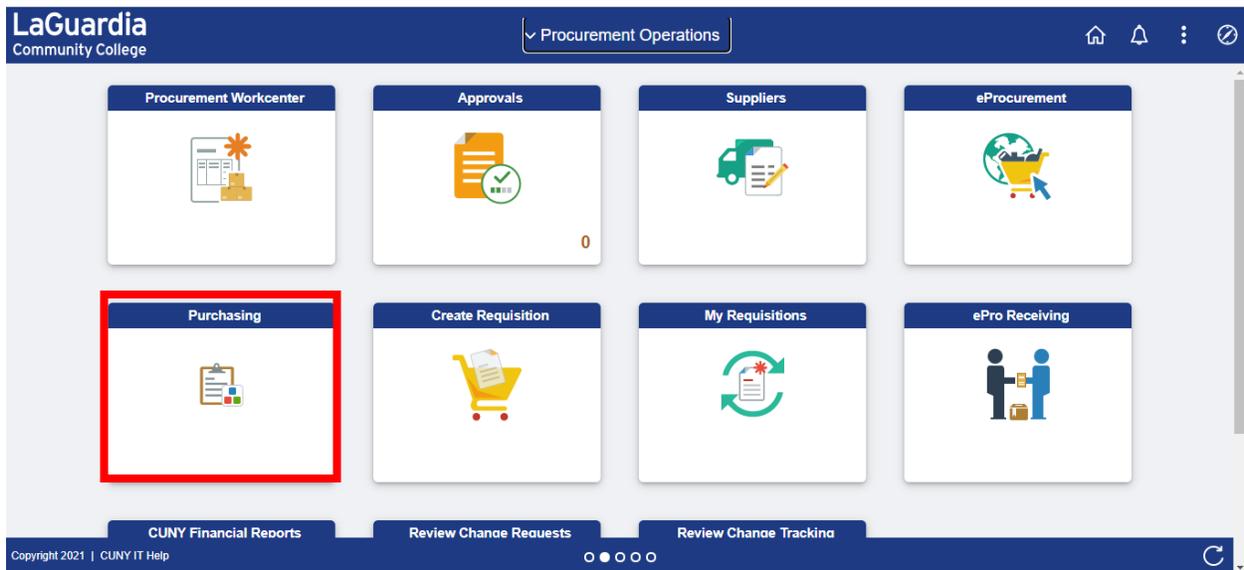
# How To Create Receipts in CUNYfirst

1: Sign in to CUNYfirst.

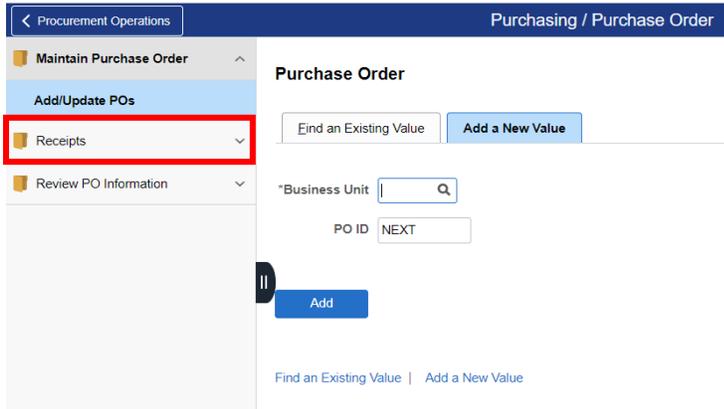
2: Click on Payable Operations on drop down menu



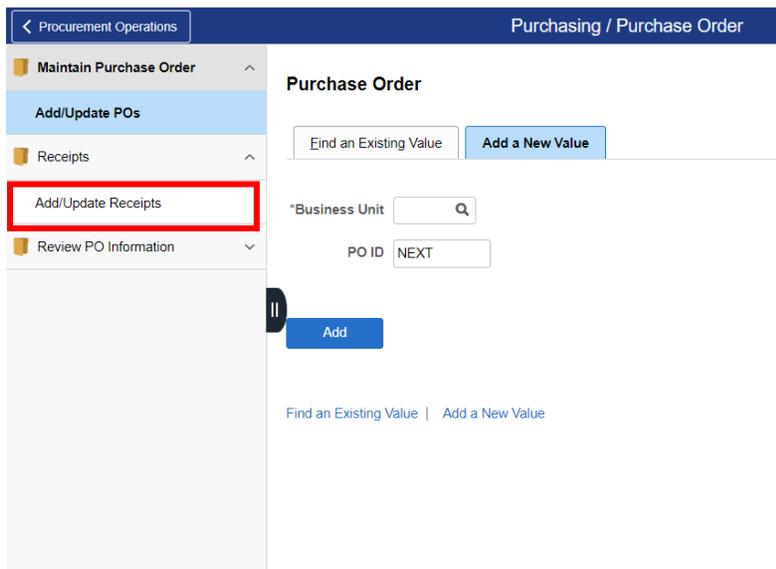
3: Click on Purchasing tile.



