



## OMNI Auxiliary AR/Billing: Challenger Learning Center

### Placing an Order

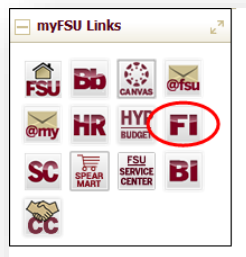
The Challenger Learning Center of Tallahassee is the K-12 outreach facility of the FAMU-FSU College of Engineering. The Challenger Learning Center provides services to FSU departments for educational and related events and activities in its facilities.

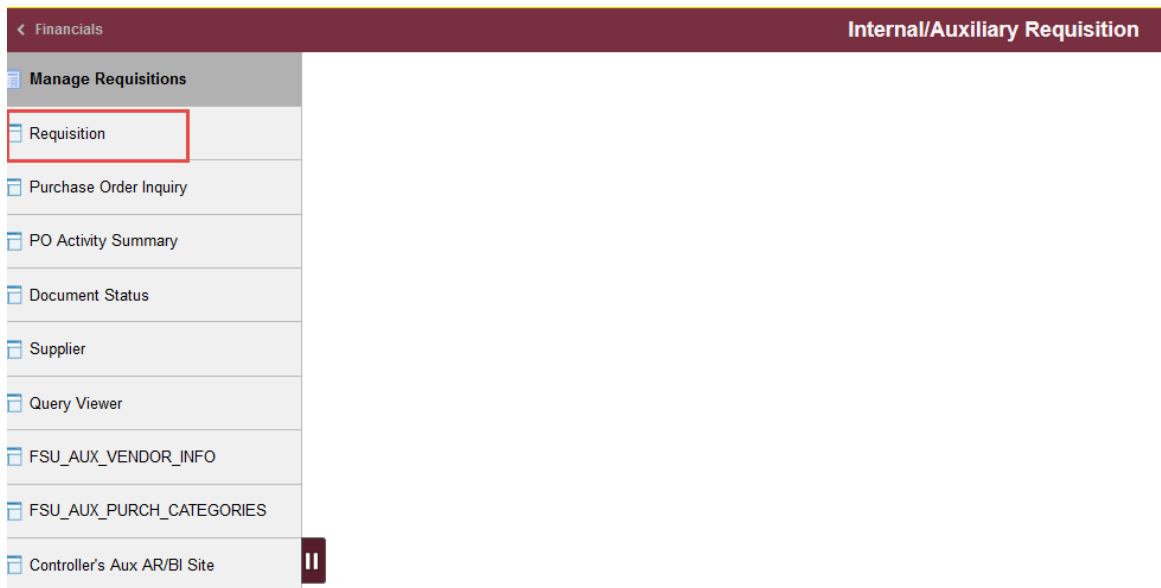
Place all orders through the Challenger Learning Center directly. For more information, please visit the [Challenger Learning Center website](#). Please be aware that a Purchase Order serves to encumber funds and enable internal charges. **A Purchase Order does not serve to place an order with this or 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:





3. You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the “Supplier” field to look up your supplier.



Favorites > Main Menu > eProcurement > Requisition

### Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

\*Requester: RBERG Robert Berg Priority: Medium

\*Currency: USD

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**Line Defaults**

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

Supplier:  Category:

Supplier Location:  Unit of Measure:

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**Shipping Defaults**

Ship To: SFAB220 Add One Time Address

Due Date:  Attention:

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**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

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. **AUX000060 Challenger Learning Center**

### Supplier Search

Supplier ID:  Find Reset

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country:  State:

Postal Code:



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

**Line Defaults**

Supplier: AUX0000050  
Supplier Location: 001  
Category:   
**Unit of Measure: EA**

**Shipping Defaults**

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

**Accounting Defaults**

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity
1		SFAB220	FSU01	196000				

- 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

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**Line Defaults** [?](#)

