



Date Revised: 5/24/2017

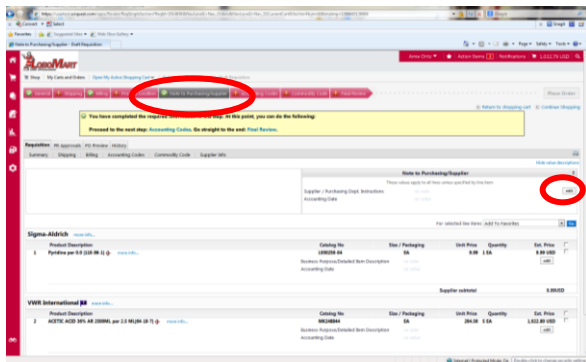
**Completing a LoboMart
Requisition for FY18
FSJA-010**

NOTE: Beginning 06/01/2017 you will be able to create requisitions in LoboMart for either FY17 or FY18. After 06/30/2017, all requisitions will be completed In FY18.

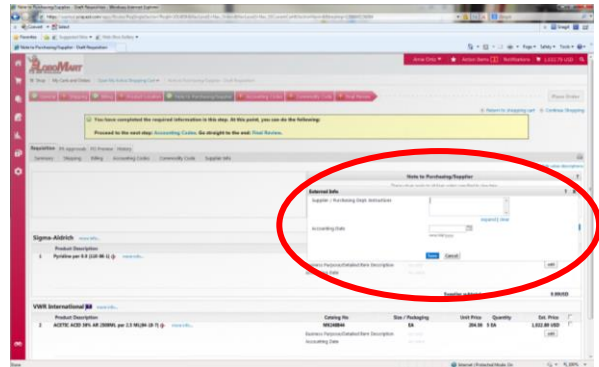
The following steps are only required for requisitions for FY18 resulting in a Banner PO. Requisitions that will result in a PCard order and requisitions that will result in a Banner PO for FY17 do not require special processing.

1. You will add items to your cart as usual, either by completing a Non-Catalog form or selecting items from a Hosted or Punchout Catalog supplier.

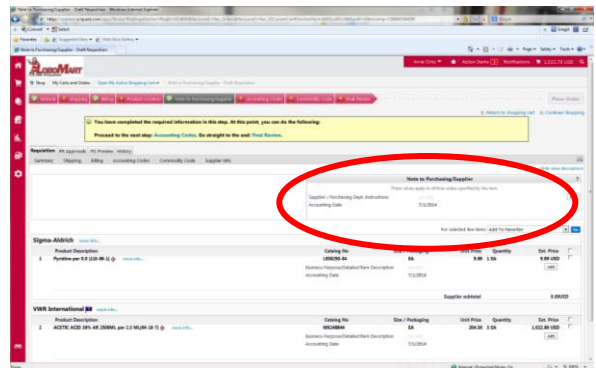
2. After all items have been entered, make sure you are in the **Note to Purchasing/Supplier** step of the LoboMart checkout process. Click on the **edit** button next to the **Accounting Date**.



3. Enter **07/01/2017** in the date field that will appear in the popup if the requisition is for FY18.



4. Click on the **Save** button.



5. Continue processing the requisition as normal.

END