

TERMS GLOSSARY

Accounting Information – This information includes Department ID, Fund, PC Business Unit, Project/Activity, and Chartfield data. At a minimum, Department ID and Fund code are required.

Approver - Must submit EORR to request this role. Ensure the following: the items on the requisition are for business use, an appropriate budget is being used, the items are authorized on that particular budget and that the requisition has the appropriate information in it prior to approval. Note: Approvers cannot be requesters due to separation of duties.

Business Unit - Business Unit (BU) is a required Chartfield segment indicating a major division of an organization. FSU uses the 'FSU01' BU for almost all University transactions.

Cart – AKA shopping cart. This is your selection of product/services created to either assign to a requester or submit as a requisition for processing.

Catalog Supplier - Supplier who has a hosted or punch-out catalog in SpearMart.

Commodity Code - standard classification codes for products and services

DDDH – Dean, Director, Department Head

Department ID - a six-digit identifier established to track financial activity by cost center, functional area, and/or line of business.

Due Date – Required field when processing a requisition. This date should reflect when you anticipate receiving the good from the supplier or, for services, this date should match the service end date.

EORR – Electronic Online Role Request.

Expense vs OCO - Expendable property (EXP) includes non-consumable tangible personal property with a useful life less than one year and/or an acquisition cost of less than \$5,000. Capital property (also referred to as fixed/capital assets or OCO) is real, personal or intangible property that has a cost equal to or greater than an established capitalization threshold and has a useful life extending beyond one year.

Forms – SpearMart forms are used to purchase goods or services that are not available through one of the catalog suppliers.

Fund - Identifies the source of monies that are used in a transaction. They are a three-digit numerical code, and often have different restrictions and reporting requirements. For a list of fund codes, please click here: <https://controller.vpfa.fsu.edu/services/accounting-reporting/fund-structure>

Hosted Catalog - Hosted catalogs are provided by suppliers that FSU has a smaller contract with and/or are limited to selling a portion of their products on the contract.

Location - Every office or room on campus has a unique Location. FSU Facilities maintains the master [Building List](#), which includes all active buildings on campus.

Punch Out Catalog - Punch-out catalogs are provided by suppliers that FSU has a larger contract with and when you click on these suppliers' icons in [SpearMart](#) you will be transferred to the supplier's web site to create a cart. You then "checkout" on that site and can submit the cart back to SpearMart, proceed to check out, and submit for processing or assign the cart to your department requester.

Project ID - 6 digit number used to identify a specific budget/grant

Purchase Order – A contractual agreement between the University and the Supplier to provide good and/or services.

Receipt – Acknowledgement created in OMNI that goods or services have been received by the ordering department.

Requester - Must submit EORR to request this role. Requesters can create carts, process carts from other shoppers/requesters, and submit the order for processing.

Requisition - A requisition is a formal request for obtaining a product or service for your department. If that request is approved, Procurement Services will issue a purchase order (PO) to a particular supplier for order processing.

Shopper - All FSU employees are automatically assigned the shopper role within SpearMart. Shoppers assign their cart to a departmental requester to complete a purchase.

Supplier - a person or organization that provides something needed such as a product or service.

Supplier Addresses – Main Vs SpearMart – Most catalog suppliers have the option to order outside of the catalog via a forms request. When ordering outside of the catalog, please be sure to pick the Main ordering address instead of the SpearMart address (even with change orders!) to ensure that your order routes through workflow correctly.

Workflow – In terms of requisitions, this is the process by which your requisition process to PO. This can include department, fund, category, project, capital, etc.