



OMNI Auxiliary AR/Billing: Institute of Science and Public Affairs (FREAC, FNAI, TAP, FIOG)

Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information, please visit [Institute of Science and Public Affairs \(FREAC, FNAI, TAP, FIOG\) 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 blanket purchase orders departments are accustomed to. Review the below step-by-step guide 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. Navigate to page: <https://my.fsu.edu> > "FI" > Internal/Auxiliary Requisition > Requisition as shown below:



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.



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

Chartfields1 Details Asset Information

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	So
1		<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

4. 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 "AUX0000055 | Institute of Science and Public Affairs (FREAC, FNAI, TAP, FIOG)"

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Enter search criteria to find a supplier.



Supplier Search

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

Search Results

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	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	51 AUX0000054	FLORIDA CONFLICT RESOLUTION CENTER	001	MAIN	296 CHAMPION'S WAY	TALLAHASSEE	FL	<input type="button" value="Q"/>
<input checked="" type="radio"/>	52 AUX0000055	FREAC-FL RES & ENVIRO ANIS CTR	001	MAIN	296 CHAMPION'S WAY	TALLAHASSEE	FL	<input type="button" value="Q"/>
<input type="radio"/>	53 AUX0000056	PCC UNDERWTR CRIME SCENE INVESTIGATION	001	MAIN	4750 COLLEGIATE DR	PANAMA CITY	FL	<input type="button" value="Q"/>

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

Requisition Settings

Business Unit: Florida State University
*Requester: Robert Berg
*Currency:

Requisition Name:
Priority:

Line Defaults

Supplier:
Supplier Location:
Category:
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

Line Defaults

Supplier AUX0000055
Supplier Location 001
Category
Unit of Measure EA

7. Enter a due date. For year-long, open ended POs 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 AUX0000055
Supplier Location 001
Category
Unit of Measure EA

Shipping Defaults

Ship To SFAB220
Due Date 06/30/2020
Attention
Add One Time Address

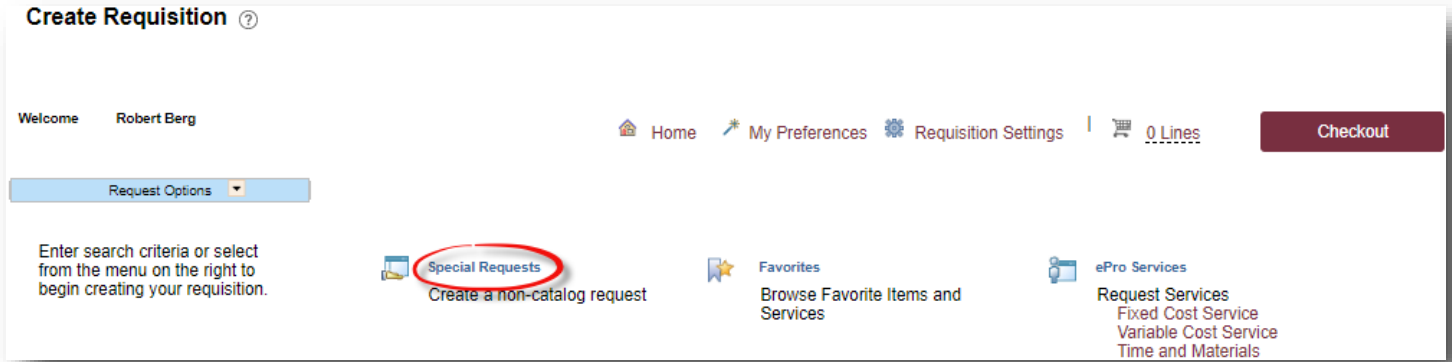
8. If you receive the following warning message after entering the date, click "OK".

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.

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_FREAC” 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 as shown below:

Category Code	Description	Detail	Expense Account
AUX_FREAC000000001	FREAC Professional Services & Analysis	Charges for professional services and analysis provided by FREAC - the Florida Resources & Environmental Analysis Center	740231
AUX_FREAC000000002	FREAC Web Services	Charges for website information services and related activity from FREAC - the Florida Resources & Environmental Analysis Center	740252

- 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	Professional Services		
*Price	300.00	*Currency	USD
*Quantity	1	*Unit of Measure	EA
*Category	AUX_FREAC000000001	Due Date	06/30/2020

Supplier

Supplier ID	AUX0000055		
Supplier Name	FREAC-FL RES & ENVIR	FREAC-FL RES & ENVIRO ANIS CTR	Suggest New Supplier
Supplier Item ID			

Additional Information

Send to Supplier
 Show at Receipt
 Show at Voucher

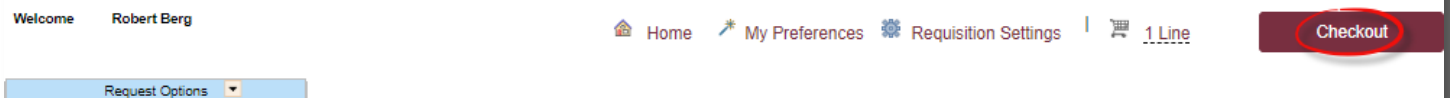
12. When ready, select “Add to Cart” at the bottom of the page.



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 “Institute of Science and Public Affairs (FREAC, FNAI, TAP, FIOG)” services have been added & you are ready to check out, select “Checkout” at the top of the page:

Create Requisition ?



15. You will be returned to the **Checkout – Review & 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:

Requisition Lines [?]

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Professional Services		FREAC-FL RES & ENVIRO ANIS CTR	1	Each	300.00000	300.00		Add	

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

Item Details [?]

Merchandise Amount	1.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category		<input type="checkbox"/> Zero Price Indicator
Original Substituted Item		<input type="checkbox"/> Stockless Item
Description		<input checked="" type="checkbox"/> Amount Only
Physical Nature	Goods	<input type="checkbox"/> Inspection Required
Buyer	FSU_AUX_AUTOSOURCE_BUY	

Buyer Information
Configuration Info

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 quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)
The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

e. Repeat steps (a) through (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 & then select the “Chartfields 2” tab:



Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
1	Professional Services		FREAC-FL RES & ENVIRO ANIS CTR	1	Each	300.00000	300.00

Shipping Line 1

*Ship To: SFAB220

Address: FINE ARTS BLDG, 540 W CALL ST, TALLAHASSEE, FL 323061150

Attention To: Robert Berg

Due Date: 06/30/2020

*Distribute By: Amt

SpeedChart: [Search]

Accounting Lines

Chartfields1 | **Chartfields2** | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

b. Enter the appropriate department ID, fund & project combination in the Chartfields 2 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).

Chartfields1 | **Chartfields2** | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

Dept	Fund	PC Bus Unit	Project	Activity
196000	110			

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

18. 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

19. 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.