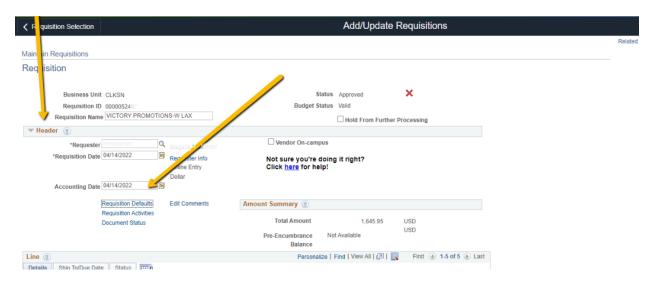
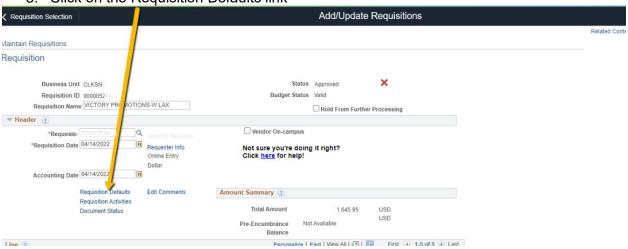
Instructions to Encumber FY24 Budgets

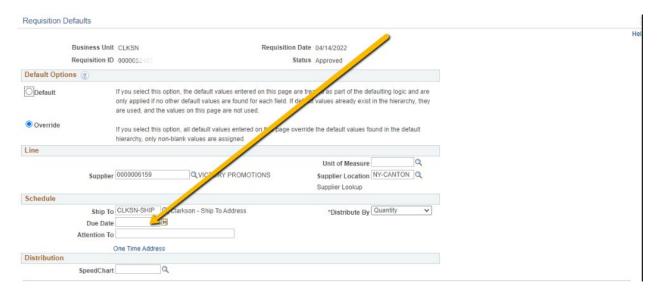
- 1. Go to Maintain Requisitions page.
- 2. Within the Header section, change Accounting Date to July 1, 2023



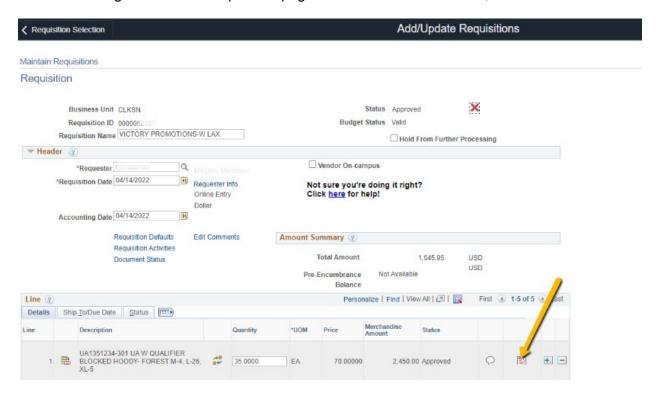
3. Click on the Requisition Defaults link



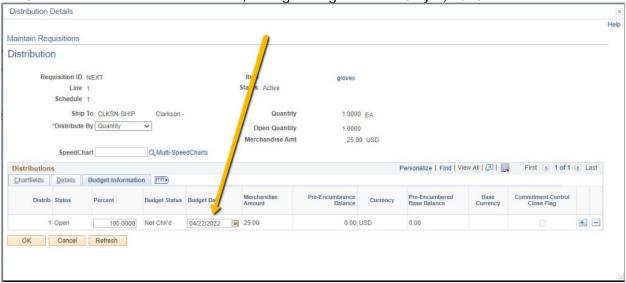
4. Within the Schedule section, change Due Date to July 1, 2023 or later



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



6. Within the Distribution section, change Budget Date to July 1, 2023



7. Hit ok then finish the requisition as normal