CUNYfirst eProcurement Workshop, Part 2: How to Pay

Why is a Receipt Needed?
Upon receiving the items or services from the vendor, create a receipt in CUNYfirst and submit supporting documentation to the Office of Accounts Payable. The vendor will not be paid unless a receipt has been created in CUNYfirst.

How to Create a Receipt
1. Log in to CUNYfirst and navigate to: Financials Supply Chain > Purchasing > Receipts > Add/Update Receipts.
2. Under the “Add New Value” tab, click the “Add” button.
3. Enter the PO number in the “ID” field, then click “Search.”
4. Select the lines to be paid, then click “OK.”
5. Enter the correct values in the “Price” or “Receipt Qty” fields, as necessary.
6. Click the “Add Comments” link.
7. Click the “Attach” button and attach the signed and dated packing slips/invoices.
8. Click on “OK” button.
9. Click the “Header Details” link. Delete the default “Receipt Date” and enter the date that the items or services were actually received.
10. Click the “OK” button.
11. Click “Save”.
12. Click the yellow “Details” button.
13. Expand the “Source Information” section.
14. Print the page.
15. Do this for each line on the receipt.
16. Submit printed summary page and all documentation to the Office of Accounts Payable.

Reprinting Receipt Summary Page
1. Log in to CUNYfirst and navigate to: Financials Supply Chain > Purchasing > Receipts > Add/Update Receipts.
2. Click “Find an Existing Value”.
3. Enter either the receipt or Purchase Order Number and click “Search”.
4. Follow steps 12–16 under “How to Create a Receipt”.

eProcurement Checklist
- Find Purchase Order Number using eProcurement Notes
- Create and Submit Receipt

Required Supporting Documentation
Once goods and services have been received and the receipt has been created in CUNYfirst send the following documents to the Office of Accounts Payable:

1. Printed copy of a CUNYfirst receipt summary page showing your receipt ID, amount, quantity, goods receipt date, and your Purchase Order ID. To determine the correct date to enter, refer to the Goods Receipt Chart on the next page.
2. Original signed and dated packing slip reviewed and signed by authorized signatory.
3. Original service tickets, packing slips or delivery tickets.

Don’t Forget!
Each order can have several associated invoices. A receipt must be created for each invoice received.
# Goods Receipt Chart

<table>
<thead>
<tr>
<th>Items (Physical Items)</th>
<th>Receipt Date</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>The date items were received.</td>
<td>Supplies, computers, furniture</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services / Honoraria / Independent Contractor Agreements</th>
<th>Receipt Date</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>The date of service. For multiple dates, enter the latest date.</td>
<td>Repairs, guest speakers, catering</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance / Renewals / Warranty</th>
<th>Receipt Date</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the coverage period has ended, enter the last date of the coverage period.</td>
<td>Elevators, memberships, subscription, printers</td>
<td></td>
</tr>
<tr>
<td>If the coverage period has begun but not yet ended, enter the first date of the coverage period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the coverage period has not yet begun, enter today’s date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postage / Phone</th>
<th>Receipt Date</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>The invoice or billing date.</td>
<td>UPS, Verizon, AT&amp;T</td>
<td></td>
</tr>
</tbody>
</table>

Note: If the invoice is for services and items, enter the date of service. Do not enter a future date as the goods receipt date when creating a receipt.

To ensure that current fiscal year funds are used for outstanding orders, state guidelines require that all goods must be received and all services must be completed on or before June 30, the end of the fiscal year.

To initiate payments, the Office of Accounts Payable must receive the documents detailed above from the requester (department), a copy of the approved and dispatched Purchase Order from the Office of Purchasing, and an original invoice from the vendor.

Note: Vendors doing business with the State of New York can review payment information and maintain address information via eSupplier. Refer vendors to the Statewide Financial System website at [http://www.sfs.ny.gov/](http://www.sfs.ny.gov/).

## Contacts

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- **Accounts Payable** *(ext 5421)*
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- **CUNYfirst Receipts** *(ext 5116)*
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Register for our other classes!

- Introduction to Purchasing
- eProcurement Workshop 1: How to Buy (Requisitions)
- Introduction to Travel & Expense
- Travel & Expense Workshop
- Brooklyn College Knowledge