



OMNI - Auxiliary AR / Billing – College of Music

Placing an Order

To book space with the College of Music, please review the information located on the [College of Music's facilities website](#). All orders for rental of space for events will require PO and Line Information in order to be processed. A PO and line does not communicate the need for a good or service; always communicate with the selling auxiliary staff directly when placing an order.

Creating a Requisition

This requisition is very much like other internal auxiliary open-ended (blanket-type) purchase orders departments are accustomed to. Review the below step-by-step guide to ensure the appropriate vendor and categories are selected.

1. Determine your requisition amount as described separately on the [Controller's Office Auxiliary Accounting training materials page](#). Your department's Budget Account Manager may have already performed this task for you.
2. Navigate to page: <https://my.fsu.edu> > "FI" > Main Menu > eProcurement > Requisitions as shown below.





- You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the “Supplier” field to look up your supplier.

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: HFORLONG Heather Forlong Priority: Medium

*Currency: USD

Line Defaults

Note: The defaults specified below will be applied to requisition lines.

Supplier: Category:

Supplier Location: Unit of Measure:

Shipping Defaults

Ship To: SWJB1032 Add One Time Address

Due Date: Attention:

Accounting Defaults Personalize | Find | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	SWJB1032 <input type="text"/>	FSU01 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

- Search for your supplier. All internal suppliers will begin with “AUX.” Type “AUX” in the Supplier ID field and select “Find.” The search results will show a list of internal suppliers. Select the appropriate supplier.
 - You must enter a supplier that begins with AUX. For this requisition, the appropriate supplier is:
 - AUX0000010 College of Music Performance Halls

Supplier Search

Supplier ID: AUX Find

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:

Reset



6	AUX0000009	FSU Information Technology Service	001	MAIN	296 Champions Way	Tallahassee	FL	
7	AUX0000010	College of Music Performance Halls		MAIN	PO Box 3061180	Tallahassee	FL	
8	AUX0000011	College of Medicine Stockroom		MAIN	1115 W. Call St	Tallahassee	FL	

5. The system will bring you back to the **Requisition Settings** page with the supplier information included.

Requisition Settings

Business Unit: FSU01 Florida State University

*Requester: RBERG Robert Berg

*Currency: USD

Requisition Name:

Priority: Medium

Line Defaults

Supplier: AUX0000010 Category:

Supplier Location: MAIN Unit of Measure:

Shipping Defaults

Ship To: SFAB220 [Add One Time Address](#)

Due Date: Attention:

Accounting Defaults Personalize | Find | First 1 of 1 Last

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	SFAB220	FSU01	196000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh



6. Search for your Category Code. Select the magnifying glass next to the “Category” field. It is very important that you select the appropriate internal category code. All internal category codes are prefixed with “AUX.” Type “AUX” into the Category field, and select the appropriate code.
 - a. For this line of business, **ALWAYS** select the Category Code **AUX_MUS0000001**. College of Music facility rentals are covered by a single category code.

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD

Line Defaults

Supplier: AUX0000010 Category: AUX_MUS0000001

Supplier Location: MAIN Unit of Measure:

Shipping Defaults

Ship To: SFAB220 Add One Time Address

Due Date: Attention:

Accounting Defaults Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information						
Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	SFAB220 <input type="text"/>	FSU01 <input type="text"/>	196000 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

7. Choose a Unit of Measure. **For internal requisitions, always choose “EA”.**



Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults

Supplier Category

Supplier Location Unit of Measure

Shipping Defaults

Ship To [Add One Time Address](#)

Due Date Attention

Accounting Defaults

Personalize | Find | | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	<input type="text" value="SFAB220"/>	<input type="text" value="FSU01"/>	<input type="text" value="196000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter a due date. For year-long, open ended PO's such as what would be typical for this line of business, use 6/30 of the appropriate fiscal year.



Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD

Line Defaults

Supplier: AUX0000010 Category: AUX_MUS0000001

Supplier Location: MAIN Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 Add One Time Address:

Due Date: 06/30/2017 Attention:

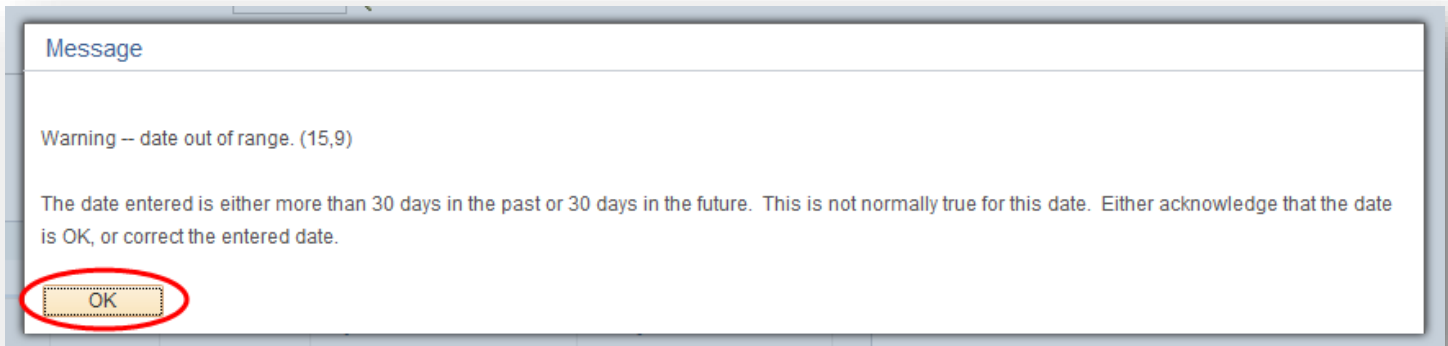
Accounting Defaults Personalize | Find | First 1 of 1 Last

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	SFAB220	FSU01	196000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

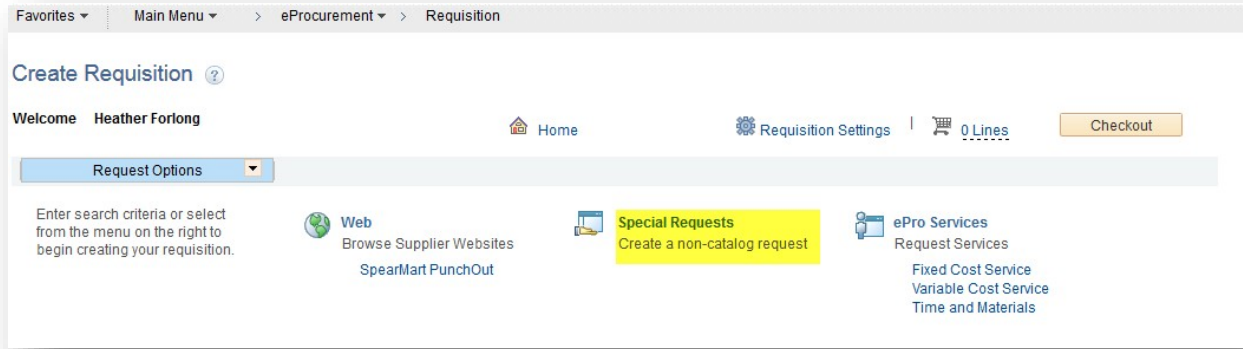
OK Cancel Refresh

9. If you receive the following message after entering the date, click "OK".



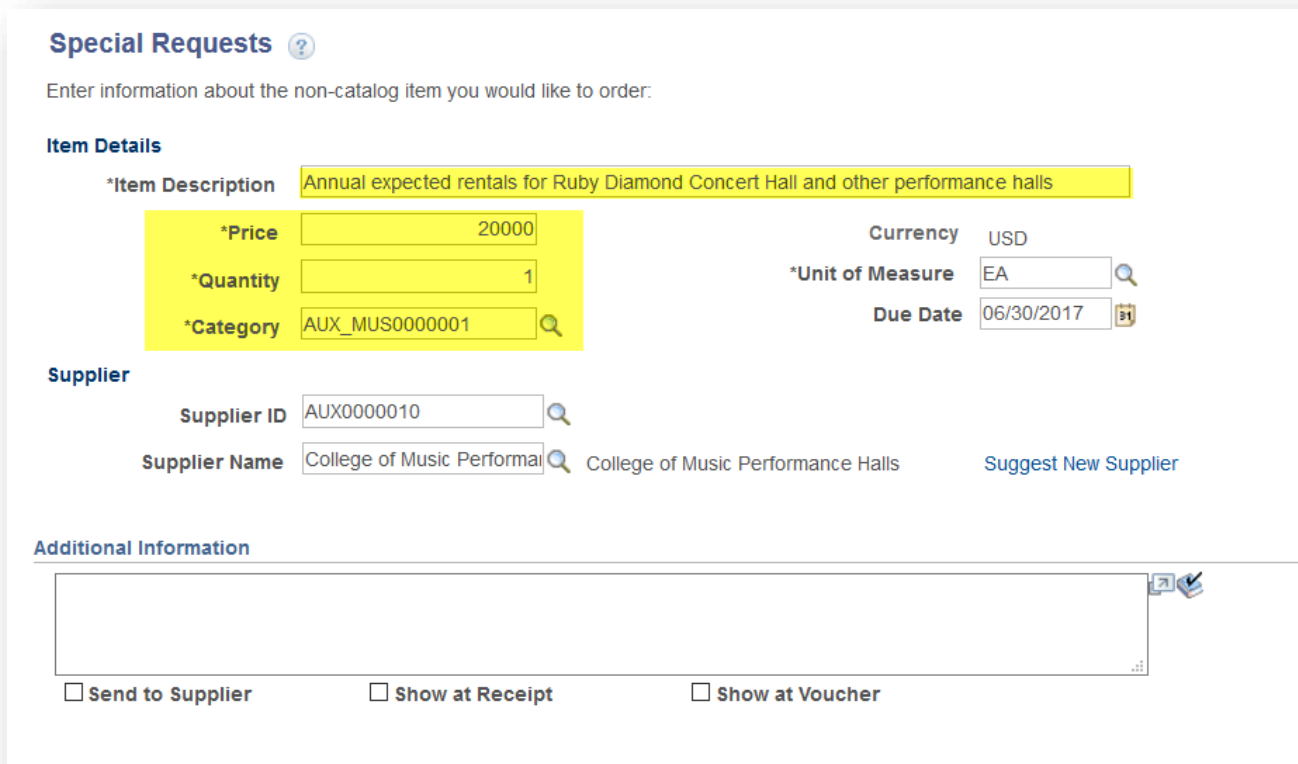
10. When finished, select "OK" at the bottom of the page.

