Controller’s Office

Auxiliary Year-End Meeting: Fiscal Year 2023
Housekeeping

• Meeting will not be recorded; however, presentation slides will be provided in a FinRep announcement and placed on the Resources section of the Auxiliary Services website by the end of the week.

• Participants are muted.

• To follow the session with a live transcript, select More and Live Transcript at the bottom of your screen.

• Q&A Procedures: Please ask questions in the Zoom chat.
Policy Updates

4-OP-D-1 OMNI Departments

- New process to inactivate department IDs
- Reduced Auxiliary/Designated threshold to $5,000
- Effective July 1, 2023
- https://policies.vpfa.fsu.edu/policies-and-procedures/financial
Establishing an Auxiliary

1. Support the University’s mission
2. Be an ongoing activity
3. Generate revenues exceeding $5,000 annually
Establishing an Auxiliary

Auxiliary Classes

- BTBUD2: Introduction to Auxiliary & Designated
- BTBUD3: Auxiliary Rate Calculation
- https://budget.fsu.edu/resources/training-resources
- Register via OMNI HR > Learning & Development
- Upcoming Classes: August 23rd & August 24th
Establishing an Auxiliary

Required Forms

- Request to Establish an Auxiliary Operation
- Establish a New Department ID
- Auxiliary Rate Methodology
- https://budget.fsu.edu/forms
Rate Request

Coming this Fall 2023!

- Auxiliary Rate Requests
- Please review existing rates for your auxiliary and update as necessary
- Stay tuned for details and due dates
- Classes & workshops will be available
Contact Information

Questions?

– Mary Alice Bullard | 644-0096 | m.bullard@fsu.edu
– Ben Spivey | 644-5614 | bspivey2@fsu.edu
– budget@fsu.edu
– Website: https://budget.fsu.edu
Angela Rowe, Associate Director

SPONSORED RESEARCH ADMINISTRATION
Overview

Sponsored Research Administration (SRA)

Responsible for pre-award and post-award functions of the university for awards with U.S. public funding (federal, state, and local governments) and U.S. public funding that is flowed through private organizations.
Overview

FSU Research Foundation (FSURF)

Accepts and administers contracts and grants from private sources using private funds. FSURF is the assignee of the University’s Intellectual Property (IP) and serves as the fiscal agent for all activities with respect to the commercialization of the IP.
Procurement Services

CONTRACT PROCESS OVERVIEW

Contract Manager
- Receives a request for purchase, proposal, invoice or contract from department.
- If over $10K, confirms purchase meets Procurement Services guidelines. If yes, submits contract and related documents to Contract Administration at contracts@fsu.edu for review.

Contract Completion
- Contract has been completed and fully executed by both parties.

Contract Administration
- Reviews, provides revisions, feedback and assists Contract Manager in negotiating the terms and conditions of a contract.

Contract Manager
- Continues to monitor the contracts (deliverables, payments, issues, etc.) until its termination.
- Enter/submits the contract into SpearMart Contract Module for formal approvals and signatures.

Finalizes the draft contract
Contracts – Auxiliary vs. SRA

Considerations

• Is this a research activity?
  o Research is defined as the creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge.
Contracts – Auxiliary vs. SRA

Yes, Activity is Considered to be Research

Type of Funding

Public
- Managed by SRA

Private
- Managed by FSURF
Contracts – Auxiliary vs. SRA

Considerations Requiring SRA Oversight

- Terms and conditions
- Scope of work involves complex deliverables
- Federal Acquisition Regulations
- 2 CFR 200
- Publication
- Intellectual property
Contracts – Auxiliary vs. SRA

Considerations Requiring SRA Oversight

• Reference to allowable costs
• Subcontracting language and/or restrictions
• Cost sharing
• Human subject participants
• Animal subjects
• Export control regulations
SRA Contract Examples

STANDARD TERMS AND CONDITIONS
Pursuant to Section 287.058, Florida Statutes:

A. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

B. Travel expenses will be reimbursed only if approved in writing by the Department before such expenses are incurred. Bills for any travel expenses shall be submitted in accordance with s. 112.061, F.S.
SRA Contract Examples

**FINANCIAL CONSEQUENCES**
If the Contractor fails to meet the minimum level of service or performance identified, the Department will be injured as a result thereof. If the requirements are not timely and satisfactorily performed, the Contractor shall be subject to one or more of the financial consequences listed. The contract manager shall periodically review the progress made on the activities and deliverables. If the Contractor fails to meet and comply with the activities/deliverables established or to make appropriate progress and they are not resolved within two weeks of written notice; the contract manager may approve: (1) withholding of payment until the deficiency is cured, (2) request the contractor redo the work, or (3) a reduced payment by the rate established under this contract. The contract manager must assess one or more of the financial consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contract to meet the timely and desired results. These financial consequences shall not be considered penalties. The Department; at its sole discretion, may offer the Contractor an extension for any listed tasks, timelines, or deliverables during which the indicated financial consequences shall not apply. Notification of any extension shall be provided to the Contractor in writing. If financial consequences are imposed and due; the Department may offset the financial consequences from the next invoice or from the final retained payment, or require separate payment. Any payment made in reliance on the Contractor’s evidence of performance; which evidence is subsequently determined to be erroneous, will be immediately due as an over payment.
SRA Contract Examples

**Intellectual Property**

“All intellectual property produced or developed by the Vendor shall become the property of the Agency.”

