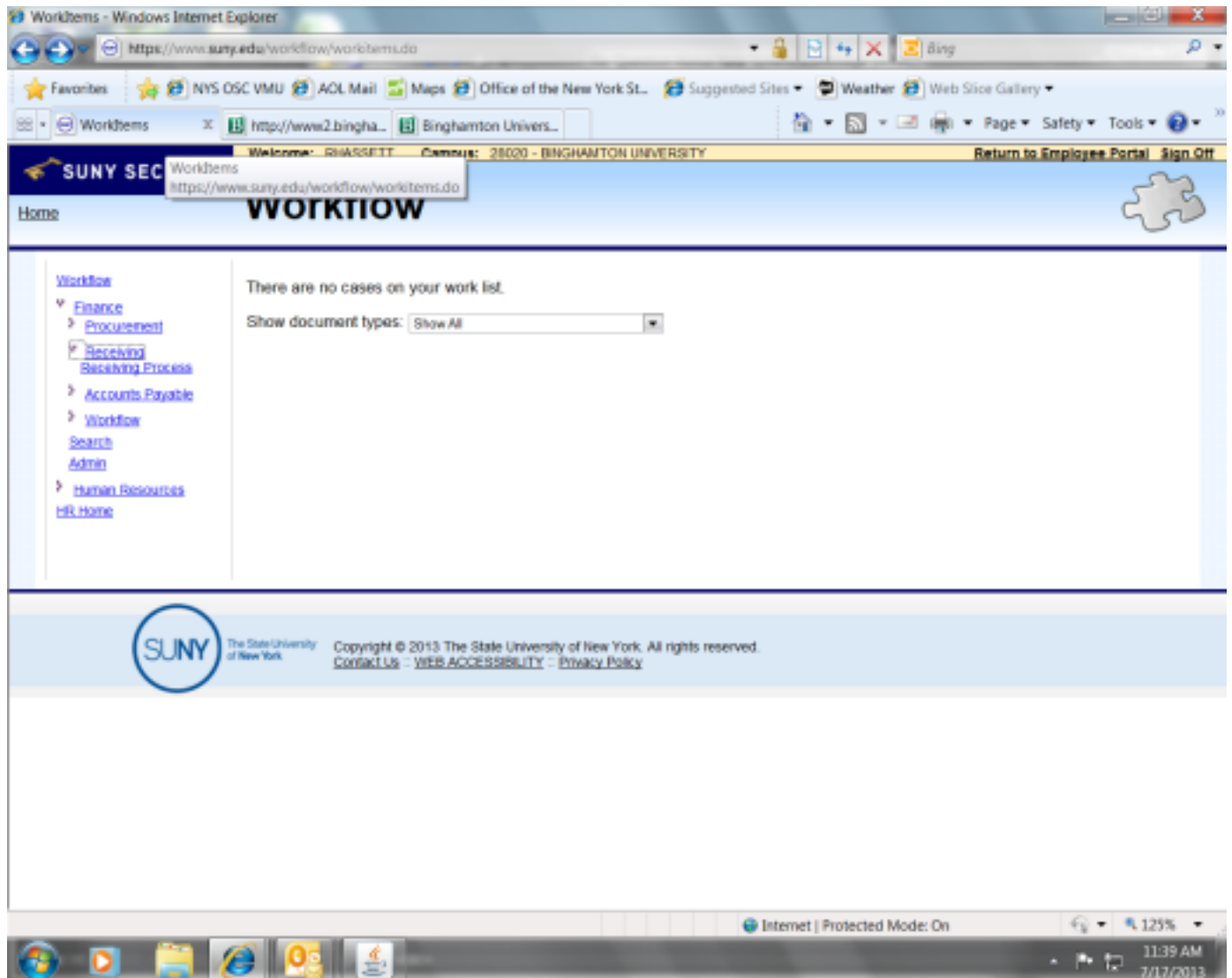
