



FLORIDA STATE
UNIVERSITY

Controller's Office

All Auxiliary Meeting 2022-2023

June 13, 2022



Housekeeping

- Meeting will be recorded. Recording and presentation slides will be made available online.
- 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 – Mary Alice Bullard

Transact – Betsy Miller

Deposit Accounting – Cristie Chase

Auxiliary Services – Scot Hauser

PO Roll Fiscal Year 2021-22 – Josh Moore

Facilities – Dana Davis

Miscellaneous Updates – Mary Ann Parks



FLORIDA STATE
UNIVERSITY

Mary Alice Bullard, Senior Budget Analyst

BUDGET OFFICE



Establishing an Auxiliary

1. Support the University's mission
2. Be an ongoing activity
3. Generate revenues exceeding \$10,000 annually



Establishing an Auxiliary

- Auxiliary Policies
 - <https://budget.fsu.edu/>
 - [4-OP-D-1 OMNI Departments](#)
 - Classes: BTBUD2 & BTBUD3



Auxiliary Rates

Internal vs. External Rates

- Who are your customers?
- Is your auxiliary charging sponsored projects?
- Internal Rates cannot earn a profit



Contact Information

- Questions?
 - Mary Alice Bullard | 644-0096
m.bullard@fsu.edu
 - budget@fsu.edu



FLORIDA STATE
UNIVERSITY

Betsy Miller, Director Financial Systems & Compliance

TRANSACTION



Transact

- What is Transact?
- Benefits
 - Sell merchandise or services online
 - Seamless integration into FI
 - Timing of deposits
 - Sales tax
 - PCI



Transact

- Cost
 - Credit card fees
- Other Services
 - AUX eMarket
 - Cashiering module
- Upcoming
 - Virtual terminals
- Demo



Who we are

Financial Systems

Maydee Ehster, Asst. Controller

- Arnold Brown
- Jade Clark
- Charles Fernandez
- Brittany Griffin

Tax & Compliance

Tamara Fultz, Asst. Controller

- Curt Caito
- Michelle Walsh
- Tax Analyst, TBD



Contact Information

- Questions?
 - Betsy Miller | 644-0292 | bcmiller@fsu.edu
 - CTL-Transact@fsu.edu
 - CTL-FinSys@fsu.edu
 - CTL-Tax@fsu.edu



FLORIDA STATE
UNIVERSITY

Cristie Chase, Deposit Accounting Manager

DEPOSIT ACCOUNTING



FSU Cash Management Policy

All departments handling deposits must comply with the University's [Cash Management Policy](#). As outlined in this policy, departments may be required to be established as an authorized cash collection point and are responsible for ensuring:

- Security when storing, handling, and transmitting deposits
- Proper segregation of duties
- Timely deposit delivery
- Timely notification of electronic payment and reporting of credit/debit card sales
- Reconciliation of deposit accounting entries to receipts and sales records



Departmental Deposit Form Procedures

Prepare Bank Deposit

Department receives physical deposit:

- Securely deliver to Drop Box
- Securely deliver to University bank location
- Utilize Armored Car Service approved by the University
- For checks/money order, use Remote Desktop to electronically deposit checks

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

Department accepts credit or debit card payment at University approved terminal

Payer directly transmits funds to bank via ACH/ EFT/ wire

Prepare Deposit Accounting Reporting

Departmental Deposit Form

- Submit to ctl-Deposits@fsu.edu for electronic payments, Armored Car service deposits, Remote Desktop check deposits, and credit/debit card payment batches
- Submit along with physical deposit for cash/check/money order when delivering physical payments to Drop Box

Auxiliary Invoice Information

- Submit to ctl-EFT@fsu.edu for electronic payments
- Submit with physical deposit for cash/check/money order

