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.

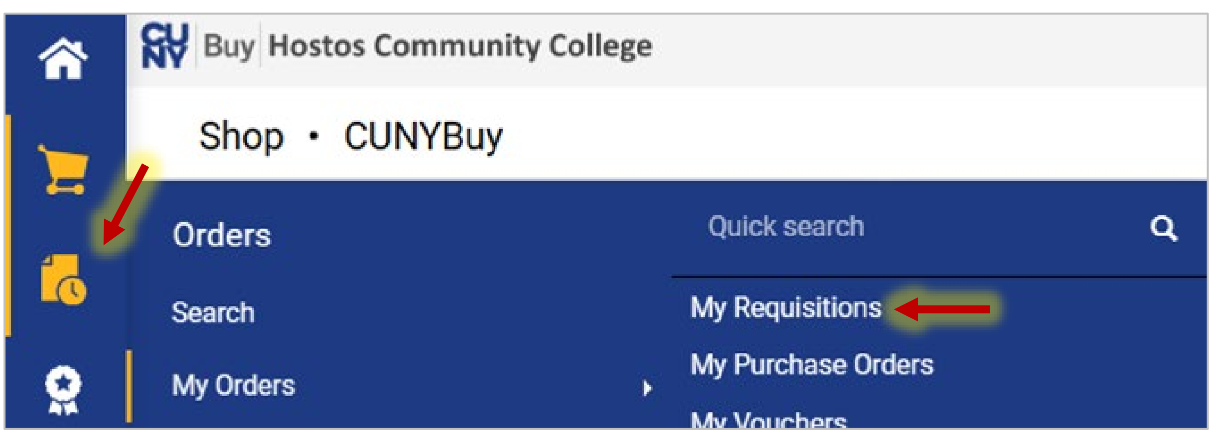
Receipts for services should indicate the actual value of the services provided – e.g., hours worked and the associated price.

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

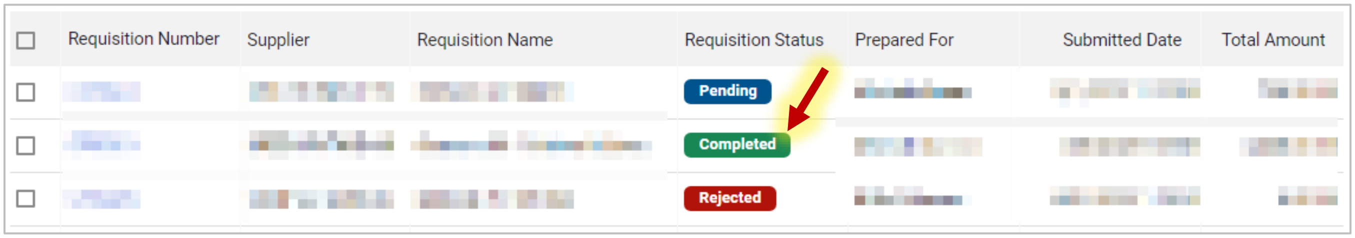
- Ensure that the goods/services were delivered as expected. Verify the quantity of goods received and ensure that the services delivered are documented in accordance with CUNY policy.
- Scan and attach documents to the receipt that demonstrate that the goods have been received (e.g., packing slips)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

