



FLORIDA STATE  
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# Controller's Office

Auxiliary Year-End Meeting: Fiscal Year 2024



# 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.



Budget Office

Procurement Services

Sponsored Research Administration

Tax & Compliance

Deposit Accounting

Auxiliary Services

Auxiliary Representatives – Information Technology Services (ITS), Office of Business Services (OBS)



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Ben Spivey, Budget Analyst

**BUDGET OFFICE**



# New Fringe Benefits Pool

- Blended rate for benefits costs
- Will simplify budgeting and auxiliary rate development
- Anticipated effective date July 1, 2024
- <https://budget.fsu.edu/benefitspool>



# New Fringe Benefits Pool

## Impact on Auxiliaries

- Auxiliaries will no longer be individually responsible for leave payouts, reemployment tax, casualty insurance
- If a cash balance was reserved for this purpose, prepare a spending plan for the excess balance
- Auxiliary rates should be updated to reflect these changes



# Budget Updates

- *Non-E&G Budget Adjustment Form* is no longer required for certain transfer budget increases
  - Email [budget@fsu.edu](mailto:budget@fsu.edu) to request additional transfer budget



# Establishing an Auxiliary

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

Required Forms: <https://budget.fsu.edu/forms>

1. Request to Establish an Auxiliary Operation
2. Establish a New Department ID
3. Auxiliary Rate Methodology





# 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



# Contact Information

## Questions?

- Mary Alice Bullard | 644-0096 | [m.bullard@fsu.edu](mailto:m.bullard@fsu.edu)
- Ben Spivey | 644-5614 | [bspivey2@fsu.edu](mailto:bspivey2@fsu.edu)
- [budget@fsu.edu](mailto:budget@fsu.edu)



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Mary Lovett, Program Director – Contract Administration

# PROCUREMENT SERVICES



# Contracts

## Reminders

Any document requiring a signature by FSU Board of Trustees should be sent to Contracts Admin for review

- Signature Authority Policy – only specific individuals on campus can sign
- Exceptions – personnel, gifts, research (RAMP), internal



# Contracts & Procurement

## Year End

- Dates and more info – <https://procurement.fsu.edu>
- Contracts submitted after June 10 may not be executed for a July 1 start date
- If your contract expires before a renewal is executed, you will be required to complete a new agreement



# Contact Information

## Questions?

- Mary Lovett | 850-645-2789 | [melovett@fsu.edu](mailto:melovett@fsu.edu)
- [contracts@fsu.edu](mailto:contracts@fsu.edu)
- Procurement Services – [procurement@fsu.edu](mailto:procurement@fsu.edu)



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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

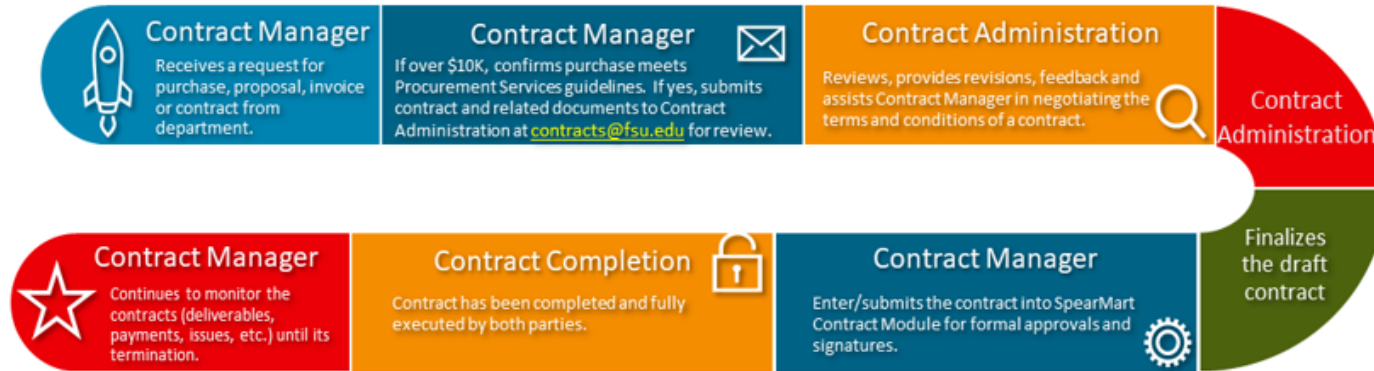
## FSU Research Foundation (FSURF)

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





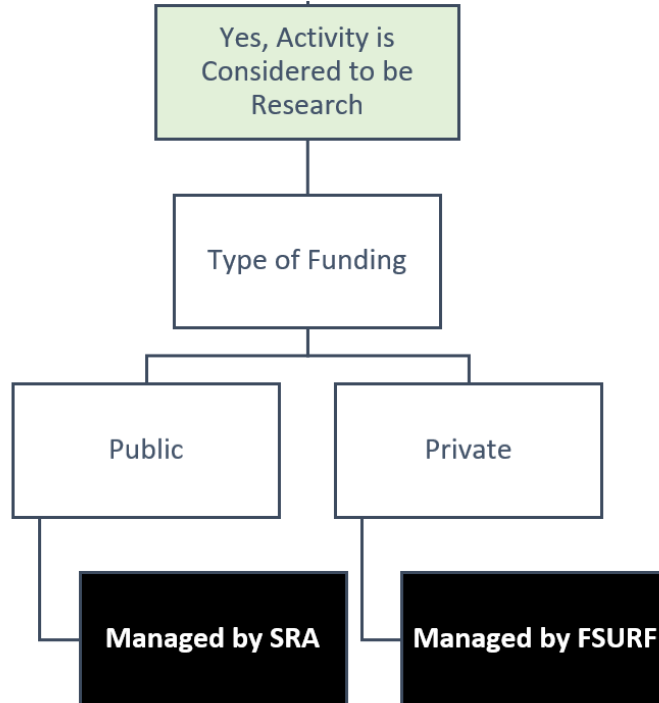
# Contracts – Auxiliary vs. SRA

## Considerations

- Is this a research activity?
  - 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





# 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



**Read the fine print**



# 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

“Any 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.”