**Subcontracts**

“The Vendor must perform risk assessments of any subcontractor and monitor expenditures.”
SRA Contract Examples

Publications

“Purchaser shall have been furnished copies of any proposed publication at least sixty (60) days in advance of proposed publication.”
Contact Information

Questions?

– Pamela Ray | 644-8643 | pray2@fsu.edu
– Angie Rowe | 644-8659 | arrowe@fsu.edu
– Websites:
  • SRA - https://www.research.fsu.edu/research-offices/sra/
  • FSURF - https://www.research.fsu.edu/research-offices/fsu-research-foundation/
Tamara Fultz, Tax Director

TAX & COMPLIANCE
Meet the Team

• Tamara Fultz, Tax Director
• Curt Caito, Compliance Analyst
• Roberto Olivera, Tax Analyst
• Vacant, Tax Analyst
Areas of Impact

- Cash Collections
- PCI Compliance
- Unrelated Business Income Tax
- Sales Tax
- Suppliers/Worker Classification
- Revenue Contracts
- Bond Compliance
Contact Information

Questions?

– Tax & Compliance | ctl-tax@fsu.edu
– Website: https://controller.vpfa.fsu.edu/services/tax-compliance
Betsy Miller, Director

FINANCIAL SYSTEMS & COMPLIANCE
Transact

What is it?

– Payment card processing system
– Custom online storefronts (eMarkets)
– Virtual terminals
– Prebuilt integrations with other software
Transact

Benefits:

– Centrally managed by the Controller’s Office
– Revenue accounting by system
– PCI Compliant
  • Less PCI burden on departments
– Easy to set up
– Free*
  • *merchant fees paid by customer or department
Transact

• Live Demo

• For more information and to see sample stores visit: https://controller.vpfa.fsu.edu/transact-departments
Questions?

- Betsy Miller  |  644-0292  |  bcmiller@fsu.edu
- CTL-Transact@fsu.edu
- Website:  https://controller.vpfa.fsu.edu/what-transact
Departmental Deposit Process Overview

Prepare Bank Deposit

Department receives physical deposit:
• Utilize Armored Car Service approved by the University
• For checks/money order, use Remote Desktop to electronically deposit checks
• Drop deposit at secure lockbox location

Payer mails directly to Auxiliary PO Box (for OMNI Auxiliary invoices only)

Department accepts credit or debit card payment at University approved terminal

Payer directly transmits funds to bank via EFT (ACH or wire)

Prepare Deposit Accounting Reporting

Departmental Deposit Form
• Submit form to ctl-Deposits@fsu.edu for electronic payments, Armored Car service deposits, Remote Desktop check deposits, and non-Transact eMarket credit/debit card payment batches

Auxiliary Invoice Payments
• Submit remittance notification to ctl-EFT@fsu.edu for electronic payments
• Include copy of auxiliary invoice with physical deposit for cash/check/money order

Reconcile the Deposit

Review AR Direct Journals in OMNI FI (for Departmental Deposits for nonbilled/point of sale activity or expense reimbursements)

Review AR Payment Journals in OMNI FI (for Auxiliary Invoices generated in OMNI)

to ensure all delivered deposits are accounted for as expected
Departmental Deposit Form Procedures

All Departmental Deposits, regardless of payment method or purpose, must be accounted for within the University’s financial system.

- The Departmental Deposit Form is used to ensure all deposits are accounted for properly:
  - To record revenue for point-of-sale (not invoiced) transactions of any payment type
  - To record expense refunds and expense reimbursements of any payment type
  - To record travel reimbursements of any payment type

- The following documentation should accompany the Departmental Deposit Form:
  - A copy of the daily batch settlement report for point-of-sale credit card transactions
  - A copy of the bank deposit slip for cash and/or check transactions
Departmental deposit forms are **not** required in the following instances:

- Credit card payments associated with Transact (eMarket or Virtual Terminal). Accounting is defined on the item type within the Transact system and recorded to OMNI Financials.

