

FileMaker: Course Fee Management System

The lab fee approval system is ready to go for Fall, here is a recap of how to use the system:

- Not all courses have associated lab fees. If you are unsure, please contact your area head or visit https://registrar.fsu.edu/registration_guide/fall/financial_information/.
- If your FSU ID and password do not work in the system, please contact Celeste Ivory.
- The system displays whether your item has been ordered, notes from the reviewer, and you may view your previous orders.
- You may have a proxy (someone that would have access to submit requests on your behalf), primarily for area access.

INSTRUCTIONS: Art Course Fee Management System:

- Go to filemaker.cfa.fsu.edu
- Click on Art Course Fee Management System
- Log in with your FSU ID and password.
- Select Instructor Requests to view your courses for Fall 2023, you will see a list of your courses with the beginning and ending balances.
- If you are an area coordinator, you will be able to select Area Requests. You will see the area balances.

To enter a request:

- Click request to enter a new purchase request
- You need to make separate requests for each vendor you place an order with.
- Please provide item number(s), and specific product links in FileMaker.
- Click view to see all your requests and their approval status.
- You will receive an update by email when the request is approved or denied along with any comments from the approver.
- Enter the vendor, brief description, cost of all products from that vendor, shipping costs and then paste the details of your purchase into the notes section.
- Click submit to finalize your request. You will receive a confirmation email.
- If you make an error, click cancel to return to your list of courses.

Note: From any webpage in the lab fee system, click the FSU logo to go back. Do not use the browser's back button.