FLORIDA STATE
UNIVERSITY

Controller's Office

Auxiliary Year-End Meeting: Fiscal Year 2023

Housekeeping

- Meeting will not be recorded; however, presentation slides will be provided in a FinRep announcement and placed on the Resources section of the Auxiliary Services website by the end of the week.

- Participants are muted.

- To follow the session with a live transcript, select More and Live Transcript at the bottom of your screen.

- Q&A Procedures: Please ask questions in the Zoom chat.

- Budget Office
- Sponsored Research Administration
- Tax & Compliance
- Financial Systems & Compliance
- Deposit Accounting
- Auxiliary Services
- Auxiliary Representatives – Facilities, ITS, OBS

Policy Updates

4-OP-D-1 OMNI Departments

- New process to inactivate department IDs

- Reduced Auxiliary/Designated threshold to $5,000

- Effective July 1, 2023

- https://policies.vpfa.fsu.edu/policies-and-procedures/financial

Establishing an Auxiliary

1. Support the University's mission

2. Be an ongoing activity

3. Generate revenues exceeding $5,000 annually

Establishing an Auxiliary

Auxiliary Classes

- BTBUD2: Introduction to Auxiliary & Designated

- BTBUD3: Auxiliary Rate Calculation

- https://budget.fsu.edu/resources/training-resources

- Register via OMNI HR > Learning & Development

- Upcoming Classes: August 23rd & August 24th

Establishing an Auxiliary

Required Forms

- Request to Establish an Auxiliary Operation

- Establish a New Department ID

- Auxiliary Rate Methodology

- https://budget.fsu.edu/forms

Rate Request

Coming this Fall 2023!

- Auxiliary Rate Requests

- Please review existing rates for your auxiliary and update as necessary

- Stay tuned for details and due dates

- Classes & workshops will be available

Contact Information

Questions?

- Mary Alice Bullard | 644-0096 | m.bullard@fsu.edu
- Ben Spivey | 644-5614 | bspivey2@fsu.edu
- budget@fsu.edu
- Website: https://budget.fsu.edu

Overview

Sponsored Research Administration (SRA)

Responsible for pre-award and post-award functions of the university for awards with U.S. public funding (federal, state, and local governments) and U.S. public funding that is flowed through private organizations.
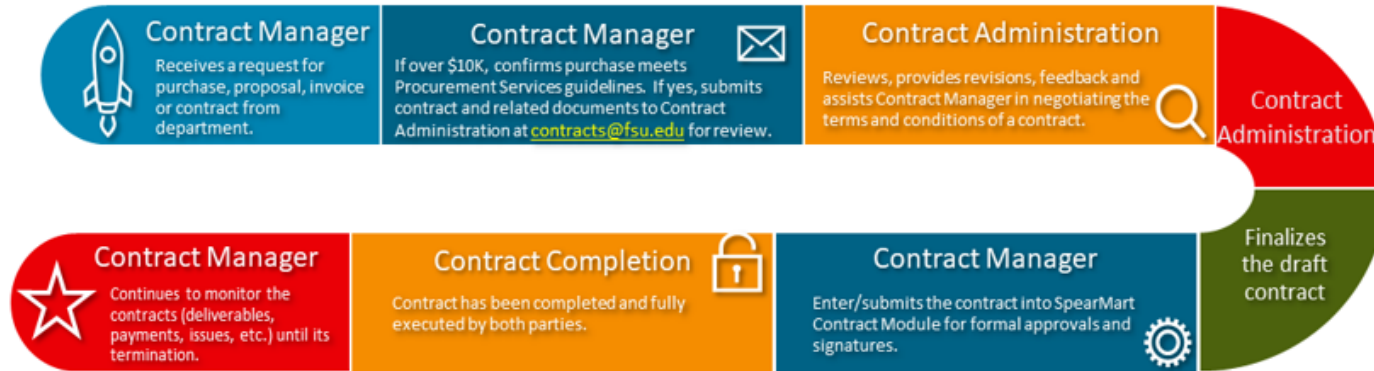
Overview

FSU Research Foundation (FSURF)

Accepts and administers contracts and grants from private sources using private funds. FSURF is the assignee of the University's Intellectual Property (IP) and serves as the fiscal agent for all activities with respect to the commercialization of the IP.

# Procurement Services

CONTRACT PROCESS OVERVIEW

Contract Manager
Receives a request for purchase, proposal, invoice or contract from department.

Contract Manager
If over $10K, confirms purchase meets Procurement Services guidelines. If yes, submits contract and related documents to Contract Administration at contracts@fsu.edu for review.

Contract Administration
Reviews, provides revisions, feedback and assists Contract Manager in negotiating the terms and conditions of a contract.

Contract Administration

Finalizes the draft contract

Contract Manager
Enter/submits the contract into SpearMart Contract Module for formal approvals and signatures.

Contract Completion
Contract has been completed and fully executed by both parties.

Contract Manager
Continues to monitor the contracts (deliverables, payments, issues, etc.) until its termination.

Contracts – Auxiliary vs. SRA

Considerations

- Is this a research activity?

  - Research is defined as the creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge.

Contracts – Auxiliary vs. SRA
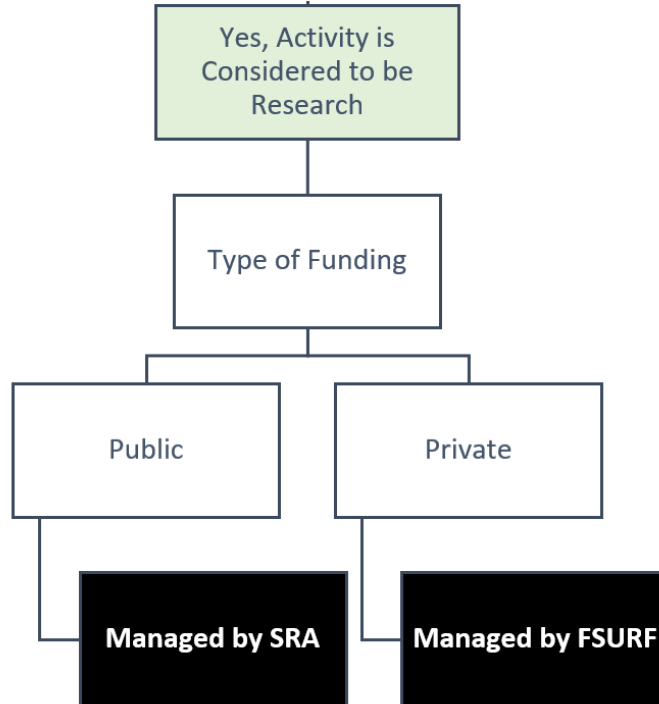
Contracts – Auxiliary vs. SRA

Considerations Requiring SRA Oversight

- Terms and conditions
- Scope of work involves complex deliverables
- Federal Acquisition Regulations
- 2 CFR 200
- Publication
- Intellectual property

Contracts – Auxiliary vs. SRA

Considerations Requiring SRA Oversight

- Reference to allowable costs
- Subcontracting language and/or restrictions
- Cost sharing
- Human subject participants
- Animal subjects
- Export control regulations

SRA Contract Examples

STANDARD TERMS AND CONDITIONS

Pursuant to Section 287.058, Florida Statutes:

A. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

B. Travel expenses will be reimbursed only if approved in writing by the Department before such expenses are incurred. Bills for any travel expenses shall be submitted in accordance with s. 112.061, F.S.

