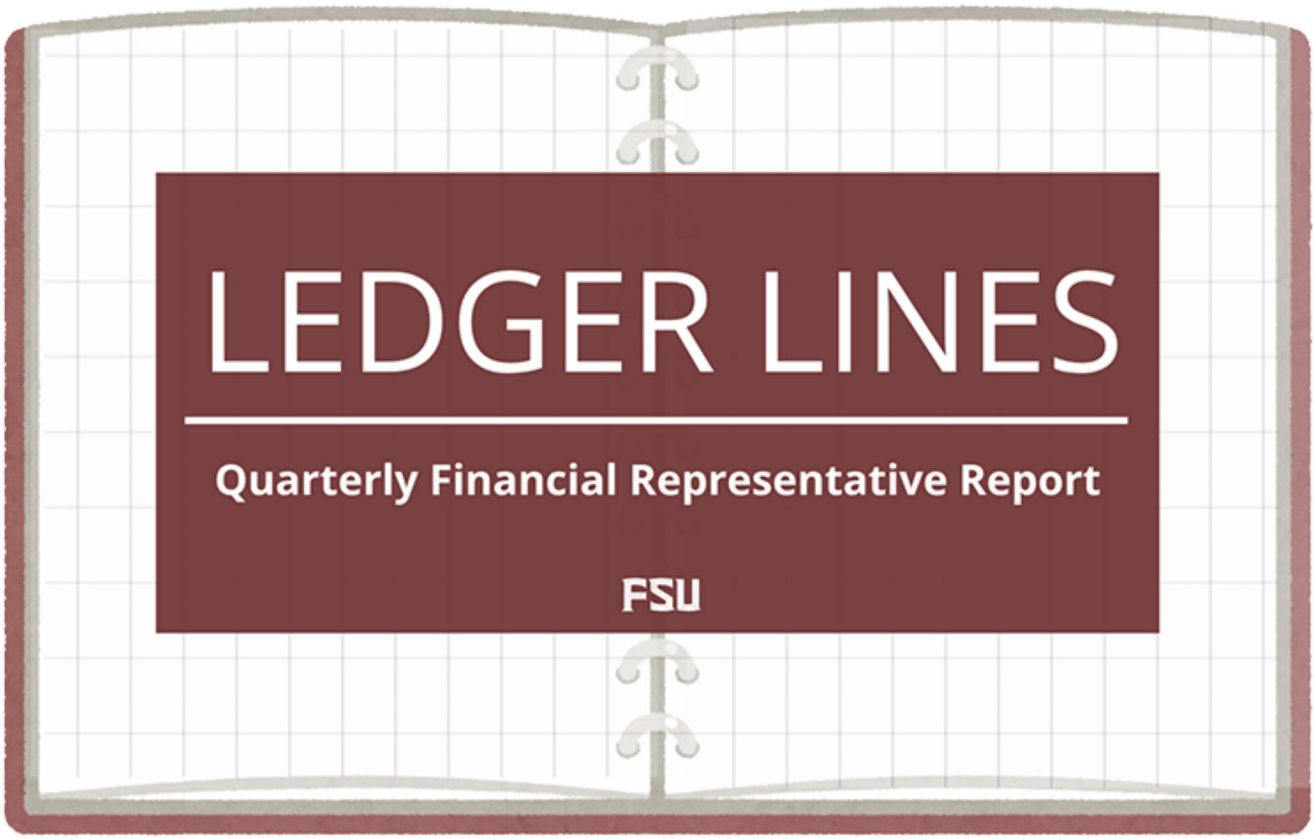
View this email as a web page.



Welcome to Ledger Lines!

Fifth Edition, Quarter 1 - FY 2026/2027

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



Campus Survey Results

Thank you to all the campus financial representatives who participated in our campus survey! Your feedback is invaluable in helping us improve the services we provide to your departments. If you couldn't complete the survey before it closed but want to share feedback with our office, please reach out to CTL-Communication@fsu.edu.

While we are actively reviewing and working on broader areas for improvement noted in your responses, we noted a few items we could address directly.

1. We have created a job aid for looking up role names and descriptions in BI.
2. We have created a job aid for creating a saved project search in BI. This example will show how to save your prompts specifically for a project however any prompt combination can be saved.
3. We have created a query that allows you to get to the voucher directly when looking up a purchase order - **FSU_DPT_PO_WITH_VCHR**.

