



OMNI Auxiliary AR/Billing: Laboratory Animal Resources

Placing an Order

All orders are placed with the appropriate Lab manager using the auxiliary's approved form. For more information, please visit the [Laboratory Animal 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 **“AUX000031 | Lab Animal Resources”**

Supplier Search

Supplier ID: AUX

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:



Search Results

21-28 of 28 | View All

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	21 AUX0000024	Condensed Matter & Material Physics	001	Main	77 Chieftan Way	Tallahassee	FL	
<input type="radio"/>	22 AUX0000025	Adult Learning Evaluation Ctr	001	Main	1114 W Call St	Tallahassee	FL	
<input type="radio"/>	23 AUX0000026	Seminole Productions	001	Main	RM D2225, UCD	Tallahassee	FL	
<input type="radio"/>	24 AUX0000027	FSU Coastal & Marine Lab	001	Main	3618 Coastal Highway 98	St Teresa	FL	
<input type="radio"/>	25 AUX0000028	CAPS Auxiliary Services	001	Main	2000 Levy Ave	Tallahassee	FL	
<input type="radio"/>	26 AUX0000029	University Health Services	001	Main	960 Learning Way	Tallahassee	FL	
<input type="radio"/>	27 AUX0000030	FCAAP - Wind Tunnel	001	Main	2003 Levy Ave	Tallahassee	FL	
<input checked="" type="radio"/>	28 AUX0000031	Lab Animal Resources	001	Main	107 Chieftan Way	Tallahassee	FL	

Select Cancel

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 Requisition Name
 *Requester RBERG Robert Berg Priority
 *Currency USD

Line Defaults ?

Supplier AUX0000031 Category
 Supplier Location 001 Unit of Measure

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

Requisition Settings

Business Unit FSU01 Florida State University Requisition Name
 *Requester RBERG Robert Berg Priority
 *Currency USD

Line Defaults ?

Supplier AUX0000031 Category
 Supplier Location 001 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
 *Requester: RBERG Robert Berg
 *Currency: USD

Requisition Name: _____
 Priority: _____

Line Defaults [?](#)

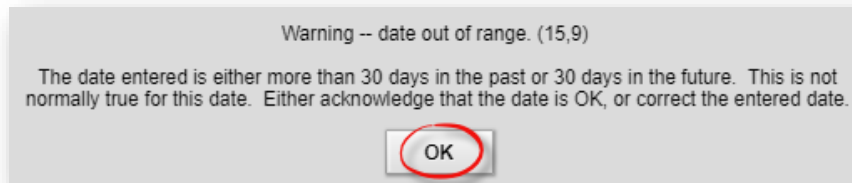
Note: The defaults specified below will be applied to requisition lines.

Supplier: AUX0000031 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, if you are not immediately redirected to the **Create Requisition** page, 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.

i. IMPORTANT: The line description must include a protocol number. A line can not include multiple protocol numbers.

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_LAR” 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_LAR0000001**.

Category Code	Description	Detail	Expense Account
AUX_LAR0000001	LAR – animal purchases & per diem	Charges for Lab Animal Resources, including animal purchases & per diem	741282

d. Add notes as needed in the “Additional Information” field; this is for your research purposes only.

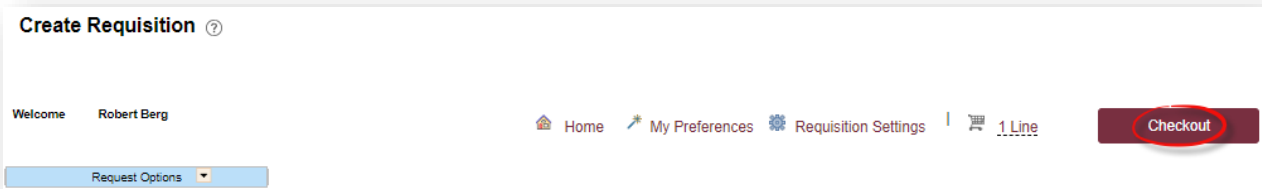


12. When ready, select “Add to Cart” at the bottom of the page.



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



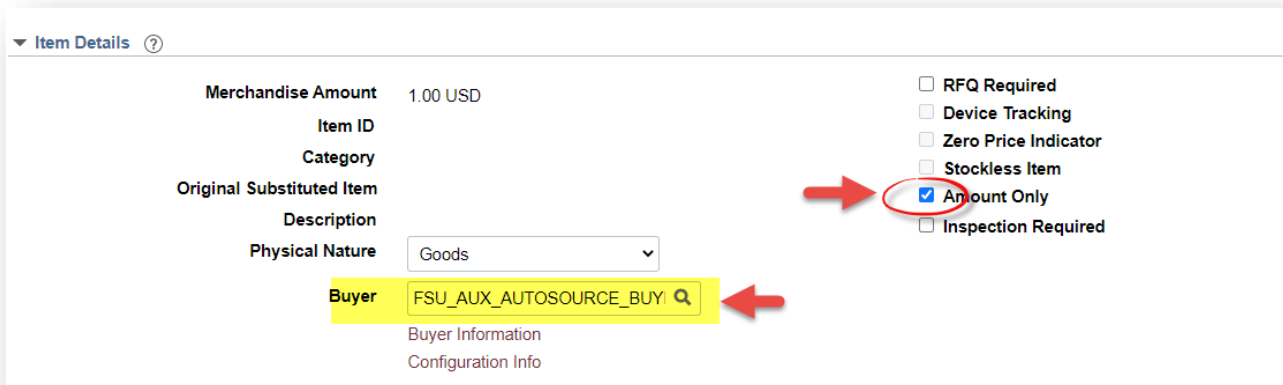
15. You will be returned to the **Checkout – Review & Submit** page.

