

From the Controller's Office

Guidelines for Federal Express (FedEx) Order Shipment Processing & Charge Reconciliation and Dispute

Objective:

- Use FedEx RIT Corporate Account to receive government discount rates on shipments
- Place shipment orders using correct general ledger account lines in required format
- Only object codes **74250** (Postage) or **75800** (Freight) are allowed
- See Appendix #1 for reconciliation and Appendix #2 for disputes

Who performs the order shipment procedure: RIT Faculty and Staff

- Contact RIT Receiving ext. 5-2110 or 5-2119 to request access to FedEx.com
- **Log into fedex.com (Contact FedEx directly if you need/forget your User ID or password)**
- *Note: After login, each section will be completed as shown*

* Denotes required field.

Registered fedex.com Users

! IMPORTANT
For best results, please disable your pop-up blocker.

Enter your user ID and password to login

+ User ID

* Password

* Login to

FedEx Ship Manager™ Lite ? NEW

FedEx Ship Manager™ at fedex.com ?

Remember my user ID on this computer.

[Login Help](#) [Forgot/Reset your password or user ID?](#)

New fedex.com Users

[Create a User ID for Shipping with an account](#)

[Create a User ID for Shipping with a credit card](#)

[Create a one-time credit card shipment](#)

Life just got easier.

Request your own delivery schedule with FedEx Delivery Manager.®*

*Terms, restrictions and fees apply.

Section 1

- Enter sender information in “From” section
- **Required:** click on “Edit” and complete all information for new senders
- **Optional:** select “Save as My Default Address”

1. From ? Help + Edit

Brian Masters, 6025 George Eastman Hall, 7 Lomb Memorial Drive, Rochester, New York, 14623, United States

1. From ? Help - Hide

Saved senders Select

* Country/Location United States

Company National Institute For Deaf

* Contact name Brian Masters

* Address 1 6025 George Eastman Hall

Address 2 7 Lomb Memorial Drive

* ZIP 14623

* City Rochester

* State New York

* Phone no. 585-475-7329 ext.

Save as my default address

Save new sender in address book

Section 2

- **Note:** PO Boxes will not receive FedEx shipments
- Enter recipient information in “To” section
- Indicate if shipment is a residential address
- Save recipient address to the address book

2. To ? Help - Hide

* Country/Location United States

Contact ID NYS TAX DEPARTMENT

Company RPC-CORP TAX

* Contact name NYS TAX DEPARTMENT

* Address 1 90 COHOES AVENUE

Address 2

* ZIP 12183

* City GREEN ISLAND

* State New York

* Phone no. 5855308531 ext.

[Perform detailed address check](#)

This is a residential address ?

Save new recipient in address book

Save changes in address book

Section 3

- **Note:** Minimum weight must be 1 lbs.
- Enter package and shipment details and select service type and package type

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date

* No. of packages

* Pricing option FedEx Standard Rate
 FedEx One Rate

* Weight lbs

Declared Value U.S. Dollars

* Service type

* Package type

Saturday delivery

Section 4

- Select 'Bill transportation to':
 - The default RIT account associated with your FedEx user account will appear
 - *Note: If shipment is paid for by recipient/third party, click on drop-down arrow to select third party billing and enter account number.*
- Enter 24-digit account number (**no spaces or decimal points**)
- Only object codes **74250 (Postage)** and **75800 (Freight)** are allowed
- Enter remaining Billing Details, *optional* special instructions

[Preferences](#) | [Clear all fields](#)

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to

Alert: Please remember to enter your reference information.

* Your reference

[More reference fields](#)

P.O. no.

Invoice no.

Department no.

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment.

Pickup/Drop-off (optional) [Help](#) [Edit](#)

You are using an already scheduled pickup at your location.

