



# OMNI Auxiliary AR/Billing: HR Background Checks

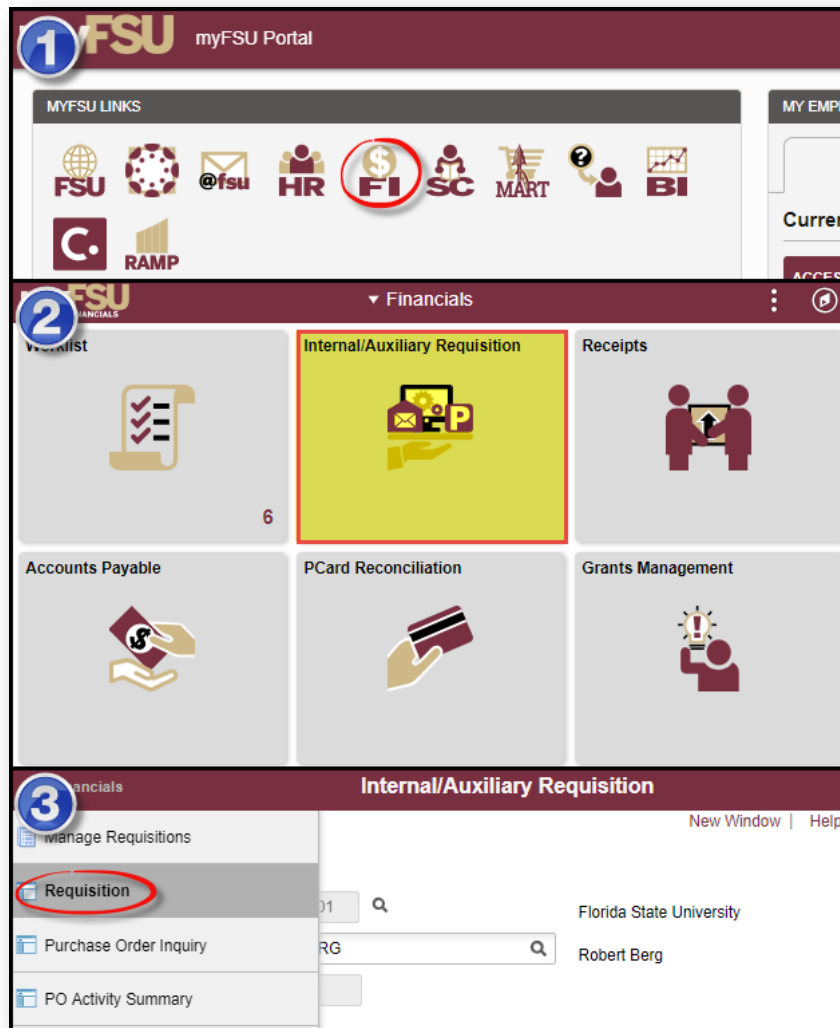
## Placing an Order

All orders are placed using the Criminal History Background Check Forms Portal on the [Office of Human Resources 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:





- 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 Requisition Name:

\*Requester: RBERG  Robert Berg Priority: Medium

\*Currency: USD

**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 & 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 “AUX000022 HR Background Checks”

**Supplier Search**

Supplier ID: AUX

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country:  State:

Postal Code:



Search Results

		Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	11	AUX0000014	Chemistry Labs	001	Main	118 Dittmer Building	Tallahassee	FL	
<input type="radio"/>	12	AUX0000015	Biology Stockroom	001	Main	319 Stadium Dr	Tallahassee	FL	
<input type="radio"/>	13	AUX0000016	Biology CORE Labs	001	Main	319 Stadium Dr	Tallahassee	FL	
<input type="radio"/>	14	AUX0000017	Biology BSIR Facility	001	Main	319 Stadium Dr	Tallahassee	FL	
<input type="radio"/>	15	AUX0000018	Biology Greenhouse	001	Main	319 Stadium Dr	Tallahassee	FL	
<input type="radio"/>	16	AUX0000019	Ctr for Genomics&Pers Med Aux	001	Main	319 Stadium Drive	Tallahassee	FL	
<input type="radio"/>	17	AUX0000020	College of Medicine-MRI Facility	001	Main	1115 W. Call St	Tallahassee	FL	
<input type="radio"/>	18	AUX0000021	Photo and Video Services	001	Main	222 S Copeland St.	Tallahassee	FL	
<input checked="" type="radio"/>	19	AUX0000022	HR Background Checks	001	Main	282 Champion's Way	Tallahassee	FL	
<input type="radio"/>	20	AUX0000023	Institute of Molecular Biophysics	001	Main	91 Chieftan Way	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: AUX0000022

Supplier Location: 001

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: \_\_\_\_\_

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Line Defaults

Supplier: AUX0000022

Supplier Location: 001

Category:

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: FSU01  Florida State University Requisition Name:   
 \*Requester: RBERG  Robert Berg Priority:   
 \*Currency: USD

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**Line Defaults** (?)

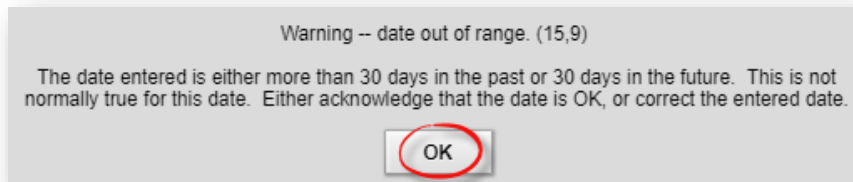
Supplier: AUX0000022  Category:    
 Supplier Location: 001  Unit of Measure: EA

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**Shipping Defaults**

Ship To: SFAB220  Add One Time Address   
 Due Date: 06/30/2019  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).

