



# OMNI Auxiliary AR/Billing: WFSU Public Media

## Placing an Order

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

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Line Defaults  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   Add One Time Address

Due Date   Attention

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Accounting Defaults

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	So
1	<input type="text"/>	<input type="text" value="SFAB220"/> <input type="button" value="Q"/>	<input type="text" value="FSU01"/> <input type="button" value="Q"/>	<input type="text" value="196000"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>

- 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 **“AUX000036 | WFSU Public Media”**

**Supplier Search**

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country   State

Postal Code

Enter search criteria to find a supplier.



Search Results

		Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	31	AUX0000034	FSU Athletics	001	Main	P.O. Box 2195	Tallahassee	FL	
<input type="radio"/>	32	AUX0000035	Jim Moran Building	001	Main	111 South Monroe St	Tallahassee	FL	
<input checked="" type="radio"/>	33	AUX0000036	WFSU Public Media	001	MAIN	1600 Red Barber Plaza	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 Requisition Name

\*Requester  Robert Berg Priority

\*Currency

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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 Requisition Name

\*Requester  Robert Berg Priority

\*Currency

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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.**

Line Defaults [?](#)

Supplier  Category

Supplier Location  Unit of Measure

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Shipping Defaults

Ship To  Add One Time Address

Due Date  Attention

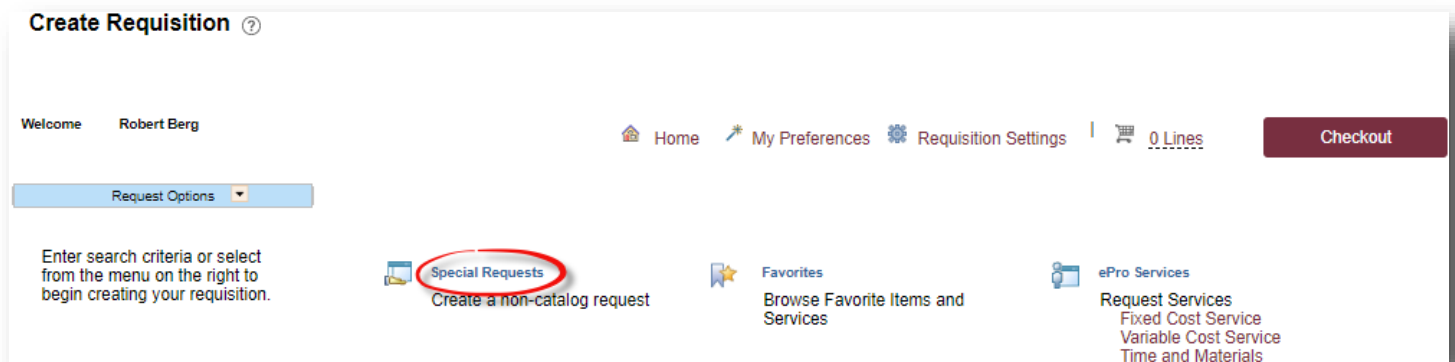


8. If you receive the following warning message after entering the date, click "OK".



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).



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\_WFSU" 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 the Category Code **AUX\_WFSU0000001**.

Category Code	Description	Detail	Expense Account
AUX_WFSU0000001	WFSU Public Media - Audio/Visual Svcs	WFSU charges for audio/video production and related services.	740265

- 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: WFSU Public Media - Audio/Visual Svcs

\*Price: 100

\*Quantity: 1

\*Category: AUX\_WFSU0000001

\*Currency: USD

\*Unit of Measure: EA

Due Date: 06/30/2020

**Supplier**

Supplier ID: AUX0000036

Supplier Name: WFSU Public Media

Supplier Item ID:

Additional Information

Send to Supplier     Show at Receipt     Show at Voucher

**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 WFSU 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**

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	WFSU Public Media - Audio/Visu		WFSU Public Media	1	Each	100.00	100.00		Add	

a. 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

Item ID

Category

Original Substituted Item

Description

Physical Nature: Goods

Buyer: FSU\_AUX\_AUTOSOURCE\_BUYER

RFQ Required

Device Tracking

Zero Price Indicator

Stockless Item

**Amount Only**

Inspection Required

b. Scroll to the bottom of the page & select “OK”.

c. 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

d. 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	WFSU Public Media - Audio/Visu		WFSU Public Media	1	Each	100.00000	100.00
<b>Shipping Line 1</b>		<b>*Ship To</b>	SFAB220	Add Shipto Comments	Quantity	1	
		<b>Address</b>	FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150	Add One Time Address	Price	100.00	
		<b>Attention To</b>	Robert Berg				
		<b>Due Date</b>	06/30/2020				
<b>Accounting Lines</b>							
*Distribute By				Amt	SpeedChart		
<b>Accounting Lines</b>							
<span>Chartfields1</span> <span style="background-color: yellow;">Chartfields2</span> <span>Details</span> <span>Details 2</span> <span>Asset Information</span> <span>Asset Information 2</span> <span>Budget Information</span>							

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 can not include multiple projects or a project & multiple non-project funds.**

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

Dept	Fund	PC Bus Unit	Project	Activity
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.