



OMNI - Auxiliary AR / Billing - Parking & Transportation

Placing an Order

To place an order with Parking & Transportation Services, utilize the order forms found on the [Transportation & Parking Services website](#). All orders for event parking and departmental permits 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

*Requester: HFORLONG Heather Forlong

*Currency: USD

Requisition Name:

Priority: Medium

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:
 - AUX0000007 Parking and Transportation

Supplier Search

Supplier ID: AUX

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:



| | | | | | | | | |
|---|------------|----------------------------|-----|----------------------------|--------------------------|-------------|----|--|
| 6 | AUX0000006 | FSU Card | 001 | FSU Card | Florida State University | Tallahassee | FL | |
| 7 | AUX0000007 | Parking and Transportation | 001 | Parking and Transportation | Florida State University | Tallahassee | FL | |
| 8 | AUX0000008 | Warehouse | 001 | Warehouse | Florida State University | Tallahassee | FL | |

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

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Deborah Alexander 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 | Sou |
|----------------------|-------------------------------------|------------------------------------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text" value="SWJB17"/> | <input type="text" value="FSU01"/> | <input type="text" value="192000"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

< >

OK Cancel Refresh



6. Search for your Category Code. 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 the Category Code **AUX_PARK0000001**. Parking and Transportation services are covered by a single category code. If you would like to differentiate between services on your PO, create additional lines (such as one line for permits and one line for projected event parking needs).

The screenshot shows the 'Requisition Settings' form. The 'Line Defaults' section has 'Supplier' set to 'AUX0000007' and 'Category' is empty. Both fields have magnifying glass icons. The 'Accounting Defaults' table below shows the following data:

| Percent | Location | GL Unit | Dept | Fund | PC Bus Unit | Project | Activity | Sou |
|---------|----------|---------|--------|------|-------------|---------|----------|-----|
| | SWJB17 | FSU01 | 192000 | | | | | |

The screenshot shows the 'Requisition Settings' form with the 'Category' field in the 'Line Defaults' section highlighted in yellow. The 'Category' field now contains the text 'AUX_PARK0000001'. The 'Accounting Defaults' table is identical to the previous screenshot.



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

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Deborah Alexander 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

Chartfields1 [Details](#) [Asset Information](#) [FEED](#)

| Percent | Location | GL Unit | Dept | Fund | PC Bus Unit | Project | Activity | Sou |
|----------------------|-------------------------------------|------------------------------------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text" value="SWJB17"/> | <input type="text" value="FSU01"/> | <input type="text" value="192000"/> | <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.

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Deborah Alexander Priority

*Currency

Line Defaults [?](#)

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

Supplier Category

Supplier Location Unit of Measure

Shipping Defaults

Ship To [Add One Time Address](#)

Due Date Attention

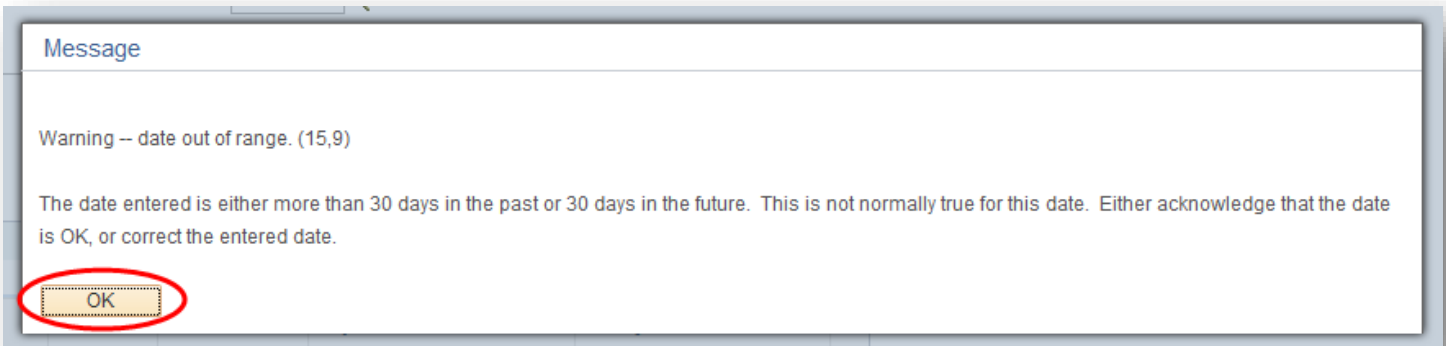
Accounting Defaults Personalize | Find | | First 1 of 1 Last

Chartfields1 [Details](#) [Asset Information](#) [FEED](#)

| Percent | Location | GL Unit | Dept | Fund | PC Bus Unit | Project | Activity | Sou |
|----------------------|-------------------------------------|------------------------------------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text" value="SWJB17"/> | <input type="text" value="FSU01"/> | <input type="text" value="192000"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

