Placing an Order

The Florida Center for Reading Research encompasses several auxiliaries including Quantitative Methodology & Innovation (QMI) and Innovative Research Dissemination (IRD) auxiliaries.

Place all orders with the appropriate Director using the auxiliary’s approved ordering format. For more information, please visit the Florida Center for Reading Research website. Please be aware that a Purchase Order serves to encumber funds and 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 blanket 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 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” > Main Menu > eProcurement > Requisitions as shown below:

![Image of requisition process on myFSU](image-url)
3. You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the “Supplier” field to look up your supplier.

4. 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.
   a. You must enter a supplier that begins with AUX. For this requisition, the appropriate supplier is:
      i. **AUX0000032 FCRR-Florida Center for Reading Research**
5. The system will bring you back to the **Requisition Settings** page with the supplier information included.
6. Choose a Unit of Measure. **For internal requisitions, always choose “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.**
8. If you receive the following warning message after entering the date, click “OK”.

![Warning message]

9. When finished, select “OK” at the bottom of the screen.

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 – \textbf{Note: quantity should always equal 1}

   c. \textbf{Search for your Category Code(s).} Type “AUX_FCRR” into the Category field, and then select the magnifying glass to search for QMI category codes. It is very important that you select the appropriate internal category code.

   \begin{center}
   \begin{tabular}{|l|l|l|l|}
   \hline
   Category Code & Description & Detail & Expense Account \\
   \hline
   AUX_FCRRIRD0000001 & FCRR IRD Media Services & Digital media and printed media services provided by the Innovative Research Dissemination (IRD) auxiliary within the Florida Center for Reading Research & 740231 \\
   \hline
   AUX_FCRRQMI0000001 & FCRR QMI Research & Analysis & Research & analysis charges stemming from the Quantitative Methodology & Innovation Auxiliary (QMI) within the Florida Center for Reading Research (FCRR) & 740245 \\
   \hline
   AUX_FCRRVIL0000001 & The Village at FCRR Professional Services & Professional research & evaluation services in the form of research-practice partnerships, program evaluation support, community engagement, and training and technical assistance. & 740245 \\
   \hline
   AUX_FCRRVIL0000002 & The Village at FCRR Resource Supplies & Print reproduction services for the Village at FCRR supplies, surveys, assessments, educational resources, and template documents & 740301 \\
   \hline
   \end{tabular}
   \end{center}
d. Add notes as needed in the “Additional Information” field. This information is for your research purposes only.

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 combos in the same category code.

14. When lines for all applicable QMI services have been added and 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 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 under the “Details” column for the line:
   
   ![Image of requisition lines]

   ![Image of requisition lines details]

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

   ![Image of requisition lines details]

   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”.

Auxiliary Services
Revised February 2023
Questions? Contact: ctl-auxiliaryaccounting@fsu.edu
e. **Repeat steps a – 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 and then select the “Chartfields 2” tab:

   ![Chartfields 2 tab](image)

   b. Enter the appropriate department ID, fund and project combination in the Chartfields 2 tab.

   i. **IMPORTANT:** A project must be on its own requisition. A requisition can not include multiple projects or a project and multiple non-project funds.

   ii. **Note:** A requisition can include multiple non-project combinations (including optional chartfields).
c. Repeat steps a and b for all lines.

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