

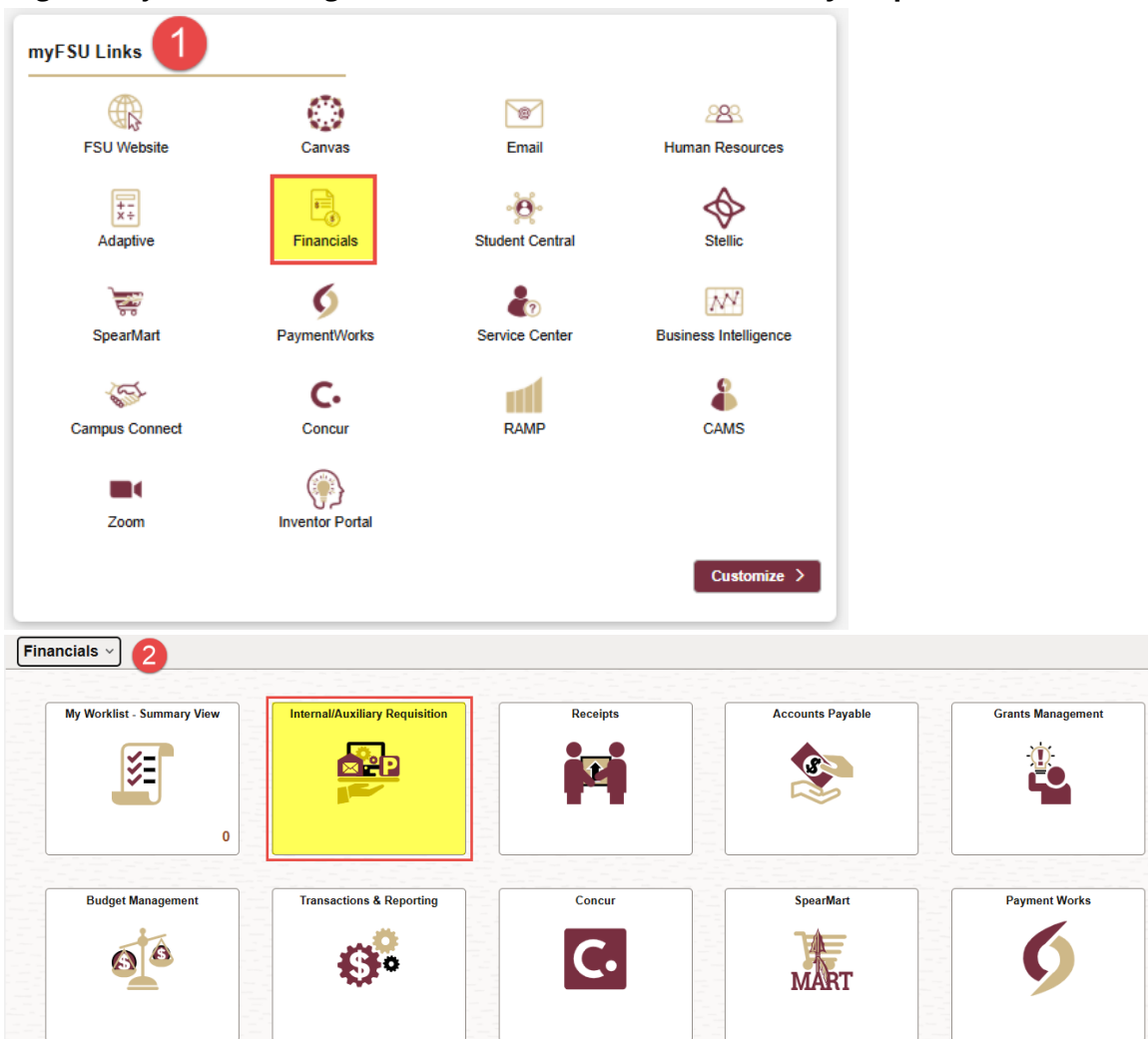
Auxiliary Requisition Entry Guide

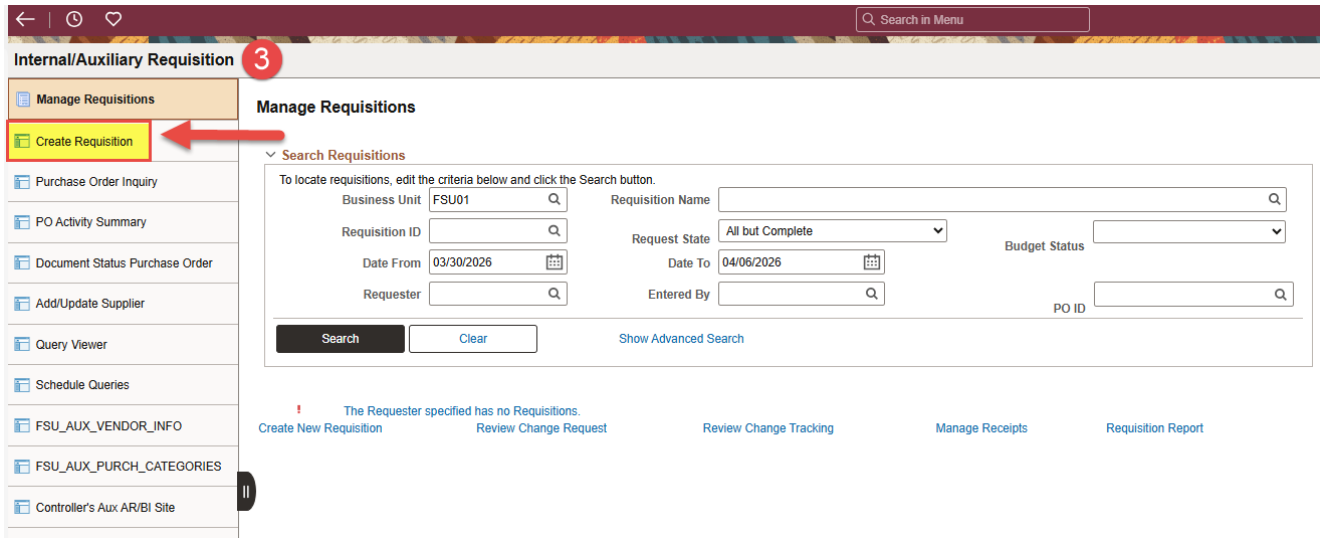
Getting Started

The Auxiliary Requisition Entry Guide serves as a job aid to assist buying departments in entering auxiliary requisitions. Auxiliary requisitions, once approved, become auxiliary purchase orders that are used as the payment mechanism when purchasing goods or services from selling auxiliaries. Refer to the **Auxiliary Requisition Matrix** located on the Controller's Office Training page at controller.vpfa.fsu.edu/training under Auxiliary Services training materials > Resources for Buying Departments for assistance throughout this guide. The matrix references key data elements needed to create an