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:

![Image of myFSU portal showing steps to create an internal/auxiliary requisition]

Auxiliary Services
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Questions? Contact: ctl-auxiliaryaccounting@fsu.edu
3. 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](image)

4. 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.

   a. You must enter a supplier that begins with AUX. For this requisition, the appropriate supplier is “AUX0000068 | Social Work CFC Center”

![Supplier Search](image)
5. The system will bring you back to the **Requisition Settings** page with the supplier information included.
6. Choose a Unit of Measure. **Always choose “EA” for internal requisitions.**

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.**

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

Warning – date out of range: 153
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).

![Create Requisition](image)

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_CFC0000001      | 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.
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:

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:

```
Requisition Lines
<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Item ID</th>
<th>Supplier</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee Training</td>
<td></td>
<td>Social Work CFC Center</td>
<td>1</td>
<td>Each</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
</tbody>
</table>
```

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
Item ID: AUX_CFC0000001
Category: AUX_CFC0000001
Original Substituted Item: Goods
Physical Nature: Goods
Buyer: FSU_AUX_AUTOSOURCE_BUYER
```

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.**

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:
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) & (b) for all lines.

17. When reviewed & ready to submit for approval, click **Save & Submit** at the bottom of the page:

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.