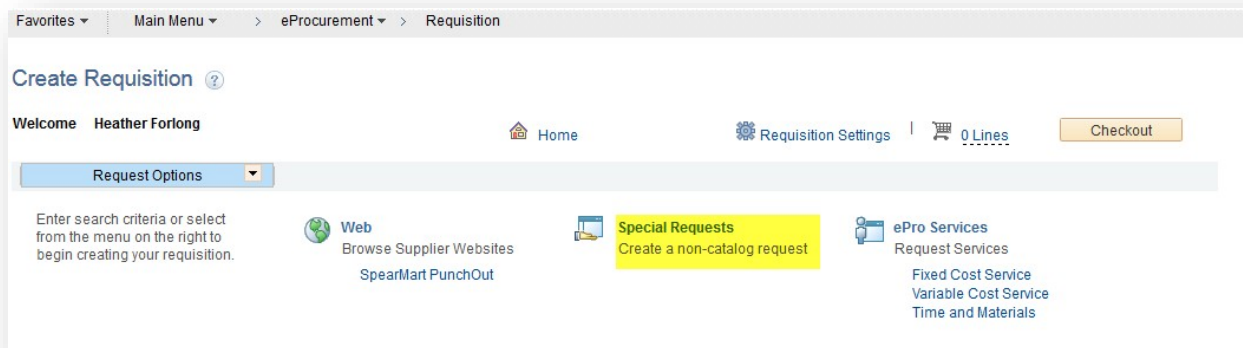


9. If you receive the following message after entering the date, click “OK”.



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

1. 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 the line 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 | Annual Reserved Space for Vehicle XXXXX | | |
| *Price | 750 | Currency | USD |
| *Quantity | 1 | *Unit of Measure | EA 🔍 |
| *Category | AUX_PARK0000001 🔍 | Due Date | 06/30/2017 📅 |

Supplier

Supplier ID: AUX0000007 🔍

Supplier Name: Parking and Transportation 🔍 Parking and Transportation [Suggest New Supplier](#)

Additional Information

Send to Supplier Show at Receipt Show at Voucher

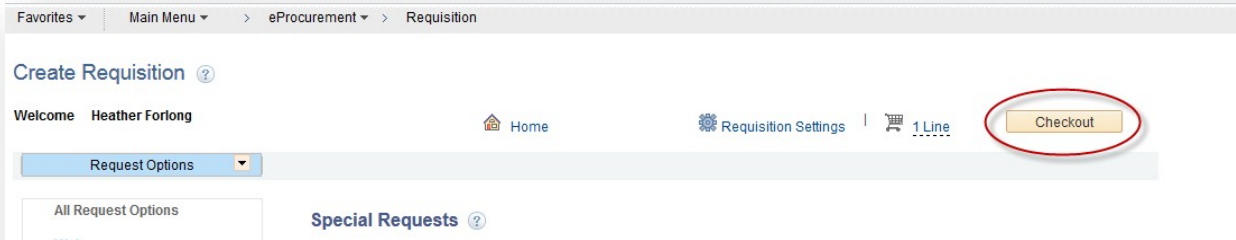
12. When ready, select “Add to Cart” at the bottom of the page.





13. You will see a new, blank line. Create additional lines as needed. For example, you might add a line for anticipated annual event parking needs if your department expects to need to reserve lots or hire attendants for events throughout the year.

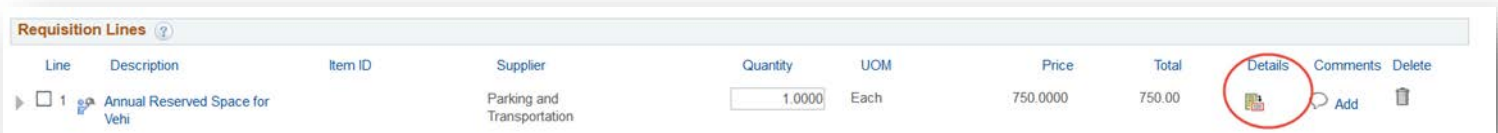
14. When you are ready to check out, select “Checkout” at the top of the page:



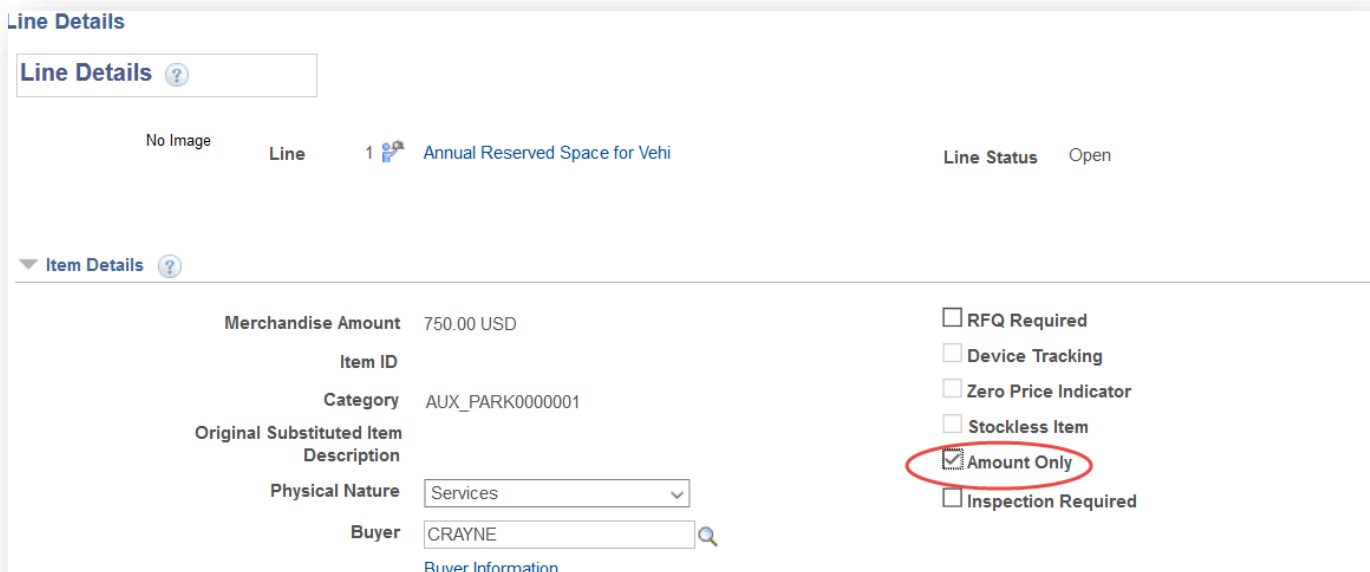
15. You will be returned to the **Checkout – Review and Submit** page.

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:

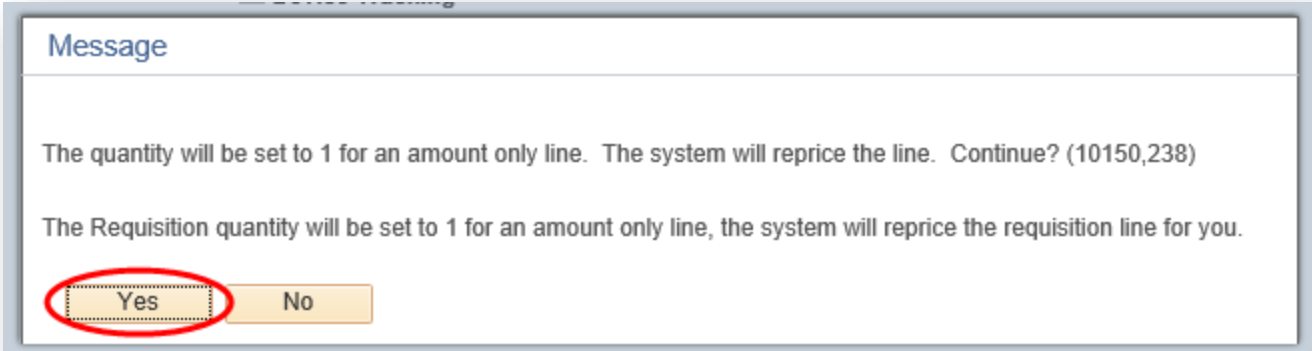


b. On the “Line Details” page, select the checkbox for “Amount Only.”





- 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.

17. 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:

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit: FSU01 Florida State University
 *Requester: DLALEXANDER Deborah Alexander
 *Currency: USD
 Requisition Name: []
 Priority: Medium

Cart Summary: Total Amount 1,750.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

| Line | Description | Item ID | Supplier | Quantity | UOM | Price | Total | Details | Comments | Delete |
|------|--------------------------------|---------|----------------------------|----------|------|--------|--------|---------|----------|--------|
| 1 | Annual Reserved Space for Vehi | | Parking and Transportation | 750.0000 | Each | 1.0000 | 750.00 | | Add | |

Shipping Line 1

*Ship To: SWJB17
 Address: W JOHNSTON BLDG RM 17
 143 HONORS WAY
 TALLAHASSEE, FL 32306-1231
 Attention To: Deborah Alexander
 Due Date: 06/30/2016

Accounting Lines

*Distribute By: Qty SpeedChart: []

Accounting Lines

Personalize | Find | View All | 1 of 1 | Last

Chartfields1 | **Chartfields2** | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

| Line | Status | Dist Type | *Location | Quantity | Percent | Merchandise Amt | GL Unit | Entry Event |
|------|--------|-----------|-----------|----------|----------|-----------------|---------|-------------|
| 1 | Open | | SWJB17 | 750.0000 | 100.0000 | 750.00 | FSU01 | |



- 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).

The screenshot shows the 'Accounting Lines' interface. The 'Chartfields 2' tab is selected. The form contains the following fields:

| Dept | Fund | PC Bus Unit | Project |
|--------|------|-------------|---------|
| 192000 | 110 | | |

c. Repeat steps a and b for all lines.

18. Review your requisition.

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

The screenshot shows the bottom of the page with the following buttons and links:

- Check Budget
- Save & submit** (circled in red)
- Save for Later
- Add More Items
- Preview Approvals

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.