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.

2. You may receive a warning message like the one above. Click OK to clear the message.
3. Click on the schedule symbol to the right of the page on the description line on the Requisition page.

4. Click on the distribution symbol to the right of the due date on the Schedule page.
5. Click on the detail tab on the distribution page.

6. Change the Budget Date to 7/1/18 on the Distribution page.
7. In the Add Comments link – enter the text “Requisition for the FY19 Budget”.

Requisition for FY 19 Budget

Send to Vendor  Shown at Receipt  Shown at Voucher

Associated Document

From -> REQ UMBC1-NEXT