# Contact Information

## Questions?

- Pamela Ray | 644-8643 | [pray2@fsu.edu](mailto:pray2@fsu.edu)
- Angie Rowe | 644-8659 | [arrowe@fsu.edu](mailto:arrowe@fsu.edu)
- Websites:
  - SRA - <https://www.research.fsu.edu/research-offices/sra/>
  - FSURF - <https://www.research.fsu.edu/research-offices/fsu-research-foundation/>



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Noelle Sterling, Tax Director

# TAX & COMPLIANCE



# Meet the Team

Noelle Sterling – Tax Director

Curt Caito – Compliance Analyst

Patricia Walker – Tax Analyst



# Areas of Impact

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



# Contact Information

## Questions?

- Email: Tax & Compliance / [ctl-tax@fsu.edu](mailto:ctl-tax@fsu.edu)
- Website: <https://controller.vpfa.fsu.edu/services/tax-compliance>



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Cristie Chase, Deposit Accounting Manager

# DEPOSIT ACCOUNTING



# What does Deposit Accounting do?

- Process and record incoming departmental revenue
- Work with credit card merchants for merchant statement and fee processing
- Research and respond to chargeback inquiries







# Types of Departmental Deposits

- Revenue Deposits
- Expense Reimbursements
- Travel Reimbursements
- Payroll Salary Reimbursements
- Cash Advance Refunds

## Account Dictionaries:

- [Revenue Accounts](#)
- [Expense Accounts](#)

*Note: **Revenue** deposits for Foundation projects (F0XXXX) cannot be processed through the Controller's Office.*



# Departmental Deposit Form Procedures

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

- [Departmental Deposit Form](#) - Used to ensure the following deposit types are accounted for properly:
  - Cash, Check, Money Orders
  - Credit Card (Departmental Deposit Forms are not required when Transact terminals are used for processing)
- [Incoming EFT Payments Form](#) - Used to ensure all EFT (ACH/Wire) deposits are accounted for properly.
- [Payroll Reimbursement Form](#) - Used to record payments for employee payroll reimbursements.

*All Deposit Accounting forms can be found at <https://controller.vpfa.fsu.edu/forms>*



# Departmental Deposit Form Procedures

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 (ACH – EFT/Wire):** Customers should email [ctl-EFT@fsu.edu](mailto: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.



# 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.

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- 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

Cardholder Withdraws Dispute

The [Transact Chargeback Withdrawal Form](#) should be used for Transact chargebacks

## Support

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 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

## 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



# Chargeback Outcomes

The bank/issuer will provide a decision within 30-days of the departmental response being submitted.

Decision:  
Awarded in FSU's  
favor

- Chargeback reversal will be initiated
- A credit will be issued by the bank and recorded back to the accounting distribution used to post the chargeback debit

Decision: Awarded  
in Cardholder's  
favor

- Chargeback stands
- Funds are returned to the cardholder and the chargeback debit is recorded by the Controller's Office



# Transact Refund Requests

Departments that have a designated Transact custom online storefront (eMarket) or virtual terminal can request a refund for transactions made through Transact. Refund requests must be initiated by the department and will not be processed if received directly from the cardholder.

- Departments should complete and submit the [Transact Refund Form](#) found on the Controller's Office website.
- Forms should be emailed to [CTL-TransactRefunds@fsu.edu](mailto:CTL-TransactRefunds@fsu.edu) for processing.
- Required information needed to complete the request form can be found using the daily reports supplied to the department from Transact.

*All Deposit Accounting forms can be found at <https://controller.vpfa.fsu.edu/forms>*





# 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, 6/27/24 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.
- All requests for Transact refunds must be received by end of day on Thursday, 06/27/24 to ensure processing this fiscal year.




# Deposit Accounting Website

CONTROLLER'S OFFICE


HOME / SERVICES / DEPOSIT ACCOUNTING

HOME SERVICES ABOUT US QUICK LINKS


## Deposit Accounting




Training



FAQs



Forms



Staff Directory

**Resources**

- [AR Policy](#)
- [Bus. Management Guide](#)
- [Deposit Guidance](#)
- [Deposit Guidance Examples](#)
- [Departmental Deposit Procedures](#)
- [Revenue Account List](#)
- [Expense Account List](#)
- [FSU Fund Structure](#)
- [Merchant Services](#)
- [Traneact](#)
- [Cash Management](#)
- [Auxiliary Services](#)
- [Tax & Compliance](#)

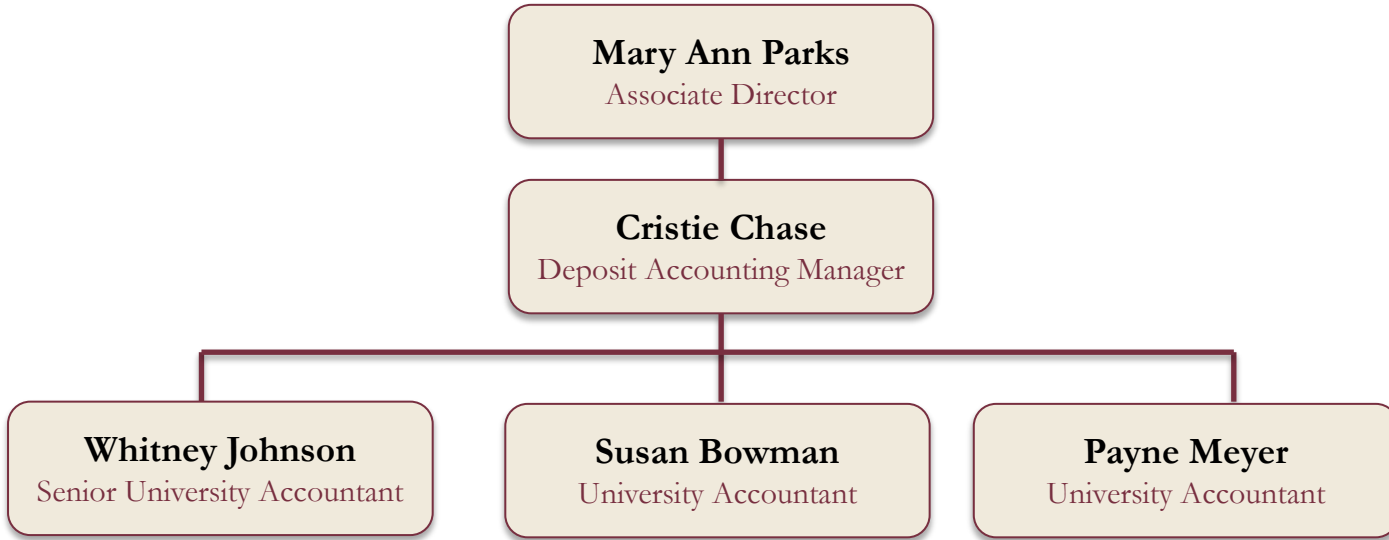
**Contact Us**

Deposit Accounting  
Florida State University  
6300A University Center  
Tallahassee, FL 32306-2391  
[CTL-Deposits@fsu.edu](mailto:CTL-Deposits@fsu.edu)  
(850) 844-9420  
Monday - Friday: 8 am - 6 pm (EST)

<https://controller.vpfa.fsu.edu/services/deposit-accounting>



# Deposit Accounting Team



Refer to the [Deposit Accounting Staff Directory](#) on our website for contact information!