Reconcile the Deposit

Review AR Direct Journals (for Departmental Deposits for unbilled/point of sale or expense reimbursement)

or

AR Payment Journals (for Auxiliary Invoices generated in OMNI)

to ensure all delivered deposits are accounted for as expected



Departmental Deposit Form Procedures

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

1. The [Departmental Deposit Form](#) is used to ensure all deposits are accounted for properly:
 - a. To record revenue for point-of-sale (not invoiced) transactions of any payment type
 - b. To record expense refunds and expense reimbursements of any payment type
 - c. To record travel reimbursements of any payment type
2. The following documentation should accompany the Departmental Deposit Form:
 - a. A copy of the daily batch settlement report for point-of-sale credit card transactions
 - b. A copy of the bank deposit slip for cash and/or check transactions
3. Deposits associated with Auxiliary Invoices (invoices created in OMNI Financials with invoice IDs beginning "AUX") do not require a copy of the Departmental Deposit Form, as the accounting is defined within the system when the invoice is created.
 - a. For these deposits:
 - i. Physical payments: Customers should remit payment directly to the Auxiliary Services PO Box shown on the invoice or deliver to the Controller's Office Drop Box. Include a copy of the invoice or reference the invoice number on the payment.
 - ii. Electronic payments (ACH/EFT): Customers should email ctl-EFT@fsu.edu with payment remittance information, including invoice IDs.

Note: Customers who wish to remit payment for Auxiliary invoices via credit card should visit the [website](#) shown on the invoice.



Expense Refund vs. Expense/Travel Reimbursements

Expense Refunds:

- Expense Refunds are related to payments received from a vendor to refund a department for all or a portion of a payment previously made to that vendor.
- The payer must be the vendor who originally was paid by the University and supporting documentation of the expense must be provided.
- The defining characteristic here is that the department had previously paid the vendor and recorded an expense for this item.

Expense/Travel Reimbursements:

- Expense Reimbursements are payments received from a third party to reimburse the University dollar for dollar on an expense that the University paid for in advance on behalf of the same third party.
- These deposits may also be related to funds received to reimburse the University for payments previously issued to a vendor, faculty, staff, student, or other member of the University community.
- This includes Travel Reimbursements.
 - Personal (non-reimbursable) or Cash Advance Return deposits should be recorded to the employee's home department ID, fund code 499, and account code 151005



Expense Refund Example

Section III. Expense Refund Detail

Complete this section when you are depositing a payment resulting from a travel reimbursement or expense refund. The Controller's Office will record these deposits with an AR Direct (ARD) journal using the information provided below. In order to process the transaction, documentation must contain evidence that the reimbursement is appropriate. Therefore, reference must be made to the original transactions, supported by the associated journal, voucher, or expense report ID. Attach the backup documentation as outlined in this table in order to ensure timely processing.

[illegible]



Expense and Travel Reimbursement Example

Section III. Expense Refund Detail

Complete this section when you are depositing a payment resulting from a travel reimbursement or expense refund. The Controller's Office will record these deposits with an AR Direct (ARD) journal using the information provided below. In order to process the transaction, documentation must contain evidence that the reimbursement is appropriate. Therefore, reference must be made to the original transactions, supported by the associated journal, voucher, or expense report ID. Attach the backup documentation as outlined in this table in order to ensure timely processing.

Expense Refund Type	Required Documentation	Suggested Query
Expense Reimbursement	AP Journal ID & Voucher ID	FSU_DPT_GL_JRNL_WITH_VCHR
Travel Reimbursement	Provided EX Journal ID and Expense Report ID	FSU_DPT_GL_JRNL_WITH_EXP_SHEET

Departments will complete fields A, B, C, D, F, and H ensuring that the accounting distribution reflects the original expense for Expense Reimbursements

[illegible]



Departmental Deposit Reconciliations

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

- Deposits of payments recorded as AR Direct Journals (ARDs) may be reviewed and reconciled using the **FSU_DPT_DIRECT_JRNL_DEPOSIT** query.
- Deposits of payments associated with OMNI Auxiliary AR/Billing Invoices may be reviewed and reconciled using the **FSU_CTRL_AUX_PAYMENT** query.



Transact Refunds & Chargebacks

Transact Refunds:

- Refunds requests related to payments made within the Transact system should be emailed to ctl-TransactRefunds@fsu.edu.
- Requests should be accompanied with a signed and completed [Transact Refund Form](#).

Transact Chargebacks:

- When a cardholder disputes a charge through Transact, the Controller's Office is notified and will reach out to the department in order to obtain the required documentation to support the charge. All communication or responses should be emailed to ctl-TransactRefunds@fsu.edu.
- **It is important to note that Transact only provides seven (7) days to address chargebacks.** Failure to respond within seven (7) days means that the cardholder automatically wins the dispute, and any amount charged will be refunded to them by the issuing bank.
- When a cardholder wishes to withdraw their dispute, the [Transact Chargeback Withdrawal Form](#) should be submitted to ctl-TransactRefunds@fsu.edu.



