

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.

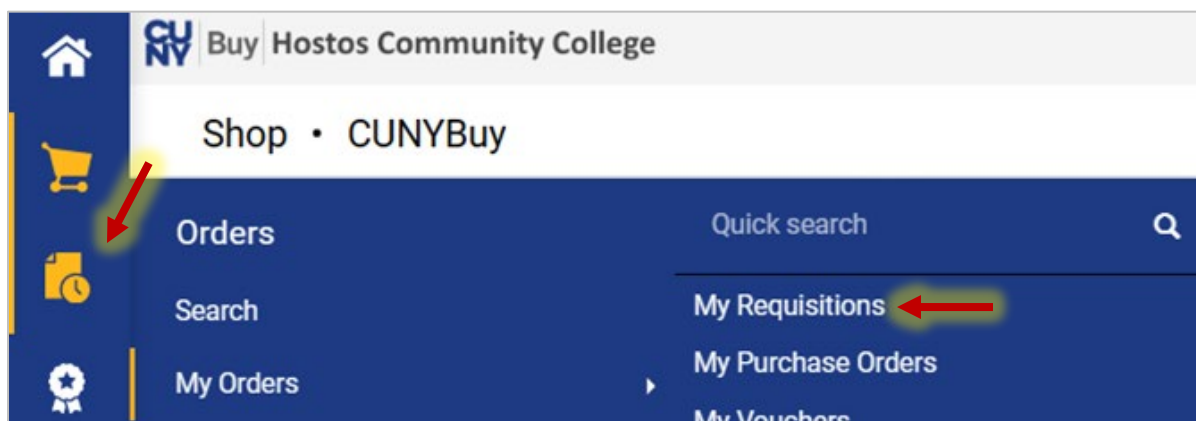
Receipts for services should indicate the actual value of the services provided – e.g., hours worked and the associated price.

Prior to entering a receipt in CUNYBuy, 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**.



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

<input type="checkbox"/>	Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]	Pending	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]	Completed	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]	Rejected	[blurred]	[blurred]	[blurred]

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

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

- On the **Quantity 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.

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

Receipt Date (date goods or services were received): 7/25/2023

Packing Slip No.: 0019882

Attachments (To be used for packing slips)

Attachments	Date	Add
↓ Packing Slip 0019882.png	7/25/2023	...

Notes

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.

PO • LEHPR-0000060024

Line	Item	Item Number	Quantity	Status
1	[blurred]	[blurred]	100	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.

✓ Receipt Submitted for Approval

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

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 shows the CUNYBuy interface. On the left, the 'Orders' icon is highlighted with a red arrow. A dropdown menu is open, and 'My Purchase Orders' is selected with a red arrow. On the right, the 'Search Purchase Orders' page is shown. The 'Quick search' bar is highlighted with a red arrow. Below the search bar, the page shows 'Page 1 of 18' and '1-20 of 346 Results'. A table lists purchase orders with columns for 'PO Number' and 'Supplier'. Two rows are visible: one with PO Number 'CTYPR-0000060038' and another with 'LEHPR-0000060024'. Red arrows point to the 'PO Number' column header and the first row's PO number.

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 CUNYBuy interface. On the left, the 'Orders' icon is highlighted with a red arrow. A dropdown menu is open, and 'My Receipts' is selected with a red arrow. On the right, the 'Receipts' page is shown. The 'Quick search' bar is highlighted with a red arrow. Below the search bar, the page shows 'Page 1 of 15' and '1-20 of 298 Results'. A table lists receipts with columns for 'Receipt Number', 'Supplier', and 'Status'. Two rows are visible: one with Receipt Number 'A000000741' and another with '0000054178'. Red arrows point to the 'Receipt Number' column header and the first row's receipt number.

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

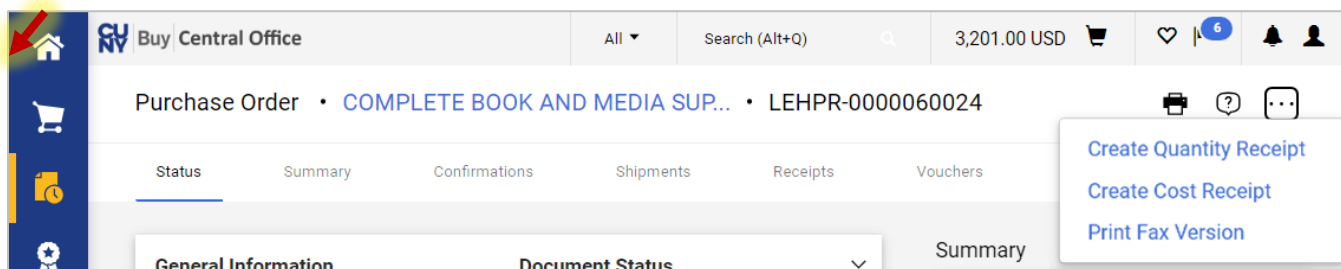
The screenshot shows the receipt details page for 'Quantity Receipt • A000000741'. At the bottom, there are four tabs: 'Summary', 'Comments', 'Attachments', and 'History'. The 'Attachments' tab is selected and highlighted with a red arrow.

