[Foundation to OMNI Frequently Asked Questions](#)
July 16, 2018

General Questions

1: What was in scope for this integration?

Goals established for this project were to:
- Identify and manage FSUF departmental funds with spendable cash balances in OMNI while ensuring donor restrictions are met.
- Interface spendable cash in FSUF departmental funds to OMNI Financials.
- Control spending of FSUF departmental funds in OMNI at the department, fund, and project level.
- Budget annually for FSUF departmental funds at the department level.
- Allow FSUF staff to maintain approval authority for requisitions, travel authorizations/expense reports, payment request forms, departmental journals, and HR accounting transactions via applicable workflow.
- Enhance University reports and queries by allowing visibility of FSUF departmental funds with spendable cash balances.
- Support processes that adhere to applicable statute, regulation, and policy.

2: What was out of scope for this integration?

Project exclusions (transactions/activity NOT brought into OMNI at this time) are:
- FSUF operational activity. Only activity that affects spendable cash balances in FSUF departmental funds has been brought into OMNI. All FSUF activity related to their business/operations will continue to be handled by Foundation Accounting staff.
- Revenue activity and all related information on donors and specific donations will continue to be recorded in FSUF's financial and donor systems and made available via the corresponding online reports.
- FSUF deferred gift funds, trust funds, or other funds that do not have spendable cash balances or are not identified as FSUF departmental funds. These funds will be added to OMNI in the future should funds be received and need to be made available for spending.
- Quasi-endowment transfers will continue to be administered by FSUF in the same manner as they are now.
- Research Foundation funds
- Emergency loans administered by the Employee Assistance Program
- Endowed fund activity, including endowed fund balances, and endowed fund investment earnings. Note that spendable activity on endowed funds HAS been established in OMNI.

Coding Transactions/Chartfields Questions

1: What OMNI Chartfields are used to record the Foundation funds?

A new Fund Code and new Department IDs were established for the FSUF fund activity to run through in OMNI. Each FSUF fund has been setup as a unique Project ID. Details follow:

- Fund Code – 599
  Department IDs – Department Area (generally the first three digits of the DeptID) then USUALLY 9xx
- Example – 187900 College of Music FSUF
  - o NOTE: Foundation-related DeptID descriptions should ALWAYS end with, "FSUF".
- Project Code – Fxxxxx (Current Foundation 5-digit Fund ID)
  - o Example – F04050 Band Alumni Fund
  - o The related PC Business Unit is 'FSFD1'
- Additional notes
  - o Each Project ID should only have activity on one corresponding DeptID.
  - o Existing OMNI DeptIDs should NEVER have FSUF fund activity recorded in them.

2: How do I charge requisitions and other transactions to my Foundation (599) funds in OMNI and other systems?

When entering internal requisitions and/or other transactions in OMNI Financials for a Fund 599 Foundation Project ID, the following chartfields must be entered in this EXACT order:

1. PC Bus Unit – FSFD1
2. Your Foundation Project ID – Fxxxxx
3. Activity – 1

The GL Business Unit should NOT be changed from the default of FSU01.

Disbursement Services has a [Foundation Transition Document](#) available, which describes the process involved with various types of disbursements, including Concur and ePRF.

Procurement Services also has [information on their website](#) on how to create a Foundation requisition in SpearMart.

3: Who will initiate the setup of new projects/funds and how will we know when they are "ready" in OMNI?

Departments who wish to open a new Foundation fund/599 Project ID, must submit a [New Fund Form](#) to the Foundation. All fundraising materials or solicitations should be included with the form when requesting the fund be opened, and departments should work with development officers to provide a fully executed gift agreement, when possible. **No new projects can be opened without this form since it provides the 6-digit department ID that will be used in OMNI**. Once this form is received and Foundation staff have all required information to establish the new Project, it will be set up in OMNI and made available for use. At this time, the Budget Manager will be notified.

4: What if a Foundation project needs to have the associated 6-digit DeptID changed?

To request a DeptID change on a particular Foundation project, the department should complete a Fund Change form accessible on the [Foundation's Forms and Resources page](#) indicating the requested change in the OMNI DeptID. Upon receipt of this form, Foundation staff will review it, and if appropriate, approve it. At this point, the project will be updated in the Foundation's accounting system as well as OMNI. The department will then be notified that the change has been made and that they need to request a GL journal be done to update the budget and GL balance via a DOL in OMNI. They will also need to notify the [Budget Office](#) should a department-level budget adjustment be required.

Please note that the DeptID/Project ID relationship for Foundation funds can be queried in OMNI Financials using FSU_DPT_CODES_FSUF_PROJECTS.

5: Can I split fund purchases and travel between Foundation funds and other university funds?

Workflow will not work correctly if funding is split in SpearMart, electronic Payment Request Forms (ePRFs), or internal requisitions. If there is a need to record payments across multiple funds in these systems, it should be done using one request for each funding source.

