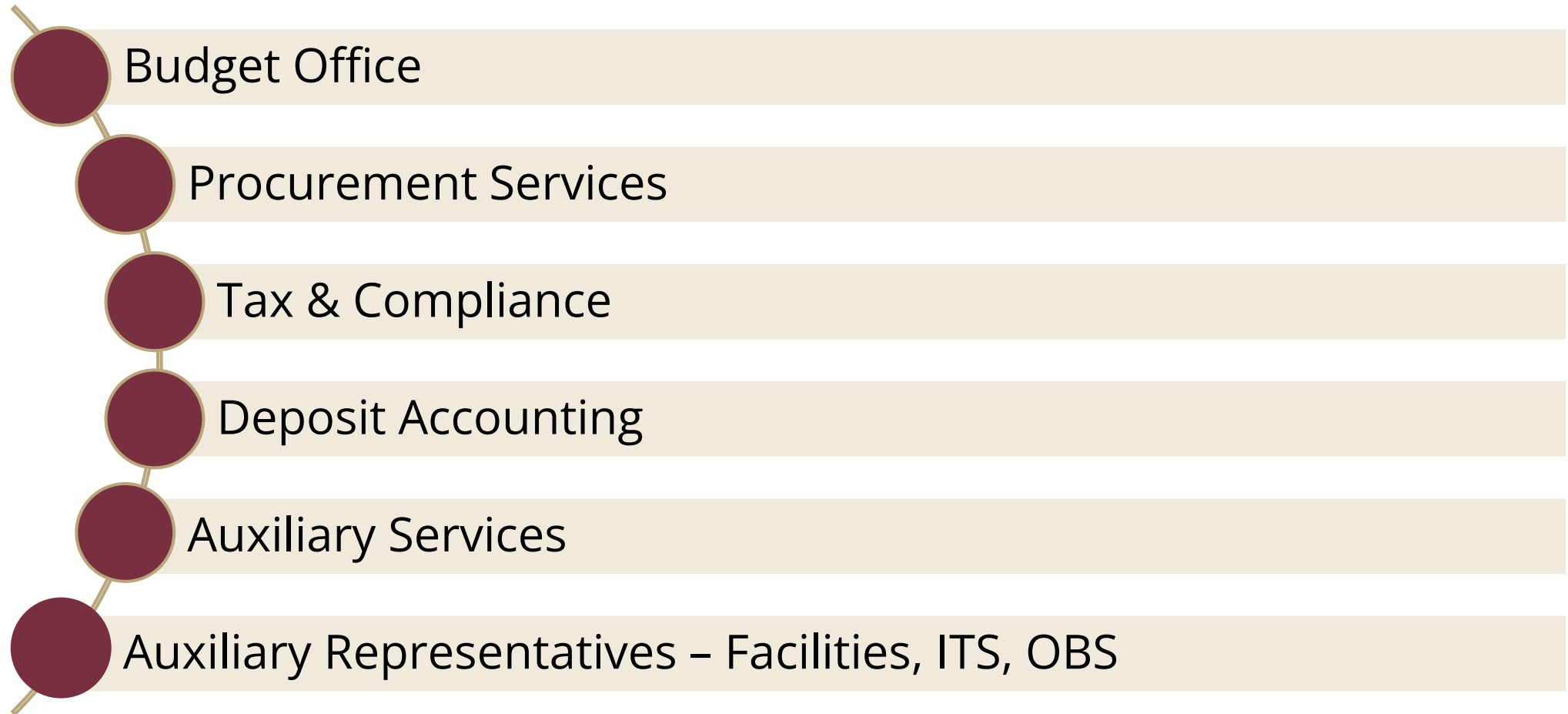


Controller's Office

Auxiliary Year-End Meeting: Fiscal Year 2025

Areas Represented Today



Budget Office

Mary Alice Bullard
Senior Budget Analyst

Budget Office Updates

Fringe Benefits Pool

- Newly calculated rates for 2026
- <https://budget.fsu.edu/benefitspool>

New Budget Analyst!

- Tricia McGaughan
- Monitors the Budget Inbox, posts Budget Transfers, CFSP
- tm18i@fsu.edu

Central Rate Increases

Facilities Maintenance

- New rate of \$60/hour starting July 1st
- Rate has not been increased since 2015

HR Background Checks

- Rate adjustments noticed on April 2, 2025

FSU Public Safety

- Rate adjustments for “Event Detail” noticed on January 17, 2025

Establishing an Auxiliary

1. Support the University's mission
2. Be an ongoing activity
3. Generate revenues exceeding \$5,000 annually
4. Does not already exist as an auxiliary within the University

Prepare the following forms: <https://budget.fsu.edu/forms>

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

Generally, allow 6 weeks for review, updates, and approval of request

Establishing an Auxiliary

- **DARC: Designated and Auxiliary Review Committee (DARC)**
 - Budget Office
 - Controller's Office
 - Office of the Provost
 - Sponsored Research Administration
- Scheduled to meet the 3rd Thursday of every month
- Final forms due by 1st Thursday of the month to be reviewed by the following DARC meeting

Auxiliary Rates

- Recommend reviewing and updating auxiliary rates annually
- If an auxiliary is charging a sponsored project, the invoice will not be authorized for payment unless approved rates are on file
- Worked with a consultant to create new rate review process and timeline
- Stay tuned for more information on when updated auxiliary rates will be due

Auxiliary Resources

Auxiliary Training Classes

- BTBUD2: Introduction to Auxiliary & Designated
- BTBUD3: Auxiliary Rate Calculation
- Register via OMNI HR > Learning & Development

Canvas Course

- Training Videos and Resources available on *Budget Office Auxiliary Rates* Canvas Course
- <https://canvas.fsu.edu/enroll/TL7HR8>

Website

- Auxiliary & Designated: <https://budget.fsu.edu/resources/auxiliary-designated>
- Training & Resources: <https://budget.fsu.edu/resources/training-resources>

Contact Information

Questions:

