



CAMPUS CORRESPONDENCE

Date: April 26, 2011

To: Vice Chancellors, Deans, Directors,
Heads of Budgetary Units and Business Managers

From: Donna K. Torres, CPA
Accounting and Financial Services

Subject: Schedule for Closing Accounts for FY 10-11

The end of the fiscal year is once again quickly approaching and we must settle FY 10-11 financial operations. To comply with State regulations and provide for timely preparation of financial statements, it is necessary to the fiscal year, the preparation of financial statements, and the opening of new accounts for the next fiscal year require a considerable amount of time in the business offices.

All purchases against 2010-2011 appropriations must be received by June 30, 2011 in order to be paid from funds budgeted in the current fiscal year. Payments on orders received after June 30, 2011 will be paid from departmental funds budgeted for FY 11-12. All purchases on restricted sources must also be paid for or accrued at fiscal yearend if received by June 30th.

Procedures and deadlines pertinent to each of the sections of Accounting Services are detailed in the attachments. Copies should be distributed to all staff having responsibilities related to the University's year-end operations. All questions you and/or your staff may have, the Office of Accounting Services will present its annual FISCAL YEAREND SEMINAR as follows:

**Tuesday, May 3, 2011
225 Peabody Hall
9:30 to 11:00 am**

April 29, 2011 so that attendance can be monitored. Please note that this seminar will serve as May's Business Managers' meeting.

Your cooperation in complying with the procedures and deadlines outlined in this memo is essential to a successful yearend closeout.

Attachment

Memo AS-11-04

3. Staple a copy of each direct charge invoice to the JV.
4. Approve the JV and make a copy for department files.

5. Retain the original invoices to the JV.

7. AP will verify that the original direct charge invoices are attached to the JV accrual received and remove the original invoices and batch them for online payment. The JV will be approved and routed to FAR for release in GLS.
8. Ledgers will reflect a debit to the departmental expenditure account as a result of the actual payment of the direct charge invoice in July and a credit to the departmental expenditure account as a result of the automatic reversal (occurring as a result of a "Y" being entered in the "7/1 Reversal" field) of the JV.

July 7

Last day for direct charge accrual JVs to be sent to AP for FY11

Accrual Process in the PRO System

Unrestricted Purchase Orders

All purchases and services received against unrestricted purchase orders must be either (1) paid by June 30th or (2) charged to your current budget via a system accrual prepared by the AP Office. Expenditures should be reported in the period in which they are incurred so it is critical to review ledgers to identify expenditures incurred and not paid by the June 30th APS check run. For merchandise and services to be charged to the current fiscal year, the merchandise or service must be delivered by June 30th. If a vendor cannot firmly promise delivery by the June 30th deadline, there is no action required by the department because the purchase order

cancel the balance on the unrestricted encumbrances. The deadline for PO Alterations to be released by the Purchasing Office is June 17th. Unrestricted encumbrance balances after the June 30th APS check run and after the accrual JV is prepared will be carried forward into the next fiscal year. AP will send the final 6/30 Aged Listings to the departments on July 5th for information purposes only. The Aged Listing will not be used to process the accruals. The accrual will be programmatically calculated based upon the merchandise received as of June 30th and not paid as of June 30th.

Restricted Purchase Orders

All purchases and services received against restricted purchase orders must be either (1) paid by June 30th, or (2) charged to your current budget via a system accrual prepared by the AP Office. GASB 34 and 35 require full accrual accounting effective FYE 06/30/2002. This means that expenditures should be reported in the period in which they are incurred so it is critical to review ledgers to identify expenditures incurred and not paid by the June 30th APS check run. For merchandise and services to be charged to the current fiscal year, the merchandise or service must be delivered by June 30th. Balances on restricted encumbrances after the June 30th APS check run and after the accrual voucher is prepared should reflect items that were not received as of June 30th. These balances will be carried forward into the next fiscal year. AP will send a Final 6/30 Aged Listing to the departments on July 5th for informational purposes only. The aged listing will not be used to process the accruals. The accrual will be programmatically calculated based upon the merchandise received as of June 30th and not paid as of June 30th.