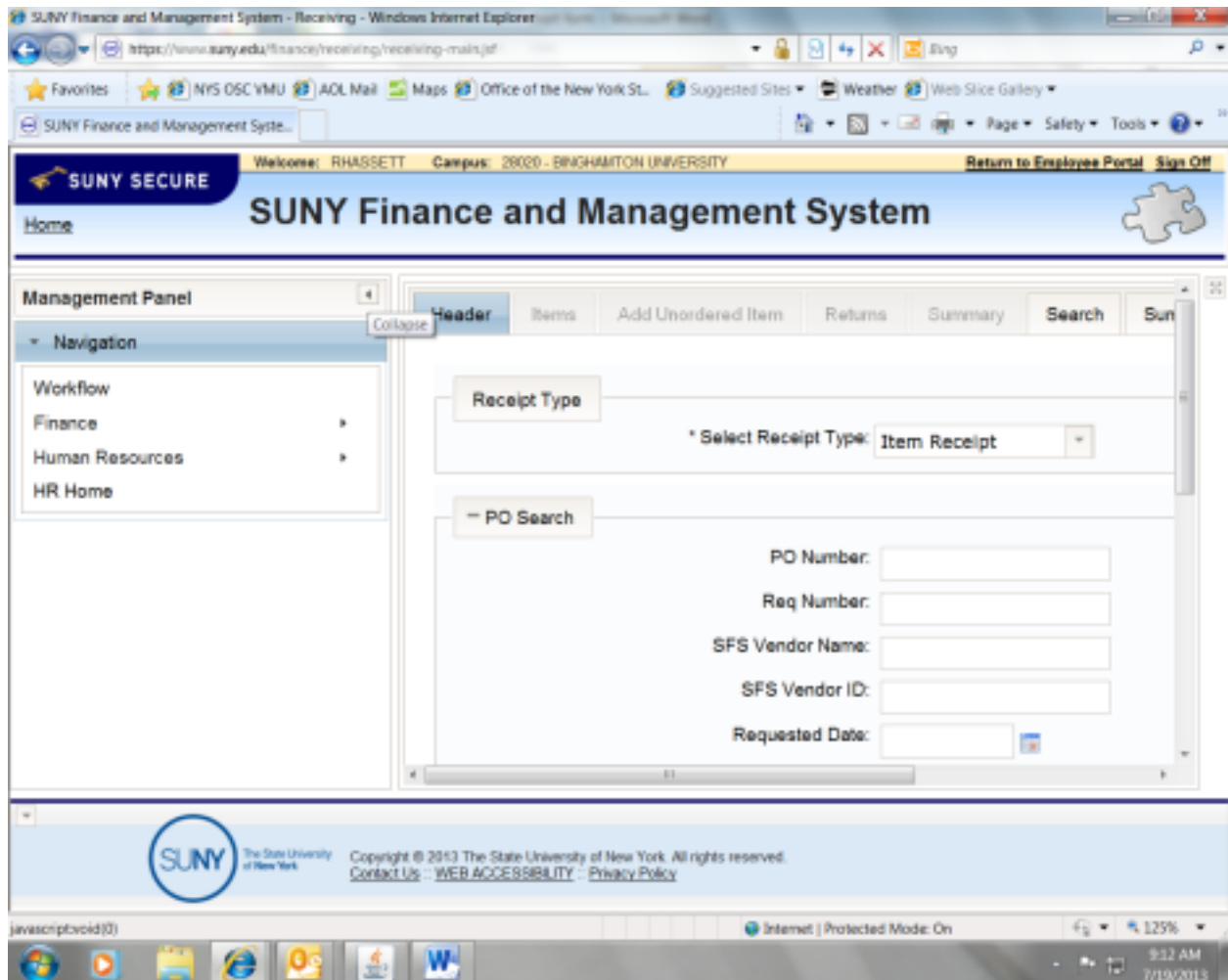