Shipment Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) [Help](#) [Edit](#)

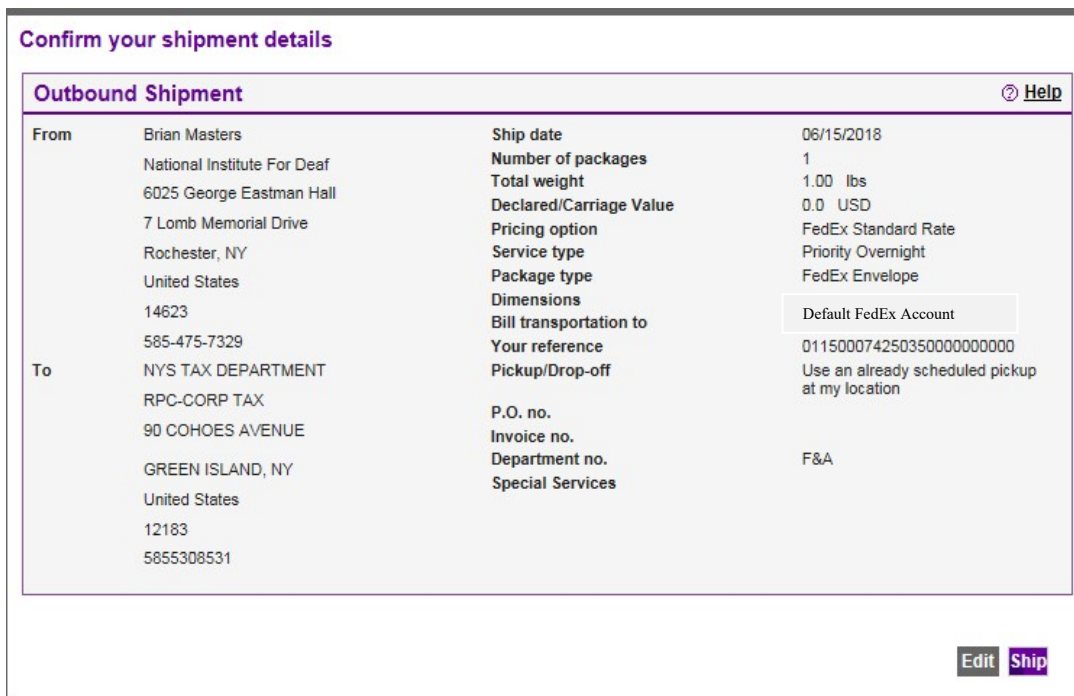
View your rates and transit times based on your selections.

Section 5

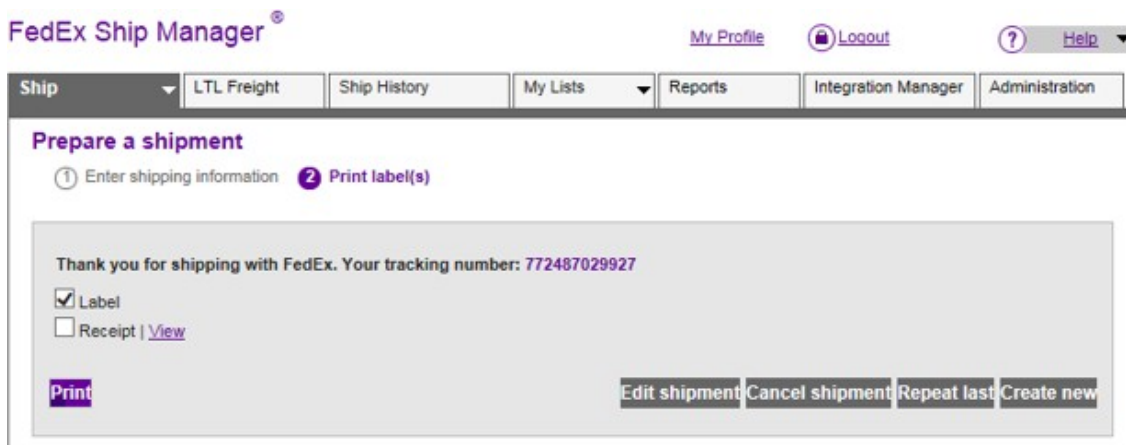
- *Optional*, click on create shipment profile
- Click on “Ship” (or “Save for Later”)



