Detailed information about a number of useful OMNI queries can now be found on the Controller’s website http://www.vpfa.fsu.edu/control/queries.html. The queries were developed specifically with departmental users in mind and provide useful financial information in such areas as General Accounting, Payables and Disbursements, Property, Student Financial Services and Travel.

While the queries have been available through the Query Viewer page in OMNI, the information provided on the Controller’s site will hopefully enable users to identify the best query for their needs and generally make better use of these existing resources.

If you are looking for:
- detailed purchase order information for a particular project
- list of assets your department owns
- list of all travel expenses booked in the last month
- other
please check out http://www.vpfa.fsu.edu/control/queries.html to see if an existing OMNI query will provide the needed data.

### Travel Card Administration Changes

Beginning April 2, 2007, the administration of the University’s Travel Card (T-Card) program will be assumed by Payables and Disbursements and Travel Services. This office will manage new T-Card applications, issue new T-Cards, alter card limits as needed, and handle charge disputes, lost cards and card termination. The Travel Office or your designated UBA site will continue to process your My Wallet expense reports. For further information on the new T-Card process, see http://www.vpfa.fsu.edu/control/travel.html and note contacts listed below.

<table>
<thead>
<tr>
<th>Contact</th>
<th>T-Card Role</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riley Kinney</td>
<td>T-Card Administrator, New Accounts, Card Limit, Disputes, Lost Cards</td>
<td><a href="mailto:rkinney@admin.fsu.edu">rkinney@admin.fsu.edu</a></td>
<td>(850) 644-5294</td>
</tr>
<tr>
<td>Danette Tejada</td>
<td>T-Card Administrator Back-up</td>
<td><a href="mailto:dtejada@admin.fsu.edu">dtejada@admin.fsu.edu</a></td>
<td>(850) 644-3943</td>
</tr>
<tr>
<td>Sharon Riffle</td>
<td>T-Card Payment Processor</td>
<td><a href="mailto:sriffle@admin.fsu.edu">sriffle@admin.fsu.edu</a></td>
<td>(850) 644-9421</td>
</tr>
<tr>
<td>Stuart Nincehelser</td>
<td>Travel Manager</td>
<td><a href="mailto:snincehelser@admin.fsu.edu">snincehelser@admin.fsu.edu</a></td>
<td>(850) 645-7182</td>
</tr>
</tbody>
</table>
The FSU American Express "Corporate Card" Program was initially established to help offset employee personal expenses while traveling on University business. However, as the Travel Card and Purchasing Card programs continue to grow, the benefits of the Corporate Card have diminished.

Although the Corporate Card is issued through the University, the charges on the card are the sole responsibility of the cardholder. Due to billing cutoff dates and processing of expense reports, a cardholder may be required to make payment before receiving their reimbursement. Failure to do so could lead to late fees imposed by American Express, cancellation of the Corporate Card and a negative impact on an individual’s credit rating.

By using the Corporate Card, cardholders agree to the following:

- Payment for all charges is due immediately upon receipt of the billing statement. Cardholders are required to make payments on their card, even if they have not received their reimbursement.
- The cardholder is liable for all charges billed to their account, including late fees.
- Cardholders should submit the applicable Expense Report and related receipts as soon as possible.
- The University does not guarantee payments for cardholders.

Please consider learning more about the Travel and Purchasing cards and the benefits they can provide you and your department. Visit http://www.purchasing.fsu.edu/pcard.html for additional information about the Purchasing Card program and http://www.vpfa.fsu.edu/control/travel.html for additional information about the Travel Card program.

VISA Now Accepted For Online Payment

Student Financial Services online payment options at http://www.feeds.fsu.edu now include Visa cards. “The change was prompted by ongoing requests from parents and students who wanted to use their Visa cards for payment,” said Marcia Murphy, Director of Student Financial Services.

