



OMNI - Auxiliary AR / Billing - FSU Card

Placing an Order

To place a **departmental order** with the FSU Card Center, utilize the information found on the [FSU Card Services website](#). All orders will require PO and line Information in order to be processed.

Creating a Requisition

This requisition is very much like other internal auxiliary open-ended 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. 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:
 - AUX000006 FSU Card Center

Supplier Search

Supplier ID: AUX

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:

Find

Reset



Search Results Personalize | Find | View All | [Print] | [Refresh] First 1-6 of 6 Last

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
1	AUX0000002	OBS Copy Program	001	Main	Florida State University	Tallahassee	FL	[Print]
2	AUX0000003	OBS Postal Services	001	Main	Florida State University	Tallahassee	FL	[Print]
3	AUX0000006	FSU Card Center	001	Main	Florida State University	Tallahassee	FL	[Print]
4	AUX0000007	Parking and Transportation	001	Main	Florida State University	Tallahassee	FL	[Print]
5	AUX0000008	Warehouse	001	Main	Florida State University	Tallahassee	FL	[Print]
6	AUX0000009	FSU Information Technology Service	001	MAIN	296 Champions Way	Tallahassee	FL	[Print]

OK Cancel Refresh

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 Requisition Name:

*Requester: HFORLONG Heather Forlong Priority: Medium

*Currency: USD

Line Defaults

Supplier: AUX0000006 Category:

Supplier Location: 001 Unit of Measure:

Shipping Defaults

Ship To: SWJB1032 Add One Time Address:

Due Date: Attention:

Accounting Defaults Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

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

OK Cancel Refresh



- 6. Search for your Category Code(s). 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 Category Code **AUX_CARD0000001**:

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name: _____
 *Requester: HFORLONG Heather Forlong Priority: Medium
 *Currency: USD

Line Defaults

Supplier: AUX0000006 Category: AUX
 Supplier Location: 001 Unit of Measure: _____

Shipping Defaults

Ship To: SWJB1032 Add One Time Address
 Due Date: _____ Attention: _____

Accounting Defaults

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity
	SWJB1032	FSU01					

OK Cancel Refresh

Look Up Category

SetID: SHARE
 Category: begins with AUX_
 Description: begins with _____

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-26 of 26 Last

Category	Description
AUX_CARD0000001	FSU Card Services
AUX_COPY0000001	Copier Rentals
AUX_COPY0000002	Paper
AUX_COPY0000003	Copier Fees
AUX_COPY0000004	Copier Purchase
AUX_FAC0000001	CIP Facilities - Facilities use only
AUX_ITS0000001	Prof IT Services
AUX_ITS0000002	File Storage / Virtual Computing
AUX_ITS0000003	Local Service - Phone & Cable
AUX_ITS0000005	Campus Access and Security Services
AUX_ITS0000006	Data Circuits
AUX_ITS0000007	Telecom Non-Recurring
AUX_ITS0000008	Research Computing
AUX_ITS0000009	Cellular Services



7. Choose a Unit of Measure. For internal requisitions, always choose "EA."

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Heather Forlong 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

Chartfields1 | Details | Asset Information

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

OK Cancel Refresh

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.

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Heather Forlong Priority

*Currency

Line Defaults ?

Supplier Category

Supplier Location Unit of Measure

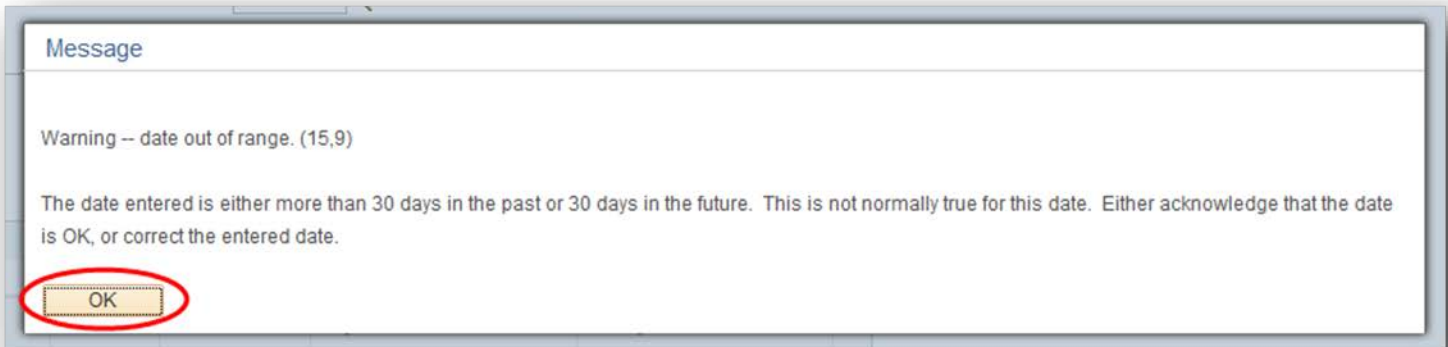
Shipping Defaults

Ship To [Add One Time Address](#)

