



## OMNI - Auxiliary AR / Billing – Dining Services

### Placing an Order

To place a departmental order with Dining Services, utilize the information found on the [Dining Services website](#). 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 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. 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 and 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 “AUX000066 | OBS-Dining Services”

**Supplier Search**

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



Search Results

1-10 of 32 | View

	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	AUX0000066	Dining Services	001	Main	Florida State University	Tallahassee	FL	
4	AUX0000007	Parking and Transportation	001	Main	Florida State University	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

\*Requester: RBERG Robert Berg

\*Currency: USD

Requisition Name: \_\_\_\_\_

Priority: \_\_\_\_\_

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Line Defaults

Supplier: AUX0000066 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

\*Requester: RBERG Robert Berg

\*Currency: USD

Requisition Name: \_\_\_\_\_

Priority: \_\_\_\_\_

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Line Defaults

Supplier: AUX0000066 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	<input type="text" value="FSU01"/>	Florida State University	Requisition Name
*Requester	<input type="text" value="RBERG"/>	Robert Berg	Priority
*Currency	<input type="text" value="USD"/>		

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Line Defaults ?

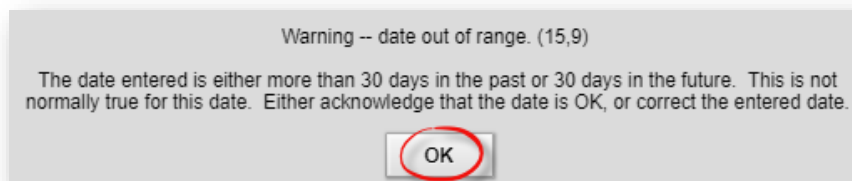
Supplier	<input type="text" value="AUX0000066"/>	Category	<input type="text"/>
Supplier Location	<input type="text" value="001"/>	Unit of Measure	<input type="text" value="EA"/>

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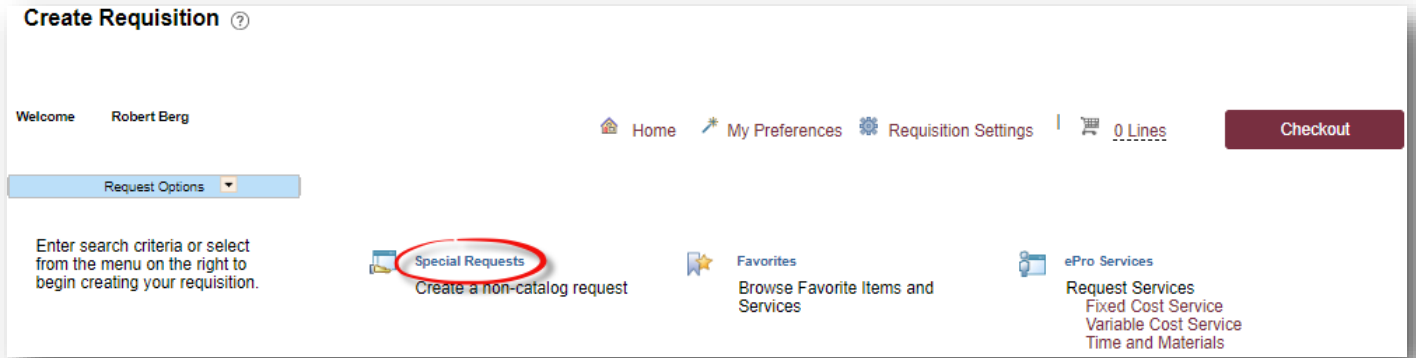
Shipping Defaults

Ship To	<input type="text" value="SFAB220"/>	Add One Time Address	
Due Date	<input type="text" value="06/30/2019"/>	Attention	<input type="text"/>

8. If you receive the following warning 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).



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\_DINING” 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\_DINING0000001**.