SRA Contract Examples

FINANCIAL CONSEQUENCES

If the Contractor fails to meet the minimum level of service or performance identified, the Department will be injured as a result thereof. If the requirements are not timely and satisfactorily performed, the Contractor shall be subject to one or more of the financial consequences listed. The contract manager shall periodically review the progress made on the activities and deliverables. If the Contractor fails to meet and comply with the activities/deliverables established or to make appropriate progress and they are not resolved within two weeks of written notice; the contract manager may approve: (1) withholding of payment until the deficiency is cured, (2) request the contractor redo the work, or (3) a reduced payment by the rate established under this contract. The contract manager must assess one or more of the financial consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contract to meet the timely and desired results. These financial consequences shall not be considered penalties. The Department; at its sole discretion, may offer the Contractor an extension for any listed tasks, timelines, or deliverables during which the indicated financial consequences shall not apply. Notification of any extension shall be provided to the Contractor in writing. If financial consequences are imposed and due; the Department may offset the financial consequences from the next invoice or from the final retained payment, or require separate payment. Any payment made in reliance on the Contractor's evidence of performance; which evidence is subsequently determined to be erroneous, will be immediately due as an over payment.

SRA Contract Examples

Intellectual Property

"Any intellectual property produced or developed by the Vendor shall become the property of the Agency."

Subcontracts

"The Vendor must perform risk assessments of any subcontractor and monitor expenditures."

SRA Contract Examples

Publications

"Purchaser shall have been furnished copies of any proposed publication at least sixty (60) days in advance of proposed publication."

Contact Information

Questions?

– Pamela Ray | 644-8643 | pray2@fsu.edu

– Angie Rowe | 644-8659 | arrowe@fsu.edu

– Websites:

- SRA - https://www.research.fsu.edu/research-offices/sra/

- FSURF - https://www.research.fsu.edu/research-offices/fsu-research-foundation/

Meet the Team

- Tamara Fultz, Tax Director

- Curt Caito, Compliance Analyst

- Roberto Olivera, Tax Analyst

- Vacant, Tax Analyst

Areas of Impact

- Cash Collections

- PCI Compliance

- Unrelated Business Income Tax

- Sales Tax

- Suppliers/Worker Classification

- Revenue Contracts

- Bond Compliance

Contact Information

Questions?

- Tax & Compliance | ctl-tax@fsu.edu
- Website: https://controller.vpfa.fsu.edu/services/tax-compliance

Betsy Miller, Director

FINANCIAL SYSTEMS & COMPLIANCE

Transact

What is it?

– Payment card processing system

– Custom online storefronts (eMarkets)

– Virtual terminals

– Prebuilt integrations with other software

Transact

Benefits:

- Centrally managed by the Controller's Office
- Revenue accounting by system
- PCI Compliant
  - Less PCI burden on departments
- Easy to set up
- Free*
  - *merchant fees paid by customer or department

Transact

- Live Demo

- For more information and to see sample stores visit: https://controller.vpfa.fsu.edu/transact-departments

Contact Information

Questions?

- Betsy Miller | 644-0292 | bcmiller@fsu.edu

- CTL-Transact@fsu.edu

- Website: https://controller.vpfa.fsu.edu/what-transact

Departmental Deposit Process Overview

Prepare Bank Deposit

Department receives physical deposit:
- Utilize Armored Car Service approved by the University
- For checks/money order, use Remote Desktop to electronically deposit checks
- Drop deposit at secure lockbox location

Payer mails directly to Auxiliary PO Box (for OMNI Auxiliary invoices only)

Department accepts credit or debit card payment at University approved terminal

Payer directly transmits funds to bank via EFT (ACH or wire)

Prepare Deposit Accounting Reporting

Departmental Deposit Form
- Submit form to ctl-Deposits@fsu.edu for electronic payments, Armored Car service deposits, Remote Desktop check deposits, and non-Transact eMarket credit/debit card payment batches

Auxiliary Invoice Payments
- Submit remittance notification to ctl-EFT@fsu.edu for electronic payments
- Include copy of auxiliary invoice with physical deposit for cash/check/money order

Reconcile the Deposit

Review AR Direct Journals in OMNI FI (for Departmental Deposits for nonbilled/point of sale activity or expense reimbursements)

Review AR Payment Journals in OMNI FI (for Auxiliary Invoices generated in OMNI)

to ensure all delivered deposits are accounted for as expected

Departmental Deposit Form Procedures

All Departmental Deposits, regardless of payment method or purpose, must be accounted for within the University's financial system.

- The [Departmental Deposit Form](#) is used to ensure all deposits are accounted for properly:
  - To record revenue for point-of-sale (not invoiced) transactions of any payment type
  - To record expense refunds and expense reimbursements of any payment type
  - To record travel reimbursements of any payment type

- The following documentation should accompany the Departmental Deposit Form:
  - A copy of the daily batch settlement report for point-of-sale credit card transactions
  - A copy of the bank deposit slip for cash and/or check transactions

Departmental Deposit Form Procedures

Departmental deposit forms are **<u>not</u>** required in the following instances:

- Credit card payments associated with Transact (eMarket or Virtual Terminal). Accounting is defined on the item type within the Transact system and recorded to OMNI Financials.

- Deposits associated with Auxiliary Invoices (invoices created in OMNI Financials with invoice IDs beginning "AUX"). Accounting is defined when the invoice is created. For these deposits:
    - **Physical payments:** Customers should remit payment directly to the Auxiliary Accounting PO Box shown on the invoice or deliver to the secure drop box located outside of the Student Business Services office at A1500 University Center. Include a copy of the invoice or reference the invoice number on the payment.
    - **Electronic payments (EFT – ACH or wire):** Customers should email ctl-EFT@fsu.edu with payment remittance information, including invoice IDs.
    - **Credit Card payments:** Customers who wish to remit payment for an Auxiliary Invoice via credit card should visit the Auxiliary eMarket shown on the invoice.

