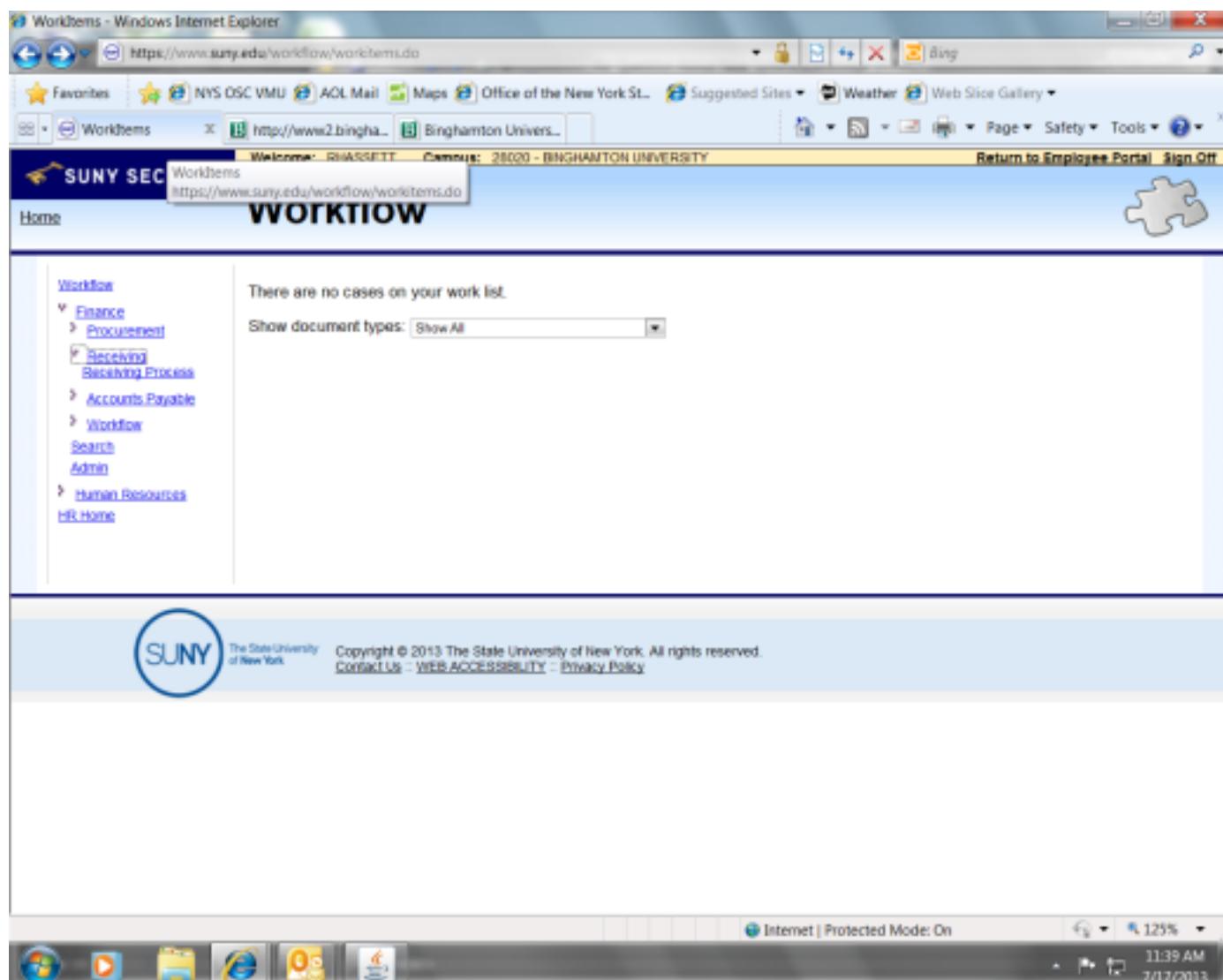


Creating a Short Form Receipt



Sign in to the BU Business System, get to your workflow, click on Finance, Receiving and finally Receiving process.