## Creating a Short Form Receipt



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



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

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

SUNY SECURE Welcome: RHASSETT Campus: 20020 - BINGHAMTON UNIVERSITY Return to Employee Portal Sign Off

# SUNY Finance and Management System

Home

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:

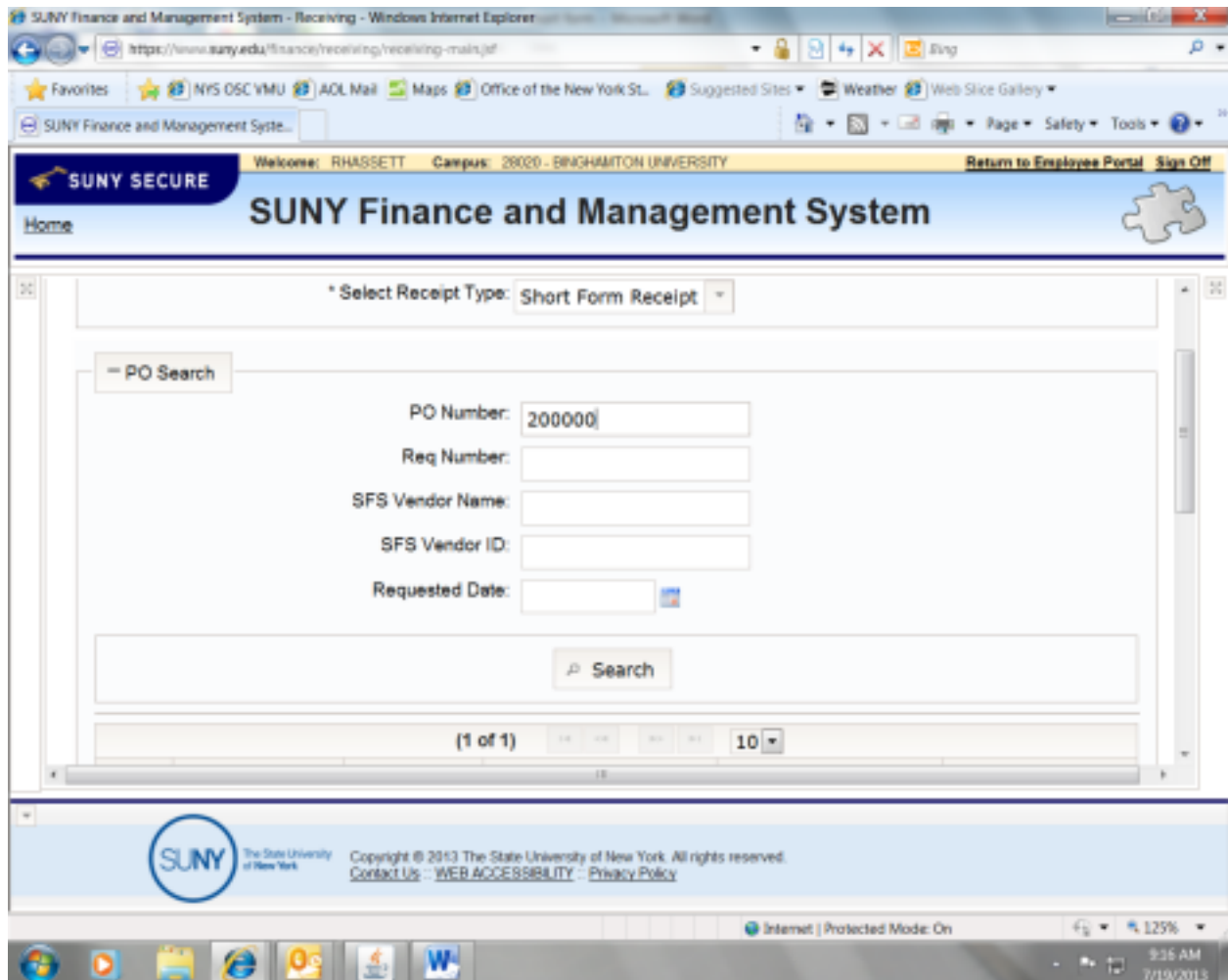
SFS Vendor ID:

Requested Date:

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Done Internet | Protected Mode: On 125% 9:13 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.



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

Home

SUNY SECURE

Welcome: RHASSETT Campus: 20020 - BINGHAMTON UNIVERSITY

Return to Employee Portal Sign Off

SUNY Finance and Management System

PO NUMBER: 200000

Req Number:

SFS Vendor Name:

SFS Vendor ID:

Requested Date:

Search

(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)

Select

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Done Internet | Protected Mode: On 125% 9:17 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 a web browser window displaying the SUNY Finance and Management System. The page title is "SUNY Finance and Management System - Receiving - Windows Internet Explorer". The address bar shows the URL "https://www.suny.edu/finance/receiving/receiving-main.jpf". The page features a "SUNY SECURE" banner and a navigation bar with "Home" and "SUNY Finance and Management System" links. The main content area is titled "Receipt Header" and contains the following form fields:

- \* Delivery Information:
- \* Carton Count:  \* Receipt Date:
- \* Material Description:
- Special Review:
- Shipping Number:  Invoice Number:
- Comments:
- Next PO Number:

At the bottom of the form, there are four buttons: "Save", "Complete", "Complete/Print", and "Change". The footer of the page includes the SUNY logo, copyright information for 2013, and links for "WEB ACCESSIBILITY" and "Privacy Policy". The browser's taskbar shows the system time as 8:23 AM on 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.