Due Date Attention

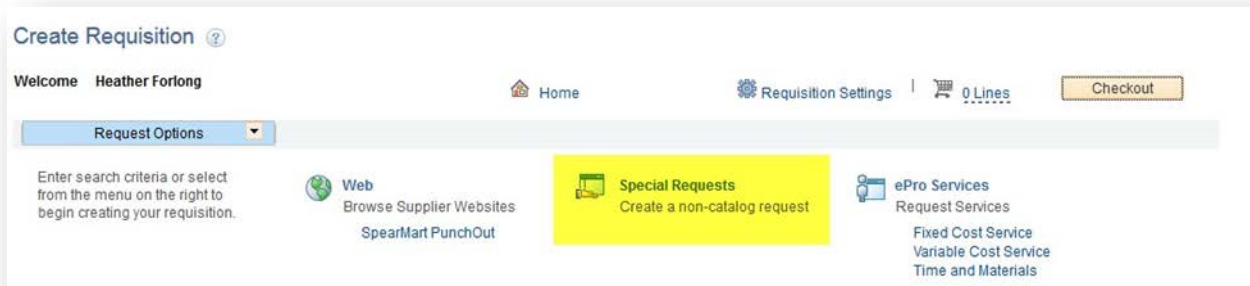


9. If you receive the following warning message after entering the date, click “OK”:



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

11. 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).





12. Create the line(s) 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.

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	<input type="text" value="FSU Card Services for FY2017"/>		
*Price	<input type="text" value="130"/>	Currency	USD
*Quantity	<input type="text" value="1"/>	*Unit of Measure	<input type="text" value="EA"/>
*Category	<input type="text" value="AUX_CARD0000001"/>	Due Date	<input type="text" value="06/30/2017"/>

Supplier

Supplier ID	<input type="text" value="AUX0000006"/>		
Supplier Name	<input type="text" value="FSU Card Center"/>	FSU Card Center	Suggest New Supplier