# Additional Contact Information

[ctl-Customerpmt@fsu.edu](mailto:ctl-Customerpmt@fsu.edu)

- Electronic Funds Transfer (ACH/Wire) set up

[ctl-EFT@fsu.edu](mailto:ctl-EFT@fsu.edu)

- Submission of Payment Remittance by payer

[ctl-Admin@fsu.edu](mailto:ctl-Admin@fsu.edu)

- Armored Car Pick Up services

[ctl-GeneralAccounting@fsu.edu](mailto:ctl-GeneralAccounting@fsu.edu)

- Departmental Online Journal (DOL) Entries

[ctl-Travel@fsu.edu](mailto:ctl-Travel@fsu.edu)

- Travel reimbursement and Concur Expense Report inquiries

[ctl-TM@fsu.edu](mailto:ctl-TM@fsu.edu)

- Remote Desktop Scanner services

[ctl-transact@fsu.edu](mailto:ctl-transact@fsu.edu)

- Transact eMarket services



# Contact Information

## Questions?

- Cristie Chase | 644-9420 | [crchase@fsu.edu](mailto:crchase@fsu.edu)
- [CTL-Deposits@fsu.edu](mailto:CTL-Deposits@fsu.edu)
- [CTL-TransactRefunds@fsu.edu](mailto:CTL-TransactRefunds@fsu.edu) (for Transact Chargebacks and Refunds only)



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Scot Hauser, Auxiliary Services Manager

# AUXILIARY SERVICES



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# Reminders

## Buying Departments



# BTUIB1 – Understanding Internal Billing



Designed for buying departments  
**Register via OMNI HR > Learning & Development!**





# Internal PO Entry & Management

Each auxiliary requiring an internal purchase order has a requisition guide.

Resources for Buying Departments - Requisition Guides
<a href="#">Determining Requisition Amount</a>
<a href="#">Understanding Auxiliary AR/Billing Charges</a>
<a href="#">Adult Learning and Evaluation Center - ALEC</a>
<a href="#">Biological Sciences</a>
<a href="#">Campus Recreation</a>
<a href="#">Center for Academic &amp; Professional Development - CAPD</a>
<a href="#">Center for Advanced Power Systems - CAPS</a>
<a href="#">Center for Economic Forecasting &amp; Analysis - CEFA</a>
<a href="#">Center for Genomics &amp; Personalized Medicine</a>

User needs  
**FSU\_PO\_REQUESTER**  
role for access to create  
requisitions.

[Auxiliary Services Training Materials](#)



# Differences from Procurement Services POs

**Requisitions:** Created in OMNI Financials using "AUX" category codes

**Blanket POs:** Standard practice

**Encumbrance:** Amounts can be exceeded

**Proactive Management:** Receive emails for PO encumbrance

**Changes:** Require Internal PO Change Request (Change Order) form; multiple change orders allowed

**Receipts:** Not required

**Contact:** Auxiliary Services, not Procurement Services



# Internal Auxiliary Category Codes

**Look Up Category**

SetID

SHARE

Category begins with

Description begins with

cell

Search

Clear

Cancel



Basic Lookup

Search Results

View 100

1-2 of 2

Category	Description
AUX_ITS0000009	Cellular Services
83111603	Cellular telephone services





# Requisition IDs vs PO IDs

**Subject:** Purchase Order # [0001903784] has been dispatched.  
**Date:** Tuesday, February 20, 2024 11:40:12 AM

Purchase Order # [0001903784] was created for your Requisition # [0001903979] and dispatched via [EML ] to the following  
Supplier on date/time : [2024-02-20-11.37.40.000000]

Supplier Name: [OBS Postal Services]

Supplier Address: [Florida State University 800 W. Madison St. Tallahassee FL 32306]

Supplier Email Address: [postal@fsu.edu; dl-OBS-Accounting@admin.fsu.edu]

Supplier Fax Number: []

Once the Purchase Order has been dispatched, it may take up to a day before the imaging system processes the document and you are able to view a copy of the Purchase Order in the OMNI system. You will be able to view the Purchase Order document at:

[https://financials.omni.fsu.edu/psp/sprdfi//EMPLOYEE/ERP/c/MANAGE\\_PURCHASE\\_ORDERS\\_ACTIVITY\\_SUMMARY\\_GBL?Action=U&BUSINESS\\_UNIT=FSU01&PO\\_ID=0001903784](https://financials.omni.fsu.edu/psp/sprdfi//EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS_ACTIVITY_SUMMARY_GBL?Action=U&BUSINESS_UNIT=FSU01&PO_ID=0001903784)

Thank you for allowing us to serve you!  
Procurement Services

Note: If you prefer not to receive Purchase Order dispatch notification email messages in the future, please reply to this message and change the subject in your reply to 'unsubscribe'.

## Helpful queries!

**FSU\_REQ\_ID\_TO\_PO\_DTL**

Enter requisition ID for PO ID

**FSU\_PO\_ID\_TO\_REQ\_DTL**

Enter PO ID for requisition ID



# Fiscal Year-End HR Feed Shutoffs

06/20/24

- Continue to use this fiscal year's POs until 7/3/2024.

[Controller's Office Year-End Calendar](#)



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# Reminders

## Selling Auxiliaries



# Intradepartmental Billings on Sponsored Projects

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

Auxiliary receives  
award from  
customer

Auxiliary  
collaborates with  
Sponsored Research  
Administration  
(SRA) to create  
project ID.

Auxiliary generates  
internal PO  
referencing the  
project ID

Auxiliary incurs  
expenses against the  
project using the  
internal PO

SRA invoices the  
customer



Missing dates  
(ensure correct  
"charge to" date)

Incorrect revenue  
account codes  
(internal/external  
specific)

Avoid  
over/under-  
billing by  
reconciling to  
sales/source data

# Billing Mistakes to Avoid

Use [ABILL3 – Adjusting Invoices](#) for  
invoice adjustments; handle accounting  
corrections in OMNI Financials' billing  
module, not through DOL

Incorrect  
department IDs

Invoicing internal  
vs. external items

Verify correct PO  
number on  
invoice

Use clear  
descriptions  
understandable to  
everyone





# Auxiliary Bill Cycle Reminders

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Key
University Closure
Cutoff for bill entry at 12:00PM EST
Review period & error corrections
Bill Cycle initiated by Auxiliary Services
Resume bill entry pending notice from Auxiliary Services
Bills requiring SRA approval must be uploaded by this date to ensure processing within the same month

Refer to the [Bill Cycle Calendar](#) on the Auxiliary Services website!



# The 9AM Deadline

2/22 Bill Cycle - Quality Review

CTL-Auxiliary-Accounting  
To  
Cc CTL-Auxiliary-Accounting: Scot Hauser, Darius Pollock

Kyle  
FSU\_AUX\_BILL\_NOT\_INV\_20240220.xlsx  
2 MB

Good afternoon,

Please see the attached for a list of bill quality errors ahead of the 2/22 bill cycle that require action on your part to correct. Please filter for your auxiliary in column A and refer to column B on how to correct your error(s).

