



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: 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

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 "AUX000002 | OBS Copy Program"

Supplier Search

Supplier ID: AUX
 Name:
 Short Supplier Name:
 Alternate Supp Name:
 City:
 Country: State:
 Postal Code:



Search Results

1-10 of 28 | View All

	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	

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

*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 Requisition Name:
 *Requester: RBERG Robert Berg Priority:
 *Currency: USD

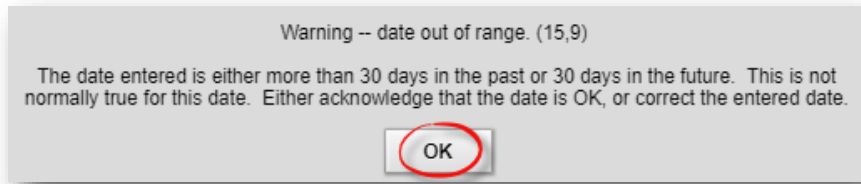
Line Defaults

Supplier: AUX0000002 Category:
 Supplier Location: 001 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”:



- 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

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options

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

Special Requests Create a non-catalog request

Favorites Browse Favorite Items and Services

ePro 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 *Currency USD

*Quantity 1 *Unit of Measure EA

*Category AUX_COPY0000001 Due Date 06/30/2019

Supplier

Supplier ID AUX0000002

Supplier Name OBS Copy Program

Supplier Item ID

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.

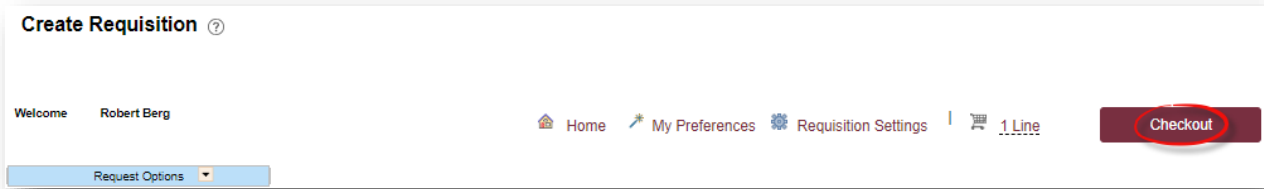


14. You will see a new, blank line. Create additional lines as needed for other copier category codes.

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:



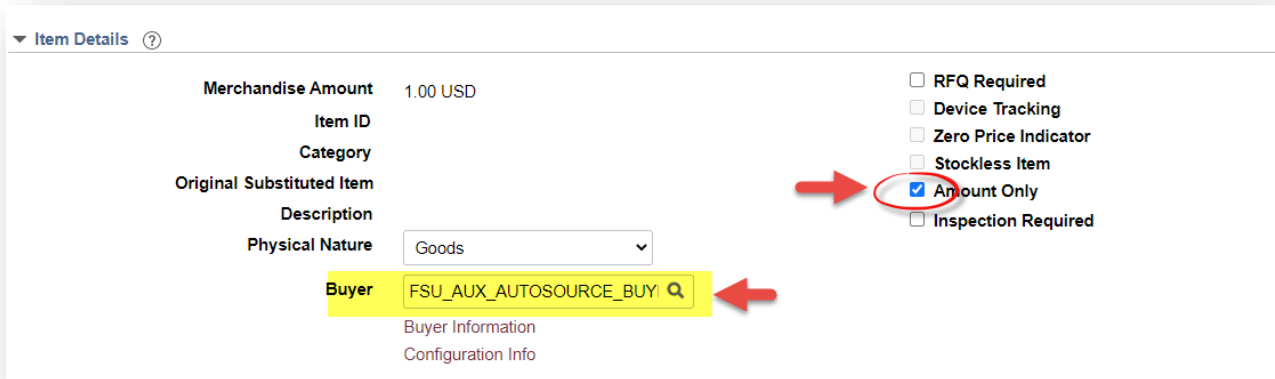
17. You will be taken to the **Checkout – Review & Submit** page.

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:

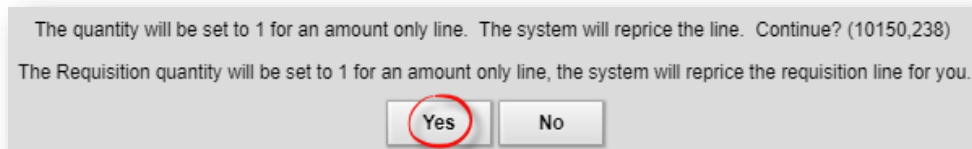
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Copier Rentals - Bizhub 3643;		OBS Copy Program	1.0000	Each	1950.0000	1950.00		Edit	

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



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:

The screenshot shows the 'Requisition Lines' interface. At the top, there is a table with columns: Line, Description, Item ID, Supplier, Quantity, UOM, Price, Total, and Details. The first row is expanded to show shipping details. Below this, there is an 'Accounting Lines' section with a dropdown menu set to 'Amt' and a 'SpeedChart' field. At the bottom, there is a 'Chartfields' section with tabs for 'Chartfields1', 'Chartfields2', 'Details', 'Details 2', 'Asset Information', 'Asset Information 2', and 'Budget Information'. The 'Chartfields2' tab is selected and highlighted in yellow. Below the tabs is a table with columns: Dept, Fund, PC Bus Unit, Project, Activity, and 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 chart fields).

The screenshot shows the 'Chartfields2' tab in the requisition interface. It displays a table with the following columns and input fields: Dept (196000), Fund (110), PC Bus Unit, Project, Activity, and Source Type. Each input field has a search icon (magnifying glass) to its right.

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

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

The screenshot shows the bottom navigation bar of the requisition interface. It contains several buttons: 'Check Budget', 'Save & submit' (circled in red), 'Save for Later', 'Add More Items', and '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.