- Deposits associated with Auxiliary Invoices (invoices created in OMNI Financials with invoice IDs beginning “AUX”). Accounting is defined when the invoice is created. For these deposits:
  - **Physical payments**: Customers should remit payment directly to the Auxiliary Accounting PO Box shown on the invoice or deliver to the secure drop box located outside of the Student Business Services office at A1500 University Center. Include a copy of the invoice or reference the invoice number on the payment.
  - **Electronic payments (EFT – ACH or wire)**: Customers should email ctl-EFT@fsu.edu with payment remittance information, including invoice IDs.
  - **Credit Card payments**: Customers who wish to remit payment for an Auxiliary Invoice via credit card should visit the Auxiliary eMarket shown on the invoice.
Types of Departmental Deposits

- Revenue Deposits
- Expense Refunds
- Expense Reimbursements
- Travel Reimbursements

Account Dictionaries:
- Revenue Accounts
- Expense Accounts

Note: Revenue deposits for Foundation projects (F0XXXX) cannot be processed through the Controller’s Office.
Departmental Deposit Reconciliations

Each Department is responsible for reconciling Departmental Deposits to verify that each deposit submitted has been received and accounted for properly. Transaction information needed to perform departmental reconciliations is included within OMNI Financials (FI). Please use the following queries and instructions to retrieve the information necessary to complete deposit reconciliations:

- Users must request the security role FSU_AUX_AR_RECON to access pages required to view departmental deposit and AR payment backup and attachments. Refer to the training guide on the Controller’s Office website for more information.
- Deposits of payments recorded as AR Direct Journals (ARDs) may be reviewed and reconciled using the FSU_DPT_DIRECT_JRNL_DEPOSIT query.
- Deposits of payments associated with OMNI Auxiliary AR/Billing Invoices may be reviewed and reconciled using the FSU_CTRL_AUX_PAYMENT or the FSU_DPT_GL_JOURNALS query.
Reviewing Departmental Deposits via Query

Note the available prompts.

Contact Cristie Chase, Deposit Accounting Manager (ctl-Deposits@fsu.edu) with questions about Departmental Deposits/ARDs/Direct Journals.
Departmental Online Journal Entries (DOL)

Departmental Online Journal Entries (DOLs) are used primarily to adjust the ledger for transactions already recorded. All DOLs should be processed using the Departmental Online Journal Entry Form. Specific instructions on completing this form are available here.

- Corrections via DOL should not take place before the original transaction has been posted to the General Ledger.
- Corrections should be processed in a timely manner and as soon as possible after the original transaction has been recorded.
- Documentation of a DOL must contain evidence that it is appropriate:
  - Reference must be made to the original transactions supported by the original journal, voucher, or expense report number and justification for the transfer. In addition, documentation supporting the original transaction as recorded in OMNI should be attached to the DOL form.

- Please direct questions regarding DOL processing to CTL-GeneralAccounting@fsu.edu.
What is a Chargeback?

A Chargeback is a transaction that has been disputed by the cardholder and returned by the bank/issuer for various reasons.

- Banks, processors, and the card networks can set their own deadlines.
- For example, banks/issuers usually give cardholders 120 days to dispute a charge. (That is 120 days from date of delivery or receiving services).
- Depending on the issuer, the University typically has between 7-20 calendar days to respond to a chargeback dispute.
Chargeback Process: Departmental Response

**Outreach**

- Department should contact the cardholder and/or student regarding the dispute.

**Outcome**

- Departmental Decision: Accept or Dispute
  - Accept: Written statement from department explaining the reason for accepting the dispute
  - Dispute: Written statement and supporting documentation from department explaining reasons for disputing
  - Cardholder Withdraws Dispute: The Transact Chargeback Withdrawal Form should be used for Transact chargebacks

**Support**

- Cardholder can contact their bank directly to withdraw their dispute, and/or provide the department with a written statement of their intent to withdraw and why.
## Chargeback Process: Supporting Documentation

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Fraud**                 | • Email/Chat conversation with the cardholder showing their participation in the transaction  
                           | • Confirmation of the receipt of services by the cardholder  
                           | • Signed agreement or attendance logs to prove a link between the person receiving the services and the cardholder |
| **Cancelled or Merchandise Not Received** | • Properly disclosed terms and conditions detailing the cancellation, return, and refund policy acknowledged by the cardholder  
                           | • Proof that the cardholder is benefiting from the services despite the claimed cancellation  
                           | • Attendance logs, proof of work submitted, signed receipts |
| **Cardholder Disputes**   | • Detailed explanation in response to cardholder’s claim  
                           | • Proof that the cardholder is benefiting from the services or has received goods for the transaction  
                           | • Official statement outlining all charges, payments received, and any resulting balances |
| **Duplicate Processing**  | • Provide two separate transaction receipts, invoices, or logs confirming that there are two separate and valid transactions  
                           | • Evidence that the cardholder has benefited from both transactions |
| **Retrievals**            | • These are requests for more information about the transaction  
                           | • A retrieval can result in a chargeback based on the support provided by the department  
                           | • Detailed information about the transaction, including any goods or services provided as a result of the payment |
Fiscal Year-End Reminders

• Refer to the Controller’s Office Year-End Calendar for specific dates and deadlines

• Continue to submit Departmental Deposits & Forms through year-end
  – Departmental Deposits must be delivered to the secure drop box located outside of the Student Business Services office at A1500 University Center by 9:00am on Thursday, 6/29/23 to ensure receipting this fiscal year.

