



Date Revised: 4/23/2012

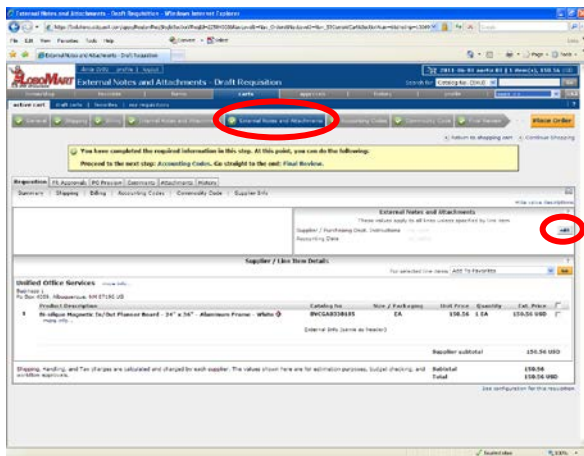
**Completing a LoboMart  
Requisition for FY13  
FSJA-010**

**NOTE:** Beginning 06/01/2012 you will be able to create requisitions in LoboMart for either FY12 or FY13. After 06/30/2012, all requisitions will be completed in FY13.

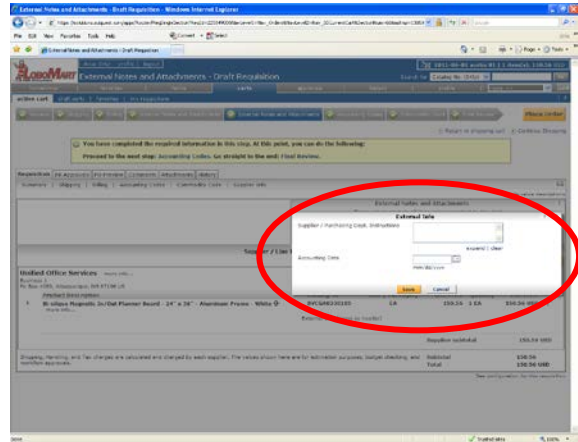
*The following steps are only required for requisitions for FY13 resulting in a Banner PR. Requisitions that will result in a PCard order and requisitions that will result in a Banner PR for FY12 do not require special processing.*

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.

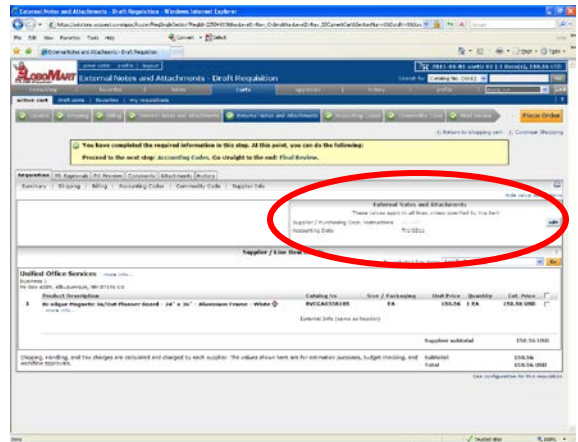
2. After all items have been entered, make sure you are in the **External Notes and Attachments** step of the LoboMart checkout process. Click on the **edit** button next to the **Accounting Date**.



3. Enter **07/01/2012** in the date field that will appear in the popup if the requisition is for FY13.



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



5. Continue processing the requisition as normal.

**\*\*\*END\*\*\***