A	B
Billing Specialist	Error

If these errors are not corrected by 9 AM on 2/22, your bill(s) will be placed on hold by The Controller's Office.

Please reach out if you have any questions!

Kyle DeRouin  
University Accountant  
Auxiliary Services

Florida State University | Controller's Office  
282 Champions Way | Tallahassee, FL 32306  
850.644.9468  
[controller.vpfa@fsu.edu](mailto:controller.vpfa@fsu.edu)

If billing errors are not corrected by 9:00 AM on the day of the billing cycle, Auxiliary Services staff will move the bill to a hold status to resolve in the next month's bill cycle.

Refer to the [Bill Cycle Calendar](#) on the Auxiliary Services website!



# Fiscal Year-End Internal PO Reminders

**06/24/24 –  
06/27/24**

- **FY25 Requisitions Pre-Entry Window**
- In July, associate new year POs with outstanding charges from June and new charges from July to maximize billable activity.

**06/28/24**

- **Pending Charge Deadline**
- Submit charges to [ctl-auxiliaryaccounting@fsu.edu](mailto:ctl-auxiliaryaccounting@fsu.edu) in required format by end of day.

[Controller's Office Year-End Calendar](#)




# Custom Billing Reconciliation Template

Use the [Custom Billing Reconciliation Template](#) to reconcile billable/invoiced activity to sales records, complying with FSU's [AR Policy](#).

**Forms for Billing Auxiliaries**

[Customer Add/Update Form](#)

[Custom Billing Reconciliation Template](#) 

This workbook is a template for selling auxiliaries utilizing OMNI Auxiliary AR/Billing to use to reconcile their billable data back to their sales records. It should only be used by trained individuals.

**Form**



# Customer Add/Update Form

Submit the [Customer Add/Update Form](#) to add new external customers to OMNI Financials or update existing records



Customer Add/Update Form FSU  
Controller's Office

INSTRUCTIONS Please fill out all fields as indicated for each section. If a required field is left blank, a warning message will display. Paper forms are not accepted. Required fields are designated with an asterisk "\*\*"

\* Required

Basic Customer Information

1. Reason for adding? \*

☐ Contract

☐ Auxiliary Billing

Next

Never give out your password. [Report abuse](#)



# Auxiliary Payments

Student Business Services  
Drop Box

No Departmental Deposit  
Form required!



Reference the auxiliary invoice!


Auxiliary Accounts Receivable  
P.O. Box 3062397  
Tallahassee, FL 32306-2397




# Credit Card Payments

Credit card payments are now accepted for auxiliary invoices! Refer to the website or details provided on the auxiliary invoice.


## Auxiliary Services




[Training](#)



[FAQs](#)



[Forms](#)



[Staff Directory](#)

## Resources

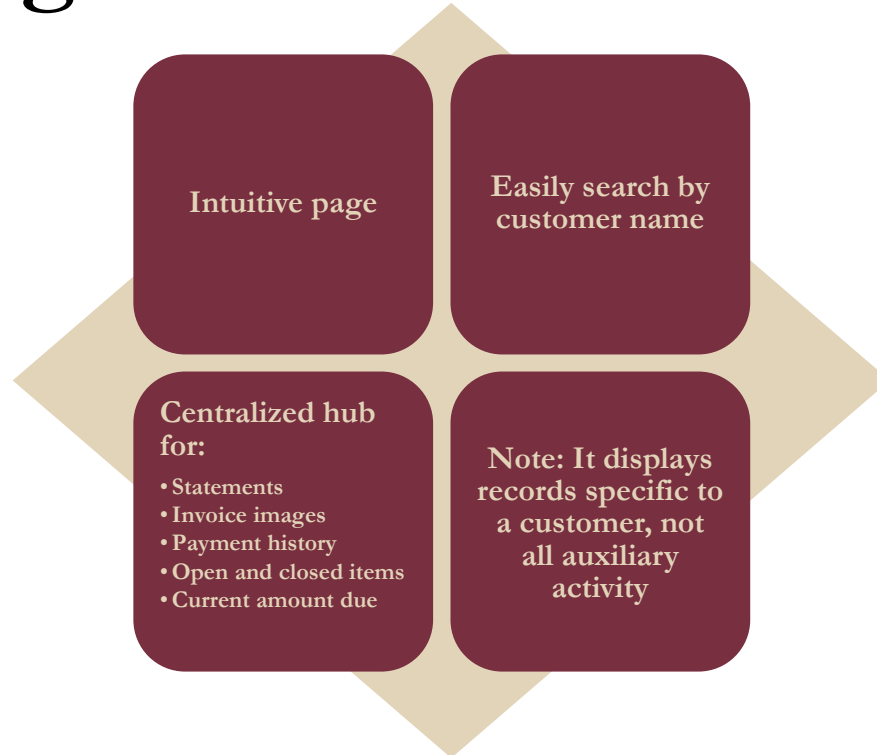
- [AR Policy](#)
- [Aux Operations Policy](#)
- [Bus. Management Guide](#)
- [OMNI AR/Billing Depts](#)
- [2023 Bill Cycle Calendar](#)
- [Billing Cheat Sheet](#)
- [Pay Auxiliary Invoice](#)
- [Accounting Concepts](#)
- [Revenue Account List](#)
- [Budget Office - Auxiliaries](#)
- [Deposit Accounting](#)
- [Financial Rep Listserv](#)

[Contact Us](#)

[Pay for an Auxiliary Invoice](#)



