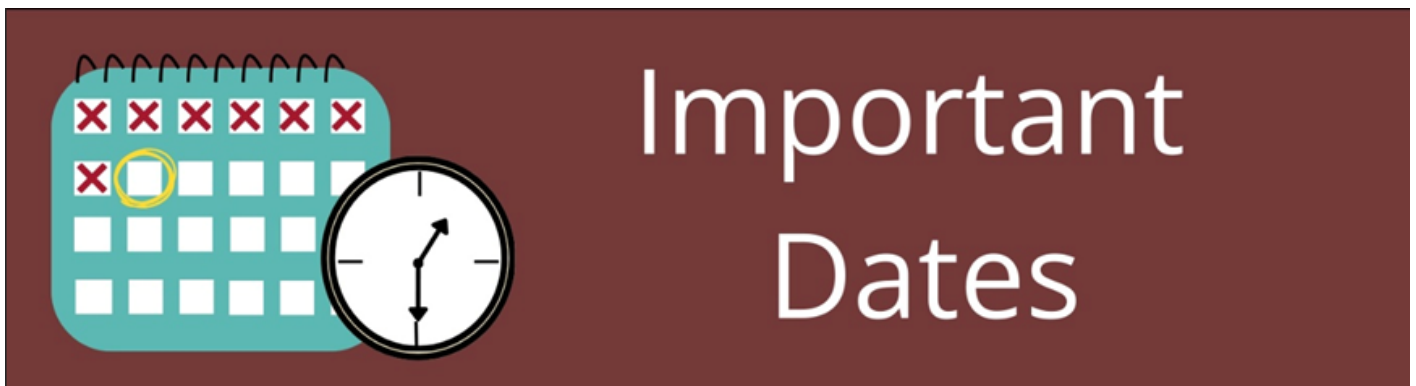


## Welcome to Ledger Lines!

*Third Edition, Quarter 3 - 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** **Adaptive Planning Open for Budget Entry**

Adaptive Planning opened for annual operating budget entry on March 23rd. Please keep the following dates in mind regarding Adaptive Planning:

- **4/12** - Adaptive Planning Position Budgeting closes

- **4/19** - Adaptive Planning budget entry closes
- **5/11-5/15** - Adaptive Planning is open for designated approvers to review and approve operating budget entry

## Carryforward Spending Plan Reconciliation

Third Quarter Carryforward Spending Plan Reconciliation is due on **April 30, 2026**.

## Financial Representatives' Meeting

Mark your calendar to join us in person for a financial representatives' meeting on **May 6, 2026, at 9 AM in HCB102**. It's been a while since our last meeting, and we're excited to reconnect with everyone!

In this meeting, you will hear the latest updates and reminders from central office representatives, including Disbursements, Revenue Accounting, Cash Management and Banking, Tax and Compliance, Sponsored Research Administration, the Budget Office, and more. This is also a great opportunity for financial representatives from across campus to meet their central office colleagues and ask them questions.

An update will be provided closer to the meeting date once the agenda is finalized. We hope to see you there!

Got a topic you want to make sure we cover? Reach out to Betsy Miller, Director, Financial Systems and Compliance, at [bcmiller@fsu.edu](mailto:bcmiller@fsu.edu).

## Auxiliary Billing Cycle

The auxiliary billing cycle will occur on the following dates: **4/23, 5/21, and 6/17**.



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

### 3/12/2026: FY26 Year-End Calendar Now Available

The FY26 Year-End Calendar is now available to guide you through fiscal year-end deadlines! The calendar can be found on the Controller's Office website [here](#).

The calendar contains all dates and deadlines involving university financial activities. Departments must observe the deadlines on the calendar to ensure all university transactions are processed on time and included in the financial records before the fiscal year-end. Please make sure to pay special attention to the dates regarding Purchasing and Travel activities.

As we move towards year-end, please continue to review the calendar frequently for changes.

