



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/> > 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”

FSU_DPT_AUX_CHGS_7_1_COHORT

Fiscal Year

As of Period

Selling Dpt Area like w/%

Buying DeptID like w/%

View Results

Source	Selling Dept Area	Buying Dept
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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.**



Source	Selling	Buying Dept	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 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.



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
048	740265	Svcs Prof Audio/Visual	AUX0000021	Photo and Video Services	AUX_PHT0000001	Photography, videography, and video editing services.
025	740229	Svcs Prof Security	AUX0000022	HR Background Check	AUX_HR0000001	Criminal history background checks for final candidates of all Faculty, AEX, A&P, USPS, OPS, Volunteer, Federal Work Study, and Contractor positions at FSU.
073	740206	Research Analysis Services	AUX0000023	Institute of Molecular Biophysics	AUX_IMB0000001	Institute of Molecular Biology departmental charges for scientific research and analysis Core Labs (XRAY, PBF, PEF)
085	740245	CMMP Research & Analysis Svcs	AUX0000024	Condensed Matter & Materials Physics	AUX_CMMP0000001	Charges for Condensed Matter & Materials Physics CORE Labs services & analysis
085	741385	CMMP Lab Supplies	AUX0000024	Condensed Matter & Materials Physics	AUX_CMMP0000002	Condensed Matter & Materials Physics lab supplies
085	740243	CMMP equipment use fees	AUX0000024	Condensed Matter & Materials Physics	AUX_CMMP0000003	CMMP charges for equipment use including electron microscopes
126	740270	ALEC Psychoeducational Evaluations	AUX0000025	Adult Learning Evaluation Ctr	AUX_ALECO0000001	Adult Learning Evaluation Center Psycho-educational Evaluations
182	740265	Svcs Prof Audio/Visual	AUX0000026	Seminole Productions	AUX_SEMPRO0000001	Professional audio and visual related services provided by Seminole Productions. Includes video production, graphic/art design, and photographic services.
182	740266	Svcs Prof Live Performances	AUX0000026	Seminole Productions	AUX_SEMPRO0000002	Live performance services provided by Seminole Productions. Includes performing arts professionals and lecturers/speakers.
224	741871	Marine Lab Rentals - Vehicle	AUX0000027	FSU Coastal & Marine Lab	AUX_MARINE0000001	FSU Coastal & Marine Lab vehicle rentals (non-travel)
224	741391	Marine Lab Supplies - Fuel	AUX0000027	FSU Coastal & Marine Lab	AUX_MARINE0000002	FSU Coastal & Marine Lab supplies including fuel
224	741881	Marine Lab Usage Fees	AUX0000027	FSU Coastal & Marine Lab	AUX_MARINE0000003	Marine Lab Usage fees (Labs, Wetlabs)
224	741741	Marine Lab Rentals - Housing	AUX0000027	FSU Coastal & Marine Lab	AUX_MARINE0000004	FSU Coastal & Marine Lab Rentals - Housing
224	740272	Marine Lab - Training	AUX0000027	FSU Coastal & Marine Lab	AUX_MARINE0000005	FSU Coastal & Marine Lab Training including seminars, conferences, webcasts and other education/training services attended by employees.
224	740501	Marine Lab Travel In-State	AUX0000027	FSU Coastal & Marine Lab	AUX_MARINE0000006	FSU Coastal & Marine Lab in-state travel charges from University-



						related travel as reported on employee expense reports
224	740521	Marine Lab Travel - Out of State	AUX0000027	FSU Coastal & Marine Lab	AUX_MARINE0000007	FSU Coastal & Marine Lab out-of-state travel charges from University-related travel as reported on employee expense reports
225	740222	CAPS Research & Analysis Svcs	AUX0000028	CAPS Auxiliary Services	AUX_CAPS0000001	CAPS departmental charges for research and analysis including Test/Facility Use Days, Shared Simulation Services, and Engineering Support Services
237	740231	Svcs Prof Other	AUX0000029	University Health Services	AUX_UHS0000001	Charges for medical services provided by University Health Services.
237	741272	Supplies Lab/Medical Drugs	AUX0000029	University Health Services	AUX_UHS0000002	Charges for medical goods/supplies from University Health Services.

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)

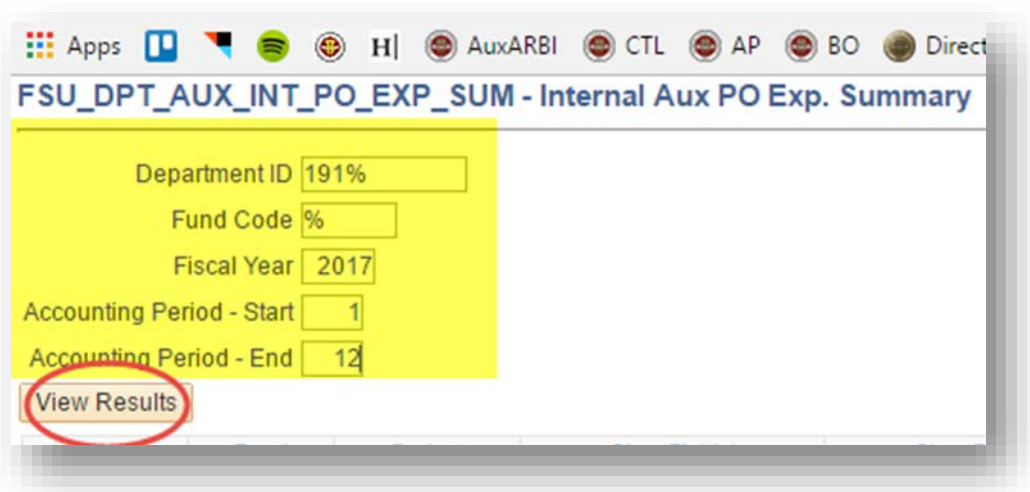
At the end of each fiscal year, the Controller’s Office will close all internal purchase orders (supplier ID’s beginning with AUX). Requisitions will need to be entered before the Controller’s Office deadline for all recurring, ongoing, or pending charges you may have with the selling auxiliary.

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.

Internal	Dept	Fund	Project	ChartField 1	ChartField 2	ChartField 3	Supplier ID	Supplier Name	Category Code	Total Amount	Account	Descript
14	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	Dept	Fund	Project	ChartField 1	ChartField 2	ChartField 3	Supplier ID	Supplier Name	Category Code	Total Amount	Account	Descript
14	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

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