# Reviewing the Collections Workbench



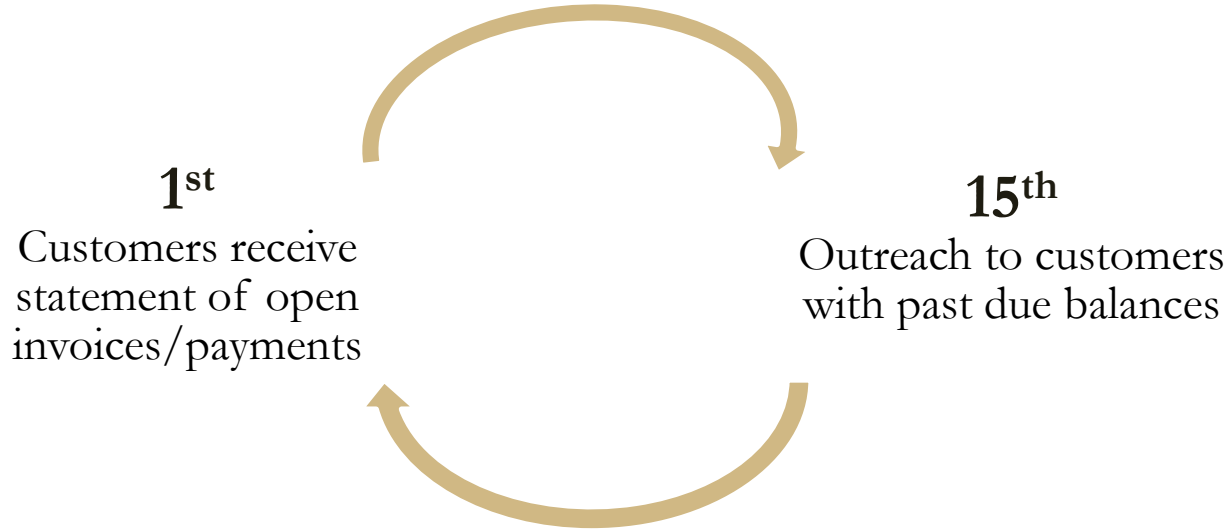
Refer to [AAR1-4 Understanding Accounts Receivable](#)





# Ongoing Collection Efforts

Auxiliary Services aids in receivables collections





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# Internal Auxiliary PO Roll

Fiscal Year 2024 to 2025



# Internal Auxiliary PO Roll

## System Criteria

All open PO lines meet system requirements

Encumbrances  $\geq$  \$1.00

Single budget distribution

Created in current fiscal year

No department-requested closure

## Specific Auxiliary PO Criteria

Confirmed charges exist

POs on sponsored projects ending 6/30/2024 - 8/31/2024

Vendor(s): AUX0000042 - FSU HOUS-001

Category code: AUX\_FAC000000001, issued on fund beginning 8XX with approval from Construction Accounting and Facilities Design & Construction



# Fiscal Year-End PO Roll Deadlines

**05/21/24**

- Eligible POs sent to buying departments

**06/07/24**

- Buying department response due

**06/12/24**

- Compiled PO Roll sent to auxiliaries

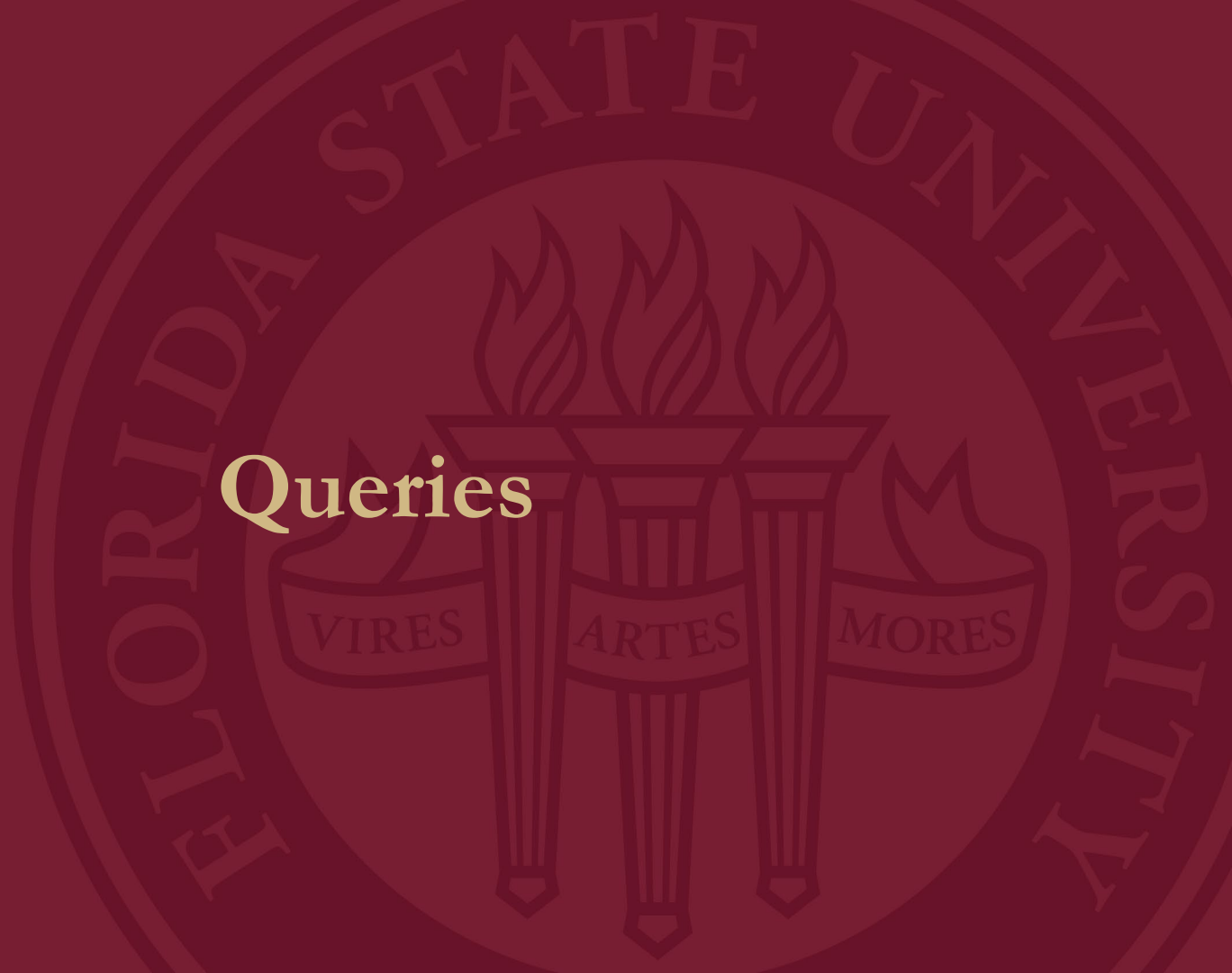
**06/17/24**

- Deadline for auxiliary responses on ongoing charges



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# Queries





# Queries for Buying Departments

## FSU\_DPT\_AUX\_INT\_PO\_EXP\_SUM

- Sum of auxiliary expenses by supplier ID and purchasing category.

## FSU\_AUX\_REQUISITIONS

- List of pending requisitions and their approval status.

## FSU\_CTRL\_AUX\_PO\_ENC\_EXP\_1

- Original encumbrance amount, expenses, and remaining balance for each line on an internal auxiliary PO.

## FSU\_DPT\_AUX\_INVOICE\_REVIEW

- List of auxiliary invoices charged to a department's internal auxiliary PO.



# Queries for Selling Auxiliaries

## FSU\_CTRL\_AUX\_CUST

- Lists auxiliary customers shared by all departments.

## FSU\_AUX\_CUST\_HIST

- Lists invoice and payment history for an auxiliary customer.

