FSU | CONTROLLER'S OFFICE
FINANCE & ADMINISTRATION

OMNI Auxiliary AR/Billing: Copier Services

Placing an Order

To place an order with Copier Services, complete the applicable order form on the Departmental Copier Services website. All new rental & purchase agreements require the buying department to include Purchase Order & Line information on the order form.

Creating a Requisition

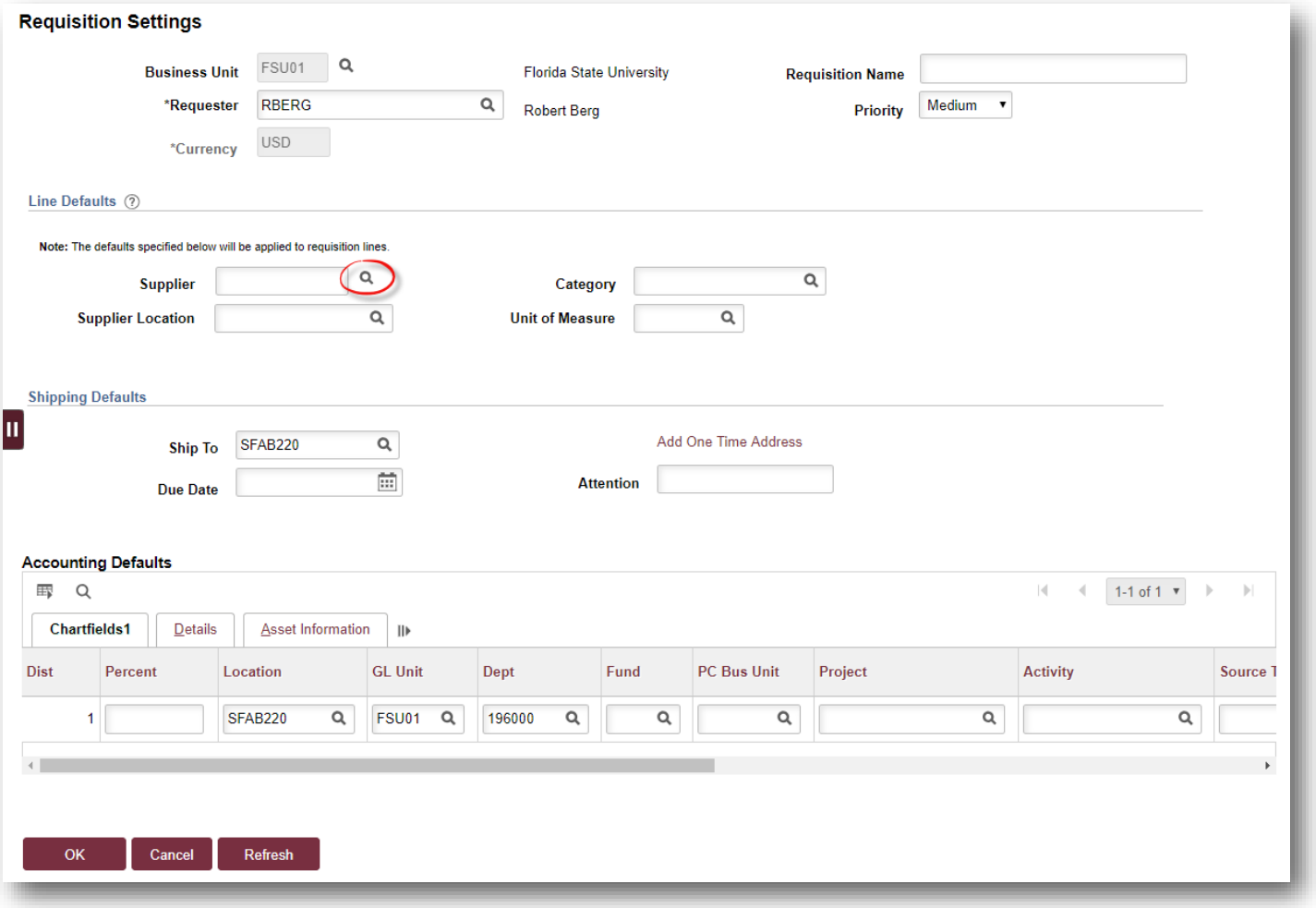
This requisition is very much like other blanket purchase orders that departments are accustomed to. Review the step-by-step guide below to ensure the appropriate vendor & categories are selected.

