

FSEA Rate Review Guide

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# **Introduction**

University guidelines advise Research Service Centers/Fee-for-Service Educational Activity (FSEA) units to conduct their rate reviews annually with the highest accountable administrator of the area. Reviewing FSEA rates periodically is necessary to determine if rates meet the federal cost principles stipulated by the Office of Management and Budget (OMB) Uniform Guidance and University guidelines. Consequently, Auxiliary Accounting is launching a new electronic **FSEA Rate Review** **Form** to accurately document the rate calculation of FSEA service line(s) and/or their effective current and new proposed rates. The FSEA Rate Review Form is a new OnBase system form that works best with Firefox. A sample of the FSEA Rate Review Form is available on our [Auxiliary Accounting Website](https://www.fa.ufl.edu/departments/auxiliary-accounting/).

This guide provides the information you need to gather before completing the form, and it outlines the steps to complete the Rate Review OnBase Form for an active approved FSEA service line(s) for a University department.

# **Information You’ll Need**

Here is the information you should gather before completing the FSEA Rate Review Form process:

* FSEA Rate Review Workbook ([link to spreadsheet](https://www.fa.ufl.edu/directives/service-center-rate-review/)). The [FSEA Rate Review Workbook](https://www.fa.ufl.edu/directives/service-center-rate-review/) assists the unit in providing details about the actual service line(s) revenue and expenses, actual selling price, cost per unit of each service line, any rate surplus or deficit for the fiscal year evaluating/reporting and proposed new rates for the future fiscal year.
* FSEA Chartfield and Institutional Support Chartfield (Examples of Institutional Support funds are 101 (State Appropriations) and 211 (Research IDC Funding)).
* Beginning and ending balance of account receivables for the fiscal year reporting.
* Supporting documentation for the FSEA Rate Review.

# **How To Complete the FSEA Rate Review Form**

This section describes the main steps in reviewing and completing the FSEA Rate Review Form. Auxiliary Accounting will email the FSEAs primary contact to request the completion of the form. The email will contain general instructions and a direct link to access the FSEA Rate Review Form.

1. Visit our [Auxiliary Accounting Webpage](https://www.fa.ufl.edu/departments/auxiliary-accounting/) to access the OnBase link for submitting an FSEA Rate Review Form, or copy and paste the link provided in the email request received from the Auxiliary Accounting office to access the Form.
	* GatorLink authentication is required to access the **FSEA Rate Review** online form.
2. Read the introduction to the electronic FSEA Rate Review Form before completing the sections of the form.
	* The introduction of the form provides general information and instructions you need to follow to complete the form.
3. Complete all the sections of the **FSEA Rate Review Form**. ***(The user will be logged out of OnBase after 20 minutes of inactivity.)***

**FSEA Rate Review Form Sections:**

* + - * **Section 1: Unit Contact Information**
			* **Section 2: General Information**
			* **Section 3: Department Approvers**
			* **Form Submission**
1. Select your unit’s assigned **FSEA#** and enter your UFID or the UFID of the person for whom you are completing the form in the **Requestor information** in **Section 1.**





1. Prepopulate all applicable FSEA Unit Contacts in **Section 1.**
	* Click on the **“Fill out contacts”** buttonto automatically populate the contact information for all the Operational, Fiscal, Director and Lab manager personnel. Ensure the prepopulated contact information is accurate and update it as needed.



* + - After pressing the **Fill out Contacts** button, you might see a “**Select Keyset**” pop-up window. This window will only appear when an employee has more than one record. You must select the correct information for an employee from the **Select Keyset** pop-up window. The employee contacts waiting for a Select Keyset selection will show a spinning circle and be blank until you select the correct information.



* + - You should select the correct contact from the listed employees in the Select Keyset window.



1. Complete all applicable questions **1 through 5** from **Section 2** of the form.
	* + For details of all **five** questions from **Section 2**, please review the [**FSEA Rate Review Sample Form**](https://www.fa.ufl.edu/directives/service-center-rate-review/) available on our [Auxiliary Accounting website](https://www.fa.ufl.edu/departments/auxiliary-accounting/) or in **Appendix I** (Section 2 Questions) from this document.
		+ The **General Information** section assists the Auxiliary Accounting office in identifying general FSEA operational information updates needed and allows the unit to document the rate calculations.
		+ In question **number 2**, describe if the scope or nature of the established FSEA changed.



* + - In question **number 4,** email a copy of the contract to the Auxiliary Accounting Office at**ga-aux@ad.ufl.edu** if the activity creates contracts with external customers as part of normal business operations.
		- In question **number 5**, review the prepopulated **Assigned Chartfields** section to confirm that the listed approved FSEA chartfields are correct.
			* Explain the changes or updates needed if the listed chartfields from the “**Assigned Chartfield**” sections are incorrect, no longer active, or a newly approved chartfield must be added.



* + - **The Assigned Chartfields Section** prepopulates the Fund, Dept ID, Department name from the approved FSEA application and the Institutional Support chartfield (if applicable) in a read-only mode.
			* The **Institutional Support** Chartfield is the fund other than the FSEA used to pay for any expenditures directly related to the FSEA's operations. Examples of Institutional Support funds are 101 (State Appropriations) and 211 (Research IDC Funding).