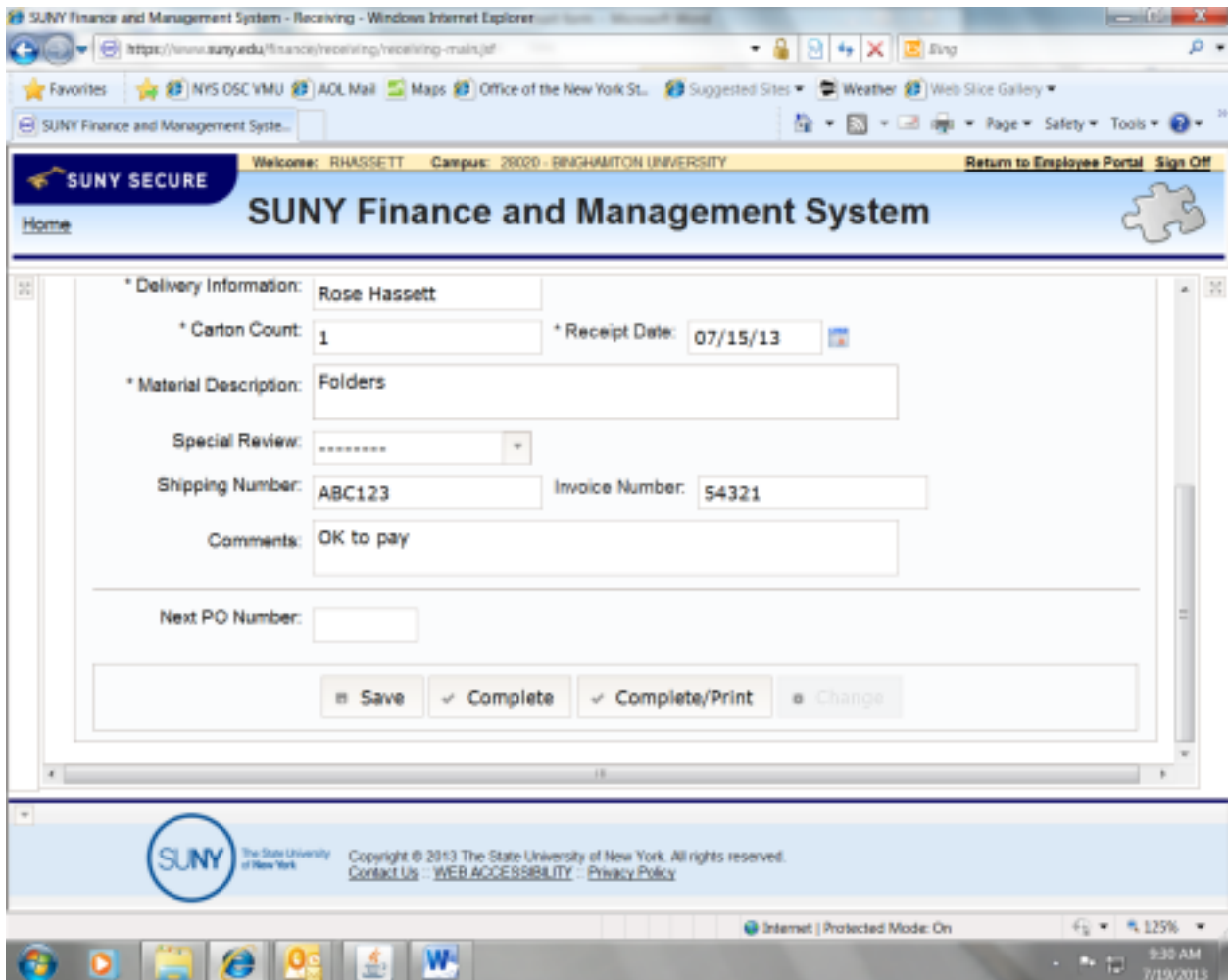
**Receipt Date:** Defaults to the date you are creating the receipt. Please put the date that you received the item.

**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.



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.**