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 SBS Drop Box by 2:00pm on Wednesday, 6/29/22 to ensure receipting this fiscal year
- Timely, proactive submission of Departmental Deposit Forms is necessary to ensure as much is posted by fiscal year-end as possible
- Report cash-on-hand not yet submitted to SBS Drop Box on last day of fiscal year as required by Financial Reporting
- Last day to submit a Departmental Online Journal Entry (DOL) request (for receipt this fiscal year) is Friday, 6/17/22



Additional Contact Information

ctl-Customerpmt@fsu.edu

- Electronic Funds Transfer (EFT, ACH, Wire) set up
- Auxiliary Vendor Registrations/Set up

ctl-EFT@fsu.edu

- Submission of Payment Remittance by payer

ctl-TAX@fsu.edu

- Cash Collection Point set up
- Merchant Services (point-of-sale systems, PCI Compliance)

ctl-Admin@fsu.edu

- Armored Car Pick Up services

ctl-GeneralAccounting@fsu.edu

- Departmental Online Journal (DOL) Entries

ctl-TransactRefunds@fsu.edu

- Transact payment refund requests
- Transact Chargebacks

ctl-Transact@fsu.edu

- Establishing or modifying Transact eMarkets

ctl-Travel@fsu.edu

- Travel reimbursement and Concur Expense Report inquiries



Deposit Accounting Team

DEPOSIT ACCOUNTING

Joshua Moore	Assistant Controller, Revenue Accounting	(850) 645 - 2345	jwmoore@admin.fsu.edu
Cristie Chase	Deposit Accounting Manager	(850) 644 - 9420	crchase@fsu.edu
Whitney Johnson	Sr. University Accountant	(850) 644 - 5099	wjohnson7@fsu.edu
Susan Bowman	University Accountant	(850) 644 - 9443	slbowman@fsu.edu
Robyn Rivers	University Accountant	(850) 644 - 1551	rrivers@fsu.edu



Contact Information

- Questions?
 - Cristie Chase | 644-9420 | crchase@fsu.edu
 - CTL-Deposits@fsu.edu
 - CTL-TransactRefunds@fsu.edu



FLORIDA STATE
UNIVERSITY

Scot Hauser, Auxiliary Services Manager

AUXILIARY SERVICES



FLORIDA STATE
UNIVERSITY

Reminders for Buying Departments



“Normal”
External/Spearmart POs vs
Internal, Auxiliary POs

Requisitions created in OMNI, not SpearMart

Use specific category codes beginning “AUX”

Use Internal PO Change Request (Change Order) form

- More than 1 change order is allowed

Blanket POs are normal

Encumbrance amount can be exceeded

Receipts are not required

Proactive PO Encumbrance Maintenance

Contact Auxiliary Services, not Procurement Services



Requisition Entry Guides

Did you know?

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

- [Auxiliary Services training materials](#)
- Provides information about how to place an order with the auxiliary
- Outlines exactly which vendor and category codes to use



Reminder: Internal Auxiliary Category Codes

Look Up Category

SetID SHARE

Category begins with

Description begins with

Basic Lookup

Search Results

View 100 1-2 of 2	
Category	Description
AUX_ITS0000009	Cellular Services
83111603	Cellular telephone services





FSU_AUX_REQUISITIONS


- Use the same prompts as FSU_AUX_PO_DTL
- **What requisitions have been entered for your auxiliary, and where are they in the process?**
- **What requisitions have not yet been approved?**

FSU_AUX_REQUISITIONS - Req By Dept Proj Fund Date AUX

Dept ID w wildcard %

Project ID w wildcard %

Fund w wildcard %

From Date Entered 

To Date Entered 

Business Unit 

Supplier (w/%)

[View Results](#)

Req ID	Line	Req Date	Amount	Supplier	Short Name	Requester	Entered Date	Entered By	Modified By
--------	------	----------	--------	----------	------------	-----------	--------------	------------	-------------



FSU_CTRL_AUX_PO_ENC_EXP_1

- How much is left on this PO line?
- This is a one-stop-shop for all valid PO information
- Similar to FSU_AUX_PO_DTL, but shows encumbrance balance and total amount charged to the PO