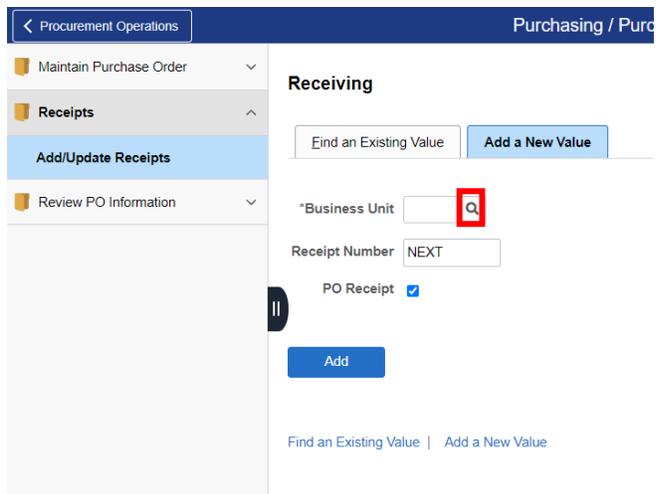
#### 4: Click on Receipts in left side menu



#### 5: Click Add / Update Receipts



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



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

Procurement Operations | Purchasing / Pur

Maintain Purchase Order

Receipts

**Add/Update Receipts**

Review PO Information

**Receiving**

Find an Existing Value | **Add a New Value**

\*Business Unit LAGPR

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 / Purchase Order

Maintain Purchase Order

Receipts

**Add/Update Receipts**

Review PO Information

**Select Purchase Order**

Search Criteria

PO Unit LAGPR

**ID**

Line Schedule

Release

Item ID

Ship To

Ship Via

Retrieve Open PO Schedules

Days +/- Today 30

Start Date 11/23/2021

End Date 01/22/2022

Supplier Name

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

UPN ID

**Search**

OK Cancel Refresh

Receipt Qty Options

No Order Qty  Ordered Qty  PO Remain

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

The screenshot shows the 'Purchasing / Purchase Order' interface. On the left, there is a navigation menu with 'Add/Update Receipts' selected. The main area contains search fields for 'Ship To' and 'Ship Via', a 'Search' button, and a 'Retrieve Open PO Schedules' checkbox. Below this is a 'Retrieved Rows' section with a table. The table has columns: 'Sel', 'PO Unit', 'PO ID', 'Line', 'Sched', 'Release', and 'Due Date'. The first row contains: , LAGPR, 0000017965, 1, 1, and 12/08/2021. The 'Sel' checkbox is highlighted with a red box. Below the table are 'Select All' and 'Clear All' options, and 'OK', 'Cancel', and 'Refresh' buttons.

Retrieved Rows	PO Unit	PO ID	Line	Sched	Release	Due Date
<input checked="" type="checkbox"/>	LAGPR	0000017965	1	1		12/08/2021

10: Click OK

This screenshot is identical to the previous one, but the 'OK' button at the bottom of the interface is highlighted with a red box, indicating the next step in the process.

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

The screenshot shows the SAP Purchasing / Purchase Order interface. The left sidebar contains navigation options: 'Maintain Purchase Order', 'Receipts', 'Add/Update Receipts', and 'Review PO Information'. The main area is titled 'Maintain Receipts Receiving' and displays the following information:

- Business Unit: LAGPR
- Receipt ID: NEXT
- Receipt Status: Open
- Header Comments/Attachments (highlighted in red)
- Header Details
- Buttons: Close Short All Lines, Print Delivery

The 'Receipt Lines' section shows a table with the following data:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		Metrocard: 30-Day Unlimited (1)	8.0000	EA	1270.00000	8.0000	Open

