

REQUISITIONS – NEW FISCAL YEAR

This script provides instructions for entering requisitions for orders being charged to **FY 19**.

TO ADD A REQUISITION FOR A FUTURE FISCAL YEAR:

1. On the Requisition page, change both the Requisition Date and Accounting Date to 7/1/18.

UMBC Home Add to Favorites Sign out

Maintain Requisitions

Requisition

Business Unit: UMBC1 Status: Open
Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: WICKHAM Sylvia V Wickham [Requisition Defaults](#)
[Requester Info](#)
[Requisition Activities](#)

*Requisition Date: 7/1/2019
Origin: ONL Online Entry

*Currency Code: USD Dollar

Accounting Date: 7/1/2019

Amount Summary

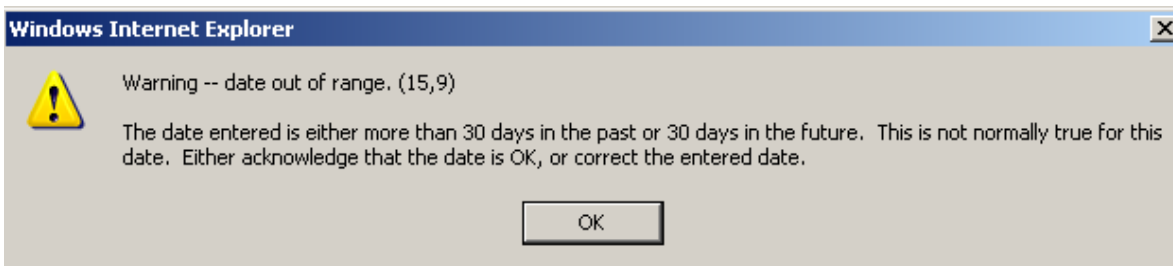
Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Desk	1	ea	026000	200		Open

2. You may receive a warning message like the one above. Click OK to clear the message.



- Click on the schedule symbol to the right of the page on the description line on the Requisition page.

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Maintain Requisitions

Requisition

Business Unit: UMBC1 Status: Open
 Requisition ID: NEXT Copy From Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: WICKHAM Sylvia V Wickham Requisition Defaults
 *Requisition Date: 7/1/2019 Requester Info Add Comments
 Origin: ONL Online Entry Requisition Activities
 *Currency Code: USD Dollar
 Accounting Date: 7/1/2019 Amount Summary
 Total Amount: 0.00 USD

Add Items From

Purchasing Kit Catalog
 Item Search Requester Items

Line Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Desk	1	ea	026000	200	200	Open

- Click on the distribution symbol to the right of the due date on the Schedule page.

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New Window | Help | Customize Page | http

Maintain Requisitions

Schedule

Business Unit: UMBC1 Requisition Date: 07/01/18
 Requisition ID: NEXT Status: Open
[Return to Main Page](#)

Line Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	Amount
1	Desk		1.0000	200.00 USD

Schedule Customize | Find | View All | First 1 of 1 Last

Sched	*Ship To	Quantity	Price	Amount	Due Date	Status
1	WHSE	1.0000	200.00	200.00	07/01/18	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display

5. Click on the detail tab on the distribution page.

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New Window Help Customize Page

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: Desk

Line: 1 Status: Active

Schedule: 1

Ship To: WHSE Central Re Quantity: 1.0000 EA

*Distribute by: Quantity Open Quantity: 1.0000

Amount: 200.00 USD

SpeedChart: Multi-SpeedCharts

Distributions

Chartfields Details Asset Information

Distrib	Status	Percent	Quantity	Amount	GL Unit	TCODE	Fund	Prog	FIN Dept	Account	Prog Oper	PC Bus Unit	Project	Activity
1	Open	100.0000	1.0000	200.00	UMBC1	242				7090200				

OK Cancel Refresh

6. Change the Budget Date to 7/1/18 on the Distribution page.

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Maintain Requisitions

Distribution

Requisition ID: NEXT Item: Desk

Line: 1 Status: Active

Schedule: 1

Ship To: WHSE Central Re Quantity: 1.0000 EA

*Distribute by: Quantity Open Quantity: 1.0000

Amount: 200.00 USD

SpeedChart: Multi-SpeedCharts

Distributions

Customize Find View All First 1 of 1 Last

Chartfields Details Asset Information


Main Content

Distrib	Status	Percent	*Location	IN Unit	Budget Date	Commitment Control Close Flag	Statistics Code	Open Qty	GL Base Amount	Base Currency	Status
1	Open	100.0000	AD301		7/1/2019			1.0000	200.00	Dollar	Open

OK Cancel Refresh

7. In the Add Comments link – enter the text “Requisition for the FY19 Budget”.

UMBC


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Business Unit: UMBC1 **Requisition Date:** 07/01/18
Requisition ID: NEXT **Status:** Open

*Sort Method: *Sort Sequence:

Comments Find | View All First Last

[Copy Standard Comments](#) **Comment Status:** Active



Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment	Attach	View	Delete	<input type="checkbox"/> Email

From -> REQ UMBC1-NEXT