J_CTRL_AUX_PO_ENC_EXP_1 - Proactive PO Mgt w/ Prompt

PO Number	%
Dept ID w%	%
Fund Code	%
Project ID	%
Issue Order Date >	7/1/2018 31
Supplier ID w%	AUX0000042

View Results

PO No.	PO Line	Description	PO Date	PO Status	Supplier	Supplier
--------	---------	-------------	---------	-----------	----------	----------



FSU_DPT_AUX_INVOICE_REVIEW

- **As a buying department, what auxiliary invoices have been charged to my department/PO?**
- Much more useful to buying departments than sellers, but sellers can refer buying departments to this resource to help them answer their own questions

FSU_DPT_AUX_INVOICE_REVIEW - Rvw AUX Invoice - Dpt Rvw

Department

Fund Code

Project

Supplier ID

Invoice

PO Number

Invoice Date - Start

Invoice Date - End

[View Results](#)

Enter buying department details here

Leave Invoice as % if you are not sure or want to return all results

AP Created Date	Invoice	Total Inv Amt	Invoice Date	Invoice Line Nbr	Bill Specialist Name	Contract	Descr	ID	DOM	Qty	Uni Pric
-----------------------	---------	------------------	-----------------	---------------------	----------------------------	----------	-------	----	-----	-----	-------------



FLORIDA STATE
UNIVERSITY

Reminders for Selling Auxiliaries



Avoid These Billing Mistakes

- Missing dates (“charge to” date is key)
- Incorrect revenue account codes (internal/external; specific)
- Invoicing internal items vs. invoicing external items
- Ensure invoice contains the correct PO number
- Imprecise descriptions that make sense to seller, but not to outside observer
- Over/under-billing (not reconciling to sales/source data when creating bills and monthly after invoicing)



Fiscal Year-End Reminders

- See [Controller's Office Year-End Calendar](#) for specific dates and deadlines
- Impacted departments were notified of write-offs in May and bad debt expense will be booked in June
- SRA bill deadline to guarantee approval: **Friday, June 10th**
- Bill deadline: entry & pre-AP check run by **noon Monday, June 20th**
- Bills deadline: put in RDY (ready) by **9am Wednesday, June 22nd**
 - Bills will be invoiced at approximately 9am Wednesday, June 22nd



Fiscal Year-End Reminders

- Pre-Entry Requisition window aligns with Procurement Pre-Entry window
 - Dates: June 23rd – June 28th
- Pending Charge Deadline
 - Submit charges in required format to ctl-auxiliaryaccounting@fsu.edu by end of day June 30, 2022
- In July, work early and often to associate new year POs with your outstanding charges from June/new July charges to maximize July's billable activity



Sales to Invoicing Reconciliation Template Tool

- Auxiliary Services has created a new [tool](#) designed to help auxiliaries reconcile billable/invoiced activity to sales records to comply with FSU's [AR Policy](#)
- Starting point, not a one-size-fits-all solution
- Questions? Contact ctl-auxiliaryaccounting@fsu.edu



Customer Add/Update Form (Online Submission Form)

Auxiliary Services Forms

Internal Procurement

[Internal Change Order Form](#)

Forms for Billing Auxiliaries

[Customer Add/Update Form](#)

This form is to add or update a customer in the OMNI system. Please see form instructions on how to fill out the Auxiliary Customer Add/Update Form.

Customer Add/Update Form (Online Submission Form)

[Customer Add/Update Form \(PDF Fillable Form\)](#)

[Custom Billing Reconciliation Template](#)

[Custom Billing Upload Template](#)

[Custom Billing Upload Template for OBS Only](#)

[Pending Charge Template](#)

<https://controller.vpfa.fsu.edu/forms>



About this Query:
FSU_CTRL_AUX_CUST



Find out if a customer is active



Locate a customer ID



Understand the customer group



Find the contact(s) associated with the customer



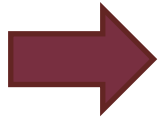
Find the contact sequence number you need for billing



And many more helpful data elements!



Tip: Review Customer Information Using Queries



Query Name	Purpose
FSU_CTRL_AUX_CUST	Review auxiliary customer information including associated contacts. No prompts; returns all active and inactive customers.
FSU_AUX_CUST_HIST	Review customer AR and Payment history.
FSU_DPT_AUX_CUST_NO_ACTIVITY	Review active customers with no billing/payment history.
FSU_AUX_CUSTOMER_CONV	Review customer conversations history.