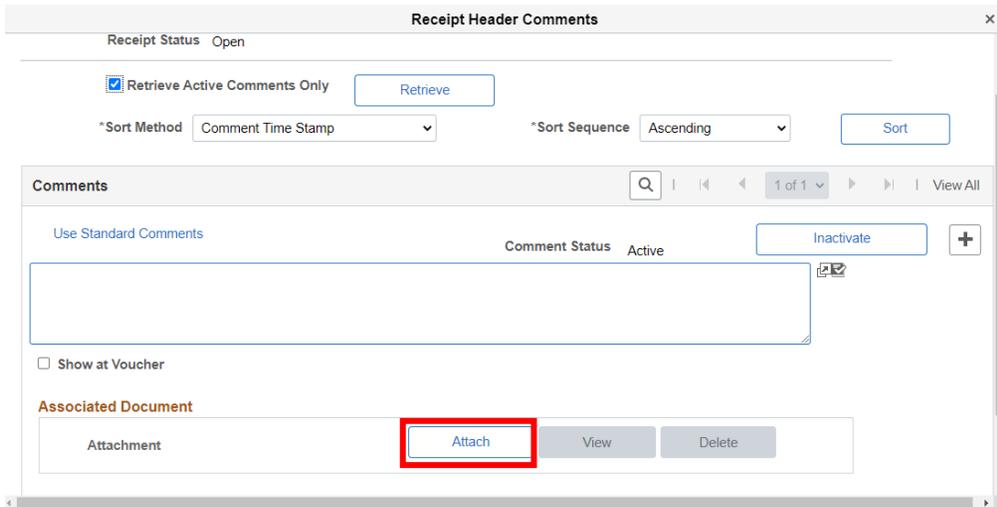
Additional options include 'Interface Receipt' and 'Run Close Short' checkboxes, and 'Save', 'Notify', and 'Refresh' buttons.

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

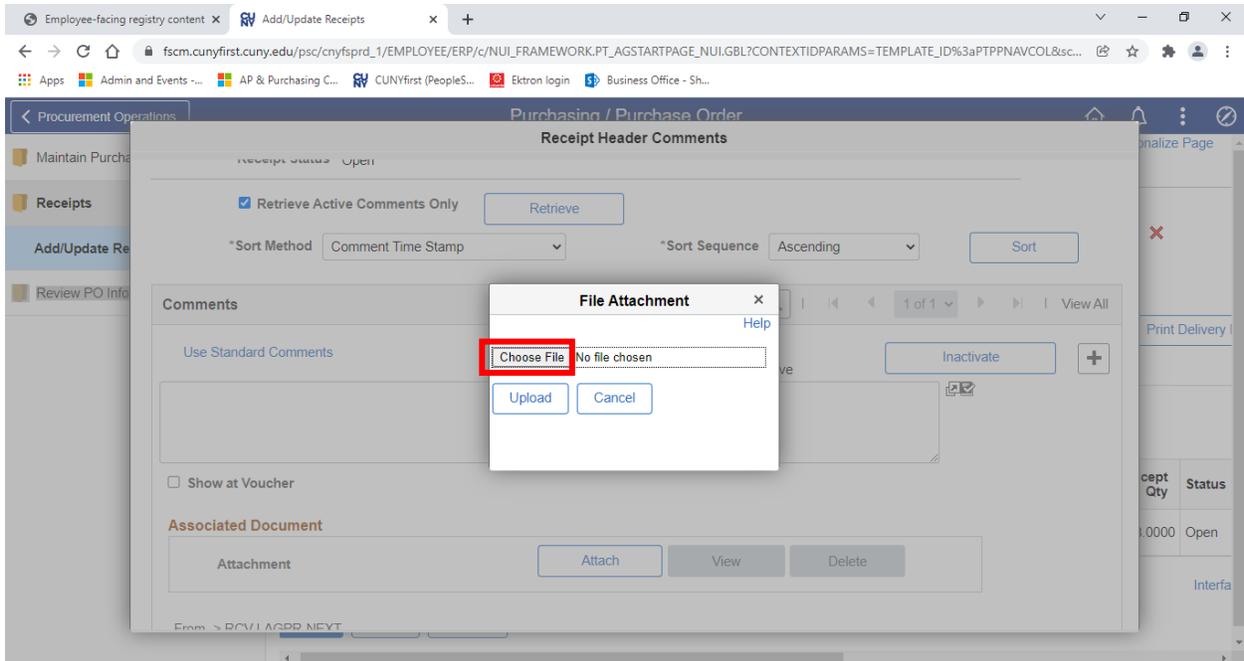
The screenshot shows the 'Receipt Header Comments' dialog box. The 'Comments' section is highlighted in red and contains the text 'Insert Comments if needed.' The dialog box includes the following elements:

- Retrieve Active Comments Only (checked) with a 'Retrieve' button
- \*Sort Method: Comment Time Stamp
- \*Sort Sequence: Ascending
- Sort button
- Comments section with a search icon and '1 of 1' indicator
- Use Standard Comments checkbox
- Comment Status: Active
- Inactivate button
- Show at Voucher checkbox
- Associated Document section with an 'Attachment' field and 'Attach', 'View', and 'Delete' buttons

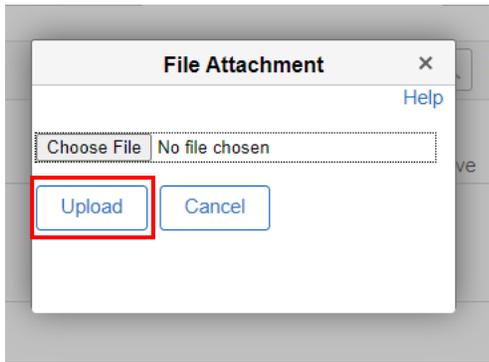
13: Click "Attach" in the attachment section.



