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Changing Complete Date on an RO Task

When a task is closed on an RO, a Date and Time stamp are added to the task header line. This timestamp is used to control which payroll period a task will be paid in.

It may be desirable to move an RO task to a different payroll period by changing the completion date. This can be accomplished with the following steps:

- Re-open the RO if necessary
- Select the field **Status** on the RO Task Header line and change it to **In Progress**
- Select **Work Date** from the **Tools** menu on the menu bar.
- Change the **Work Date** to the date you want the Task *completed* on.
- Select **Complete Task** from the **Functions** button on the RO document.
- Close the RO if necessary.
- Select **Work Date** from the **Tools** menu on the menu bar.
- Change the **Work Date** to the date to today's date. You can just enter a 'T' to get today's date.