1. Select the **Fill Out Rates Table** to autofill the **Proposed Rates** table with rates from the prior year or the approved initial rates from the inception date.



1. Update the **Proposed Rates** table with thenew FY rates and the **Effective Date** for each service line if the new rates are different from the prior/current FY rates.





* + - **FSEA#** and **FSEA Name** will be prepopulated in this table.
		- All other fields from the **Proposed Rates** table are required, so enter a zero value in the corresponding field if it does not apply to the service line.
		- **Service Line Name** is the name of the service the unit offers to internal or external customers. Examples include 3D printing, Microscopy Lab, Dynamic Mass Analysis (DMA), and Rheometry.
		- **Flex** is the Dept Flex code used to classify transactions to trace or distinguish the operations of each service line if applicable.
		- **Unit of Measure** is the usage base on which to charge for services or goods. Some examples of usage bases are hours, tests, samples, pounds, machine hours, CPU time and any other reasonable unit of measure for the specific service or good.
		- **Internal Rate** is the rate charged to UF departments and based on a breakeven cost.
		- **External Not for Profit Rate** is the rate charged to tax-exempt/charitable organizations under section 501 (c)(3) or an organization that does not earn profit. This rate might have a markup.
		- **External for-Profit Rate** is the rate charged to organizations whose primary goal is to make a profit, such as corporations, commercial businesses, and others (this list is not all inclusive). This rate should have a markup and recover at least the approved UF F&A rate.
		- **Other Rate** is a rate other than the rates previously described. **(e.g. International Customer Rate)**
		- **Description** is the long description of each service line.
		- **Effective Date** is the date when the FSEA units will start charging the new proposed rates.
		- **Status** specifies if the rates are **active** or **inactive**.
			* Select **inactive** when the service line is no longer provided to customers or has been discontinued.
			* **Inactive Year** is blank by default, but a FY drop-down option will pop up once the status changes to **inactive**. In this field, you need to select the FY when the service line rate was inactivated or will be discontinued.



1. Attach the excel [**Rate Calculation**](https://www.fa.ufl.edu/directives/service-center-rate-review/) **Workbook** under the **Rate Documentation** section to allow the Auxiliary Accounting Office to review the actual financial operation results for the fiscal year reporting and the proposed rates for future fiscal years for each service line.
	* + The **Proposed Rate Documentation** is a required attachment before submitting the Form.
		+ The Rate Calculation Spreadsheet Form is available on the Auxiliary Accounting website under [Service Center Rate Review](https://www.fa.ufl.edu/directives/service-center-rate-review/).



1. Enter the approvers or highest accountable administrators who will certify/recommend the approval of this request under **Section 3**.
	* + Search by **Last Name** to complete the **Department Chair/Director** Approverand **Dean/Vice** **President** Approver contacts.
		+ The **Department Chair’s** contact must be different from the **Dean/VP**.



1. Complete all **required** FSEA Rate Review Form fields before submitting it.
2. Submit the FSEA Rate Review Form for approval.
	* + After submitting the form, you will receive a thank-you email with a link to the form for future access if needed.
		+ The form will be routed to the Auxiliary Accounting office for a preliminary review and then routed to the department’s approvers for approval.



**Remember**

* Once you start the form, you will have the ability to save and come back to complete it later.
* When you save your form for later, you will receive an email with a **link** to return and complete it.

**If you need assistance, please email** ga-aux@ad.ufl.edu**, or call (352) 294-7236, or visit our** [**Auxiliary Accounting Website**](https://www.fa.ufl.edu/departments/auxiliary-accounting/) **for additional information.**

# **Appendix**

## **Section 2 Questions**

1. **Are the FSEA rates published?**

Publishing the FSEA rates allows the Auxiliary Accounting Office to confirm that the listed rates match the approved rates.

* + If **NO**, move to question #2.
	+ If **YES**, provide the Website URL or describe how a customer can obtain the service lines' rates if the activity publishes the service lines' rates.
1. **Has the scope or nature of the established FSEA changed?**

Describe the reason and how the scope or nature of the approved FSEA has changed.

* If **NO**, move to question #3.
* If **YES**, describe if the FSEA activity moved to a new Dept ID/fund, added a new service line, or served new customers (internal/external). Describe the reasons for the changes.
1. **What system do you use to create invoices and track outstanding receivables from internal and external customers?**

List all the systems (i.e., Microsoft Excel, Microsoft Access, QuickBooks) that the FSEA uses to track invoices and outstanding accounts receivable from internal and external customers.

1. **Are there any contracts with external customers?**

If the activity creates contracts with customers as part of normal business operations for the performance of a service or provision of goods, email a copy of the contract to the Auxiliary Accounting Office at**ga-aux@ad.ufl.edu**.

* If **NO or Yes**, move to question #5.
1. **Are the chartfields listed below accurate?**

Review the **Assigned Chartfields** prepopulated section to confirm the approved FSEA’s chartfields.

* If **NO,** explain the changes or updates needed if the listed chartfields are not accurate in the box provided.