



INSTRUCTIONS FOR SUBMITTING AN RT TICKET TO FINANCE FOR R*STARS PAYMENTS OR CHARGES FOR MD INSTITUTIONS OR OUTSIDE AGENCIES.

- Go to <https://financialservices.umbc.edu/9-2-rstars>
- Select "Click here for R*STARS Notice (Transfer ro UMBC)"
- Login
- Select radius button "Staff"
- "Are you supported by Shared Services?" Select "No" or "Yes" depending on your department.
- Purpose: "Send Transaction to Central Depts".
- Send Request Type: "R*Stars Receivable – Funds for UMBC".
- Select radius button for: "New Request".

After selecting all this, the form will come up, please fill out as much as possible and make sure the whole chartstring is included. If there is any issue or additional information, please included on the comment box (Pertinent Information), or you can also enter additional info under "Note/Comments".

Attach your invoices or documentation to the RT and "Submit"

You should always get a confirmation in your inbox stating that the ticket has been created, if you don't, then the ticket was not created. If the name of your attachment is too long, the Rt ticket will not process. If you don't get a confirmation from your ticket, try again, but shorten the name of your attachment. 8 times out of 10 this is the main issue.

Thank you for submitting an Rt ticket ahead of the funds being received!