The offering includes a change in the method of convenience fee assessment from $1.50 per hundred, to $5.00 per transaction. The requirement from Visa USA for charging a convenience fee is to assess a flat fee per transaction, yet the merchant (FSU) is charged a fee based on the percentage of the transaction dollar amount. The new option will be monitored to track the break-even cost and recommendations will be made for any needed changes after determining consumer behavior. It is expected that more parents and students will make payments for tuition, housing or other big ticket items online with their Visa card due to the decrease in cost of the convenience fee.

While students can continue to pay in-person with their FSU Card in the Cashiering Office, regular credit cards are not accepted. Please contact 644-9452 for further information.
Cyberdocs for Purchasing, Payables and Travel has been redesigned to a web based version named Hummingbird DM (for inquiring minds—that’s Data Management). The new version is now available and we ask that you become acquainted with the screens - https://dm.oti.fsu.edu/cyberdocs.asp. The use is similar to the previous version of Cyberdocs, but there is a new look to the screens and some added ability to navigate around the program. Job Aids are available on the Controller’s website at http://www.vpfa.fsu.edu/control/payables.html to assist you.

Before accessing Hummingbird, go to Internet Explorer 6.0 / 7.0, Tools, Options, Advanced tab, make sure the JAVA SUN (downloaded from www.java.com) is installed and look for a check mark beside it. If Microsoft VM is installed, leave the JIT compiler option checked. Please feel free to contact Raynell King at 644-5022 or by e-mail at rking@admin.fsu.edu if you have any questions.

After you login, Hummingbird will ask you to go to MY OPTIONS – this step is not necessary and you may click OK and continue. The word "ADVANCED" has moved to the RIGHT SIDE of the screen and the previous SEARCH buttons have been replaced by a magnifying glass / Perform Search button in the top left corner of the search screen.

When the SEARCH RESULTS screen appears, there are several icons that you will see to the far left and far right on each line of results. To view the documents, double click the document PDF / TIFF icon on the far left. To view the PO or invoice profile, click the " icon on the far right.

As of April 2, 2007, the use of the generic log-in for Hummingbird, once known as PURCH001, will no longer exist. In order to comply with the University’s policy on safeguarding confidential financial and personal information, FSU Policy OP-F-7, each user of the Hummingbird system must have a unique log-in, regardless of the reason they use the system.

To assist in this change, a new security request form, Access Request found on both the Purchasing http://purchasing.fsu.edu/forms_reports.html and the Controller’s forms website, http://www.vpfa.fsu.edu/control/forms.html#payables must be completed for people who do not yet have a unique log-in name in Hummingbird established for them. This form can be either submitted on-line or printed and faxed to 645-9519.
United We Stand

Fly the Flag Proudly!

Getting To Know Us

Please welcome the following employees to the University Controller’s Office.

- Payables - April Brazell, Gabrielle Kaarlsen, Warren Smith
- Payroll - Margaret Partain
- Property - Alicia Lawrence
- Quality Assurance - Lori Martin
- Student Financial Services - Michelle Anderson, Bethany Bennitt, Elizabeth Eichler, Chakita Hargrove, Christopher Peterson, Robert Nelson, Aisha Slade, Amanda Warren, Maggie Williams; and a warm welcome back to the Controller’s office to Gayla Burdick who has joined the Treasury Management team.

Associate Vice President, Ralph Alvarez and University Controller, Tom Harrison sponsored the SACUBO (Southern Association of College and University Business Officers) Drive-In Workshop on Current Topics in Higher Education, Grant Management Compliance and Tax Management, February 1-2, in Tallahassee. The SACUBO workshops have been sponsored consistently for the past six years by the University Controller’s office. Choosing topics of current interest, providing a site that accommodates both lodging and the conference and hosting nationally recognized presenters has proven to be the key to the increasingly successful workshops. Hosting the workshops locally also saves travel costs associated with staff training. Of the one hundred attendees from Florida, Alabama, Louisiana, South Carolina and Texas who registered to learn the latest issues relating to Grant Management Compliance and Tax Management, sixty-one were from Tallahassee, representing FSU, FAMU and Tallahassee Community College!