AR Payments vs. Departmental Deposits

AR Payments

- Applied to an open invoice (item) in OMNI Financials - Accounting follows invoice, so Departmental Deposit Form is **not** needed
- Payment should be sent directly to the Controller's Office Aux Accounting PO Box or Cashier's Drop Box
- Credit card payments can be made [online](#)
- **Use Query: FSU_CTRL_AUX_PAYMENT**
 - *Note: includes all payment types*

Departmental Deposits

- For expense reimbursements and point-of-sale transactions (not billed/invoiced activity)
- Delivered to the Cashier's Drop Box with the Departmental Deposit Form
- "ARD" or "AR Direct" journals are created using the accounting information you put on the form
- **Use Query: FSU_DPT_DIRECT_JRNL_DEPOSIT**



Reviewing AR Payments via Query

FSU_CTRL_AUX_PAYMENT - Ext. Payment keyed by AUX Acct

Note the available prompts.

Entered Date - Start

Entered Date - End

Deposit ID

Payment ID

Customer ID

Customer Name1 like

Customer Name2 like

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (245 kb)



Reviewing Departmental Deposits via Query

Note the available prompts.

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

FSU_DPT_DIRECT_JRNL_DEPOSIT - Direct Journal Deposits

Jrnl Start Date	<input type="text" value="10/1/2019"/>	
Jrnl End Date	<input type="text" value="10/31/2019"/>	
Fund w wildcard%	<input type="text" value=""/>	
Dept ID w wildcard %	<input type="text" value=""/>	
Project w wildcard%	<input type="text" value=""/>	
Account w wildcard%	<input type="text" value=""/>	
Journal ID w wildcard%	<input type="text" value=""/>	
<input type="button" value="View Results"/>		

Journal ID	Date	Deposit ID	Seq	Payment ID	Amount	Dept	Fun
------------	------	------------	-----	------------	--------	------	-----



Reviewing Accounts Receivable

Collections Workbench

- Intuitive page
- Search by customer name
- One stop shop by Customer for everything:
 - Statements
 - Invoice images
 - Payment history
 - Open and closed items
 - Current amount due
- Doesn't show only your auxiliary's activity

Queries

- Can export and format the data
- Everything you need in one place by AR activity type (*not by customer*)
 - **FSU_AUX_AGING_BY_DPT_ASOFDT**

The screenshot shows the 'Collections Workbench' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Accounts Receivable > Collections Workbench'. Below this, the title 'Collections Workbench' is displayed. The main area contains several search fields: 'Set ID' (with value 'AUXSH'), 'Unit' (with value 'AUX01'), 'Customer' (with a magnifying glass icon), and '*Level' (with value 'No Relationship'). Below these are fields for 'Contract', 'Contract Line', 'Billing Specialist', 'Billing Authority', 'Contract Type', and 'Reference Award Number'. A 'Search' button is circled in red. Below the search fields, there is a 'Display Currency' dropdown set to 'USD', an 'Add Conversation' button, and a 'Personalize Content' link. At the bottom, there is an 'Action List' bar with tabs for 'Credit Profile', 'Payments', 'Items', 'Conversations', 'Correspondence', 'Aging', 'Customer Hierarchy', and 'Contracts'. A footer note states: 'Customer, Contract, Billing Specialist, Billing Authority, or Reference Award Number must be part of the search criteria in order to search the data.'



Auxiliary Services Team

AUXILIARY SERVICES

Joshua Moore	Assistant Controller, Revenue Accounting	(850) 645 - 2345	jwmoore@admin.fsu.edu
Scot Hauser	Auxiliary Services Manager	(850) 644 - 4417	shauser@fsu.edu
Vacant	Sr. University Accountant	(850) 644 - 9474	Vacant
Gayla Burdick	University Accountant	(850) 644 - 9480	gburdick@admin.fsu.edu
Kyle DeRouin	University Accountant	(850) 644 - 9408	kderouin@fsu.edu
Darius Pollock	University Accountant	(850) 644 - 1888	drpollock@fsu.edu
Caitlin Wabiszewski	University Accountant	(850) 644 - 7943	cwabiszewski@fsu.edu



Contact Information

- Questions?
 - Scot Hauser | 644-4417 | shauser@fsu.edu
 - CTL-AuxiliaryAccounting@fsu.edu



