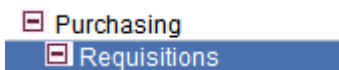


Changing Accounting Dates

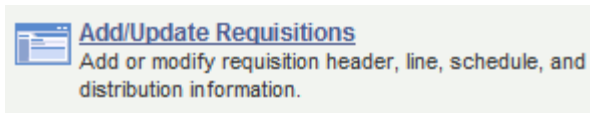
The following will need to be done if you get an error similar to that shown below, saying something about "The Accounting Date is not open."



1. Go into the Purchasing section in Edison, and click on "Requisitions".

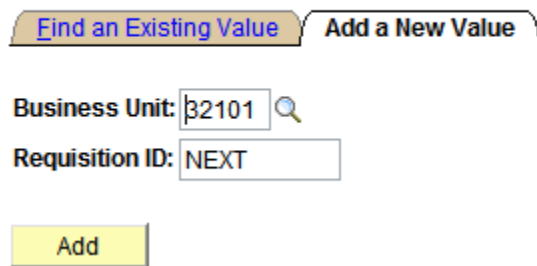


2. Click on "Add/Update Requisitions".

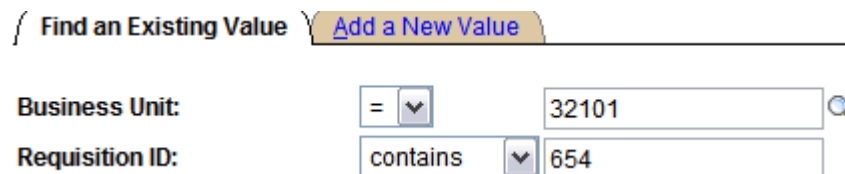


3. Click on the "Find an Existing Value" tab.

Requisitions



4. Type in the correct Business Unit and Requisition ID.



5. Click the "Search" button, then click the link of the Requisition you're working on.

[32101](#) [0000000654](#) [Approved](#) [ONL](#) [kitts0809001](#) [Kittie S Stafford](#) [N](#)

6. The main Requisition screen will appear.

Maintain Requisitions


Requisition

Business Unit: 32101

Requisition ID: 0000000654


▼ Header

*Requester: Kittie S Stafford


*Requisition Date:  [Requester Info](#)

Origin:  Online Entry


*Currency Code: Dollar

Accounting Date: 

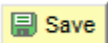
7. Click in the "Accounting Date" field on the screen that shows up, and change it to the current date.

Accounting Date: 

Changes to

Accounting Date: 

8. Scroll all the way down to the bottom and click the Save button.



9. From here, you can continue in ePro Requisition.