Create Receipt

Receivers must create a Receipt for all goods and services at the time the goods or services are received to ensure that CUNY pays only for goods and services received in good order and to comply with the Vendor's payment terms.

Prior to entering the receipt, the Receiver is required to:

1. inspect the goods to determine the quantity and quality of the received goods or services.
2. sign and then scan the Vendor's packing slip to their computer's desktop. Name the scanned packing slip document with "Packing Slip, Business Unit, CUNY PO ID, Vendor, and Vendor Invoice Number". i.e., Packing Slip, QNSPR-0000000123-Dell-A654321.

Step	Action
1.	Navigate to: ***Purchasing > Receipts > Add Update Receipts***.
2.	On the **Receiving** page **Add a New Value** tab enter or look up the Business Unit to match the business unit on the requisition. ***Note: Leave the default Receipt Number value of NEXT.***
3.	Click the **Add** button.
4.	On the **Select Purchase Order** page in the **Search Criteria** section's **ID** field, enter the CUNY PO number shown on the Vendor's Packing Slip.
5.	Click the **Search** button.
6.	In the **Retrieved Rows** section on the **Selected Rows** tab, select the checkbox of the row with the matching **PO ID** and **Line.** ***Note: Using the CUNY PO number should yield only the lines of the PO. Click the checkbox of the row with the matching PO ID and Line.***
7.	Click the **OK** button.
8.	Click the **Save** button. ***Note: Click the Save button to trigger the generation of a receipt number by CUNYfirst.***
9.	Click the **Add Comments** link.
10.	In the **Comments** textbox, enter receipt information such as distributions, rejects, and asset tag IDs.
11.	Click the **Shown at Voucher** checkbox.
12.	In the **Associated Document** section, click the **Attach** button.
13.	On the **File Attachment** pop up window, click the **Browse** button.
14.	In the displayed **Computer** window, click **Desktop** on the menu.
15.	Click the scanned and carefully named Packing Slip document.
16.	Click the **Open** button.
17.	On the **File Attachment** pop up window, the name of the document displays. Click the **Upload** button.
18.	The **Maintain Receipts Receipt Header Comments** page displays. In the **Associated Document** section, as an Attachment the name of the uploaded document displays. ***Note: Select the View button to ensure it is the correct document. Select the Delete button if it is not the correct document.***

19.	Click the **OK** button.
20.	Click the **Header Details** link.
21.	On the **Header Details** page in the **Receipt Date** field, today's date displays as the default. As needed, enter another date or select the calendar icon. On the calendar, click: a. the left dropdown box icon, and then click the correct month; b. the right dropdown box icon, and then click the correct year; c. and lastly the correct day of the month.
22.	Click the **OK** button.
23.	Click the **Document Status** link to view related documents. ***Note: For Receiving, this would be the Requisition and the PO.***
24.	On the **Document Status** page in the **DOC ID** column, click the link that corresponds to the Document Type you wish to view. ***Note: Central Receiving may view the Requisition to identify the requestor.*** ***Note: Central Receiving may view the Purchase Order to identify the location to which the good should be delivered.***
25.	When you have finished viewing a document, close the additional window.
	End of Procedure.