



OMNI Auxiliary AR/Billing: Campus Recreation

Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information please visit the [Campus Recreation 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 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 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

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	So
1	<input type="text"/>	<input type="text" value="SFAB220"/> <input type="button" value="Q"/>	<input type="text" value="FSU01"/> <input type="button" value="Q"/>	<input type="text" value="196000"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>

- 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 **“AUX000041 | Campus Recreation”**

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Enter search criteria to find a supplier.



Supplier Search

Supplier ID Find

Name Reset

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"/>	31 AUX0000034	FSU Athletics	001	Main	P.O. Box 2195	Tallahassee	FL	
<input type="radio"/>	32 AUX0000035	Jim Moran Building	001	Main	111 South Monroe St	Tallahassee	FL	
<input type="radio"/>	33 AUX0000036	WFSU Public Media	001	MAIN	1600 RED BARBER PLAZA	TALLAHASSEE	FL	
<input type="radio"/>	34 AUX0000037	Natl High Magnetic Field Lab	001	MAIN	FISCAL OFFICE	TALLAHASSEE	FL	
<input type="radio"/>	35 AUX0000038	Psychology	001	MAIN	1107 W CALL ST	TALLAHASSEE	FL	
<input type="radio"/>	36 AUX0000039	Dean of Students	001	MAIN	UNIVERSITY CENTER A, SUITE 4100	TALLAHASSEE	FL	
<input type="radio"/>	37 AUX0000040	Career Center	001	MAIN	100 SOUTH WOODWARD AVE	TALLAHASSEE	FL	
<input type="radio"/>	38 AUX0000041	Campus Recreation	001	MAIN	210 LEACH CENTER, 118 VARSITY WAY	TALLAHASSEE	FL	
<input type="radio"/>	39 AUX0000042	University Housing	001	MAIN	942 LEARNING WAY	TALLAHASSEE	FL	

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

New Window | Help | Personalize Page

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults [?](#)

Supplier Category

Supplier Location Unit of Measure

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



Requisition Settings

Business Unit FSU01 Florida State University **Requisition Name**

***Requester** JWM03D Joshua Moore **Priority**

***Currency** USD

Line Defaults

Supplier AUX0000041 **Category**

Supplier Location 001 **Unit of Measure** EA

- 7. Enter a due date. **For year-long, open ended POs 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** JWM03D Joshua Moore **Priority**

***Currency** USD

Line Defaults

Supplier AUX0000041 **Category**

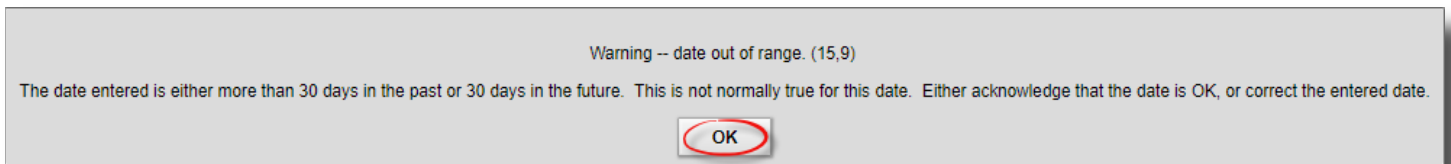
Supplier Location 001 **Unit of Measure** EA

Shipping Defaults

Ship To SMMA109 **Add One Time Address**

Due Date 06/30/2020 **Attention**

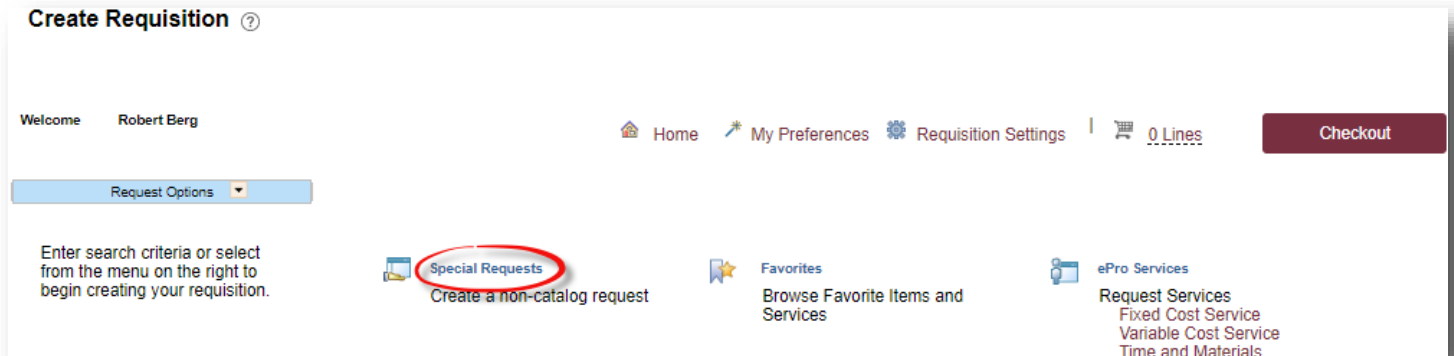
- 8. If you receive the following warning message after entering the date, click "OK".



- 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 your item descriptions on each line.

IMPORTANT: Descriptions must contain the event details. If available, please add the quote FR number (example AUX#FR-11111) from the Campus Recreation quote to the Description field. Also, we ask that the purchaser provide an event title (ex. College of Music Team Building) and an estimated date of the event.

