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.
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](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](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
– Ben Spivey | 644-5614 | bspivey2@fsu.edu
– budget@fsu.edu
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
– contracts@fsu.edu
– Procurement Services – procurement@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 Manager
- Continues to monitor the contracts (deliverables, payments, issues, etc.) until its termination.

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
- 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?
  ○ 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
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

“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
– 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/
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
Questions?

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

- 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

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

<table>
<thead>
<tr>
<th>Fraud</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Email/Chat conversation with the cardholder showing their participation in the transaction</td>
</tr>
<tr>
<td>• Confirmation of the receipt of services by the cardholder</td>
</tr>
<tr>
<td>• Signed agreement or attendance logs to prove a link between the person receiving the services and the cardholder</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cancelled or Merchandise Not Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Properly disclosed terms and conditions detailing the cancellation, return, and refund policy acknowledged by the cardholder</td>
</tr>
<tr>
<td>• Proof that the cardholder is benefiting from the services despite the claimed cancellation</td>
</tr>
<tr>
<td>• Attendance logs, proof of work submitted, signed receipts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder Disputes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Detailed explanation in response to cardholder’s claim</td>
</tr>
<tr>
<td>• Proof that the cardholder is benefiting from the services or has received goods for the transaction</td>
</tr>
<tr>
<td>• Official statement outlining all charges, payments received, and any resulting balances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duplicate Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide two separate transaction receipts, invoices, or logs confirming that there are two separate and valid transactions</td>
</tr>
<tr>
<td>• Evidence that the cardholder has benefited from both transactions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retrievals</th>
</tr>
</thead>
<tbody>
<tr>
<td>• These are requests for more information about the transaction</td>
</tr>
<tr>
<td>• A retrieval can result in a chargeback based on the support provided by the department</td>
</tr>
<tr>
<td>• Detailed information about the transaction, including any goods or services provided as a result of the payment</td>
</tr>
</tbody>
</table>
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 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 Team

Mary Ann Parks
Associate Director

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!
### Additional Contact Information

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:ctl-Customerpmt@fsu.edu">ctl-Customerpmt@fsu.edu</a></td>
<td>• Electronic Funds Transfer (ACH/Wire) set up</td>
</tr>
<tr>
<td><a href="mailto:ctl-EFT@fsu.edu">ctl-EFT@fsu.edu</a></td>
<td>• Submission of Payment Remittance by payer</td>
</tr>
<tr>
<td><a href="mailto:ctl-Admin@fsu.edu">ctl-Admin@fsu.edu</a></td>
<td>• Armored Car Pick Up services</td>
</tr>
<tr>
<td><a href="mailto:ctl-GeneralAccounting@fsu.edu">ctl-GeneralAccounting@fsu.edu</a></td>
<td>• Departmental Online Journal (DOL) Entries</td>
</tr>
<tr>
<td><a href="mailto:ctl-Travel@fsu.edu">ctl-Travel@fsu.edu</a></td>
<td>• Travel reimbursement and Concur Expense Report inquiries</td>
</tr>
<tr>
<td><a href="mailto:ctl-TM@fsu.edu">ctl-TM@fsu.edu</a></td>
<td>• Remote Desktop Scanner services</td>
</tr>
<tr>
<td><a href="mailto:ctl-transact@fsu.edu">ctl-transact@fsu.edu</a></td>
<td>• Transact eMarket services</td>
</tr>
</tbody>
</table>
Questions?

– Cristie Chase | 644-9420 | crchase@fsu.edu

– CTL-Deposits@fsu.edu

– CTL-TransactRefunds@fsu.edu (for Transact Chargebacks and Refunds only)
Scot Hauser, Auxiliary Services Manager

AUXILIARY SERVICES
Reminders

Buying Departments
BTUIB1 – Understanding Internal Billing

The half of knowledge is to know where to find knowledge

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.

User needs **FSU_PO_REQUESTER** role for access to create requisitions.

Auxiliary Services Training Materials
## Differences from Procurement Services POs

<table>
<thead>
<tr>
<th><strong>Requisitions</strong></th>
<th>Created in OMNI Financials using &quot;AUX&quot; category codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blanket POs</strong></td>
<td>Standard practice</td>
</tr>
<tr>
<td><strong>Encumbrance</strong></td>
<td>Amounts can be exceeded</td>
</tr>
<tr>
<td><strong>Proactive Management</strong></td>
<td>Receive emails for PO encumbrance</td>
</tr>
<tr>
<td><strong>Changes</strong></td>
<td>Require Internal PO Change Request (Change Order) form; multiple change orders allowed</td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td>Not required</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Auxiliary Services, not Procurement Services</td>
</tr>
</tbody>
</table>
Internal Auxiliary Category Codes
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 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:


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

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

06/20/24

Controller’s Office Year-End Calendar
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 collaborates with Sponsored Research Administration (SRA) to create project ID.
3. Auxiliary generates internal PO referencing the project ID.
4. Auxiliary incurs expenses against the project using the internal PO.
5. SRA invoices the customer.
Billing Mistakes to Avoid

Use **ABILL3 – Adjusting Invoices** for invoice adjustments; handle accounting corrections in OMNI Financials’ billing module, not through DOL.
**Auxiliary Bill Cycle Reminders**

Refer to the [Bill Cycle Calendar](#) on the Auxiliary Services website!
The 9AM Deadline

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 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.
Customer Add/Update Form

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

Pay for an Auxiliary Invoice
Reviewing the Collections Workbench

Intuitive page

Easily search by customer name

Centralized hub for:
- Statements
- Invoice images
- Payment history
- Open and closed items
- Current amount due