For any questions about the calendar, please contact [ctl-communication@fsu.edu](mailto:ctl-communication@fsu.edu). For additional information regarding calendar dates and deadlines, please consult the individual in the [Contact List](#).

## 1/30/2026: Controller's Office Survey Follow-Up

The Controller's Office has made improvements based on the responses to the Controller's Office Climate Survey sent out last October. We thank everyone for their valuable feedback.

Since the survey, the Controller's Office has accomplished the following:

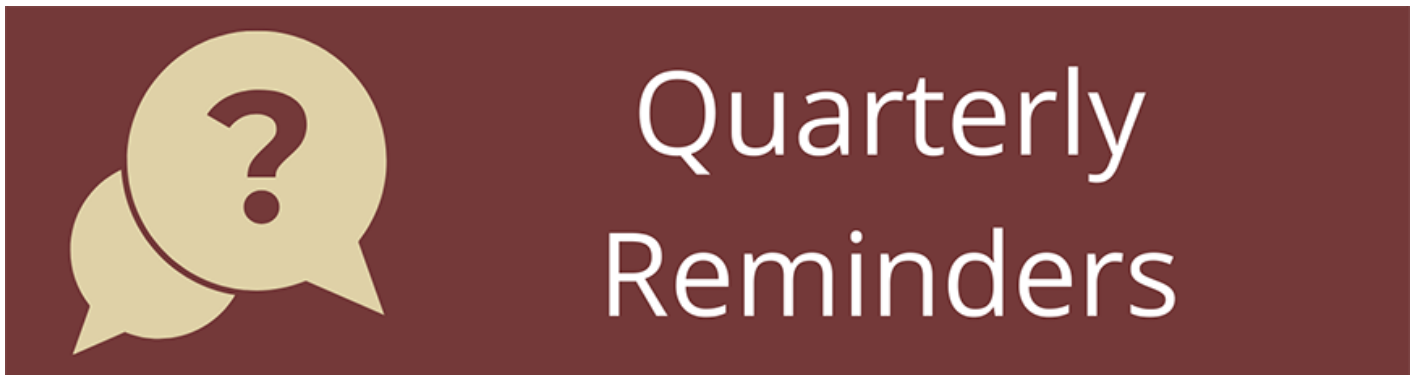
- Established [departmental office hours](#) for anyone on campus to drop in virtually to get one-on-one guidance and support.
- Started publishing the quarterly Ledger Lines digest. View copies of our Ledger Lines newsletters [here](#).
- Begun planning an in-person campus FinRep meeting to be held on May 6th. This is an opportunity for departments to gather to hear from various central offices. More information will follow at a later date.
- Initiated a comprehensive review of the Controller's Office website to update content and make it more user-friendly.

Because the comments we received in our initial survey were so helpful, we are now seeking additional feedback from you. Several respondents suggested that we provide more FAQs. If you have topics or questions that you believe should be included, please complete the following survey to share your recommendations [here](#).

We continually strive to provide superior customer service. If you have additional comments or suggestions that you think are important for us to consider, please send them to [CTL-Communication@fsu.edu](mailto:CTL-Communication@fsu.edu).

### 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 At a Glance Accounts Receivable Write-Off Cycle Update

As a reminder, the university's accounts receivable write-off cycle has moved from May/June to November/December. Write-offs for the current fiscal year have already been completed, and the next cycle will occur in December 2026. Please plan accordingly when reviewing outstanding balances or projecting departmental financials. More information about the university's write-off

process may be found at <https://studentfinance.fsu.edu/departments/write-offs>.



## 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](mailto:CTL-Communication@fsu.edu) to discuss training needs for yourself or your department.

### Previously Recorded Training Classes

The recorded sessions for the Budget Office Budget Entry and Position Budgeting training classes can be found on the Budget Office's SharePoint, available here: [Annual Operating Budget Information | Budget Office](#).

