



OMNI Auxiliary AR/Billing: Institute of Justice Research & Development

Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information, please visit the [Institute of Justice Research & Development 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 Accounting 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 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"/>					

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 **“AUX000059 | Institute of Justice Research & Development”**

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Enter search criteria to find a supplier.

Select Cancel



Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Search Results

51-55 of 55

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	51 AUX0000055	FREAC-FI Res & Enviro Anis Ctr	001	MAIN	296 Champion's Way	Tallahassee	FL	
<input type="radio"/>	52 AUX0000056	PCC Underwtr Crime Scene Investigation	001	MAIN	4750 Collegiate Dr.	Panama City	FL	
<input type="radio"/>	53 AUX0000057	PCC Space Utilization Auxiliary	001	MAIN	4750 Collegiate Dr.	Panama City	FL	
<input type="radio"/>	54 AUX0000058	NFES-Nutrition, Food & Exercise Science	001	MAIN	120 Convocation Way	Tallahassee	FL	
<input type="radio"/>	55 AUX0000059	Inst for Justice Research and Developmnt	001	MAIN	2010 Levy Avenue, Suite 3400	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

*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: Medium

Line Defaults

Supplier: AUX0000059

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: Medium

Line Defaults

Supplier: AUX0000059

Supplier Location: 001

Category:

Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 [Add One Time Address](#)

Due Date: 06/30/2021

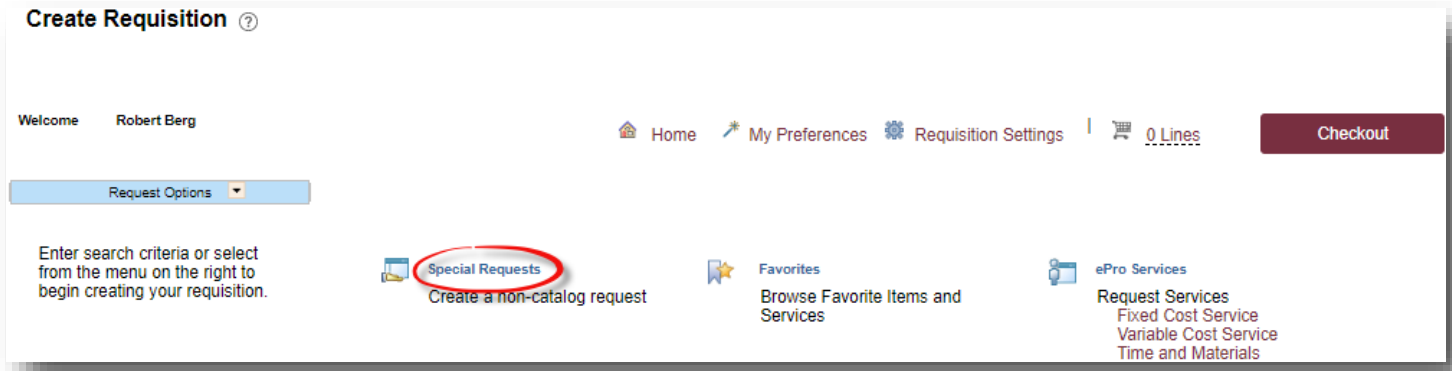
Attention:

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.

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_IRJD” 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 one of the Category Codes as shown below:

Category Code	Description	Detail	Expense Account
AUX_IJRD000000001	IJRD Education, Professional training	Institute for Justice Research & Development Education, Professional Training including issuing certifications, and a summer institute.	740272

- 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: JRD Education, Professional training

*Price: 100.00

*Quantity: 1

*Category: AUX_JRD000000001

*Currency: USD

*Unit of Measure: EA

Due Date: 06/30/2021

Supplier

Supplier ID: AUX0000059

Supplier Name: Inst for Justice Research ; Inst for Justice Research and Developmnt

Supplier Item ID: [Empty]

Suggest New Supplier

Additional Information

[Empty text area]

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

Create Requisition ?

Welcome Robert Berg

Home My Preferences Requisition Settings | 1 Line

Request Options

Checkout

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	JRD Education, Professional		Inst for Justice Research and Developmnt	1	Each	100.00000	100.00		Add	

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

Item Details

Merchandise Amount: 100.00 USD

Item ID: [blank]

Category: AUX_JRD000000001

Original Substituted Item: [blank]

Description: [blank]

Physical Nature: Goods

Buyer: CRAYNE

RFQ Required:

Device Tracking:

Zero Price Indicator:

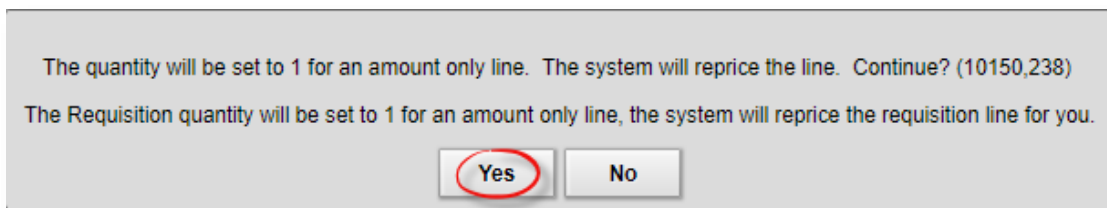
Stockless Item:

Amount Only

Inspection Required:

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	Comments	Delete
1	JRD Education, Professional		Inst for Justice Research and Developmnt	1	Each	100.00000	100.00		Add	

Shipping Line 1

*Ship To: SFAB220
 Address: FINE ARTS BLDG, 540 W CALL ST, TALLAHASSEE, FL 323061150
 Attention To: Robert Berg
 Due Date: 06/30/2021

*Distribute By: Amt SpeedChart

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 cannot 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
199000	320			

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.