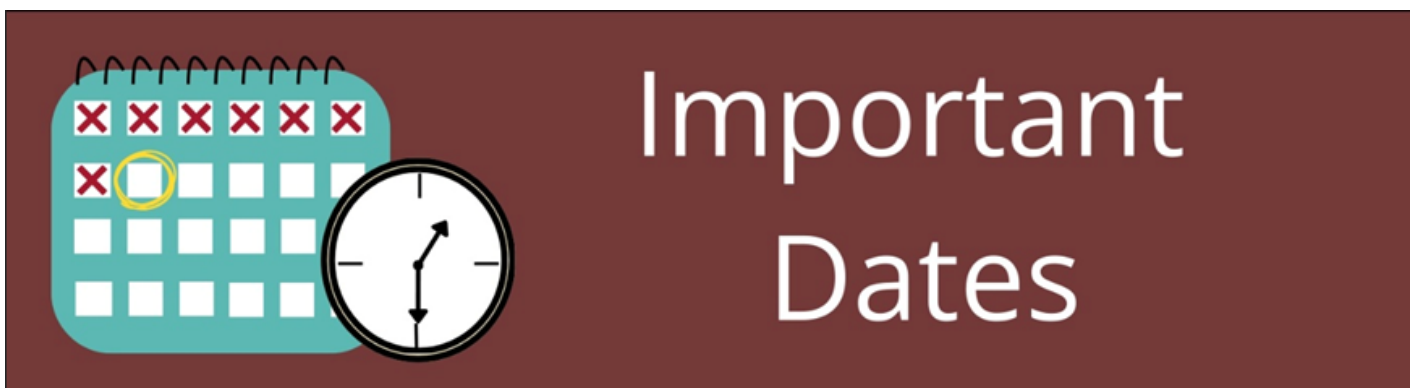


## Welcome to Ledger Lines!

*Second Edition, Quarter 2 - FY 2025/2026*

This is a quarterly publication that highlights recent announcements, important dates, and upcoming training classes for financial representatives.



### **This Quarter's Key Dates**

#### **Carryforward Spending Plans Reconciliations**

FY2025-2026 Q2 reconciliation data will be available from the Budget Office in the first week of January 2026. Q2 reconciliations are due on **January 30, 2026**.

#### **Mid-Year Non-E&G Budget Adjustments**

Using the related Adaptive Planning dashboard, please review and respond to the amounts related to collective bargaining bonuses/increases funded by non-E&G funds. If requested, the Budget Office will provide a budget increase for the amounts reflected in Adaptive Planning. The deadline for response is **January 9, 2026**.

### **Auxiliary Billing Rate Review**

Beginning this year, the Budget Office is implementing a phased approach to auxiliary billing rate reviews. Selected auxiliaries who received an email in December should submit their billing rates for review and approval no later than **January 30, 2026**, using the newly enhanced rate methodology template. Other auxiliaries will be part of future phases. Training and additional resources are available on Canvas. Email [BA-Budget-Auxiliary@fsu.edu](mailto:BA-Budget-Auxiliary@fsu.edu) for more information.

### **Auxiliary Billing Cycle**

The auxiliary billing cycle will occur on the following dates: **1/22, 2/19, and 3/25**.



### **Recent Communications from the Financial Representative (FinRep) Listserv**

#### **12/15/2025: Important Year-End Dates for Processing Charitable Gifts to FSU**

To ensure your donors' year-end gifts reach the FSU Foundation in a timely manner and are processed according to their wishes, please see the schedule outlined in the communication [here](#).

#### **11/13/2025: E&G Tracking Rate Dashboard in Adaptive Planning**

The Budget Office is excited to announce the launch of the E&G Rate Tracking Dashboard in Adaptive Planning. This new dashboard is designed for both Salary and Budget Preparers and consolidates multiple datasets into a single, easy-to-use view. It includes E&G Rate Variance details, E&G Rate Allocation, notes and comments to explain variances, as well as E&G rate variance history, providing a comprehensive tool to track and understand your E&G rate. For more information, [please see the related email](#) on the Budget Office's SharePoint site.

#### **10/29/2025: Shipping and Freight Charges**

Departments no longer need to enter encumbered shipping lines on requisitions in SpearMart. Shipping costs are now being entered directly on the voucher as an unencumbered line that reflects the actual amount charged.

This change simplifies and speeds up invoice processing, eliminates unused encumbrances, and reduces the need for PO change orders related to shipping. To learn more, click [here](#).

### **Want more information?**

To see additional information regarding these announcements, please visit our [Current Announcements](#) page. To sign up for the Financial Representative (FinRep) (or other Controller's Office listserv), click [here](#).



# Quarterly Reminders

## Quarterly Reminders At a Glance Queries

Looking for a specific query? The Controller's Office has a list of [recommended queries](#) to assist. Other central offices, including the Budget Office, HR, Procurement, and Office of Research, also have recommended queries on their websites. If you do not find what you are looking for, please reach out to [CTL-Communication@fsu.edu](mailto:CTL-Communication@fsu.edu) for assistance in locating a query or creating a new one if needed.

## Monthly Ledger Review

Departments should be reviewing their financial transactions on a regular basis. The required monthly departmental ledger review is the process of analyzing your department's ledger transactions and balances to provide reasonable assurance that the charges and credits are valid. In addition, the reviewer verifies that transactions are appropriate and that they are compliant with all applicable policies and regulations.