Category Code	Description	Expense Account
AUX_DINING0000001	OBS-Dining Services Trash Compactor Services from Dining	740832

- 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

\*Price  \*Currency

\*Quantity  \*Unit of Measure

\*Category  Due Date

**Supplier**

Supplier ID

Supplier Name  Suggest New Supplier

Supplier Item ID

**Additional Information**

Send to Supplier  Show at Receipt  Show at Voucher

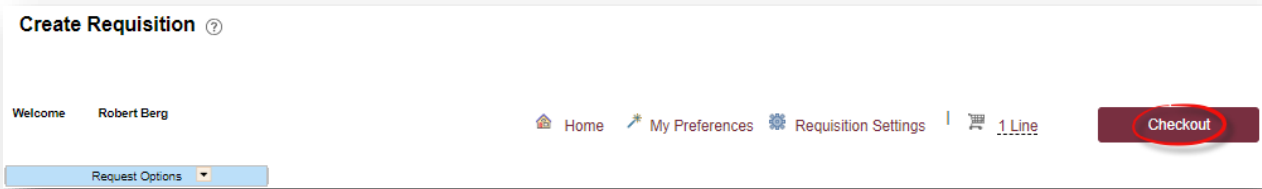
**Add to Cart**

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 you are ready to check out, select “Checkout” at the top of the page:



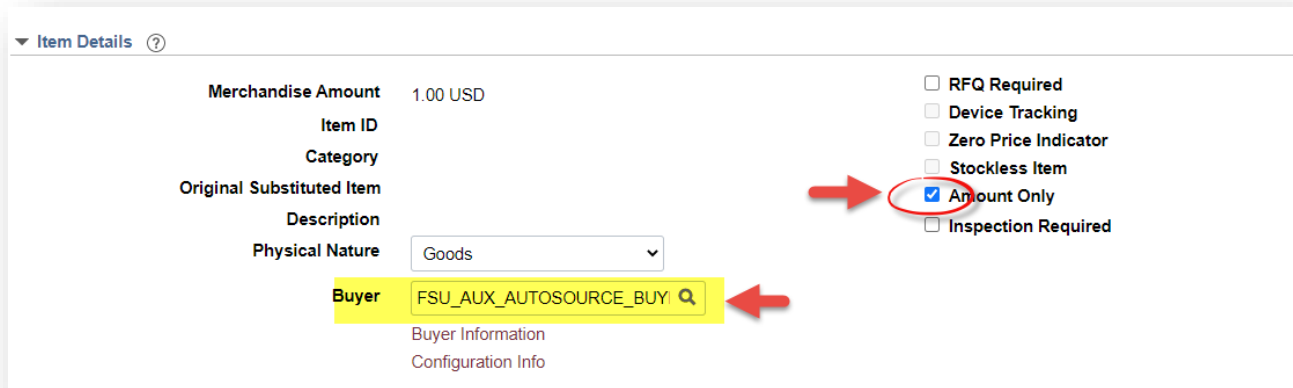
15. You will be returned to the **Checkout – Review and Submit** page.

16. Flag all 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:

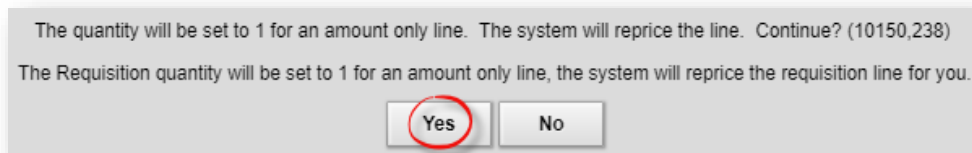
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Dining Services		Dining Services	1.0000	Each	100.0000	100.00		Add	

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 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 e.g. department ID, fund, project, etc., as shown below:

a. Expand the lines using the small grey arrows & select the “Chartfields2” tab:

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details												
1	FSU Card Services		FSU Card Center	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																	
		Accounting Lines																		
		*Distribute By	Amt	SpeedChart																
Accounting Lines																				
<div style="display: flex; justify-content: space-between;"> <span>Chartfields1</span> <span style="background-color: yellow;">Chartfields2</span> <span>Details</span> <span>Details 2</span> <span>Asset Information</span> <span>Asset Information 2</span> <span>Budget Information</span> </div> <table border="1"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>196000</td> <td>110</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Dept	Fund	PC Bus Unit	Project	Activity	Source Type	196000	110				
Dept	Fund	PC Bus Unit	Project	Activity	Source Type															
196000	110																			

b. Enter the appropriate department ID, fund and 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 and 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 and ready to submit for approval, click **Save and Submit** at the bottom of the page:

Check Budget

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.