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. Using the Copy Program order forms, estimate additional costs or savings for product additions/cancellations that might apply throughout the year.

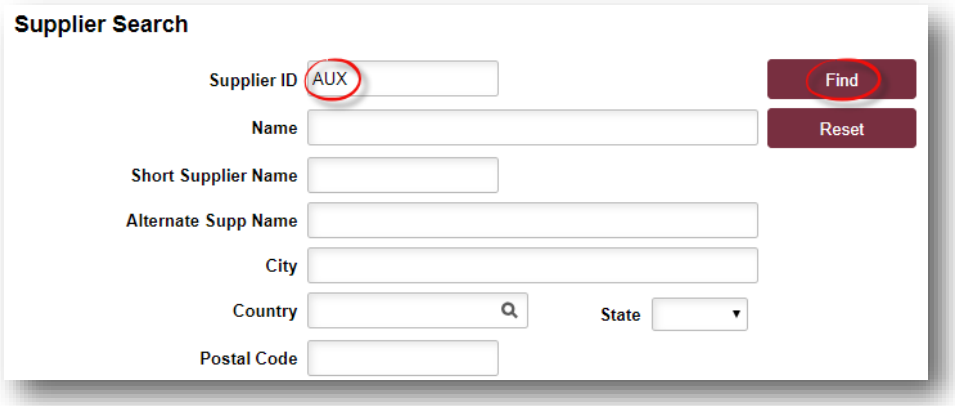
3. Navigate to page: https://my.fsu.edu > *"FI" > Internal/Auxiliary Requisition > Requisition* as shown below:

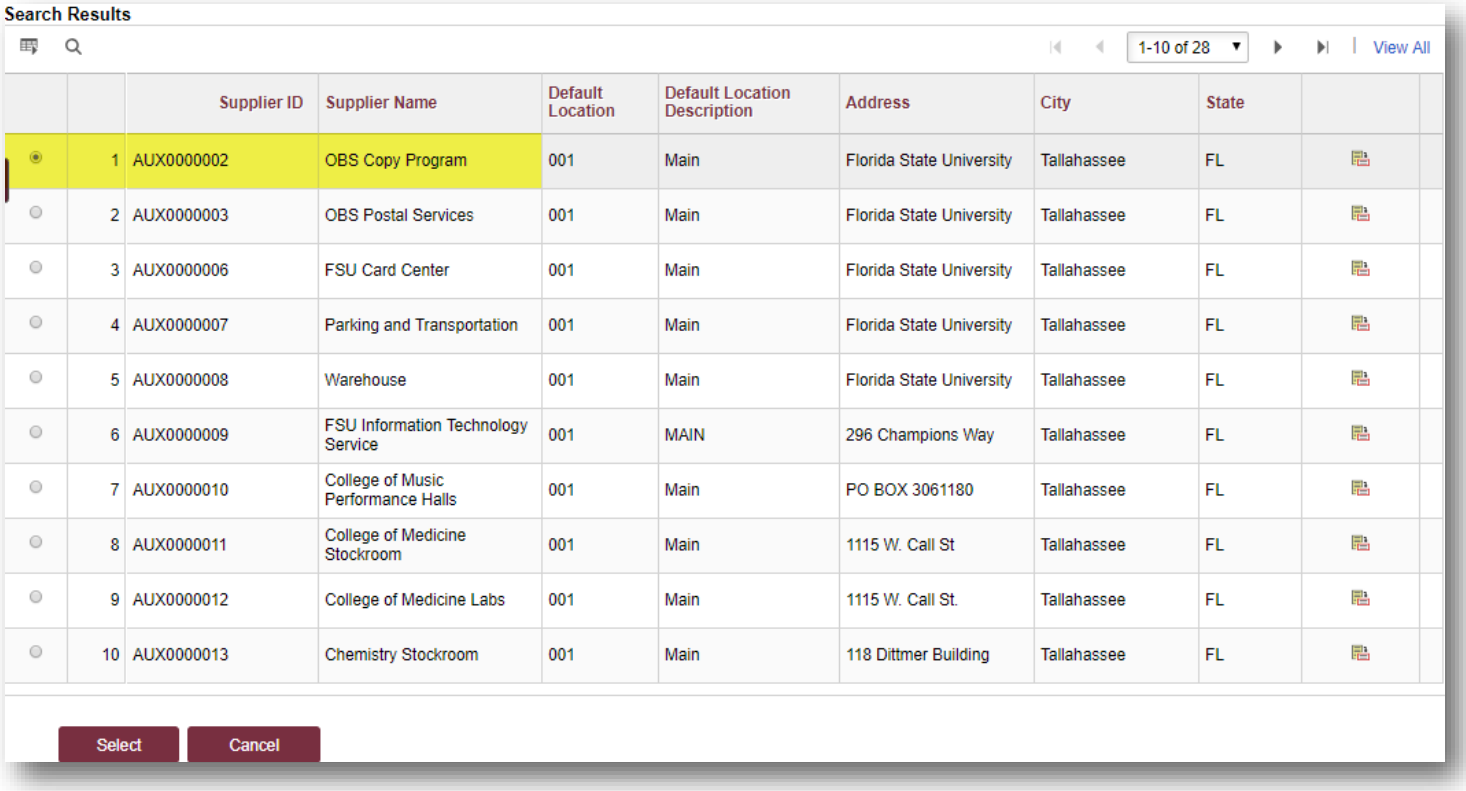
4. You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the "Supplier" field to look up your supplier.



5. 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.

    a. You must enter a supplier that begins with AUX. For this requisition, the appropriate supplier is "**AUX0000002 | OBS Copy Program**"




Search Results

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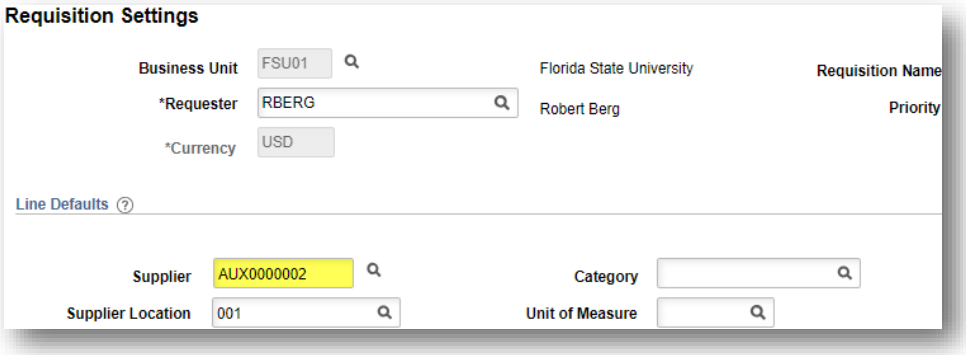
		Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
◉	1	AUX0000002	OBS Copy Program	001	Main	Florida State University	Tallahassee	FL	
○	2	AUX0000003	OBS Postal Services	001	Main	Florida State University	Tallahassee	FL	
○	3	AUX0000006	FSU Card Center	001	Main	Florida State University	Tallahassee	FL	
○	4	AUX0000007	Parking and Transportation	001	Main	Florida State University	Tallahassee	FL	
○	5	AUX0000008	Warehouse	001	Main	Florida State University	Tallahassee	FL	
○	6	AUX0000009	FSU Information Technology Service	001	MAIN	296 Champions Way	Tallahassee	FL	
○	7	AUX0000010	College of Music Performance Halls	001	Main	PO BOX 3061180	Tallahassee	FL	
○	8	AUX0000011	College of Medicine Stockroom	001	Main	1115 W. Call St	Tallahassee	FL	
○	9	AUX0000012	College of Medicine Labs	001	Main	1115 W. Call St.	Tallahassee	FL	
○	10	AUX0000013	Chemistry Stockroom	001	Main	118 Dittmer Building	Tallahassee	FL	