Types of Departmental Deposits

- Revenue Deposits

- Expense Refunds

- Expense Reimbursements

- Travel Reimbursements

Account Dictionaries:

- Revenue Accounts

- Expense Accounts

*Note: **Revenue** deposits for Foundation projects (F0XXXX) cannot be processed through the Controller's Office.*

Departmental Deposit Reconciliations

Each Department is responsible for reconciling Departmental Deposits to verify that each deposit submitted has been received and accounted for properly. Transaction information needed to perform departmental reconciliations is included within OMNI Financials (FI). Please use the following queries and instructions to retrieve the information necessary to complete deposit reconciliations:

• Users must request the security role **FSU_AUX_AR_RECON** to access pages required to view departmental deposit and AR payment backup and attachments. Refer to the training guide on the Controller's Office website for more information.

• Deposits of payments recorded as AR Direct Journals (ARDs) may be reviewed and reconciled using the **FSU_DPT_DIRECT_JRNL_DEPOSIT** query.

• Deposits of payments associated with OMNI Auxiliary AR/Billing Invoices may be reviewed and reconciled using the **FSU_CTRL_AUX_PAYMENT** or the **FSU_DPT_GL_JOURNALS** query.

Reviewing Departmental Deposits via Query

Note the available prompts.

Contact Cristie Chase, Deposit Accounting Manager (ctl-Deposits@fsu.edu) with questions about Departmental Deposits/ARDs/Direct Journals.

FSU_DPT_DIRECT_JRNL_DEPOSIT - Direct Journal Deposits

Jrnl Start Date 10/1/2019
Jrnl End Date 10/31/2019
Fund w wildcard% %
Dept ID w wildcard% %
Project w wildcard% %
Account w wildcard% %
Journal ID w wildcard% %

View Results

Journal ID	Date	Deposit ID	Seq	Payment ID	Amount	Dept	Fun

Departmental Online Journal Entries (DOL)

Departmental Online Journal Entries (DOLs) are used primarily to adjust the ledger for transactions already recorded. All DOLs should be processed using the Departmental Online Journal Entry Form. Specific instructions on completing this form are available here.

- Corrections via DOL should not take place before the original transaction has been posted to the General Ledger.

- Corrections should be processed in a timely manner and as soon as possible after the original transaction has been recorded.

- Documentation of a DOL must contain evidence that it is appropriate:

  - Reference must be made to the original transactions supported by the original journal, voucher, or expense report number and justification for the transfer. In addition, documentation supporting the original transaction as recorded in OMNI should be attached to the DOL form.

- Please direct questions regarding DOL processing to CTL-GeneralAccounting@fsu.edu.

What is a Chargeback?

A Chargeback is a transaction that has been disputed by the cardholder and returned by the bank/issuer for various reasons.

- Banks, processors, and the card networks can set their own deadlines.

- For example, banks/issuers usually give cardholders 120 days to dispute a charge. (That is 120 days from date of delivery or receiving services).

- Depending on the issuer, the University typically has between 7-20 calendar days to respond to a chargeback dispute.

Chargeback Process: Departmental Response

Outreach

> Department should contact the cardholder and/or student regarding the dispute.

Outcome

> Departmental Decision: Accept or Dispute

> Cardholder Withdraws Dispute
>
> The [Transact Chargeback Withdrawal Form](#) should be used for Transact chargebacks

Support

> **Accept:**
> Written statement from department explaining the reason for accepting the dispute

> **Dispute:**
> Written statement and supporting documentation from department explaining reasons for disputing

> Cardholder can contact their bank directly to withdraw their dispute, and/or provide the department with a written statement of their intent to withdraw and why.

Chargeback Process: Supporting Documentation

Fraud

- Email/Chat conversation with the cardholder showing their participation in the transaction
- Confirmation of the receipt of services by the cardholder
- Signed agreement or attendance logs to prove a link between the person receiving the services and the cardholder

Cancelled or Merchandise Not Received

- Properly disclosed terms and conditions detailing the cancellation, return, and refund policy acknowledged by the cardholder
- Proof that the cardholder is benefiting from the services despite the claimed cancellation
- Attendance logs, proof of work submitted, signed receipts

Cardholder Disputes

- Detailed explanation in response to cardholder's claim
- Proof that the cardholder is benefiting from the services or has received goods for the transaction
- Official statement outlining all charges, payments received, and any resulting balances

Duplicate Processing

- Provide two separate transaction receipts, invoices, or logs confirming that there are two separate and valid transactions
- Evidence that the cardholder has benefited from both transactions

Retrievals

- These are requests for more information about the transaction
- A retrieval can result in a chargeback based on the support provided by the department
- Detailed information about the transaction, including any goods or services provided as a result of the payment

Fiscal Year-End Reminders

- Refer to the [Controller's Office Year-End Calendar](#) for specific dates and deadlines

- Continue to submit Departmental Deposits & Forms through year-end
  - Departmental Deposits must be delivered to the secure drop box located outside of the Student Business Services office at A1500 University Center by 9:00am on Thursday, 6/29/23 to ensure receipting this fiscal year.

- Timely, proactive submission of Departmental Deposit Forms is necessary to ensure as much is posted by fiscal year-end as possible.

- Report cash-on-hand not yet submitted to secure drop box located outside of the Student Business Services office at A1500 University Center on last day of fiscal year as required by Financial Reporting.

- Last day to submit a Departmental Online Journal Entry (DOL) request for receipt this fiscal year is Wednesday, 6/21/23.

Additional Contact Information

ctl-Customerpmt@fsu.edu — • Electronic Funds Transfer (EFT, ACH, wire) set up

ctl-EFT@fsu.edu — • Submission of Payment Remittance by payer

ctl-Admin@fsu.edu — • Armored Car Pick Up services

ctl-GeneralAccounting@fsu.edu — • Departmental Online Journal (DOL) Entries

ctl-Travel@fsu.edu — • Travel reimbursement and Concur Expense Report inquiries

ctl-TM@fsu.edu — • Remote Desktop Scanner services

ctl-transact@fsu.edu — • Transact eMarket services

Deposit Accounting Website

Deposit Accounting Team

Mary Ann Parks
Associate Controller

Cristie Chase
Deposit Accounting Manager

Whitney Johnson
Senior University Accountant

Susan Bowman
University Accountant

Payne Meyer
University Accountant

Refer to the **Deposit Accounting Staff Directory** on our website for contact information!