Split funding can be done in Concur.

6: Is OMNI Fund 547 still being utilized now that FSUF funds have been integrated into OMNI?

No. Fund 547 has been "sunset" and replaced by corresponding Project IDs established in Fund 599. This fund has been available for use on appointments with an effective date of 6/15/18 or later.

Transferring Balances Questions

1: How are transfers between Foundation funds processed?

Non-exchange transfers between Foundation funds (as opposed to a transfer of expenses) should be initiated through Foundation forms and recorded in the Foundation's system, in the same way they were processed prior to OMNI integration. The adjustment to the spendable balance for the funds involved in the transfers will be updated overnight via the automated feed from the Foundation's financial system to OMNI.
Expense transfers between Foundation funds should be initiated through a [Departmental Online Journal Entry](#), just like any other expense transfer between university departments/funds.

Spending FSUF Funds Questions

1: Can I still use Foundation funds to reimburse for business meals and to make all other expenditures for which I used these funds prior to the OMNI integration?

Yes. WHAT you can buy with Foundation funds has not changed, only HOW you buy. So, any expenditure you were able to make with your Foundation funds pre-OMNI, you can continue to make after July 1, 2018.

As for the HOW of spending Foundation funds, you would use all the same mechanisms that you would use to spend E&G or other University funds – unencumbered purchases would use an electronic Payment Request (ePRF) or a departmental PCard; you can issue a PO by submitting a requisition in SpearMart; all travel will go through Concur, including guest travel; and non-travel reimbursements will also be processed through Concur.

If you have specific questions about utilizing any of these processes/systems, please check out the existing training classes offered by [Disbursement Services](), [Procurement](), etc. or contact those departments directly.

2: Is the issuance a Purchase Order for purchases and/or a Travel Authorization for travel reimbursements from Foundation funds required?

Expenditures made using Foundation funds only must comply with [Foundation Expenditure Policy & Procedures](). Purchases using some combination of University and Foundation funds must comply with the Foundation's policies AND with University policies and procedures.

Please note that a Travel Authorization (referred to as a "Request" in Concur) is required for ALL travel, regardless of funding, in the Concur travel system.

3: Has the processing of Foundation-funded scholarships changed?

No, the processes and forms used to request and authorize Foundation-funded scholarships have not changed; however, these scholarship expenses will be charged to individual FSUF Project IDs in OMNI via journals with a Source of 'FFS.' These journals will include EmplID and Term information in the Journal Line Description and Journal Line Reference fields, respectively.

Reports detailing scholarship recipients are still available via the [Foundation online reports]() used by departments historically.

4: What payment terms are used for invoices paid from Foundation funds?

Unless a specific exception is requested at the time of the payment request, all payments out of OMNI are processed on the normal terms established for University vendors. Generally, these terms are net 40.

5: If we pay a vendor that is not established in OMNI with Foundation funds, will they need to be setup in OMNI before they can be paid after 6/30/18?

Yes. If there are any vendors that your department pays regularly from Foundation funds that are not setup in OMNI, they will be need to be established as a Supplier in OMNI. If your department plans to issue a PO to any of these vendors, please follow the [procedures for new supplier setup on Procurement Services' website](). If all purchases from these vendors will be made unencumbered, please complete the appropriate Vendor Authentication form located [here]().

6: How are any charges (e.g. RDFs) hitting fund 547 after July 1, 2018, being handled?

The Foundation will receive an estimated final billing of all June 2018 costs that will be applied to the projects in fund 547, as normal. The amount of available cash that will be transferred to the equivalent 599 Project for each 547 Project will be net of this final June 2018 fund 547 billing. Once all final costs for these projects have been calculated in July 2018, a true-up will occur, and any adjustments will post through the new 599 fund. Additionally, any charges recorded to fund 547 in FY19, and going forward, for Redistributions of Funds (RDFs) or other corrections will also be adjusted via a transfer to the equivalent 599 project.

PCard/TCard Questions

1: Can FSU PCards and/or TCards be used to spend Foundation funds?

Yes. Charges on FSU PCards and TCards are allowed on Fund 599. The [normal restrictions](#) placed on University PCards will be applicable for Fund 599 spend, unless a waiver has been requested and granted.

2: Does the Foundation still provide some FSU employees a PCard?

No. Foundation-issued PCards were cancelled prior to go-live. FSU PCards and TCards can now be used to charge expenses to Foundation funds (599).

Budgeting/Commitment Control Questions

1: Do I have to budget for these funds?

Budgets will need to be entered in Hyperion for each new Department ID established for Foundation funds; however, there will be no budget entry at the FSUF Fund (Project ID) level.

For example, if your DeptID has ten FSUF Departmental Funds associated with it, and you anticipate spending a total of $100,000 collectively from those ten funds, a budget of $100K would be entered at the DeptID level.