• Timely, proactive submission of Departmental Deposit Forms is necessary to ensure as much is posted by fiscal year-end as possible.

• Report cash-on-hand not yet submitted to secure drop box located outside of the Student Business Services office at A1500 University Center on last day of fiscal year as required by Financial Reporting.

• Last day to submit a Departmental Online Journal Entry (DOL) request for receipt this fiscal year is Wednesday, 6/21/23.
Additional Contact Information

ctl-Customerpmt@fsu.edu
- Electronic Funds Transfer (EFT, ACH, wire) set up

ctl-EFT@fsu.edu
- Submission of Payment Remittance by payer

ctl-Admin@fsu.edu
- Armored Car Pick Up services

ctl-GeneralAccounting@fsu.edu
- Departmental Online Journal (DOL) Entries

ctl-Travel@fsu.edu
- Travel reimbursement and Concur Expense Report inquiries

ctl-TM@fsu.edu
- Remote Desktop Scanner services

ctl-transact@fsu.edu
- Transact eMarket services
Deposit Accounting Website

https://controller.vpfa.fsu.edu/services/deposit-accounting
Deposit Accounting Team

Mary Ann Parks
Associate Controller

Cristie Chase
Deposit Accounting Manager

Whitney Johnson
Senior University Accountant

Susan Bowman
University Accountant

Payne Meyer
University Accountant

Refer to the Deposit Accounting Staff Directory on our website for contact information!
Contact Information

Questions?

– Cristie Chase | 644-9420 | crchase@fsu.edu
– CTL-Deposits@fsu.edu
– CTL-TransactRefunds@fsu.edu (for Transact Chargebacks & Refunds only)
Scot Hauser, Auxiliary Services Manager

AUXILIARY SERVICES
Reminders

Buying Departments
## Differences from Procurement Services POs

- Requisitions are created in OMNI Financials, not SpearMart
- Requisitions use specific category codes beginning “AUX”
- Changes require Internal PO Change Request (Change Order) form
  - **More than 1 change order is allowed**
- Blanket POs are normal
- Encumbrance amount can be exceeded
- Receipts are not required
- Proactive PO Encumbrance Management
- Contact is Auxiliary Services, not Procurement Services
Requisition Entry Guides

There is a requisition guide for every single auxiliary that requires an internal, auxiliary Purchase Order.

Auxiliary Services Training Materials
Internal PO Entry & Management – Detailed Business Process Guides

These guides provide information about how to place an order with the auxiliary and outlines exactly which vendor and category codes to use.
Internal Auxiliary Category Codes

Look Up Category

SetID

Category: begins with [ ]

Description: begins with [ ]

SHARE

Search Clear Cancel Basic Lookup

Search Results

View 100 Previous Next 1-2 of 2

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_ITSO000000</td>
<td>Cellular Services</td>
</tr>
<tr>
<td>83111603</td>
<td>Cellular telephone services</td>
</tr>
</tbody>
</table>
BTUIB1 – Understanding Internal Billing

This class is designed from the buyer’s perspective.

Sign up via OMNI HR > Learning & Development!
Reminders
Selling Auxilaries
Intradepartmental Billings on Sponsored Projects

When auxiliary billing occurs in OMNI Financials, but the award is managed by Sponsored Research Administration, remember these steps:

1. **Auxiliary** receives award from customer
2. Auxiliary works with SRA to create project ID
3. Auxiliary creates internal PO for their own auxiliary referencing the project ID
4. Auxiliary charges internal PO for expenses against the project
5. SRA then invoices the customer
## Avoid These Billing Mistakes

<table>
<thead>
<tr>
<th>Mistake</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing dates (&quot;charge to&quot; date is key)</td>
<td>Ensure invoice contains the correct PO number</td>
</tr>
<tr>
<td>Incorrect revenue account codes (internal/external; specific)</td>
<td>Imprecise descriptions that make sense to seller, but not to outside observer</td>
</tr>
<tr>
<td>Incorrect department codes</td>
<td>Over/under-billing (not reconciling to sales/source data when creating bills and monthly after invoicing)</td>
</tr>
<tr>
<td>Invoicing internal items vs. invoicing external items</td>
<td></td>
</tr>
</tbody>
</table>

Refer to [ABILL3 – Adjusting Invoices](#) when a correction is needed. Accounting corrections should always be handled through the billing module in OMNI Financials and not through a DOL.
Auxiliary Bill Cycle Reminders

Refer to the [Bill Cycle Calendar](#) on the Auxiliary Services website!
Fiscal Year-End Reminders

Controller’s Office Year-End Calendar

• **6/24 – 6/29** – Pre-Entry Window for FY24 Requisitions

• **6/30** – Pending Charge Deadline
  – Submit charges to ctl-auxiliaryaccounting@fsu.edu in required format by end of day

In July, work early and often to associate new year POs with your outstanding charges from June and new charges from July to maximize July’s billable activity.
Custom Billing Reconciliation Template

- Refer to the Custom Billing Reconciliation Template to reconcile billable/invoiced activity to sales records to comply with FSU’s AR Policy.
Customer Add/Update Form

Auxiliaries should submit the Customer Add/Update Form to request new external customers be added to OMNI Financials or when existing customer or contact records require updates.
Handling Auxiliary Payments

Departmental Deposit Form is **not** needed. Reference the auxiliary invoice!

