



OMNI - Auxiliary AR / Billing – College of Music

Placing an Order

To book space with the College of Music, please review the information located on the [College of Music's facilities website](#). All orders for rental of space for events will require PO & Line Information in order to be processed. 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 internal auxiliary open-ended (blanket-type) 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: FSU01 Florida State University
 *Requester: RBERG Robert Berg
 *Currency: USD Requisition Name:
 Priority: Medium

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 **“AUX000010 | College of Music Performance Halls”**

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"/>	1	AUX0000002	OBS Copy Program	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	2	AUX0000003	OBS Postal Services	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	3	AUX0000006	FSU Card Center	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	4	AUX0000007	Parking and Transportation	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	5	AUX0000008	Warehouse	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	6	AUX0000009	FSU Information Technology Service	001	MAIN	296 Champions Way	Tallahassee	FL	
<input checked="" type="radio"/>	7	AUX0000010	College of Music Performance Halls	001	Main	PO BOX 3061180	Tallahassee	FL	
<input type="radio"/>	8	AUX0000011	College of Medicine Stockroom	001	Main	1115 W. Call St	Tallahassee	FL	
<input type="radio"/>	9	AUX0000012	College of Medicine Labs	001	Main	1115 W. Call St.	Tallahassee	FL	
<input type="radio"/>	10	AUX0000013	Chemistry Stockroom	001	Main	118 Dittmer Building	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 Requisition Name:
 *Requester: RBERG Robert Berg Priority:
 *Currency: USD

Line Defaults

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

Supplier: AUX0000010 Category:
 Supplier Location: 001 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: RBERG Robert Berg Priority:
 *Currency: USD

Line Defaults

Supplier: AUX0000010 Category:
 Supplier Location: 001 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: AUX0000010 Category:

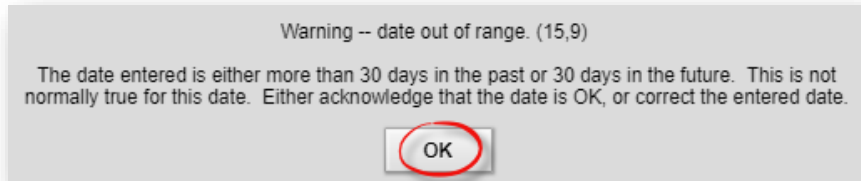
Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220

Due Date: 06/30/2019 Attention:

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



- 9. When finished, select "OK" at the bottom of the page.
- 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

Request Options

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

Create a non-catalog request | Browse Favorite Items and Services | Request Services: Fixed Cost Service, Variable Cost Service, Time and Materials



11. Create the line for your service:

- 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_MUS” 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_MUS0000001**.

Category Code	Description	Detail	Expense Account
AUX_MUS0000001	College of Music Perf. Hall & Rel. Svcs	Rental of College of Music performance halls & related service charges & fees	741741
<i>* AUX_SMC0000001</i>	<i>CIP FACILITIES</i>	<i>FOR COLLEGE OF MUSIC ONLY</i>	<i>741966</i>

- 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: College of Music Perf. Hall & Rel. Svcs

*Price: 100 *Currency: USD

*Quantity: 1 *Unit of Measure: EA

*Category: AUX_MUS0000001 Due Date: 06/30/2019

Supplier

Supplier ID: AUX0000010

Supplier Name: College of Music Performance Halls Suggest New Supplier

Supplier Item ID: [Empty]

Additional Information

[Empty Text Area]

Send to Supplier Show at Receipt Show at Voucher

Add to Cart

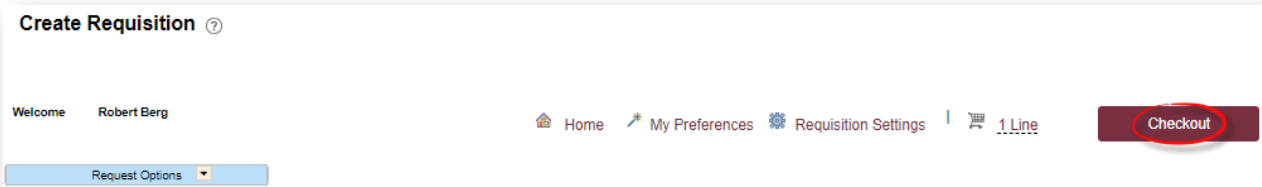


12. When ready, select “Add to Cart” at the bottom of the page.



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 combinations in the same category code.

