



If you are receiving the following email message:

From: cunyfirst-do-not-reply@mail.cuny.edu

Date: 04/25/2014 10:33 AM (GMT-05:00)

To: John Doe

Subject: You have match exception(s)

An invoice was received for goods or services ordered by you or on your behalf. The system receipt is either missing or is for a smaller amount than the invoice.

If a receipt is required, please enter it into CUNYFirst ASAP using the link on this E-mail. A delay in entering the receipt will result in the delay of payment going to the vendor. If you have already entered the receipt, or there is another issue, please contact your Accounts Payable Department as soon as possible.

Thank You!

https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd_2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?Page=PV_REQ_STA_TUS

Business Unit: MECPR

Voucher Id: 00001664

Purchase Order Id: 0000000370

Requisition ID: 0000000543

Match Rule ID: 100 - No receipts found

It means that the Accounts Payable Department is attempting to pay a vendor for goods or services that you ordered, but a receipt is required in CUNYFirst for the payment to be processed. Please enter a receipt or call the A/P Department for assistance.