



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”



FSU_DPT_AUX_CHGS_11_1COHORT

Fiscal Year

As of Period

Buying DeptID like w/ %

Selling Dept Area like %

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.**

Source	Selling	Buying DeptID	Buying Dept Descr	Fund	Project	Account	Account Descr	Sum Amount	Year	ChartField 1	ChartField 2	ChartField 3
AUX	074	084009	Physics Sponsored Projects	520	032726	741181	Lab Use Fees	132.020	2017			
AUX	074	085002	Martech Sponsored Projects	550	002322	741181	Lab Use Fees	154.830	2017			
AUX	074	089009	Psychology Sponsored Projects	520	035491	741181	Lab Use Fees	196.000	2017			
AUX	075	084004	Physics Mat & Supplies Fee	301		741191	Equip Lab/Medical Expendable	46.080	2017			
AUX	075	084009	Physics Sponsored Projects	520	034340	741191	Equip Lab/Medical Expendable	24.220	2017			
AUX	075	084011	A&S Tech & Rsrch Physics E1	140		740245	Svcs Prof Scientific Rsch/Anal	110.000	2017			
AUX	075	084011	A&S Tech & Rsrch Physics E1	140		740245	Svcs Prof Scientific Rsch/Anal	1056.000	2017			
AUX	075	084011	A&S Tech & Rsrch Physics E1	140		741191	Equip Lab/Medical Expendable	253.140	2017		STARTUP	
AUX	075	084011	A&S Tech & Rsrch Physics E1	140		741385	Supplies Lab/Medical Gas/Chem	146.390	2017			
AUX	075	084011	A&S Tech & Rsrch Physics E1	140		741385	Supplies Lab/Medical Gas/Chem	93.110	2017		STARTUP	
AUX	075	089009	Psychology Sponsored Projects	520	027810	741191	Equip Lab/Medical Expendable	45.540	2017		NSF	
AUX	075	089009	Psychology Sponsored Projects	520	032366	741191	Equip Lab/Medical Expendable	1.500	2017			
AUX	075	089009	Psychology Sponsored Projects	520	033682	741191	Equip Lab/Medical Expendable	12.110	2017			
AUX	075	089009	Psychology Sponsored Projects	520	036233	741191	Equip Lab/Medical Expendable	7.500	2017			
AUX	075	089009	Psychology Sponsored Projects	520	037931	741191	Equip Lab/Medical Expendable	96.000	2017			
AUX	075	089009	Psychology Sponsored Projects	520	037974	741191	Equip Lab/Medical Expendable	9.000	2017			
AUX	075	089009	Psychology Sponsored Projects	520	037974	741385	Supplies Lab/Medical Gas/Chem	53.340	2017			
AUX	075	089009	Psychology Sponsored Projects	520	040118	741191	Equip Lab/Medical Expendable	53.340	2017		NSF	
AUX	075	089009	Psychology Sponsored Projects	520	040196	741191	Equip Lab/Medical Expendable	53.340	2017		NSF	

This column shows how much was spent during the periods for each selling area and expense account

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](#) 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.



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

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)

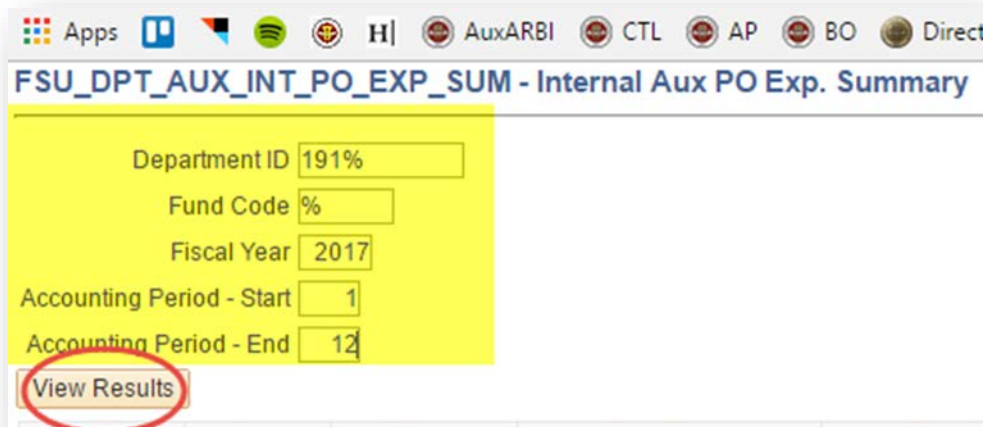
At the end of each fiscal year, the Controller’s Office will close all internal purchase orders (supplier ID’s beginning with AUX). Requisitions will need to be entered before the Controller’s Office deadline for all recurring, ongoing, or pending charges you may have with the selling auxiliary.

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.

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, 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.