Additional Information

Send to Supplier Show at Receipt Show at Voucher

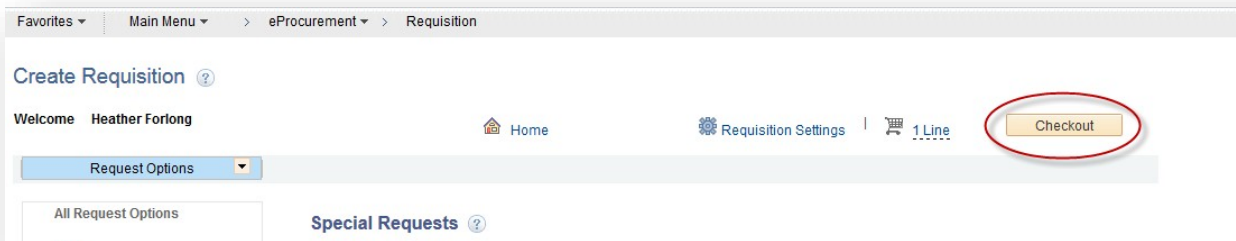


13. When ready, select "Add to Cart" at the bottom of the page.

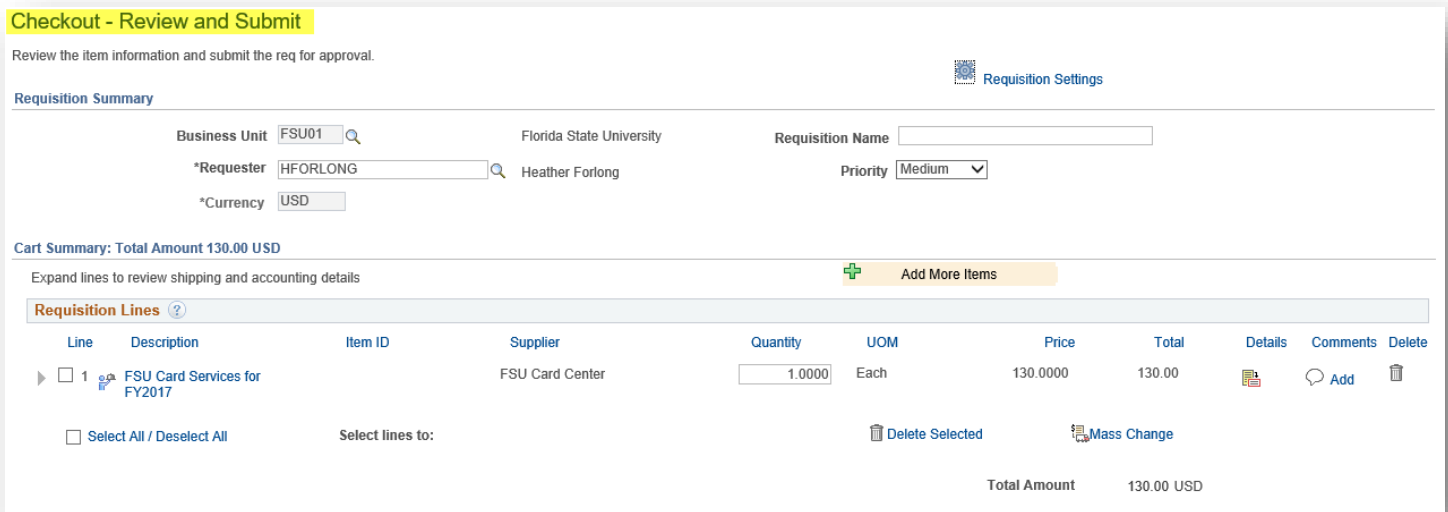


14. You will see a new, blank line. Create additional lines as needed. For example, you might want to add a different fund or expense chartfield.

15. When you are ready to check out, select "Checkout" at the top of the page:



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





17. 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:

Cart Summary: Total Amount 130.00 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
▶ <input type="checkbox"/> 1	FSU Card Services for FY2017		FSU Card Center	1.0000	Each	130.0000	130.00		Add	

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

Line Details

Line Details ?

No Image Line 1 FSU Card Services for FY2017 Line Status Open

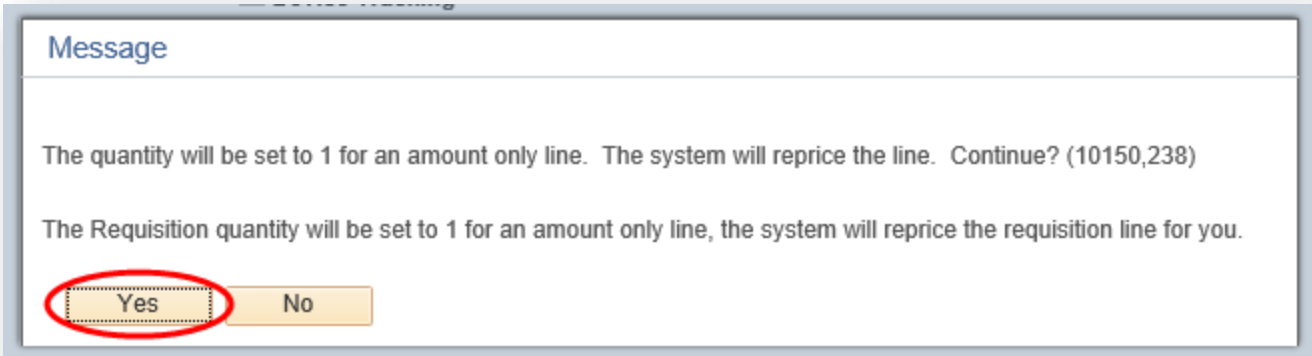
▼ Item Details ?

Merchandise Amount	130.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_CARD0000001	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item Description		<input type="checkbox"/> Stockless Item
Physical Nature	Services <input type="checkbox"/>	<input checked="" type="checkbox"/> Amount Only
Buyer	CRAYNE <input type="checkbox"/>	<input type="checkbox"/> Inspection Required

[Buyer Information](#)
[Configuration Info](#)



- 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."



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

18. 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:

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	FSU Card Services for FY2017		FSU Card Center	1.0000	Each	130.00000	130.00		Add	
Shipping Line 1		*Ship To	SWJB1032	Add Shipto Comments		Quantity	1.0000			
		Address	WILLIAM JOHNSTON BLDG RM 1032 143 HONORS WAY TALLAHASSEE, FL 32306-1232	Add One Time Address		Price	130.0000			
		Attention To	Heather Forlong							
		Due Date	06/30/2017							
Accounting Lines		*Distribute By	Amt	SpeedChart						
Accounting Lines										
Chartfields 1		Chartfields 2		Details		Details 2		Asset Information		Asset Information 2
Budget Information										
Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			



b. Enter the appropriate department ID, fund and project combination in the Chartfields 2 tab.

i. **NOTE: A project must be on its own requisition. A requisition can not include multiple projects or a project and multiple non-project funds.**

ii. A requisition can include multiple non-project combinations (including optional chartfields).

Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
1	FSU Card Services for FY2017		FSU Card Center	1.0000	Each	130.00000	130.00

Shipping Line 1

*Ship To: SWJB1032
 Address: WILLIAM JOHNSTON BLDG RM 1032, 143 HONORS WAY, TALLAHASSEE, FL 32306-1232
 Attention To: Heather Forlong
 Due Date: 06/30/2017

Accounting Lines

*Distribute By: Amt SpeedChart

Accounting Lines

Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information
Dept	Fund	PC Bus Unit	Project	Activity	Source Type	
197000	110					

c. Repeat steps a and b for all lines.

19. Review your requisition.

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

Check Budget

Save & submit Save for Later Add More Items Preview Approvals

21. 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.