auxiliary requisition and provides selling auxiliary contact information and other requirements needed to place an order. Buying departments contact selling auxiliaries directly via phone or email for assistance with placing orders. Users must have the **FSU_PO_REQUESTER** role in OMNI FI to perform the steps in this guide.

Creating a Requisition

1. Login to myFSU and navigate to **Financials > Internal/Auxiliary Requisition > Create Requisition**.



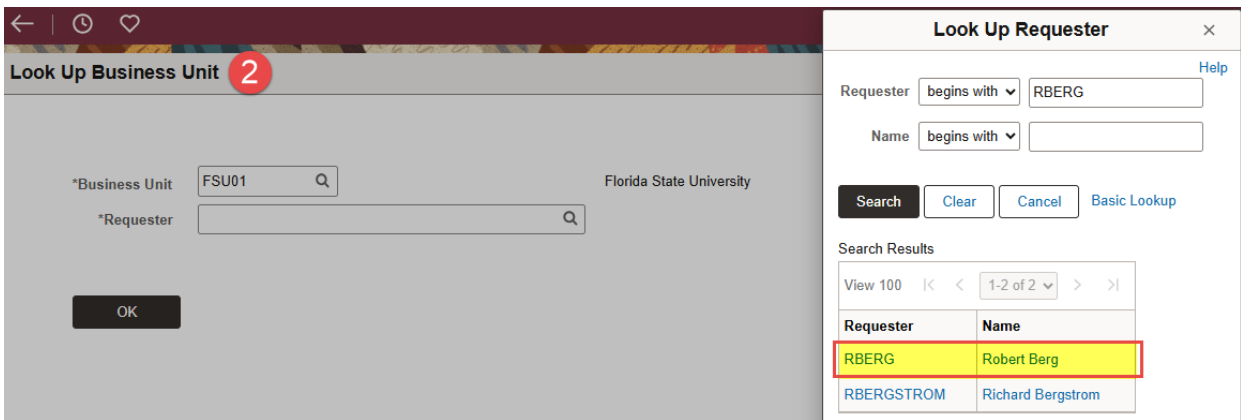


- On the **Look Up Business Unit** page, make sure **FSU01** appears as the Business Unit. Select the magnifying glass to the right of the **"Requester"** field and search for the Requester. Choose the appropriate Requester and select "OK".

