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](https://www.fsu.edu/fsu-card-services). 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 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](https://my.fsu.edu) > “FI” > Internal/Auxiliary Requisition > Requisition as shown below:

![Image of Requisition Process]

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Office of the Controller
Revised May 2019
Questions? Contact: ctl-auxiliaryaccounting@fsu.edu
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 “AUX0000006 | FSU Card Center”
5. The system will bring you back to the **Requisition Settings** page with the supplier information included.

6. Choose a Unit of Measure. **Always choose “EA” for internal requisitions.**
7. 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.

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

   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.
   
   ![Warning Message]

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

10. 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 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_CARD” 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 line of business, **ALWAYS** select the Category Code **AUX_CARD00000001**.

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_CARD00000001</td>
<td>FSU Card Services</td>
<td>740309</td>
</tr>
</tbody>
</table>

d. If needed, add notes in the “Additional Information” field. This will be 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. 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 combinations in the same category code.

14. When you are ready to check out, select “Checkout” at the top of the page:

![Checkout screenshot]

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:
   ![Requisition lines screenshot]
   b. On the “Line Details” page, select the checkbox for “Amount Only.” Additionally, the Buyer field MUST remain as “CRAYNE.”
   ![Line Details screenshot]
   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.”
   ![Confirmation message]
   e. Repeat steps a – d for all lines.
17. Enter your accounting information e.g. department ID, fund, project, etc., as shown below:
   a. Expand the lines using the small grey arrows & select the “Chartfields2” tab:

   ![Chartfields2 Tab](image)

   b. Enter the appropriate department ID, fund and 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 and multiple non-project funds.

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

   ![Department ID, Fund, Project](image)

   c. Repeat steps (a) & (b) for all lines.

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

   ![Save and Submit](image)

19. 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.