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


Implementation Date: 1.27.17
Last Revised Date: 1.18.17
Last Revised By: Charity Strong
Approved By: Margie Smith
Version No.: 1.0
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 to General Ledger. Corrections are processed by campus departments via journal corrections 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 Training Portal</td>
<td>Training</td>
<td>A source for training related to financial transactions including mailing services.</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>Creating and Submitting a Journal Entry</td>
<td>Training</td>
<td>A step by step guide to processing a journal correction entry.</td>
</tr>
<tr>
<td>Journal Entry Form</td>
<td>Form</td>
<td>Use this form to submit Funding Source and/or Account Code corrections to be processed.</td>
</tr>
</tbody>
</table>
Mailing Services Charges

1/27/17

Project?

Yes

Coding Convention:
Fund.Department.Project
(Ex)
4010.10100.1000000001

Yes

Coding Convention:
Fund.Department.CostCenter
(Ex)
3010.10100.1234567

No

Coding Convention:
Fund.Department.CostCenter.S
(Ex)
1001.10100.1234567.S

Supplemental?

Yes

Drop in Mail

No

Mailing Services

Mailing Services Collect Mail

Mailing Services Codes Transactions each Day

Mailing Services Sends Spreadsheet and Bill to OIT each Month

Provide Valid Segment Strings to Mailing Services

Enter Valid Strings and Remove Inactive Strings

Limit of 21 characters

Review Mailing Coding

Confirm Charges with OIT

OIT Sorts, Derives Segment Values, and Adds Dates and Account Descriptions

Email to Campus

Submit Spreadsheet for Upload of Charges to GL

Yes

Yes

No

No

No

No

No

No

No