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

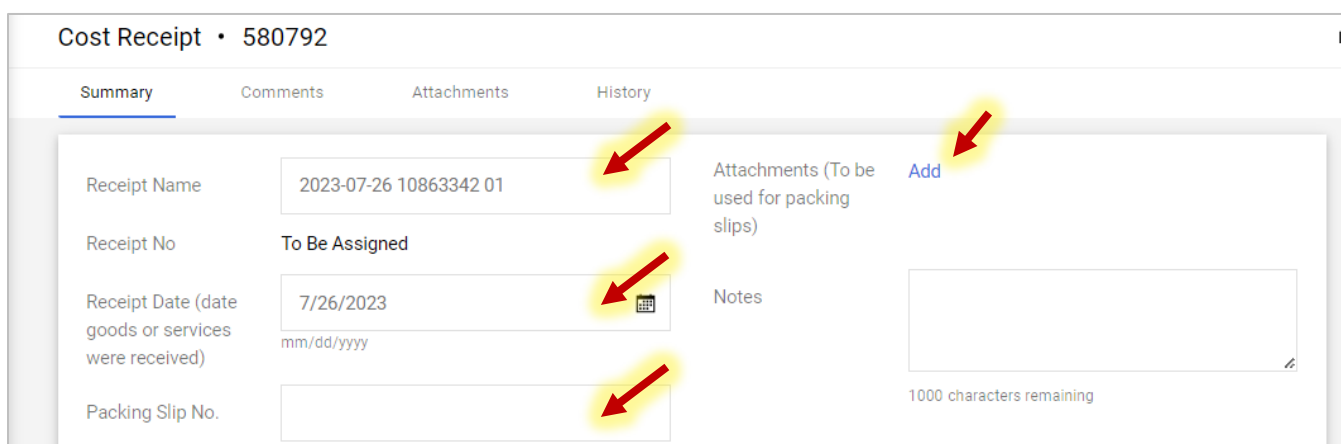
If the Purchase Order and Requisition indicate that the purchase is an **Amount Only** transaction, the receipt will differ from a quantity receipt.

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

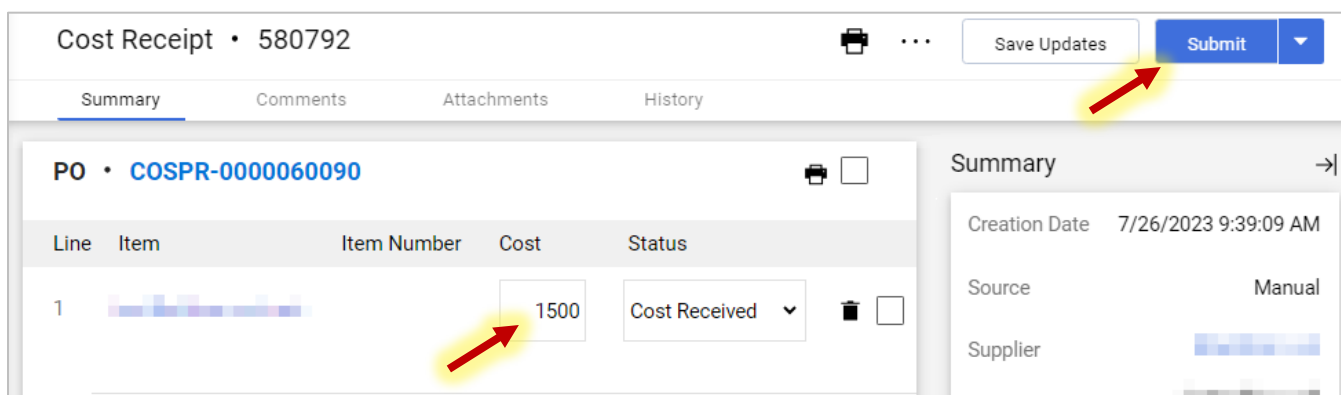
- Click the **Purchase Order Options** icon in the top right of the page and select **Create Cost Receipt** from the dropdown menu.



- 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.



- 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.



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.