



## OMNI Auxiliary AR/Billing: Challenger Learning Center

### Placing an Order

The Challenger Learning Center of Tallahassee is the K-12 outreach facility of the FAMU-FSU College of Engineering. The Challenger Learning Center provides services to FSU departments for educational and related events and activities in its facilities.

Place all orders through the Challenger Learning Center directly. For more information, please visit the [Challenger Learning Center 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 Accounting 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 > Internal/Auxiliary 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  Custom Fields


**Line Defaults** 


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

  1-1 of 1

**Chartfields1** **Details** **Asset Information** 

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

OK Cancel Refresh



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:

- i. **AUX0000060 Challenger Learning Center**

**Supplier Search**

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country   State

Postal Code

Enter search criteria to find a supplier.

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



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

**Requisition Settings**

Business Unit: FSU01  Florida State University  
\*Requester: RBERG  Robert Berg  
\*Currency: USD   
Requisition Name:   
Priority: Medium   
Custom Fields

**Line Defaults**

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

Supplier: AUX0000060   
Supplier Location: 001   
Category:   
Unit of Measure: EA

**Shipping Defaults**

Ship To: SFAB220   
Due Date:   
Add One Time Address  
Attention:

**Accounting Defaults**

Chartfields1  Details  Asset Information

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity
1	<input type="text"/>	SFAB220 <input type="text"/>	FSU01 <input type="text"/>	<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 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  
\*Requester: RBERG  Robert Berg  
\*Currency: USD   
Requisition Name:   
Priority: Medium   
Custom Fields

**Line Defaults**

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

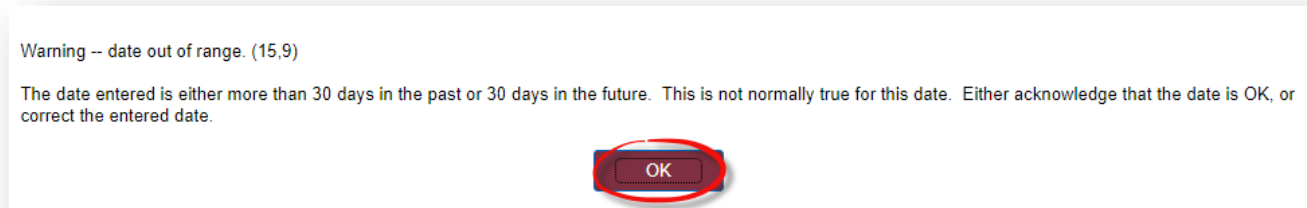
Supplier: AUX0000060   
Supplier Location: 001   
Category:   
Unit of Measure: EA

**Shipping Defaults**

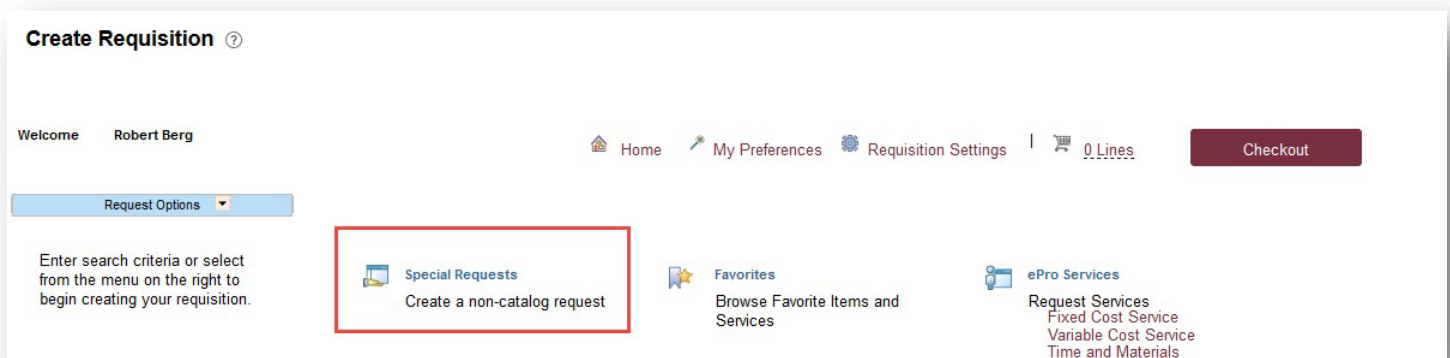
Ship To: SFAB220   
Due Date: 6/30/2023   
Add One Time Address  
Attention:



8. When finished, select “OK” at the bottom of the screen.
9. If you receive the following warning message after entering the date, click “OK”.



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\_CHALLENGER**” into the Category field, and then select the magnifying glass to search for the category codes needed. It is very important that you select the appropriate internal category code.

