



OMNI Auxiliary AR/Billing: CAPS Advanced Power Research

Placing an Order

All new orders are placed with the appropriate Lab manager using the auxiliary's approved form. For more information, please visit the [CAPS Advanced Power Research 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 that departments are accustomed to. Review the step-by-step guide below to ensure the appropriate vendor & 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" > Internal/Auxiliary Requisition > Requisition 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 Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD

Line Defaults

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

Supplier: Category:

Supplier Location: Unit of Measure:

Shipping Defaults

Ship To: SFAB220 Add One Time Address

Due Date: Attention:

Accounting Defaults

Chartfields1 Details Asset Information

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source T
1	<input type="text"/>	SFAB220 <input type="text"/>	FSU01 <input type="text"/>	196000 <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 & 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 **“AUX000028 | CAPS Auxiliary Services.”**

Supplier Search

Supplier ID: AUX

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:



Search Results

		Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	21	AUX0000024	Condensed Matter & Material Physics	001	Main	77 Chieftan Way	Tallahassee	FL	
<input type="radio"/>	22	AUX0000025	Adult Learning Evaluation Ctr	001	Main	1114 W Call St	Tallahassee	FL	
<input type="radio"/>	23	AUX0000026	Seminole Productions	001	Main	RM D2225, UCD	Tallahassee	FL	
<input type="radio"/>	24	AUX0000027	FSU Coastal & Marine Lab	001	Main	3618 Coastal Highway 98	St Teresa	FL	
<input checked="" type="radio"/>	25	AUX0000028	CAPS Auxiliary Services	001	Main	2000 Levy Ave	Tallahassee	FL	
<input type="radio"/>	26	AUX0000029	University Health Services	001	Main	960 Learning Way	Tallahassee	FL	
<input type="radio"/>	27	AUX0000030	FCAAP - Wind Tunnel	001	Main	2003 Levy Ave	Tallahassee	FL	
<input type="radio"/>	28	AUX0000031	Lab Animal Resources	001	Main	107 Chieftan Way	Tallahassee	FL	

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

*Requester: RBERG Robert Berg

*Currency: USD

Requisition Name:

Priority:

Line Defaults

Supplier: AUX0000028

Supplier Location: 001

Category:

Unit of Measure:

6. Choose a Unit of Measure. **Always choose "EA" for internal requisitions.**

Requisition Settings

Business Unit: FSU01 Florida State University

*Requester: RBERG Robert Berg

*Currency: USD

Requisition Name:

Priority:

Line Defaults

Supplier: AUX0000028

Supplier Location: 001

Category:

Unit of Measure: EA



- 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: FSU01 Florida State University Requisition Name: _____
 *Requester: RBERG Robert Berg Priority: _____
 *Currency: USD

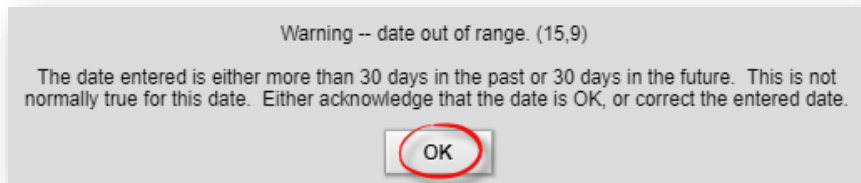
Line Defaults

Supplier: AUX0000028 Category: _____
 Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 Add One Time Address: _____
 Due Date: 06/30/2019 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).

Create Requisition

Welcome Robert Berg

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options

Enter search criteria or select from the menu on the right to begin creating your requisition.

Special Requests
Create a non-catalog request

Favorites
Browse Favorite Items and Services

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials



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_CAPS” 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_CAPS0000001**. CAPS Research & Analysis Services are covered by a single category code.

Category Code	Description	Detail	Expense Account
AUX_CAPS0000001	CAPS Research & Analysis Svcs	Center for Advanced Power Systems departmental charges for research & analysis including Test / Facility Use Days, Shared Simulation Services & Engineering Support Services	740222

- d. If needed, add notes in the “Additional Information” field. This will be for your research purposes only.

Special Requests ?

