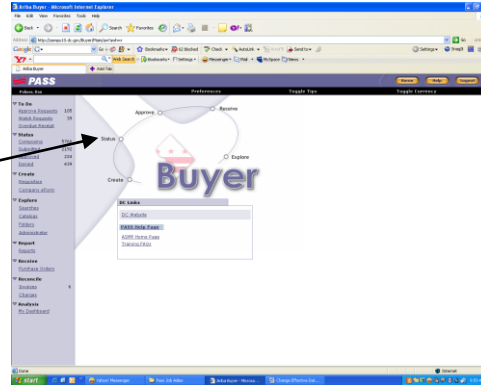


HOW TO

Change Effective Dates for PASS Documents

Log into PASS and click Status on the Swoosh screen.

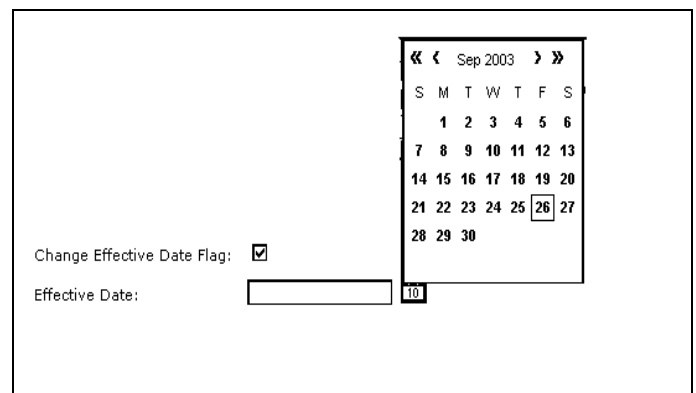


From the Status screen, locate the PASS document to change effective date.



Select the document by clicking on the ID or Title then click Edit.

Select Change Effective Date Flag (Click the box next to the field).



Change Effective Date using the Calendar.

NOTE: If you do not select the Change Effective Date Flag, then the date change will not take effect.

PASS Documents that have effective dates:

- Requisitions
- PO Change (Requisition -v2)
- PO Cancel
- Voucher