Contact Information

Questions?

– Cristie Chase | 644-9420 | crchase@fsu.edu

– CTL-Deposits@fsu.edu

– CTL-TransactRefunds@fsu.edu (for Transact Chargebacks & Refunds only)

Reminders

Buying Departments

Differences from Procurement Services POs

Requisitions are created in OMNI Financials, not SpearMart

Requisitions use specific category codes beginning "AUX"

Changes require Internal PO Change Request (Change Order) form
- **More than 1 change order is allowed**

Blanket POs are normal

Encumbrance amount can be exceeded

Receipts are not required

Proactive PO Encumbrance Management

Contact is Auxiliary Services, not Procurement Services

Requisition Entry Guides

There is a requisition guide for *every single auxiliary* that requires an internal, auxiliary Purchase Order.

Auxiliary Services Training Materials
Internal PO Entry & Management – Detailed Business Process Guides

These guides provide information about how to place an order with the auxiliary and outlines exactly which vendor and category codes to use.

Internal Auxiliary Category Codes

BTUIB1 – Understanding Internal Billing

The half of knowledge is to know where to find knowledge

This class is designed from the buyer's perspective.
Sign up via OMNI HR > Learning & Development!

Reminders

Selling Auxilaries

Intradepartmental Billings on Sponsored Projects

When auxiliary billing occurs in OMNI Financials, but the award is managed by Sponsored Research Administration, remember these steps:

| Auxiliary receives award from customer | Auxiliary works with SRA to create project ID | Auxiliary creates internal PO for their own auxiliary referencing the project ID | Auxiliary charges internal PO for expenses against the project | SRA then invoices the customer |
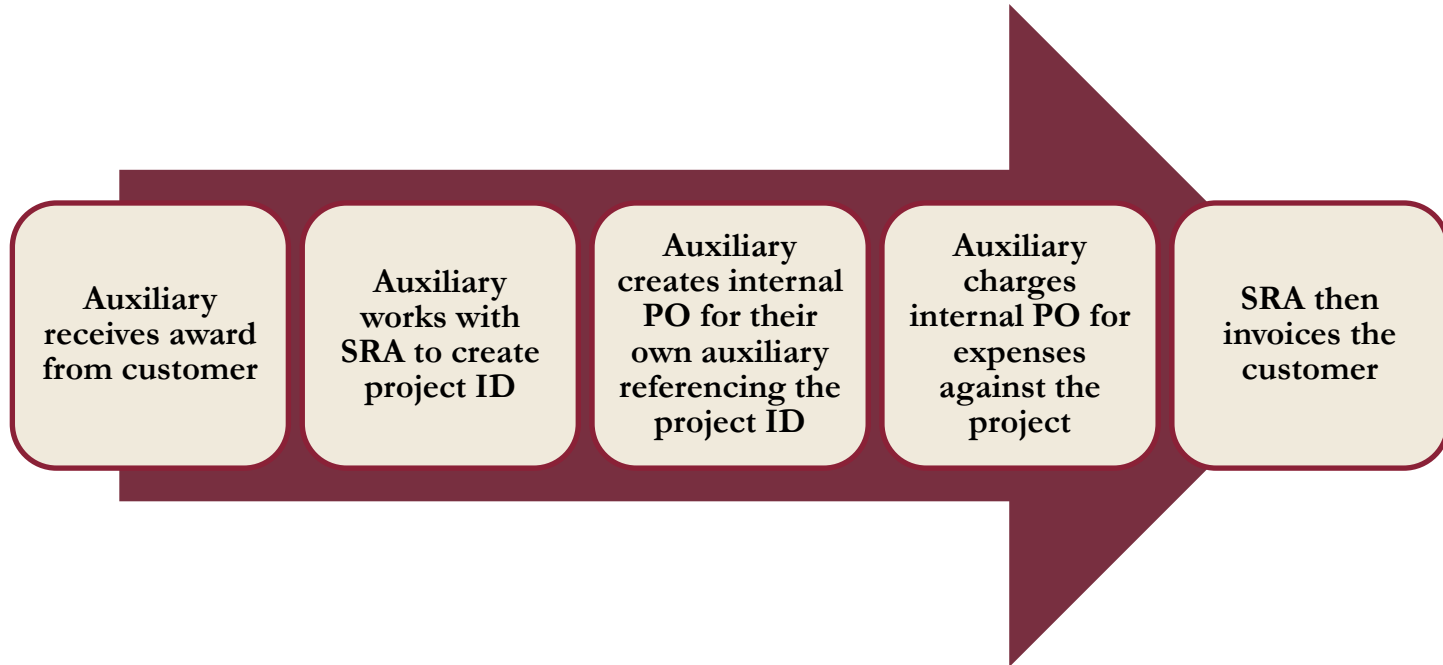
Avoid These Billing Mistakes

Missing dates ("charge to" date is key)

Ensure invoice contains the correct PO number

Incorrect revenue account codes (internal/external; specific)

Imprecise descriptions that make sense to seller, but not to outside observer

Incorrect department codes

Over/under-billing (not reconciling to sales/source data when creating bills and monthly after invoicing)

Invoicing internal items vs. invoicing external items

Refer to **ABILL3 – Adjusting Invoices** when a correction is needed. Accounting corrections should always be handled through the billing module in OMNI Financials and not through a DOL.

Auxiliary Bill Cycle Reminders

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	**9**	10
11	12	13	14	15	**16**	17
18	19	**20**	**21**	**22**	23	24
25	26	28	29	29	30	

Key

FSU Closure / Year End
Cutoff for bill entry at 12:00PM EST
Review period & error corrections
Bill Cycle initated by Auxiliary Services
Resume bill entry pending notice from Auxiliary Services
Bills requiring SRA approval must be uploaded by this date to ensure processing within the same month

Refer to the [Bill Cycle Calendar](#) on the Auxiliary Services website!

Fiscal Year-End Reminders

[Controller's Office Year-End Calendar](#)

- **6/24 – 6/29** – Pre-Entry Window for FY24 Requisitions

- **6/30** – Pending Charge Deadline
    - Submit charges to ctl-auxiliaryaccounting@fsu.edu in required format by end of day

In July, work early and often to associate new year POs with your outstanding charges from June and new charges from July to maximize July's billable activity.

Custom Billing Reconciliation Template

- Refer to the Custom Billing Reconciliation Template to reconcile billable/invoiced activity to sales records to comply with FSU's AR Policy.

