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.

1. To log into the System, go to [www.binghamton.edu/business-office](http://www.binghamton.edu/business-office)
2. Scroll down the page to the **Requisitions, PO's & Accounts Payable** module.

### Requisitions, PO's & Accounts Payable

- [System Sign-on](#)
- Training Manual
- [Personal Reimbursement Voucher](#)
- Add a Vendor (email: suppliel@listserv.binghamton.edu)
- [Vendor Listing](#)
- Requisition Questions? email: cnaccara@binghamton.edu; phone 7-2938
- [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.
6. Click **Login**.

7. Input your **PODS User ID** and **PODS Password**.
8. Click **Log In**.
9. Click on **Finance & Management System**.

OR

10. Depending which screen the system brings you to, under **Receiving** click on **Receiving Process**.
11. Under Receipt Type, click Short Form Receipt. **You always want a Short Form Receipt.**

12. Under PO Search, type in the PO Number or Requisition Number and click Search.
13. Scroll down the page for your results.

14. Select the radio button in the Select column.
15. Click Select.
16. Scroll down the page to Receipt Header.
17. Under Receipt Header:
   a. **Delivery Information:** enter *employee name* (who received the item)
   b. **Carton Count:** automatically populates with a 1
   c. **Receipt Date:** select the date you received the item
   d. **Material Description:** enter a brief description of what was received
   e. **Special Review:** leave blank
   f. **Shipping Number & Invoice Number:** leave blank
   g. **Comment:** enter **OK to Pay**
   h. Click **Complete** or **Complete/Print**

**Note:** If you click on **Save**, this only saves the screen but does not complete the Receipt.