



# OMNI AR/Billing: Review PO Data

Detailed Business Process Guides – APO1

## Review PO Data – Internal Customers

Use this guide to understand how to research Purchase Orders (PO's) provided by internal customers before providing a good/service and to understand the importance of entering accurate and consistent PO/PO line information.

### Understanding the Connection: PO/Line and Your Revenue

It is important that Auxiliary Billing/Contracts staff understand the connection between PO/PO line and revenue for internal customers.

Florida State University's Auxiliary AR/Billings solution was designed to improve auxiliaries' ability to collect from their customer. The goal is to reduce or eliminate budget errors, prevent putting unallowable costs on sponsored projects, and avoid other miscellaneous errors that have previously only been resolvable *after* the selling auxiliary has provided the good or service. At times, these errors have resulted in the selling auxiliary receiving the compensation many months after the good/service was provided, or worse – never receiving compensation for goods/services rendered.

In order to improve this aspect of auxiliary billing, the solution was designed to require that internal buying departments have a PO established *before* the auxiliary provides the good/service. Departments have received training and information to assist them in preparing accurate Purchase Orders, and have the ability to change their Purchase Orders at any time. This provides a benefit to buying departments as well, as for the first time they are able to encumber expenses from internal vendors. This allows them to make fewer adjustments offline to account for anticipated expenditures, enhancing the utility of delivered reports and increasing efficiency across the University.

Business Services' billing and contract accounting staff play a key role in facilitating this major improvement for auxiliaries and buying departments alike, because **the entire solution depends on accurate and consistent entry of PO and PO line on contracts and bills**. This document describes how auxiliary billing and contract staff can review PO and PO line information for accuracy when entering a contract, creating a contract amendment, or entering a bill online.

*Note: this process is not manual for all auxiliary processes. For example, the Postal Charge Slip system will receive valid PO/PO line information from OMNI nightly. This will populate the dropdown box that departments use when filling in their Charge Slips, reducing/eliminating manual research for this process.*

### Important Reminders:

- Purchase order is not required for external customers, but you may enter it if you have one.
- A PO must be associated with each bill header for internal customers
- In addition to having the PO on the bill header, **PO and PO Line** must be included on each billing line for internal customers
- **PO and PO Line** must be associated with each contract/contract line for internal customers



### Ways of Verifying that PO Information is Present on the Bill

- 1) Review FSU\_AUX\_BI\_PRE\_AP\_CHECK for uploaded/interfaced bills in all statuses throughout the month. Determine the errors that could cause failure in AP by checking the leftmost columns for “x” – indicating an error – and reviewing each line to determine the error.
- 2) Manual review during contract/bill entry:
  - a. Use the PO lookup on the Contract/Bill Entry page as described in Business Process Guides ACONTRACTS1A, ACONTRACTS1B, ABILL2, and ABILL3.
- 3) To verify that the PO is valid, compare to:
  - a. FSU\_AUX\_PO\_DTL
- 4) A good way to review the bill detail is to review FSU\_AUX\_BILL\_INV\_RVW.

### Using the above method(s), verify the following:

- The customer (department ID) is as expected; that you are not accidentally billing an internal customer when you should be billing an external customer
- The PO vendor/supplier reflects your line of business’ service and matches the Billing Specialist on the Bill Header
- PO and PO line are accurately represented on the bill line (check for typos, too many zeros, etc)
- PO is accurately represented on the bill header (check for typos, too many zeros, etc)
- PO status is “Dispatched”; PO is not closed, complete, or approved
- PO unit of measure is “Each”
- That there is not a difference greater than \$0.01 between Quantity X Unit Amount and Net Amount on the billing line (this will usually be an upload issue)
- PO Line department ID matches Customer Name 2 department. If there is a mismatch, they should at least reside within the same area and have the same budget manager.
- Bank account issues or inactive customers – contact [ctl-auxiliaryaccounting@fsu.edu](mailto:ctl-auxiliaryaccounting@fsu.edu).