

## 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.

✔ All done! The required information has been completed and this request is ready to be submitted.

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

**Requisition**
PR Approvals
PO Preview
Comments
Attachments
History

**Summary**
Shipping
Billing
Accounting Codes
Supplier Info
🖨️ ?

[Hide header](#)
[Hide value descriptions](#)

General ?	Shipping ?	Billing ?
<p><b>Cart Name</b> 2015-07-07 ma484 01 <span style="float: right;"><a href="#">edit</a></span></p> <p><b>Description</b> <i>no value</i></p> <p><b>Prepared by</b> Michele Arias</p> <p><b>Prepared for</b> Michele Arias</p> <p><b>3-Way Match</b> ✖</p> <p><b>Validate FOMPROF Access</b> ✖</p> <p><b>Pcard Transaction</b> ✖</p> <p>- Do Not Pay</p>	<p><b>Ship To</b> <span style="float: right;"><a href="#">edit</a></span></p> <p>Attn: Michele Arias Rm-MS 81-400 CENTRAL RECEIVING 34TH &amp; LUDLOW STREETS PHILADELPHIA, PA 19104 United States</p> <p><b>Delivery Options</b> <span style="float: right;"><a href="#">edit</a></span></p> <p>Expedite ✖</p> <p>Ship Via Best Carrier-Best Way</p> <p>Requested <i>no value</i></p> <p>Delivery Date</p> <p style="text-align: right;"><a href="#">View/edit by line item...</a></p>	<p><b>Bill To</b> <span style="float: right;"><a href="#">edit</a></span></p> <p>Accounts Payable 3141 Chestnut St PHILADELPHIA, PA 19104 United States</p> <p>No credit card has been assigned. <span style="float: right;"><a href="#">edit</a></span></p> <p><b>Billing Options</b> <span style="float: right;"><a href="#">edit</a></span></p> <p><b>Accounting Date</b> <i>no value</i></p> <p style="text-align: right;"><a href="#">View/edit by line item...</a></p>