## FSU\_AUX\_BILL\_NOT\_INV

- Lists items awaiting invoicing in OMNI Financials.



# Queries for Selling Auxiliaries

## FSU\_AUX\_BILL\_INV\_RVW

- Lists invoiced items emailed to auxiliary customers.

## FSU\_AUX\_AGING\_BY\_DPT\_ASOFDT

- Lists outstanding receivables by auxiliary bill source.

## FSU\_CTRL\_AUX\_PAYMENT

- Lists accounts receivable invoice payments for auxiliary customers.





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# Facilities



# Facilities Fiscal Year-End Reminders

**06/14/24**

- Facilities halts PO feed, utilizes current year's POs until 7/3/2024.

**06/24/24**

- FY25 requisitions can be entered starting 6/24/24, or in the new fiscal year. Includes FSURF funds, maintenance orders, Facilities and internal auxiliary requisitions.

[Controller's Office Year-End Calendar](#)



# Category Codes

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



OMNI Training Guide

## OMNI Auxiliary AR/Billing: Facilities

### Placing an Order

FSU's Facilities department provides services to FSU departments for maintenance and repairs, utilities, waste management, custodial, lease, and other activities.

Place all orders through the Facilities Work Order process. For more information, please visit the [Facilities website](#). Please be aware that a Purchase Order serves to encumber funds and enable internal charges. **A Purchase Order does not serve to place an order with this or any selling auxiliary.**

### Creating a Requisition

[Facilities Requisition Entry Guide](#)



# Category Codes

**AUX\_FACILITIES01**

- Facilities Maintenance & Repairs

**AUX\_FACILITIES02**

- Facilities Fuel

**AUX\_FACILITIES03**

- Facilities Utilities Charges

**AUX\_FACILITIES04**

- Facilities Utilities - Waste Mgt Svcs

**AUX\_FACILITIES05**

- Facilities Services - Event & Other

**AUX\_FACILITIES06**

- Facilities Services - Custodial

**AUX\_FACILITIES07**

- Facilities Services - Landscaping



# Contact Information

## Facilities Questions?

- Adam Perkins | 644-2329 | [raperkins@fsu.edu](mailto:raperkins@fsu.edu)
- [Fac-AuxiliaryBilling@fsu.edu](mailto:Fac-AuxiliaryBilling@fsu.edu)
- Website: <https://www.facilities.fsu.edu/>



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# Resources






# Auxiliary Services Website

## CONTROLLER'S OFFICE


HOME SERVICES ABOUT US QUICK LINKS

HOME / SERVICES / AUXILIARY SERVICES


### Auxiliary Services




Training



FAQs



Forms



Staff Directory

### Resources

- [AR Policy](#)
- [Aux Operations Policy](#)
- [Bus. Management Guide](#)
- [OMNI AR/Billing Depts](#)
- [2023 Bill Cycle Calendar](#)
- [Billing Cheat Sheet](#)
- [Pay Auxiliary Invoice](#)
- [Accounting Concepts](#)
- [Revenue Account List](#)
- [Budget Office - Auxiliaries](#)
- [Deposit Accounting](#)
- [Financial Rep Listserv](#)

### Contact Us

**Auxiliary Services**  
Florida State University  
6300A University Center  
Tallahassee, FL 32306-2391  
[cti-AuxiliaryAccounting@fsu.edu](mailto:cti-AuxiliaryAccounting@fsu.edu)  
(850) 644-4417  
Monday - Friday: 8 am - 5 pm (EST)



# Auxiliary Services Website Updates

## Frequently Asked Questions - Auxiliary Services

**Buying Departments**

**Selling Auxiliaries**

[Frequently Asked Questions Auxiliary Services](#)

**AUXILIARY SERVICES QUERIES**

[Recommended Queries](#)





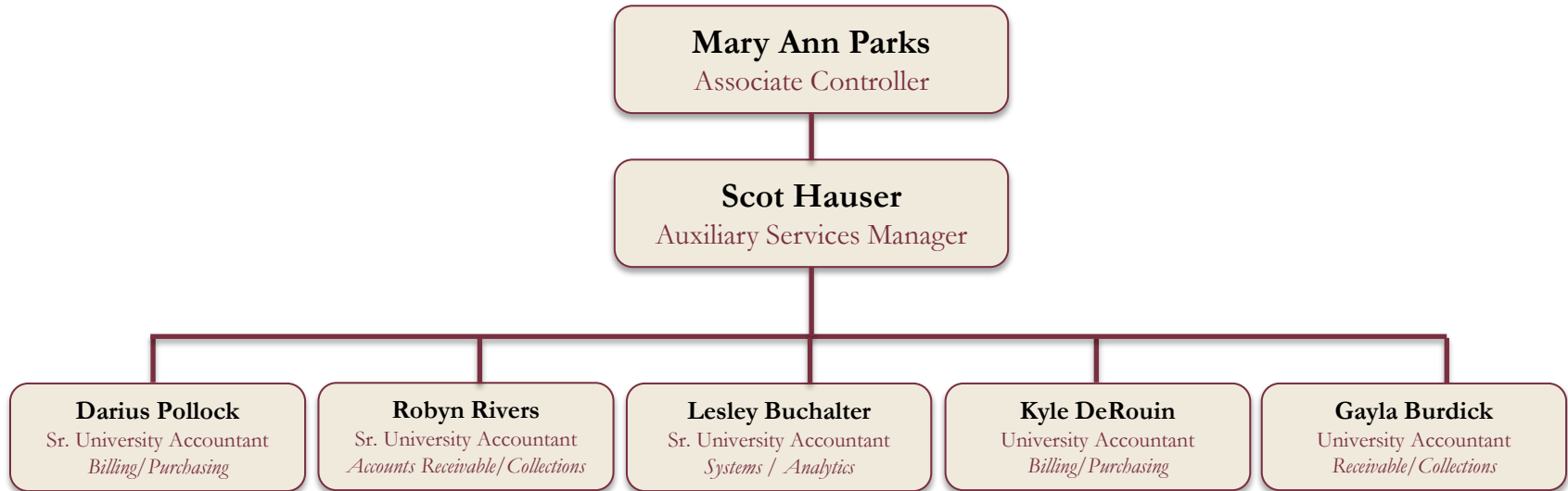
# Mastering Auxiliary Billing

Auxiliary Services is finalizing an online e-course designed for selling auxiliaries to master auxiliary billing and the related processes.

<b>Module 1: Training Orientation</b>	+
<b>Module 2: Auxiliary Customers</b>	+
<b>Module 3: Internal Auxiliary Purchase Orders</b>	+
<b>Module 4: Billing</b>	+
<b>Module 5: Accounts Receivable</b>	+
<b>Module 6: Training Wrap-Up</b>	+



# Auxiliary Services Team



Refer to the [Auxiliary Services Staff Directory](#) on our website for contact information!