**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



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\_HR” 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\_HR000001**.

Category Code	Description	Detail	Expense Account
AUX_HR000001	HR Background Check	Criminal history background checks for final candidates of all Faculty, AEX, A&P, USPS, OPS, Volunteer, Federal Work Study, & Contractor positions at FSU.	740229

- d. If needed, add notes in the “Additional Information” field. This will be for your research purposes only.

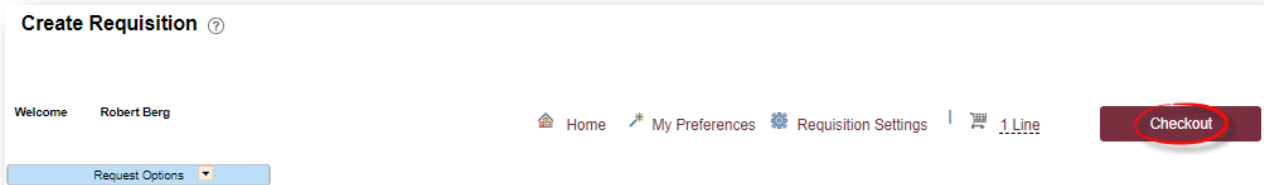


12. When ready, select “Add to Cart” at the bottom of the page.



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 HR services have been added & you are ready to check out, select “Checkout” at the top of the page:



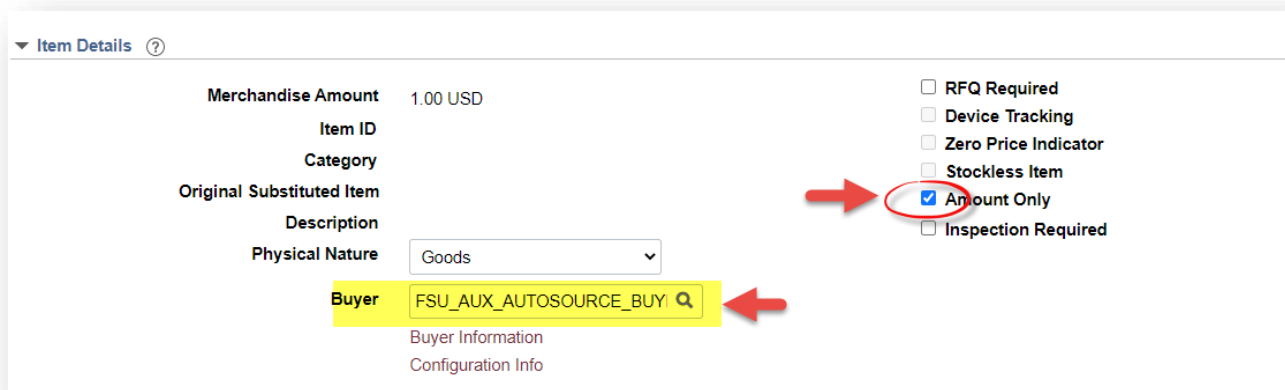
15. You will be returned to the **Checkout – Review & Submit** page.

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:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	HR Background Check		HR Background Checks	1,0000	Each	25.0000	25.00		Add	

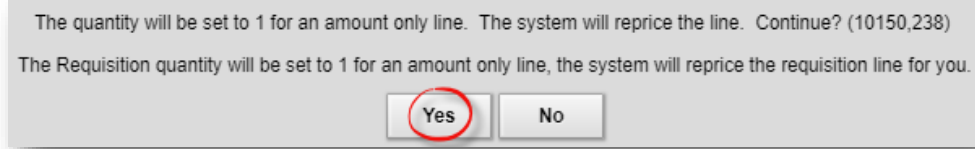
b. On the “Line Details” page, select the checkbox for “Amount Only”. Additionally, the Buyer field **MUST** remain as “FSU\_AUX\_AUTOSOURCE\_BUYER.”



c. Scroll to the bottom of the page & 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.

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	Details
1	HR Background Check		HR Background Checks	1.0000	Each	25.0000	25.00	
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	25.0000	
		Attention To	Robert Berg					
		Due Date	06/30/2019					
		Ship Via	BEST_WAY					
		Freight Terms	DEST1					
		Accounting Lines	*Distribute By	Qty	SpeedChart			
Accounting Lines								
Chartfields1   <b>Chartfields2</b>   Details   Details 2   Asset Information   Asset Information 2   Budget Information								
Dept	Fund	PC Bus Unit	Project	Activity		Source Type		
196000	110							

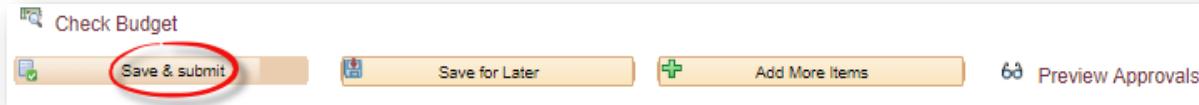
- b. Enter the appropriate department ID, fund & project combination in the Chartfields2 tab.
  - i. **NOTE: A project must be on its own requisition. A requisition can not include multiple projects, or a project & multiple non-project funds.**
  - ii. A requisition can include multiple non-project combinations (including optional chartfields).

Dept	Fund	PC Bus Unit	Project	Activity	Source Type
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:



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.