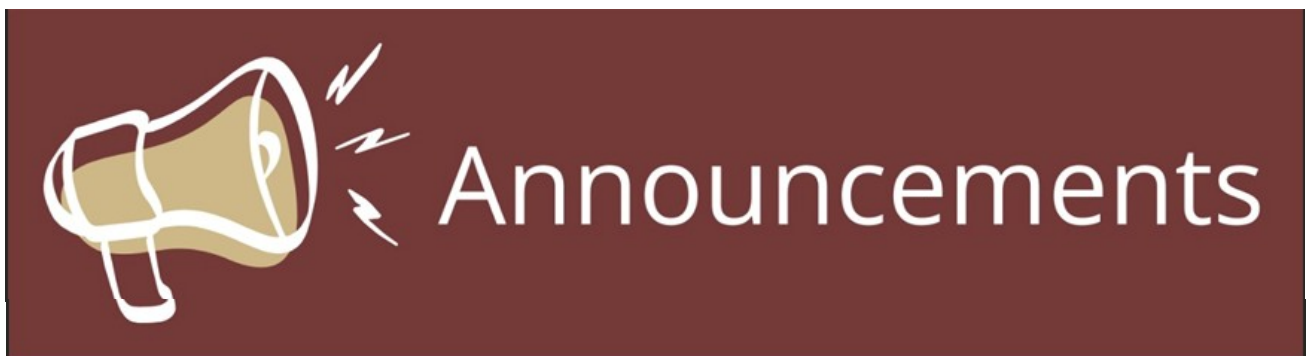


Welcome to Ledger Lines!

First Edition, Quarter 1 - FY 2025/2026

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



New BI Reports: Fund Balance and E&G Projected Salary/Wage Total

1. **Fund Balance** - This report can be used to review your fund balances by department and fund with GL account level details.

Navigation: BI>Dashboards>Financial Reports>Fund Balance

2. **E&G Projected Salary/Wage Total** - The report can be used to review your E&G funded employees to ensure compliance with Florida Statutes related to compensation on state appropriated funds.

Navigation: BI>Dashboards>HR Reports>E&G Projected Salary/Wage Total

For the job aids related to the BI reports above, please visit the Budget Office's [Training and Resources page](#).

Budget Reminders Regarding Faculty and Staff Increases and Bonuses

1. As discussed during the 2025–26 Operating Budget entry training, the Budget Office will offer an option to increase your non-E&G budget to cover the amount of any collective bargaining or across-the-board increases and bonuses. A communication will be sent out in early December 2025 with more details.
2. Please keep in mind that employees who are at or over the \$250,000 E&G salary limit may need their funding distributions adjusted due to the upcoming increases and bonuses. Bonuses may also be moved to an alternate funding source. For assistance determining new funding distributions, contact a member of the Budget Office staff.



This Quarter's Key Dates

Carryforward Spending Plans

FY2025-2026 Q1 reconciliation data will be available in the first week of October from the Budget Office. Q1 reconciliations are due on **October 31, 2025**.

Auxiliary Billing Cycle

The auxiliary billing cycle will occur on the following dates: **10/21**, **11/18**, and **12/10**.

Winter Break Deadlines

Keep an eye out for an upcoming communication regarding important dates related to the winter break closure.



Recent Communications

Recent Communications from the Financial Representative (FinRep) Listserv

9/23/2025: Controller's Office Survey

The Controller's Office is conducting a climate survey to gather feedback on your experiences with our services. Your input will help us improve how we communicate, support, and serve the FSU campus community. Please share your thoughts by completing the 5–10 minute confidential [survey](#) by October 7, 2025.

9/2/2025: New Remote Employee Travel Approval and Justification (RETAJ) Form

Effective immediately, remote employees must complete the RETAJ form before traveling to campus and seeking travel reimbursement. The form must explain the business purpose, include an explanation of why work couldn't be completed remotely, and be fully approved and attached to the Concur expense report. Access the form and policy details on the Controller's Office [Remote Employee Travel Policy page](#).

8/8/2025: Concur Booking Update

The "Out of Policy" badge has been removed from flight bookings in Concur to improve clarity. Travelers must still follow university travel policies when booking flights. For help, visit the [Travel website](#) or contact the [Travel Office](#) or [CTP](#).

7/28/2025: Commercial Rent Tax Rate

Effective October 1, 2025, sales tax on commercial real property leases is eliminated under House Bill 7031. This change applies only to commercial rentals, not other types of sales. For details, see the [Florida Department of Revenue TIP](#) or contact CTL-Tax@fsu.edu.

7/17/2025: Processing Auxiliary Bill Cycle Payments for Internal Billing Charges

During the annual auxiliary meeting held in May, it was communicated to departments that payments will not be processed for internal billing charges where there is insufficient budget during fiscal year 2026. This means action must be taken in advance of the bill cycle to ensure there is

sufficient budget to cover these charges. The [Budget Office](#) can assist departments with non-E&G budget adjustments (excluding C&G funds). For C&G budget errors, reach out to your [SRA Accounting Coordinator](#).

7/09/2025: Increase in Capital Property Threshold

The Property Policy, [4-OP-D-2-F](#), is being amended and is [currently being noticed](#) until July 18, 2025. The university's capital property threshold (OCO-Operating Capital Outlay) will increase from \$5,000 to \$10,000 in the updated policy with an anticipated effective date of July 1, 2025. This change is in response recent changes to [Board of Governors regulations](#) as well as updates to the [U.S. Office of Management and Budget's Uniform Guidance](#).

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!

Online Training Classes

- **Introduction to University Accounting (BTAC10)**
- **Carryforward Spending Plan Recon Training**
 - Monday, October 13, 9:30 AM to 10:15 AM -Link: <https://fsu.zoom.us/j/93631114402>
 - Wednesday, October 15, 1 PM to 1:45 PM - Link: <https://fsu.zoom.us/j/95860203875>
- **Concur for Travelers (CONCUR)**
- **Mastering Auxiliary Billing Training** - Link: <https://canvas.fsu.edu/enroll/TFP3DY>

In-Person Training Classes

- **Deposit Accounting (BTDA01)**
 - Wednesday, October 15, 9:00 AM to 11:00 AM
 - Wednesday, December 3, 9:00 AM to 11:00 AM
- **Introduction to Accounts Payable (BTAP01)**
 - Tuesday, November 4, 9:00 AM to 11:00 AM
 - Tuesday, December 2, 9:00 AM to 11:00 AM
- **Introduction to University Accounting (BTAC01)**
 - Tuesday, October 14, 9:00 AM to 11:00 AM
 - Thursday, December 11, 9:00 AM to 11:00 AM
- **Introduction to University Accounting (BTAC02)**
 - Thursday, October 23, 9:00 AM to 11:00 AM

- Thursday, November 13, 9:00 AM to 11:00 AM
- Thursday, December 16, 9:00 AM to 11:00 AM
- **Departmental Ledger Review (BTAC04)**
 - Tuesday, October 28, 9:00 AM to 11 AM
 - Wednesday, December 17, 9:00 AM to 11 AM
- **Understanding Internal Billing (BTUIB1)**
 - Wednesday, November 5, 10:00 AM to 12:00 PM
- **Travel Expense and Concur (BTTE03)**
 - Tuesday, October 21, 9:00 AM to 12 PM
 - Wednesday, November 12, 9:00 AM to 12 PM
 - Tuesday, December 9, 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](#).

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