Changing the Accounting/Billing Date on Smart Source Orders

Once you submit your form (Non-Catalog, Check Request, Confirming Order) to your cart, you will proceed to checkout. You will complete your normal review of the cart such as shipping address, account codes, attachments, etc. You can then change the date of your order by clicking on the edit button (highlighted below) in the Billing section of your order. Select the required date. Once this has been completed, you can proceed with submitting your requisition.