



OMNI Auxiliary AR/Billing: Dep of Health, Nutrition & Food Sciences

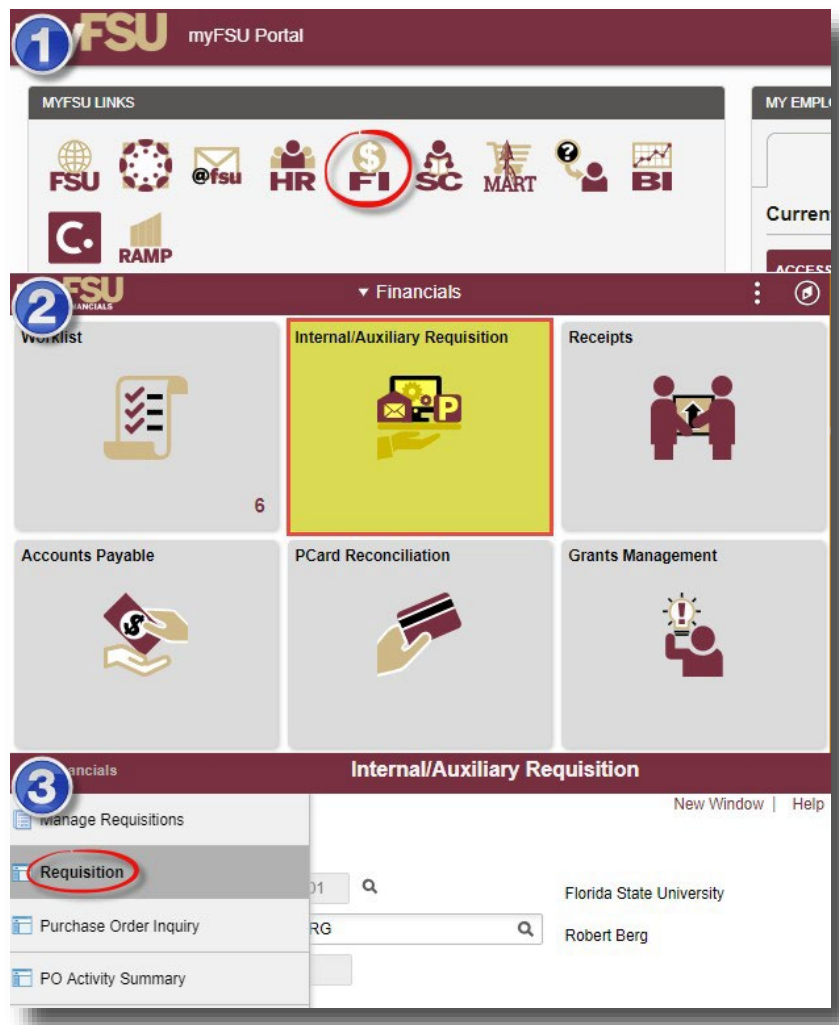
Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information, please visit the [Dep of Health, Nutrition & Food Sciences 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 Accounting 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
 Custom Fields

Line Defaults

Note: The defaults specified below will be applied to requisition lines.
 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
1	<input type="text"/>	SFAB220 <input type="text"/>	FSU01 <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 **“AUX000058 | Dep of Health, Nutrition & Food Science”**

Supplier Search

Supplier ID: AUX Find
 Name: Reset
 Short Supplier Name:
 Alternate Supp Name:
 City:
 Country: State:
 Postal Code:
 Enter search criteria to find a supplier.
 Select Cancel



Supplier Search

Supplier ID:
 Name:
 Short Supplier Name:
 Alternate Supp Name:
 City:
 Country: State:
 Postal Code:

Search Results

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	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	51 AUX0000052	FSU Police Department	001	MAIN	830 W. Jefferson St.	Tallahassee	FL	
<input type="radio"/>	52 AUX0000053	Northwest Regional Data Center - NWRDC	001	MAIN	2048 E. Paul Dirac Dr.	Tallahassee	FL	
<input type="radio"/>	53 AUX0000054	Florida Conflict Resolution Center	001	MAIN	296 Champion's Way	Tallahassee	FL	
<input type="radio"/>	54 AUX0000055	FREAC-FI Res & Enviro Anis Ctr	001	MAIN	296 Champion's Way	Tallahassee	FL	
<input type="radio"/>	55 AUX0000056	PCC Underwtr Crime Scene Investigation	001	MAIN	4750 Collegiate Dr.	Panama City	FL	
<input type="radio"/>	56 AUX0000057	PCC Space Utilization Auxiliary	001	MAIN	4750 Collegiate Dr.	Panama City	FL	
<input checked="" type="radio"/>	57 AUX0000058	Dep of Health, Nutrition & Food Science	001	MAIN	120 Convocation Way	Tallahassee	FL	
<input type="radio"/>	58 AUX0000059	Inst for Justice Research and Developmnt	001	MAIN	2010 Levy Avenue, Suite 3400	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:
 Custom Fields

Line Defaults (?)

