

Creating a Receipt

When the item(s) have been received, you need to **Create a Receipt**. This receipt serves as notification to Accounts Payable to pay the vendor. You will still need to send the invoice with the Purchase Order number written on the top over to Accounts Payable. Make a copy of the invoice for your records.

1. To log in, go to www.binghamton.edu/business-office
2. Scroll down the page to the **Requisitions, PO's and Accounts Payable** module.

Requisitions, POs and Accounts Payable

- [System Sign-on](#)
- [Training Manual](#)
- [Personal Reimbursement Voucher \(PDF\)](#)
- Add a Vendor ([email: supplier-l@listserv.binghamton.edu](mailto:supplier-l@listserv.binghamton.edu))
- [Vendor Listing](#)
- Requisition Questions? [email: cnaccara@binghamton.edu](mailto:cnaccara@binghamton.edu); phone 7-2938
- [NYS Tax Exempt Letter \(PDF\)](#)(.PDF; 136kb)
- [Link to AP Website](#)
- [Link to Purchasing Website](#)

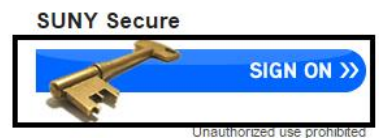
3. Click **System Sign-on**.



Faculty & Staff

Employment Resources

- Human Resources
- Employment Opportunities
- SUNY Benefits
- [Employee Relations](#)
- SUNY Giving Campaign Form (txt) (pdf)*
- Faculty & Staff PC Discount Program:
Apple Dell




4. Click **SUNY Secure Sign On**.
5. Select **Binghamton** campus and click **Login**.

Central Authentication Service

Sign in with your Binghamton University PODS Computer Account

PODS Login



Username:

Password:

LOGIN

[Forgot your password?](#)

[Blackboard Guest Login](#)
[QuikPAY - Authorized Payer](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

- Input your **PODS Username** and **PODS Password**.
- Click **Login**.

SUNY SECURE

Employee Services Portal

Portal Home

Business Systems Applications | E-Business Services | Enrollment Management | Specialty Websites | More >>

[Finance & Management System](#)
[Human Resource Systems](#)
[IDL Inquiry Form](#)
[SMRT - SUNY Management Resource Tool](#)

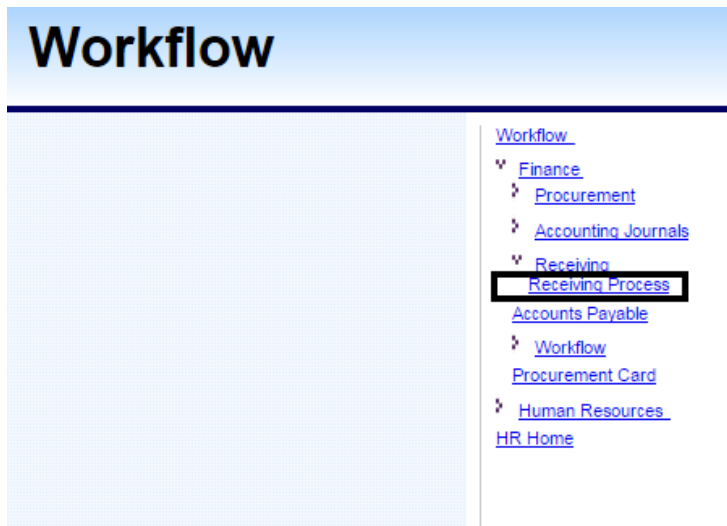
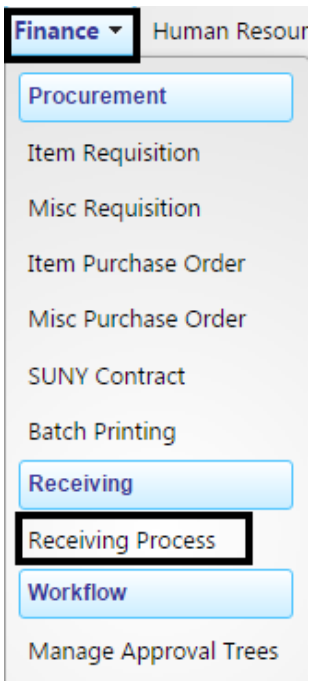
Account Activity Quick View

