

[Four Steps to Change Dates on Existing POs](#)

1. Under [Header Details](#), change this accounting date to July 1 or later.
2. Under the [PO Defaults](#) link, make sure the budget date here changes to the new biennium as well.
3. After you click OK on the PO Defaults screen, you will probably get a message about retrofitting field changes. Carefully read this screen to change the budget dates on all distribution lines. Do not change any other field; click "OK." (This will not work if the PO has already been partially paid.)
4. All distribution lines should have the new budget date. Whether your PO has one line or 41, by changing the budget date under PO Defaults, all **distribution** lines should change to the correct date. You should review the PO under Express Purchase Order to make it easier to double-check these budget dates. If they are all OK, do a budget check.