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

4. 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.
   a. You must enter a supplier that begins with AUX. For this requisition, the appropriate supplier is:
      i. AUX0000010 College of Music Performance Halls
5. The system will bring you back to the **Requisition Settings** page with the supplier information included.
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.

7. Choose a Unit of Measure. **For internal requisitions, always choose “EA”**.
8. 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.**
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:
   b. On the “Line Details” page, select the checkbox for “Amount Only.”
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.”

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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.

[Yes] [No]
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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:
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 Image]

   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.