| Account-Sub | Account- Fiscal Year | Total Allocated | Total Expended | Total Encumbered | Balance |
|--|----------------------|-----------------|----------------|------------------|---------|
| There are no accounts assigned at this time. | | | | | |

*ALL Fields are Required

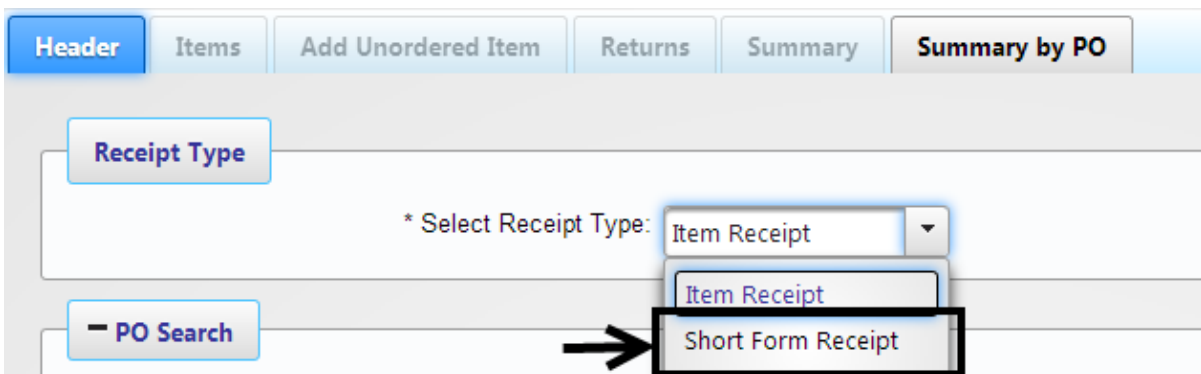
Account: Add
Sub- Account: Delete

- Click on **Finance & Management System**.



OR

1. Depending which screen the system brings you to, under **Receiving** click on **Receiving Process**.



- Under **Select Receipt Type**, click **Short Form Receipt**.
****You *always* want a *Short Form Receipt*.****

PO Search

PO Number:

Req Number:

SFS Vendor Name:

SFS Vendor ID:

Requested Date:

- Under **PO Search**, type in the PO Number or Requisition Number and then click **Search**.
- Scroll down the page for your results.

| Select | PO Number | PO Type | Document Status | Requested Date | Vendor Name |
|-----------------------|-----------|---------|-----------------|----------------|-----------------------|
| <input type="radio"/> | 000474 | Item | Complete | 04/22/2014 | FM OFFICE EXPRESS INC |

(1 of 1)

- Select the radio button in the **Select** column next to the PO Number you want to create the receipt for.
- Click **Select**.
- Scroll down the page to **Receipt Header**.

Receipt Header

* Delivery Information:

* Carton Count: * Receipt Date:

* Material Description:

Special Review:

Shipping Number: Invoice Number:

Comments:

Next PO Number:

8. Under **Receipt Header**:

- **Delivery Information:** enter *employee name* (who received the item(s))
 - **Carton Count:** automatically populates with a 1
 - **Receipt Date:** select the date you received the item
 - **Material Description:** enter a very brief description of what was received
 - **Special Review:** leave blank
 - **Shipping Number:** leave blank
 - **Invoice Number:** enter, if known
 - **Comment:** enter **OK to Pay**
 - Click **Complete** or **Complete/Print**
- Note:** If you click on **Save**, this only saves the screen but does not complete the Receipt.