



# OMNI Auxiliary AR/Billing: PCC Space Utilization Auxiliary

## Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information, please visit the [Panama City Campus \(PCC\) Space Utilization Auxiliary 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

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"/>

- 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 **“AUX000057 | PCC Space Utilization Auxiliary”**

**Supplier Search**

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country   State

Postal Code

Enter search criteria to find a supplier.



**Supplier Search**

Supplier ID:

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country:   State:

Postal Code:

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**Search Results**

51-54 of 54 | [View All](#)

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	51 AUX0000054	FLORIDA CONFLICT RESOLUTION CENTER	001	MAIN	296 CHAMPION'S WAY	TALLAHASSEE	FL	
<input type="radio"/>	52 AUX0000055	FREAC-FL RES & ENVIRO ANIS CTR	001	MAIN	296 CHAMPION'S WAY	TALLAHASSEE	FL	
<input type="radio"/>	53 AUX0000056	PCC UNDERWTR CRIME SCENE INVESTIGATION	001	MAIN	4750 COLLEGIATE DR	PANAMA CITY	FL	
<input type="radio"/>	54 AUX0000057	PCC SPACE UTILIZATION AUXILIARY	001	MAIN	4750 COLLEGIATE DR	PANAMA CITY	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:

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**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

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Line Defaults ?

Supplier AUX0000057

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 AUX0000057

Supplier Location 001

Category

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)

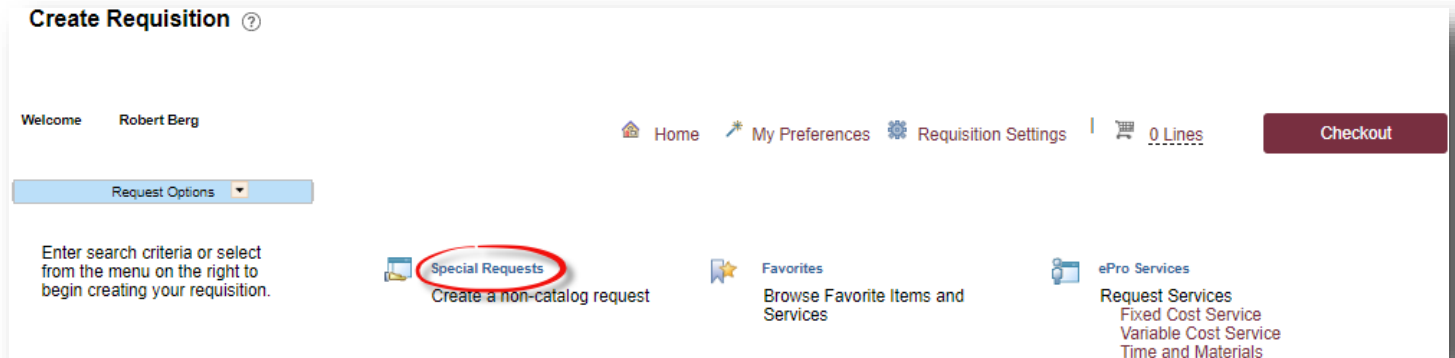
The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

**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).



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\_PCCSPACE” 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_PCCSPACE000001	Panama City Campus Space Rental	Charges for renting space at FSU's Panama City Campus	741741

- 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: Space Rental

\*Price: 500.00

\*Quantity: 1

\*Category: AUX\_PCCSPACE000001

\*Currency: USD

\*Unit of Measure: EA

Due Date: 06/30/2020

**Supplier**

Supplier ID: AUX0000057

Supplier Name: PCC SPACE UTILIZATION

Supplier Item ID: [Empty]

PCC SPACE UTILIZATION AUXILIARY

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 “PCCSPACE - PCC Space Utilization Auxiliary” 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	Space Rental		PCC SPACE UTILIZATION AUXILIARY	1	Each	500.00000	500.00		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”.

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
1	Space Rental		PCC SPACE UTILIZATION AUXILIARY	1	Each	500.00000	500.00

**Shipping Line** 1

\*Ship To: SFAB220

Address: FINE ARTS BLDG  
540 W CALL ST  
TALLAHASSEE, FL 323061150

Attention To: Robert Berg

Due Date: 06/30/2020

**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
301212	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.