How to Back-Date a Receipt

CUNYfirst
Fully Integrated Resources & Services Tool

Serving our Students, Faculty & Staff

Back-Dating a Receipt

❑ You will only need to back-date a receipt if you are entering a receipt AFTER July 1st for goods or services received for FY16 (up until June 30th 2016)

Back-Dating a Receipt

- ❑ If you are creating a new receipt then select Add a New Value, then Add

- ❑ Enter the PO, then search - a results box will appear at the bottom

- ❑ Select the PO that you want to receipt and select OK

- ❑ NOTE: If you have already created a receipt and need to change the date, *select Find an Existing Value* and enter the receipt number. You will follow the same steps on the next slide to back-date a receipt.

Back-Dating a Receipt

- ❑ Enter the quantity or amount (depending on the type of PO)
- ❑ Click on the Header Details at the top
- ❑ Change the date to 6/30/16 or prior and the select OK
- ❑ Save the receipt and make note of the receipt ID for your records

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

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