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



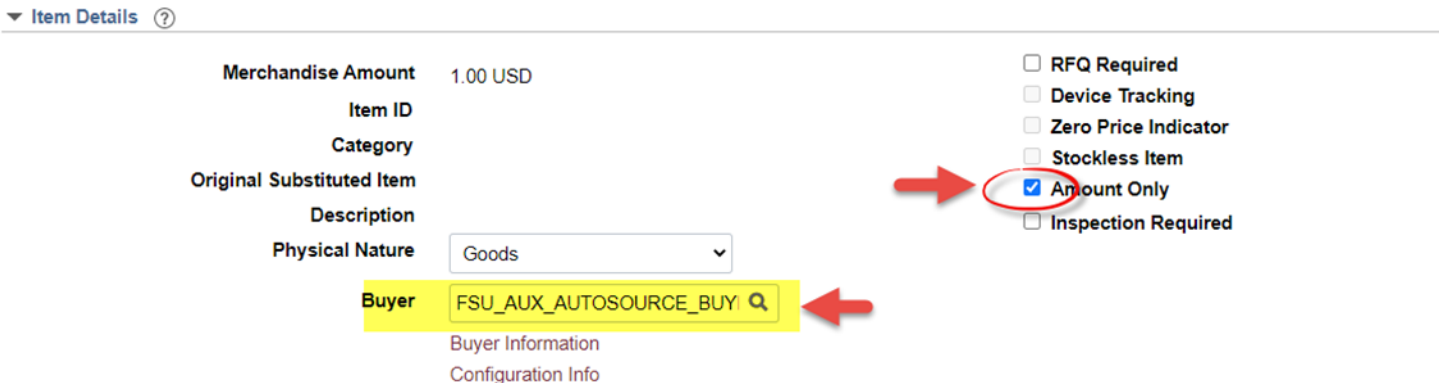
15. You will be returned to the **Checkout – Review & Submit** page.

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 in the “Details” column for the line:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	College of Music Perf. Hall &		College of Music Performance Halls	1.0000	Each	100.0000	100.00		Add	

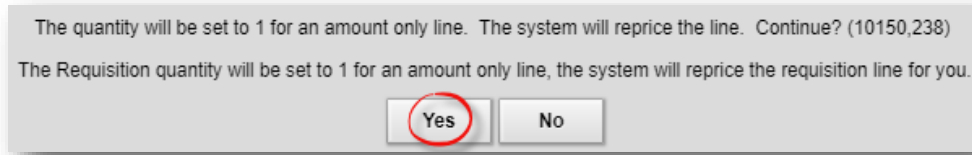
b. On the “Line Details” page, select the checkbox for “Amount Only.” Additionally, the Buyer field **MUST** remain as “FSU_AUX_AUTOSOURCE_BUYER”.



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 (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	Details
1	College of Music Perf. Hall &		College of Music Performance Halls	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.**

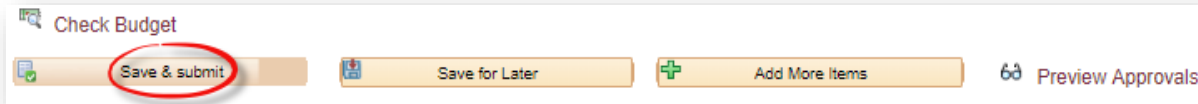
ii. A requisition can include multiple non-project combinations (including optional chartfields).

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.