Note: It displays records specific to a customer, not all auxiliary activity

Refer to AAR1-4 Understanding Accounts Receivable
Ongoing Collection Efforts

Auxiliary Services aids in receivables collections

1st
Customers receive statement of open invoices/payments

15th
Outreach to customers with past due balances
Internal Auxiliary PO Roll
Fiscal Year 2024 to 2025
Internal Auxiliary PO Roll

**System Criteria**

- All open PO lines meet system requirements
- Encumbrances ≥ $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

Controller’s Office Year-End Calendar
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.
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 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_FACILITIES01</td>
<td>Facilities Maintenance &amp; Repairs</td>
</tr>
<tr>
<td>AUX_FACILITIES02</td>
<td>Facilities Fuel</td>
</tr>
<tr>
<td>AUX_FACILITIES03</td>
<td>Facilities Utilities Charges</td>
</tr>
<tr>
<td>AUX_FACILITIES04</td>
<td>Facilities Utilities - Waste Mgt Svcs</td>
</tr>
<tr>
<td>AUX_FACILITIES05</td>
<td>Facilities Services - Event &amp; Other</td>
</tr>
<tr>
<td>AUX_FACILITIES06</td>
<td>Facilities Services - Custodial</td>
</tr>
<tr>
<td>AUX_FACILITIES07</td>
<td>Facilities Services - Landscaping</td>
</tr>
</tbody>
</table>
Contact Information

Facilities Questions?

- Adam Perkins | 644-2329 | raperkins@fsu.edu
- Fac-AuxiliaryBilling@fsu.edu
- Website: https://www.facilities.fsu.edu/
Resources
Auxiliary Services Website Updates

Frequently Asked Questions - Auxiliary Services

- Buying Departments
- Selling Auxiliaries

Frequently Asked Questions Auxiliary Services

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.
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
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
– ITS-AR@fsu.edu
– Website: https://its.fsu.edu
Postal Services

https://postal.fsu.edu/

- Postal Charge Slips portal will stop importing new FY24 Purchase Order information June 14th.
- New FY25 Purchase Orders will be imported by COB July 3rd
  - 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
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

Postal Services
https://postal.fsu.edu/
Postal Services

https://postal.fsu.edu/

- Omni Auxiliary AR/Billing Training


<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_MAIL000001</td>
<td>Domestic Mail (Charge slip mail, domestic)</td>
<td>741501</td>
</tr>
<tr>
<td>AUX_MAIL000002</td>
<td>International Mail (Charge-slip mail, international)</td>
<td>741502</td>
</tr>
<tr>
<td>AUX_MAIL000003</td>
<td>FedEx (FedEx mail through FedEx Ship Manager or charge-slip, not UPS Store)</td>
<td>741503</td>
</tr>
<tr>
<td>AUX_MAIL000004</td>
<td>Standard Mail Prep (for special batch mailings)</td>
<td>741504</td>
</tr>
<tr>
<td>AUX_MAIL000005</td>
<td>Business Reply (when you request that recipients return items to you at your cost)</td>
<td>741507</td>
</tr>
<tr>
<td>AUX_MAIL000006</td>
<td>Return Mail (items returned to you due to incorrect address/undeliverable)</td>
<td>741508</td>
</tr>
<tr>
<td>AUX_MAIL000007</td>
<td>Standard Postage (used with batch mailings; postage for batch mail jobs)</td>
<td>741506</td>
</tr>
</tbody>
</table>
Postal Services

- Charge Slips
  - 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

Manage References

<table>
<thead>
<tr>
<th>Reference ID</th>
<th>Reference Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001902994 1 123900 589 F09381</td>
<td>Education Dean’s Office FSUF</td>
</tr>
<tr>
<td>0001902595 1 190001 320</td>
<td>FSU Conservatory Auxiliary</td>
</tr>
</tbody>
</table>

https://postal.fsu.edu/
Copier Services

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

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

<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>
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](https://obs.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

Contact Information

Questions?

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

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

Parking Services:
– Customer Service: Transportation@fsu.edu
– Billing: OBS-Accounting@fsu.edu
OBS Finance and Accounting Team

Celeste Harden – Associate Director  | 850-644-2161  | Cpullen@fsu.edu
Karen Roland – Assistant Director  | 850-644-2342  | Kroland@fsu.edu
Bonnie McLendon – Postal  | 850-644-0318  | Bm23n@fsu.edu
Andrea Zimmerman – Copier  | 850-644-4147  | Andrea.Zimmerman@fsu.edu
Debra Love – Parking Permits  | 850-644-0316  | Dlove@fsu.edu
Charles Ogletree – Purchasing/Property Management  | 850-644-0980  | Cogletree@admin.fsu.edu
Mary Ann Parks, Associate Controller

CASH MANAGEMENT
Sponsored Project vs. Auxiliary Decision Tree

Activity

Is this Research?*

Yes

Type of Funding

Public

Private

Managed by SRA

Managed by FSURF

No

Does this activity include terms & conditions, including but not limited to such items as federal acquisition regulations, publications, intellectual property, allowable costs, subcontracting, cost sharing, human participants, animal subjects, and/or export control regulations?

Yes

No
Sponsored Project vs. Auxiliary Decision Tree

- **No**
  - **Is there an established AUX for this activity?**
    - **Yes** Managed by AUX
    - **No** Contact the Budget Office for Review
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
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

• Auxiliary Services – ctl-auxiliaryaccounting@fsu.edu

• Deposit Accounting – ctl-deposits@fsu.edu

• Cash Management & Banking – ctl-tm@fsu.edu
Wrap-Up