If there are other specific job aids that you or your department are interested in, please email CTL-Communication@fsu.edu.

Website Refresh

Based on last year's survey results, we have been working hard to reorganize and update our website content. You may have noticed some changes, and more are to come! As this work continues, the following two changes take priority:

- **Secure resources**: We are moving most of our resources behind a FSU CAS login page.
- **Removing outdated content**: We are working to delete outdated phantom content that may appear in Google searches when searching for other resources.

We have created a central Departmental Resources section on our website. Here you will find quick access to our most frequently used resources, including our forms, training materials, and general job aids.

Additionally, as part of our ongoing policy updates, procedural details have been separated from our main policies and relocated into dedicated procedure manuals for easier reference.



This Quarter's Key Dates

Expense Report Processing

As the end of the calendar year approaches, Disbursement Services would like to remind departments and travelers that there will be a limited number of workdays available to process travel expense reports before the university's official closure on December 18th.

The central Travel Office will make every effort to audit and approve expense reports that reach our office by **November 20th**. Expense reports submitted after the date may experience delays due to year-end processing demands and the reduced number of business days before the university closure.

AP Services Deadline

The deadline to ensure that vouchers are created for encumbered payments (POs), ePRFs, spreadsheet uploads, and departmental refunds is **December 7th**. All require documentation and receipts must be received or entered by this date.



Recent Communications

8/17/2026: How Roundtrip Airfare Pricing Works in Lightning

Booking airfare for a future trip? Lightning handles initial round-trip pricing differently than Concur. To learn more, click here.

8/04/2026: Important Travel Booking Updates

The Controller's Office is pleased to announce that FSU has transitioned from Concur Travel to Lightning, a modern booking platform designed to make university travel reservations easier and efficient. This change reflects feedback from faculty and staff and supports a more streamlined booking experience. To learn more, click here.

7/17/2026: 2026-2027 Fringe Benefit Pool Rates

With the close of Fiscal Year 2025-2026, the estimates used as the basis of the proposed fringe benefits pool rates published in January have been reviewed. Based on this review, the previously published rates will be adjusted slightly. 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.



Take Advantage of These Future Learning Opportunities!

The Controller’s Office is always available to schedule department-specific or one-on-one training courses on various topics. Reach out to CTL-Communication@fsu.edu to discuss training needs for yourself or your department.

Online Training Classes

- **Introduction to University Accounting (BTAC1O)**
- **Concur for Travelers (CONCUR)**

- **Mastering Auxiliary Billing Training** - Link: https://canvas.fsu.edu/enroll/TFP3DY

In-Person Training Classes

- **Introduction to Accounts Payable (BTAP01)**
  - Tuesday, Nov. 3, 9:00 AM to 11:00 AM
  - Tuesday, Dec. 1, 9:00 AM to 11:00 AM
  - Wednesday, Jan. 6, 9:00 AM to 11:00 AM
- **Introduction to University Accounting (BTAC01)**
  - Tuesday, Dec. 8, 9:00 AM to 11:00 AM
  - Thursday, Feb. 4, 9:00 AM to 11:00 AM
- **Intermediate University Accounting (BTAC02)**
  - Friday, Nov. 13, 9:00 AM to 11:00 AM
  - Thursday, Dec. 10, 9:00 AM to 11:00 AM
  - Tuesday, Jan.19, 9:00 AM to 11:00 AM
- **Advanced University Accounting (BTAC03)**
  - Tuesday, Nov. 17, 9:00 AM to 11:00 AM
  - Tuesday, Jan. 26, 9:00 AM to 11:00 AM
- **Departmental Ledger Review (BTAC04)**
  - Thursday, Nov. 19, 2:00 PM to 4:00 PM
  - Tuesday, Dec. 15, 9:00 AM to 11:00 AM
  - Thursday, Jan. 28, 9:00 AM to 11:00 AM
- **Understanding Internal Billing (BTUIB1)**
  - Thursday, Dec. 3, 2:00 PM to 4:00 PM
  - Wednesday, Feb. 24, 2:00 PM to 4:00 PM
- **Travel Expense and Concur (BTTE03)**
  - Tuesday, Nov. 10, 9:00 AM to 12:00 PM
  - Wednesday, Dec. 16, 9:00 AM to 12:00 PM
  - Wednesday, Jan. 13, 9:00 AM to 12:00 PM

To view all of the Controller's Office course offerings, click here. For information on signing up for courses in myFSU, see the Training Registration Guide.

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