



# OMNI Auxiliary AR/Billing: ITS

## Placing an Order

All new orders are placed through the [ITS Service Desk 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 ITS.**

## 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. 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  
 \*Requester: RBERG  Robert Berg  
 \*Currency: USD  
 Requisition Name:   
 Priority: Medium

**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="button" value="Q"/>	FSU01 <input type="button" value="Q"/>	196000 <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<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 **“AUX000009 | FSU Information Technology Services”**

**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"/>	1	AUX0000002	OBS Copy Program	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	2	AUX0000003	OBS Postal Services	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	3	AUX0000006	FSU Card Center	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	4	AUX0000007	Parking and Transportation	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	5	AUX0000008	Warehouse	001	Main	Florida State University	Tallahassee	FL	
<input checked="" type="radio"/>	6	AUX0000009	FSU Information Technology Service	001	MAIN	296 Champions Way	Tallahassee	FL	
<input type="radio"/>	7	AUX0000010	College of Music Performance Halls	001	Main	PO BOX 3061180	Tallahassee	FL	
<input type="radio"/>	8	AUX0000011	College of Medicine Stockroom	001	Main	1115 W. Call St	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

6. Choose a Unit of Measure. **Always choose "EA" for internal requisitions.**

**Requisition Settings**

Business Unit  Florida State University Requisition Name

\*Requester  Robert Berg Priority

\*Currency

Line Defaults ?

Supplier  Category

Supplier Location  Unit of Measure



- 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

**Line Defaults** ?

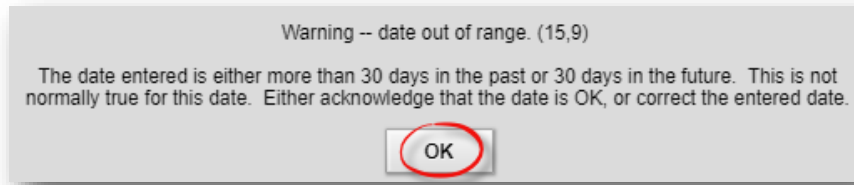
Note: The defaults specified below will be applied to requisition lines.

Supplier: AUX0000009 Category: \_\_\_\_\_  
 Supplier Location: 001 Unit of Measure: EA

**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\_ITS” 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 ITS PO’s, choose from the following Category Codes as shown below:

Category Code	Description	Detail	Expense Account
AUX_ITS0000001	Prof IT Services	Desktop support & ITS Assessments	740252
AUX_ITS0000002	File Storage / Virtual Computing		740252
AUX_ITS0000003	Local Service - Phone & Cable	Local Phone (Centrex & VoIP) & cable	740703
AUX_ITS0000005	Campus Access & Security Services	CASS	740703
AUX_ITS0000006	Data Circuits		740704
AUX_ITS0000007	Telecom Non-Recurring	Work orders, repairs, 1x charges, material & labor	740710
AUX_ITS0000008	Research Computing		740713
AUX_ITS0000009	Cellular Services		740730
AUX_ITS0000010	Managed Port Fees		740741
AUX_ITS0000011	Software Licensing		741145
AUX_ITS0000012	Admin Allocation	For ITS internal use only	740211
<i>*AUX_FAC0000001</i>	<i>CIP FACILITIES</i>	<i>FOR FACILITIES DESIGN &amp; CONSTRUCTION ONLY</i>	<i>780001</i>

- 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: Local Service - Phone & Cable

\*Price: 100      \*Currency: USD

\*Quantity: 1      \*Unit of Measure: EA

\*Category: AUX\_ITS0000003      Due Date: 06/30/2019

**Supplier**

Supplier ID: AUX0000009

Supplier Name: FSU Information Technology Service

Supplier Item ID:

[Suggest New Supplier](#)

**Additional Information**

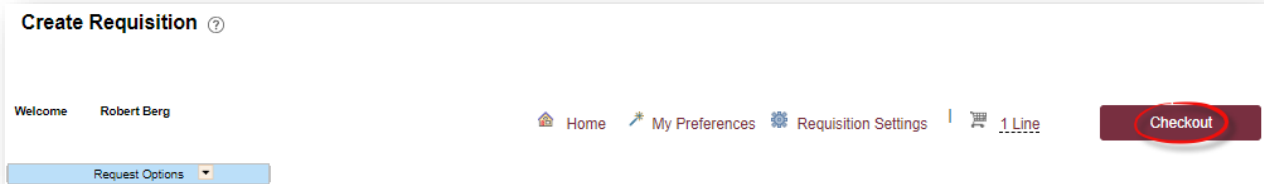


12. When ready, select “Add to Cart” at the bottom of the page.



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 combinations in the same category code.

