OMNI Auxiliary AR/Billing: Biological Sciences (Biology)
Biology Stockroom, CORE Labs, BSIR, & 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 & 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 & 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 & category code(s) you will use. Biological Sciences has several vendors & category codes to accommodate the variety of purchases that departments make from this selling auxiliary area. They are listed here:

<table>
<thead>
<tr>
<th>Supplier ID</th>
<th>Supplier Name</th>
<th>Category Code</th>
<th>Category Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX00000015</td>
<td>Biology Stockroom</td>
<td>AUX_BIO00000001</td>
<td>Biology Supplies – Gas &amp; Chem</td>
</tr>
<tr>
<td>AUX00000015</td>
<td>Biology Stockroom</td>
<td>AUX_BIO00000002</td>
<td>Biology Stockroom – Vehicle Rental Non-Travel</td>
</tr>
<tr>
<td>AUX00000016</td>
<td>Biology CORE Labs</td>
<td>AUX_BIO0000003</td>
<td>Biology CORE Labs – Service &amp; Analysis Charges</td>
</tr>
<tr>
<td>AUX00000016</td>
<td>Biology CORE Labs</td>
<td>AUX_BIO0000004</td>
<td>Biology CORE Labs – Lab Supplies</td>
</tr>
<tr>
<td>AUX00000017</td>
<td>Biology BSIR Facility</td>
<td>AUX_BIO0000005</td>
<td>Biology BSIR – Biological Sciences Imaging Resource</td>
</tr>
<tr>
<td>AUX00000018</td>
<td>Biology Greenhouse</td>
<td>AUX_BIO0000006</td>
<td>Fees related to utilizing Biology’s Greenhouse &amp; Fields</td>
</tr>
</tbody>
</table>

3. Navigate to page: [https://my.fsu.edu](https://my.fsu.edu) > “FI” > Internal/Auxiliary Requisition > Requisition 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 & 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:

<table>
<thead>
<tr>
<th>Supplier ID</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX0000015</td>
<td>Biology Stockroom</td>
</tr>
<tr>
<td>AUX0000016</td>
<td>Biology CORE Labs</td>
</tr>
<tr>
<td>AUX0000017</td>
<td>Biology BSIR Facility</td>
</tr>
<tr>
<td>AUX0000018</td>
<td>Biology Greenhouse</td>
</tr>
</tbody>
</table>

[Image of Requisition Settings page]
[Image of Supplier Search page]
6. The system will bring you back to the Requisition Settings page with the supplier information included.

7. Choose a Unit of Measure. **Always choose “EA” for internal requisitions.**
8. Enter a due date. **For year-long, open ended PO’s such as what would be typical for this line of business, use 06/30 of the appropriate fiscal year.**

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

![Warning message](image)

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 data is OK, or correct the entered date.

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.
   
a. Enter the item description as desired.

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

c. Search for your Category Code(s). Type “AUX_BIO” into the Category field & select the magnifying glass to search for the category code. 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.

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Category Code Detail</th>
<th>Use only with this Supplier</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_BIO00000001</td>
<td>Biology Supplies – Gas &amp; Chemicals</td>
<td>AUX0000015</td>
<td>Biology Stockroom</td>
</tr>
<tr>
<td>AUX_BIO00000002</td>
<td>Rental of Biology Vehicles for transportation of equipment and/or performance of research activities.</td>
<td>AUX0000015</td>
<td>Biology Stockroom</td>
</tr>
<tr>
<td>AUX_BIO00000003</td>
<td>Charges for Biology CORE Labs services &amp; analysis (including Analytical Laboratory, DNA Sequencing Laboratory, Hybridoma Laboratory, &amp; Molecular Cloning Laboratory)</td>
<td>AUX0000016</td>
<td>Biology CORE Labs</td>
</tr>
<tr>
<td>AUX_BIO00000004</td>
<td>Reagents, chemicals &amp; other consumables used in the course of analysis (pass-through charges) at Biology’s CORE Labs</td>
<td>AUX0000016</td>
<td>Biology CORE Labs</td>
</tr>
<tr>
<td>AUX_BIO00000005</td>
<td>Fees for utilizing Biology’s BSIR (Biological Science Imagining Resource) electron microscope &amp; related services</td>
<td>AUX0000017</td>
<td>Biology BSIR Facility</td>
</tr>
<tr>
<td>AUX_BIO00000006</td>
<td>Fees related to utilizing Biology’s Greenhouse &amp; Fields</td>
<td>AUX0000018</td>
<td>Biology Greenhouse</td>
</tr>
</tbody>
</table>

d. If needed, add notes in the “Additional Information” field. This will be for your research purposes only.
13. When you are 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 & you are ready to check out, select “Checkout” at the top of the page:

16. You will be returned to the Checkout – Review & 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 under the “Details” column for the line:

   b. On the “Line Details” page, select the checkbox for “Amount Only”. Additionally, the Buyer field MUST remain as “CRAYNE”.

   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; this is ok. Select “Yes”.

![Image of requisition screen]

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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.
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Yes  No

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

18. Enter your accounting information e.g. department ID, fund, project, etc., as shown below:

a. Expand the lines using the small grey arrows & then select the “Chartfields2” tab:

![Image of chartfields2 tab]

b. Enter the appropriate department ID, fund & project combination in the Chartfields2 tab.

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

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

![Image of chartfields2 tab with department ID, fund, and project]

c. Repeat steps (a) & (b) for all lines.
19. When reviewed & ready to submit for approval, click **Save & Submit** at the bottom of the page:

![Save & Submit button](image)

20. The standard approval workflow will be initiated. Once the requisition is fully approved, it will become a purchase order & will be dispatched to the vendor when the applicable system processes run throughout the day.