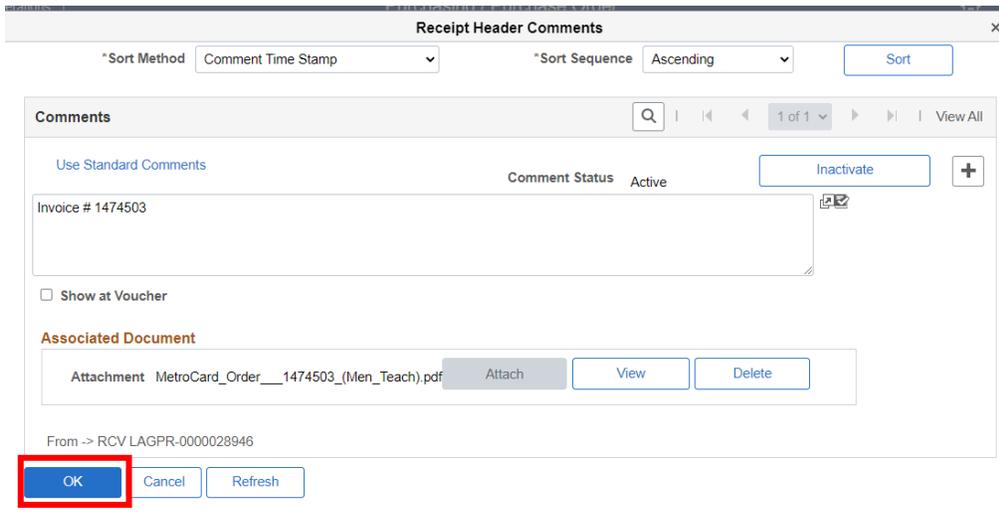
14: Click "Choose" File" to attach file



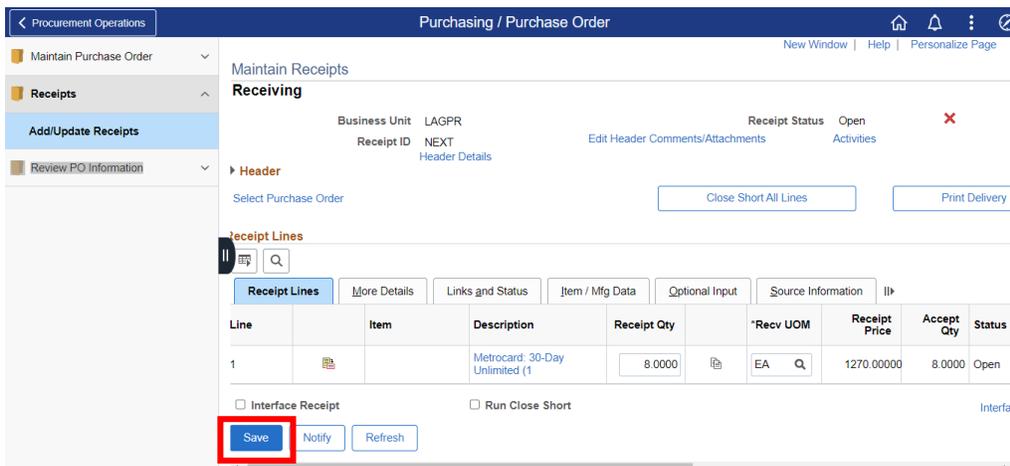
15: Once file has been added, click "Upload"



16: Scroll down and click OK.



17: Click Save to save the receipt.



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

The screenshot shows a software interface for 'Maintain Receipts' under the 'Purchasing / Purchase Order' section. The left sidebar contains navigation options: 'Maintain Purchase Order', 'Receipts', 'Add/Update Receipts', and 'Review PO Information'. The main area is titled 'Maintain Receipts' and 'Receiving'. It displays 'Business Unit: LAGPR' and 'Receipt ID: 0000028946', with the latter highlighted by a red box. Other options include 'Edit Header Comments/Attachments', 'Document Status', and 'Close Short All L'. Below this is the 'Receipt Lines' section, which includes a table with columns for 'Line', 'Item', 'Description', 'Receipt Qty', and '\*Rec'. The table contains one entry: Line 1, Item (represented by a small icon), Description 'Metrocard: 30-Day Unlimited (1)', Receipt Qty '8.0000', and '\*Rec' 'EA'. At the bottom of the 'Receipt Lines' section, there are checkboxes for 'Interface Receipt' and 'Run Close Short', and buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

**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**

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