***If the PO is to be used throughout the Fiscal Year for all Campus Rec events – you must submit change orders to update the PO line description to include that event.**

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_CREC” 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 as shown below:

Code	Description	Comments	Account
AUX_CREC0000001	Campus Rec - Facility Rental	Campus Rec charges for facility rental. Includes rentals from Fitness, Competitive Sports, Outdoor Adventures, and Tully Gym.	741741
AUX_CREC0000002	Campus Rec - Other Svcs	Charges for facility, program, and activity staff, and other non-rental services provided by Campus Rec.	740231
AUX_CREC0000003	Campus Rec - Programs	Charges for teambuilding programs, health & safety classes, and other trainings provided by Campus Rec to FSU employees & students.	740272
AUX_CREC0000004	Campus Rec - Access Passes	Charges for access or guest passes to Campus Rec facilities or programs.	741965



AUX_CREC0000005	Campus Rec - Athletics Use Only	Athletics use only. Charges for facility rental and other charges related to retreats and other team building exercises for athletes, coaches, and staff provided by Campus Rec.	740237
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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	<input style="width: 100%;" type="text"/>		
*Price	<input style="width: 150px;" type="text"/>	*Currency	<input style="width: 80px;" type="text" value="USD"/>
*Quantity	<input style="width: 150px;" type="text"/>	*Unit of Measure	<input style="width: 80px;" type="text" value="EA"/> 🔍
*Category	<input style="width: 150px;" type="text"/> 🔍	Due Date	<input style="width: 80px;" type="text" value="06/30/2020"/> 📅

Supplier

Supplier ID	<input style="width: 150px;" type="text" value="AUX0000041"/> 🔍	
Supplier Name	<input style="width: 150px;" type="text" value="Campus Recreation"/> 🔍	Campus Recreation Suggest New Supplier
Supplier Item ID	<input style="width: 150px;" type="text"/>	

Additional Information

Send to Supplier
 Show at Receipt
 Show at Voucher

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

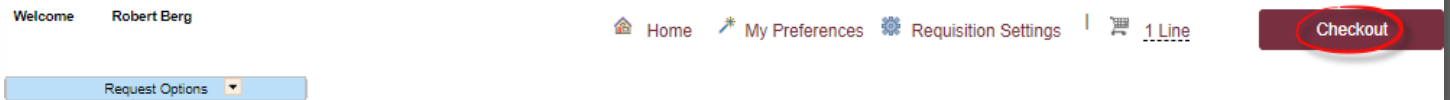


13. You will see a new, blank line. You may choose to add additional lines if needed. Please group all activity per category code onto one line versus spreading it out over multiple lines when the category code is the same unless you are adding multiple budget combos in the same category code.



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

Create Requisition ?



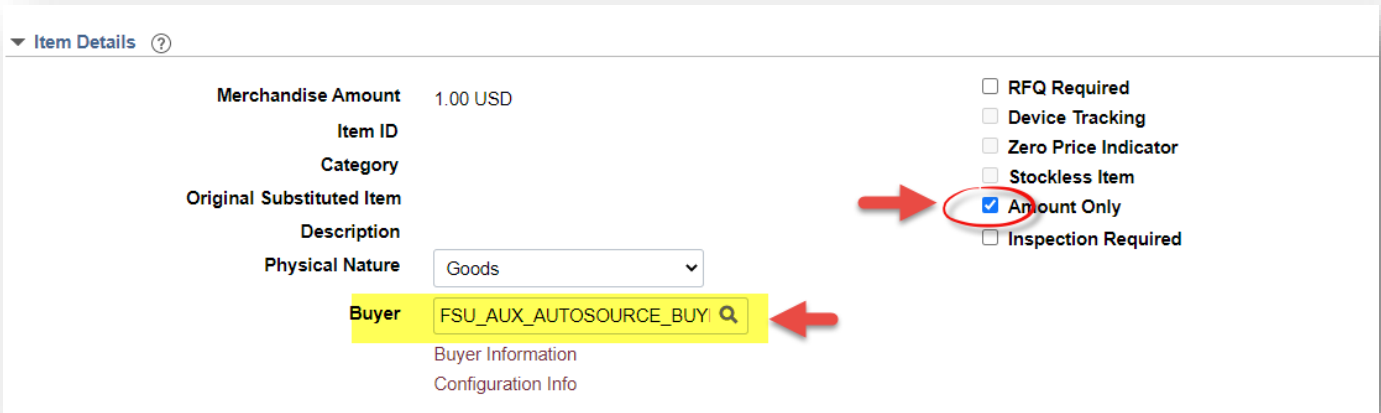
15. You will be returned to the Checkout – Review & Submit page.

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
1	CREC		Campus Recreation	1	Each	100.00	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”.



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) through (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 & then select the "Chartfields 2" tab:

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total										
1	CREC		Campus Recreation	1	Each	100.00000	100.00										
Shipping Line 1		*Ship To	SMMA109	Add Shipto Comments		Quantity	1										
		Address	MENDENHALL MAINT BLDG RM 109 969 LEARNING WAY TALLAHASSEE, FL 32306-4152	Add One Time Address		Price	100.00										
		Attention To	Joshua Moore														
		Due Date	06/30/2020														
Accounting Lines																	
			*Distribute By	Amt	SpeedChart												
Accounting Lines																	
<div style="display: flex; justify-content: space-between; align-items: center;"> Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information > </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td style="background-color: yellow;">196000</td> <td style="background-color: yellow;">110</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Dept	Fund	PC Bus Unit	Project	Activity	196000	110			
Dept	Fund	PC Bus Unit	Project	Activity													
196000	110																

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

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

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

Dept	Fund	PC Bus Unit	Project	Activity
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.