

# Creating Receipts in CUNYBuy

## Business Process

Once a Purchase Order has been sent to a supplier and the goods are received or services are rendered, the Creator is required to create a receipt in CUNYBuy before the supplier can be paid.

The best practice is to enter the receipt as soon as possible after the receipt of the goods or services. Without a receipt, the Accounts Payable team will be unable to pay the supplier and a Matching Error will occur.

Receipts for goods must include the actual number of items that have been received.

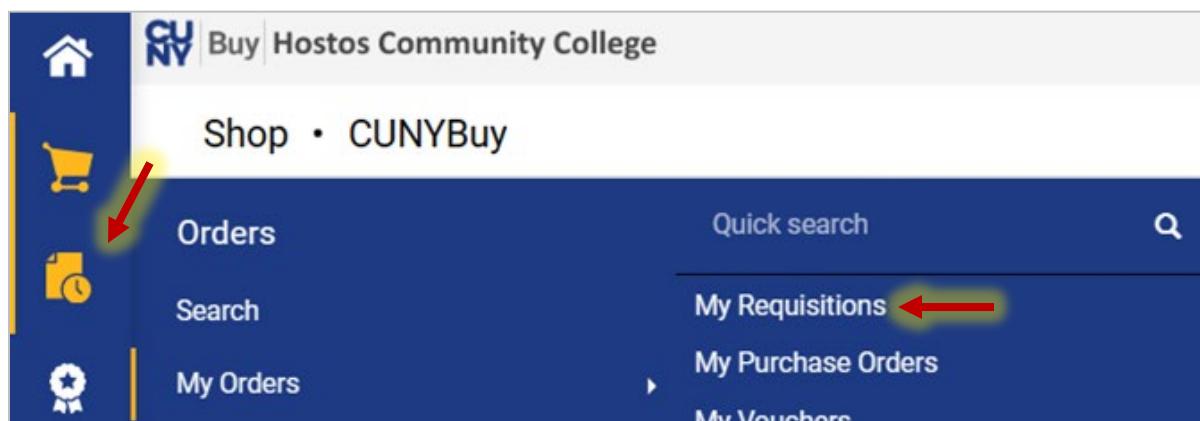
Receipts for services should indicate the actual value of the services provided – e.g., hours worked and the associated price.

Prior to entering a receipt in CUNBuy, Creators **must** verify and prepare the following:

- Ensure that the goods/services were delivered as expected. Verify the quantity of goods received and ensure that the services delivered are documented in accordance with CUNY policy.
- Scan and attach documents to the receipt that demonstrate that the goods have been received (e.g., packing slips) or that the services have been performed (detailed description of services provided by the supplier).
- Invoices should be sent to the Accounts Payable Department. In the event that the invoice is sent to the Creator, the invoice must be scanned and attached to the receipt in CUNYBuy.

## Creating a Quantity Receipt

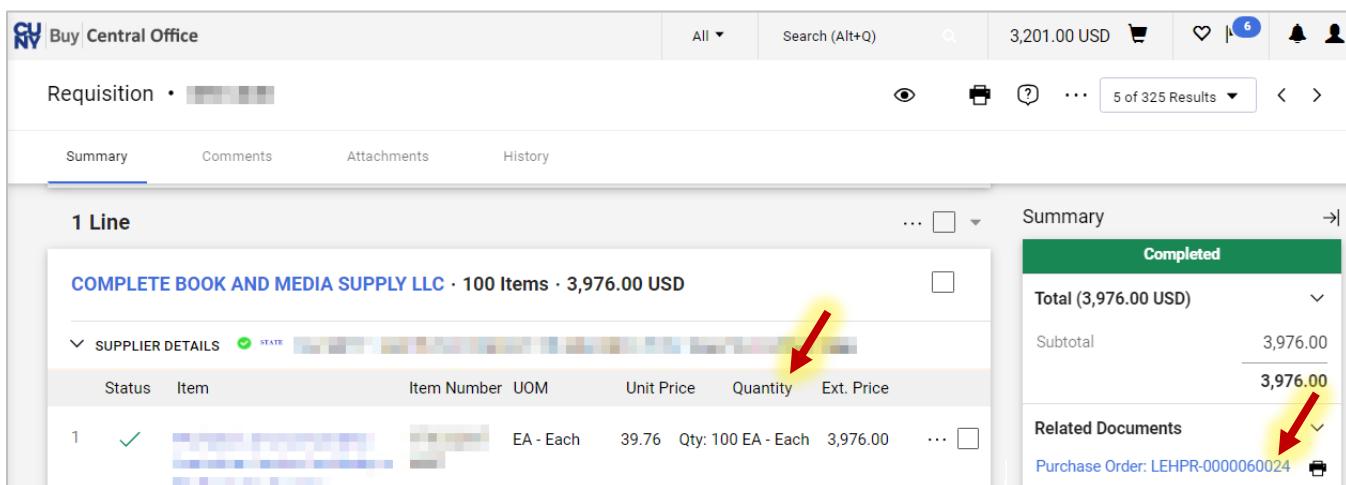
1. Hover over the **Orders** icon in the left-hand menu and select **My Requisitions**.



