

Adding Receipts

ENTERPRISE MENU

- ▶ Self Service
- Enterprise Learning Management
- Financials Supply Chain
- HR / Campus Solutions
- firstSolutions Knowledge Base

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CUNYfirst
Fully Integrated Resources & Services Tool

Menu

Search: [input] >>

- ▶ My Favorites
- ▶ CUNY
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Vendors
- ▶ Purchasing
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Accounts Payable
- ▶ Commitment Control
- ▶ Set Up Financials/Supply Chain
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- My Personalizations
- My System Profile
- My Dictionary
- firstSolutions Knowledge Base

Main Menu >

Purchasing

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

Requisitions

Create, maintain, reconcile or review requisitions information.

- ▶ Add/Update Requisitions
- ▶ Review Requisition Information
- ▶ Reports

Receipts

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

- ▶ Add/Update Receipts
- ▶ Maintain Delivery Information
- ▶ Maintain Activity and Comments
- 2 More...

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- ▶ Procurement Contracts
- ▶ Purchase Orders
- ▶ Receipts
- ▶ Analyze Procurement

Main Menu > Purchasing >

Receipts

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

- ▶ Add/Update Receipts
- ▶ Review Receipt Information

Review Receipt Information

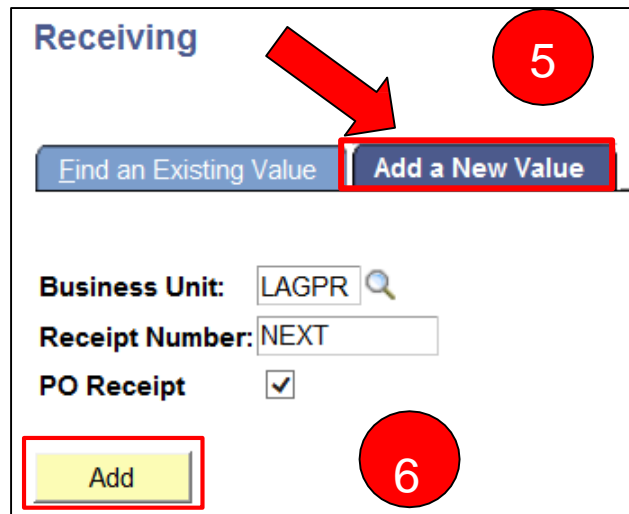
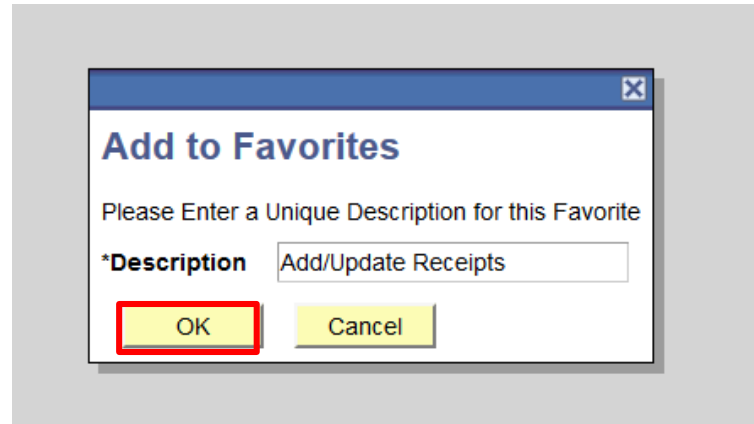
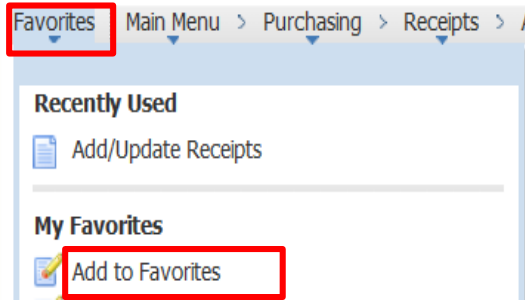
Run inquiries on receipt details and activities.

- ▶ ASN History
- ▶ Receipts
- ▶ Partially Received POs
- 4 More...

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TIP: Save to your favorites by selecting **Favorites** then click **Add to Favorites** and then click **OK**



Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

ID: Start Date:

Line/Sched Num: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Customize | 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 type="checkbox"/>	LAGPR	0000002100	1	1		08/08/2013		Toilet Seat Covers, Sanitor P/
<input checked="" type="checkbox"/>	LAGPR	0000002389	1	1		09/18/2013		3 PLY CARBON LESS 3" X 67' REC

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

OK **Cancel** **Refresh**

- Enter the PO# in the ID box and select search.
- Click the check box located next to the PO then select OK.

Receive Items (Quantity)

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 | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM
1		3 PLY CARBON LESS 3" X 67" REC	58.62000	4	CS		Open	<input type="checkbox"/>	<input type="checkbox"/>	CS ✖

Interface Receipt

Save **Notify** **Refresh** **Add**

- ❑ Enter the quantity here then click save.
- ❑ A receipt number has not been created yet and the receipt status is "Open."

Receive Items (Quantity)

Maintain Receipts

Receiving

Business Unit: LAGPR
 Receipt ID: 0000003351
[Header Details](#)

Receipt Status: Received ✖
[Add Comments](#) [Activities](#)
[Document Status](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM
1		3 PLY CARBON LESS 3" X 67' REC	58.62000	4.0000	CS	4.0000	Received			CS

Interface Receipt

Save Notify Refresh Add Up

- ❑ Records only the **accepted quantity** for each receipt entered.
- ❑ A receipt number has now been created and the receipt status has changed from “Open” to “Received.”
- ❑ Make note of the receipt ID number for your records.



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●●● Serving our Students, Faculty & Staff

Receive Items (Amount)

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 | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		Blanket Order for armored car	60000.0000	1.0000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	Device Track ✘

- ❑ The FULL amount of the PO will automatically populate in the price field *every time* so you must change it to the amount you want to receipt.

Receive Items (Amount)

Maintain Receipts

Receiving

Business Unit: LAGPR

Receipt Status: Open ✘

Receipt ID: NEXT

[Add Comments](#) [Activities](#)

[Header Details](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines										
Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track	
1		Blanket Order for armored car	350.00	1.0000	1.0000	Open			Device Track	✘

Interface Receipt

- Enter the amount that is on the invoice/packing slip only, then click save.
- A receipt number has not been created yet and the receipt status is “Open.”
- The receipt quantity for amount only POs will always be “1”

Receive Items (Amount)

Maintain Receipts

Receiving

Business Unit: LAGPR
 Receipt ID: 0000003355
 Receipt Status: Received X
[Add Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		Blanket Order for armored car	350.00000	1.0000	1.0000	Received			Device Track X

- ❑ A receipt number has now been created and the receipt status has changed from “Open” to “Received.”
- ❑ Make note of the receipt ID number for your records.

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

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Please visit our website: <http://www.lagcc.cuny.edu/ap> for additional information