New Fee for Service (FFS) Account

When needing a new FFS account please complete the following items:

- ☐ Reference the Financial and Accounting Compliance website and go to the Fee-for-Service (FFS) Operations section

- ☐ Read the FFS manual to understand and ensure the new program and rate are established correctly. Use the "Rate Development Example" and "Labor Rate Model" spreadsheets when creating your rates.
  - ☐ These sheets will be used for review by the FACT team to ensure the rate development is appropriate
  - ☐ If you have questions when reviewing the manual or spreadsheets, please reach out to fact@iastate.edu for help and an FFS staff member will get back to you for assistance.

- ☐ University Counsel has additional resources and information regarding Fee for Service information for ISU. Service Contracts and Service Center Personnel forms may be needed to be completed by FFS centers. To find additional information on these contracts and agreements or additional information around the FFS process, please reference University Counsels website, Fee for Service section for further information and assistance. https://www.universitycounsel.iastate.edu/contracting/assistance

- ☐ Once you have read the manual, reviewed University Counsels Fee for Service information and have created your rates, go to the Financial and Accounting Compliance website and click on the Fee-for-Service (FFS) Operations section and go to the "Workday Create Request: New Fee For Service (FFS) Account" link to assist in how to request a new FFS account in Workday. When a new FFS account is set up, a corresponding FFS Residual account will be established at the same time.

- ☐ Once your program is established within Workday, you will get a notification

- ☐ After you receive this notification your FFS account has been approved, you need to reach out to Accounts Receivable and have them assist you with establishing your FFS billing process. Please email accountsreceivable@iastate.edu for assistance with this
  - ☐ All external invoices must have a Customer Account established within Workday through Accounts Receivable.
  - ☐ All internal billings will use Workday integration to complete internal invoices.

- ☐ Rates will be reviewed on a biennial basis. The FFS staff will complete these reviews and will work with the FFS manager on this process. Cost Center managers for these FFS centers will receive a notification in Workday that these rates are due to review and the date they are due. If rates are not sent in time to the FFS staff for review or the FFS account is not in compliance with ISU FFS procedures, the FFS accounts may be inactivated, and no further activity/services may occur on the FFS account until this is reactivated.