2. Select the requisition link to display the requisition page. Note that the **Requisition Status** must be **Complete** in order to create a receipt.

	Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/>	[REQUISITION NUMBER]	[SUPPLIER]	[REQUISITION NAME]	Pending	[PREPARED FOR]	[SUBMITTED DATE]	[TOTAL AMOUNT]
<input type="checkbox"/>	[REQUISITION NUMBER]	[SUPPLIER]	[REQUISITION NAME]	Completed	[PREPARED FOR]	[SUBMITTED DATE]	[TOTAL AMOUNT]
<input type="checkbox"/>	[REQUISITION NUMBER]	[SUPPLIER]	[REQUISITION NAME]	Rejected	[PREPARED FOR]	[SUBMITTED DATE]	[TOTAL AMOUNT]

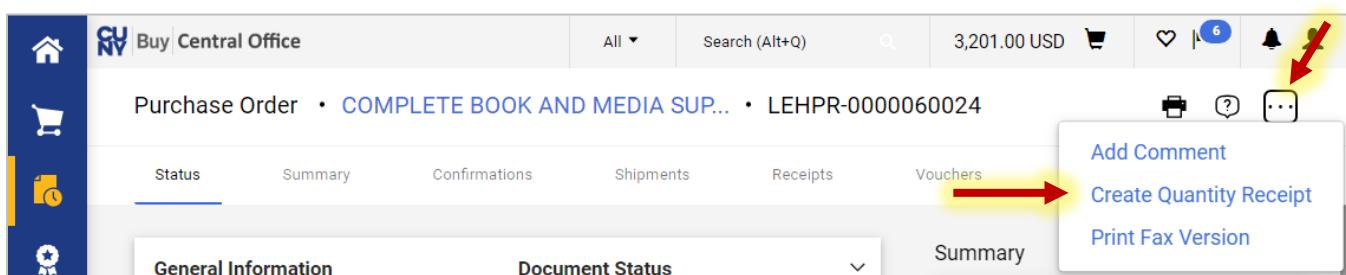
3. Note the line items within the requisition, and review which have been delivered and verified for quantity.  
 4. In the **Summary** section, under the **Related Documents** subheading, click on the **Purchase Order** link.



The screenshot shows a requisition page with a summary table and a detailed line item table. The summary table shows a total of 3,976.00 USD. The line item table shows one item from 'COMPLETE BOOK AND MEDIA SUPPLY LLC' with a quantity of 100 and an ext. price of 3,976.00. A red arrow points to the 'Completed' status in the summary table. Another red arrow points to the 'Purchase Order' link in the 'Related Documents' section of the summary table.

Summary		Completed	
Total (3,976.00 USD)		3,976.00	
Subtotal		3,976.00	
Related Documents		Purchase Order: LEHPR-0000060024	

5. Click the **Purchase Order Options** icon in the top right of the page and select **Create Quantity Receipt** from the dropdown menu.



The screenshot shows a purchase order page for 'COMPLETE BOOK AND MEDIA SUPPLY LLC' with a total of 3,976.00 USD. A red arrow points to the 'Vouchers' tab in the navigation bar. A red arrow also points to the 'Create Quantity Receipt' option in the dropdown menu that appears when clicking the 'Purchase Order Options' icon.

