OMNI - Auxiliary AR / Billing - Determining Requisition Amount

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Part 1. Determining Requisition Amounts for the Auxiliaries going live 7/1/2018

The following auxiliaries are beginning to use the OMNI Auxiliary AR/Billing system beginning 7/1/2018:

- **HR Background Check**
  - HR Background Checks (Criminal history background checks for final candidates of all faculty, AEX, A&P, USPS, OPS, Volunteer, Federal Work Study, and Contractor positions at FSU)
- **Photo Services**
  - Photo and Video Services (photography, videography, & video editing services)
- **Institute of Molecular Biophysics**
  - Labs (XRAY, PBF, PEF)
- **Condensed Matter & Materials Physics**
  - Research & Analysis Services
  - Lab Supplies
  - Equipment Use
- **Adult Learning Evaluation Center**
  - Psychoeducational Evaluations (primarily used by Athletics)
- **Seminole Productions**
  - Audio/Visual Services
  - Live Performance Services
- **FSU Coastal & Marine Lab**
  - Vehicle Rentals
  - Supplies
  - Lab Usage
  - Space Rentals
  - Training
  - In State/Out of State Travel
- **CAPS Advanced Power Research**
  - Research & Analysis Services (Test/Facility Use Days, Shared Simulation Services, Engineering Support Services)
- **Wellness Center**
  - Testing Services (primarily used by Athletics & Facilities)

In order to enter requisitions, you first must determine approximately how much to encumber throughout the remaining fiscal year (or life of the project) for each supplier for your recurring or expected charges. This can be done in many ways; this document outlines one approach that is simply based upon your prior expenditures for the selling auxiliaries. If you follow the below steps and find that you have historical expenses, it is likely you will need to enter a requisition to ensure you have a PO in place before additional goods/services are needed.

**Step 1. Run Query to Obtain Historical Information**

This query pulls expenses for only the above-listed auxiliaries and is designed only to assist you with the 7/1/2018 go-live date.
1. Navigate to [https://my.fsu.edu/](https://my.fsu.edu/) > Financials > Main Menu > Reporting Tools > Query Viewer

2. Search for query `FSU_DPT_AUX_CHGS_7_1_COHORT`

3. Select the “Excel” link to run the query to Excel

4. You will be directed to a new tab with prompts. Enter the following:
   a. Fiscal Year – enter the current fiscal year (“2018”)
   b. As of Period – enter the current fiscal period (for October, enter “4”)
   c. Buying Dept ID like w/% – enter your department ID (% wildcard accepted for a range)
   d. Selling Dept Area like % - enter “%” to return all results for all auxiliaries

5. Select “View Results”

Step 2. Interpret the Results

**Review the Excel workbook** (screenshots below). You can see the total spent by account code thus far this fiscal year, which gives you a basis to estimate what you want to encumber from through the end of the coming fiscal year (6/30/2019). **NOTE: this is a tool for estimating your amounts; you will have to do some work to determine which category code to use. Read on for more information about how to relate these results to your suppliers and purchasing category codes.**
This information should be used as a guide in conjunction with your knowledge about your departments’ business. Consult with your project’s Principal Investigator or department’s Budget Account Manager as needed.

**Example 1:** even if this query returns $0 in expenses thus far this year on a project, your PI or Budget Manager may be aware that they’re going to utilize services for an affected auxiliary.

**Example 2:** Even if this query returns results, the project may be nearing completion and no additional work is required.

**IMPORTANT REMINDERS:**

- Use the step-by-step business process guides located on the Controller’s Office training website for each auxiliary to understand which supplier and category codes to utilize. Read on for more information.

- The PO is **not sufficient** to notify a selling auxiliary of the need for a good/service. Continue to work with the auxiliary business managers to place orders per their existing processes.

- Although these are set up as blanket-type requisitions, please add lines for one-time expenditures that you expect to incur during the fiscal year. Even if you do not know the exact cost or you expect no one-time expenditures for repair or projects, it is highly recommended that you create a line even if it is a placeholder using a low dollar amount to expedite services in the event of a need for an urgent purchase.

**Step 3: Enter your Requisitions**

Use the step-by-step business process guides located on the Controller’s Office training website to enter your requisitions. Refer to the matrix on the next page (also included in the requisition business process guides) to understand how to map the query results to supplier ID’s and category codes.