Select Cancel

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

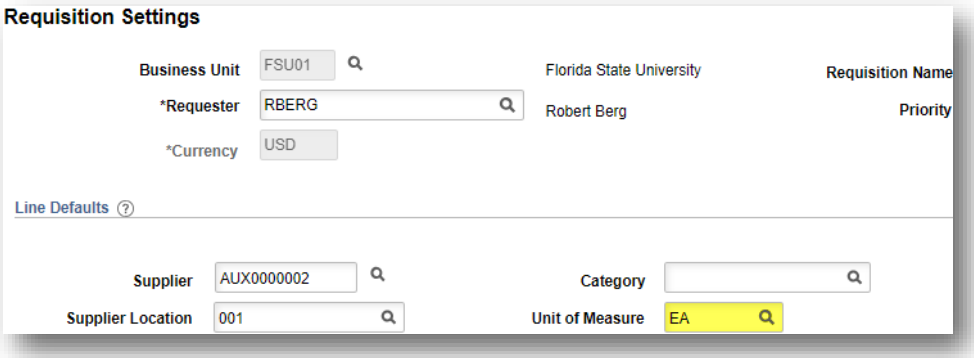

Requisition Settings

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

Line Defaults

Supplier AUX0000002 Category
Supplier Location 001 Unit of Measure

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

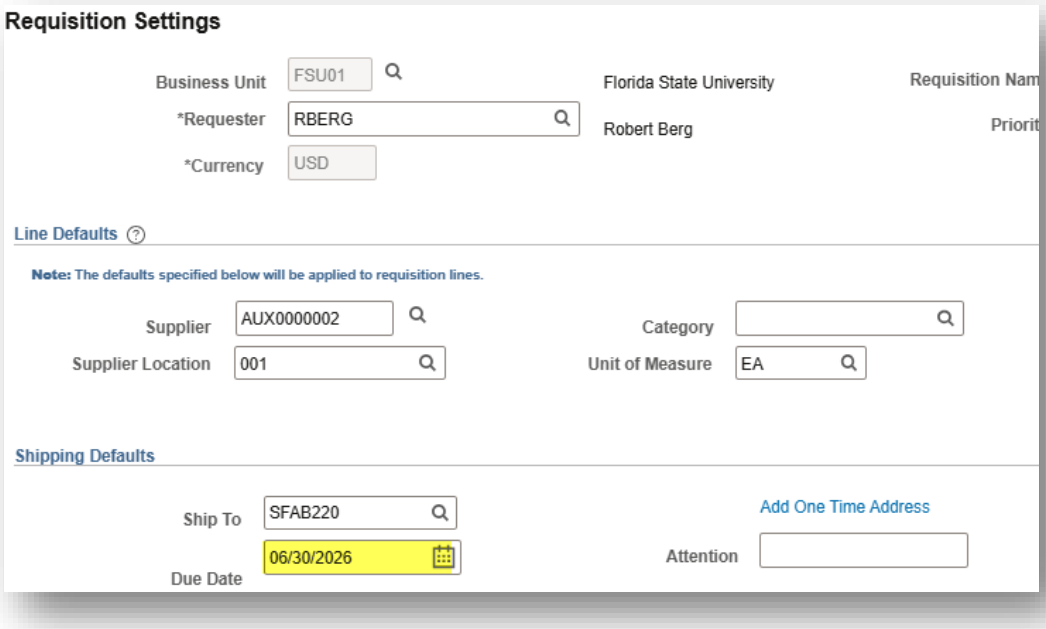

Requisition Settings

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

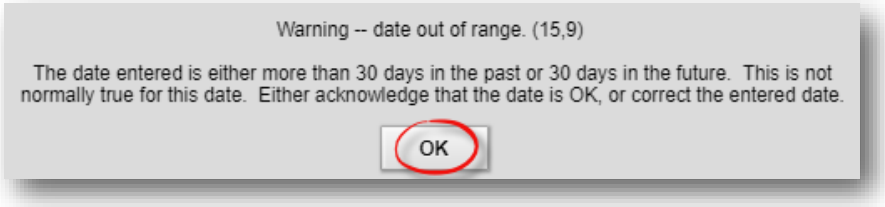
Line Defaults

Supplier AUX0000002 Category
Supplier Location 001 Unit of Measure EA

8. 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.**

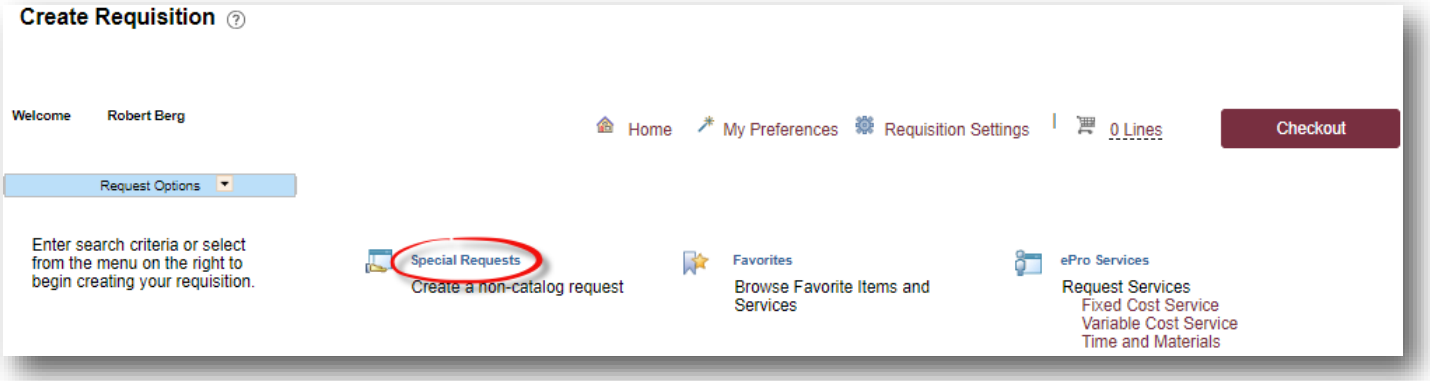


9. If you receive the following warning message after entering the date, click "OK":



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

11. 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).