6. On the **Quantity Receipt** page, enter the **Receipt Name**, **Receipt Date**, and **Packing Slip No.** in the appropriate fields.  
 7. Upload the the packing slip and any other supporting documentation by clicking the **Add** link in the **Attachments** section.

**Note:** Acceptable supporting documentation to upload to a receipt includes a packing slip, tracking details, waybill number, order confirmation, invoice, independent contractor's activity log for work completed at CUNY, signed Claim for Payment (CFP), program/agenda,

confirmed total attendees list, prior overage justification approval for meetings and events where food is served, etc.

Quantity Receipt • 580717

Summary	Comments	Attachments	History
Receipt Name 2023-07-25 10863342 01	Receipt No To Be Assigned	Attachments (To be used for packing slips)	
Receipt Date (date goods or services were received) 7/25/2023		Attachments	Date Add
Packing Slip No. 0019882		 Packing Slip 0019882.png	7/25/2023 ...
		Notes	

- In the next section of the **Quantity Receipt** page, enter the quantity received of each item on the Purchase Order. If the Purchase Order is only partially received, then enter only the information on the correct line of the Purchase Order.

PO • LEHPR-0000060024

Line	Item	Item Number	Quantity	Status
1			100	Received

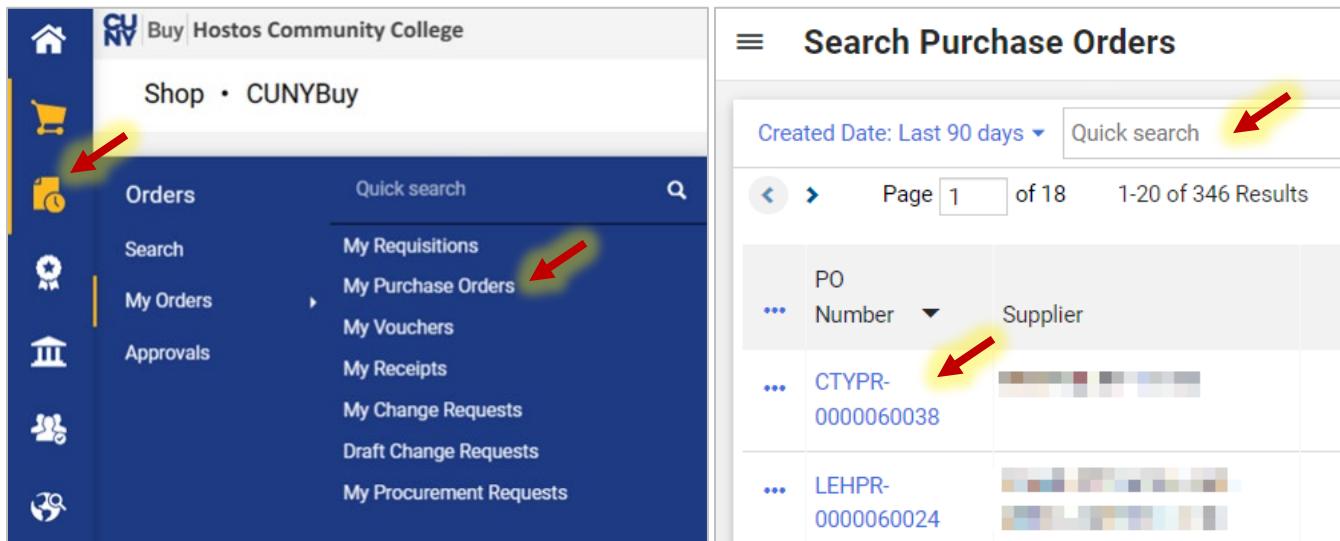
- When finished entering the information into the quantity receipt, click the **Submit** button on the top right of the page to enter the requisition into the receipt workflow in CUNYBuy.
- View or print the receipt by clicking the option on the submission confirmation screen.

