OMNI - Auxiliary AR / Billing - Determining Requisition Amount

Part 1. Determining Requisition Amounts for the Auxiliaries going live 11/1/2017

The following auxiliaries are beginning to use the OMNI Auxiliary AR/Billing system beginning 11/1/2017:

- The College of Music
  - Performance rental space and related services (Ruby Diamond Concert Hall, Opperman Recital Hall, etc)
- Biological Sciences
  - Stockroom (Supplies, Gas, Chemicals, Vehicle Rental, Greenhouse facilities)
  - CORE Facilities & BSIR (Analytical Laboratory, DNA Sequencing, Hybridoma Laboratory, Molecular Cloning Laboratory, Electron Microscope, and related services)
- Chemistry & Biochemistry
  - Stockroom (Supplies, Gas, Chemicals, Consumables)
  - Labs (Materials Characterization Lab, Mass Spectrometry Lab, Chemistry Resonance Lab)
- The College of Medicine
  - Stockroom (Supplies, Gas, Chemicals)
  - Laboratories (Medicine Analysis & Equipment Services)

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 (Music, Biology, Chemistry/Biochemistry, and the College of Medicine) and is designed only to assist you with the 11/1/2017 go-live date.

1. Navigate to https://my.fsu.edu/Financials/Main Menu/Reporting Tools/Query Viewer
2. Search for query FSU_DPT_AUX_CHGS_11_1COHORT
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
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 11/1/2017 through the end of the fiscal year (6/30/2018). **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 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.

**Note:** It may be useful for you to see last fiscal year’s information to better understand your departments’ buying patterns. You may wish to re-run the query using last year’s prompts (for Fiscal Year, enter “2017” and for As of Period enter “12”).

**IMPORTANT REMINDERS:**

- Use the step-by-step business process guides located on the [Controller’s Office training website](mailto:ctl-auxiliaryaccounting@fsu.edu) 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 to use</th>
<th>Category Code to use</th>
<th>Category Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>074</td>
<td>741385</td>
<td>Supplies Lab/Medical Gas/Chem</td>
<td>AUX0000015</td>
<td>Biology Stockroom</td>
<td>AUX_BIO0000001</td>
<td>Biology Supplies – Gas &amp; Chemicals</td>
</tr>
<tr>
<td>074</td>
<td>741871</td>
<td>Rental Vehicles Non Travel</td>
<td>AUX0000015</td>
<td>Biology Stockroom</td>
<td>AUX_BIO0000002</td>
<td>Rental of Biology Vehicles for transportation of equipment and/or performance of research activities.</td>
</tr>
<tr>
<td>074</td>
<td>740245</td>
<td>Svcs Prof Scientific Rsch/Anal</td>
<td>AUX0000016</td>
<td>Biology CORE Labs</td>
<td>AUX_BIO0000003</td>
<td>Charges for Biology CORE Labs services and analysis (including Analytical Laboratory, DNA Sequencing Laboratory, Hybridoma Laboratory, and Molecular Cloning Laboratory)</td>
</tr>
<tr>
<td>074</td>
<td>741191</td>
<td>Equip/Lab Medical Expendable</td>
<td>AUX0000016</td>
<td>Biology CORE Labs</td>
<td>AUX_BIO0000004</td>
<td>Reagents, chemicals and other consumables used in the course of analysis (pass-through charges) at Biology's CORE Labs.</td>
</tr>
<tr>
<td>074</td>
<td>740243</td>
<td>Analysis Electron Microscope</td>
<td>AUX0000017</td>
<td>Biology BSIR Facility</td>
<td>AUX_BIO0000005</td>
<td>Fees for utilizing Biology’s BSIR (Biological Science Imaging Resource) electron microscope and related services</td>
</tr>
<tr>
<td>074</td>
<td>741181</td>
<td>Lab Use Fees</td>
<td>AUX0000018</td>
<td>Biology Greenhouse</td>
<td>AUX_BIO0000006</td>
<td>Fees related to utilizing Biology’s Greenhouse and Fields</td>
</tr>
<tr>
<td>075</td>
<td>741191</td>
<td>Equip Lab/Medical Expendable</td>
<td>AUX0000013</td>
<td>Chemistry Stockroom</td>
<td>AUX_CHEM0000001</td>
<td>Chemistry Stockroom Items- Non Consumable, including beakers, test tubes, vials, etc. Does not include gas or chemicals</td>
</tr>
<tr>
<td>075</td>
<td>741385</td>
<td>Supplies Lab/Medical Gas/Chem</td>
<td>AUX0000013</td>
<td>Chemistry Stockroom</td>
<td>AUX_CHEM0000002</td>
<td>Chemistry Stockroom Supplies - Gas and Chemicals</td>
</tr>
<tr>
<td>075</td>
<td>741271</td>
<td>Supplies Lab/Medical Other</td>
<td>AUX0000013</td>
<td>Chemistry Stockroom</td>
<td>AUX_CHEM0000003</td>
<td>Chemistry Stockroom consumable supplies, such as paper towels, cotton balls, centrifuge tubes, pipettes, etc. Does not include gas or chemicals or non-consumable supplies.</td>
</tr>
<tr>
<td>075</td>
<td>740245</td>
<td>Svcs Prof Scientific Rsch/Anal</td>
<td>AUX0000014</td>
<td>Chemistry Labs</td>
<td>AUX_CHEM0000004</td>
<td>Chemistry Lab Charges for scientific research and analysis services, including MASS, MAC, and NMR.</td>
</tr>
<tr>
<td>187</td>
<td>741741</td>
<td>Rent Building/Space</td>
<td>AUX0000010</td>
<td>College of Music Performance Halls</td>
<td>AUX_MUS0000001</td>
<td>Rental of College of Music performance halls as well as related service charges and fees</td>
</tr>
<tr>
<td>201</td>
<td>741191</td>
<td>Equip Lab/Medical Expendable</td>
<td>AUX0000011</td>
<td>College of Medicine Stockroom</td>
<td>AUX_MED0000001</td>
<td>College of Medicine lab supplies, not including gas and chemicals</td>
</tr>
<tr>
<td>201</td>
<td>741385</td>
<td>Supplies Lab/Medical Gas/Chem</td>
<td>AUX0000011</td>
<td>College of Medicine Stockroom</td>
<td>AUX_MED0000002</td>
<td>College of Medicine lab supplies - gas and chemicals</td>
</tr>
<tr>
<td>201</td>
<td>740245</td>
<td>Svcs Prof Scientific Rsch/Anal</td>
<td>AUX0000012</td>
<td>College of Medicine Labs</td>
<td>AUX_MED0000003</td>
<td>College of Medicine departmental charges for scientific research and analysis (Translational Lab &amp; Core Labs)</td>
</tr>
</tbody>
</table>

**NOTE:** if an account code on the **FSU_DPT_AUX_CHGS_11_1COHORT** 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.

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