1. You will be returned to the **Create Requisition** Page. Select "Special Requests" to begin adding the individual lines for your requisition (if you are directed to the Requisition Settings page again after selecting Special Requests, click "OK" to proceed).



11. Create the line for your service:

- a. Enter the item description.
- b. Enter Price & Quantity:
 - i. Price: equal to the amount you plan to spend for the PO duration
 - ii. Quantity: 1 – **Note: quantity should always equal 1**
 - iii. Add notes as needed in the “Additional Information” field. This information is for your research purposes only.



12. When ready, select “Add to Cart” at the bottom of the page.



13. You will see a new, blank line. You may choose to add additional lines if needed, but ensure you always communicate both the desired PO and PO line to charge to the selling auxiliary, as they cannot automatically know your intentions.

14. When you are ready to check out, select “Checkout” at the top of the page:



15. You will be returned to the **Checkout – Review and Submit** page.

16. Flag all of the requisition lines as “Amount Only” as shown below. **This is important: without this step, your PO encumbrance will not be correct after your PO is expended.**

a. Select the icon in the “Details” column for the line:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Annual expected rentals for Ru		College of Music Performance Halls	1.0000	Each	20000.0000	20000.00		Add	

b. On the “Line Details” page, select the checkbox for “Amount Only.”



Line Status Open

RFQ Required
 Device Tracking
 Zero Price Indicator
 Stockless Item
 Amount Only
 Inspection Required

- c. Scroll to the bottom of the page and select “OK”.
- d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes.”

Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

- e. Repeat steps a- d for all lines.

17. Enter your accounting information (department ID, fund, project) as shown below:

- a. Expand the lines using the small grey arrows and then select the “Chartfields 2” tab:



Checkout - Review and Submit
Review the item information and submit the req for approval.

[Requisition Settings](#)

Requisition Summary

Business Unit: FSU01 Florida State University
 *Requester: DLALEXANDER Deborah Alexander
 *Currency: USD
 Requisition Name:
 Priority: Medium

Cart Summary: Total Amount 1,750.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Annual Reserved Space for Vehi		Parking and Transportation	750.0000	Each	1.0000	750.00		Add	

Shipping Line 1

*Ship To: SWJB17
 Address: W JOHNSTON BLDG RM 17
 143 HONORS WAY
 TALLAHASSEE, FL 32306-1231
 Attention To: Deborah Alexander
 Due Date: 06/30/2016

Accounting Lines

*Distribute By: Qty SpeedChart

Accounting Lines Personalize | Find | View All | First 1 of 1 Last

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		SWJB17	750.0000	100.0000	750.00	FSU01	

- b. Enter or verify the appropriate department ID, fund and project combination in the Chartfields 2 tab.
 - i. **NOTE: Projects cannot be used for College of Music hall rentals.**
 - ii. A requisition can include multiple non-project combinations (including optional chartfields).

Accounting Lines

[Chartfields1](#) [Chartfields2](#) [Details](#) [Details 2](#) [Asset Information](#) [Asset Informa](#)

Dept	Fund	PC Bus Unit	Project
192000	110		

c. Repeat steps a and b for all lines.

18. Review your requisition.

19. When reviewed and ready to submit for approval, click **Save and Submit** at the bottom of the page.



20. The standard approval workflow will be initiated. Once the requisition is fully approved, it will become a purchase order and will be dispatched to the vendor when the applicable system processes run throughout the day.
21. Ensure that the PO and PO line is communicated to the College of Music billing representative in order to complete the contract and finalize your hall rental.