Payment should be sent directly to the Auxiliary Services PO Box or Controller’s Office Drop Box.

Refer to [APMT1 – Handling Payments](#)
Credit Card Payments

Credit card payments are now accepted for auxiliary invoices!

Refer to the website or details provided on the auxiliary invoice.
Reviewing Accounts Receivable

Collections Workbench

• Intuitive page
• Search by customer name
• One stop shop by Customer for *everything*

Refer to AAR1-4 Understanding Accounts Receivable
Ongoing Collection Efforts

Auxiliary Services assists with collections of your receivables

1st of each month
Customers receive a statement of open invoices or unapplied payments

15th of each month
“Dunning” or outreach is performed on those customers with past due balances
Internal Auxiliary PO Roll

Fiscal Year 2023 to 2024
Internal Auxiliary PO Roll

System Criteria

- All open PO lines meet all system requirements (not outlined here)
- All open PO lines have encumbrances greater than or equal to $1.00
- All open PO lines have one budget distribution (no split funding)
- All open PO lines were created in the current fiscal year
- Department authority has not requested PO closure by deadline

Internal Auxiliary PO Criteria

- If a department requests to close PO and all other criteria are met, auxiliary confirms charges exist which should be posted against the PO
- PO is on a sponsored project with project end dates between 6/30/2023 and 8/31/2023
- PO is on the following vendor(s):
  - AUX0000042 - FSU HOUS-001 - University Housing
- PO is on category code AUX_FAC000000001 and issued on fund beginning 8XX with positive confirmation from Construction Accounting and Facilities Design & Construction
PO Roll Fiscal Year-End Deadlines

Controller’s Office Year-End Calendar

- **5/19/23** – Eligible PO population for PO Roll sent to auxiliary departments
- **6/9/23** – Auxiliary department response to PO Roll due
- **6/12/23** – PO Roll population compiled and sent to auxiliary department
- **6/16/23** – Auxiliary department responses due for any ongoing charges against PO Roll population
- **6/22/23** – HR stops PO feed *(will resume on 7/5/23)*
Queries
Queries for Buying Departments

- **FSU_DPT_AUX_INT_PO_EXP_SUM** – Provides a sum of expenses for the auxiliary by supplier ID and purchasing category.

- **FSU_AUX_REQUISITIONS** – Provides a list of requisitions that have been entered for the auxiliary but not yet approved and where they are in the process.

- **FSU_CTRL_AUX_PO_ENC_EXP_1** – Provides the original encumbrance amount, expenses to date and remaining balance for each line on an internal, auxiliary PO.

- **FSU_DPT_AUX_INVOICE_REVIEW** – Provides a list of auxiliary invoices that have been charged to a department’s internal, auxiliary PO.
Queries for Selling Auxiliaries

- **FSU_CTRL_AUX_CUST** – Provides a list of the auxiliary customers in OMNI Financials shared by all departments.

- **FSU_AUX_CUST_HIST** – Provides a list of invoices and payment history for an auxiliary customer.

- **FSU_AUX_BILL_NOT_INV** – Provides a list of items (bills) waiting to be invoiced in OMNI Financials.
Queries for Selling Auxiliaries

- **FSU_AUX_BILL_INV_RVW** – Provides a list of items (bills) that have been invoiced and emailed to auxiliary customers.

- **FSU_AUX_AGING_BY_DPT_ASOFDT** – Provides a list of outstanding receivables for auxiliary customers by auxiliary bill source.

- **FSU_CTRL_AUX_PAYMENT** – Provides a list of accounts receivable invoice payments processed for auxiliary customers.
Auxiliary Services Team

Mary Ann Parks
Associate Controller

Scot Hauser
Auxiliary Services Manager

Darius Pollock
Senior Accounting Specialist
Billing/Procurement

Kyle DeRouin
Accounting Specialist
Billing/Procurement

Robyn Rivers
Senior Accounting Specialist
Accounts Receivable/Collections

Gayla Burdick
Accounting Specialist
Accounts Receivable/Collections

Refer to the Auxiliary Services Staff Directory on our website for contact information!
Contact Information

Questions?