Forms for Billing Auxiliaries

Customer Add/Update Form

Custom Billing Reconciliation Template ⬅
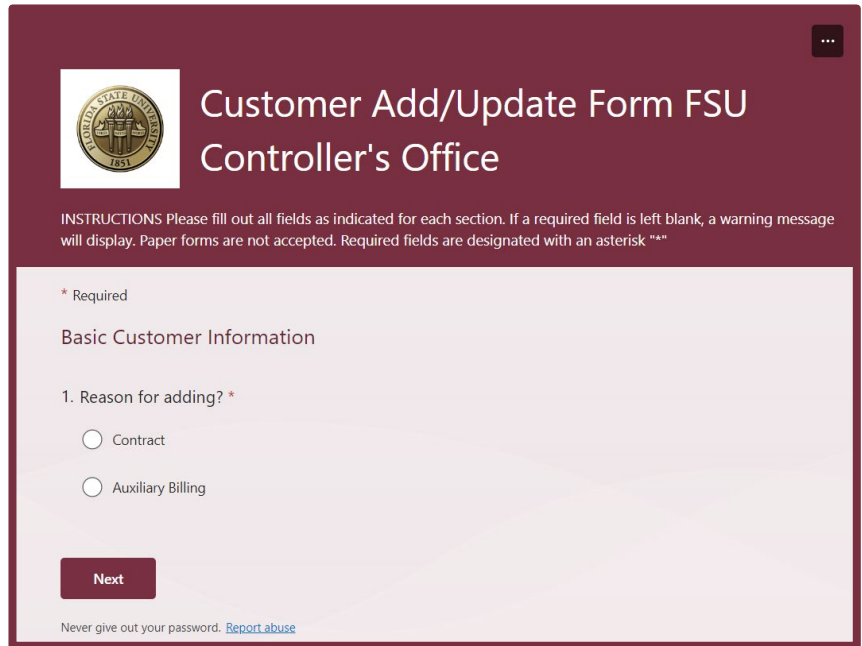
This workbook is a template for selling auxiliaries utilizing OMNI Auxiliary AR/Billing to use to reconcile their billable data back to their sales records. It should only be used by trained individuals.

Form

Customer Add/Update Form

Auxiliaries should submit the [Customer Add/Update Form](#) to request new external customers be added to OMNI Financials or when existing customer or contact records require updates.

Customer Add/Update Form FSU Controller's Office

INSTRUCTIONS Please fill out all fields as indicated for each section. If a required field is left blank, a warning message will display. Paper forms are not accepted. Required fields are designated with an asterisk "*"

* Required

Basic Customer Information

1. Reason for adding? *

○ Contract

○ Auxiliary Billing

Next

Never give out your password. Report abuse

Handling Auxiliary Payments

Departmental Deposit Form is <u>not</u> needed. Reference the auxiliary invoice!

Payment should be sent directly to the Auxiliary Services PO Box or Controller's Office Drop Box.

Refer to [APMT1 – Handling Payments](#)

Credit Card Payments

Credit card payments are now accepted for auxiliary invoices!

Refer to the website or details provided on the auxiliary invoice.

[Pay for an Auxiliary Invoice](#)

Reviewing Accounts Receivable

Collections Workbench

- Intuitive page
- Search by customer name
- One stop shop by Customer for **everything**

Refer to [AAR1-4 Understanding Accounts Receivable](#)

Ongoing Collection Efforts

Auxiliary Services assists with collections of your receivables

1st of each month

Customers receive a statement of open invoices or unapplied payments

15th of each month

"Dunning" or outreach is performed on those customers with past due balances
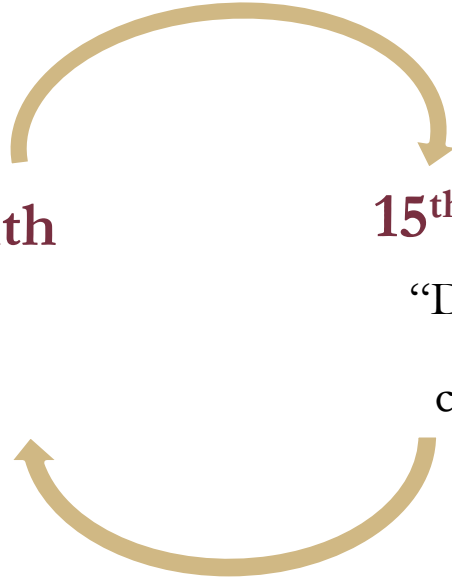
Internal Auxiliary PO Roll

System Criteria

All open PO lines meet all system requirements (not outlined here)

All open PO lines have encumbrances greater than or equal to $1.00

All open PO lines have one budget distribution (no split funding)

All open PO lines were created in the current fiscal year

Department authority has not requested PO closure by deadline

Internal Auxiliary PO Criteria

If a department requests to close PO and all other criteria are met, auxiliary confirms charges exist which should be posted against the PO

PO is on a sponsored project with project end dates between 6/30/2023 and 8/31/2023

PO is on the following vendor(s):

AUX0000042 - FSU HOUS-001 - University Housing

PO is on category code AUX_FAC000000001 and issued on fund beginning 8XX with positive confirmation from Construction Accounting and Facilities Design & Construction

PO Roll Fiscal Year-End Deadlines

[Controller's Office Year-End Calendar](#)

- **5/19/23** – Eligible PO population for PO Roll sent to auxiliary departments

- **6/9/23** – Auxiliary department response to PO Roll due

- **6/12/23** – PO Roll population compiled and sent to auxiliary department

- **6/16/23** – Auxiliary department responses due for any ongoing charges against PO Roll population

