



OMNI Auxiliary AR/Billing: Biological Sciences (Biology)

Biology Stockroom, CORE Labs, BSIR, and Greenhouse

Placing an Order

All new orders are placed with the appropriate Stockroom or Lab manager using the auxiliary’s approved form. For more information, please visit the [Biology Research & Support Facilities website](#). Please be aware that a Purchase Order serves to encumber funds and enable internal charges. **A Purchase Order does not serve to place an order with this or any selling auxiliary.**

Creating a Requisition

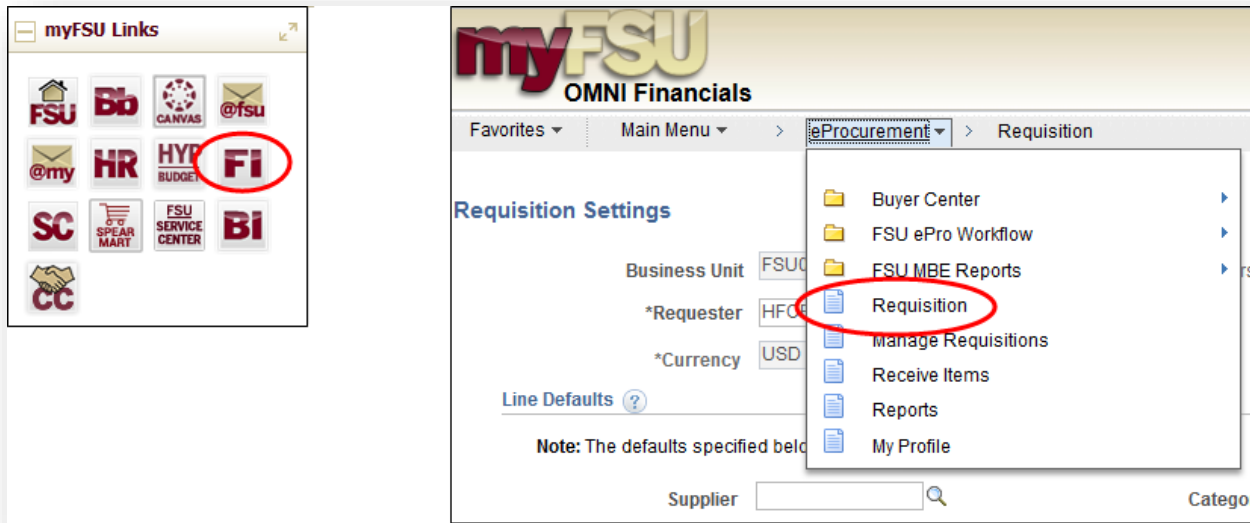
This requisition is very much like other blanket purchase orders departments are accustomed to. Review the below step-by-step guide to ensure the appropriate vendor and categories are selected.

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. First, decide which vendor and category code(s) you will use. Biological Sciences has several vendors and category codes to accommodate the variety of purchases that departments make from this selling auxiliary area. They are listed here:

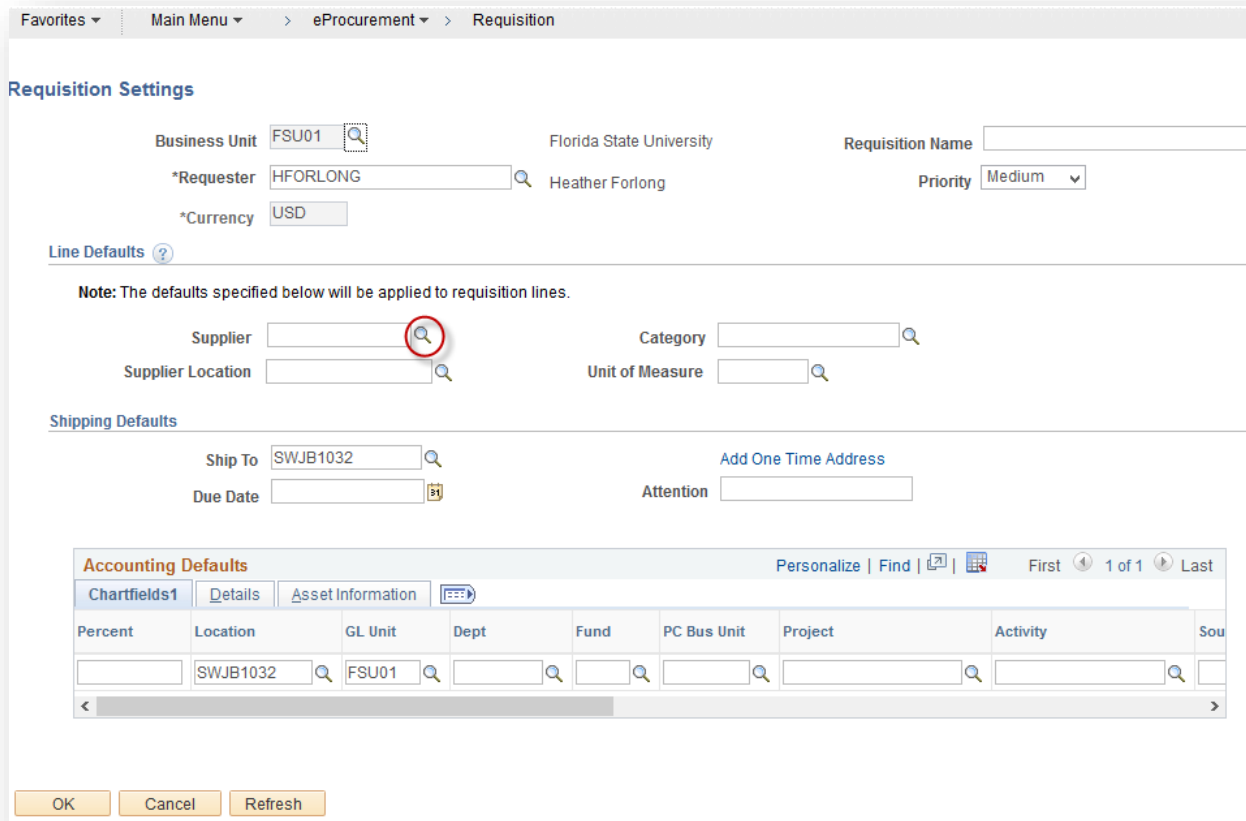
Supplier ID	Supplier Name	Category Code	Category Code Description	Category Code Detail
AUX0000015	Biology Stockroom	AUX_BIO0000001	Biology Supplies – Gas & Chem	Biology Supplies – Gas & Chemicals
AUX0000015	Biology Stockroom	AUX_BIO0000002	Biology Stockroom – Vehicle Rental Non-Travel	Rental of Biology Vehicles for transportation of equipment and/or performance of research activities.
AUX0000016	Biology CORE Labs	AUX_BIO0000003	Biology CORE Labs – Service & Analysis Charges	Charges for Biology CORE Labs services and analysis (including Analytical Laboratory, DNA Sequencing Laboratory, Hybridoma Laboratory, and Molecular Cloning Laboratory)
AUX0000016	Biology CORE Labs	AUX_BIO0000004	Biology CORE Labs – Lab Supplies	Reagents, chemicals and other consumables used in the course of analysis (pass-through charges) at Biology’s CORE Labs.
AUX0000017	Biology BSIR Facility	AUX_BIO0000005	Biology BSIR – Biological Sciences Imaging Resource	Fees for utilizing Biology’s BSIR (Biological Science Imaging Resource) electron microscope (EML) and related services
AUX0000018	Biology Greenhouse	AUX_BIO0000006	Fees related to utilizing Biology’s Greenhouse & Fields	Fees related to utilizing Biology’s Greenhouse and Fields



3. Navigate to page: <https://my.fsu.edu> > "FI" > Main Menu > eProcurement > Requisitions as shown below:



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





5. 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 one of the below:

Supplier ID	Supplier Name
AUX0000015	Biology Stockroom
AUX0000016	Biology CORE Labs
AUX0000017	Biology BSIR Facility
AUX0000018	Biology Greenhouse