Please create the PRO Electronic Receiving Reports for merchandise received by June 30th and verify both restricted and unrestricted encumbrance balances in accordance with the following schedule:

June 6 PRO Electronic Receiving Reports for merchandise and services received by June 5th against restricted and unrestricted encumbrances should be processed

June 14 PRO Electronic Receiving Reports for merchandise and services received by June 14th against restricted and unrestricted encumbrances should be processed

June 20 PRO Electronic Receiving Reports for merchandise and services received by June 10th against restricted and unrestricted encumbrances should be processed

June 27 PRO Electronic Receiving Reports for merchandise and services received by June 26th against restricted and unrestricted encumbrances should be processed

July 4 Last date to enter PRO Electronic Receiving Reports for merchandise and services received by June 30th against restricted and unrestricted encumbrances. In order for the accrual to be calculated, the received date on the PRO Electronic Receiving Report must be June 30, 2011

July 5 PO Accrual entries will be available in GLS for review (after 3:00pm)

July 7 PO Accrual JV corrections are due to AP

Balance of unrestricted accruals not paid by the statutory deadline will be refunded to the State and will be charged against next fiscal year's departmental budgets when paid. Accruals on restricted encumbrances will be reversed and deleted in July.

Purchase Order Alterations (PO Alterations)

June 17 All PO Alterations to be released by the Purchasing Office on unrestricted and restricted encumbrances. It is critical that PO Alterations be processed as early as possible in order to accommodate invoice payment and data transmission and expenditure transfers.

Ledger Corrections, Adjustments and Transfers

June 13 All JVs for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through **May 31st** are due in AP.

June 27 All JVs for corrections to ledgers and transfers of expenditures are due

LaCarte Procurement Card BFs

All purchases charged on the university LaCarte procurement card (p-card) that are included on BFs dated prior to June 30th should be processed as expenditures against current fiscal year departmental budgets for both

LaCarte transactions dated in June that are not included on the final June BF will be charged against FY 11-12 budgets unless department accrual JVs. Accrual JVs for LaCarte purchases must be entered on a transaction date that is the date the transaction appears on a FY11 LaCarte BF entry.

In GLS, create an accrual JV, entering an effective date of **June 30, 2011** and a "Y" in the "7/1 Reversal" field and follow the same procedure outlined in the direct charge invoice accrual section. Do not include transactions already reflected on LaCarte BFs dated prior to June 30, 2011 on accrual JVs. Only transactions made on or

In an effort to manage the volume of LaCarte BF entries, the following LaCarte BF entries will be releasing to AP (via the on-line PCARD system) the departmental weekly LaCarte BF entries to ensure all purchases made on or before June 30th are charged to this current fiscal year:

- June 3** LaCarte/CBA BFs dated through **May 31st** should be released to AP (RAPS status)
- June 10** LaCarte/CBA BFs dated through **June 6th** should be released to AP
- June 17** LaCarte/CBA BFs dated through **June 13th** should be released to AP
- June 24** LaCarte/CBA BFs dated through **June 20th** should be released to AP
- July 1** LaCarte/CBA BFs dated through **June 27th** should be released to AP

July 7 LaCarte/CBA BFs for FY11 should be released to AP. Also, this is the last day to submit accrual IV for the LaCarte BF entries. The original itemized receipt should be attached to the accrual IV.

BFs not received in AP according to this schedule will be charged to FY 11-12 departmental budgets.

Travel Expenditures

Travel advances issued are not charged to departmental budgets until properly supported Travel Expense Reimbursement Requests (TERR's) are filed with Accounting Services. In order to ensure all travel expenses are recorded against current fiscal year budgets, please adhere to the cutoffs identified below:

Travel Expense Reimbursement Requests due for all travel completed through June 5th

June 13 TERR's due for all travel completed from **June 6 – 12, 2011**

June 20 TERR's due for all travel completed from **June 13 – 19, 2011**

June 27 Final day to submit TERR's for all travel completed from **June 20 – 27, 2011** without an accrual IV. The Travel staff will prepare an accrual IV for the Travel Expense Reimbursement Requests not qualified for reimbursement by June 27.