Category Code	Description	Detail	Expense Account
AUX_CHALLENGER01	Challenger Learning Center - Space Rental	Charges for renting space at the Challenger Learning Center.	741741
AUX_CHALLENGER02	Challenger Learning Center - Food & Beverage	Not allowable on most funds. Charges for food and beverage purchased from the Challenger Learning Center.	741301
AUX_CHALLENGER03	Challenger Learning Center - Tickets	Challenger Learning Center - Tickets	741965
AUX_CHALLENGER04	Challenger Learning Center - Goods/Gift Shop	Charges from the Challenger Learning Center for educational or other services. Does not include food service, space rental, ticket sales, or gift shop purchases.	741251
AUX_CHALLENGER05	Challenger Learning Center - Services Other	Charges from the Challenger Learning Center for educational or other services. Does not include food service, space rental, ticket sales, or gift shop purchases.	740231

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



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

**Special Requests** ?

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

**Item Details**

*Item Description	Space rental		
*Price	100.00	*Currency	USD
*Quantity	1	*Unit of Measure	EA
*Category	AUX_CHALLENGER01	Due Date	06/30/2023

**Supplier**

Supplier ID	AUX0000060	
Supplier Name	Challenger Learning Center	Suggest New Supplier

**Manufacturer**

Challenger Learning Center

**Additional Information**

☐ Send to Supplier    ☐ Show at Receipt    ☐ Show at Voucher

**Request New Item**

A notification will be sent to a buyer regarding this new item request.

**Add to Cart**

13. If you get this message, click “Yes”.

This may change the Default values for the Line 1 . Do you want to update the Line defaults ? (10150,180)

Changing the Item, category, supplier will change the Line Default values. Retrofit the default values from the default hierarchy ?

**Yes**    **No**



14. 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.**

15. When lines for all applicable services have been added and you are ready to check out, select “Checkout” at the top of the page.

Create Requisition ?

Welcome Robert Berg

Home My Preferences Requisition Settings 1 Line

Checkout

Request Options

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

17. 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:

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Settings

Requisition Summary

Business Unit FSU01 Florida State University Requisition Name

\*Requester RBERG Robert Berg Priority Medium

\*Currency USD Custom Fields

Cart Summary: Total Amount 100.00 USD

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	Space rental		Challenger Learning Center	1	Each	100.00	100.00		Add	

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 100.00 USD





- b. On the “Line Details” page, select the checkbox for “**Amount Only**”. Additionally, the Buyer field **MUST** remain as “**FSU\_AUX\_AUTOSOURCE\_BUYER**”.

Line Details ?

No Image Line 1 Space rental Line Status Open

▼ Item Details ?

Merchandise Amount	100.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_CHALLENGER01	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item		<input type="checkbox"/> Stockless Item
Description		<input checked="" type="checkbox"/> Amount Only
Physical Nature	Goods	<input type="checkbox"/> Inspection Required
Buyer	FSU_AUX_AUTOSOURCE_BUYER	

Buyer Information  
Configuration Info

- 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”.

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.

18. Repeat steps a – d for all lines.



19. 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:

The screenshot shows the 'Requisition Lines' form. The 'Shipping Line' section is expanded, showing details for 'Space rental' with a quantity of 1 and a price of 100.00. The 'Accounting Lines' section is also expanded, showing a table with columns for Dept, Fund, PC Bus Unit, Project, Activity, Source Type, and Category. The 'Chartfields 2' tab is selected, and the 'Dept' field is set to 196000, 'Fund' to 110, and 'Project' to 110.

- 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.**

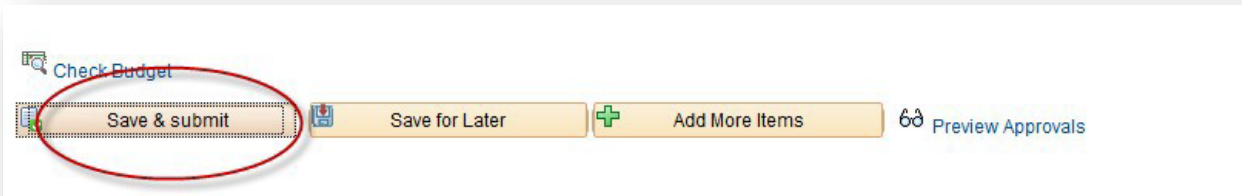
**ii. Note: A requisition can include multiple non-project combinations (including optional chartfields).**

This screenshot is similar to the previous one, but the 'Chartfields 2' tab is selected in the 'Accounting Lines' section. The 'Dept' field is set to 196000, 'Fund' to 110, and 'Project' to 110. These three fields are highlighted with red circles to indicate they are the focus of the instruction.



20. Repeat steps a and b for all lines.

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



22. 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.