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

8	AUX0000011	College of Medicine Stockroom	MAIN		1115 W. Call St	Tallahassee	FL	
9	AUX0000012	College of Medicine Labs	001	Main	1115 W. Call St.	Tallahassee	FL	
10	AUX0000013	Chemistry Stockroom	001	Main	118 Dittmer Building	Tallahassee	FL	
11	AUX0000014	Chemistry Labs	001	Main	118 Dittmer Building	Tallahassee	FL	
12	AUX0000015	Biology Stockroom	001	Main	319 Stadium Dr	Tallahassee	FL	
13	AUX0000016	Biology CORE Labs	001	Main	319 Stadium Dr	Tallahassee	FL	
14	AUX0000017	Biology BSIR Facility	001	Main	319 Stadium Dr	Tallahassee	FL	
15	AUX0000018	Biology Greenhouse	001	Main	319 Stadium Dr	Tallahassee	FL	

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



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 Last

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

OK Cancel Refresh

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

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	Source
<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"/>



- 8. Enter a due date. For year-long, open ended PO's, use 6/30 of the appropriate fiscal year. You should use the project end date if the project ends before the end of this fiscal year.

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD

Line Defaults

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

Supplier: AUX0000015 Category:

Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 Add One Time Address

Due Date: 06/30/2018 Attention:

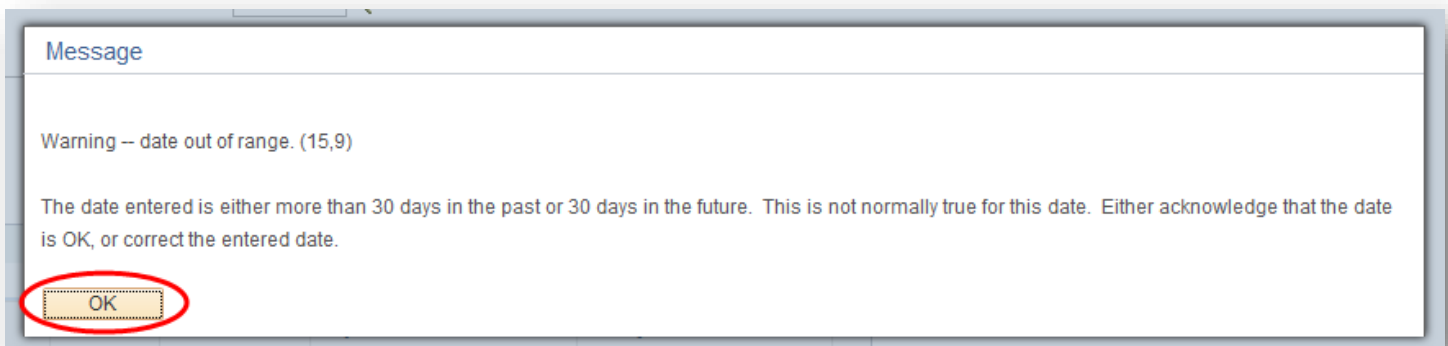
Accounting Defaults

Personalize | Find | First 1 of 1 Last

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

OK Cancel Refresh

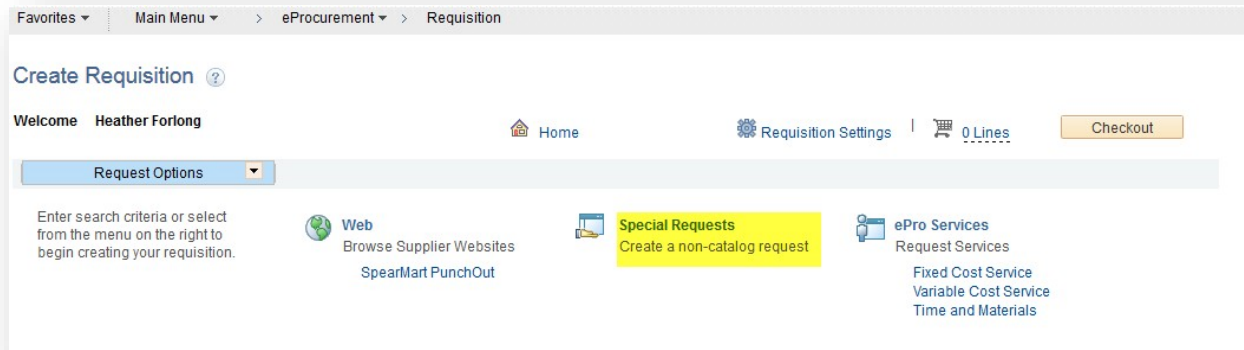
- 9. If you receive the following warning message after entering the date, click "OK".