Look Up Business Unit 1

*Business Unit Florida State University

*Requester



Look Up Business Unit 3




*Business Unit Florida State University


*Requester Robert Berg

- Once a Requester is selected, the system will bring the user back to the Create Requisition page. Under the **Line Defaults** section, select the magnifying glass to the right of the **"Supplier"** field to search for the Supplier ID.






Create Requisition

Requisition Settings

Business Unit: FSU01  Florida State University
 *Requester: RBERG  Robert Berg
 *Currency: USD
 Requisition Name:
 Priority: Medium 
[Custom Fields](#)

Line Defaults 




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


Supplier:  
 Supplier Location: 
 Category: 
 Unit of Measure: 

- All auxiliary suppliers begin with "AUX" and represent the selling auxiliary the good or service will be purchased from. Enter "AUX" in the "Supplier ID" field and select "Find".

Create Requisition





Supplier Search








Supplier ID: 
 Name:
 Short Supplier Name:
 Alternate Supp Name:
 City:
 Country:  State: 
 Postal Code:


 Enter search criteria to find a supplier.

- The search results will return a list of auxiliary suppliers. Select the appropriate supplier ID. *Note: It may be necessary to scroll beyond the first page to locate the Supplier ID.*

Search Results

   41-50 of 65  > > | [View All](#)

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	41 AUX0000045	Ringling Center for the Arts	001	MAIN	5401 BAY SHORE RD	SARASOTA	FL	
<input type="radio"/>	42 AUX0000046	FCIM - Florida Ctr for Interactive Media	001	MAIN	2010 LEVY AVE	TALLAHASSEE	FL	
<input type="radio"/>	43 AUX0000048	CSW Multidisciplinary Center	001	MAIN	2139 Maryland Circle, Suite 1200	Tallahassee	FL	
<input type="radio"/>	44 AUX0000049	JMI-Seminole 100	001	MAIN	111 S. Monroe St.	Tallahassee	FL	
<input type="radio"/>	45 AUX0000050	FSU Facilities	001	Main	969 Learning Way	Tallahassee	FL	
<input checked="" type="radio"/>	46 AUX0000051	Master Craftsman Studios	001	MAIN	969 Learning Way	Tallahassee	FL	
<input type="radio"/>	47 AUX0000052	FSU Police Department	001	MAIN	830 W. Jefferson St.	Tallahassee	FL	



- Once a Supplier ID is selected, the system will bring the user back to the Create Requisition page. Under the **Line Defaults** section, enter the Unit of Measure. **The Unit of Measure for auxiliary requisitions will always be EA (Each).**

Create Requisition

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:


*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD [Custom Fields](#)

Line Defaults ⓘ

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

Supplier: AUX0000051 Category:

Supplier Location: 001 Unit of Measure: EA 

- Under the **Shipping Defaults** section, enter a due date. **For auxiliary purchase orders expected to remain open throughout the year, use 06/30 of the appropriate fiscal year.**

Create Requisition

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD [Custom Fields](#)

Line Defaults ⓘ


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

Supplier: AUX0000051 Category:

Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

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

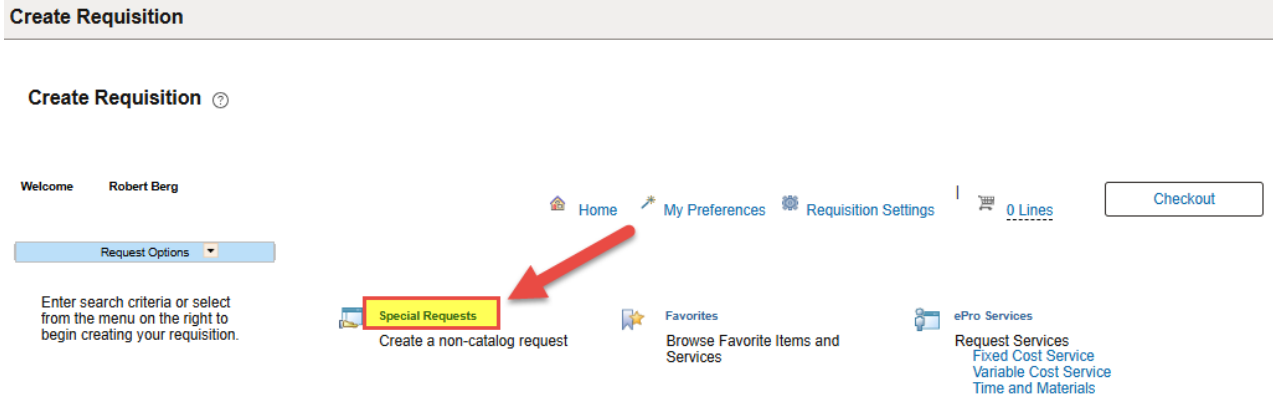
Due Date: 06/30/2026  Attention:

- Select "OK" to bypass the following warning message, if it is received after entering the date,.

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

9. When finished, select "OK" at the bottom of the screen to return to the Create Requisition page. Select **"Special Requests"** to add lines on your requisition. *Note: Users directed to the Requisition Settings page again after selecting Special Requests should click "OK" to proceed).*



10. Create line(s) for your requested goods or services as appropriate.
 - a. Enter the Item Description.
 - b. Enter the Price. Price should be the total amount you plan to spend for the duration of the PO.
 - c. Enter the Quantity. **Quantity should always equal 1.**
 - d. Enter the Category Code. Auxiliary category codes begin with "AUX" and represent the good or service being purchased from the selling auxiliary. Enter **"AUX"** in the "Category" field and select the magnifying glass to search. **It is extremely important that the correct category code is selected. Category codes are assigned an expense account when established, which ensures charges are properly recorded on the department's ledger.**
 - e. If desired, add notes in the "Additional Information" field.

The screenshot shows the 'Create Requisition' page with the 'Special Requests' form. The 'Special Requests' button is highlighted in red. The form includes the following fields:

- *Item Description: MCS-Master Craftsman Studios
- *Price: 100.00
- *Quantity: 1
- *Category: AUX_MCS0000000001
- *Currency: USD
- *Unit of Measure: EA
- Due Date: 06/30/2026
- Supplier ID: AUX0000051
- Supplier Name: Master Craftsman Studios

 The 'Additional Information' field is highlighted in yellow. At the bottom, there are checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'.

11. When finished, select **"Add to Cart"** at the bottom of the page.

Create Requisition

Create Requisition ⓘ

Welcome Robert Berg

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options

All Request Options

Special Requests

Favorites

ePro Services

Fixed Cost Service

Variable Cost Service

Time and Materials

Recently Ordered

Special Requests ⓘ

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

Item Details

*Item Description MCS-Master Craftsman Studios

*Price 100.00 *Currency USD

*Quantity 1 *Unit of Measure EA

*Category AUX_MCS00000000001 Due Date 06/30/2026

Supplier

Supplier ID AUX0000051

Supplier Name Master Craftsman Studios

Manufacturer Master Craftsman Studios Suggest New Supplier

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

A notification will be sent to a buyer regarding this new item request.

Add to Cart

12. When prompted asking if you would like to update the line defaults, select **"Yes"**. A new, blank line will appear, and more lines can be added if requesting additional services. **When using the same category code for multiple services, all activity should be consolidated on one line instead of using multiple lines, unless different budget combinations are being used to cover the charges.**

This may change the Default values for the Line 1 . Do you want to update the Line defaults ? (10150,180)

Changing the Item, category, supplier will change the Line Default values. Retrofit the default values from the default hierarchy ?

Yes No

13. The shopping cart will indicate the number of lines that have been added. When lines for all applicable services have been added, select **"Checkout"** at the top of the page:

Create Requisition

Create Requisition ⓘ

Welcome Robert Berg

Home My Preferences Requisition Settings 1 Line Checkout

14. Users will be returned to the **Checkout - Review and Submit** page.

Checkout - Review and Submit

Review the item information and submit the req for approval. Requisition Settings

Requisition Summary

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD Custom Fields

Cart Summary: Total Amount 100.00 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	MCS-Master Craftsman Studios		Master Craftsman Studios	1	Each	100.00	100.00		Add	

15. Mark all requisition lines as **"Amount Only"** as shown below. **This is important to ensure that the auxiliary purchase order functions as a blanket purchase order and is allowed to be expended beyond the original amount.**

- a. Select the icon under the **"Details"** column for the first requisition line.