**REMINDER:** It is critical that your PO lines be set up with the quantity equal to 1, amount equal to the amount you expect to spend, and with each line flagged as “Amount Only.” **Otherwise, your requisition may be canceled for re-entry.** This is explained in the step-by-step guides.
<table>
<thead>
<tr>
<th>Selling Dept Area (from query)</th>
<th>Account Code (from query)</th>
<th>Account Code Description</th>
<th>Supplier ID to use</th>
<th>Supplier Name</th>
<th>Category Code to use</th>
<th>Category Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>048</td>
<td>740265</td>
<td>Svc Prof Audio/Visual</td>
<td>AUX0000021</td>
<td>Photo and Video Services</td>
<td>AUX_PHT0000001</td>
<td>Photography, videography, and video editing services.</td>
</tr>
<tr>
<td>025</td>
<td>740229</td>
<td>Svc Prof Security</td>
<td>AUX0000022</td>
<td>HR Background Check</td>
<td>AUX_HR0000001</td>
<td>Criminal history background checks for final candidates of all Faculty, AEX, A&amp;P, USPS, OPS, Volunteer, Federal Work Study, and Contractor positions at FSU.</td>
</tr>
<tr>
<td>073</td>
<td>740206</td>
<td>Research Analysis Services</td>
<td>AUX0000023</td>
<td>Institute of Molecular Biophysics</td>
<td>AUX_IMB0000001</td>
<td>Institute of Molecular Biology departmental charges for scientific research and analysis Core Labs (XRAY, PBF, PEF)</td>
</tr>
<tr>
<td>085</td>
<td>740245</td>
<td>CMMP Research &amp; Analysis Svcs</td>
<td>AUX0000024</td>
<td>Condensed Matter &amp; Materials Physics</td>
<td>AUX_CMMP0000001</td>
<td>Charges for Condensed Matter &amp; Materials Physics CORE Labs services &amp; analysis</td>
</tr>
<tr>
<td>085</td>
<td>741385</td>
<td>CMMP Lab Supplies</td>
<td>AUX0000024</td>
<td>Condensed Matter &amp; Materials Physics</td>
<td>AUX_CMMP0000002</td>
<td>Condensed Matter &amp; Materials Physics lab supplies</td>
</tr>
<tr>
<td>085</td>
<td>740243</td>
<td>CMMP equipment use fees</td>
<td>AUX0000024</td>
<td>Condensed Matter &amp; Materials Physics</td>
<td>AUX_CMMP0000003</td>
<td>CMMP charges for equipment use including electron microscopes</td>
</tr>
<tr>
<td>126</td>
<td>740270</td>
<td>ALEC Psychoeducational Evaluations</td>
<td>AUX0000025</td>
<td>Adult Learning Evaluation Ctr</td>
<td>AUX_ALEC0000001</td>
<td>Adult Learning Evaluation Center Psycho-educational Evaluations</td>
</tr>
<tr>
<td>182</td>
<td>740265</td>
<td>Svc Prof Audio/Visual</td>
<td>AUX0000026</td>
<td>Seminole Productions</td>
<td>AUX_SEMPRO0000001</td>
<td>Professional audio and visual related services provided by Seminole Productions. Includes video production, graphic/art design, and photographic services.</td>
</tr>
<tr>
<td>182</td>
<td>740266</td>
<td>Svc Prof Live Performances</td>
<td>AUX0000026</td>
<td>Seminole Productions</td>
<td>AUX_SEMPRO0000002</td>
<td>Live performance services provided by Seminole Productions. Includes performing arts professionals and lecturers/speakers.</td>
</tr>
<tr>
<td>224</td>
<td>741871</td>
<td>Marine Lab Rentals - Vehicle</td>
<td>AUX0000027</td>
<td>FSU Coastal &amp; Marine Lab</td>
<td>AUX_MARINE0000001</td>
<td>FSU Coastal &amp; Marine Lab vehicle rentals (non-travel)</td>
</tr>
<tr>
<td>224</td>
<td>741391</td>
<td>Marine Lab Supplies - Fuel</td>
<td>AUX0000027</td>
<td>FSU Coastal &amp; Marine Lab</td>
<td>AUX_MARINE0000002</td>
<td>FSU Coastal &amp; Marine Lab supplies including fuel</td>
</tr>
<tr>
<td>224</td>
<td>741881</td>
<td>Marine Lab Usage Fees</td>
<td>AUX0000027</td>
<td>FSU Coastal &amp; Marine Lab</td>
<td>AUX_MARINE0000003</td>
<td>Marine Lab Usage fees (Labs, Wetlabs)</td>
</tr>
<tr>
<td>224</td>
<td>741741</td>
<td>Marine Lab Rentals - Housing</td>
<td>AUX0000027</td>
<td>FSU Coastal &amp; Marine Lab</td>
<td>AUX_MARINE0000004</td>
<td>FSU Coastal &amp; Marine Lab Rentals - Housing</td>
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<tr>
<td>224</td>
<td>740272</td>
<td>Marine Lab - Training</td>
<td>AUX0000027</td>
<td>FSU Coastal &amp; Marine Lab</td>
<td>AUX_MARINE0000005</td>
<td>FSU Coastal &amp; Marine Lab Training including seminars, conferences, webcasts and other education/training services attended by employees.</td>
</tr>
<tr>
<td>224</td>
<td>740501</td>
<td>Marine Lab Travel In-State</td>
<td>AUX0000027</td>
<td>FSU Coastal &amp; Marine Lab</td>
<td>AUX_MARINE0000006</td>
<td>FSU Coastal &amp; Marine Lab in-state travel charges from University-</td>
</tr>
<tr>
<td>Account Code</td>
<td>Description</td>
<td>Category Code</td>
<td>Category Name</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>224</td>
<td>Marine Lab Travel - Out of State</td>
<td>AUX0000027</td>
<td>FSU Coastal &amp; Marine Lab</td>
<td>FSU Coastal &amp; Marine Lab out-of-state travel charges from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>University-related travel as reported on employee expense reports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>225</td>
<td>CAPS Research &amp; Analysis Svcs</td>
<td>AUX0000028</td>
<td>CAPS Auxiliary Services</td>
<td>CAPS departmental charges for research and analysis including Test/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Facility Use Days, Shared Simulation Services, and Engineering Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>237</td>
<td>Svcs Prof Other</td>
<td>AUX0000029</td>
<td>University Health Services</td>
<td>Charges for medical services provided by University Health Services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>237</td>
<td>Supplies Lab/Medical Drugs</td>
<td>AUX0000029</td>
<td>University Health Services</td>
<td>Charges for medical goods/supplies from University Health Services.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** if an account code on the FSU_DPT_AUX_CHGS_7_1_COHORT query is not listed above, choose an alternative category code that best matches the good/service being requested. This means that the selling auxiliary has chosen not to use that account code moving forward.
Part 2. Determining Requisition Amounts for the Upcoming Year (used at fiscal year-end)