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	LAR - animal purchases and per		Lab Animal Resources	1,0000	Each	100.0000	100.00		Add	

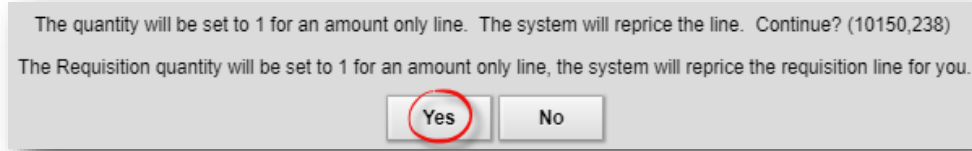
b. On the “Line Details” page, select the checkbox for “Amount Only.” Additionally, the Buyer field **MUST** remain as “FSU_AUX_AUTOSOURCE_BUYER.”



c. Scroll to the bottom of the page & select “OK”.



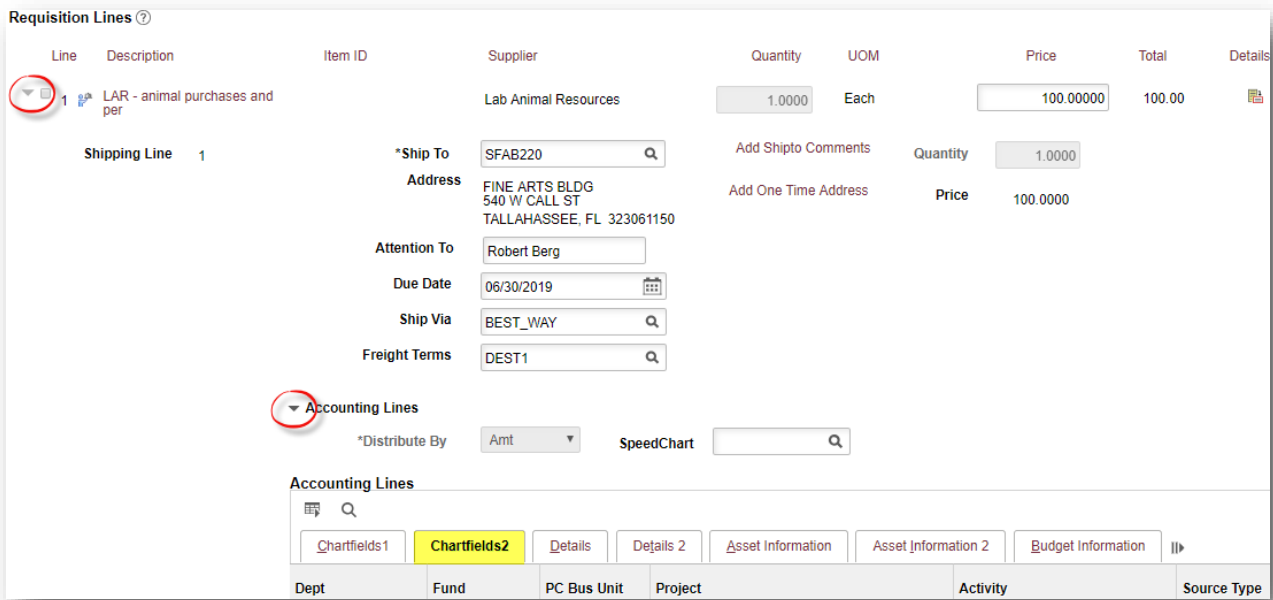
- d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes”.



- e. Repeat steps (a) through (d) for all lines.

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

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



- b. Enter the appropriate department ID, fund & project combination in the Chartfields2 tab.

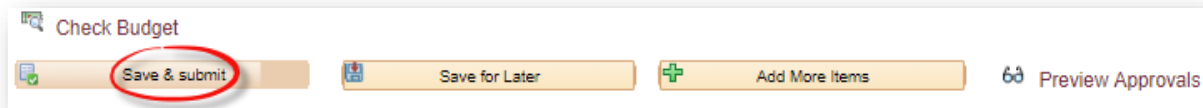
- i. **NOTE: A project must be on its own requisition. A requisition can not include multiple projects, or a project & multiple non-project funds.**
- ii. A requisition can include multiple non-project combinations (including optional chartfields).

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.