

Entering FY26 Requisitions with 09/01/2025 budget date

1. Click on ePro Create Requisition
2. Click on Requisition Defaults
3. Change Accounting date to 09/01/2025 BEFORE entering any other info

Requisition Defaults

Cancel Done

▼ Header Defaults

Business Unit: 64400 Requisition Name:

Requester: 00010003421 Special/Priority Purchase Type: ..N/A

Sheree M Case

Origin: 1BU

Accounting Date: 09/01/2025

Currency: USD

Priority: Medium

4. Enter all information (req name, supplier, buyer, NIGP class, UOM, Ship To, Attention and budget info - Ensure Appn Year is 2026

▼ Distribution Defaults

SpeedChart:

Chartfields1 Chartfields2 Chartfields3 Details Asset Information Show All

Operating Unit	Fund	Dept	Program	Appn/PCA	Appn Year
<input type="text"/>	2026				

5. Click on Details tab and ensure Budget date is 09/01/2025

▼ Distribution Defaults

SpeedChart:

Chartfields1 Chartfields2 Chartfields3 **Details** Asset Information Show All

IN Unit	Budget Date
<input type="text"/>	09/01/2025

6. Click Done

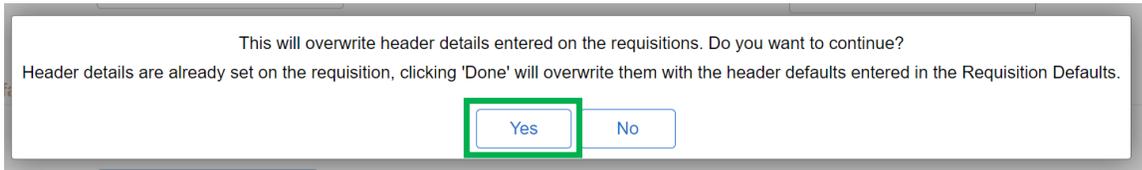
Requisition Defaults

Cancel Done

▼ Header Defaults

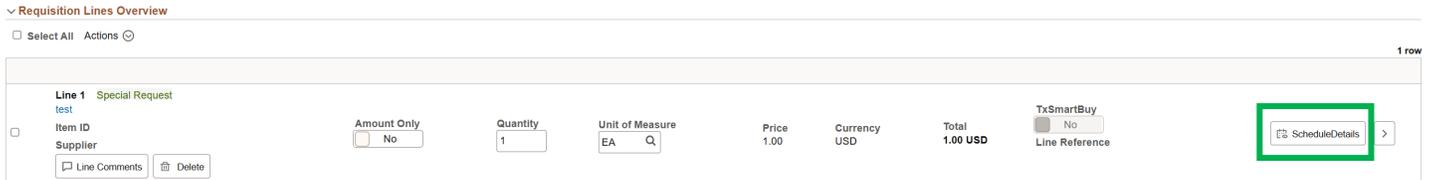
Business Unit: 64400 Requisition Name: AGY-Test Req

7. Click 'Yes' on the Overwrite pop up message.



8. Enter requisition info as usual and click add to cart.

9. After clicking Check Out, open the Accounting Lines. Click on Schedule/Details icon.



10. Click the Budget Information tab and you should see 09/01/2025.

▼ Distributions

Please enter GL Business Unit before selecting chartfield values

*Distribute By SpeedChart

Chartfields1	Chartfields2	Chartfields3	Details	Budget Information	Asset Information	Show All
Budget Status ↑↓	Budget Date ↑↓			Pre-Encumbrance Balance ↑↓	Currency ↑↓	
Not Chk'd	09/01/2025			0.000	USD	

11. If you do not see the correct Budget Date:

Field staff – reach out to your local Business Manager

CS staff – reach out to your Budget Analyst