- Mary Alice Bullard | 644-0096 | m.bullard@fsu.edu
- Ben Spivey | 644-5614 | bspivey2@fsu.edu
- **Budget Office** | 645-9266 | budget@fsu.edu

Procurement & Contracts

Mary Lovett, Program Director
Contract Administration

2024 Changes

What's New

- Legislative Changes
 - Required language in all contracts new, renewed, or extended after July 1, 2024
 - Foreign Countries of Concern
 - Human Trafficking

General Contract Reminders

- Policy 2-7 Signature Authority
 - Only specific individuals have authority to sign contracts on behalf of the university
 - Signatures can only be obtained through the Contract Administration DocuSign account
- Submit your contracts to contracts@fsu.edu for review prior to entry in contract module/TCM

Year End Reminders

- **Year End**

- Deadlines - <https://procurement.fsu.edu/article/fiscal-year-end-2025-procurement-guidance>
- Applies to **all contracts** – not just expenditures. Contracts submitted after EOD on June 11 may not be executed for a July 1 start date
- Any agreement not renewed prior to expiration will require a new agreement
- **Get your renewals in now!**

Contact Information

Questions:

- Mary Lovett | 850-645-2789 | melovett@fsu.edu **OR**
- Meisha Daniels | 850-644-3463 | md24v@fsu.edu

- **For Contracts** | Contracts@fsu.edu
- **For Procurement** | Procurement@fsu.edu

Tax & Compliance

Noelle Sterling, Program Director

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

Contact Information

Questions:

- Tax & Compliance | CTL-Tax@fsu.edu
- Website: <https://controller.vpfa.fsu.edu/services/tax-compliance>

Deposit Accounting

Mary Ann Parks, Associate Controller

Departmental Deposit Processing

Areas of Impact:

- Process and record incoming deposits for auxiliary departments
 - Cash/check, EFT (ACH or wire) and credit cards issued through non-Transact terminals
- Distribute merchant statements for Bank of America and American Express terminals
- Manage credit card merchant fees and chargebacks
- Process Transact refunds
- Administer returned checks

Departmental Deposit Processing

Types of Departmental Deposits:

- Revenue Deposits (non-student related)
- Expense Refunds/Reimbursements
- Travel Reimbursements
- Payroll Reimbursements

Account Dictionaries:

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

Departmental Deposit Processing

Departmental Deposit Forms:

- Departmental Deposit Form – Used to record cash, check and credit card deposits
- Incoming EFT Payments Form – Used to record EFT (ACH/Wire) deposits
- Payroll Reimbursement Form – Used to record employee payroll reimbursements.

Deposit Accounting Forms

Departmental Deposit Processing

When departmental deposit forms are **not** required:

- Credit card payments associated with Transact
 - 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 beginning with “AUX”
 - Accounting is defined when the invoice is created

Fiscal Year-End Reminders

06/27/25

- Departmental deposits must be delivered to the secure lockbox located outside the Office of Student Finance by 9:00am to ensure receipting this fiscal year.

06/27/25

- Transact refund requests must be received by end of day to ensure processing this fiscal year.

Controller's Office Year-End Calendar

Resources

Training Class

- BTDA01: Deposit Accounting
- Register via OMNI HR > Learning & Development

Website

- Recommended Queries: <https://controller.vpfa.fsu.edu/recommended-queries>
- Training: <https://controller.vpfa.fsu.edu/training>
- Forms: <https://controller.vpfa.fsu.edu/forms>
- FAQ's: <https://controller.vpfa.fsu.edu/services/deposit-accounting/frequently-asked-questions>

Additional Resources

CTL-CustomerPmt@fsu.edu

- Electronic Funds Transfer (ACH or Wire) set up and Vendor Registrations

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

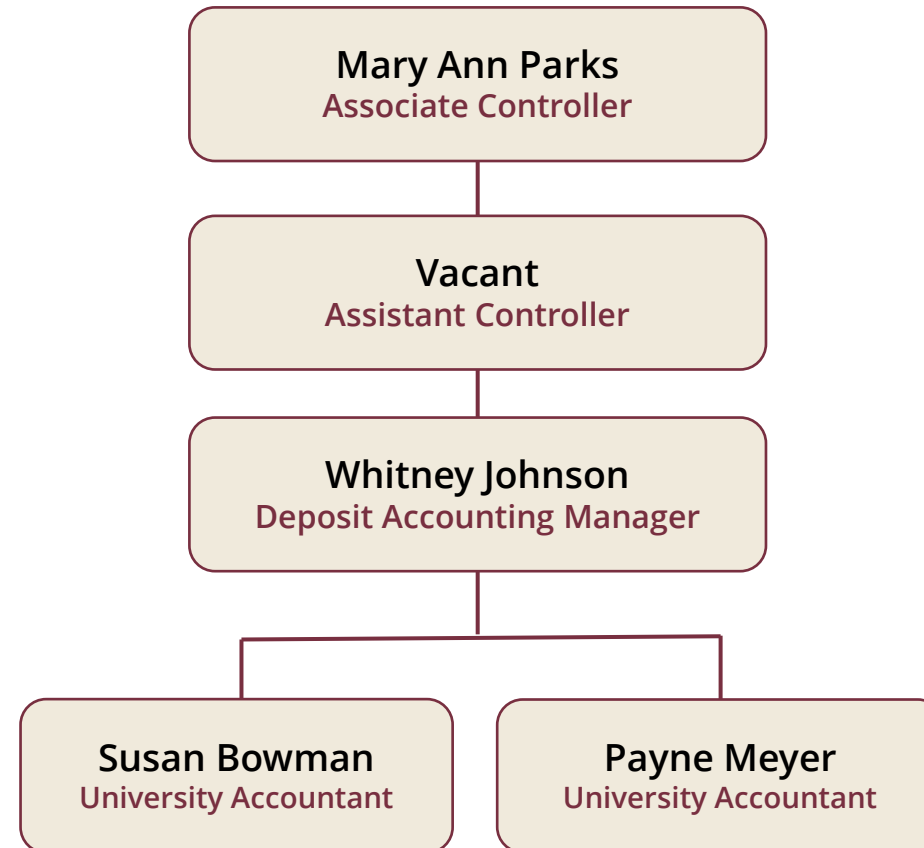
CTL-TM@fsu.edu

- Remote Desktop Scanner services

CTL-Transact@fsu.edu

- Transact eMarket services

Deposit Accounting Team



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

Contact Information

Questions:

- Mary Ann Parks | (850) 644-1824 | maparks@fsu.edu
- Whitney Johnson | (850) 644-5099 | wjohnson7@fsu.edu

- **Deposit Accounting Team** | CTL-Deposits@fsu.edu
- **Transact Chargebacks/Refunds** | CTL-TransactRefunds@fsu.edu

- **Deposit Accounting Website:**
<https://controller.vpfa.fsu.edu/services/deposit-accounting>

Auxiliary Services

Scot Hauser, Auxiliary Services Manager

Internal PO Entry & Management

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

- Each selling 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

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 ▼

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

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 Internal PO Reminders

FY26 Requisitions Pre-Entry Window

**06/23/25 –
06/27/25**

- In July, associate new year POs with outstanding charges from June and new charges from July to maximize billable activity.

Pending Charge Deadline

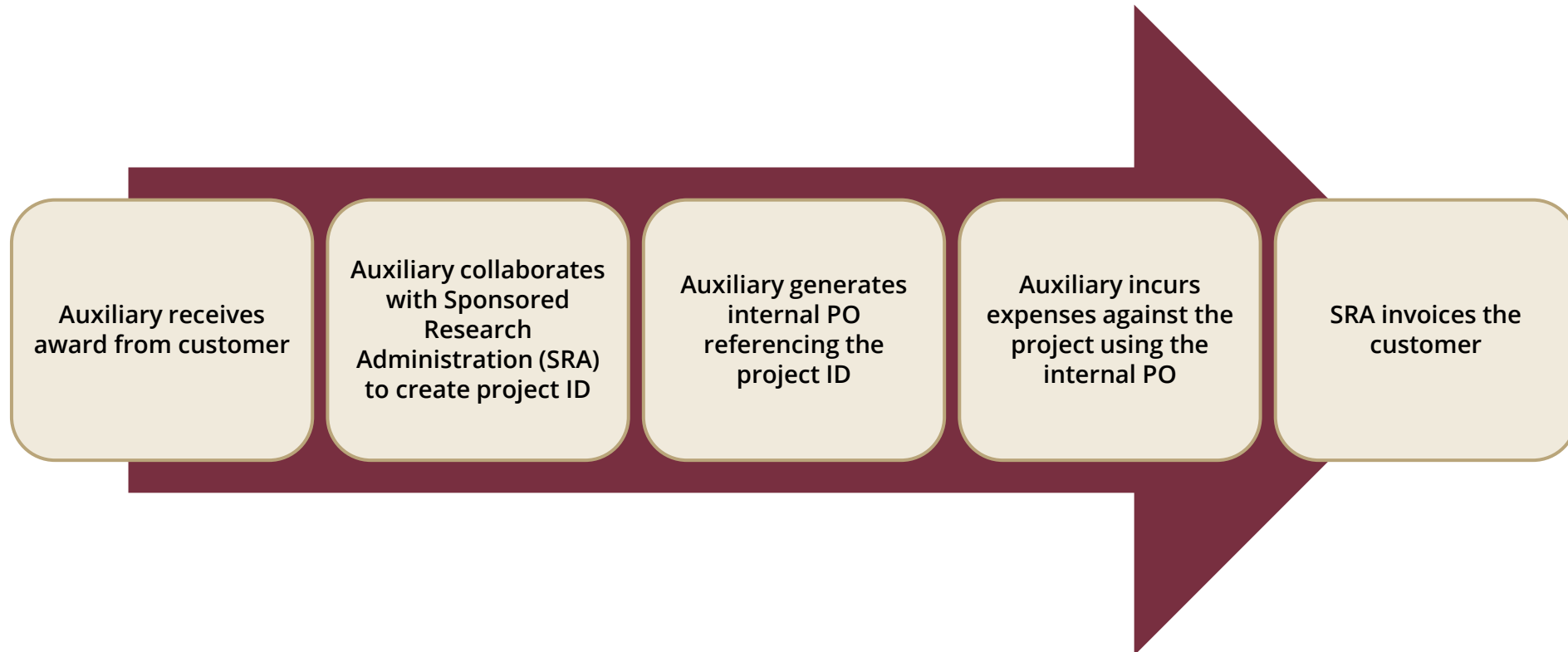
06/30/25

- Submit charges to CTL-AuxiliaryAccounting@fsu.edu in required format by end of day.