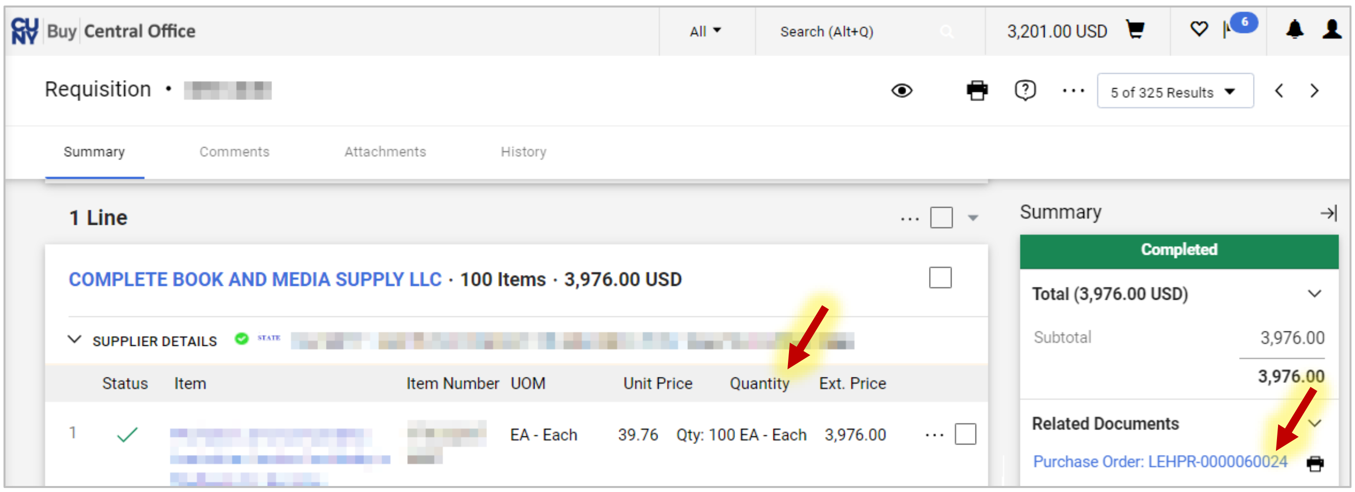
1. Hover over the **Orders** icon in the left-hand menu and select **My Requisitions**.



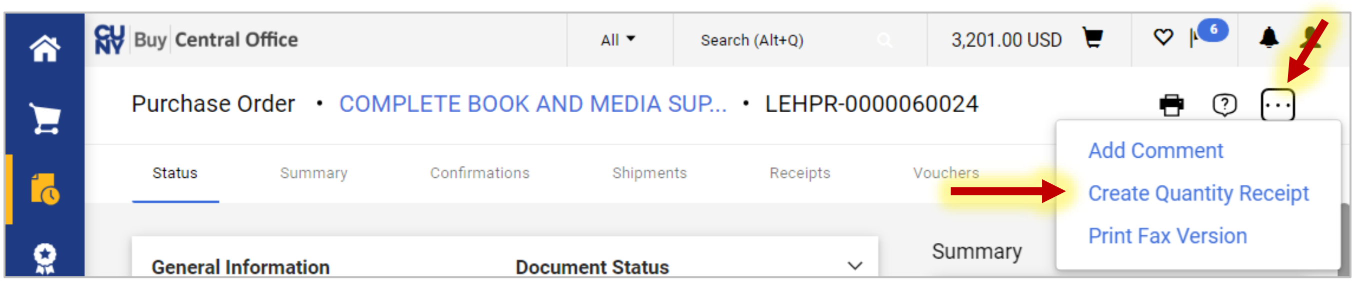
2. Select the requisition link to display the requisition page. Note that the **Requisition Status** must be **Complete** in order to create a receipt.



3. Review each line in the requisition and confirm the quantity for each item delivered.
4. In the **Summary** section, under the **Related Documents** subheading, click on the **Purchase Order** link.