- **6/22/23** – HR stops PO feed *(will resume on 7/5/23)*
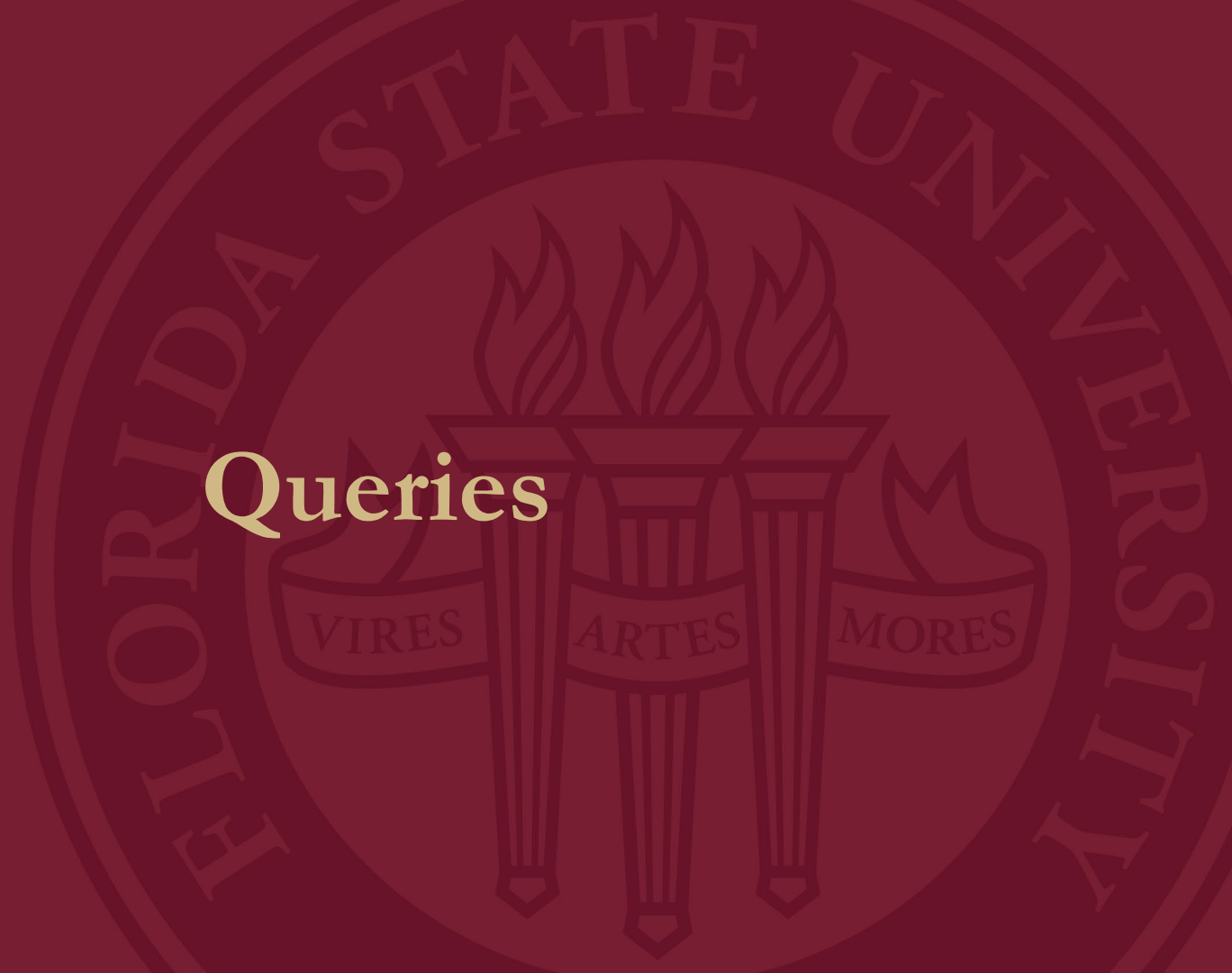
Queries

Queries for Buying Departments

- **FSU_DPT_AUX_INT_PO_EXP_SUM** – Provides a sum of expenses for the auxiliary by supplier ID and purchasing category.

- **FSU_AUX_REQUISITIONS** – Provides a list of requisitions that have been entered for the auxiliary but not yet approved and where they are in the process.

- **FSU_CTRL_AUX_PO_ENC_EXP_1** – Provides the original encumbrance amount, expenses to date and remaining balance for each line on an internal, auxiliary PO.

- **FSU_DPT_AUX_INVOICE_REVIEW** – Provides a list of auxiliary invoices that have been charged to a department's internal, auxiliary PO.

Queries for Selling Auxiliaries

- **FSU_CTRL_AUX_CUST** – Provides a list of the auxiliary customers in OMNI Financials shared by all departments.

- **FSU_AUX_CUST_HIST** – Provides a list of invoices and payment history for an auxiliary customer.

- **FSU_AUX_BILL_NOT_INV** – Provides a list of items (bills) waiting to be invoiced in OMNI Financials.

Queries for Selling Auxiliaries

- **FSU_AUX_BILL_INV_RVW** – Provides a list of items (bills) that have been invoiced and emailed to auxiliary customers.

- **FSU_AUX_AGING_BY_DPT_ASOFDT** – Provides a list of outstanding receivables for auxiliary customers by auxiliary bill source.

- **FSU_CTRL_AUX_PAYMENT** – Provides a list of accounts receivable invoice payments processed for auxiliary customers.

Auxiliary Services Website

https://controller.vpfa.fsu.edu/services/auxiliary-ar-billing

Auxiliary Services Team

Mary Ann Parks
Associate Controller

Scot Hauser
Auxiliary Services Manager

Darius Pollock
Senior Accounting Specialist
Billing/Procurement

Kyle DeRouin
Accounting Specialist
Billing/Procurement

Robyn Rivers
Senior Accounting Specialist
Accounts Receivable/Collections

Gayla Burdick
Accounting Specialist
Accounts Receivable/Collections

Refer to the **Auxiliary Services Staff Directory** on our website for contact information!

Contact Information

Questions?

- Scot Hauser | 644-4417 | shauser@fsu.edu
- CTL-AuxiliaryAccounting@fsu.edu

FLORIDA STATE
UNIVERSITY

Rick Bessey, Senior Accounting Specialist

FACILITIES

Fiscal Year-End Reminders

Facilities Dates

- See the [Controller's Office Year-End Calendar](#) for specific dates and deadlines

2023 YEAR-END CLOSING CALENDAR					
4/7/2023					
Adjustments from previous version					
Item	Day	Due Dates	TASKS	Calendar	Responsible Area
98	Mon	6/26/2023	FY24 requisitions may be entered beginning June 26, 2023 or in the new FY for all FY24 requisitions, **including Research Foundation funds,** maintenance orders, Facilities, internal auxiliary requisitions, and SpearMart orders.	External	Procurement Services/ Auxiliary Services
192	Wed	7/5/2023	Buying departments must have all Facilities Services internal Blanket POs in place for ongoing and/or outstanding auxiliary charges for Facilities Services.	External	Facilities/Auxiliary Services

Category Codes

- Ensure proper purchase order line is used on a work order request

- 8 codes are included in instructions on [Controller's Office Website](#)

- [OMNI AUXILIARY AR/BILLING: Facilities](#)