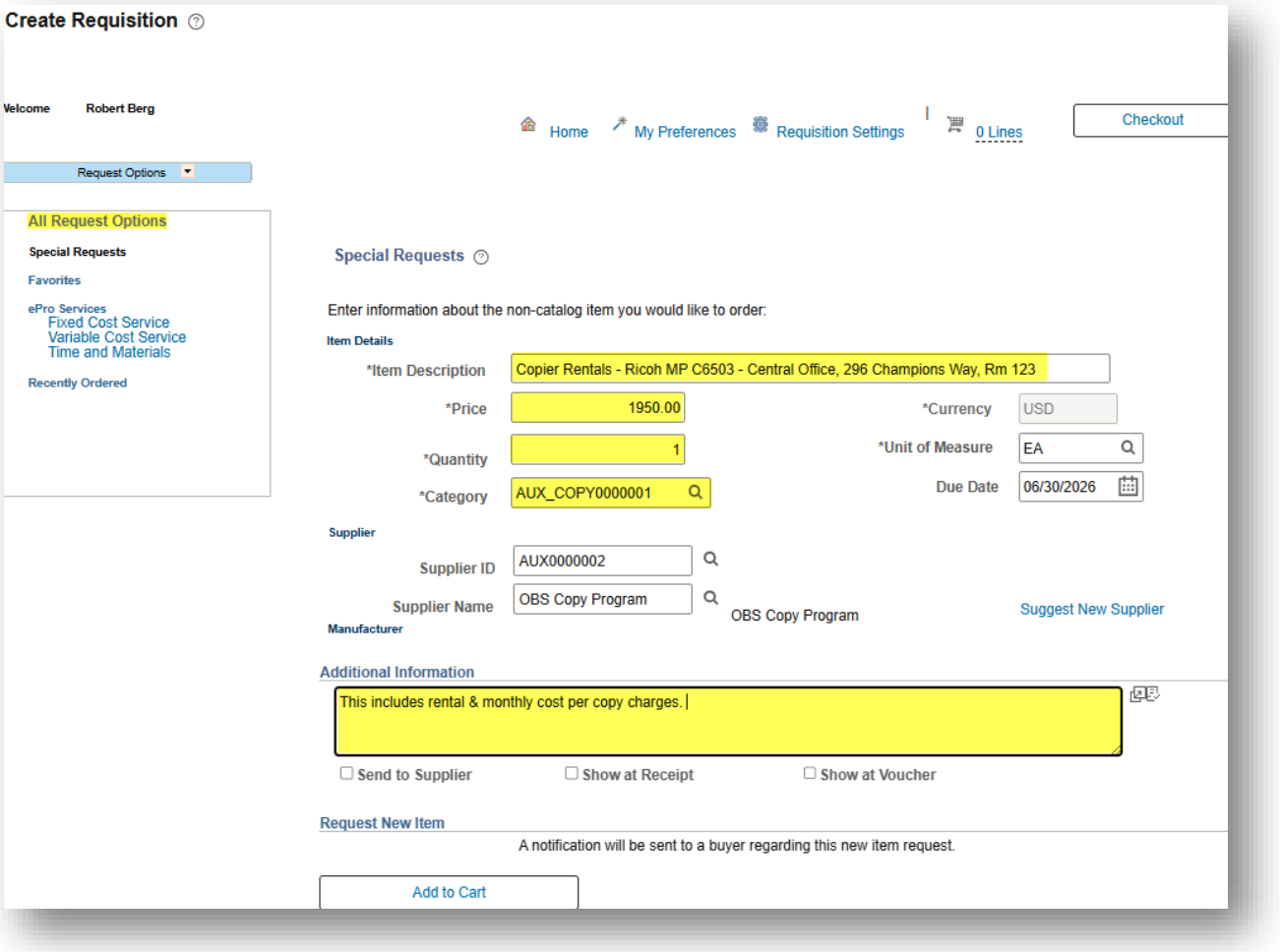


12. Create a line for your copier rental (base rental & cost per copy should be combined):
    a. Enter the item description – **machine model and location**.
    b. Enter Price & Quantity:
        i. Price: equal to the amount you plan to spend for the PO duration
        ii. Quantity: 1 – ***Note:*** **quantity should always equal 1**
    c. **Search for your Category Code(s).** Type "**AUX_COPY**" 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.

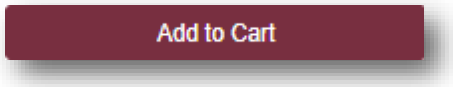
Category Code	Description	Comments	Expense Account
AUX_COPY0000001	Copier Rentals	Copier lease or maintenance agreement, and usage charges including b/w & color copies	741831
AUX_COPY0000004	Copier Purchase	Departmental copier purchase (separate from copier lease or monthly copy usage charges)	741121

Note: As of September 2019, AUX_COPY0000003 (Copier Fees) was inactivated. All charges, including b/w & color copies, run through AUX_COPY0000001.

