



HOW TO ISSUE A PURCHASE ORDER TO THE FSU MAGNETIC RESONANCE IMAGING FACILITY

MAKING A RESERVATION

Please remember that the sole purpose of the PO is to encumber funds and enable internal charges. To make a reservation on the MRIF scanner please do so on the [online booking system](#).

PREPARING TO CREATE THE REQUISITION

Before you start you will need the following:

1. Accounting information: Department ID, Fund Code, project codes, other appropriate chart field values.
2. Encumbrance amount on the PO
3. MRIF Supplier number in OMNI: AUX0000020
4. Category Code: AUX_MED0000004

CREATING THE REQUISITION

1. Login to <https://my.fsu.edu/>
2. In the myFSU Links, click on FI icon and navigate as follows (as shown below): **Main Menu → eProcurement → Requisition.**

The screenshot displays the myFSU OMNI Financials web application. On the left, there is a grid of application icons, with the 'FI' icon (Financials) highlighted with a red box. The main content area shows a 'Main Menu' dropdown menu. The 'eProcurement' folder is highlighted in yellow, and its sub-menu is open, showing 'Requisition' highlighted with a red box. Other sub-menu items include Buyer Center, FSU MBE Reports, Manage Requisitions, Receive Items, Reports, and My Profile. The interface also includes a search bar, a favorites list, and various informational sections like 'Highlights' and 'Breadcrumbs'.

3. When you click on Requisition, the **Requisition Setting** page will load.
4. In the **Requisition Setting** page enter the following information:
 - a. In the **Supplier** field, enter the MRIF supplier number AUX0000020
 - b. In the **Supplier Location** field enter 001
 - c. Enter a Unit of Measure. **For internal requisitions, always choose "EA."**
 - d. Enter a due date. **For year-long, open ended PO's, use 6/30 of the appropriate fiscal year. You should use the project end date if the project ends before the end of this fiscal year.**

myFSU OMNI Financials

Home Worklist Process Monitor

Favorites Main Menu eProcurement Requisition

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: CCONNOLLY Colm Connolly Priority: Medium

*Currency: USD

Line Defaults

Supplier: AUX0000020 Category:

Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

Ship To: SCMEDTALL Add One Time Address:

Due Date: 06/30/2018 Attention:

Accounting Defaults

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	SCMEDTALL	FSU01	204000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

5. If you receive a warning about the date being more than 30 days in the past or 30 days in the future, click **OK**.

Message

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.

OK

6. When finished, click OK at the bottom of the page.
7. 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).

myFSU OMNI Financials

Home Worklist Process Monitor Report M

Favorites > Main Menu > eProcurement > Requisition

Create Requisition ?

Welcome Colm Connolly

Home Requisition Settings 0 Lines Checkout

Request Options

Enter search criteria or select from the menu on the right to begin creating your requisition.

Special Requests
Create a non-catalog request

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

8. Create line(s) for your services as appropriate.
 - a. Enter the item description as desired
 - b. Enter the price and Quantity
 - i. Price: equal to the dollar amount you plan to spend for the duration of the PO
 - ii. Quantity: 1 **Note: quantity should always equal 1**
 - c. Enter the category code: For MRIF the correct code is AUX_MED0000004
 - d. Add notes as needed in the “Additional Information” field. This information is for your research purposes only.

9. You will see a screen for a new, blank line. Create additional lines as needed for other category codes for this auxiliary. Please group all activity per category code onto one line versus spreading it out over multiple lines w when the category code is the same unless you are adding multiple budget combos in the same category code. *Note: projects must be on their own requisitions.*
10. When lines for all applicable goods/services have been added and you are ready to check out, click the **Checkout** button at the top of the page.
11. You will be returned to the **Checkout – Review and Submit** page.
12. Flag all lines in the requisition as **Amount Only**. This is an important step, without it 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	MRI Scanning		College of Medicine-MRI Facility	1.0000	Each	10000.0000	10000.00		Add	

b. On the “Line Details” page, select the checkbox for “Amount Only”.

RFQ Required

Device Tracking

Zero Price Indicator

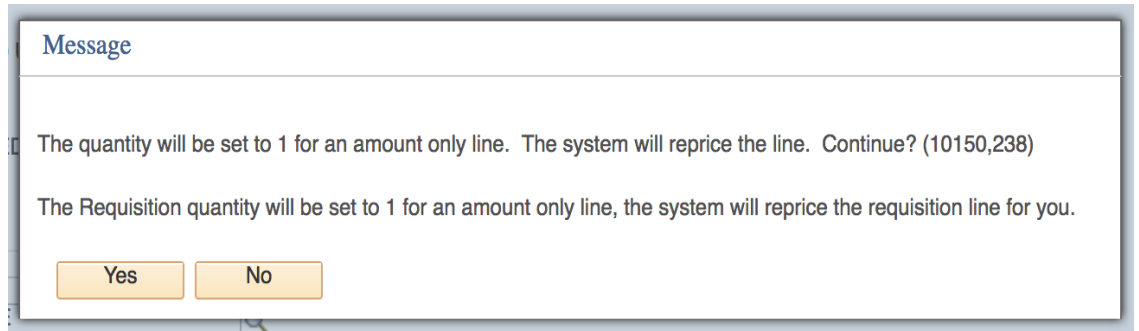
Stockless Item

Amount Only

Inspection Required

c. Scroll to the bottom of the page and select “OK”.

d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes”.



e. Repeat steps 12.a – 12.d for all lines in your PO.

13. Enter the accounting information for each line in your PO as shown below:

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


Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	MRI Scanning		College of Medicine-MRI Facility	1.0000	Each	10,000.00000	10000.00		Add	
Shipping Line 1		*Ship To	SCMEDTALL	Add Shipto Comments	Quantity	1.0000				
		Address	COLL OF MEDICINE TALLAHASSEE 3331 CAPITAL OAKS DRIVE TALLAHASSEE, FL 32308-7797	Add One Time Address	Price	10000.0000				
		Attention To	Colm Connolly							
		Due Date	06/30/2018							


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	Source Type	Category	Subcategory
204000							

- b. Enter the appropriate department ID, fund and 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 and multiple non-project funds.**
 - ii. A requisition can include multiple non-project combinations (including optional chart fields).
 - iii. Repeat steps 13.a and 13.b for all lines in the PO.
14. When you are ready, scroll to the bottom and click on the **Save & submit** button.

 Check Budget

 Save & submit

 Save for Later

 Add More Items

 Preview Approvals

15. The standard approval workflow will be initiated. Once the requisition is fully approved, it will become a purchase order and will be dispatched to the vendor when the applicable system processes run throughout the day.