Category Codes

Category Code	Description	Detail	Expense Account
AUX-FACILITIES01	Facilities Maintenance & Repairs	Charges for maintenance and repair services provided by FSU's Facilities department. Includes painting, pest control, electrical, industrial cleaning and plumbing services as well as the repair/maintenance of lab, telecom, a/v, elevator, heating/AC, other heavy equipment. **NOTE: DO NOT CREATE ONE LINE PER WORK ORDER/SERVICE REQUEST.** Create only one po line for all anticipated work orders for the fiscal year on a given budget (dept/fund/etc).	740930
AUX-FACILITIES02	Facilities Fuel	Charges for fuel (unleaded and diesel) provided by FSU's Facilities department.	741931
AUX-FACILITIES03	Facilities Utilities Charges	Charges for all utility services provided by FSU's Facilities department (electric, water, sewer, chilled water, outdoor lighting, fire service fees, natural & LP gas, etc, including regularly scheduled waste management).	740800

Category Codes

Category Code	Description	Detail	Expense Account
AUX-FACILITIES04	Facilities Utilities - Waste Mgt Svcs	Services made through a Special Service Request for charges for roll off waste management and disposal services provided by FSU's Facilities department, confidential shredding, and pull fees.	740832
AUX-FACILITIES05	Facilities Services - Event & Other	Charges for Facilities services unrelated to maintenance & repairs, such as event table/chair setup services, event-related other services, box delivery, and other service charges.	740231
AUX-FACILITIES06	Facilities Services - Custodial	Charges for Facilities services for custodial services unrelated to maintenance & repairs; includes carpet, laundry/linen and general cleaning services.	740262
AUX-FACILITIES07	Facilities Services - Landscaping	Charges for Facilities services for grounds and landscaping services unrelated to maintenance & repairs; includes lawn care, trimming, etc.	740268

Category Codes - UPDATES

Category Code	Description	PRIOR YEAR	UPDATED
AUX-FACILITIES03	Facilities Utilities Charges	Charges for all utility services provided by FSU's Facilities department (electric, water, sewer, chilled water, outdoor lighting, fire service fees, natural & LP gas, etc)	Charges for all utility services provided by FSU's Facilities department (electric, water, sewer, chilled water, outdoor lighting, fire service fees, natural & LP gas, etc, including regularly scheduled waste management).
AUX-FACILITIES04	Facilities Utilities - Waste Mgt Svcs	Charges for waste management and disposal services provided by FSU's Facilities department. Includes regular, monthly charges, confidential shredding, and pull fees.	Services made through a Special Service Request for charges for roll off waste management and disposal services provided by FSU's Facilities department, confidential shredding, and pull fees. NOTE: Removed the words, "Includes regular monthly charges"

Contact Information

Questions?

- Patti Burns | 850.645.8707 | pburns@fsu.edu

- Rick Bessey| 850.644.5219 | rjbessey@fsu.edu

- Fac-AuxiliaryBilling@fsu.edu

- Website: https://www.facilities.fsu.edu/

Key Reminders for ITS

- Set up your Internal PO: deadline is July 5, 2023

- Select the correct category for your internal PO

- When a TSR is needed

- Detail Billing Information

Categories for Internal PO's

- **Search for your Category Code(s).** Type "**AUX_ITS**" into the Category field & select the magnifying glass to search for the category code. It is very important that you select the appropriate internal category code.

For ITS PO's, choose from the following Category Codes as shown below:

Category Code	Description	Detail	Expense Account
AUX_ITS0000001	Prof IT Services	Desktop support & ITS Assessments	740252
AUX_ITS0000002	File Storage / Virtual Computing		740252
AUX_ITS0000003	Local Service - Phone & Cable	Local Phone (Centrex & VoIP) & cable	740703
AUX_ITS0000005	Campus Access & Security Services	CASS	740703
AUX_ITS0000006	Data Circuits		740704
AUX_ITS0000007	Telecom Non-Recurring	Work orders, repairs, 1x charges, material & labor	740710
AUX_ITS0000008	Research Computing		740713
AUX_ITS0000009	Cellular Services		740730
AUX_ITS0000010	Managed Port Fees		740741
AUX_ITS0000011	Software Licensing		741145
AUX_ITS0000012	Admin Allocation	For ITS internal use only	740211
*AUX_FAC000001	CIP Facilities – Facilities use only	For Facilities use only	780001

TSR's

When Is A TSR Needed?

- It is good practice to review detailed billing
- Requesting services to be turned on or off
- Budget changes
- Chartfield changes

What To Include In A TSR?

- Previous budget information - budget, Chartfields (if applicable) and PO
- New budget information - budget, Chartfields (if applicable) and PO
- Effective date
- Charges to move (all or the specific user IDs)

[ITS TSR](#)

[ITS Service Desk](#)

FLORIDA STATE UNIVERSITY
INFORMATION TECHNOLOGY SERVICES

* = Required   ⓘ = More information (hover over)

Contact Information
To be filled out by the representative who will coordinate completion of the order

Contact Name *   Contact Phone   Contact Email *   Contact Rm *

Example: 8505551212
(Numbers only)

DEPARTMENTAL BUILDING Information *
(not required for External Account Requests)
Enter Buildings and Service Room Info - Incorrect information will delay processing of your order.
NOTE: Begin typing characters in drop-down boxes to narrow the list

Contact Bldg/Location *   Type characters here to narrow the Building list.
Service Bldg/Location *   Type characters here to narrow the Building list.
Service Room *

The lists above are pulled from the FSU Facilities building database

DEPARTMENTAL GL/Budget Information *
Upon entering Budget Number, the next page will bring in the Department Name and list of PO's available to you on that budget.
Required EVEN for non-billable items. If item/service is non-billable, your PO will not be charged.

Recurring Monthly Charges			One-Time Non-Recurring Charges		
Dept ID (6 digits)	Fund Code (3 digits)	Project (If N/A, leave 9 zeros) 000000000	NR Dept ID (6 digits)	NR Fund Code (3 digits)	NR Project (If N/A, leave 9 zeros) 000000000

For information on requesting PO's, go to the Controller's FAQ page.

☐ **ESTIMATE ONLY ~** *GL/PO numbers will be required before any work is performed*
Department Name FOR ESTIMATE:
Type characters here to narrow the Department list (ONLY FOR ESTIMATES)

FOR EXTERNAL ACCOUNTS ONLY (No Departmental Budget Number)
Company/External Account (EA) Name:
Type characters here to narrow the External Account list.

[CONTINUE ...]

Other ITS Forms/Information   **To VOID an existing Order** or
For technical difficulties, telephone 644-HELP (4357)

Detail Billing Information

- It is good practice to review detailed billing

- The Budget Manager is notified when the report is available

- Non-Budget Managers that need access to detailed reports can request the role through OMNI

- The needed e-ORR role is FSU_ITS_TECH_EXP_MGMT

- In order to view reports, you need to be logged into VPN

Contact Information

Questions?

