



OMNI - Auxiliary AR / Billing - Determining Requisition Amount

Determining Requisitions Amounts for the Upcoming Year

At the end of each fiscal year, the Controller's Office will close all internal purchase orders (vendor 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.

1. Navigate to <https://my.fsu.edu/> > Financials > Main Menu > Reporting Tools > Query Viewer
2. Search for query **FSU_DPT_AUX_INT_PO_EXP_SUM**
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. 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.
5. Select "View Results"

FSU_DPT_AUX_INT_PO_EXP_SUM - Internal Aux PO Exp. Summary

Department ID

Fund Code

Fiscal Year

Accounting Period - Start

Accounting Period - End



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.

Internal	14											
Dept	Fund	Project	ChartField 1	ChartField 2	ChartField 3	Supplier ID	Supplier Name	Category Code	Total Amount	Account	Descript	
191000	110					AUX0000003	OBS Postal Services	AUX_MAIL0000001	\$ 663.41	741501	Domestic Mail	
191000	110					AUX0000003	OBS Postal Services	AUX_MAIL0000006	\$ 5.94	741508	Returned Mail	
191000	110					AUX0000003	OBS Postal Services	AUX_MAIL0000004	\$ 35.00	741504	Standard Mail Prep	
191000	110					AUX0000003	OBS Postal Services	AUX_MAIL0000007	\$ 2,328.40	741506	Standard Postage	
191000	110					AUX0000003	OBS Postal Services	AUX_MAIL0000003	\$ 58.67	741503	UPS	
									\$ 3,032.75			

Total spent in fiscal year 2017 on all Postal Services for Dept. 191000 - Fund 110

Internal	14											
Dept	Fund	Project	ChartField 1	ChartField 2	ChartField 3	Supplier ID	Supplier Name	Category Code	Total Amount	Account	Descript	
191000	110					AUX0000003	OBS Postal Services	AUX_MAIL0000007	\$ 2,328.40	741506	Standard Postage	
									\$ 2,328.40			

Total spent in fiscal year 2017 on standard postage for Dept. 191000 - Fund 110

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, vendor 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.