Checkout - Review and Submit

Review the item information and submit the req for approval. Requisition Settings

Requisition Summary

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD Custom Fields

Cart Summary: Total Amount 100.00 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	MCS-Master Craftsman Studios		Master Craftsman Studios	1	Each	100.00	100.00		Add	

- b. On the **"Line Details"** page, select the checkbox for **"Amount Only"**. In addition, make sure the **"Buyer"** field displays **"FSU_AUX_AUTOSOURCE_BUYER"**.

Create Requisition

Line Details

Line Details

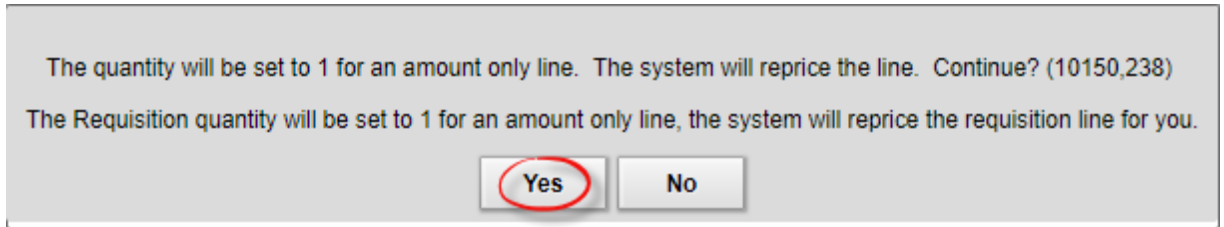
No Image Line 1 MCS-Master Craftsman Studios Line Status Open

Item Details

Merchandise Amount	100.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_MCS0000000001	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item		<input type="checkbox"/> Stockless Item
Description		<input checked="" type="checkbox"/> Amount Only
Physical Nature	Goods	<input type="checkbox"/> Inspection Required
Buyer	FSU_AUX_AUTOSOURCE_BUYER	

Buyer Information
Configuration Info

- c. Scroll to the bottom of the page & select "OK".
- d. A message will pop up indicating that your quantity will be set to 1. Select "Yes".



- e. Repeat steps (a) through (d) for all requisition lines.

16. Expand the lines using the small grey arrows as shown below. Select the "Chartfields 2" tab and enter the buying department accounting information (department ID, fund, project) where the expense should be charged. **NOTE: Each project must be on its own requisition. A requisition cannot include multiple projects or include project and non-project accounting distributions; however, a requisition can include multiple non-project combinations (including optional chart fields).**

Cart Summary: Total Amount 100.00 USD
Expand lines to review shipping and accounting details

Requisition Lines 1

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	MCS-Master Craftsman Studios		Master Craftsman Studios	1	Each	100.00000	100.00		Add	

Select All / Deselect All
 Select lines to:
 Add to Favorites
 Add to Template(s)
 Delete Selected
 Mass Change

Total Amount 100.00 USD

Cart Summary: Total Amount 100.00 USD
Expand lines to review shipping and accounting details

Requisition Lines 2

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	MCS-Master Craftsman Studios		Master Craftsman Studios	1	Each	100.00000	100.00		Add	
Shipping Line 1			*Ship To Address							
			SFAB220 FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150							
			Attention To							
			Robert Berg							
			Due Date							
			06/30/2026							

> Accounting Lines

Cart Summary: Total Amount 100.00 USD
Expand lines to review shipping and accounting details

Requisition Lines 3

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	MCS-Master Craftsman Studios		Master Craftsman Studios	1	Each	100.00000	100.00		Add	
Shipping Line 1			*Ship To Address							
			SFAB220 FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150							
			Attention To							
			Robert Berg							
			Due Date							
			06/30/2026							

> 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	
199000	320					

17. Repeat step 15 for all requisition lines.

18. Once the requisition and related lines have been entered, reviewed and is ready to submit for approval, select **“Save & Submit”** at the bottom of the page.

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher [Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

[Check Budget](#)

Save & submit Save for Later Add More Items Preview Approvals

19. At this point, the approval workflow is initiated. Once the requisition is fully approved, it will be dispatched as an auxiliary purchase order to the supplier, or selling auxiliary, and be available to charge through the auxiliary bill cycle process.