✓ Receipt Submitted for Approval

Summary	Next Steps
Receipt number A000000742	You can view or print this at: <a href="#">Receipt A000000742</a> , or via the <a href="#">Search Receipts page</a>
Receipt Name 2023-07-25 10863342 01	<a href="#">Return to your home page</a>
Receipt status Pending	<a href="#">Create draft receipt</a>
Receipt Type	
Quantity	
Supplier COMPLETE BOOK AND MEDIA SUPPLY LLC	

## Alternate navigation

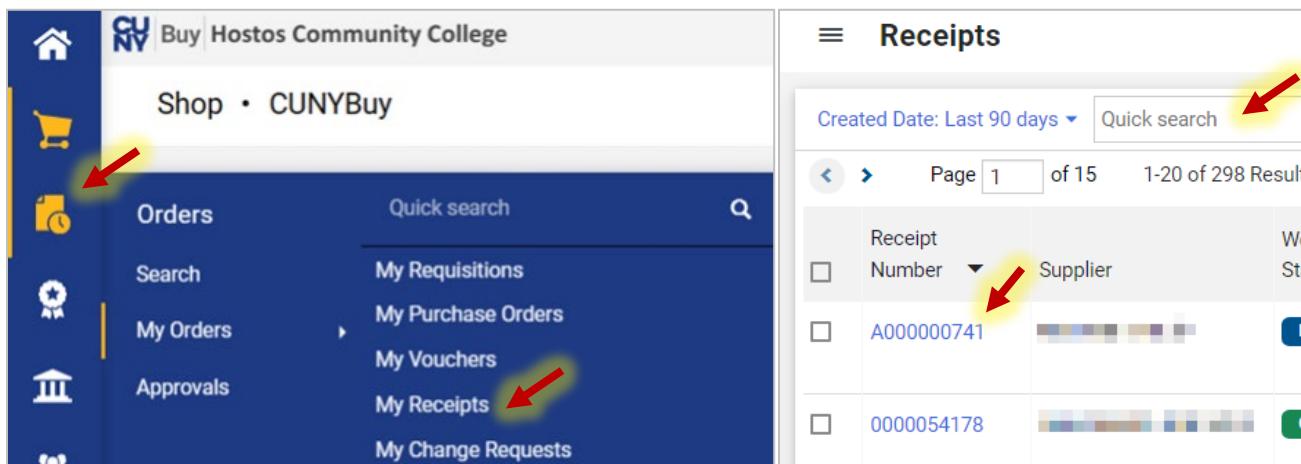
If the Creator knows the Purchase Order number for which a receipt is required, they can navigate to it by hovering over the **Orders** icon in the left-hand menu and selecting **My Purchase Orders**. From that page, you can search for the Purchase Order in the **Quick Search** bar or click on the **PO Number** for which the receipt is required and follow the instructions in the previous section.



The screenshot illustrates two ways to access the 'My Receipts' page. On the left, the CUNYBuy interface shows the 'Orders' icon in the sidebar menu, which is highlighted with a red arrow. Hovering over this icon reveals a dropdown menu with options: 'My Requisitions', 'My Purchase Orders' (also highlighted with a red arrow), 'My Vouchers', 'My Receipts', 'My Change Requests', 'Draft Change Requests', and 'My Procurement Requests'. On the right, the 'Search Purchase Orders' page is displayed, showing a list of purchase orders. A red arrow points to the 'PO Number' column, where the value 'CTYPR-0000060038' is shown for the first item.

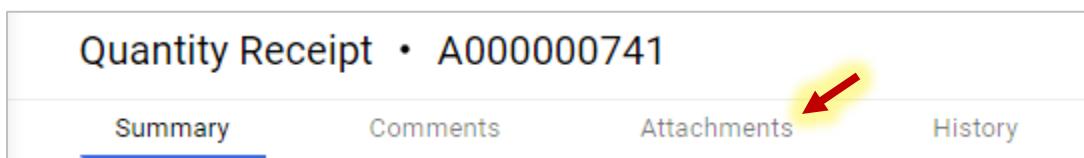
## Reviewing your (Creators) Receipt Status

1. Hover over the **Orders** icon in the left-hand menu and select **My Receipts**.
2. Click on the **Receipt Number** or search for the receipt in the **Quick Search** bar.