SUNY Finance and Management System - Receiving - Windows Internet Explorer

https://www.suny.edu/finance/receiving/receiving-main.jpf

SUNY Finance and Management System

Welcome: RHASSETT Campus 28020 - BINGHAMTON UNIVERSITY

Return to Employee Portal Sign Off

SUN SECURE

Management Panel

Navigation

Workflow

Finance

Human Resources

HR Home

Header

Items

Add Unordered Item

Returns

Summary

Search

Receipt Type

* Select Receipt Type: Item Receipt

PO Search

PO Number:

Req Number:

SFS Vendor Name:

SFS Vendor ID:

Requested Date:

SUNY

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javascript:void(0)

Internet | Protected Mode: On

125%

9:32 AM

7/19/2013

Click the left arrow next to the Management Panel to collapse the screen so you get a better view of the receipt.

SUNY Finance and Management System - Receiving - Windows Internet Explorer
http://www.suny.edu/finance/receiving/receiving-main.jdf

SUNY Finance and Management System - Receiving - Windows Internet Explorer
http://www.suny.edu/finance/receiving/receiving-main.jdf

SUNY SECURE

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Home

SUNY Finance and Management System

Header Items Add Unordered Item Returns Summary Search Summary by PO

Receipt Type
* Select Receipt Type: Item Receipt
Item Receipt
Short Form Receipt

- PO Search
PO Number:
Req Number:
SFS Vendor Name:
SFS Vendor ID:
Requested Date:

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Done Internet Protected Mode: On 125% 9:33 AM 7/19/2013

Select Receipt Type—click on the drop down and choose short form receipt. Processing will appear on the screen. The screen will go gray and take you to the PO Search.

SUNY Finance and Management System - Receiving - Windows Internet Explorer

https://www.suny.edu/finance/receiving/receiving-main.jpf

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SUNY SECURE

Home

SUNY Finance and Management System

* Select Receipt Type: Short Form Receipt

- PO Search

PO Number: 200000

Req Number:

SFS Vendor Name:

SFS Vendor ID:

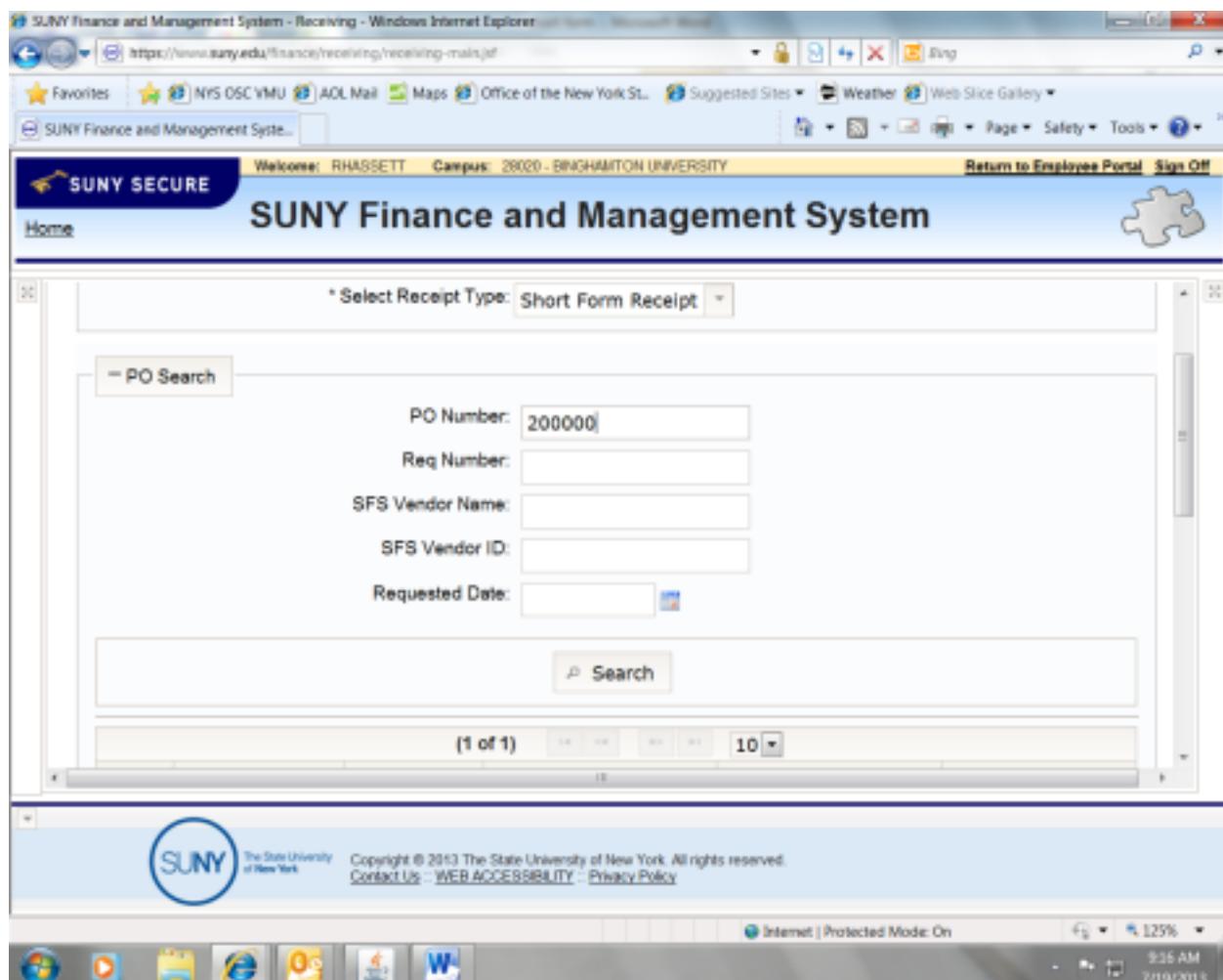
Requested Date:

Search

(1 of 1)

Internet | Protected Mode: On

125% 9:56 AM 7/19/2013



Enter your PO number, click search. Processing will appear on the screen. The screen will go gray again while grabbing your PO information.

SUNY Finance and Management System - Receiving - Windows Internet Explorer

https://www.suny.edu/finance/receiving/receiving-main.jpf

SUNY Finance and Management System

Home

SUNY SECURE

Welcome: RHASSETT Campus 28020 - BINGHAMTON UNIVERSITY

Return to Employee Portal Sign Off

PO Number: 200000

Req Number:

SFS Vendor Name:

SFS Vendor ID:

Requested Date:

(1 of 1)

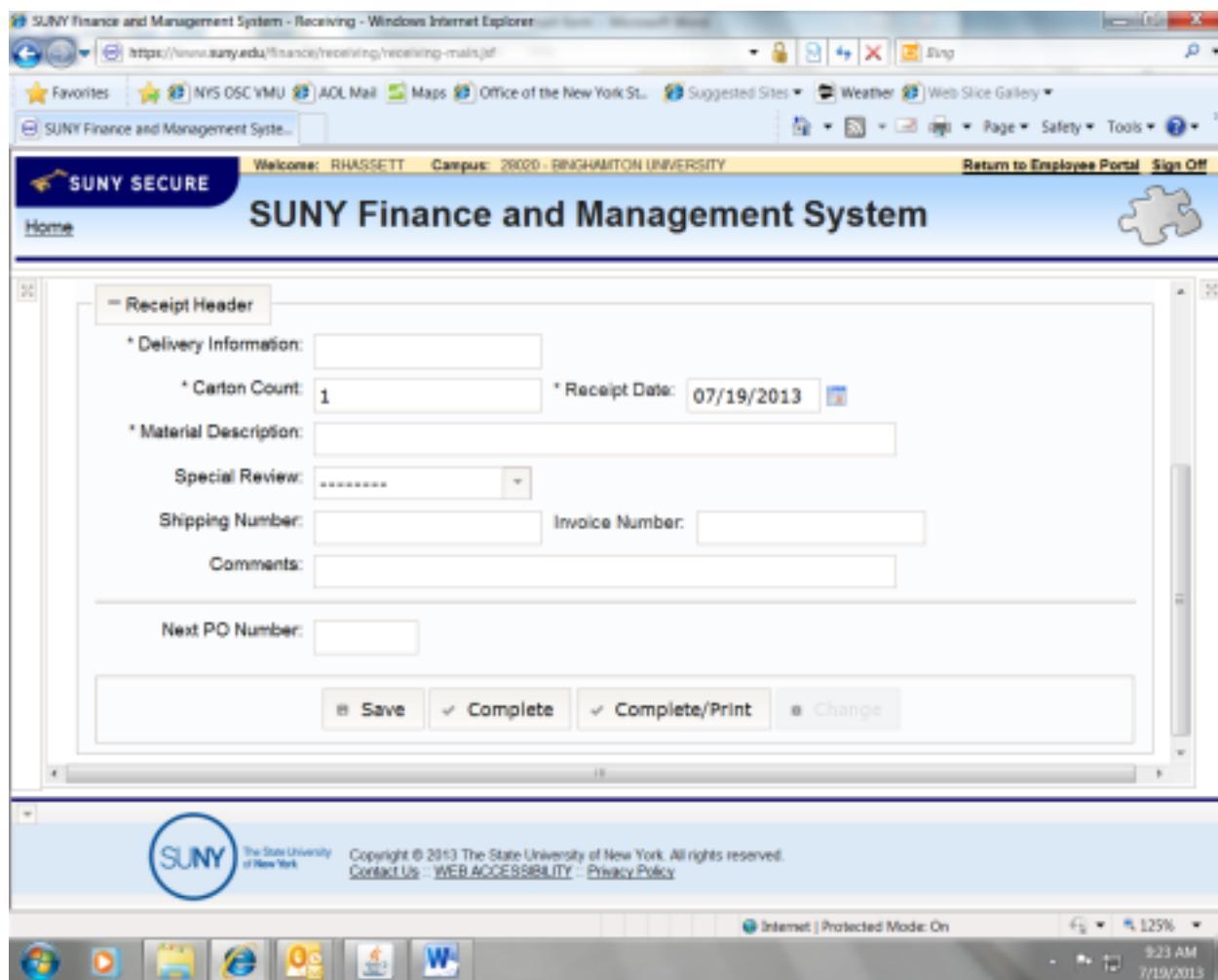
Select	PO Number	PO Type	Document Status	Requested Date	Vendor Name
<input type="checkbox"/>	200000	Item	Matched	07/15/2013	PROFTECH LLC