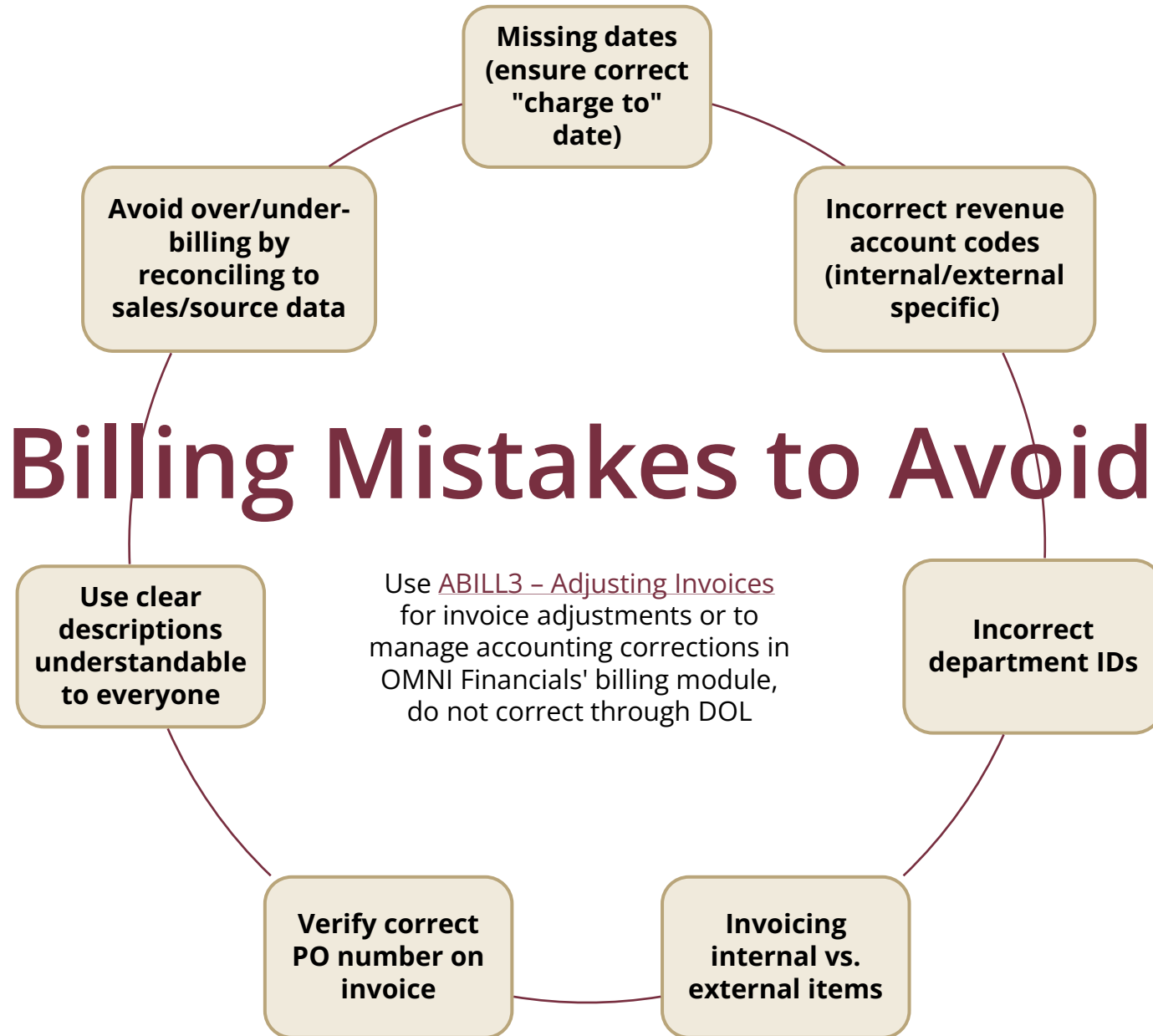
[Controller's Office Year-End Calendar](#)

Intradepartmental Billings on Sponsored Projects

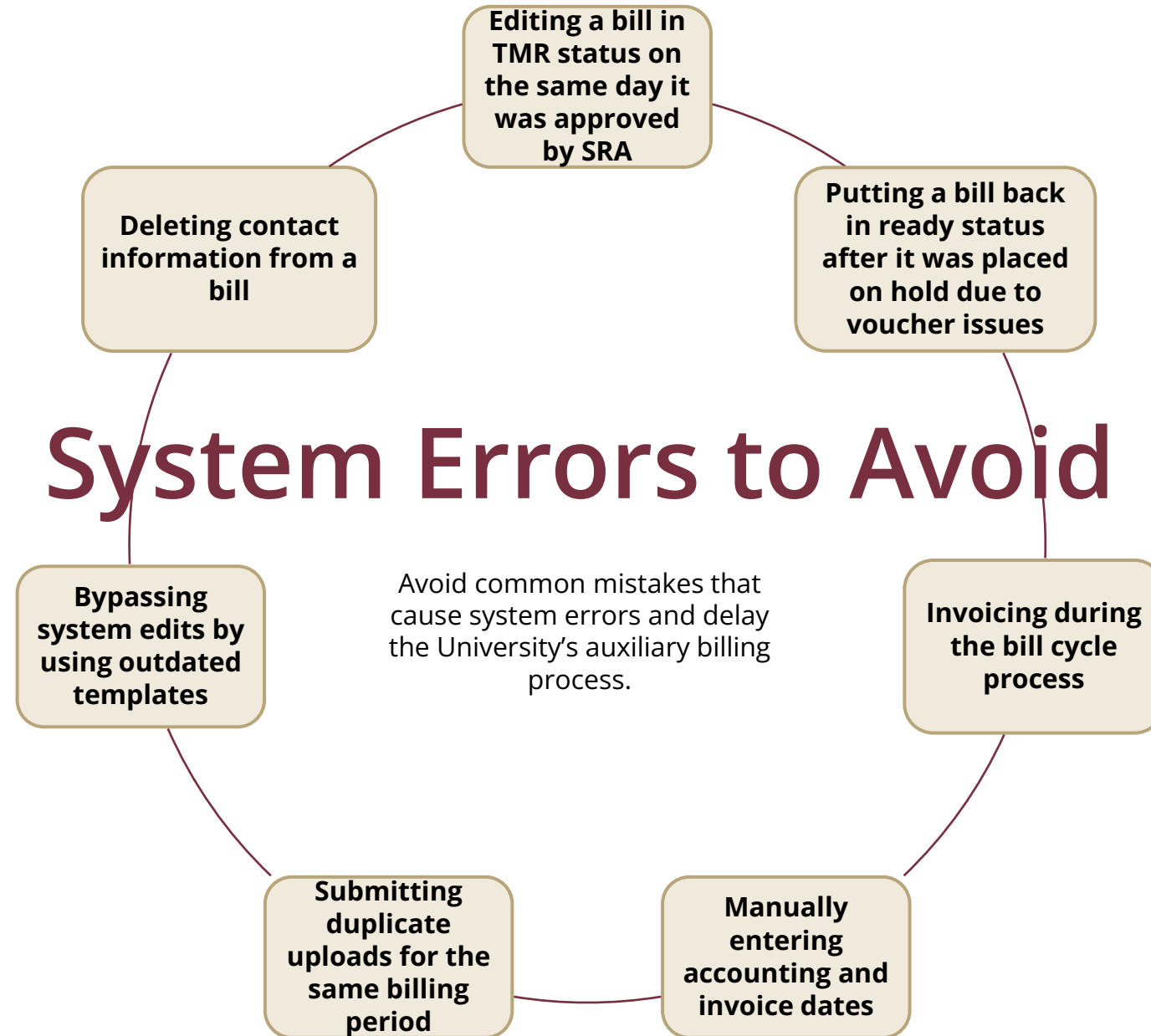
When auxiliary billing occurs in OMNI Financials, but the award is managed by Sponsored Research Administration, remember these steps:



Billing Mistakes to Avoid



System Errors to Avoid



Auxiliary Bill Cycle Reminders

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

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 5:00PM EST
Review period & error corrections
Bill Cycle initiated by Auxiliary Services
Resume bill entry pending notice from Auxiliary Services
SRA approval deadline for same-month processing

Controller's Office Auxiliary Services

Questions? Email CTL-AuxiliaryAccounting@fsu.edu

The 9AM Deadline

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

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

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.

Customer Add/Update Form

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



The screenshot shows a web form titled "Customer Add/Update Form FSU Controller's Office". It features the Florida State University logo and a header with instructions: "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 ""*"".

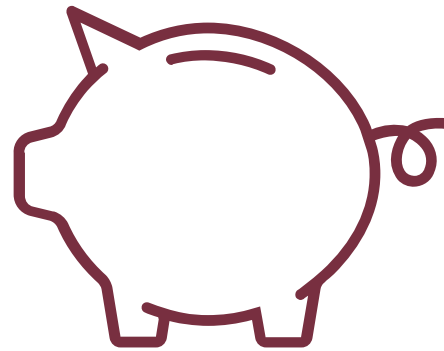
The form content includes:

- A legend: "* Required"
- A section header: "Basic Customer Information"
- A question: "1. Reason for adding? *"
- Two radio button options: "Contract" and "Auxiliary Billing"
- A "Next" button
- A footer note: "Never give out your password. [Report abuse](#)"

Auxiliary Payments

Student Finance
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 accepted for auxiliary invoices! Refer to the website or details provided on the auxiliary invoice.

The screenshot shows a navigation menu for 'Auxiliary Services' with the following items:

- [Training](#)
- [FAQs](#)
- [Forms](#)
- [Staff Directory](#)

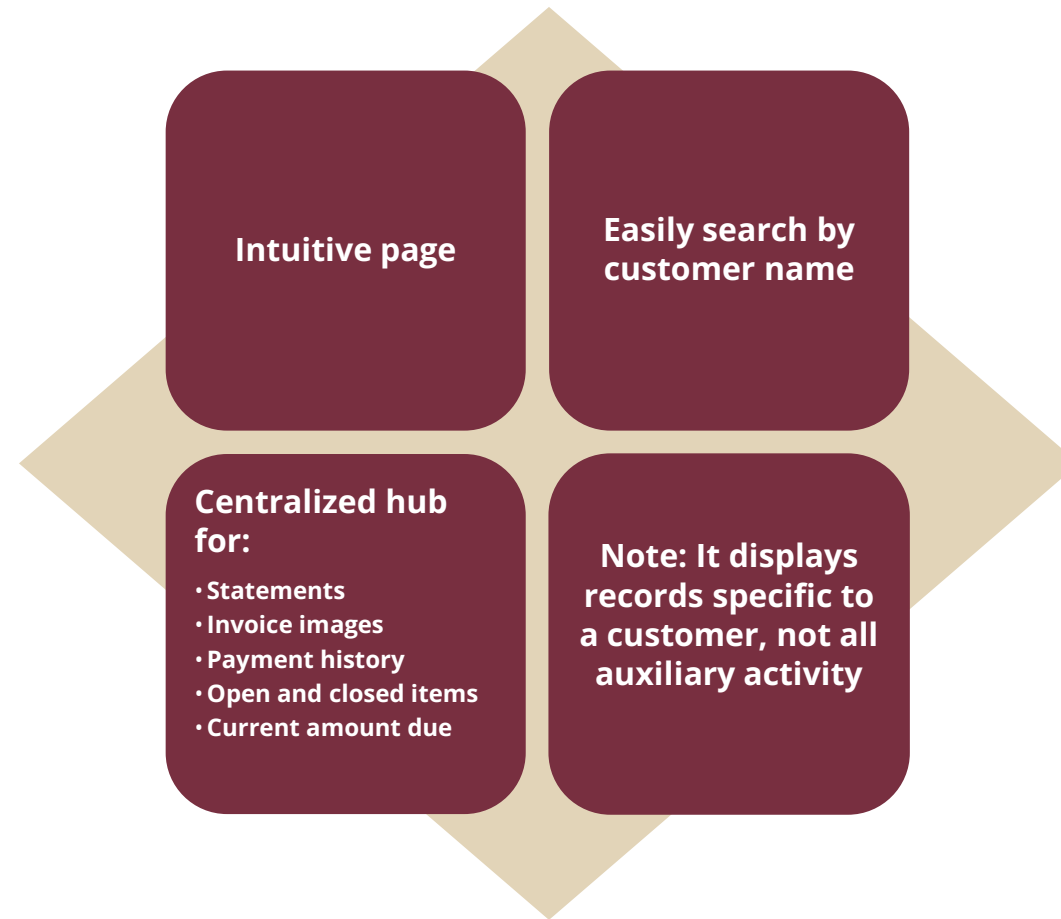
On the right side, under the heading 'Resources', there is a list of links:

- [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](#)

At the bottom right of the menu area is a link for [Contact Us](#). A red arrow points from the 'Forms' icon to the 'Pay Auxiliary Invoice' link.

