



# OMNI Auxiliary AR/Billing: Social Work CFC Center

## Placing an Order

Place all orders through [Professional Development at the FSU CFC Center](#) directly. 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 Requisition Name:

\*Requester: RBERG  Robert Berg Priority: Medium

\*Currency: USD  Custom Fields

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**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:

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**Shipping Defaults**

Ship To: SFAB220  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
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 **“AUX000068 | Social Work CFC Center”**

**Supplier Search**

Supplier ID: AUX

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

Find  
Reset

**Search Results**

61-68 of 68 | View All

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	61 AUX0000061	Cntr for Economic Forecasting & Analysis	001	MAIN	3200 Commonwealth Blvd	Tallahassee	FL	
<input type="radio"/>	62 AUX0000062	College of Law Research Center	001	MAIN	425 W. Jefferson St	Tallahassee	FL	
<input type="radio"/>	63 AUX0000063	FLVC - Florida Virtual Campus	001	MAIN	1753 West Paul Dirac Dr.	Tallahassee	FL	
<input type="radio"/>	64 AUX0000064	College of Medicine MedShare	001	Main	1115 W. Call St	Tallahassee	FL	
<input type="radio"/>	65 AUX0000065	Center for Academic & Professional Dev	001	Main	555 W Pensacola St	Tallahassee	FL	
<input type="radio"/>	66 AUX0000066	Dining Services	001	Main	Florida State University	Tallahassee	FL	
<input type="radio"/>	67 AUX0000067	Florida Center for Public Management	001	MAIN	Florida State University	Tallahassee	FL	
<input checked="" type="radio"/>	68 AUX0000068	Social Work CFC Center	001	MAIN	296 Champions Way	Tallahassee	FL	

Select Cancel

5. The system will bring you back to the **Requisition Settings** page with the supplier information included.

**Requisition Settings**

Business Unit: FSU01 Florida State University Requisition Name:   
 \*Requester: RBERG Robert Berg Priority: Medium  
 \*Currency: USD Custom Fields

**Line Defaults**

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

Supplier: AUX0000068 Category:   
 Supplier Location: 001 Unit of Measure:

**Shipping Defaults**

Ship To: SFAB220 Add One Time Address  
 Due Date:  Attention:



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](#)

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**Line Defaults**

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

Supplier: AUX0000068   
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

[Custom Fields](#)

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**Line Defaults**

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

Supplier: AUX0000068   
Supplier Location: 001   
Category:   
Unit of Measure: EA

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**Shipping Defaults**

Ship To: SFAB220  [Add One Time Address](#)  
Due Date: 6/30/2024    
Attention:

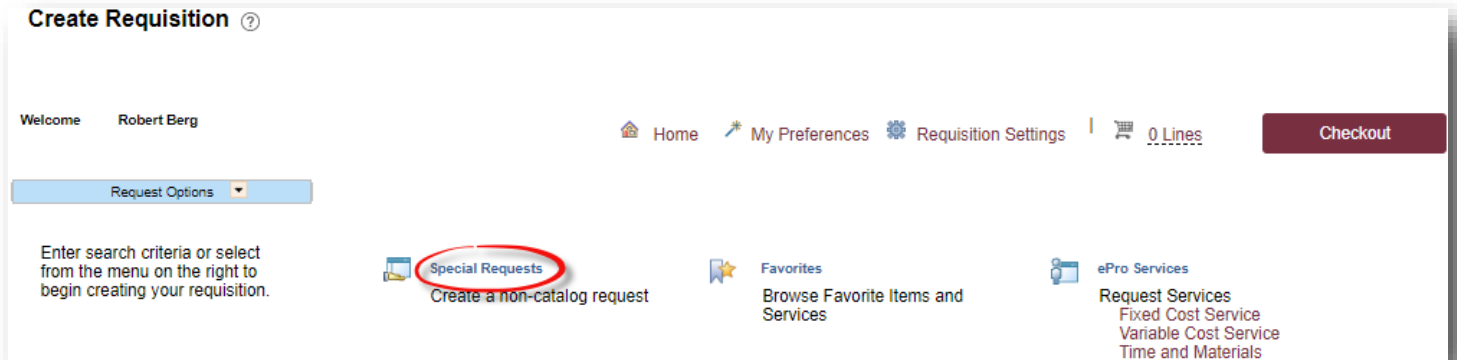
8. If you receive the following warning message after entering the date, click “OK”.

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. 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).



- 10. 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\_CFC” 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 this Category Code shown below:

Category Code	Description	Detail	Expense Account
AUX_CFC000001	CFC Employee Trainings	Materials and services provided by CFC registered training courses.	740272

- 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: Employee Training

\*Price: 300.00

\*Quantity: 1

\*Category: AUX\_CFC0000001

\*Currency: USD

\*Unit of Measure: EA

Due Date: 06/30/2024

**Supplier**

Supplier ID: AUX0000068

Supplier Name: Social Work CFC Center

Manufacturer: Social Work CFC Center

**Additional Information**

Send to Supplier     Show at Receipt     Show at Voucher

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



12. 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.**

13. When lines for all applicable “Social Work CFC Center” 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**

14. You will be returned to the **Checkout – Review & Submit** page.



15. Flag all 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	Employee Training		Social Work CFC Center	1	Each	300.00	300.00		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	300.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_CFC0000001	<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.

16. 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 ②

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Employee Training		Social Work CFC Center	1	Each	300.00000	300.00		Add	

Shipping Line 1

\*Ship To Address: SFAB220  
FINE ARTS BLDG  
540 W CALL ST  
TALLAHASSEE, FL 323061150

Add Shipto Comments  
Add One Time Address

Quantity: 1  
Price: 300.00

Attention To: Robert Berg  
Due Date: 06/30/2024

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).

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
144000	320			

c. Repeat steps (a) & (b) for all lines.

17. 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

18. 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.