# Contact Information

## Questions?

- Scot Hauser | 644-4417 | [shauser@fsu.edu](mailto:shauser@fsu.edu)
- [CTL-AuxiliaryAccounting@fsu.edu](mailto:CTL-AuxiliaryAccounting@fsu.edu)



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Amanda Randall, Senior Accounting Specialist

# INFORMATION TECHNOLOGY SERVICES (ITS)



# Key Reminders for ITS

- Create Internal POs between 6/24/24 and 6/27/24
- Purchasing Categories
- Using Cases instead of TSRs
  - When to submit a case via Salesforce
  - Changes to internal POs
    - Budget changes on recurring charges between fiscal years
- Accessing Detailed Billing information



# Purchasing Categories

Category Code	Description	Detail
AUX_ITS0000001	Professional IT Services	Desktop support and ITS Assessments
AUX_ITS0000002	File Storage/ Virtual Machines	Primary file storage on FSU networks and server hosting for research
AUX_ITS0000003	Local Service- Phone and Cable	Local phones (Centrex & VoIP)
AUX_ITS0000005	Campus Access & Security Services	CCTV, and other security services
AUX_ITS0000006	Data Circuits	Premium high speed critical infrastructure ports
AUX_ITS0000007	Telecom Non-Recurring	Work orders, repairs, one-time charges, materials and labor
AUX_ITS0000008	Research Computing	High powered computing service for data analysis
AUX_ITS0000009	Cellular Services	University-issued cellphones
AUX_ITS0000010	Managed Port Fees	Ports for phonelines, cable, and network access
AUX_ITS0000011	Software Licensing	Ex. SPSS, Matlab, SAS, Visio, etc.
AUX_ITS0000012	Admin Allocation	*** For ITS Internal Use Only***
AUX_FAC0000001	CIP Facilities	***For Facilities Use Only***



# Contact Information

## Questions?

- Amanda Randall | [adrandall@fsu.edu](mailto:adrandall@fsu.edu)
- [ITS-AR@fsu.edu](mailto:ITS-AR@fsu.edu)
- Website: <https://its.fsu.edu>



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Karen Roland, Assistant Director

# OFFICE OF BUSINESS SERVICES (OBS)





# Postal Services

<https://postal.fsu.edu/>

- Postal Charge Slips portal will stop importing new FY24 Purchase Order information June 14<sup>th</sup>.
- New FY25 Purchase Orders will be imported by COB July 3<sup>rd</sup>
  - All Charge Slips entered after June 14th will be charged to FY25 budgets
- Use the Charge Slip system to verify postal expenses/tracking number information
  - If an image of the tracking is needed, email request to OBS Accounting :  
<https://chargeslipapp.obs.fsu.edu/search.asp>

**View Charge Slips by Dept ID**

**Enter DeptID**

**Example: 022000**

**SEARCH**

Total of 482 Charges For Department 020001										
Order ID	Dept	DeptID	PO	Rep Name	Submitted	Processed	Qty	Amount	Completed	Print
001219015	Postal Services Aux	020001320	0001901513	Jim Munn	2/7/2024	2/8/2024	3	\$18.110	<input checked="" type="checkbox"/>	
001215451	Postal Services Aux	020001320	0001901513	Bonnie McLendon	10/23/2023	10/23/2023	3	\$23.700	<input checked="" type="checkbox"/>	



# Postal Services

<https://postal.fsu.edu/>

- FedEx portal will stop importing FY24 Purchase Order information June 14th.
- New FY25 Purchase Orders will be imported by COB July 3rd
  - All Shipments entered after June 14th will be charged to FY25 budgets
- Use the FedEx Tracking System to validate delivery  
<https://www.fedex.com/secure-login/en-us/#/login-credentials>

TRACKING ID

TRACK

DELIVERED

Wednesday

5/3/2023 at 12:10 pm

Signed for by: NJONES

[↓ Obtain proof of delivery](#)

DELIVERY STATUS

Delivered



# Postal Services

<https://postal.fsu.edu/>

- Omni Auxiliary AR/Billing Training

<https://postal.fsu.edu/sites/default/files/media/doc/Aux%20AR-Billing%20-%20Postal%20Services.pdf>

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



# Postal Services

- Charge Slips  
<https://postal.fsu.edu/>
  - 1 Mail batch per Charge Slip Invoice (do not reuse a charge slip for multiple batches)
- FedEx
  - Each Shipment must contain a valid combination of Purchase Order, Department and Fund
  - As of March 11, 2024 FedEx shipping portal modified

**4. Billing Details** [Help](#) [Hide](#)

\* Bill transportation to

**!** Alert: Please remember to enter your reference information.

\* FSU AR Billing

## Manage References

<input type="text" value="Search"/>	<input type="button" value="All Columns"/>	<input type="button" value="Go"/>
Reference ID		Reference Description
<input type="radio"/>	0001902994 1 123900 599 F09381	Education Dean's Office FSUF
<input type="radio"/>	0001902595 1 190001 320	FSU Conservatory Auxiliary



# Copier Services

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

- New FY25 PO due by COB July 3rd
- Omni Auxiliary AR/Billing Training:

[https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Auxiliary%20Accounting/Copier\\_Services.pdf](https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Auxiliary%20Accounting/Copier_Services.pdf)

- PO information

Category Code	Description	Comments	Expense Account
AUX_COPY0000001	Copier Rentals	Copier lease and usage charges including b/w & color copies	741831
AUX_COPY0000004	Copier Purchase	Departmental copier purchase (separate from copier lease or monthly copy usage charges)	741121



# Copier Services

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

- Submit the *Copier Update Form* to ensure the appropriate PO/Department/Fund/Project is changed **if changing how billing is currently set up**
- Link to form: [Departmental Copy & Print | Office of Business Services \(fsu.edu\)](#)




# Parking Services

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

- Permits renew August 15
- Valid FY 25 POs 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](https://transportation.fsu.edu/sites/default/files/media/doc/FSU_TAPS_Order_Form-10-06-2020.pdf)

		Transportation and Parking Services Florida State University 104 N. Woodward Avenue Tallahassee, FL 32306 Ph: (850) 644-5278 <a href="mailto:transportation@fsu.edu">transportation@fsu.edu</a>	
<b>Transportation and Parking Order Form</b>			
DATE	DEPARTMENT NAME		SELLING DEPARTMENT
DATE REQUIRED	CONTACT	TELEPHONE NO.	Transportation and Parking Services
CUSTOMER TYPE	DEPT ID/FOUNDATION ACCT.¹		Notes:
Select... ▼			
APPROVED BY	APPROVER'S SIGNATURE		

ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE



# Contact Information

## Questions?

### Postal Services:

- Customer Service: [Postal@fsu.edu](mailto:Postal@fsu.edu)
- Billing: [OBS-Accounting@fsu.edu](mailto:OBS-Accounting@fsu.edu)

### Copier Services:

- Customer Service: [OBS-Servicessupport@fsu.edu](mailto:OBS-Servicessupport@fsu.edu)
- Billing: [OBS-Accounting@fsu.edu](mailto:OBS-Accounting@fsu.edu)

### Parking Services:

- Customer Service: [Transportation@fsu.edu](mailto:Transportation@fsu.edu)
- Billing: [OBS-Accounting@fsu.edu](mailto:OBS-Accounting@fsu.edu)





# OBS Finance and Accounting Team

Celeste Harden – Associate Director | 850-644-2161 | [Cpullen@fsu.edu](mailto:Cpullen@fsu.edu)

Karen Roland – Assistant Director | 850-644-2342 | [Kroland@fsu.edu](mailto:Kroland@fsu.edu)

Bonnie McLendon – Postal | 850-644-0318 | [Bm23n@fsu.edu](mailto:Bm23n@fsu.edu)

Andrea Zimmerman – Copier | 850-644-4147 | [Andrea.Zimmerman@fsu.edu](mailto:Andrea.Zimmerman@fsu.edu)

Debra Love – Parking Permits | 850-644-0316 | [Dlove@fsu.edu](mailto:Dlove@fsu.edu)

Charles Ogletree – Purchasing/Property Management

| 850-644-0980 | [Cogletree@admin.fsu.edu](mailto:Cogletree@admin.fsu.edu)



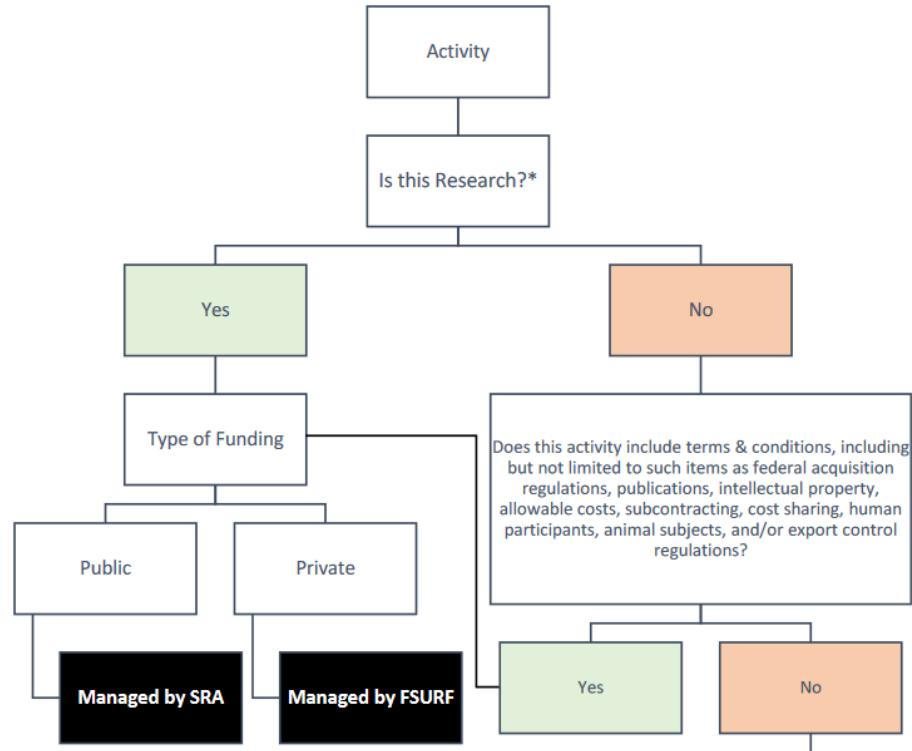
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Mary Ann Parks, Associate Controller

# CASH MANAGEMENT

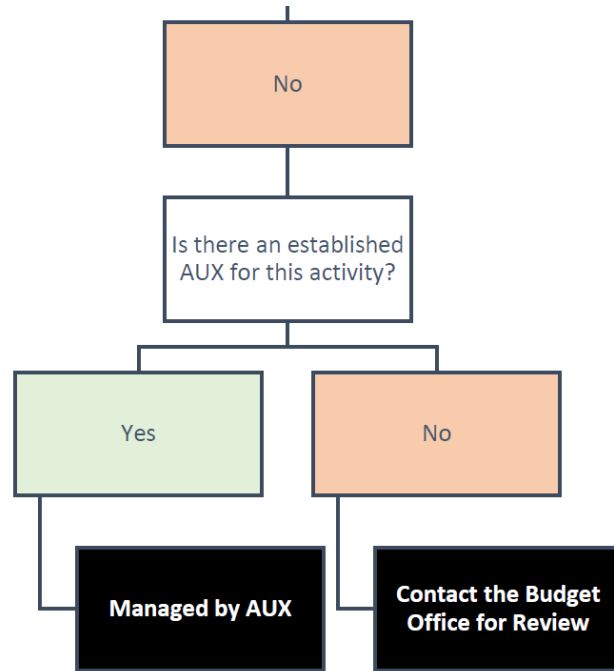


# Sponsored Project vs. Auxiliary Decision Tree





# Sponsored Project vs. Auxiliary Decision Tree



[Sponsored Project vs. Auxiliary Decision Tree](#)



# 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>
  - 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



# Coming Fiscal Year 2024-25!

- **Mastering Auxiliary Billing Training eCourse**
  - This course covers the fundamentals of auxiliary billing from the perspective of the selling auxiliary and addresses topics such as customers, internal auxiliary purchase orders, billing as well as accounts receivable and collection.
- **BTDA01 Training Course**
  - This course 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





# Coming Fiscal Year 2024-25!

## - **Revisit Onboarded Auxiliaries**

- Review scope and auxiliary mission to ensure billing activity is still appropriate within each department and make updates where needed
- Evaluate billing processes and identify ways to streamline auxiliary operations for selling auxiliaries
- Discuss new Transact functionality and efficiencies this may offer
- Collaborate with Budget Office, Tax & Compliance, SRA

[Currently onboarded auxiliaries for AR/Billing in OMNI FI](#)



# Contact Information

## Questions?

- Mary Ann Parks | 644-1824 | [maparks@fsu.edu](mailto:maparks@fsu.edu)
  - Auxiliary Services – [ctl-auxiliaryaccounting@fsu.edu](mailto:ctl-auxiliaryaccounting@fsu.edu)
  - Deposit Accounting – [ctl-deposits@fsu.edu](mailto:ctl-deposits@fsu.edu)
  - Cash Management & Banking – [ctl-tm@fsu.edu](mailto:ctl-tm@fsu.edu)



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# Q&A Session





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# Wrap-Up

