I. Purpose & Overview

The purpose of this document is to provide campus users with sufficiently detailed information to code and charge Mailing Services items in accordance with University policy and central administration requirements.

Campus users will identify funding source information on each piece of mail serviced through Mailing Services in order to accurately reflect charges posted on a monthly basis. The Office of Information Technology will act as the liaison between each entity.

II. Procedure

1) Process Flow – Include a diagram that begins once the task is transferred to the back office.

2) Definitions

   a. Mailing Services: The state department that manages pickup, delivery, and charges related to mail from campus departments.

   b. Office of Information Technology (OIT): The Boise State department that manages mailing charges and acts as a liaison between the state and campus departments.

   c. Mail: Any item that is picked up and serviced by Mailing Services.

   d. Carrier: Describes the delivery method of mail pieces and drives the account segment value.

   e. Class: Describes the way in which the mail is classified and drives the account segment value.

   f. Funding Source: Describes a combination of segment values related to a specific charge.

3) Requirements

   a. Campus Departments Identify Funding Source on each Piece of Mail.
      i. Funding Source with No Project and No Supplemental values
         2. Example: 1001.10100.1234567
      ii. Funding Source with Project value

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Last Revised Date: 8.23.18
Last Revised By: Jasmine Jones
Approved By: Alicia Dillon
Version No.: 1.1
2. Example: 4010.10100.1234567890
   iii. Funding Source with Supplemental value
       2. Example: 1001.10100.1234567.S

b. OIT Derives Segment Values and Charges Monthly and Sends to Campus for Validation.
   i. Derive Account segment value from carrier and class.
   ii. Derive Cost Center segment values for project related charges.
   iii. Derive Supplemental segment values for supplemental related charges.
   iv. Assumes zeroes for all other segment values.

c. Campus Validates Charges and Funding Sources and Confirms with OIT via email.

d. OIT uploads charges via Internal Payment process. Corrections are processed by campus departments via Correcting Entry procedure.

4) Best Practices
   a. Funding Sources may be printed on labels in the appropriate coding convention in order to accurately and quickly code pieces of mail.
   b. Review all mail charges to ensure that funding sources were captured correctly by mailing services and to avoid journal corrections.
   c. Mailing charges may be reviewed via reporting after posting for reconciliation purposes.

III. Additional References

<table>
<thead>
<tr>
<th>Source</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Financial Services</td>
<td>Training</td>
<td>A source for training related to financial transactions including mailing services.</td>
</tr>
<tr>
<td>Training Portal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oracle Financials Cloud (OFC)</td>
<td>System</td>
<td>All financial transactions are entered in OFC and can be viewed via reporting.</td>
</tr>
<tr>
<td>Correcting Entry Request</td>
<td>Form</td>
<td>Use this form to request corrections to invoices for Expense Reports, Requisitions, Internal Payments, and P-Card Transactions.</td>
</tr>
<tr>
<td>Multiple Correcting Entry Request</td>
<td>Form</td>
<td>Use this form to request corrections to multiple expense report, requisition, p-card, and/or internal payment transactions.</td>
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