



OMNI Auxiliary AR/Billing: Student Union

Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information, please visit the [Student Union 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

Line Defaults (?)

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

Supplier Category

Supplier Location Unit of Measure

Shipping Defaults

Ship To 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	So
1		<input type="text" value="SFAB220"/>	<input type="text" value="FSU01"/>	<input type="text" value="196000"/>					

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 **“AUX000044 | Student Union”**

Supplier Search

Supplier ID

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

Search Results

41-50 of 66

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	41 AUX0000041	Campus Recreation	001	MAIN	210 LEACH CENTER, 118 VARSITY WAY	TALLAHASSEE	FL	<input type="button" value="Q"/>
<input type="radio"/>	42 AUX0000042	University Housing	001	MAIN	942 LEARNING WAY	TALLAHASSEE	FL	<input type="button" value="Q"/>
<input type="radio"/>	43 AUX0000043	Ctr Leadership & Social Change	001	MAIN	100 SOUTH WOODWARD AVE	TALLAHASSEE	FL	<input type="button" value="Q"/>
<input checked="" type="radio"/>	44 AUX0000044	Student Union	001	MAIN	75 N WOODWARD AVE	TALLAHASSEE	FL	<input type="button" value="Q"/>

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

Requisition Settings

Business Unit Florida State University **Requisition Name**

*Requester Robert Berg **Priority**

*Currency

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

Supplier Location

Category

Unit of Measure

- 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 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

Supplier Location

Category

Unit of Measure

Shipping Defaults

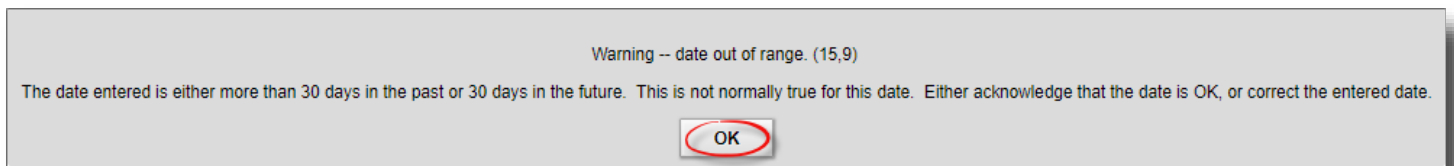
Ship To

Due Date

Attention

Add One Time Address

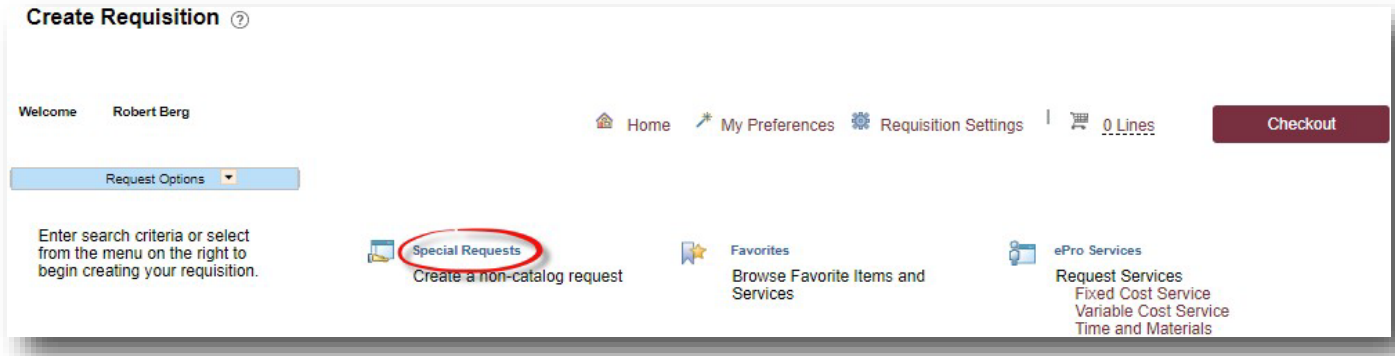
- If you receive the following warning message after entering the date, click "OK".



- 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_UNION” 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_UNION0000001	Student Union - Space Rental	Charges for space rental and related fees from the Student Union. Includes recurring charges and one-time charges for space at Campus Event Services, Market Wednesdays, Bowling & Billiards Center, Union Art Center, Askew Student Life Center, Union Ballrooms, and Student Services Building.	741741
AUX_UNION0000002	Student Union – Ads and Promotional Svcs	Charges for ads and promotional services provided by SLB Films and the Union Art Center.	740285
AUX_UNION0000003	Student Union – Art Center Supplies	Charges for Art Center goods that are not intended for resale. Includes Framing, Paint-A-Pot, and related goods.	741420
AUX_UNION0000004	Student Union - Student Union Resale	Student Union merchandise, including Art Center goods purchased for resale.	741009
AUX_UNION0000005	Student Union - ASLC Films Screening	Charges for performance rights for film screenings at the Askew Student Life Center.	741165
AUX_UNION0000006	Student Union - Food & Beverage	Not allowable on most funds. Charges for food and beverage purchased from the Student Union, including the Askew Student Life Center.	741301
AUX_UNION0000007	Student Union - Janitorial Services	Ongoing contracted janitorial services from the Student Union.	740262



- 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_UNION0000001

*Currency: USD

*Unit of Measure: EA

Due Date: 06/30/2024

Supplier

Supplier ID: AUX0000044

Supplier Name: Student Union

Manufacturer: Student Union

[Suggest New Supplier](#)

Additional Information

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 “Student Union” services have been added and 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	Space Rental		Student Union	1	Each	500.00	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: 500.00 USD

Item ID: [blank]

Category: AUX_UNION0000001

Original Substituted Item: [blank]

Description: [blank]

Physical Nature: Goods

Buyer: FSU_AUX_AUTOSOURCE_BUYER

RFQ Required
 Device Tracking
 Zero Price Indicator
 Stockless Item
 Amount Only
 Inspection Required

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 (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		Student Union	1	Each	500.00000	500.00

Shipping Line 1

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

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).

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.