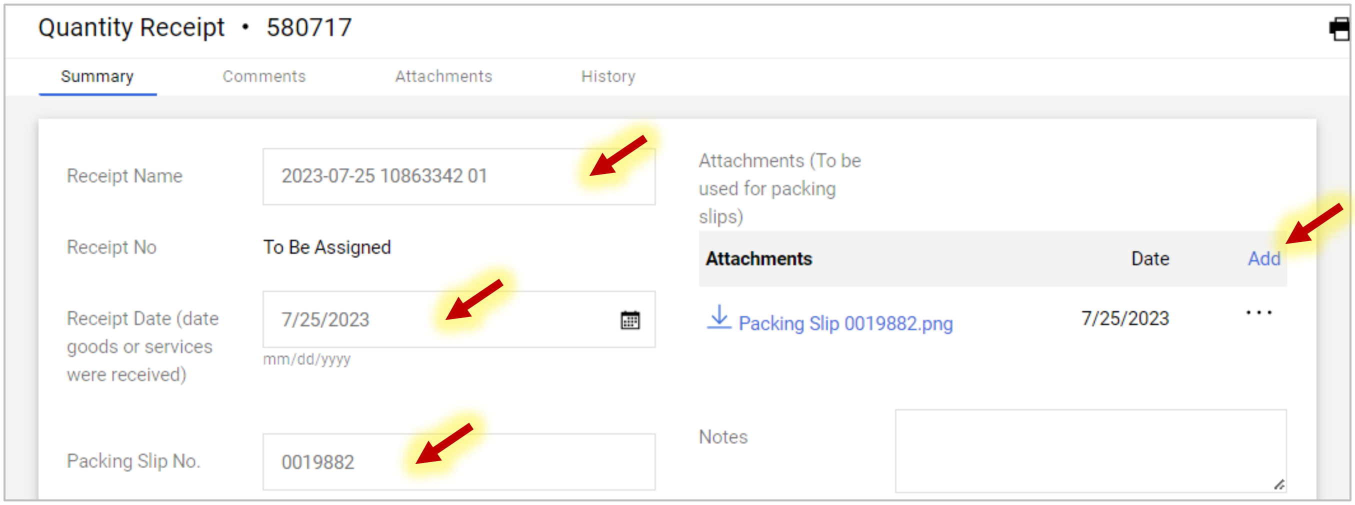


5. Click the **Purchase Order Options** icon in the top right of the page and select **Create Quantity Receipt** from the dropdown menu.

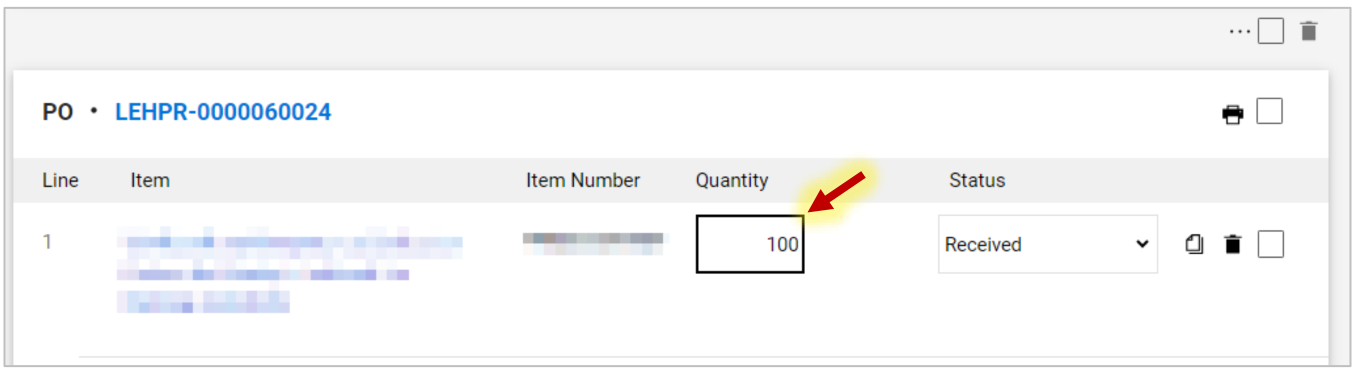


6. On the **Quantity Receipt** page, enter the **Receipt Name**, **Receipt Date**, and **Packing Slip No.** in the appropriate fields.
7. Upload the packing slip and any other supporting documentation by clicking the **Add** link in the **Attachments** section.