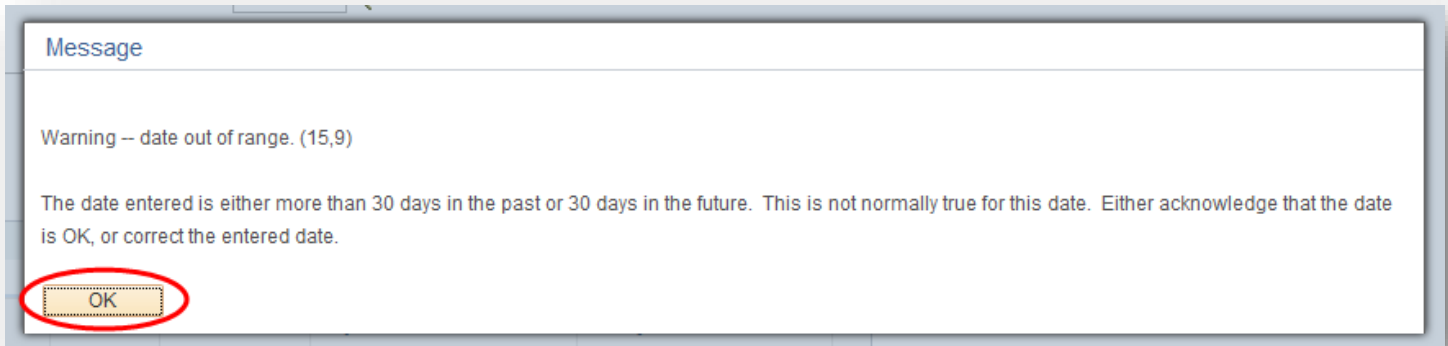
Supplier: AUX0000050   
Supplier Location: 001   
Category:   
Unit of Measure: EA

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**Shipping Defaults**

Ship To: SFAB220  [Add One Time Address](#)  
Due Date: 6/30/2021    
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).



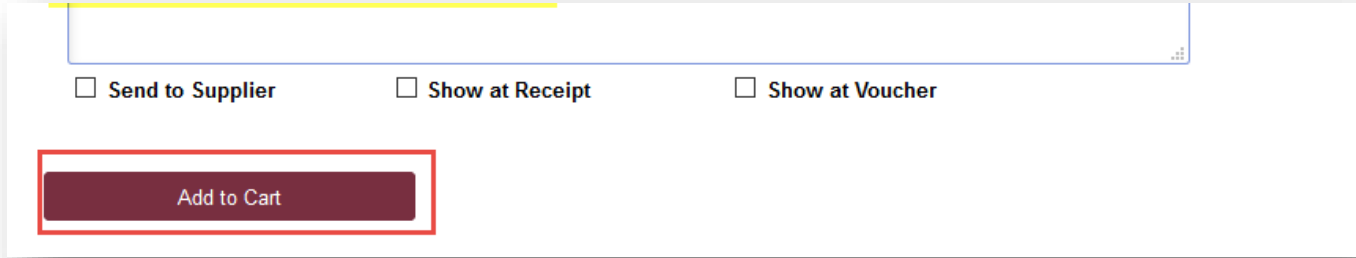
11. Create line(s) for your services as appropriate.

- 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\_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.
- e. Enter the price as the total amount expected to spend during the fiscal year.
- f. Enter a Quantity = 1.

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



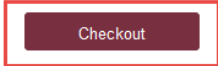
13. You will see a new, blank line. You may choose to add additional lines if needed. **Please group all activity per category code onto one line versus spreading it out over multiple lines when the category code is the same unless you are adding multiple budget combos in the same category code.**

14. When lines for all applicable 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](#)



Request Options ▾

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:





### Checkout - Review and Submit

Review the item information and submit the req for approval.

[Requisition Settings](#)

**Requisition Summary**

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

**Cart Summary: Total Amount 5,000.00 USD**  
Expand lines to review shipping and accounting details [Add More Items](#)

**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	Facilities Work Orders for FY2		FSU Facilities	1	Each	5,000.00000	5000.00	

Select All / Deselect All      **Select lines to:** [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

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

### Line Details

**Line Details**

No Image      **Line** 1 Facilities Work Orders for FY2      **Line Status** Open