[Pay for an Auxiliary Invoice](#)

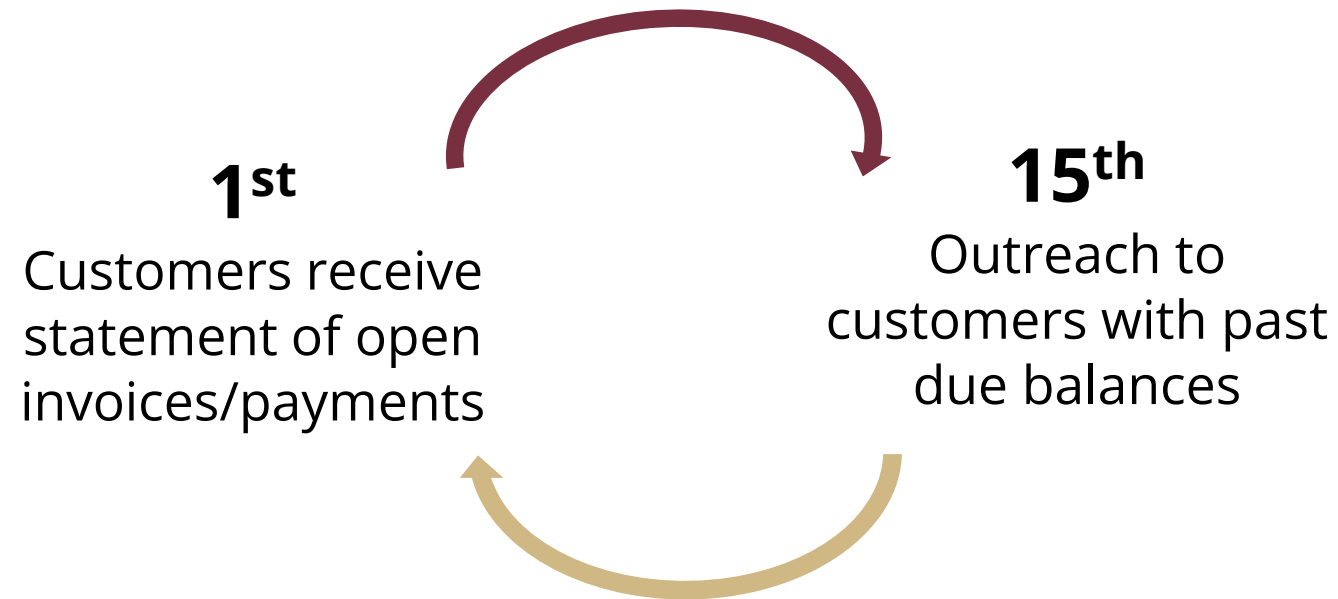
Reviewing the Collections Workbench



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

Ongoing Collection Efforts

Auxiliary Services aids in receivables collections



Fiscal Year-End PO Roll Deadlines

POs that qualify for rolling include but are not limited to: projects ending between June 30 and August 31, Construction or Housing, and have not rolled the previous fiscal year.

05/19/25

- Eligible POs sent to buying departments

06/06/25

- Buying department response due

06/11/25

- Compiled PO Roll sent to auxiliaries

06/16/25

- Deadline for auxiliary responses on ongoing charges

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

Resources

Auxiliary Training Class

- BTUIB1: Understanding Internal Billing
 - From the perspective of the buying department

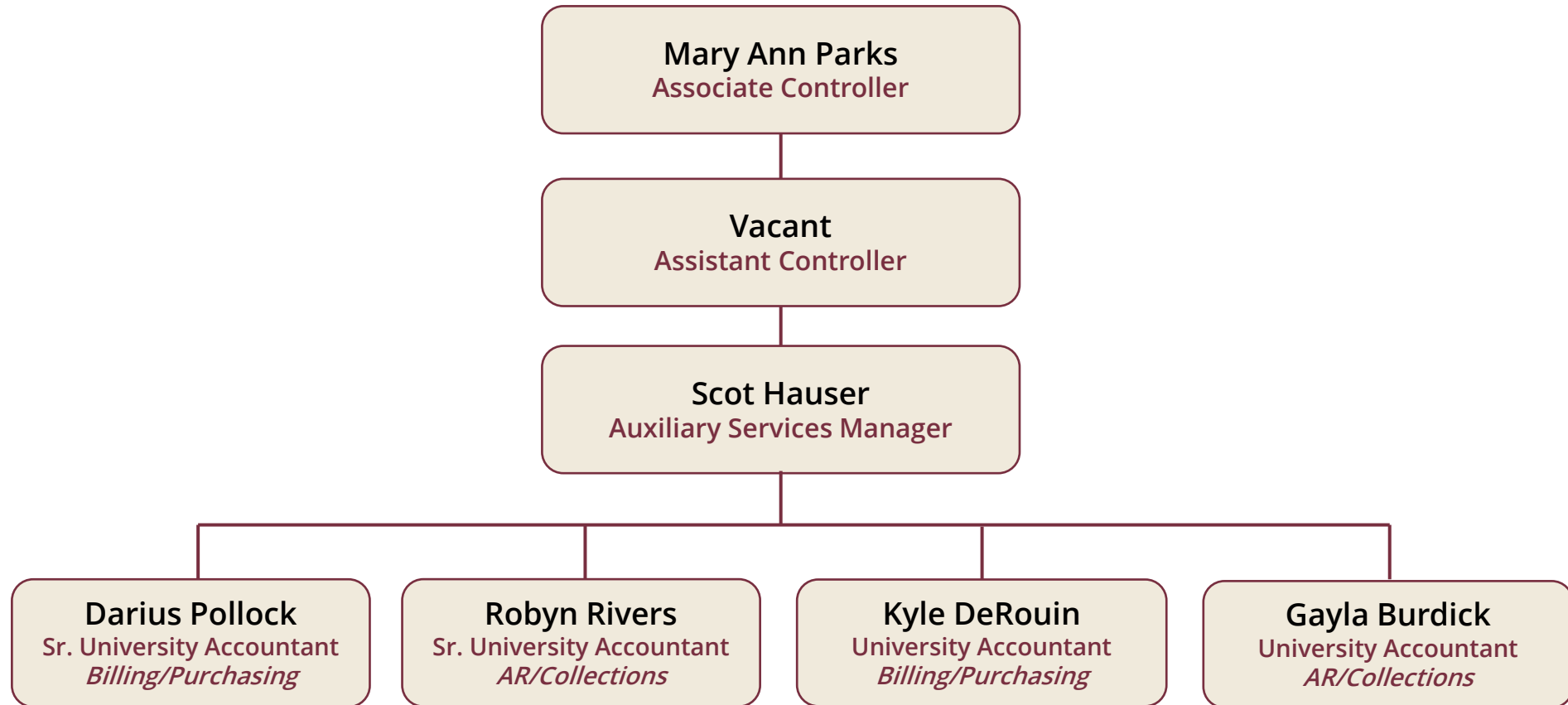
Canvas Course

- Training Videos and Resources available on *Mastering Auxiliary Billing* Canvas Course
 - From the perspective of the selling auxiliary