– Scot Hauser | 644-4417 | shauser@fsu.edu
– CTL-AuxiliaryAccounting@fsu.edu
Fiscal Year-End Reminders

Facilities Dates

• See the Controller’s Office Year-End Calendar for specific dates and deadlines

```
+---+----+-----------------------------+
|   | Day| Due Dates                  |
|---|----|-----------------------------+
| 98| Mon| 6/26/2023 FY24 requisitions may be entered beginning June 26, 2023 or in the new FY for all FY24 requisitions, including Research Foundation funds, maintenance orders, Facilities, Internal auxiliary requisitions, and SpearMart orders. |
| 192| Wed| 7/5/2023 Buying departments must have all Facilities Services internal Blanket POs in place for ongoing and/or outstanding auxiliary charges for Facilities Services. |
+---+----+-----------------------------+
```
Category Codes

• Ensure proper purchase order line is used on a work order request

• 8 codes are included in instructions on Controller’s Office Website

• OMNI AUXILIARY AR/BILLING: Facilities
## Category Codes

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>Detail</th>
<th>Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX-FACILITIES01</td>
<td>Facilities Maintenance &amp; Repairs</td>
<td>Charges for maintenance and repair services provided by FSU's Facilities department. Includes painting, pest control, electrical, industrial cleaning and plumbing services as well as the repair/maintenance of lab, telecom, a/v, elevator, heating/AC, other heavy equipment.</td>
<td>740930</td>
</tr>
<tr>
<td>AUX-FACILITIES02</td>
<td>Facilities Fuel</td>
<td>Charges for fuel (unleaded and diesel) provided by FSU's Facilities department.</td>
<td>741931</td>
</tr>
<tr>
<td>AUX-FACILITIES03</td>
<td>Facilities Utilities Charges</td>
<td>Charges for all utility services provided by FSU's Facilities department (electric, water, sewer, chilled water, outdoor lighting, fire service fees, natural &amp; LP gas, etc, including regularly scheduled waste management).</td>
<td>740800</td>
</tr>
</tbody>
</table>

**NOTE:** DO NOT CREATE ONE LINE PER WORK ORDER/SERVICE REQUEST. Create only one po line for all anticipated work orders for the fiscal year on a given budget (dept/fund/etc).
## Category Codes

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</tr>
</thead>
<tbody>
<tr>
<td>AUX-FACILITIES04</td>
<td>Facilities Utilities - Waste Mgt Svcs</td>
<td>Services made through a Special Service Request for charges for roll off waste management and disposal services provided by FSU's Facilities department, confidential shredding, and pull fees.</td>
<td>740832</td>
</tr>
<tr>
<td>AUX-FACILITIES05</td>
<td>Facilities Services - Event &amp; Other</td>
<td>Charges for Facilities services unrelated to maintenance &amp; repairs, such as event table/chair setup services, event-related other services, box delivery, and other service charges.</td>
<td>740231</td>
</tr>
<tr>
<td>AUX-FACILITIES06</td>
<td>Facilities Services - Custodial</td>
<td>Charges for Facilities services for custodial services unrelated to maintenance &amp; repairs; includes carpet, laundry/linen and general cleaning services.</td>
<td>740262</td>
</tr>
<tr>
<td>AUX-FACILITIES07</td>
<td>Facilities Services - Landscaping</td>
<td>Charges for Facilities services for grounds and landscaping services unrelated to maintenance &amp; repairs; includes lawn care, trimming, etc.</td>
<td>740268</td>
</tr>
</tbody>
</table>
# Category Codes - UPDATES

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>PRIOR YEAR</th>
<th>UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX-FACILITIES03</td>
<td>Facilities Utilities Charges</td>
<td>Charges for all utility services provided by FSU's Facilities department (electric, water, sewer, chilled water, outdoor lighting, fire service fees, natural &amp; LP gas, etc)</td>
<td>Charges for all utility services provided by FSU's Facilities department (electric, water, sewer, chilled water, outdoor lighting, fire service fees, natural &amp; LP gas, etc, including regularly scheduled waste management).</td>
</tr>
</tbody>
</table>
| AUX-FACILITIES04    | Facilities Utilities - Waste Mgt Svcs                        | Charges for waste management and disposal services provided by FSU's Facilities department. Includes regular, monthly charges, confidential shredding, and pull fees. | Services made through a Special Service Request for charges for roll off waste management and disposal services provided by FSU's Facilities department, confidential shredding, and pull fees.  
**NOTE:** Removed the words, "Includes regular monthly charges". |
Questions?

– Patti Burns | 850.645.8707 | pburns@fsu.edu
– Rick Bessey | 850.644.5219 | rjbessey@fsu.edu
– Fac-AuxiliaryBilling@fsu.edu
– Website: https://www.facilities.fsu.edu/
Kathleen Hollingsworth, Senior Accounting Specialist

ITS FISCAL OPERATIONS
Key Reminders for ITS

• Set up your Internal PO: deadline is July 5, 2023
• Select the correct category for your internal PO
• When a TSR is needed
• Detail Billing Information
Categories for Internal PO’s

- **Search for your Category Code(s).** Type “AUX_ITS” into the Category field & select the magnifying glass to search for the category code. It is very important that you select the appropriate internal category code.

