

OMNI Auxiliary AR/Billing: ITS

Placing an Order

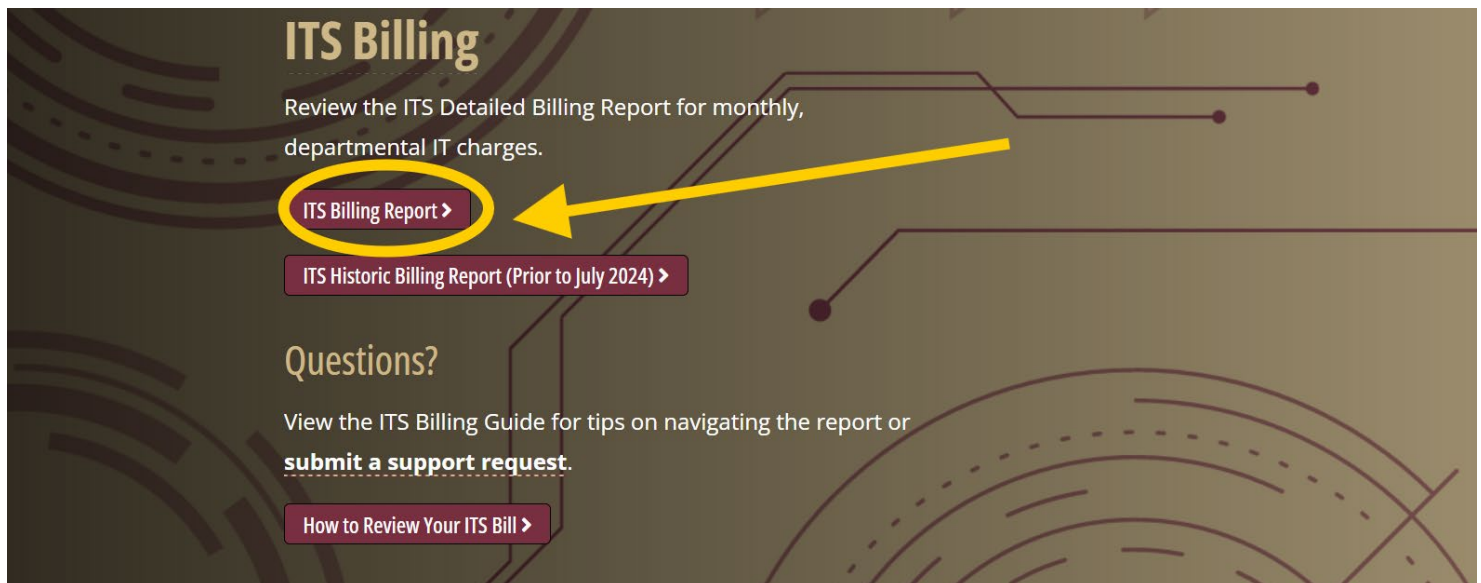
All new ITS service requests are placed through the ITS Service Center (<https://servicecenter.fsu.edu/s/>). Please be aware that a Purchase Order serves to encumber funds & enable internal charges. **A Purchase Order does not serve to place a service request with ITS.**

Are you changing your funding with ITS?

If you are working with ITS and have to change funding on existing services, please be sure to submit a new ITS case located <https://servicecenter.fsu.edu/s/>. If assistance is needed in placing the case, please refer to the guidance located on the My FSU Service Center (<https://servicecenter.fsu.edu/s/>).

To view your ITS Detailed Billing Reports

After the billing cycle concludes in OMNI each month, you will be able to access your ITS Detailed Billing Report here <https://its.fsu.edu/help/it-support/staff#billing>). Navigate to the bottom of the page to the Monthly ITS Charges section.



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.

- 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

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 **"AUX0000009 | FSU Information Technology Services"**

Supplier Search

Supplier ID

Find

Name

Reset

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


*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 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 (?)

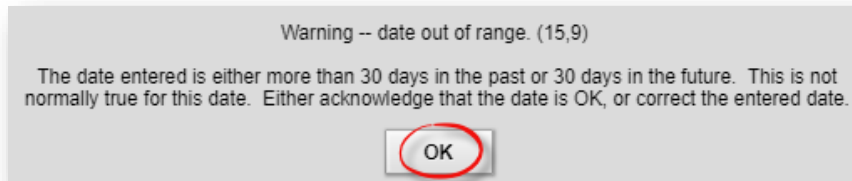
Note: The defaults specified below will be applied to requisition lines.

Supplier: 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	ITS-Professional Services	Desktop support & ITS Assessments	740750
AUX_ITS0000002	ITS-File Storage/Virtual Computing		740751
AUX_ITS0000003	ITS-Phone Services	Local Phone (Centrex & VoIP) & cable	740752
AUX_ITS0000005	ITS-Campus Access and Security Services	CASS	740753
AUX_ITS0000006	ITS-Data Circuits Services	Networking/Internet Services, including MAN or MFN connections, DSL/HIS, Broadband, PRI's, etc.	740754
AUX_ITS0000007	ITS-Non-Recurring Labor & Material	Work orders, repairs, 1x charges, material & labor	740755
AUX_ITS0000008	ITS-Research Computing		740756
AUX_ITS0000009	ITS-Cellphone Services		740757
AUX_ITS0000010	ITS-Managed Port Fees	Monthly fee for wired data ports managed/maintained by ITS	740758
AUX_ITS0000011	ITS-Software Licensing Services	Fees related to enterprise software licensing offered through ITS, such as Microsoft Campus Agreement, Adobe, SPSS, SAS, Matlab, computer purchase assessments, etc.	740759
AUX_ITS0000012	ITS-Admin Fees	For ITS internal use only	740799
AUX_ITS0000013	ITS-Cloud Services		
*AUX_FAC0000001	CIP FACILITIES	FOR FACILITIES DESIGN & CONSTRUCTION ONLY	780001

- 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 Technolo	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.

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 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:

Create Requisition ?

Welcome Robert Berg

Home My Preferences Requisition Settings 1 Line

Checkout


Request Options

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 ?

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."

Item Details ?

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

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

Attention To: Robert Berg

Due Date: 06/30/2019

Accounting Lines

*Distribute By: Amt SpeedChart

Accounting Lines

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information

Dept	Fund	PC Bus Unit	Project	Activity	Source Type

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.

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:

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.