14. When lines for all applicable ITS services have been added & you are ready to check out, select “Checkout” at the top of the page:



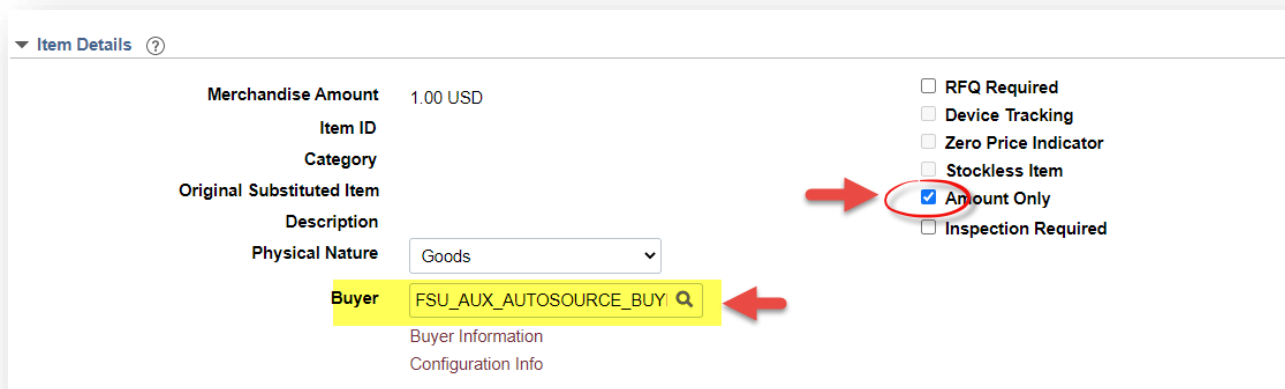
15. You will be returned to the **Checkout – Review & Submit** page.

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	Local Service - Phone & Cable		FSU Information Technology Service	1.0000	Each	100.0000	100.00		Add	

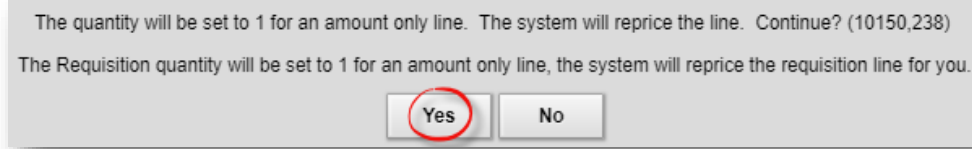
b. On the “Line Details” page, select the checkbox for “Amount Only.” Additionally, the Buyer field **MUST** remain as “FSU\_AUX\_AUTOSOURCE\_BUYER.”



c. Scroll to the bottom of the page & 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 e.g. department ID, fund, project, etc., as shown below:

a. Expand the lines using the small grey arrows & then select the “Chartfields2” tab:

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details												
1	Local Service - Phone & Cable		FSU Information Technology Service	1.0000	Each	100.00000	100.00													
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	100.0000														
		Attention To	Robert Berg																	
		Due Date	06/30/2019																	
Accounting Lines		*Distribute By	Amt	SpeedChart																
Accounting Lines																				
<div style="display: flex; justify-content: space-between;"> <span>Chartfields1</span> <span style="background-color: yellow;">Chartfields2</span> <span>Details</span> <span>Details 2</span> <span>Asset Information</span> <span>Asset Information 2</span> <span>Budget Information</span> </div> <table border="1"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>196000</td> <td>110</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Dept	Fund	PC Bus Unit	Project	Activity	Source Type	196000	110				
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.**

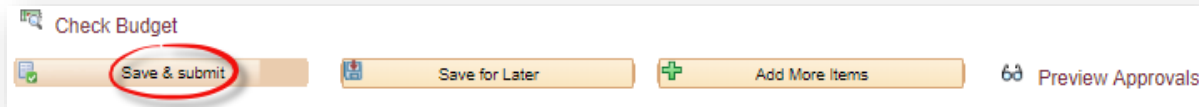
ii. A requisition can include multiple non-project combinations (including optional chartfields).

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.