



OMNI Auxiliary AR/Billing: Florida Center for Reading Research

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:





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

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults ⓘ

Note: The defaults specified below will be applied to requisition lines.

Supplier Category

Supplier Location Unit of Measure

Shipping Defaults

Ship To Add One Time Address

Due Date Attention

Accounting Defaults Personalize | Find | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	<input type="text" value="SFAB220"/>	<input type="text" value="FSU01"/>	<input type="text" value="196000"/>	<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:
 - AUX000032 FCRR-Florida Center for Reading Research**



Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Search Results

1-1 of 1 | View All

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	1 AUX0000032	FCRR-Florida Center for Reading Research	001	MAIN	2010 LEVY AVE	TALLAHASSEE	FL	



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

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults

Supplier Category

Supplier Location Unit of Measure

Shipping Defaults

Ship To [Add One Time Address](#)

Due Date Attention

Accounting Defaults Personalize | Find | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	<input type="text" value="SFAB220"/>	<input type="text" value="FSU01"/>	<input type="text" value="196000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh



6. Choose a Unit of Measure. For internal requisitions, always choose "EA."

Requisition Settings

Business Unit Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults

Supplier Category

Supplier Location **Unit of Measure**

Shipping Defaults

Ship To Add One Time Address

Due Date Attention

Accounting Defaults Personalize | Find | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	<input type="text" value="SFAB220"/>	<input type="text" value="FSU01"/>	<input type="text" value="196000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

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 Florida State University Requisition Name