2: How are expenditures and encumbrances on Foundation fund 599 budget checked?

An expense charged to a fund 599 Project ID can potentially fail budget check for two reasons.

First, there must be a sufficient available balance at the Project ID level. This means that if you are attempting to create a PO or appoint someone on a Foundation Project and there are not sufficient funds *there at the time you are entering* the requisition or the appointment, the transaction will create a budget error. This is true *even if you fully anticipate to have sufficient funds by the end of the fiscal year*. In this way, budget checking for FSUF Projects is different than other funding sources such as Auxiliaries. The only way to resolve this error is to transfer an encumbrance and/or expense to another funding source or to increase the amount available in the Project via additional donations to the fund, etc.

Second, there must also be sufficient available balance in the DeptID that the Project ID is associated with. This available balance will be the net of the available balances of all Project IDs that "roll up" to that DeptID and is based on the budget entered in Hyperion plus/minus any budget adjustments entered since the beginning of the fiscal year. The DeptID/Project ID relationship for Foundation funds can be queried in OMNI Financials using FSU_DPT_CODES_FSUF_PROJECTS. DeptID-level budget errors may be resolved by transferring budget within fund 599 or by competing the [Non-E&G Budget Adjustment Form](#) to increase the budget.

Approvals/Workflow Questions

1: How is workflow configured?

Approvers are maintained at the Department (not Project) level. In this sense, workflow will work the same way that existing workflow is setup in the various systems for other University funds. Additional approvals are required from Foundation staff (similar to the additional approvals required for C&G funds by Sponsored Research).

Initially, the DDDHC, Budget Manager and all Authorized Signers established for each FSUF DeptID were setup in the various systems as the authorized approvers for the FSUF Departmental Funds associated with that DeptID.

Please note that the exact workflow setup varies based on the system/process (OMNI HR, SpearMart, etc.). Foundation accounts payable staff will ensure that appropriate signers are on all requests for payment and will forward requests without an approved signer to the Budget Manager for approval. This includes catalog purchases in SpearMart where departmental approval is not required under $2,500.

Please also note that the usual mechanisms to update departmental roles and workflow approvers are available for FSUF DeptIDs if there are any issues with the current setup.

2: Can we add additional levels of approval for Foundation Fund transactions?

No special departmental workflow was implemented for Foundation Funds. Existing workflow setup in the various systems and modules (OMNI HR, SpearMart, etc.) is available.

3: How do we change approvers on the new Foundation departments?

Approvers on FSUF departments can be updated/changed via the same mechanisms currently in place for other University departments/funds in OMNI.

4: How can I determine which authorized signers are allowed on fund 599?

The Foundation has determined that the DDDHC, Budget Manager, and all Authorized Signers established on a FSUF DeptID through the Budget Office will serve as authorized approvers on the associated Foundation project(s). The query FSU_CF_DEPT_ALL_DESIGNATIONS will provide a list of these individuals for the DeptID(s) prompted. Additionally, the "Authorized Signers" report accessible via the Foundation's online web reports provides a list of these individuals for each specific project.

The DeptID/Project ID relationship for Foundation funds can be queried in OMNI Financials using FSU_DPT_CODES_FSUF_PROJECTS.

Reporting Questions

1: Can I see Foundation fund balances on existing reports and/or queries?

The best way to monitor Foundation activity and balances is to use BI financial reports such as the existing Expense Data Mining and Transaction Details dashboard reports. Additionally, a new version of the BI Departmental Ledger ("FDN") is now available and Foundation data has been incorporated into the BI Budget and Transaction dashboard report (see the 'Executive Overview' tab as well as the new 'Foundation Detail' tab).

Departmental OMNI queries will generally return Foundation data, just as they do all other financial data in OMNI. There is also a new Available Balance query, FSU_BUD_FSUF_AVAIL_BAL, that was written specifically for departments to lookup their budgets and available balances by FSUF DeptID and/or Project ID(s).

Daily automated feeds to and from the Foundation's financial system and OMNI began immediately following conversion, which should ensure the expenditure data captured in OMNI can also be viewed from Foundation online reports that were historically used prior to OMNI integration.

<u>**Endowed Funds Questions**</u>

1: How does the OMNI integration affect the quarterly spending distributions that we receive on our endowed funds held by the Foundation?

Quarterly distributions are now made available for spending as of the date they are posted to OMNI, approximately 3 to 4 weeks following the quarter end date. For example, quarterly distributions for June 30, 2018 will be reflected in OMNI and made available for spending on Foundation funds around the fourth week of July 2018.

<u>**Petty Cash Questions**</u>

1: Will the Foundation still provide petty cash?

No. Any Foundation-issued petty cash funds will need to be closed out soon after go-live, and no later than August 31, 2018. Departments wishing to use Foundation departmental funds for their petty cash needs after July 1, 2018, will need to request a [cash advance through FSU Accounts Payable](#).