



# How to Back-Date a Receipt

# Back-Dating a Receipt

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



# Back-Dating a Receipt

The left screenshot shows the 'Receiving' menu with the following options: My Favorites, CUNY, Employee Self-Service, Manager Self-Service, Supplier Contracts, Vendors, Purchasing, Requisitions, Procurement Contracts, Purchase Orders, Receipts, Review Receipt Information, Reports, Add/Update Receipts, and Maintain Delivery. The 'Add/Update Receipts' option is selected. The 'Business Unit' is set to LAGPR, the 'Receipt Number' is NEXT, and the 'PO Receipt' checkbox is checked. The 'Add' button is highlighted.

The right screenshot shows the 'Select Purchase Order' form with the following fields: PO Unit (LAGPR), ID (ENTER PO #), Line/Sched Num, Release, Item ID, Ship To, and Ship Via. The 'Retrieve Open PO Schedules' checkbox is checked. The 'Search' button is highlighted.

Retrieved Rows

Customize | Find | View All | First 1 of 1 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	LAGPR	0000006439	1	1		04/01/2015	1.0000			Blanket PO for catering servic

OK

- 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.

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**Maintain Receipts**

**Receiving**

**Business Unit:** LAGPR      **Receipt Status:** Open ✕

**Receipt ID:** NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ **Header**

[Select Purchase Order](#)

**Receipt Lines**      [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#)

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track
1		Blanket PO for catering service	1200.00000	1.0000	1.0000	Open		

**Interface Receipt**      [Interface Asset Information](#)

**Maintain Receipts**

**Header Details**

**Business Unit:** LAGPR      **\*Receipt Date:** 06/30/2015      **Receipt Time:** 11:30AM

**Receipt ID:** NEXT      **User ID:** 23055549

**Receive Source:** On-line      **Receipt Status:** Open

**Vendor:** 1000002954      **Name:** MBJ LIC CORP.

**Location:** DEFAULT      **\*Ship To:** M-M-B98C1

**Last Change Date**      **Last User to Modify**

OK

- ❑ 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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