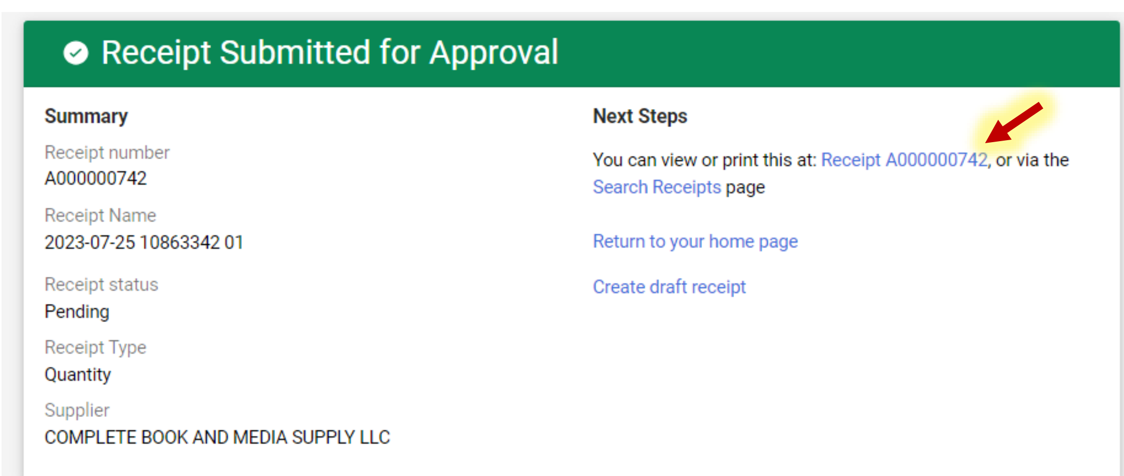
Note: Acceptable supporting documentation to upload to a receipt includes a packing slip, tracking details, waybill number, order confirmation, invoice, independent contractor's activity log for work completed at CUNY, signed Claim for Payment (CFP), program/agenda, confirmed total attendees list, prior overage justification approval for meetings and events where food is served, etc.



8. 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 for the items received.

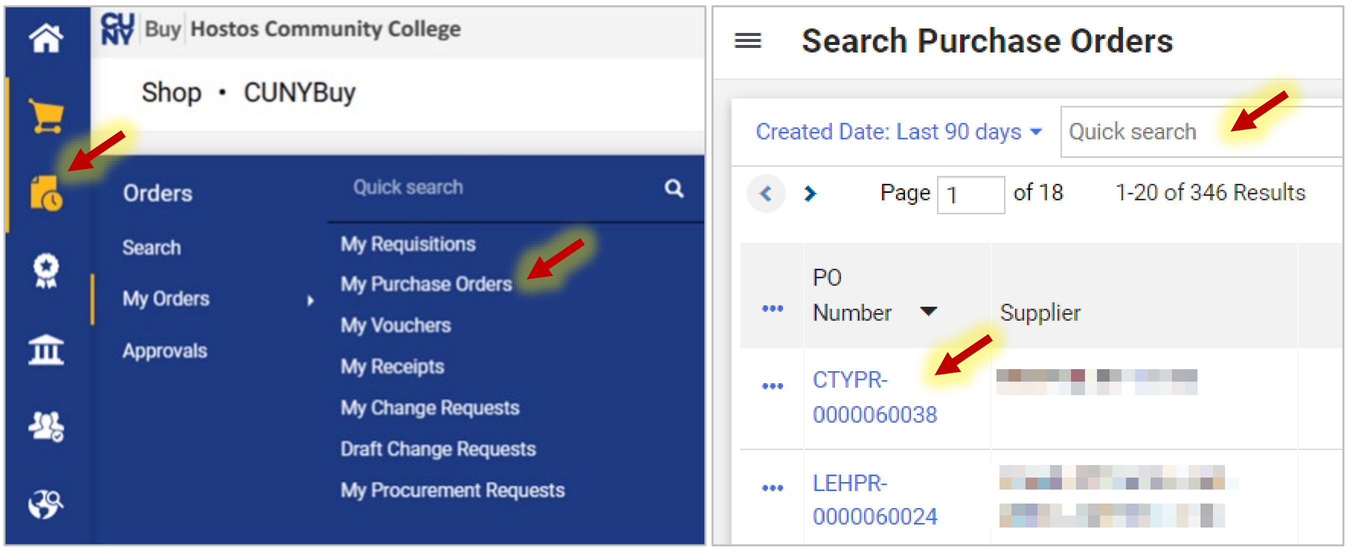


9. When finished entering the information into the quantity receipt, click the **Submit** button on the top right of the page to enter the requisition into the receipt workflow in CUNYBuy.
10. View or print the receipt by clicking the option on the submission confirmation screen.