For ITS PO’s, choose from the following Category Codes as shown below:

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>Detail</th>
<th>Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_ITSO000001</td>
<td>Prof IT Services</td>
<td>Desktop support &amp; ITS Assessments</td>
<td>740252</td>
</tr>
<tr>
<td>AUX_ITSO000002</td>
<td>File Storage / Virtual Computing</td>
<td></td>
<td>740252</td>
</tr>
<tr>
<td>AUX_ITSO000003</td>
<td>Local Service - Phone &amp; Cable</td>
<td>Local Phone (Centrex &amp; VoIP) &amp; cable</td>
<td>740703</td>
</tr>
<tr>
<td>AUX_ITSO000005</td>
<td>Campus Access &amp; Security Services</td>
<td>CASS</td>
<td>740703</td>
</tr>
<tr>
<td>AUX_ITSO000006</td>
<td>Data Circuits</td>
<td></td>
<td>740704</td>
</tr>
<tr>
<td>AUX_ITSO000007</td>
<td>Telecom Non-Recurring</td>
<td>Work orders, repairs, 1x charges, material &amp; labor</td>
<td>740710</td>
</tr>
<tr>
<td>AUX_ITSO000008</td>
<td>Research Computing</td>
<td></td>
<td>740713</td>
</tr>
<tr>
<td>AUX_ITSO000009</td>
<td>Cellular Services</td>
<td></td>
<td>740730</td>
</tr>
<tr>
<td>AUX_ITSO000010</td>
<td>Managed Port Fees</td>
<td></td>
<td>740741</td>
</tr>
<tr>
<td>AUX_ITSO000011</td>
<td>Software Licensing</td>
<td></td>
<td>741145</td>
</tr>
<tr>
<td>AUX_ITSO000012</td>
<td>Admin Allocation</td>
<td>For ITS Internal use only</td>
<td>740211</td>
</tr>
<tr>
<td>AUX_FAC000001</td>
<td>CIP Facilities – Facilities use only</td>
<td>For Facilities use only</td>
<td>780001</td>
</tr>
</tbody>
</table>

*For Facilities use only.**
TSR’s

When Is A TSR Needed?
• It is good practice to review detailed billing
• Requesting services to be turned on or off
• Budget changes
• Chartfield changes

What To Include In A TSR?
• Previous budget information - budget, Chartfields (if applicable) and PO
• New budget information - budget, Chartfields (if applicable) and PO
• Effective date
• Charges to move (all or the specific user IDs)

ITS TSR
ITS Service Desk
• It is good practice to review detailed billing
• The Budget Manager is notified when the report is available
• Non-Budget Managers that need access to detailed reports can request the role through OMNI
• The needed e-ORR role is FSU_ITS_TECH_EXP_MGMT
• In order to view reports, you need to be logged into VPN
Contact Information

Questions?

– Kathleen Hollingsworth | 850-644-1471 | khollingsworth@fsu.edu
– ITS-AR@admin.fsu.edu
– Website: https://its.fsu.edu/
Celeste Harden, Associate Director

OFFICE OF BUSINESS SERVICES (OBS)
OBS Budget and Finance Team

Associate Director – Celeste Harden
Assistant Director – Karen Roland
Accounting Specialists
  - Bonnie McLendon – Postal
  - Andrea Zimmerman – Copier
  - Debra Love – Parking Permits
Postal Services

https://postal.fsu.edu/

- Departmental Mail Charge Slip System
  - Daily PO updates will stop 6/16 at COB and resume 7/5
  - Postal rates increase July 9, 2023 (First Class letter $0.66, currently $0.63)
  - Use the Charge Slip system to verify postal expenses:
    https://chargeslipapp.obs.fsu.edu/search.asp
Postal Services

https://postal.fsu.edu/

  - PO updates will continue through year-end; new FY 24 POs will be imported July 5
  - Do not give anyone FSU’s account number; use the portal for incoming and outgoing shipments to avoid billing delays
  - Use the FedEx Tracking System to validate delivery
Postal Training and Account Codes


