



4. Within the Schedule section, change Due Date to July 1, 2022 or later

Requisition Defaults

Business Unit CLKSN Requisition Date 04/14/2022  
Requisition ID 0000052197 Status Approved

**Default Options** ?

Default  
If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override  
If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

**Line**

Supplier 0000006159 VICTORY PROMOTIONS Unit of Measure  
Supplier Location NY-CANTON  
Supplier Lookup

**Schedule**

Ship To CLKSN-SHIP Clarkson - Ship To Address \*Distribute By Quantity  
Due Date  Attention To  
One Time Address

**Distribution**

SpeedChart

5. To navigate from the Requisition page to the Distribution Section, Click on this icon

< Requisition Selection Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit CLKSN Status Approved  
Requisition ID 0000052197 Budget Status Valid  
Requisition Name VICTORY PROMOTIONS-W LAX Hold From Further Processing

**Header** ?

\*Requester nmeashaw Magone, Matthew Vendor On-campus  
\*Requisition Date 04/14/2022 Requester Info  
Online Entry  
Dollar  
Accounting Date 04/14/2022

Requisition Defaults Edit Comments  
Requisition Activities  
Document Status

**Amount Summary** ?

Total Amount 1,645.95 USD  
Pre-Encumbrance Not Available USD  
Balance

**Line** ? Personalize | Find | View All | First 1-5 of 5 Last

Line	Description	Quantity	*UOM	Price	Merchandise Amount	Status		
1	UA1351234-301 UA W QUALIFIER BLOCKED HOODY- FOREST M-4, L-26, XL-5	35.0000	EA	70.00000	2,450.00	Approved		

6. Within the Distribution section, change Budget Date to July 1, 2022

The screenshot shows the 'Distribution Details' window. The 'Budget Information' tab is active, displaying a table with the following data:

Distrib	Status	Percent	Budget Status	Budget Date	Merchandise Amount	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance	Base Currency	Commitment Control Close Flag
1	Open	100.0000	Not Chk'd	04/22/2022	25.00	0.00	USD	0.00		<input type="checkbox"/>

Buttons at the bottom include OK, Cancel, and Refresh. A yellow arrow points to the 'Budget Date' field in the table, which is currently set to '04/22/2022'.

7. Hit ok then finish the requisition as normal