You can find the Controller's Office guidance on monthly ledger reviews on our [website](#). Additionally, the [BTAC04](#) training course provides detailed information on completing these reviews, including a review of the Departmental Ledger Review dashboard in BI that assists in the review process.

### Financial Reports

-  [Available Balance](#)
-  [Budget & Avail Bal PDF Reports](#)
-  [Budget and Transaction](#)
-  [Concur Expense Report Details](#)
-  [Construction Ledger](#)
-  [Contract & Grant Available Balance](#)
-  [Departmental Ledger Review](#)

## Receipts in OMNI

- Departments should enter receipts in OMNI when goods or services are received or used. For invoices less than \$1,000, a receipt will be automatically generated 10 days after invoices are vouchered in OMNI unless Accounts Payable has been notified at [accountspayable@fsu.edu](mailto:accountspayable@fsu.edu) of a problem with the good or service.

- Departments must still create a receipt when a confirming purchase order (PO) has been obtained from Procurement. Confirming POs will not be paid without a receipt.

### Microsoft Teams Travel Office Hours

The Travel Office has Microsoft Teams Office Hours every Tuesday from 1:30 PM-3:30 PM weekly for one-on-one support, first come, first served. Drop in anytime for assistance with a specific expense report, to ask department specific questions, or with any other travel question you may have. You can find the link to upcoming sessions [here](#).



## Tips and Tricks

### Practical Tips to Help You Work Smarter

#### Creating Saved Customizations in BI

Did you know you can save the custom prompts you use in BI reports to reuse the next time you run them? Read [this guide](#) for instructions on how to create saved customizations in BI.

#### Looking Up Invoices using FSU Document Management

Do you need to look up an invoice, but are not sure how? Read [this guide](#) for instructions on how to look up an invoice using FSU Document Management.

#### Checking Payment Status of an Invoice

Want to check the payment status of an invoice? Read [this guide](#) for instructions on how to check the payment status of an invoice in OMNI Financials.



## Upcoming Trainings

### Take Advantage of These Future Learning Opportunities!

The Controller's Office is always available to schedule departmental specific or one-on-one training courses on various topics. Reach out to [CTL-Communication@fsu.edu](mailto:CTL-Communication@fsu.edu) to discuss training needs for yourself or department.

#### Online Training Classes

- **Introduction to University Accounting (BTAC10)**
- **Concur for Travelers (CONCUR)**
- **Mastering Auxiliary Billing Training** - Link: <https://canvas.fsu.edu/enroll/TFP3DY>

## In-Person Training Classes

- **Deposit Accounting (BTDA01)**
  - Wednesday, February 10, 9:00 AM to 11:00 AM
  - Tuesday, May 12, 9:00 AM to 11:00 AM
- **Introduction to Accounts Payable (BTAP01)**
  - Tuesday, January 13, 9:00 AM to 11:00 AM
  - Tuesday, February 3, 9:00 AM to 11:00 AM
  - Tuesday, March 3, 9:00 AM to 11:00 AM
  - Tuesday, April 14, 9:00 AM to 11:00 AM
  - Tuesday, May 5, 9:00 AM to 11:00 AM
- **Introduction to University Accounting (BTAC01)**
  - Tuesday, February 12, 9:00 AM to 11:00 AM
  - Thursday, April 16, 9:00 AM to 11:00 AM
- **Introduction to University Accounting (BTAC02)**
  - Friday, January 23, 9:00 AM to 11:00 AM
  - Tuesday, February 17, 9:00 AM to 11:00 AM
  - Thursday, March 12, 9:00 AM to 11:00 AM
  - Friday, April 24, 9:00 AM to 11:00 AM
  - Wednesday, May 13, 9:00 AM to 11:00 AM
- **Advanced University Accounting (BTAC03)**
  - Tuesday, January 27, 9:00 AM to 11 AM
  - Tuesday, March 24, 9:00 AM to 11 AM
  - Thursday, May 21, 9:00 AM to 11 AM
- **Departmental Ledger Review (BTAC04)**
  - Wednesday, January 28, 9:00 AM to 11 AM
  - Wednesday, February 18, 9:00 AM to 11 AM
  - Thursday, March 26, 9:00 AM to 11 AM
  - Thursday, April 28, 9:00 AM to 11 AM
  - Thursday, May 28, 9:00 AM to 11 AM
- **Understanding Internal Billing (BTUIB1)**
  - Wednesday, January 14, 2:00 PM to 4:00 PM
  - Wednesday, March 4, 10:00 AM to 12:00 PM
  - Wednesday, May 6, 2:00 PM to 4:00 PM
- **Travel Expense and Concur (BTTE03)**
  - Wednesday, January 21, 9:00 AM to 12 PM
  - Wednesday, February 11, 9:00 AM to 12 PM
  - Tuesday, March 10, 9:00 AM to 12:00 PM
  - Wednesday, April 22, 9:00 AM to 12:00 PM
  - Wednesday, May 20, 9:00 AM to 12:00 PM

To view all of the Controller's Office course offerings, click [here](#). For information on how to sign up for courses in myFSU, use the [Training Registration Guide](#).