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



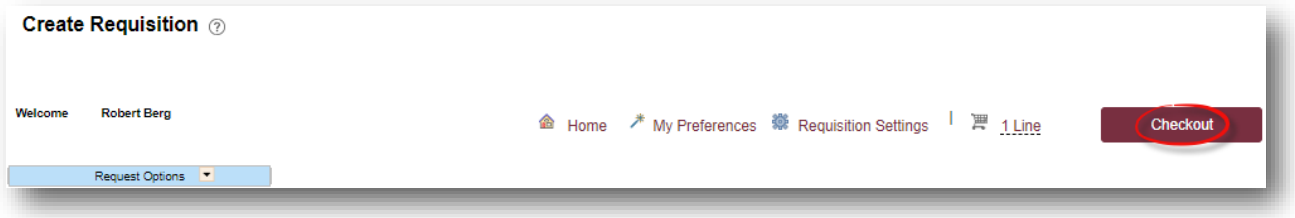
13. When ready, select "Add to Cart" at the bottom of the page.



14. You will see a new, blank line. Create additional lines as needed for other copier category codes.

15. If you are purchasing a copier, create a line for AUX_COPY0000004 for this activity. Consult with OBS staff if you have questions.

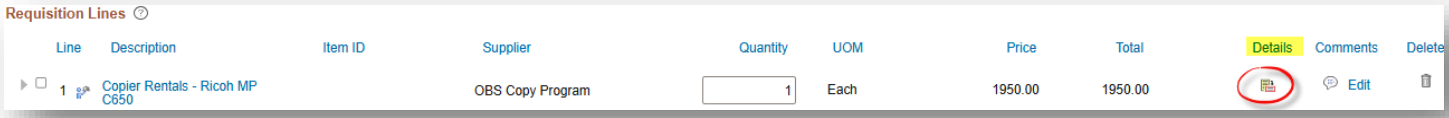
16. When you are ready to check out, select "Checkout" at the top of the page:



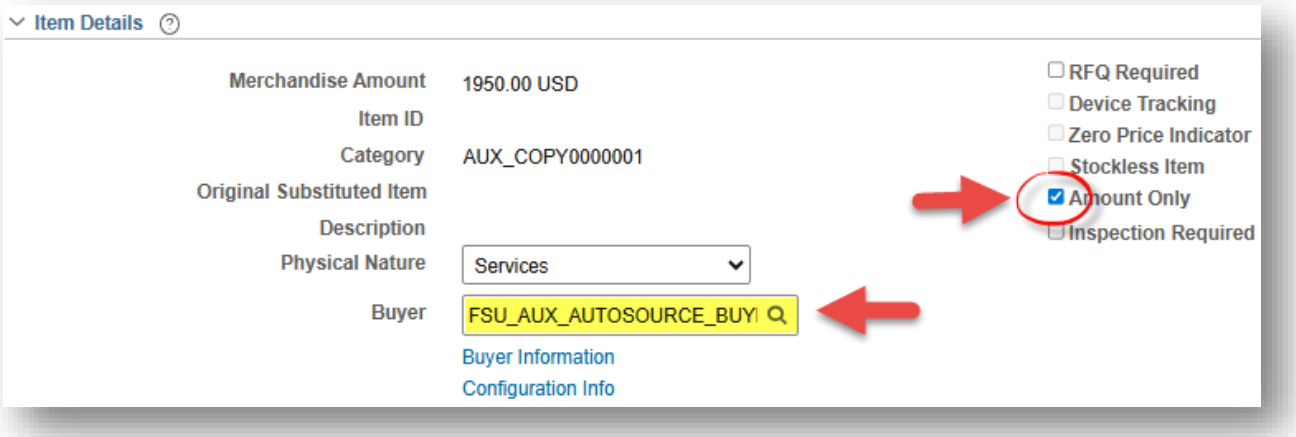
17. You will be taken to the **Checkout – Review & Submit** page.