Website

- Recommended Queries: <https://controller.vpfa.fsu.edu/recommended-queries>
- Training: <https://controller.vpfa.fsu.edu/training>

Auxiliary Services Team



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

Contact Information

Questions:

- Scot Hauser | (850) 644-4417 | shauser@fsu.edu
- **Auxiliary Services Team** | CTL-AuxiliaryAccounting@fsu.edu
- **Auxiliary Services Website:**
<https://controller.vpfa.fsu.edu/services/auxiliary-ar-billing>

Facilities

Ryan Meikenhous, Director

Adam Perkins, Assistant Director

Facilities Fiscal Year-End Reminders

06/13/25

- Facilities halts PO feed, utilizes current year POs until July 2, 2025.

07/03/25

- It is important for buying departments to ensure that all internal blanket POs are set up for ongoing and outstanding auxiliary charges across the Facilities Departments, including Maintenance, Building Services, and Utilities. This will help facilitate smooth operations and support our collective objectives.

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

Category Codes

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

FSU | CONTROLLER'S OFFICE
FINANCE & ADMINISTRATION

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

Questions:

- Adam Perkins | 850-644-2329 | raperkins@fsu.edu
- Email: Fac-AuxiliaryBilling@fsu.edu
- Website: <https://www.facilities.fsu.edu>

ITS Auxiliary Services

Amanda Randall, Sr. Accounting Specialist

Key Reminders for ITS

- Purchasing Categories for ITS Internal POs
- Submitting Cases via ServiceCenter.fsu.edu
- FY26 budget updates to recurring charges
- 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***

Submitting Cases

Visit servicecenter.fsu.edu

- **Request new services**
 - Recurring (ex. phone, ports)
 - Telcom Non-recurring (ex. Repairs)
 - Once a year costs (ex. Software, Research Computing)
- **Make changes to existing services**
 - Example - increase or decrease # of ports
- **Disconnect services**
 - Example - an employee left the department and no longer needs phone service
- **Budget changes**
 - Example - phone line costs were on a 110 fund for FY25, but will be on 140 fund for FY26

Budget on Recurring Charges

- **Reminder: Current recurring charges will continue from FY25 to FY26**
 - Professional IT Services
 - File Storage/ Virtual Machine
 - Local Service (Phone lines)
 - Campus Access & Security Services (CASS)
 - Data Circuits
 - Cellular Services
 - Managed Port Fees
- **Funding changes from FY25 to FY26?**
- **Projects ending (throughout FY26)**
- **Tip:** See [Detailed Billing Report](#) for information on current budgets by service

Detailed Billing Report

- **Access and tutorials via [Detail Billing Report](#)**
 - Internal Customers: Use your FSU sign-in
 - External Customers: Emailed their detailed billing
 - Contact ITS-AR@fsu.edu to update contact information
- **Updates once a month, post billing**
- **See [Historical Billing Report](#) for charges prior to July 2024**

Summary By Department					
AUX	DEPT	FUND	PROJECT	DEPT DESCRIPTION	TOTAL
AUX1001494	281000	899	CB1527500	FSU Research Foundation Internal	48
AUX1003410	114900	899	CB1820600	COB Dean/College Wide FSUF	7
AUX1000025	007010	898		Football	45
Total					13,3

Summary by PO & PO Line		
PO NUMBER	PO LINE	PO DESCRIPTION
0001802955	1	CIP FACILITIES - FACILITIES USE ONLY
0001803885	1	CIP FACILITIES - FACILITIES USE ONLY
0001901492	1	ITS-PHONE SERVICES
0001901492	2	ITS-DATA CIRCUIT SERVICES
0001901492	4	ITS-MANAGED PORT FEES
0001902761	1	CIP FACILITIES - FACILITIES USE ONLY
Total		

PO Detail							
MONTH	YEAR	PO NUMBER	PO LINE	AUX	DEPT	FUND	USER ID
April	2025	0002000389	1	AUX1000301	089000	110	6445057
August	2024	0002000389	1	AUX1000301	089000	110	6445057
December	2024	0002000389	1	AUX1000301	089000	110	6445057
February	2025	0002000389	1	AUX1000301	089000	110	6445057
January	2025	0002000389	1	AUX1000301	089000	110	6445057
July	2024	0002000389	1	AUX1000301	089000	110	6445057
March	2025	0002000389	1	AUX1000301	089000	110	6445057
November	2024	0002000389	1	AUX1000301	089000	110	6445057
October	2024	0002000389	1	AUX1000301	089000	110	6445057
Total							

Contact Information

Questions:

- Amanda Randall | adrandall@fsu.edu
- Email: ITS-AR@fsu.edu
- Website: <https://its.fsu.edu>
 - Service Catalog: <https://its.fsu.edu/services>
 - Case Submission: <https://servicecenter.fsu.edu/>
 - Detailed Billing Report: <https://its.fsu.edu/help/it-support/staff#billing>

Office of Business Services (OBS)

Karen Roland, Assistant Director
Finance & Admin

Postal Services

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

- Postal Charge Slips portal will stop importing new FY25 Purchase Order information June 11th
- New FY26 Purchase Orders will be imported by close of business July 3rd
 - **All Charge Slips entered after June 11th will be charged to FY26 budgets**
- Use the Charge Slip system to verify postal expenses/tracking number information <https://chargeslipapp.obs.fsu.edu/search.asp>
 - If an image of the tracking is needed, email request to OBS Accounting

