



OMNI Auxiliary AR/Billing: Mark & Marianne Barnebey Planning & Development Lab & Studio

Department of Urban & Regional Planning

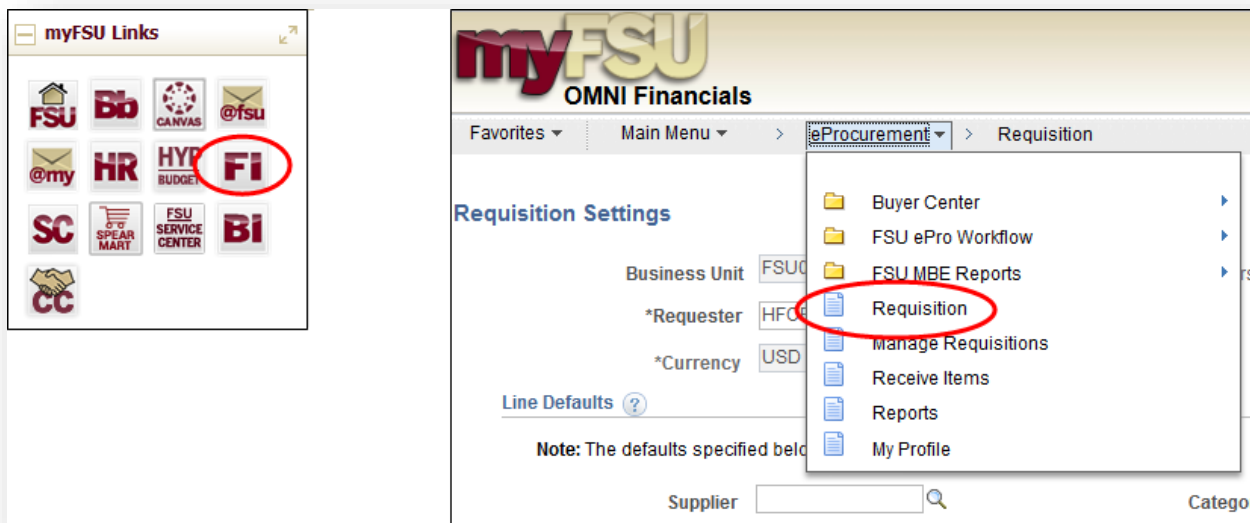
Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information, please visit the [Department of Urban & Regional Planning 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 Services training materials page](#). 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 Florida State University Requisition Name

*Requester Robert Berg 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

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

- 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:
 - AUX0000033 Mark & Marianne Barnebey Lab

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code



Search Results Personalize | Find | View All | First 23-32 of 32 Last

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
23 AUX0000026	Seminole Productions	001	Main	RM D2225, UCD	Tallahassee	FL	
24 AUX0000027	FSU Coastal & Marine Lab	001	Main	3618 Coastal Highway 98	St Teresa	FL	
25 AUX0000028	CAPS Auxiliary Services	001	Main	2000 Levy Ave	Tallahassee	FL	
26 AUX0000029	University Health Services	001	Main	960 Learning Way	Tallahassee	FL	
27 AUX0000030	FCAAP - Wind Tunnel	001	Main	2003 Levy Ave	Tallahassee	FL	
28 AUX0000031	Lab Animal Resources	001	Main	107 Chieftan Way	Tallahassee	FL	
29 AUX0000032	FCRR - QMI Auxiliary	001	Main	2010 Levy Ave	Tallahassee	FL	
30 AUX0000033	Mark & Marianne Barnebey Lab	001	Main	113 Collegiate Loop	Tallahassee	FL	
31 AUX0000034	FSU Athletics	001	Main	P.O. Box 2195	Tallahassee	FL	
32 AUX0000035	Jim Moran Building	001	Main	111 South Monroe St	Tallahassee	FL	

OK Cancel Refresh

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

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD

Line Defaults

Supplier: AUX0000033 Category:

Supplier Location: 001 Unit of Measure:

Shipping Defaults

Ship To: SFAB220 Add One Time Address

Due Date: Attention:

Accounting Defaults Personalize | Find | First 1 of 1 Last

Chartfields1 Details Asset Information

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



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

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults Supplier 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="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"/>

OK Cancel Refresh

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.

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults Supplier Supplier Location Unit of Measure