*Requester Robert Berg Priority

*Currency

Line Defaults

Supplier Category

Supplier Location Unit of Measure

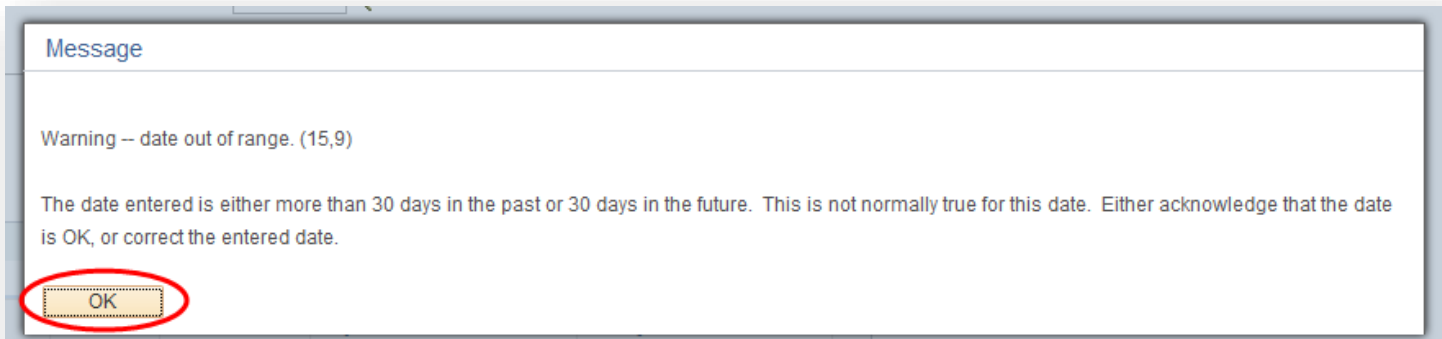
Shipping Defaults

Ship To Add One Time Address

Due Date Attention

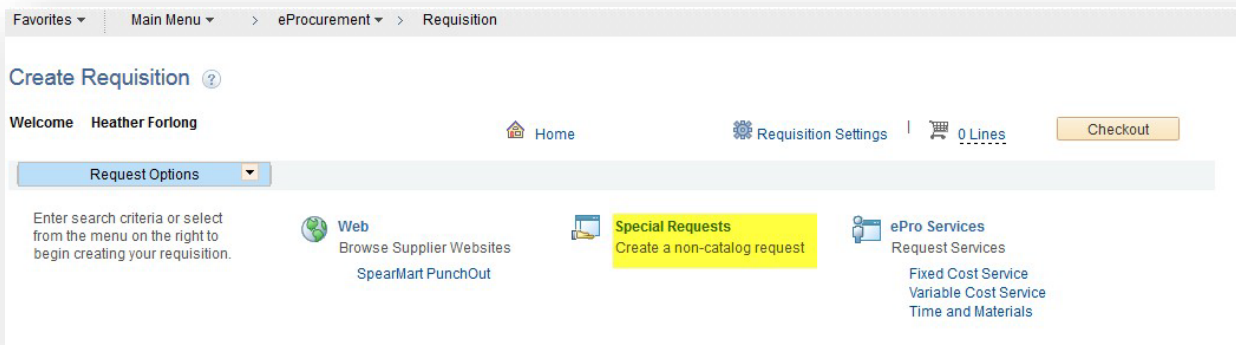


8. If you receive the following warning message after entering the date, click “OK”.



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 – **Note: quantity should always equal 1**
- c. **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.

Category Code	Description	Detail	Expense Account
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
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
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
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



- d. Add notes as needed in the “Additional Information” field. This information is 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 FCRR-Florida Center for Reading Research [Suggest New Supplier](#)

Manufacturer

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

A notification will be sent to a buyer regarding this new item request.

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 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:



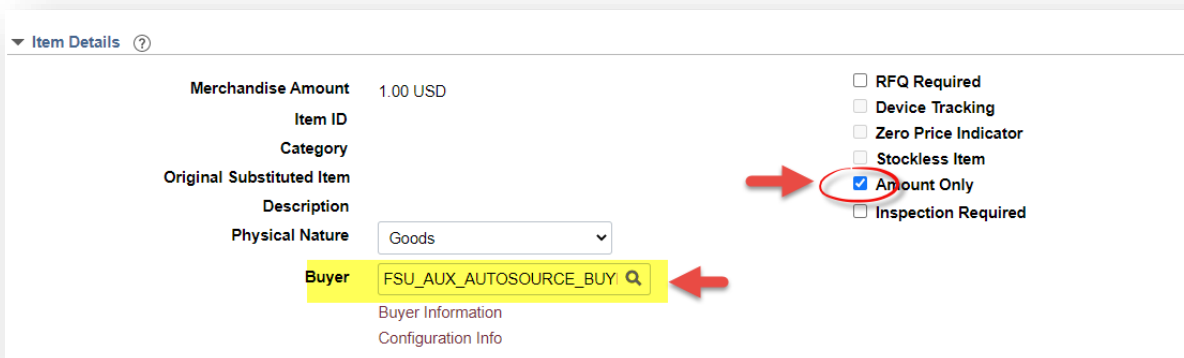
15. You will be returned to the **Checkout – Review and Submit** page.

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:

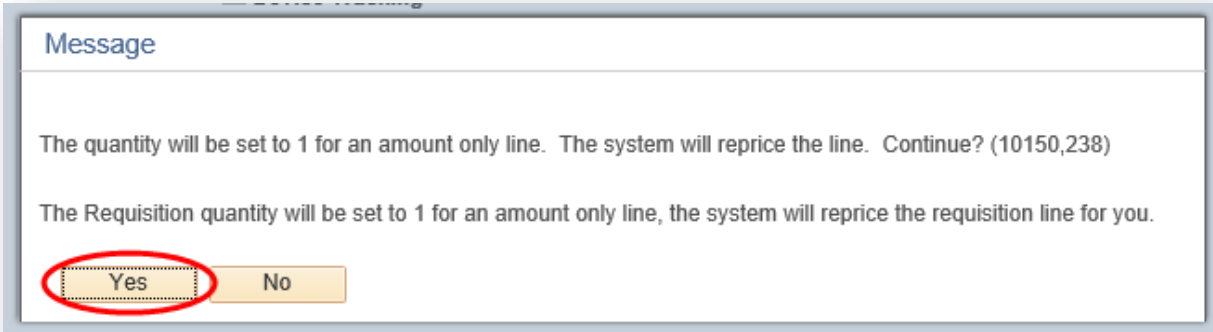
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	QMI Research & Analysis		FCRR - QMI Auxiliary	1.0000	Each	100.0000	100.00		Add	

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”.

