How to enter a Requisition in a Different Fiscal Year

Step 1 - Select create Requisition

Step 2 – In order to enter a requisition into the next fiscal year the Transaction must be within the fiscal year you want the funds encumbered for. (Ex: If it is June 2018, the purchase is for Fiscal Year 2019, the Transaction Date MUST be July 1, 2018.)

Step 3 – Enter remainder of requisition as usual.