**Item Details**

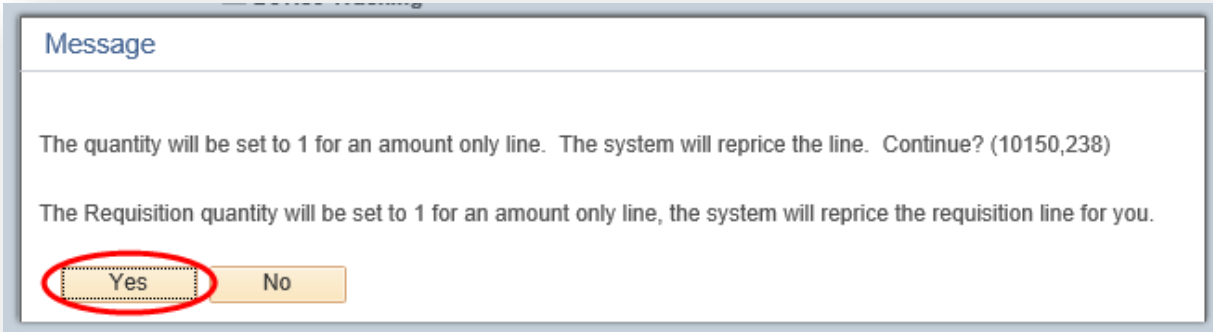
Merchandise Amount	5000.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_FACILITIES01	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item		<input type="checkbox"/> Stockless Item
Description		<input checked="" type="checkbox"/> Amount Only
Physical Nature	Goods	<input type="checkbox"/> Inspection Required
Buyer	CRAYNE	

**Contract Information**

Use Contract if Available

c. Scroll to the bottom of the page and select “OK”.

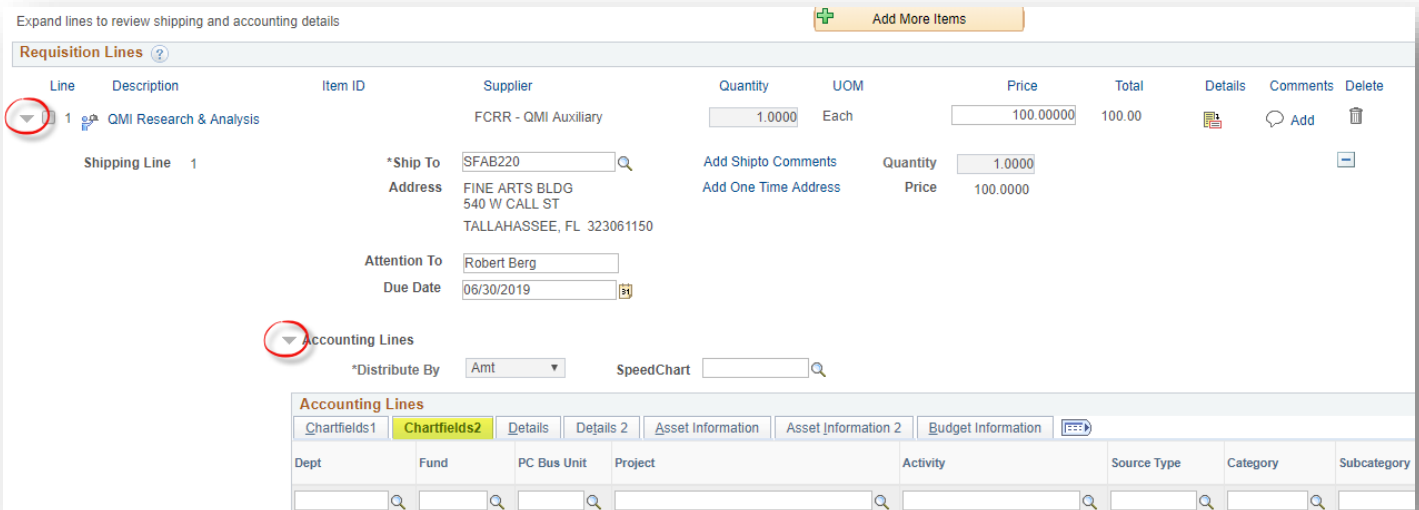
d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes”.



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:



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	QMI Research & Analysis		FCRR - QMI Auxiliary	1.0000	Each	100.00000										
<p><b>Shipping Line 1</b></p> <p>*Ship To: SFAB220 <input type="text"/></p> <p>Address: FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150</p> <p>Attention To: Robert Berg <input type="text"/></p> <p>Due Date: 06/30/2019 <input type="text"/></p> <p>*Distribute By: Amt <input type="text"/> SpeedChart <input type="text"/></p>																
<p><b>Accounting Lines</b></p> <p>Chartfields1   <b>Chartfields2</b>   Details   Details 2   Asset Information   Asset Information 2   Budget Information</p> <table border="1"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>196000 <input type="text"/></td> <td>110 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>							Dept	Fund	PC Bus Unit	Project	Activity	196000 <input type="text"/>	110 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept	Fund	PC Bus Unit	Project	Activity												
196000 <input type="text"/>	110 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												

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:

Check Budget

**Save & submit**  Save for Later  + Add More Items  Preview Approvals

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.