18. 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:

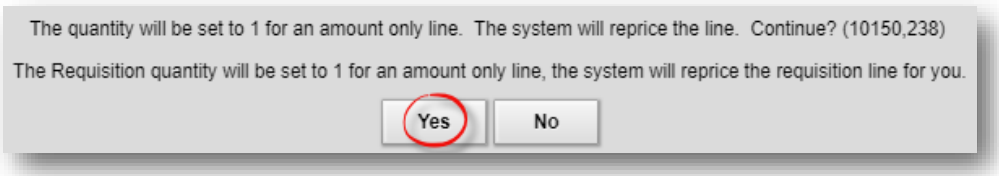


    b. On the "Line Details" page, select the checkbox for "Amount Only". Additionally, the Buyer field **MUST** remain as "FSU_AUX_AUTOSOURCE_BUYER".



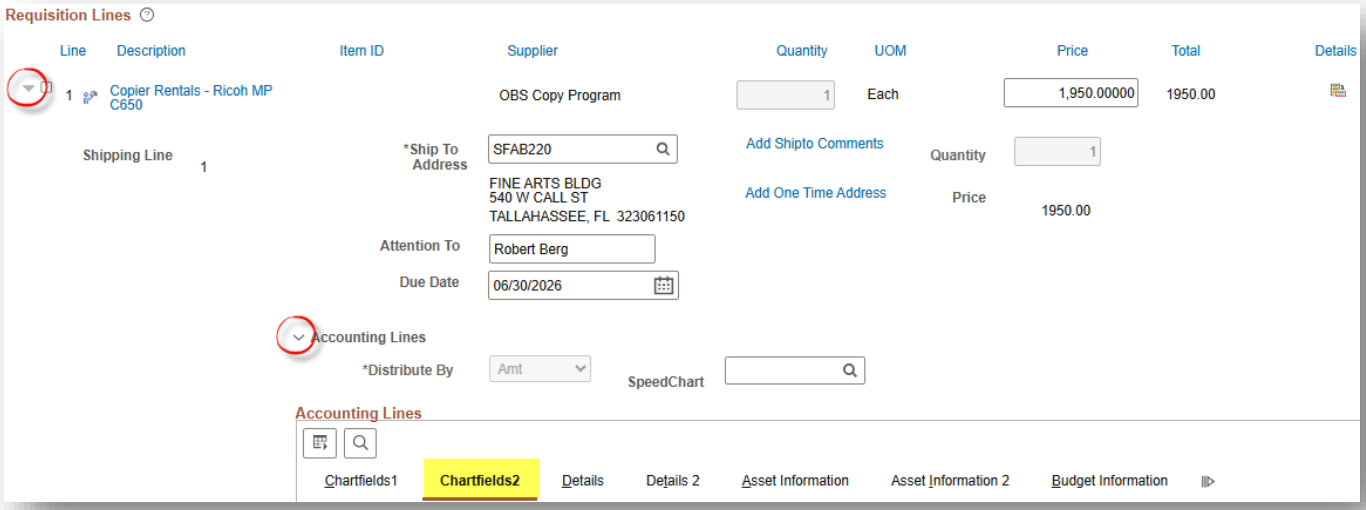
    c. Scroll to the bottom of the page & select "OK."

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

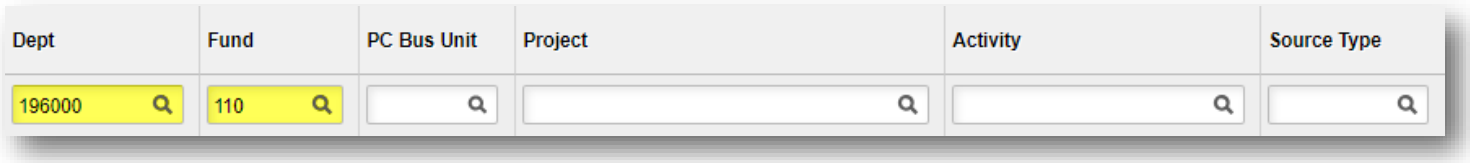


    e. **Repeat steps (a) through (d) for all lines.**

19. Enter your accounting information (department ID, fund, project) as shown below:
    a. Expand the lines using the small grey arrows & then select the "Chartfields2" tab:



    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 chart fields).



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

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