At the end of each fiscal year, the Controller’s Office will close all internal purchase orders (supplier ID’s beginning with AUX). Requisitions will need to be entered before the Controller’s Office deadline for all recurring, ongoing, or pending charges you may have with the selling auxiliary.

In order to enter requisitions, you first must determine approximately how much to encumber throughout the fiscal year for each supplier for your recurring or expected charges. This can be done in many ways; this document outlines a preferred approach that is simple and based upon your prior year expenditures in each category.

Step 1. Run Query to Obtain Last Year’s Information

This query pulls expenses on all auxiliary PO’s for the date range specified.

6. Navigate to https://my.fsu.edu/ > Financials > Main Menu > Reporting Tools > Query Viewer
7. Search for query FSU_DPT_AUX_INT_PO_EXP_SUM
8. Select the “Excel” link to run the query to Excel
9. You will be directed to a new tab with prompts. Enter the following:
   a. Department ID – enter your department ID (% wildcard accepted for a range)
   b. Fund Code – enter your fund code (leave % for all values if pulling a range of department ID’s)
   c. Fiscal Year – enter the previous fiscal year (for FY18, enter “2017”)
   d. Accounting Period – enter the relevant accounting periods. Generally, you’ll want to pull the entire year, so enter 1 and 12.
10. Select “View Results”
Step 2. Interpret the Results

Review the Excel workbook (screenshots below). You can see the total spent by supplier and category code, which gives you an estimate of what you might want to encumber this upcoming year.

This information should be used as a guide in conjunction with your knowledge about your departments’ business. Consult with your Budget Account Manager as needed.

**Example 1:** you may be aware that you are purchasing an additional copier or adding several new staff who will need telephones; therefore, you’d adjust your encumbrances upward.

**Example 2:** the auxiliary may have increased or decreased its prices; therefore, you’d need to adjust your encumbrance to account for the increase/decrease as appropriate.
IMPORTANT REMINDERS:

- For any auxiliaries with mid-year implementation dates, this information will need to be extrapolated to account for the entire fiscal year.
  - For example, in Information Technology Services (ITS, supplier AUX0000009) began the internal PO requirement on 1/1/2017. Therefore, only 6 months’ worth of charges will appear on this query. If these charges occur all 12 months, multiply the results for this supplier by 2.

- If you are changing the budget for an ongoing charge such as copier rental, you must notify the selling auxiliary before entering the PO’s as described above; the PO is not sufficient to notify them of the change. Notify the selling auxiliary prior to creating a PO that doesn’t match the results shown in this query. Otherwise, they will have a difficult time matching existing, ongoing charges with the new PO you want them to charge, and incorrect billing may require correction on the buying departments’ side.

- Please add lines for one-time expenditures that you expect to incur during the fiscal year. Even if you do not know the exact cost or you expect no one-time expenditures for repair or projects, it is highly recommended that you create a line even if it is a placeholder using a low dollar amount to expedite services in the event of a need for an urgent purchase.

Step 3: Enter your Requisitions

Use the step-by-step business process guides located on the Controller’s Office training website to enter your requisitions.

REMINDER: It is critical that your PO lines be set up with the quantity equal to 1, amount equal to the amount you expect to spend, and with each line flagged as “Amount Only.” Otherwise, your requisition may be canceled for re-entry. This is explained in the step-by-step guides.