

MONTHLY BUSINESS MANAGERS' MEETING

"FISCAL YEAREND SEMINAR"



Office of Accounting Services

Donna K. Torres, CPA

Associate Vice Chancellor for

Announcements

June 11, 2013 – Record Retention and Geaux Shop
Email Maria Cazes at mcazes@lsu.edu in advance with
specific questions on financial records retention

No meetings in July and August



Office of Budget & Planning

Helen Reaux

Assistant Director

Operating Budget



LaCarte Card Audit Recommendation

FY 2012–2013 Adjustments by Object Code

FY 2013–2014 Permanent Realignment

Yearend Budget Adjustments Processed by
Budget & Planning

Classified & Unclassified Salary Object Codes

Self-generated Revenue Closeout



Accounts Payable & Travel

Patrice Gremillion

Director

Accounts Payable



Accounts Payable	

Accounts Payable

Friday, June 21

Final date to submit Travel Expense Reimbursement Requests without an accrual JV

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Wednesday, June 26

Last day for direct charge invoices to be sent to AP without an accrual JV

Accounts Payable

Friday, June 21

Final date to submit Travel Expense Reimbursement Requests without an accrual JV

Wednesday, June 26

Last day for direct charge invoices to be sent to AP without an accrual JV

Friday, June 28

Accounts Payable

Friday, June 21	Final date to submit Travel Expense Reimbursement Requests <u>without</u> an accrual JV
Wednesday, June 26	Last day for direct charge invoices to be sent to AP <u>without</u> an accrual JV
Friday, June 28	Final APS Check Run for FY 2013
Monday, July 1 & Tuesday, July 2	Last two days to create Electronic Receiving Reports for goods received and/or services rendered on or before June 30

Accounts Payable

Friday, June 21	Final date to submit Travel Expense Reimbursement Requests <u>without</u> an accrual JV
Wednesday, June 26	Last day for direct charge invoices to be sent to AP <u>without</u> an accrual JV
Friday, June 28	Final APS Check Run for FY 2013
Monday, July 1 & Tuesday, July 2	Last two days to create Electronic Receiving Reports for goods received and/or services rendered on or before June 30
Monday, July 1	Final June 30 LaCarte/CBA entries will be made available

Accounts Payable





Bursar Operations

Larry Butcher, CPA

Bursar



Financial Accounting & Reporting

Elahe N. Russell

Director

Important Yearend Dates

Date	Description
July 1	1 st 6/30 GLS Cutoff
July 2	June online ledgers available
July 24	FINAL 6/30 GLS Cutoff
July 25	FINAL June online ledgers available

Reconciliation

Perform on a monthly basis

Reconciliations with supporting documentation should be maintained according to an established record retention policy

Transactions must be:

Appropriate

Valid

Reasonable

Funded

Accurately recorded

Supportable

Recorded timely



Source of Funds

Unrestricted

"0" in 6th digit of
account number

Funds must be spent



Internal Transactions

Due Date	For Services Rendered
May 31	Through May 31
June 17	June 1 - 14
June 28	During FY 13



The Year in Review...

Review cash management procedures

Ensure appropriate signatures on all entries

Revenue recognition in appropriate accounts

Equipment management and inventory verification

Review and understand the impact of space inventory

If there is a way to do it better...find it.

---*Thomas A. Edison*

Auxiliary Yearend Meeting

Monday, May 20, 2013

Capital Chamber Room

LSU Student Union

2:00 p.m.



Payroll

Donna Dewailly, CPA

Director

Chancellor's Student Aid & Work Study

Last Day for Charges is May 17, 2013 –
Graduation Day

Students will be programmatically separated

Overages will be charged to unrestricted
department account

Timesheets for final charges due May 28

Personnel Forms

June 20, 2013 is the deadline

Should be in RPAY status by this date

Check ledgers for transfers and contact Payroll

Check HRS for FY 2013 pending forms

- Transfers will not create

- Consider deleting/canceling and reloading pending forms

- Clean up forms in INIT/INC status

Wage Accruals



Voucher 015-15

Ends June 28, 2013

Will post to FY 2013

Timesheets due 10:00 AM on June 28, 2013

No Accrual this year!

Student Accruals



Voucher 125-27

Ends June 21, 2013

Timesheets due 10:00 AM on June 21, 2013

Accrual Voucher 145-03

Will be 50%

Accrual will reverse on July ledger

Final Supplement Payroll

Date	Description
June 21	Timesheets due
June 28	Payment date



Sponsored Program Accounting

Janet Parks, CRA

Assistant Director

SPA Accounts – General

Any account with a 4, 5, or 6 in the sixth digit of the account number and their associated program income and cost sharing accounts

Review ledger for completeness and accuracy – do not forget about drop digit cost sharing accounts

Use Reporting Tools to see overdrafts

Accounts with large unexpended balances should be reviewed

Agency Imposed Deadlines

ARRA quarterly reports due June 25

Invoices for June expenditures on source 4 (state) accounts must be submitted by July 15 (agency imposed deadline)

July 2 - Hand carry or e-mail monitoring reports to 336 Thomas Boyd

Provide SPA contact with copies of any accruals or reconciling items for all source 4 accounts and/or final invoices

Accruals



Provide SPA contact with copies of accruals for all source 4 (state) accounts, especially those expiring on June 30, 2013

Cost Transfers

Avoid them by processing charge on the correct account number

Request a tentative account number

Review ledger monthly with PI

Process cost transfers as soon as the error is discovered but within 90 days

Cost transfers must be documented and include a completed AS226 if applicable

FY13 cost transfers are due June 27

Cost Transfers



Cost Sharing

Review commitments; use Reporting Tools

Cost Sharing Detail by Account

Cost Sharing Detail by LSUID

Certify and return PARs; do not forget to document cost sharing with like functions

Ensure non-salary cost sharing is documented

Ensure in-kind cost sharing certifications are received

Cost sharing must be met by the end date of the agreement



Q & A