FLORIDA STATE
UNIVERSITY

Josh Moore, Assistant Controller Revenue Accounting

PO ROLL FISCAL YEAR 2021-22



Criteria for Internal, Aux PO Roll

- | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1 | All open PO lines meet all system requirements (not outlined here) | AND |
| 2 | All open PO lines have encumbrances greater than or equal to \$1.00 | AND |
| 3 | All open PO lines have one budget distribution (no split funding) | AND |
| 4 | All open PO lines were created in the current fiscal year | AND |
| 5 | Department authority has not requested PO closure by deadline | AND |
| 6 | If department has requested PO closure and all other criteria are met, auxiliary confirms charges exist which should be posted against the PO | AND |
| 7a | PO is on a sponsored project with project end dates between 6/30/2022 and 8/31/2022 | OR |
| 7b | PO is on one of the below vendors which has expenses that typically and only cross fiscal period | OR |
| 7c | AUX0000042 - FSU HOUS-001 - University Housing | OR |
| 7d | PO is on category code AUX_FAC000000001 and issued on fund beginning 8XX with positive confirmation from Construction Accounting & Facilities Design & Construction | OR |



Fiscal Year-End Deadlines

- Eligible POs sent to departments on 5/27/22
- Response required by 6/10/22
- Compiled/sent to Auxiliaries on 6/13/22
- Auxiliary responses required by 6/20/22
- HR stops PO feed on 6/23/22 (*will resume on 7/5/22*)
- Deadline for POs for Postal Service in new fiscal year is 7/5/22



Contact Information

- Questions?
 - Josh Moore | 645-2345 | jwm03d@fsu.edu



FLORIDA STATE
UNIVERSITY

Dana Davis, Associate Director

FACILITIES



Fiscal Year-End Reminders

- See the [Controller's Office Year-End Calendar](#) for specific dates and deadlines

2022 YEAR-END CLOSING CALENDAR					
4/29/2022					
Item	Day	Due Dates	TASKS	Calendar	Responsible Area
89	Thu	6/23/2022	Pre-entry window for all FY23 requisitions begins at 8:00 AM, including Research Foundation funds, maintenance orders, Facilities, internal auxiliary requisitions, and SpearMart orders.	External	Procurement Services, Auxiliary Accounting (AR&Billing)
194	Tue	7/5/2022	Buying departments must have all Facilities Services internal Blanket POs in place for ongoing and/or outstanding auxiliary charges for Facilities Services.	External	Facilities / Auxiliary Accounting (AR & Billing)



Category Codes

- Ensure proper purchase order line is used on a work order request
- 8 codes are included in instructions on [Controller's Office Website](#)
- https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Auxiliary%20Accounting/Facilities_.pdf



Category Codes

Category Code	Description	Detail	Expense Account
AUX_FACILITIES01	Facilities Maintenance & Repairs	<p>Charges for maintenance and repair services provided by FSU's Facilities department. Includes painting, pest control, electrical, industrial cleaning and plumbing services as well as the repair/maintenance of lab, telecom, a/v, elevator, heating/AC, other heavy equipment.</p> <p>NOTE: DO NOT CREATE ONE LINE PER WORK ORDER/SERVICE REQUEST. Create only one po line for all anticipated work orders for the fiscal year on a given budget (dept/fund/etc).</p>	740930
AUX_FACILITIES02	Facilities Fuel	Charges for fuel (unleaded and diesel) provided by FSU's Facilities department.	741391
AUX_FACILITIES03	Facilities Utilities Charges	Charges for all utility services provided by FSU's Facilities department (electric, water, sewer, chilled water, outdoor lighting, fire service fees, natural & LP gas, etc)	740800
AUX_FACILITIES04	Facilities Utilities - Waste Mgt Svcs	Charges for waste management and disposal services provided by FSU's Facilities department. Includes regular, monthly charges, confidential shredding, and pull fees.	740832