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



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 line(s) for your services as appropriate.
 - b. Enter the item description as desired.
 - c. 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**
 - d. **Search for your Category Code(s).** Type “AUX_BIO” into the Category field, and then select the magnifying glass to search for this auxiliary’ category codes. It is very important that you select the appropriate internal category code.
 - i. For this requisition, choose from the following Category Codes as shown below based upon the vendor you entered above.

Category Code	Category Code Detail	Use only with this Supplier	Supplier Name
AUX_BIO0000001	Biology Supplies – Gas & Chemicals	AUX0000015	Biology Stockroom
AUX_BIO0000002	Rental of Biology Vehicles for transportation of equipment and/or performance of research activities.	AUX0000015	Biology Stockroom
AUX_BIO0000003	Charges for Biology CORE Labs services and analysis (including Analytical Laboratory, DNA Sequencing Laboratory, Hybridoma Laboratory, and Molecular Cloning Laboratory)	AUX0000016	Biology CORE Labs
AUX_BIO0000004	Reagents, chemicals and other consumables used in the course of analysis (pass-through charges) at Biology’s CORE Labs	AUX0000016	Biology CORE Labs
AUX_BIO0000005	Fees for utilizing Biology’s BSIR (Biological Science Imaging Resource) electron microscope and related services	AUX0000017	Biology BSIR Facility
AUX_BIO0000006	Fees related to utilizing Biology’s Greenhouse and Fields	AUX0000018	Biology Greenhouse



Look Up Category Help

Category begins with

Description begins with

Look Up [Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Category	Description
AUX_BIO0000001	Biology Supplies - Gas & Chem
AUX_BIO0000002	Biology Stockroom - Vehicle Rental Non-Travel
AUX_BIO0000003	Biology CORE Labs - Service & Analysis Charges
AUX_BIO0000004	Biology BSIR - Biological Science Imaging Resource
AUX_BIO0000005	Biology Greenhouse

- e. 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

*Price	<input type="text" value="250"/>	Currency	USD
*Quantity	<input type="text" value="1"/>	*Unit of Measure	<input type="text" value="EA"/>
*Category	<input type="text" value="AUX_BIO0000001"/>	Due Date	<input type="text" value="06/30/2018"/>

Supplier

Supplier ID

Supplier Name Biology Stockroom [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 screen for a new, blank line. Create additional lines as needed for other category codes for this auxiliary. Please group all activity per category code onto one line versus spreading it out over multiple lines when the category code is the same unless you are adding multiple budget combos in the same category code. *Note: projects must be on their own requisitions.*

15. When lines for all applicable goods/services have been added and 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.**

f. Select the icon under the “Details” column for the line:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Biology Supplies Gas & Chem fo		Biology Stockroom	1.0000	Each	250.0000	250.00		Add	

g. 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

- h. Scroll to the bottom of the page and select “OK”.
- i. 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.

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

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

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



Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Biology Supplies Gas & Chem fo		Biology Stockroom	1.0000	Each	250.0000	250.00		Add	

Shipping Line 1

*Ship To: SFAB220
 Address: FINE ARTS BLDG, 540 W CALL ST, TALLAHASSEE, FL 323061150
 Attention To: Robert Berg
 Due Date: 06/30/2018

Accounting Lines

*Distribute By: Qty SpeedChart

Accounting Lines

Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information	
Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
075000	110						

Select All / Deselect All Select lines to: Delete Selected Mass Change

- l. 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).
- m. Repeat steps 18) a and 18) b for all lines.

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.