

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.

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:
 Supplier Location:
 Category:
 Unit of Measure:

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	Source T
1	<input type="text"/>	SFAB220 <input type="button" value="Q"/>	FSU01 <input type="button" value="Q"/>	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"/>

OK Cancel Refresh

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"**

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 checked="" 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 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		

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

*Requester: RBERG Robert Berg

*Currency: USD

Requisition Name:
 Priority:

[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

*Requester: RBERG Robert Berg

*Currency: USD

Requisition Name:
 Priority:

[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.**

Requisition Settings

Business Unit: FSU01 Florida State University
 *Requester: RBERG Robert Berg
 *Currency: USD

Requisition Name:
 Priority:

Line Defaults

Supplier: AUX0000002
 Supplier Location: 001
 Category:
 Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 Add One Time Address
 Due Date: 06/30/2019
 Attention:

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

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

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).

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

12. Create a line for your copier rental (base rental & cost per copy should be combined):

- a. Enter the item description.
- 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 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.

Create Requisition ?

Welcome Robert Berg

Home My Preferences Requisition Settings 0 Lines **Checkout**

Request Options

All Request Options

Special Requests

Favorites

ePro Services

Fixed Cost Service

Variable Cost Service

Time and Materials

Recently Ordered

Special Requests ?

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

Item Details

*Item Description Copier Rentals - Bizhub 3643; B&W

*Price 1950

*Quantity 1

*Category AUX_COPY0000001

*Currency USD

*Unit of Measure EA

Due Date 06/30/2019

Supplier

Supplier ID AUX0000002

Supplier Name OBS Copy Program

Supplier Item ID

OBS Copy Program

Suggest New Supplier

Additional Information

This includes rental & monthly cost per copy charges.

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

Add to Cart

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

Add to Cart

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 at the end of your lease, 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:

The screenshot shows the 'Create Requisition' page. At the top right, there is a red button labeled 'Checkout' which is circled in red. Other elements include a 'Request Options' dropdown and navigation links like 'Home', 'My Preferences', and 'Requisition Settings'.

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:

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Copier Rentals - Bizhub 3643;		OBS Copy Program	1.0000	Each	1950.0000	1950.00		Edit	

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

The screenshot shows the 'Item Details' page. On the right side, there is a list of checkboxes: 'RFQ Required', 'Device Tracking', 'Zero Price Indicator', 'Stockless Item', 'Amount Only' (which is checked and circled in red), and 'Inspection Required'. A red arrow points to the 'Amount Only' checkbox. On the left side, the 'Buyer' field is highlighted in yellow and contains the text 'FSU_AUX_AUTOSOURCE_BUYER'. A red arrow points to this field.

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 screenshot shows a confirmation dialog box with the following text: 'The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)' and 'The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.' At the bottom, there are two buttons: 'Yes' (circled in red) and 'No'.

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

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

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	Copier Rentals - Bizhub 3643;		OBS Copy Program	1.0000	Each	1,950.00000	1950.00	
<p>Shipping Line 1</p> <p>*Ship To: SFAB220</p> <p>Address: FINE ARTS BLDG, 540 W CALL ST, TALLAHASSEE, FL 323061150</p> <p>Attention To: Robert Berg</p> <p>Due Date: 06/30/2019</p> <p>Ship Via: BEST_WAY</p> <p>Freight Terms: DEST1</p> <p>Accounting Lines</p> <p>*Distribute By: Amt SpeedChart</p> <p>Accounting Lines</p> <p>Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information</p> <p>Dept Fund PC Bus Unit Project Activity Source Type</p>								

- Enter the appropriate department ID, fund & project combination in the Chartfields2 tab.
 - NOTE: A project must be on its own requisition. A requisition can not include multiple projects or a project & multiple non-project funds.**
 - A requisition can include multiple non-project combinations (including optional chart fields).

Dept	Fund	PC Bus Unit	Project	Activity	Source Type
196000	110				

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

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

Check Budget

Save & submit Save for Later Add More Items Preview Approvals

21. 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.