(1 of 1)

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Done Internet Protected Mode: On 125% 9:37 AM 7/19/2013

Your PO will appear under the search. Click in the white Select box, then click the Select box under the PO. Again, Processing will populate, the screen will go gray while selecting your PO.



The screenshot shows the SUNY Finance and Management System - Receiving page. The URL is <https://www.suny.edu/finance/receiving/receiving-main.jpf>. The page title is "SUNY Finance and Management System". The main content area is titled "Receipt Header" and contains the following fields:

- * Delivery Information: [Text Box]
- * Carton Count: * Receipt Date: [Calendar Icon]
- * Material Description: [Text Box]
- Special Review: [Dropdown Menu] -----
- Shipping Number: [Text Box] Invoice Number: [Text Box]
- Comments: [Text Box]
- Next PO Number: [Text Box]

At the bottom of the form are buttons:

The browser status bar at the bottom shows: Internet | Protected Mode: On, 125%, 9:23 AM, 7/19/2013.

Time to create your receipt! Fill in the following information:

Delivery Information: Employee Name-who received the item(s).

Carton Count: this field values for you.

Receipt Date: Defaults to the date you are creating the receipt. Please put the date that you received the item.

Material Description: this field can only hold 30 characters so be very concise with field...what is

it? **Special Review:** do not value this field

Shipping Number: from packing slip, if available

Invoice Number: if applicable

Comment: OK to pay or OK to pay for a specific item if more than one delivery of items for that PO.

SUNY Finance and Management System - Receiving - Windows Internet Explorer Microsoft Word