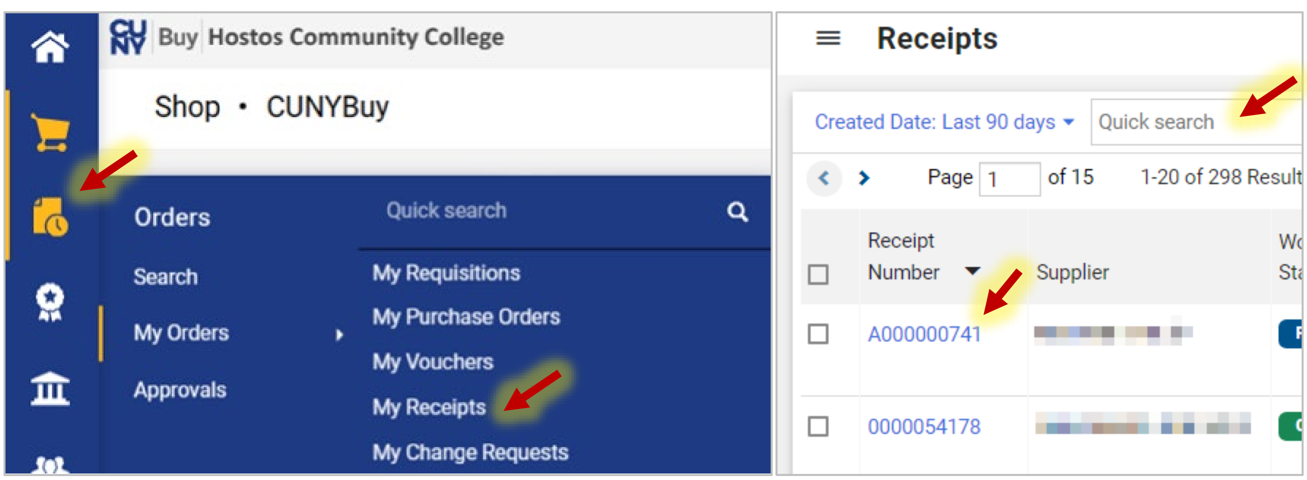
Alternate navigation

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.

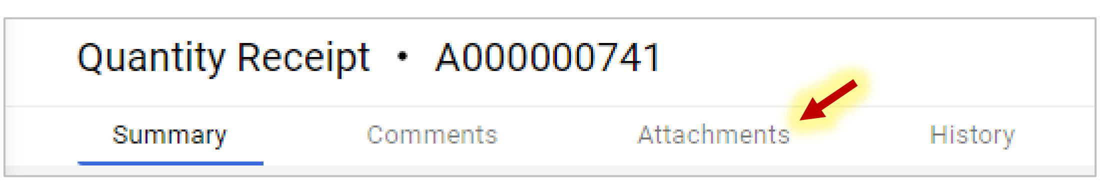


Reviewing your (Creators) Receipt Status

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.



