Instructions to Encumber FY23 Budgets

- 1. Go to Maintain Requisitions page.
- 2. Within the Header section, change Accounting Date to July 1, 2022

✓ F quisition Selection	Add/Update Requisitions
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3. Click on the Requisition Defaults link

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

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

Kequisition Selection	Add/Update Requisitions
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6. Within the Distribution section, change Budget Date to July 1, 2022

7. Hit ok then finish the requisition as normal