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)
- Vendor Listing
- Requisition Questions? email: 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.

4. Click SUNY Secure Sign On.
5. Select Binghamton campus and click Login.
6. Input your **PODS Username** and **PODS Password**.
7. Click **Login**.

8. Click on **Finance & Management System**.
1. Depending which screen the system brings you to, under Receiving click on Receiving Process.
2. Under **Select Receipt Type**, click *Short Form Receipt.*
**You always want a Short Form Receipt.**

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

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