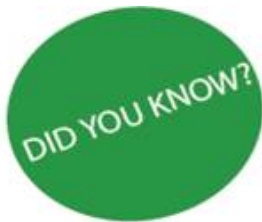




You must create a receipt in CUNYFirst when you receive delivery for a product or service. Accounts Payable cannot pay the vendor without your receipt.

Soon, CUNYFirst will send you daily reminders to enter your receipt, if you have not done so.

You can call the Accounts Payable Department for assistance.



When you receive a delivery for a product or service, you must create a receipt in CUNYFirst! Accounts Payable **CAN NOT** pay the vendor without your receipt.



Delivery of Goods



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Creating a receipt in CUNYFirst

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Timely payment to vendors

Viewing your Receipt is Easy!

Manage Requisitions

Just click on **eProcurement**, then click on **Manage Requisitions**

Req ID	Requisition Name	BU	Date	Status	Budget	Total
00000000519	Accounts Payable Network	MECPR	10/18/2013	Approved	Valid	695.00USD

Requester: Philippe Brunson Entered By: Philippe Brunson Priority: Medium

Request Lifespan:

Requisition → Approvals → Inventory → Purchase Orders → Change Request → **Receiving** → Returns → Invoicing → Payment

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	A/P Network Membership	Received	695.00000	USD	1.0000	EA	FINANCIAL OPERATIONS NETWORKS LLC

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

If **'Receiving'** is highlighted, click the icon to view receipt. If it isn't, simply follow the instructions on CUNYFirst's website on how to **Create a Receipt**.

For more information on how to Create a Receipt click:

<https://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/administrativestaff/financials/Create-Receipt.pdf>