https://www.suny.edu/finance/receiving/receiving-main.jpf

SUNY Finance and Management System

Welcome: RHASSETT Campus: 28020 - BINGHAMTON UNIVERSITY

Return to Employee Portal Sign Off

SUNY SECURE

SUNY Finance and Management System

* Delivery Information: Rose Hassett

* Carton Count: 1 * Receipt Date: 07/15/13

* Material Description: Folders

Special Review: -----

Shipping Number: ABC123 Invoice Number: 54321

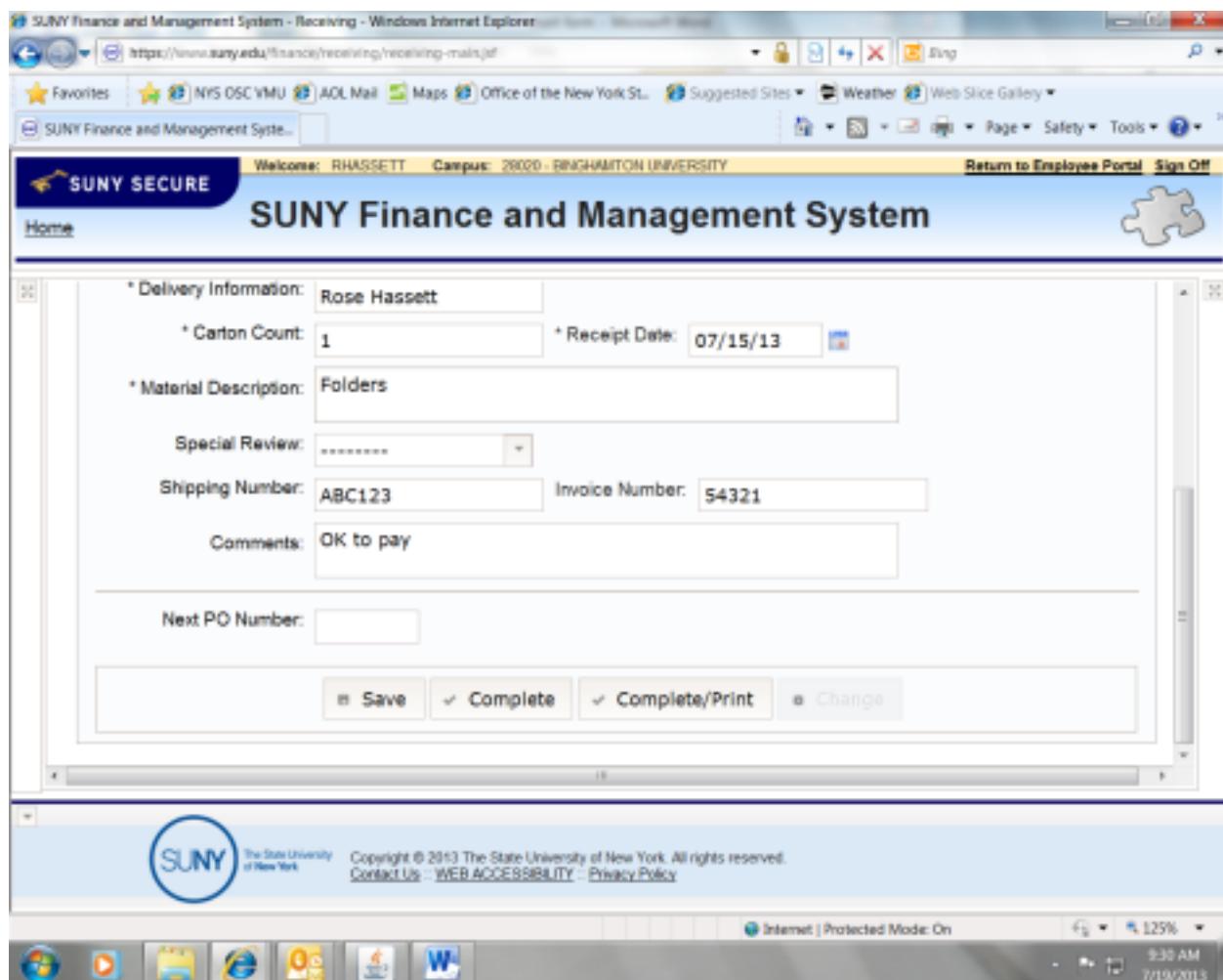
Comments: OK to pay

Next PO Number: []

Save Complete Complete/Print Change

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Internet | Protected Mode: On 9:30 AM 7/19/2013



Click Save.

Click Complete (if you do not have the invoice) or

Click Complete/Print (if you have the invoice and are sending it to the Business Office). Take the receipt, PO and invoice, staple all together and send to the Business Office for processing.

To get back to your workflow, click on the box that looks like an "X" at the top left of the panel

Please remember, we are unable to process any payments against any PO that does not have a short form receipt.