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

Item Details

*Item Description	CAPS Research & Analysis Svcs	*Price	100	*Currency	USD
*Quantity	1	*Unit of Measure	EA	*Category	AUX_CAPS0000001
		Due Date	06/30/2019		

Supplier

Supplier ID	AUX0000028	Supplier Name	CAPS Auxiliary Services
Supplier Name	CAPS Auxiliary Services	Supplier Item ID	

Additional Information

Send to Supplier
 Show at Receipt
 Show at Voucher

Add to Cart

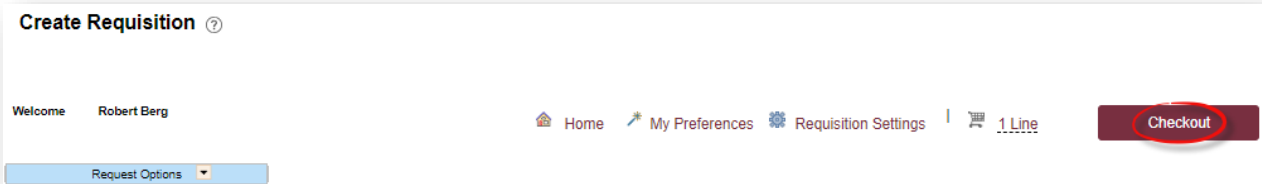


12. When you are ready, select “Add to Cart” at the bottom of the page.



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 lines for all applicable CAPS services have been added & you are ready to check out, select “Checkout” at the top of the page:



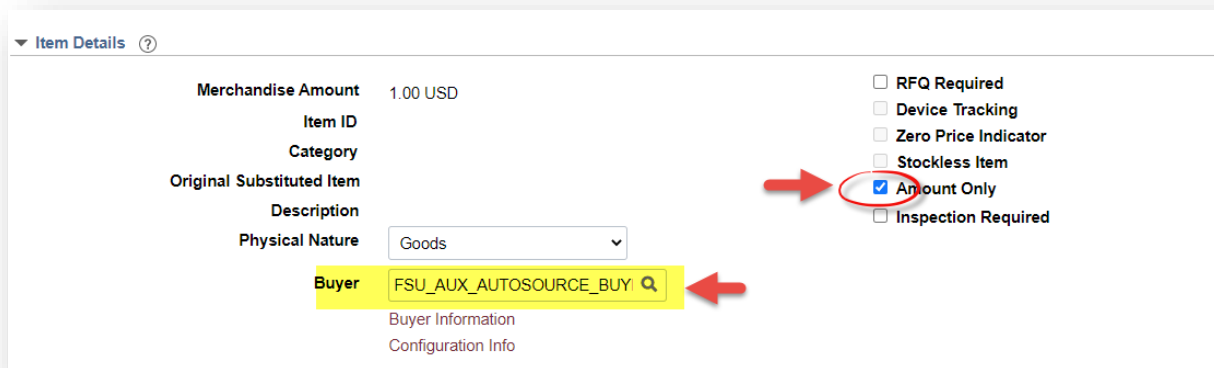
15. You will be returned to the **Checkout – Review & Submit** page.

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	CAPS Research & Analysis Svcs		CAPS Auxiliary Services	1,0000	Each	100.0000	100.00		Add	

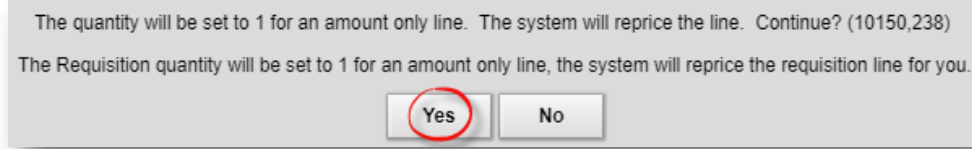
b. On the “Line Details” page, select the checkbox for “Amount Only.” Additionally, the Buyer field **MUST** remain as “FSU_AUX_AUTOSOURCE_BUYER”.



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.”



e. Repeat steps (a) through (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:

Requisition Lines ⑦

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	CAPS Research & Analysis Svcs		CAPS Auxiliary Services	1.0000	Each	100.00000	100.00	
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					
		Ship Via	BEST_WAY					
		Freight Terms	DEST1					
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		

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.**

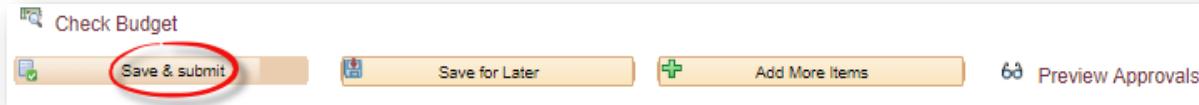
ii. A requisition can include multiple non-project combinations (including optional chartfields).

Dept	Fund	PC Bus Unit	Project	Activity	Source Type
196000	110				

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



18. When reviewed & ready to submit for approval, click **Save & 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 & will be dispatched to the vendor when the applicable system processes run throughout the day.