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

Supplier: Category:
 Supplier Location: 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
 Custom Fields

Line Defaults (?)

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

Supplier: AUX0000058
 Supplier Location: 001
 Category:
 Unit of Measure: EA

- 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
 Custom Fields

Line Defaults (?)

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

Supplier: AUX0000058
 Supplier Location: 001
 Category:
 Unit of Measure: EA

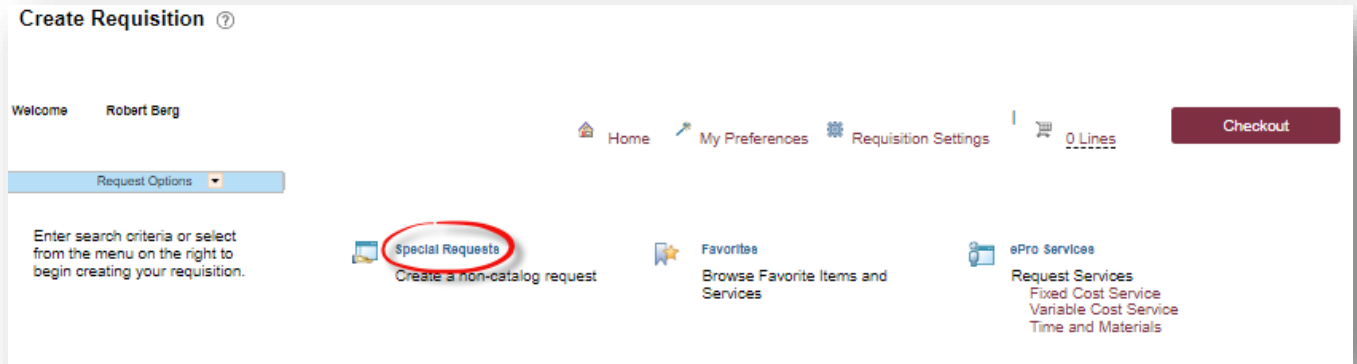
Shipping Defaults

Ship To: SFAB220 Add One Time Address
 Due Date: 06/30/2024
 Attention:

- If you receive the following warning message after entering the date, click "OK".



- When finished, select "OK" at the bottom of the screen.
- 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_NFES” 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_NFES000000007	HNFS EchoMRI and DEXA Equipment use fees	HNFS EchoMRI and DEXA Equipment use fees	740245

- 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: HNFS EchoMRI and DEXA Equipment use fees

*Price: 100.00

*Quantity: 1

*Category: AUX_NFES000000007

*Currency: USD

*Unit of Measure: EA

Due Date: 06/30/2024

Supplier

Supplier ID: AUX0000058

Supplier Name: Dep of Health, Nutrition & Food Science

Manufacturer

Additional Information

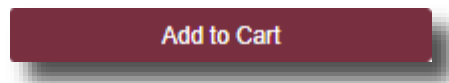
Send to Supplier Show at Receipt Show at Voucher

Request New Item

A notification will be sent to a buyer regarding this new item request.

Add to Cart

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 “Dep of Health, Nutrition & Food Science” 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:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	HNFS EchoMRI and DEXA Equipmen		Dep of Health, Nutrition & Food Science	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”.

Line Details

Line Details ?

No Image

Line 1 HNFS EchoMRI and DEXA Equipmen Line Status Open

▼ Item Details ?