The screenshot shows the 'My Receipts' page from the CUNYBuy interface. The 'Orders' icon in the sidebar is highlighted with a red arrow. The 'My Receipts' link in the dropdown menu under 'Orders' is also highlighted with a red arrow. The 'Quick search' bar at the top of the page is also highlighted with a red arrow. The page displays a list of receipts with columns for Receipt Number, Supplier, and other details.

3. You can view the details of the receipt by scrolling through the receipt page. You can view attachments by selecting the **Attachments** tab.



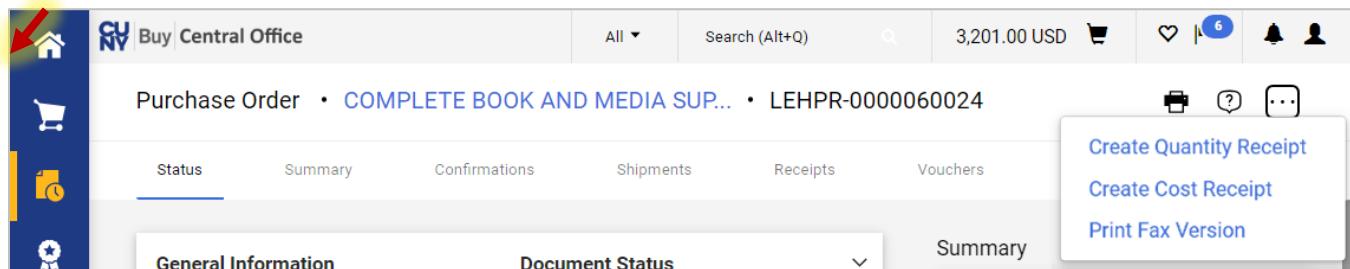
The screenshot shows the details of a specific receipt. The title is 'Quantity Receipt • A000000741'. Below the title, there are tabs for 'Summary' (which is underlined in blue, indicating it is the active tab), 'Comments', 'Attachments' (highlighted with a red arrow), and 'History'.

## Creating a Cost Receipt for an Amount Only Purchase Order

If the Purchase Order and Requisition indicate that the purchase transaction is an **Amount Only** transaction, the receipt will differ from a quantity receipt.

Follow Steps 1-4 of the Creating a Quantity Receipt instructions.

- Click the **Purchase Order Options** icon in the top right of the page and select **Create Cost Receipt** from the dropdown menu.



- On the **Cost Receipt** page, enter the **Receipt Name**, **Receipt Date**, and **Packing Slip No.** in the appropriate fields.
- Upload the packing slip and any other supporting documentation by clicking the **Add** link in the **Attachments** section.

The screenshot shows the 'Cost Receipt' creation page for document number 580792. The 'Summary' tab is selected. The form includes fields for Receipt Name (2023-07-26 10863342 01), Receipt No (To Be Assigned), Receipt Date (7/26/2023), and Packing Slip No. (empty). To the right, there is a section for 'Attachments (To be used for packing slips)' with an 'Add' button, and a notes area with a text input field and character count indicator (1000 characters remaining).

- In the next section of the **Cost Receipt** page, enter the cost that reflects the payment to be made against this purchase order.
- Click the **Submit** button to create the cost receipt.

The screenshot shows the 'Cost Receipt' creation page for document number 580792. The 'Summary' tab is selected. The main area shows a table for PO # COSPR-0000060090 with one line item. The 'Cost' field is set to 1500 and 'Status' is 'Cost Received'. To the right, a summary panel displays the creation date (7/26/2023 9:39:09 AM), source (Manual), and supplier (empty). A red arrow points to the 'Submit' button at the top right of the page.

## Inspections

Receipts are required for all goods and services. Some goods and services may require an additional inspection (Information Technology, Facilities/Furniture, Hazardous Materials, and others as designated by the University).

Inspections are a part of the receipt workflow. Payments to suppliers cannot be made without the creation of an Inspection Receipt in addition to the receipt entered by the Creator.

Inspectors should follow the above instructions for creating a receipt. If the quantity of goods that pass inspection is less than the quantity on the Purchase Order, the inspector should enter only those that pass inspection.

Once the Inspector has created the receipt, the receipts will be entered into workflow and will be available to Accounts Payable for matching with the Purchase Order and the supplier invoice.