Category Codes

Category Code	Description	Detail	Expense Account
AUX_FACILITIES05	Facilities Services - Event & Other	Charges for Facilities services unrelated to maintenance & repairs, such as event table/chair setup services, event-related other services, box delivery, and other service charges.	740231
AUX_FACILITIES06	Facilities Services - Custodial	Charges for Facilities services for custodial services unrelated to maintenance & repairs; includes carpet, laundry/linen and general cleaning services.	740262
AUX_FACILITIES07	Facilities Services - Landscaping	Charges for Facilities services for grounds and landscaping services unrelated to maintenance & repairs; includes lawn care, trimming, etc.	740268
AUX_FACILITIES99	Facilities Lease	Rental of Campus spaces and related charges from the FSU Facilities Department	741741



Contact Information

- Questions?
 - Dana Davis | 850.644.7639 | dana.davis@fsu.edu
 - Patti Burns | 850.645.8707 | pburns@fsu.edu
 - Fac-AuxiliaryBilling@fsu.edu



FLORIDA STATE
UNIVERSITY

Mary Ann Parks, Associate Controller

MISCELLANEOUS UPDATES



Revised Deposit Guidance

- Miscellaneous Deposit Guidance has been updated
- Revised guidance now referred to as [Deposit Guidance](#)
- Provides clarification on the types of deposits that are received and how they are recorded
- Modified guidance provides specific [examples](#) for each entity accepting funds (University, SRA, FSURF, FSUF) per the [Placement of Funds Policy \(Policy 7A-17\)](#)



Website Updates


- Controller's Office website – <https://controller.vpfa.fsu.edu>
- New [Deposit Accounting](#) site
- Auxiliary AR/Billing site updated to [Auxiliary Services](#)
- Updates to [Cash Management & Banking](#) site
- Resource quick links, contact information, training guides, forms, FAQs, staff directory




Deposit Accounting Site

HOME / SERVICES / DEPOSIT ACCOUNTING


Deposit Accounting




[Training](#)



[FAQs](#)



[Forms](#)



[Staff Directory](#)

Resources

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

Contact Us

Deposit Accounting
Florida State University
6300A University Center
Tallahassee, FL 32306-2391
CTL-Deposits@fsu.edu
(850) 644-6420
Monday - Friday: 8 am - 5 pm (EST)


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




Auxiliary Services Site

HOME / SERVICES / AUXILIARY SERVICES


Auxiliary Services




[Training](#)



[FAQs](#)



[Forms](#)



[Staff Directory](#)

Resources

- [AR Policy](#)
- [Aux Operations Policy](#)
- [Bus. Management Guide](#)
- [OMNI AR/Billing Depts](#)
- [2022 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
✉ ctl-AuxiliaryAccounting@fsu.edu
☎ (850) 644-4417
🕒 Monday - Friday: 8 am - 5 pm (EST)


<https://controller.vpfa.fsu.edu/services/auxiliary-ar-billing>




Cash Management & Banking Site

HOME / SERVICES / CASH MANAGEMENT & BANKING


Cash Management & Banking




[Training](#)



[FAQs](#)



[Forms](#)



[Staff Directory](#)

Resources

- [Cash Management Policy](#)
- [Electronics Fund Transfer \(EFT\) Policy](#)
- [Off-Campus Bank Account Guidance](#)
- [Deposit Accounting](#)
- [Tax & Compliance](#)

Contact Us

Cash Management & Banking
Florida State University
6300A University Center
Tallahassee, FL 32306-2391
CTL-TM@fsu.edu
(850) 844-1823
Monday - Friday: 8 am - 5 pm (EST)

<https://controller.vpfa.fsu.edu/services/cash-management-banking>



Cash Management & Banking Team

CASH MANAGEMENT & BANKING

Dan Wussler	Assistant Controller, Cash Management & Banking	(850) 644 - 1823	dwussler@fsu.edu
Heather Judd	Sr. University Accountant, Investments	(850) 644 - 2322	hjudd@fsu.edu
Steven Miller	Sr. University Accountant, Systems	(850) 644 - 1821	smiller12@fsu.edu
Neelie Evans	University Accountant, Bank Reconciliations	(850) 644 - 9466	nevans@fsu.edu



Other Reminders

- 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
- Consult on potential need for new auxiliary or to update the existing mission of an approved auxiliary
- As a general rule, auxiliaries approved for [OMNI AR/Billing](#) should not be invoicing outside of OMNI.
- Year End Accounts Receivable (FR02) forms



Policies

- [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 | 644-1824 | maparks@fsu.edu



FLORIDA STATE
UNIVERSITY

Q&A Session



FLORIDA STATE
UNIVERSITY

Wrap-Up