



# 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   Florida State University Requisition Name

\*Requester   Robert Berg Priority  ▼

\*Currency

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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   Add One Time Address

Due Date   Attention

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**Accounting Defaults**

Chartfields1 Details Asset Information |||

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	So
1	<input type="text"/>	<input type="text" value="SFAB220"/> <input type="button" value="Q"/>	<input type="text" value="FSU01"/> <input type="button" value="Q"/>	<input type="text" value="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 **“AUX000051 | Master Craftsman Studios”**

**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:  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:

Supplier Location:

Category:

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:

Supplier Location:

Category:

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 Requisition Name:

\*Requester: RBERG  Robert Berg Priority: Medium

\*Currency: USD

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Line Defaults

Supplier: AUX0000051  Category:

Supplier Location: 001  Unit of Measure: EA

---

Shipping Defaults

Ship To: SFAB220  Add One Time Address

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

Request Options

Enter search criteria or select from the menu on the right to begin creating your requisition.

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\_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_MCS0000000001	Master Craftsman & Sign Shop 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_MCS0000000002	Master Craftsman & Sign Shop 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_MCSFAC000001</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

\*Quantity: 1

\*Category: AUX\_MCS000000000001

\*Currency: USD

\*Unit of Measure: EA

Due Date: [Calendar icon]

**Supplier**

Supplier ID: AUX0000051

Supplier Name: MASTER CRAFTSMAN S

Supplier Item ID: [Empty field]

MASTER CRAFTSMAN STUDIOS

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 “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:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
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

Merchandise Amount 1.00 USD

Item ID

Category

Original Substituted Item

Description

Physical Nature Goods

Buyer FSU\_AUX\_AUTOSOURCE\_BUYER

RFQ Required

Device Tracking

Zero Price Indicator

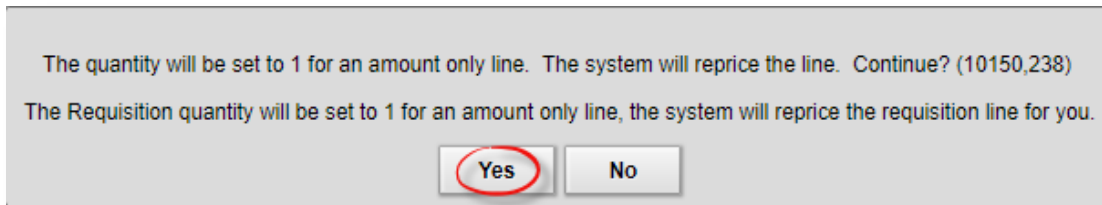
Stockless Item

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	MCS-Master Craftsman Studios		Master Craftsman Studios	1	Each	100.00000	100.00		Add											
Shipping Line 1		* Ship To	SFAB220	Add Shipto Comments	Quantity	1														
		Address	FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150	Add One Time Address	Price	100.00														
		Attention To	Robert Berg																	
		Due Date																		
Accounting Lines		*Distribute By	Amt	SpeedChart																
Accounting Lines		<div style="display: flex; justify-content: space-between; align-items: center;"> <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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td style="background-color: yellow;">199000</td> <td style="background-color: yellow;">320</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Dept	Fund	PC Bus Unit	Project	Activity	199000	320			
Dept	Fund	PC Bus Unit	Project	Activity																
199000	320																			

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).

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.