- Confirm shipment details and click on “Ship” in the bottom right corner



- Print Shipping Label



- Example shipping label

FedEx Ship Manager[®] [My Profile](#) [Logout](#) [Help](#)

Ship | LTL Freight | Ship History | My Lists | Reports | Integration Manager | Administration

Prepare a shipment

1 Enter shipping information 2 **Print label(s)**

Thank you for shipping with FedEx. Your tracking number: **772487029927**

Label
 Receipt | [View](#)

Print **Edit shipment** **Cancel shipment** **Repeat last** **Create new**

TO: NYS TAX DEPARTMENT
RPC-CORP TAX
90 COHOES AVENUE
GREEN ISLAND NY 12183
(989) 320-8931
NYS
DEF. TAX

SHIP DATE: 15 JUN 18
DUNN, JIMMIE M
200 N 1000 S, WALKER 3980
BILL SENDER

- Print Shipping Receipt

FedEx Ship Manager[®] [My Profile](#) [Logout](#) [Help](#)

Ship | LTL Freight | Ship History | My Lists | Reports | Integration Manager | Administration

Prepare a shipment

1 Enter shipping information 2 **Print label(s)**

Thank you for shipping with FedEx. Your tracking number: **772486657982**

Label
 Receipt | [View](#)

Print **Edit shipment** **Cancel shipment** **Repeat last** **Create new**



Shipment Receipt

Address Information

Ship to:

NYS TAX DEPARTMENT
RPC-CORP TAX
90 COHOES AVENUE

GREEN ISLAND, NY
12183
US
5855308531

Ship from:

Brian Masters
National Institute For Deaf
6025 George Eastman Hall
7 Lomb Memorial Drive
Rochester, NY
14623
US
585-475-7329

Shipment Information:

Tracking no.: 772487029927
Ship date: 06/15/2018
Estimated shipping charges: 4.56 USD

Package Information

Pricing option: FedEx Standard Rate
Service type: Priority Overnight
Package type: FedEx Envelope
Number of packages: 1
Total weight: 1 LBS
Declared Value: 0.00 USD
Special Services:
Pickup/Drop-off: Use an already scheduled pickup at my location

Billing Information:

Bill transportation to: Default FedEx Account
Your reference: 011500074250350000000000
P.O. no.:
Invoice no.:
Department no.: F&A

Thank you for shipping online with FedEx ShipManager at fedex.com.

- Example shipment receipt

Appendix # 1: Reconcile Charges Monthly

- Once the Accounting Period is closed, each department is directly responsible for reviewing all transactions posted to the Oracle general ledger on all accounts in which it has fiscal responsibility. The reports include:
 - ✓ Financial Statement Generator (FSG) reports – department and project statements comparing budget to actual or revenue to expenses
 - ✓ Standard detail reports (e.g. RIT Account Analysis – Subledger, Encumbrance Detail Reports, etc.) to confirm that each object code total on the department or project statement ties to the transaction detail for each object code on the detail reports.
 - ✓ Departments should have supporting document for the individual transactions in sub-ledger ensuring a valid revenue or expense. In the case of FedEx charges, on object code 74250 (*Postage*) or (75800) *Freight* ensure charge was initiated by department and a valid expense.

Appendix # 2: Trouble Shooting

- If a FedEx transaction in the Oracle subledger is not recognized, copy and paste the subledger information, into an email and forward to Accounting, acctg@rit.edu. Accounting will provide a copy of the shipping detail directly from the FedEx invoice to the department.
 - ✓ If the charge was not initiated by the department:
 - Accounting will work with the department to make the correction on the ledger.
 - If the RIT department owner of the expense cannot be determined, Accounting will email the information to both RIT's Shipping and Receiving dmtfms@rit.edu and the Department originally charged. Shipping and Receiving will further research the matter with FedEx to determine if charge should be disputed.
- **NOTE:** In order for Accounting to assist in an efficient manner, provide the following information:
 1. Dollar amount
 2. FedEx tracking number
 3. Vendor (FedEx) invoice number
 4. 24-digit Oracle account number