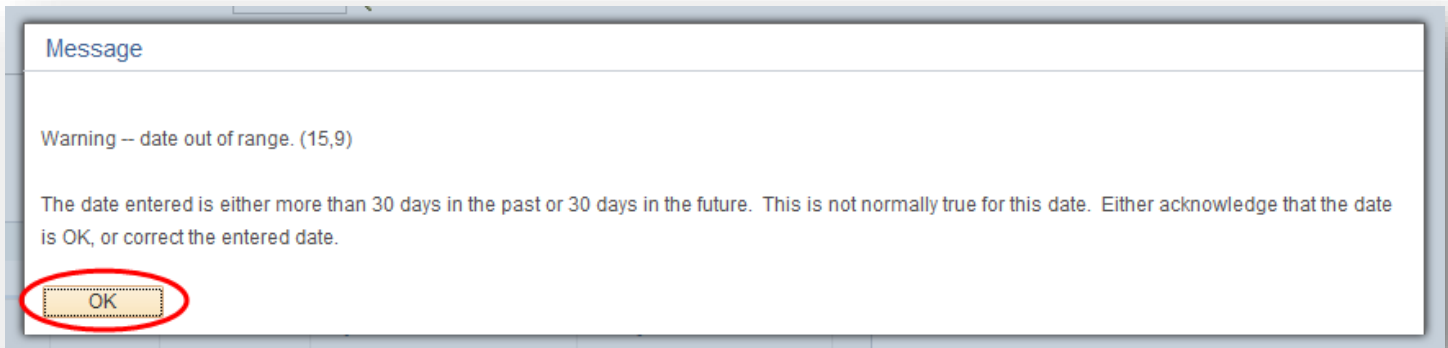
Shipping Defaults

Ship To Add One Time Address

Due Date Attention

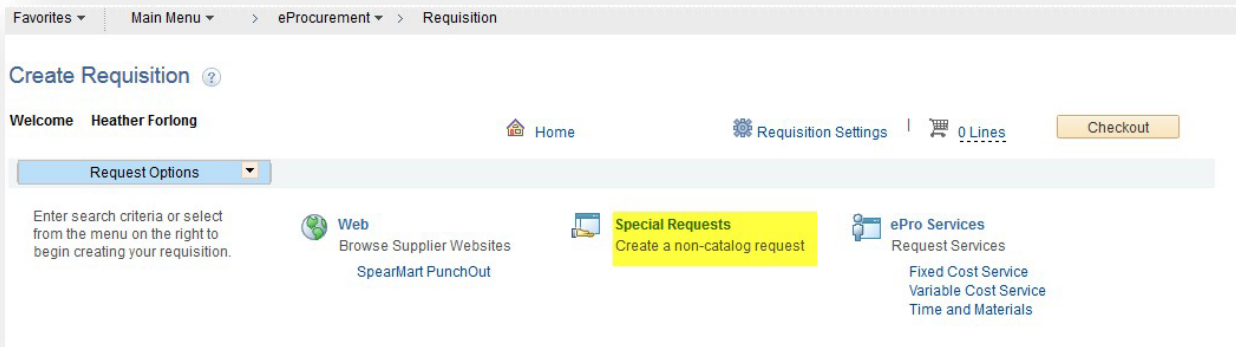


8. If you receive the following warning message after entering the date, click “OK”.



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

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_BARN” into the Category field, and then select the magnifying glass to search for BARN category codes. It is very important that you select the appropriate internal category code.
 - i. For this line of business, **ALWAYS** select the Category Code **AUX_BARN000001**. Planning & Spatial Analysis is covered by a single category code.

Category Code	Description	Detail	Expense Account
AUX_BARN000001	Planning & Spatial Analysis	Consulting charges for Mark & Marianne Barnebey Lab	740248

- d. Add notes as needed in the “Additional Information” field. This information is for your research purposes only.

Create Requisition ?

Welcome Robert Berg Home Requisition Settings | 0 Lines Checkout

Request Options

All Request Options

Special Requests

ePro Services

- Fixed Cost Service
- Variable Cost Service
- Time and Materials

Special Requests ?

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

Item Details

*Item Description

*Price Currency USD

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name Mark & Marianne Barnebey Lab [Suggest New Supplier](#)

Additional Information

Send to Supplier Show at Receipt Show at Voucher

[Add to Cart](#)



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 combos in the same category code.

14. When lines for all applicable BARN services have been added and 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 under the “Details” column for the line:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Planning & Spatial Analysis		Mark & Marianne Barnebey Lab	1.0000	Each	100.0000	100.00		Add	

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

Item Details

Merchandise Amount 1.00 USD

Item ID

Category

Original Substituted Item

Description

Physical Nature Goods

Buyer FSU_AUX_AUTOSOURCE_BUY

RFQ Required

Device Tracking

Zero Price Indicator

Stockless Item

Amount Only

Inspection Required

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”.

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.

Yes No

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:



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	Planning & Spatial Analysis		Mark & Marianne Barnebey Lab	1.0000	Each	100.00000	100.00		Add				
Shipping Line 1		*Ship To	SFAB220	Add Shipto Comments	Quantity	1.0000							
		Address	FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150	Add One Time Address	Price	100.0000							
		Attention To	Robert Berg										
		Due Date	06/30/2019										
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 Type	Category	Subcategory						

b. Enter the appropriate department ID, fund and project combination in the Chartfields 2 tab.

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

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

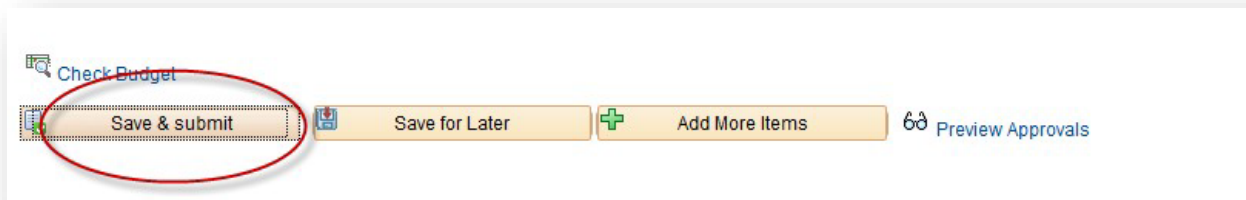
Expand lines to review shipping and accounting details + Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price							
1	Planning & Spatial Analysis		Mark & Marianne Barnebey Lab	1.0000	Each	100.00000							
Shipping Line 1		*Ship To	SFAB220	Add Shipto Comments	Quantity	1.0000							
		Address	FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150	Add One Time Address	Price	100.0000							
		Attention To	Robert Berg										
		Due Date	06/30/2019										
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 Type	Category	Subcategory						
196000	110												

c. Repeat steps a and b for all lines.

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



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.