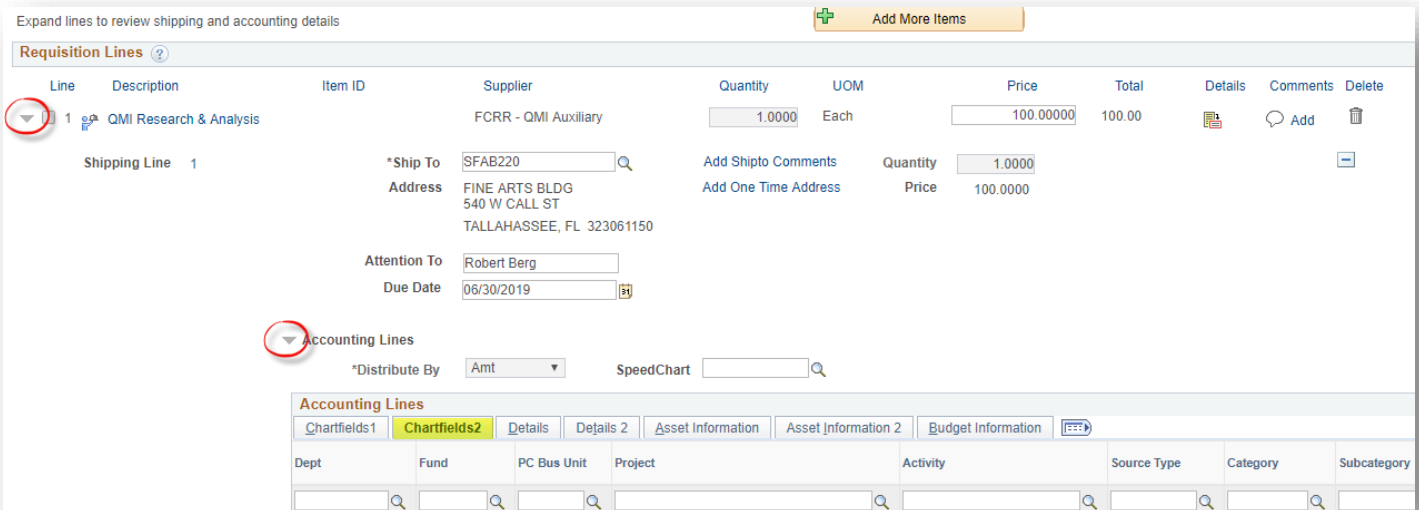
d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes”.



e. Repeat steps a – d for all lines.

17. Enter your accounting information (department ID, fund, project) as shown below:

a. Expand the lines using the small grey arrows and then select the “Chartfields 2” tab:



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).



Expand lines to review shipping and accounting details + Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price										
1	QMI Research & Analysis		FCRR - QMI Auxiliary	1.0000	Each	100.00000										
<p>Shipping Line 1</p> <p>*Ship To: SFAB220 <input type="text"/></p> <p>Address: FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150</p> <p>Attention To: Robert Berg <input type="text"/></p> <p>Due Date: 06/30/2019 <input type="text"/></p>																
<p>Accounting Lines</p> <p>*Distribute By: Amt <input type="text"/> SpeedChart <input type="text"/></p>																
<p>Accounting Lines</p> <p>Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information</p> <table border="1"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>196000 <input type="text"/></td> <td>110 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>							Dept	Fund	PC Bus Unit	Project	Activity	196000 <input type="text"/>	110 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept	Fund	PC Bus Unit	Project	Activity												
196000 <input type="text"/>	110 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												

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:

Check Budget

Save & submit Save for Later + Add More Items Preview Approvals

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.