Desktop Receiving

Receipts are required for all goods and services

Submit promptly to ensure CUNY meets payment terms on invoices

- Receivers of services add attachment(s) to receipt
 - Signed work order or invoice
 - Scan support documentation (work order, timesheets, etc.) as required by either State Comptroller or CUNY contract to receive payment



Receiving Policies

Incorrect items received

- Requester determines, along with purchasing, if acceptable to keep goods
- Goods are defective or broken
 - If box is damaged, reject box and return to vendor
 - Enter receipt to indicate quantity of items that are not defective - partial acceptance



Enter Receipt – Amount Only

Eind an Existing Value Add a New Value Business Unit: DNSPR Q Receipt Number: NEXT PO Receipt V	 Select Add for a new receipt Search for PO Select checkbox of PO Click OK
Select Purchase Order	
PO Unit: QNSPR	Q Days +/- Today:
ID: 0000000	0079 Start Date:
Line/Sched Num:	/ End Date:
Release:	Vendor Name: Q Vendor Lookup
Item ID:	Vendor Item ID:
Ship To:	Q Manufacturer ID:
Ship Via:	Q Manufacturer's Item ID:
Retrieve Open PO Schedules	Receipt Qtv Options
Search	No Order Qty In the second
Retrieved Rows	Customize Find View All 🖾 🛗 First 💶 1 of 1 🔟 Last
Selected Rows Shipping Related M	More Details (1999)
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Enter Receipt – Amount Only

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Receiving											***	Enter Price Shown
Business Unit:	QNSPR		Receipt	t Status	: Open	×						on Invoice
Receipt ID:	NEXT		Add Con	nments	Activities						*	Click Save
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Select Purchase Order												
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Receipt ID:	0000	000033			Add (Comment	S	Activ	ities			down the Decoint
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CUNYfirst

Enter Receipt – Quantity Based

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	Line/Sched Num:	:	1		End Date:		31			
	Release:				Vendor Na	ime:		Q	Vendor Lookup	
	Item ID:			Q	Vendor Ite	m ID:		Q		
	Ship To:		Q		Manufactu	irer ID:				Q
	Ship Via:		Q		Manufactu	ırer's Item ID:				Q
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	QNSPR 00	00000077 1	1		03/28/2013	10.0000			SERVERS	
	Select All	Clear All								
	OK Cancel	Refresh								
									CUN	Y first

Enter Receipt – Quantity Based

Maintain Receipts	*	Enter Quantity
Business Unit: QNSPR Receipt Status: Open Receipt ID: NEXT Add Comments Activities	***	Received
Header		
Select Purchase Order Customize Find View All Image: Pirst King 1 of 1 Image		
□ Interface Receipt □ Save ▷ Notify ☆ Refresh		

Maintain Receipts	5		••
Receiving			
Business Unit:	QNSPR	Receipt Status: Received	**
Receipt ID:	000000029	Add Comments Activities	
▶ Header	<u>Header Details</u>	Document Status	

- Received status displays
- If Inspection is required, write down the Receipt ID

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Receipt – Packing Slip

Maintain Rec	eipts								
Receipt He	eader Comments								
Business Unit:	iness Unit: QNSPR Receipt Nbr: 000000029								
Receipt Status:	Received								
Retrieve Activ	ve Comments Only	Retrieve							
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Receipt – Packing Slip

Maintain Receipts
Receipt Header Comments
Business Unit: QNSPR Receipt Nbr: 000000029
Receipt Status: Received
Retrieve Active Comments Only Retrieve
*Sort Method: Comment Time Stamp
Comments Find View All First I of 1 Last
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Shown at Voucher
Associated Document
Attachment Packing_Slip_Attachment.doc Attach View Delete
From -> RCV QNSPR-000000029
OK Cancel Refresh

- Enter the Packing Slip number in comments
- Packing slip is attached



Receipt – Modify Receipt Date

Maintain Receipts						
Receiving						
Business Unit:	QNSPR		Receipt Status:	Received	×	
Receipt ID:	000000029		Edit Comments	Activities		
	Header Details		Document Status			
Header						
Select Purchase Order						
Receipt Lines			Customiz	e Find View All 🗖] 🔠 🛛 First 🚺	1 of 1 🔟 Last
Receipt Lines More Details	E Links and Stat	us 🔰 Item / Mfg Data	Optional Input	Source Information		
Line Item	Description	PO Unit PO ID	Line Schedule	PO Amount <u>Amount</u> Only	Dist by F	О Туре
1	<u>SERVERS</u>	QNSPR 00000007	7 1 1	20,000.00 N	🔎 Qty	2

