

How to change the budget date on a requisition, initial creation: (see page 2 for edits.)

On the Define Requisition Screen -

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: University of North Texas
*Requester: DEPT OF PHYSICS *Currency:
Requisition Name: Priority:

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: Vendor Location:
Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To:
Due Date: Attention: SpeedChart Key

Accounting Defaults

Chartfields 1 **Details** **Asset Information**

IN Unit	Budget Date	Stat
<input type="text"/>	<input type="text" value="09/01/2010"/>	<input type="text"/>

Continue

1. Choose "Details" tab in the Accounting Details box.

2. Change the budget date accordingly. (09/01/20XX)

If you are editing a requisition to change the budget date, after making the change on page 1. Define Requisitions, you will also need to do the following to change the budget date on each line:

- Navigate to page 3. Review and Submit.
- Click the box that says “Select All/Deselect All” to chose all lines.
- Click the box that says “Modify Line/Shipping/Accounting
- Click the blue link at the bottom of the next screen that says “Load Values from Defaults”
- Click Apply
- On the next screen, do not change anything, click ok.
- You should be returned to page 3. Review and Submit.
- Save & Preview the requisition.
- Budget Check.