- Kathleen Hollingsworth | 850-644-1471 | khollingsworth@fsu.edu

- ITS-AR@admin.fsu.edu

- Website: https://its.fsu.edu/

OBS Budget and Finance Team

Associate Director – Celeste Harden

Assistant Director – Karen Roland

Accounting Specialists

Bonnie McLendon – Postal

Andrea Zimmerman – Copier

Debra Love – Parking Permits

Postal Services

https://postal.fsu.edu/

- Departmental Mail Charge Slip System
  - Daily PO updates will stop 6/16 at COB and resume 7/5
  - Postal rates increase July 9, 2023 (First Class letter $0.66, currently $0.63)
  - Use the Charge Slip system to verify postal expenses: https://chargeslipapp.obs.fsu.edu/search.asp

Postal Services

https://postal.fsu.edu/

- FedEx Shipping Portal: https://www.fedex.com/secure-login/en-us/#/login-credentials
  - PO updates will continue through year-end; new FY 24 POs will be imported July 5
  - Do not give anyone FSU's account number; use the portal for incoming and outgoing shipments to avoid billing delays
  - Use the FedEx Tracking System to validate delivery

TRACKING ID

TRACK

DELIVERED

Wednesday

5/3/2023 at 12:10 pm

Signed for by: NJONES

⬇ **Obtain proof of delivery**

DELIVERY STATUS

Delivered ✅

Postal Training and Account Codes

- https://postal.fsu.edu/sites/default/files/media/doc/Aux%20AR-Billing%20-%20Postal%20Services.pdf

Category Code	Description	Expense Account
AUX_MAIL0000001	Domestic Mail (Charge slip mail, domestic)	741501
AUX_MAIL0000002	International Mail (Charge-slip mail, international)	741502
AUX_MAIL0000003	FedEx (FedEx mail through FedEx Ship Manager or charge-slip, not UPS Store)	741503
AUX_MAIL0000004	Standard Mail Prep (for special batch mailings)	741504
AUX_MAIL0000005	Business Reply (when you request that recipients return items to you at your cost)	741507
AUX_MAIL0000006	Return Mail (items returned to you due to incorrect address/undeliverable)	741508
AUX_MAIL0000007	Standard Postage (used with batch mailings; postage for batch mail jobs)	741506

Copier Services

https://obs.fsu.edu/departments/copier-services

- New Purchase Orders by July 5

- Richo fleet hits 42-months installation; 12-month extension rates in effect for most departments

- Training:
  https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Auxiliary%20Accounting/Copier_Services.pdf

Category Code	Description	Comments	Expense Account
AUX_COPY0000001	Copier Rentals	Copier lease and usage charges including b/w & color copies	741831
AUX_COPY0000004	Copier Purchase	Departmental copier purchase (separate from copier lease or monthly copy usage charges)	741121

Parking Services

https://transportation.fsu.edu/parking-permits

- Permits renew August 15

- Valid FY 23 PO must accompany Order Form for permits and special events

- https://transportation.fsu.edu/sites/default/files/media/doc/FSU_TAPS_Order_Form-10-06-2020.pdf

Contact Information

Questions?

– Postal:
  - Customer Service: Postal@fsu.edu
  - Billing: OBS-Accounting@fsu.edu
– Copier:
  - Customer Service: OBS-Servicessupport@fsu.edu
  - Billing: OBS-Accounting@fsu.edu
– Parking Services:
  - Customer Service: Transportation@fsu.edu
  - Billing: OBS-Accounting@fsu.edu

FLORIDA STATE
UNIVERSITY

Mary Ann Parks, Associate Controller

CASH MANAGEMENT

Cash Management & Banking

- Banking
  - Manage university banking services (opening and closing accounts)
  - Process wire payments
  - Cash transfers between university bank accounts
  - Initiate stop payment requests through the bank
  - Order and set up remote desktop scanners for deposits
  - EFT (ACH or wire) setup for customers/vendors

Cash Management & Banking

- Investing
  - Assess daily cash needs of university and invest on their behalf
  - Prepare monthly earnings allocations to departments
- Reconcile university bank accounts
- Manage debt service payments (bonds, loans, etc.)
- Submit unclaimed property report

Cash Management & Banking Website

Cash Management & Banking Team

Mary Ann Parks
Associate Controller

Dan Wussler
Assistant Controller

Heather Judd
Senior University Accountant
Investments

Caitlin Wabiszewski
Senior University Accountant
Systems

Neelie Evans
University Accountant
Bank Reconciliations

Refer to the Cash Management & Banking Staff Directory on our website for contact information!

Key Reminders for Auxiliaries

- Consult with Budget Office on potential need for new auxiliary or to update the existing mission of an approved auxiliary

- Consult with Controller's Office on proper business procedures (billing vs. point of sale, eMarket, etc.) to ensure proper recording of activity and to address tax and other compliance concerns

- As a general rule, auxiliaries approved for AR/Billing in OMNI Financials should not be invoicing outside of the system.

- Year End Accounts Receivable (FR02) forms *(non-onboarded departments only!)*

Policies for Auxiliaries

- [4-OP-D1 OMNI Departments](#) (includes Auxiliary)

- [4-OP-D-2-B Cash Management](#)

- [4-OP-D-2-G Payment Card](#)

- [4-OP-D-2-J Accounts Receivable](#)

- [4-OP-D-3 Revenue Generating Contracts](#)

Controller's Office Website

- Controller's Office website – https://controller.vpfa.fsu.edu
  - Accounting & Reporting
  - Auxiliary Services
  - Cash Management & Banking
  - Deposit Accounting
  - Financial Systems & Compliance
  - Merchant Services
  - Tax & Compliance

- Resource quick links, contact information, training guides, forms, FAQs, staff directory

Other Updates

Coming Fiscal Year 2023-24!

- Mastering Auxiliary Billing eCourse

- Deposit Accounting Training Course

  - BTDA01 - This class covers the fundamentals of revenue deposits and addresses topics such as departmental deposit processing, deposit guidance, merchant fees and statements as well as credit card chargeback and refund processing

- Revisit Onboarded Auxiliaries

Contact Information

Questions?

- Mary Ann Parks | 644-1824 | maparks@fsu.edu
  - Auxiliary Services – ctl-auxiliaryaccounting@fsu.edu
  - Deposit Accounting – ctl-deposits@fsu.edu
  - Cash Management & Banking – ctl-tm@fsu.edu

Q&A Session

Wrap-Up