

## OMNI Auxiliary AR/Billing: Master Craftsman Studios

### Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information, please visit the [Master Craftsman Studios 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

**\*Requester** RBERG  Robert Berg

**\*Currency** USD

**Requisition Name**

**Priority** Medium

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**Line Defaults** (?)

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

**Supplier**

**Category**

**Supplier Location**

**Unit of Measure**

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**Shipping Defaults**

**Ship To** SFAB220

**Add One Time Address**

**Due Date**

**Attention**

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**Accounting Defaults**

| Dist | Percent              | Location  | GL Unit   | Dept   | Fund  | PC Bus Unit   | Project   | Activity  | So                   |
|------|----------------------|---|---|--|---|---|---|---|----------------------|
| 1    | <input type="text"/> | SFAB220 <input type="text"/> <input type="button" value="Q"/> | FSU01 <input type="text"/> <input type="button" value="Q"/> | 196000 <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"/> <input type="button" value="Q"/> | <input type="text"/> |

- 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 **"AUX0000051 | Master Craftsman Studios"**

**Supplier Search**

**Supplier ID** AUX

**Name**

**Short Supplier Name**

**Alternate Supp Name**

**City**

**Country**   **State**

**Postal Code**

Enter search criteria to find a supplier.

**Supplier Search**

Supplier ID  Find

Name  Reset

Short Supplier Name

Alternate Supp Name

City

Country  State

Postal Code

**Search Results**

1-8 of 8 | View All

|                                  | Supplier ID  | Supplier Name                          | Default Location | Default Location Description | Address               | City        | State |  |
|----------------------------------|--------------|--|------------------|------------------------------|-----------------------|-------------|-------|--|
| <input type="radio"/>            | 1 AUX0000050 | FSU Facilities                         | 001              | main                         | 969 Learning Way      | Tallahassee | FL    |  |
| <input checked="" type="radio"/> | 2 AUX0000051 | MASTER CRAFTSMAN STUDIOS               | 001              | MAIN                         | 969 LEARNING WAY      | TALLAHASSEE | FL    |  |
| <input type="radio"/>            | 3 AUX0000052 | FSU POLICE DEPARTMENT                  | 001              | MAIN                         | 830 W JEFFERSON ST    | TALLAHASSEE | FL    |  |
| <input type="radio"/>            | 4 AUX0000053 | NORTHWEST REGIONAL DATE CENTER - NWRDC | 001              | MAIN                         | 2048 E. PAUL DIRAC DR | 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

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

\*Requester  Robert Berg

\*Currency

Requisition Name

Priority

[Line Defaults](#)

Supplier

Category

Supplier Location

Unit of Measure

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

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**Line Defaults**

Supplier: AUX0000051   
 Supplier Location: 001   
 Category:   
 Unit of Measure: EA

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**Shipping Defaults**

Ship To: SFAB220   
 Due Date: 06/30/2020   
 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).

**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.
- Enter the item description as desired.
  - Enter Price & Quantity:
    - 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\_MCS” 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_MCS000000000001       | Master Craftsman & Sign Shop<br>Expendable purchases           | Professional contracted services from the FSU Master Craftsman Studios or the Facilities sign shop costing less than \$5,000. Used for all purchases that are not OCO or construction project related.  | 740231          |
| AUX_MCS000000000002       | Master Craftsman & Sign Shop<br>Operating Capital Outlay (OCO) | Individual fabrications costing greater than \$5,000 procured from the FSU Master Craftsman Studios or the Facilities sign shop that result in the creation or improvement of tangible personal property and cost \$5,000 or greater on a per item basis. | 760210          |
| <i>*AUX_MCSFAC0000001</i> | <i>CIP FACILITIES- Facilities use only</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 | MCS-Master Craftsman Studios |                  |     |
| *Price            | 100.00                       | *Currency        | USD |
| *Quantity         | 1                            | *Unit of Measure | EA  |
| *Category         | AUX_MCS000000000001          | Due Date         |     |

**Supplier**

|                  |                    |                          |
|------------------|--------------------|--------------------------|
| Supplier ID      | AUX0000051         |                          |
| Supplier Name    | MASTER CRAFTSMAN S | MASTER CRAFTSMAN STUDIOS |
| Supplier Item ID |                    |                          |

[Suggest New Supplier](#)

**Additional Information**

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

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

Add to Cart

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 “MCS–Master Craftsman Studios” 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:

| Requisition Lines ② |                              |         |                          |          |      |        |        |   |          |
|---------------------|------------------------------|---------|--------------------------|----------|------|--------|--------|---|----------|
| Line                | Description                  | Item ID | Supplier                 | Quantity | UOM  | Price  | Total  | Details   | Comments |
| 1                   | MCS-Master Craftsman Studios |         | MASTER CRAFTSMAN STUDIOS | 1        | Each | 100.00 | 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".

▼ **Item Details** ②

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

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.

**Yes** No

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    | MCS-Master Craftsman Studios |         | Master Craftsman Studios | 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: [Calendar Icon]

**Accounting Lines**

\*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.