

Instructions to Encumber FY24 Budgets

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

Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit: CLKSN
Requisition ID: 0000052497
Requisition Name: VICTORY PROMOTIONS-W LAX

Status: Approved
Budget Status: Valid

Hold From Further Processing

Header

*Requester: [User Name]
*Requisition Date: 04/14/2022
Accounting Date: 04/14/2022

[Requester Info](#)
Online Entry
Dollar

[Requester Info](#)
Online Entry
Dollar

Vendor On-campus

**Not sure you're doing it right?
Click [here](#) for help!**

[Requester Defaults](#)
[Requester Activities](#)
[Document Status](#)

[Edit Comments](#)

Amount Summary

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

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

3. Click on the Requisition Defaults link

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Maintain Requisitions

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[Requester Defaults](#)
[Requester Activities](#)
[Document Status](#)

[Edit Comments](#)

Amount Summary

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

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

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

Distribution Details

Maintain Requisitions

Distribution

Requisition ID NEXT
Line 1
Schedule 1

Ship To CLKSN-SHIP Clarkson -
*Distribute By Quantity

SpeedChart Multi-SpeedCharts

Item Status Active
Quantity 1.0000 EA
Open Quantity 1.0000
Merchandise Amt 25.00 USD

Distributions

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"/>

OK Cancel Refresh

7. Hit ok then finish the requisition as normal