Merchandise Amount	100.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_NFES000000007	<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)

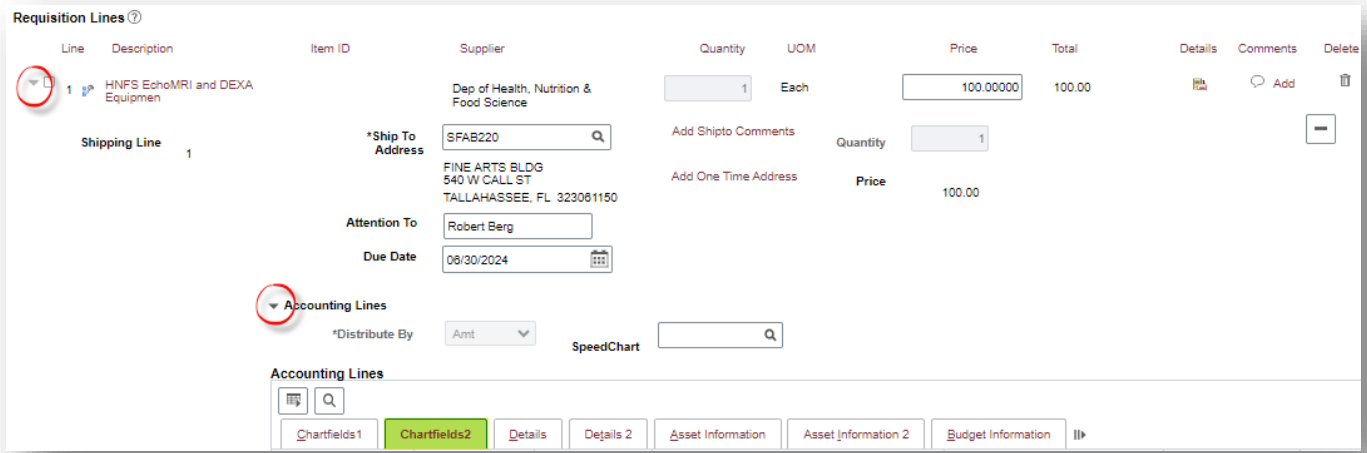
The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

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



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

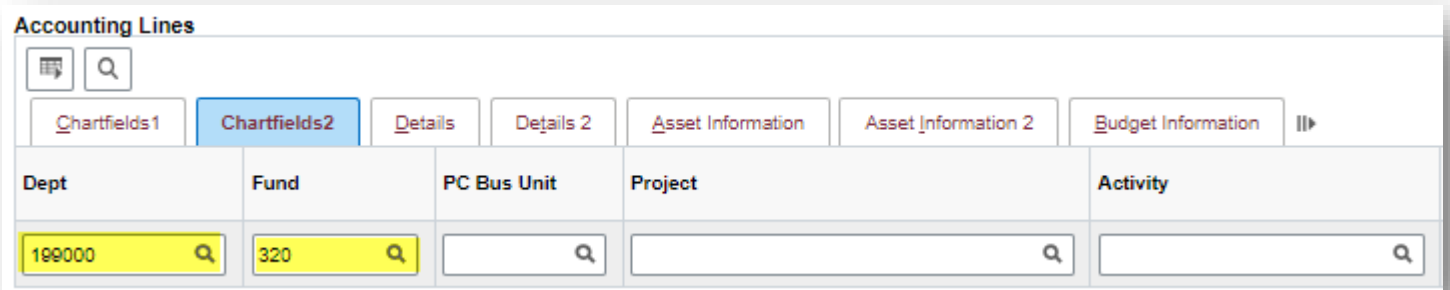
a. Expand the lines using the small grey arrows & then select the “Chartfields 2” tab:



b. Enter the appropriate department ID, fund & project combination in the Chartfields 2 tab.

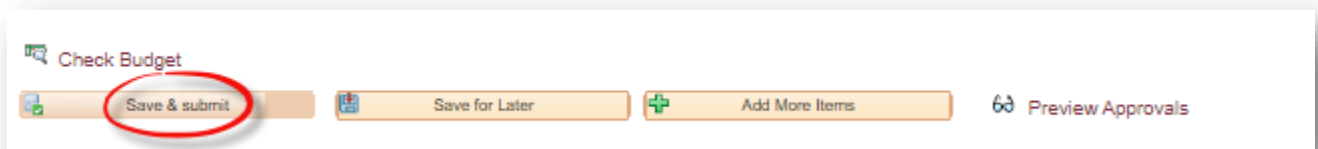
i. **NOTE: A project must be on its own requisition. A requisition cannot include multiple projects or a project & multiple non-project funds.**

ii. A requisition can include multiple non-project combinations (including optional chart fields



c. Repeat steps (a) and (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.