### 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)**
  - Tuesday, May 12, 9:00 AM to 11:00 AM
- **Introduction to Accounts Payable (BTAP01)**
  - Tuesday, April 14, 9:00 AM to 11:00 AM
  - Tuesday, May 5, 9:00 AM to 11:00 AM
  - Tuesday, June 2, 9:00 AM to 11:00 AM
  - Tuesday, July 7, 9:00 AM to 11:00 AM
  - Tuesday, August 4, 9:00 AM to 11:00 AM
  - Tuesday, Sept 1, 9:00 AM to 11:00 AM
  - Tuesday, October 6, 9:00 AM to 11:00 AM
  - Tuesday, Nov. 3, 9:00 AM to 11:00 AM
  - Tuesday, Dec. 1, 9:00 AM to 11:00 AM
- **Introduction to University Accounting (BTAC01)**
  - Thursday, April 16, 9:00 AM to 11:00 AM
  - Tuesday, June 9, 9:00 AM to 11:00 AM
  - Thursday, August 6, 9:00 AM to 11:00 AM
  - Tuesday, October 13, 9:00 AM to 11:00 AM
  - Tuesday, Dec. 8, 9:00 AM to 11:00 AM
- **Intermediate University Accounting (BTAC02)**
  - Friday, April 24, 9:00 AM to 11:00 AM
  - Wednesday, May 13, 9:00 AM to 11:00 AM
  - Tuesday, June 16, 9:00 AM to 11:00 AM

- Tuesday, July 21, 9:00 AM to 11:00 AM
- Tuesday, August 11, 9:00 AM to 11:00 AM
- Tuesday, Sept. 22, 9:00 AM to 11:00 AM
- Tuesday, Oct. 20, 9:00 AM to 11:00 AM
- Friday, Nov. 13, 9:00 AM to 11:00 AM
- Thursday, Dec. 10, 9:00 AM to 11:00 AM
- **Advanced University Accounting (BTAC03)**
  - Thursday, May 21, 9:00 AM to 11:00 AM
  - Tuesday, July 28, 9:00 AM to 11:00 AM
  - Thursday, September 24, 9:00 AM to 11:00 AM
  - Tuesday, November 17, 9:00 AM to 11:00 AM
- **Departmental Ledger Review (BTAC04)**
  - Thursday, April 28, 9:00 AM to 11 AM
  - Thursday, May 28, 9:00 AM to 11 AM
  - Thursday, July 30, 2:00 PM to 4:00 PM
  - Thursday, August 18, 9:00 AM to 11:00 AM
  - Tuesday, Sept. 29, 9:00 AM to 11:00 AM
  - Thursday, Oct. 29, 9:00 AM to 11:00 AM
  - Thursday, Nov. 19, 2:00 PM to 4:00 PM
  - Tuesday, Dec. 15, 9:00 AM to 11:00 AM
- **Understanding Internal Billing (BTUIB1)**
  - Wednesday, May 6, 2:00 PM to 4:00 PM
  - Wednesday, July 8, 10:00 AM to 12:00 PM
  - Wednesday, Sept. 9, 2:00 PM to 4:00 PM
  - Wednesday, Oct. 14, 10:00 AM to 12:00 PM
  - Thursday, December 3, 2:00 PM to 4:00 PM
- **Travel Expense and Concur (BTTE03)**
  - Wednesday, April 15, 9:00 AM to 12:00 PM
  - Wednesday, May 20, 9:00 AM to 12:00 PM
  - Wednesday, June 17, 9:00 AM to 12:00 PM
  - Wednesday, July 15, 9:00 AM to 12:00 PM
  - Wednesday, August 19, 9:00 AM to 12:00 PM
  - Wednesday, Sept. 16, 9:00 AM to 12:00 PM
  - Tuesday, Nov. 10, 9:00 AM to 12:00 PM
  - Wednesday, Dec. 16, 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](#).

---

Florida State University  
222 S Copeland Street Tallahassee, FL, 32306, US