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

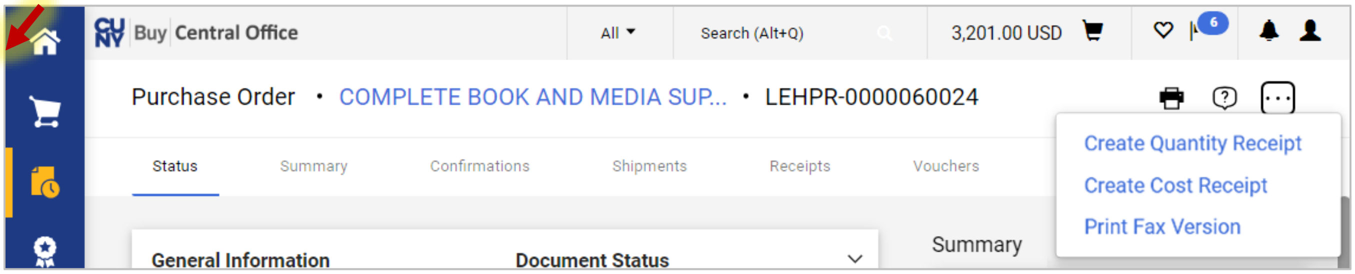


Creating a Cost Receipt for an Amount Only (vs. Quantity) Purchase Order

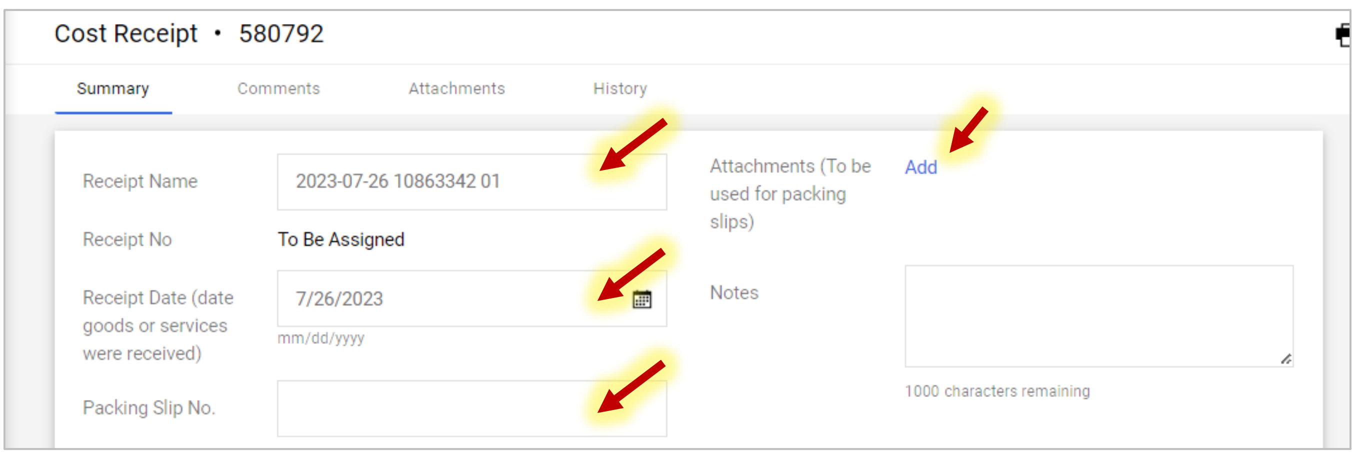
If the Purchase Order and Requisition indicate that the purchase is an **Amount Only** transaction, the receipt will differ from a quantity receipt.

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

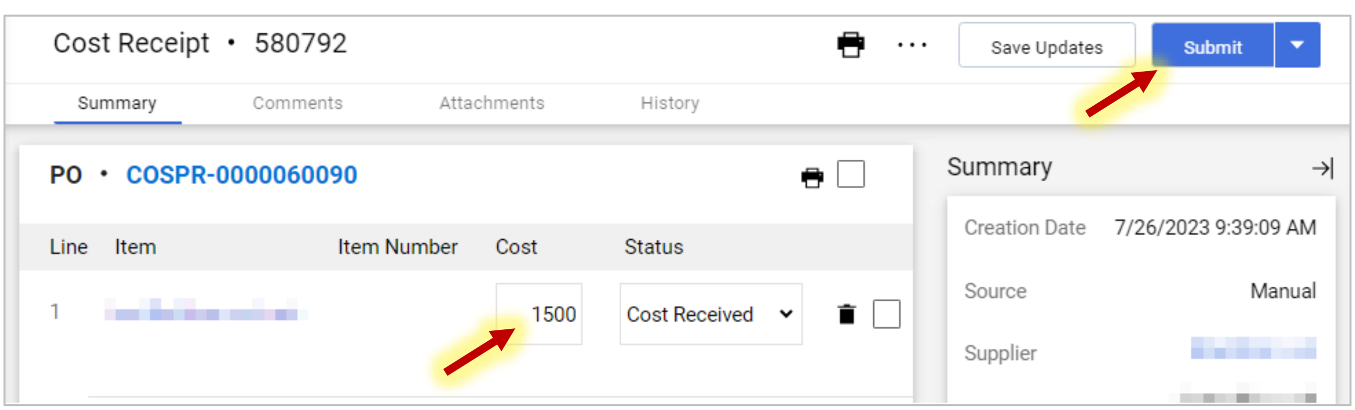
5. Click the **Purchase Order Options** icon in the top right of the page and select **Create Cost Receipt** from the dropdown menu.



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



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



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 and are received.

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.