Click Header Details link



Receipt – Modify Receipt Date

Maintain Receipt	S								
Header Details									
Business Unit:	QNSPR	*Receipt Date:	03/28/2013 📴 Receipt Time: 1:19PM						
Receipt ID:	000000029	User ID	OT_EARENA						
Receive Source:	On-line	Receipt Status:	Received						
Vendor:	2000009075	Name:	DELL MARKETING LP						
Location:	MAINEPAY	*Ship To:	IB-B104						
Last Change Date	04/10/2013 10:58:43AM	Last User to Modify	OT_KHAFNE						

✤ As needed, update Receipt Date

✤ As needed, update Receipt Time



Receipt – Requester Information

Maintain Receipts			
Receiving			
Business Unit:	QNSPR	Receipt Status: Received	×
Receipt ID:	000000029	Edit Comments Activities	
	Header Details	Document Status	
Header			
Select Purchase Order			
Receipt Lines		Customize Find View All	🔄 🛗 🛛 First 🚺 1 of 1 🖸 Last
Receipt Lines More Details	s Links and Status Item / Mfg Data	Optional Input Source Information	
Line Item	Description PO Unit PO ID	Line Schedule PO Amount Amou	nt Dist by PO Type
1	SERVERS QNSPR 00000007	77 1 1 20,000.00 N	🖓 Qty 🧏

Select Document Status to view related documents



Receipt – Requester Information

Receipt DOC	Status						
Documen	nt Status						
Business Unit	QNSPR	Receiver ID:	000000029		Status:	Received	
Document Date: 03/28/2013 Document Type: Receipt Carrier ID:							
Currency:	USD	Amount:		20,000.00	Short Vendor	Name: DELL MARK	(E-001
		Bill of Lading	:		Source:	On-line	
Associated Do	ocument			Customize Fin	d View All 🖾 🛗	First 🚺 1-3 of 3 🛽	Last
Documents	Related Info						
Business Unit	Document Type	DOC ID	<u>Status</u>	Document Date	<u>Vendor ID</u>	Location	
QNSPR	REQ	000000035	Approved	03/26/2013			
		000000077	Dispatched	03/28/2013	2000009075 🚍		
QNSPR	PO	000000077	Dispatched	00/20/2010	2000003073		

View related documents and their status



Receipt – Requester Information

Requisitions								
Req Inquiry Customize Find View All 🖾 🛗 First 🚺 1 of 1 🖸 Last								
Unit	Requisition	<u>Status</u>	<u>Requester</u>	Req Date	Total Amt			
QNSPR	000000035	Approved		03/26/2013	20,000.00 USD			

Central Receiving staff find out where to deliver the goods through a Req Inquiry?



Cancel Receipt

Maintain Receipts																			
Receiving																			
Business Unit:				QNSPR			Receipt Status:		Rece	ived	×								
Receipt ID:				000000029			Add C	omments	Activities										
				Header Details			Docur	nent Statu:	5										
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Select Purchase Order																			
Recei	leceipt Lines								<u>Cı</u>	ustomize F	ind View All	🏼 ا 🕄	First	1 of 1	Last				
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<u>Line</u>		<u>ltem</u>		Description	<u>Price</u>	<u>Receipt Qty</u>		<u>*Recv</u> UOM	Accept Qty	<u>Status</u>	<u>Category</u>	<u>Serial</u>	<u>Device</u> <u>Track</u>	<u>Stock</u> UOM	<u>Device</u> <u>Track</u>				
1	₽			SERVERS	2000.00000	10.0000	Þ	EAQ	10.0000	Received	4321000000			EA 🔍	<u>Device</u> <u>Track</u>	×			
Interface Receipt																			
Save Return to Search Notify Refresh											e/Displa	y							

- Click X to right of Receipt Status for all lines
- Click X at line level to cancel a line
- Canceling the transaction cannot be reversed



Cancel Receipt

Message	х
Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)	
Yes No	

- Message appears asking you to confirm cancel
- Click Yes