View Charge Slips by Dept ID

Enter DeptID

Example: 022000

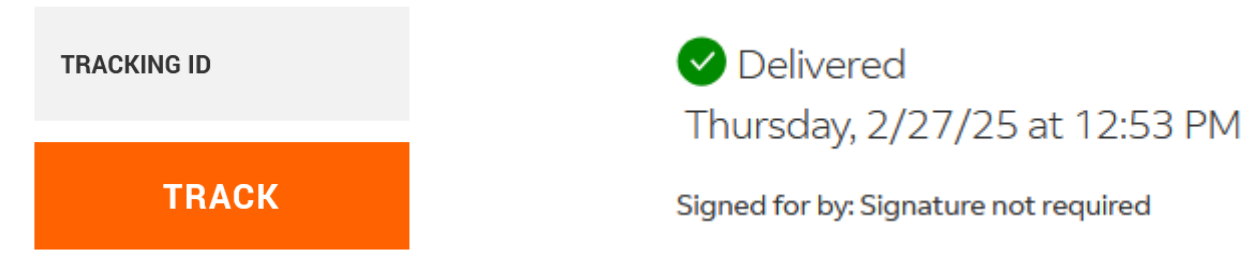
SEARCH

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	☑	
001215451	Postal Services Aux	020001320	0001901513	Bonnie McLendon	10/23/2023	10/23/2023	3	\$23.700	☑	

Postal Services

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

- FedEx portal will stop importing FY25 Purchase Order information June 11th
- New FY26 Purchase Orders will be imported to FedEx portal by close of business July 3rd
 - **All Shipments entered after June 11th will be charged to FY26 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/>

Omni Auxiliary AR/Billing Training:

<https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Auxiliary%20Accounting/Postal%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 Key Reminders

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

- Charge Slips
 - 1 Mail batch per Charge Slip Invoice (do not reuse a charge slip for multiple batches)
- FedEx
 - Each Shipment, including return shipments, must contain a valid combination of Purchase Order, Department and Fund

4. Billing Details Help Hide

* Bill transportation to

! Alert: Please remember to enter your reference information.

* FSU AR Billing

Manage References

	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 FY26 PO due by close of business July 3rd (please be timely)**
- Omni Auxiliary AR/Billing Training:
 - 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>

- **If changing how billing is currently set up**, submit the *Copier Update Form* to ensure the information for the copier is changed to the appropriate Department/Fund/Project
 - Link to form: [Departmental Copy & Print | Office of Business Services \(fsu.edu\)](#)
- To ensure timely bill processing, **ensure FY26 POs are in process by July 3rd**. Please utilize the pre-entry window in June.
- No split POs (split funding source for a single copier). Each copier needs to be charged to only one department.

Parking Services

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

- Permits renew August 15th
- Valid FY26 POs must accompany Order Form for permits and special events
- Utilize the Order Form from:
 - https://transportation.fsu.edu/sites/g/files/upcbnu4871/files/media/doc/FSU_TAP_S_Order_Form_2024.pdf
- Omni Auxiliary AR/Billing Training:
 - <https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Auxiliary%20Accounting/Parking.pdf>



Transportation and Parking Services
 Florida State University
 104 N. Woodward Avenue
 Tallahassee, FL 32306
 Ph: (850) 644-5278
transportation@fsu.edu

Transportation and Parking Order Form

DATE	DEPARTMENT NAME	SELLING DEPARTMENT
		Transportation and Parking Services
DATE REQUIRED	CONTACT	TELEPHONE NO.
CUSTOMER TYPE	DEPT ID/FOUNDATION ACCT.!	
Select... ▼		
APPROVED BY	APPROVER'S SIGNATURE	

Notes:

ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE

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

OBS Finance and Accounting Team

Questions:

- 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, OBS Purchasing/Property Management
| 850-644-0980 | Cogletree@admin.fsu.edu

Other Updates

Mary Ann Parks, Associate Controller

Coming Fiscal Year 2025-26!

Bill Cycle Automation

- Collaboration between ERP, Controller's Office and Budget Office to automate the monthly auxiliary bill cycle process
- Eliminates manual user processing and streamlines overall process reducing processing times from one day or more to less than one hour
- Process can be scheduled to run after hours, minimizing system or reconciliation issues often caused by user activities
- Offers future flexibility in frequency of auxiliary bill cycle runs

Coming Fiscal Year 2025-26!

Bill Cycle Budget Error Payment Processing

- Buying departments are responsible for ensuring sufficient budget is in place for processing internal billing payments
- An Available Balance report is sent the day prior to the bill cycle notifying buying departments of upcoming charges that do not have sufficient budget to pay out
- Staff from the Budget Office will be following up and working with departments to ensure budget is in place for the bill cycle to run as scheduled the next day

Coming Fiscal Year 2025-26!

Bill Cycle Budget Error Payment Processing

- If sufficient budget is not established in advance of the bill cycle, those payments will not be able to be processed until sufficient budget exists to cover the charges
- **This means action must be taken by buying departments prior to the bill cycle to ensure budget is in place and continued monitoring of ledger activity should occur to ensure timely payment processing and avoid any potential disruption in service**

Coming Fiscal Year 2025-26!

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 (such as Transact functionality)
- Collaborate with Budget Office, Tax & Compliance, etc.
- Project began May 2025 with Office of Business Services (OBS)

Key Reminders for Auxiliaries

- Consult with Budget Office regarding changes or new activity as this may require a new auxiliary be established or an update to the existing mission
- 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 reminder, auxiliaries approved for AR/Billing in OMNI Financials should not be invoicing outside of the system

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

Contact Information

Questions:

- Mary Ann Parks | (850) 644-1824 | maparks@fsu.edu
- **Auxiliary Services Team** | CTL-AuxiliaryAccounting@fsu.edu
- **Cash Management & Banking Team** | CTL-TM@fsu.edu
- **Deposit Accounting Team** | CTL-Deposits@fsu.edu

Q&A Session

Wrap-Up

Thank you!