<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_MAIL0000001</td>
<td>Domestic Mail (Charge slip mail, domestic)</td>
<td>741501</td>
</tr>
<tr>
<td>AUX_MAIL0000002</td>
<td>International Mail (Charge-slip mail, international)</td>
<td>741502</td>
</tr>
<tr>
<td>AUX_MAIL0000003</td>
<td>FedEx (FedEx mail through FedEx Ship Manager or charge-slip, not UPS Store)</td>
<td>741503</td>
</tr>
<tr>
<td>AUX_MAIL0000004</td>
<td>Standard Mail Prep (for special batch mailings)</td>
<td>741504</td>
</tr>
<tr>
<td>AUX_MAIL0000005</td>
<td>Business Reply (when you request that recipients return items to you at your cost)</td>
<td>741507</td>
</tr>
<tr>
<td>AUX_MAIL0000006</td>
<td>Return Mail (items returned to you due to incorrect address/undeliverable)</td>
<td>741508</td>
</tr>
<tr>
<td>AUX_MAIL0000007</td>
<td>Standard Postage (used with batch mailings; postage for batch mail jobs)</td>
<td>741506</td>
</tr>
</tbody>
</table>
Copier Services

https://obs.fsu.edu/departments/copier-services

- New Purchase Orders by July 5
- Ricoh fleet hits 42-months installation; 12-month extension rates in effect for most departments

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>Comments</th>
<th>Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_COPY0000001</td>
<td>Copier Rentals</td>
<td>Copier lease and usage charges including b/w &amp; color copies</td>
<td>741831</td>
</tr>
<tr>
<td>AUX_COPY0000004</td>
<td>Copier Purchase</td>
<td>Departmental copier purchase (separate from copier lease or monthly copy usage charges)</td>
<td>741121</td>
</tr>
</tbody>
</table>
Parking Services

https://transportation.fsu.edu/parking-permits

• Permits renew August 15
• Valid FY 23 PO must accompany Order Form for permits and special events
• https://transportation.fsu.edu/sites/default/files/media/doc/FSU_TAPS_Order_Form-10-06-2020.pdf
Contact Information

Questions?

– Postal:
  • Customer Service: Postal@fsu.edu
  • Billing: OBS-Accounting@fsu.edu

– Copier:
  • Customer Service: OBS-Servicessupport@fsu.edu
  • Billing: OBS-Accounting@fsu.edu

– Parking Services:
  • Customer Service: Transportation@fsu.edu
  • Billing: OBS-Accounting@fsu.edu
Mary Ann Parks, Associate Controller

CASH MANAGEMENT
Cash Management & Banking

• Banking
  – Manage university banking services (opening and closing accounts)
  – Process wire payments
  – Cash transfers between university bank accounts
  – Initiate stop payment requests through the bank
  – Order and set up remote desktop scanners for deposits
  – EFT (ACH or wire) setup for customers/vendors
Cash Management & Banking

• Investing
  – Assess daily cash needs of university and invest on their behalf
  – Prepare monthly earnings allocations to departments

• Reconcile university bank accounts

• Manage debt service payments (bonds, loans, etc.)

• Submit unclaimed property report
Cash Management & Banking Team

Mary Ann Parks  
Associate Controller

Dan Wussler  
Assistant Controller

Heather Judd  
Senior University Accountant  
Investments

Caitlin Wabiszewski  
Senior University Accountant  
Systems

Neelie Evans  
University Accountant  
Bank Reconciliations

Refer to the Cash Management & Banking Staff Directory on our website for contact information!
Key Reminders for Auxiliaries

- Consult with Budget Office on potential need for new auxiliary or to update the existing mission of an approved auxiliary.

- Consult with Controller’s Office on proper business procedures (billing vs. point of sale, eMarket, etc.) to ensure proper recording of activity and to address tax and other compliance concerns.

- As a general rule, auxiliaries approved for AR/Billing in OMNI Financials should not be invoicing outside of the system.

- Year End Accounts Receivable (FR02) forms (non-onboarded departments only!)
Policies for Auxiliaries

- 4-OP-D1 OMNI Departments (includes Auxiliary)
- 4-OP-D-2-B Cash Management
- 4-OP-D-2-G Payment Card
- 4-OP-D-2-J Accounts Receivable
- 4-OP-D-3 Revenue Generating Contracts
Controller’s Office Website

- Controller’s Office website – [https://controller.vpfa.fsu.edu](https://controller.vpfa.fsu.edu)
  - Accounting & Reporting
  - Auxiliary Services
  - Cash Management & Banking
  - Deposit Accounting
  - Financial Systems & Compliance
  - Merchant Services
  - Tax & Compliance

- Resource quick links, contact information, training guides, forms, FAQs, staff directory
Other Updates

Coming Fiscal Year 2023-24!

- Mastering Auxiliary Billing eCourse
- Deposit Accounting Training Course
  - BTDA01 - This class covers the fundamentals of revenue deposits and addresses topics such as departmental deposit processing, deposit guidance, merchant fees and statements as well as credit card chargeback and refund processing
- Revisit Onboarded Auxiliaries
Contact Information

Questions?

– Mary Ann Parks | 644-1824 | maparks@fsu.edu
  • Auxiliary Services – ctl-auxiliaryaccounting@fsu.edu
  • Deposit Accounting – ctl-deposits@fsu.edu
  • Cash Management & Banking – ctl-tm@fsu.edu
Q&A Session
Wrap-Up