June 28 & after TERR's submitted on these days must have an accrual IV placed on top of the request. In order to process the accrual IV, the Travel Expense Reimbursement Request must have the required original AS292 "Request for Authorization to Travel" form or AS516 "Request for Authorization to Reimburse Expenses" form and all original itemized receipts as required by PM-13, University Travel Regulations.

TERR's not submitted in accordance with the above cutoffs will be charged to departmental budgets in the new fiscal year.

Personal, Professional and Consulting Services (PPCS) Contracts in PRO require travel to be authorized on the receiving report, but the actual TRFR must be sent to the Travel Office to be processed. TRFR's received in AP on June 28th and after require an accrual JV with the effective date of June 30, 2011 and a "V" in the 7/1 Reversal field. Please follow the same procedure outlined in the direct charge invoice accrual section to complete the accrual JV.

Centrally Billed Accounts (CBAs)

All CBA transactions (airfare and/or conference registration fees) made in June that do not appear on the final June CBA BF entry should be accrued by the department.

In GLS, create an accrual JV, entering an effective date for June 30, 2011 and a "V" in the "7/1 Reversal" field. The description line should read: "Accrue Vendor or Merchant CBA 2011". Follow the same procedure outlined in the direct charge invoice accrual section to complete the accrual JV. Transactions already reflected on FY11 CBA BF should not be accrued.

The appropriate cost documentation that should be attached to the accrual entries is a copy of the AS202 "Request for Authorization to Travel" or AS516 "Request for Authorization to Reimburse Expenses" and the flight itinerary or conference registration form.

Please see the proposed schedule listed under LaCarte BEs for processing all FY11 CBA BEs to ensure all transactions are charged to the current fiscal year.

BURSAR OPERATIONS

Petty Cash

Departments must clear petty cash funds of all invoices, receipts, etc., leaving only cash in these funds at the end of the fiscal year. Petty Cash Reimbursement Vouchers must be received no later than June 30, 2011.

Accounts Receivable

Restricted auxiliaries departments having accounts due the University as of the end of the fiscal year should submit a Departmental Transmittal (DT) to Bursar Operations. Receipts should be recorded regardless of the source of the indebtedness (i.e., Federal government, State of Louisiana or its subdivisions, faculty, staff, students, or others). All accounts becoming due during FY 10-11 must be reported by June 30th. Restricted auxiliaries will be advised by separate correspondence when to report their accounts receivable.

Deposits

The last day for making deposits for FY 10-11 in Bursar Operations will be June 30th.

FINANCIAL ACCOUNTING & REPORTING ACCOUNTING & REPORTING

Internal Transactions (ITs)

In order to provide maximum flexibility to all departments for managing their appropriated funds, the following schedule has been established for processing IT billings related to FY 10-11 business:

June 1 All rendering departments must submit IT's to Financial Accounting & Reporting (FAR) for any services or materials rendered **through May 31st**.

June 13 IT's for all services or materials rendered **through June 12th** must be received in FAR.

June 30 Final IT's for all services and materials rendered **during FY11** must be received in FAR to be processed as FY 10-11 business.

necessary documentation and approvals are attached.

ISU Foundation Check Requests

June 24 Please attach an appropriate signature document on the check request form to the check request form.

Multiple June 30th Cutoffs & Ledgers

The following dates have been established for the GLS cutoffs and distribution of June 30th ledgers:

July 1 1st 6/30 GLS Cutoff

July 5 Access on-line ledgers (from the 1st 6/30 GLS cutoff on July 1)

July 25 FINAL 6/30 GLS Cutoff

July 26 Access on-line FINAL 6/30 ledgers for the fiscal year ended June 30, 2011 (from the final 6/30 GLS cutoff on July 25th)

Reporting Tools

On-line ledgers/reports can be accessed by:

- Logging into PAWS
- Selecting Financial Services
- Selecting Reporting Tools

Important Notes

- Populate all parameters marked with an asterisk (*).
Verify the date being entered is in the proper parameter format. For example June 30, 2011 month end date should be entered as 20110630 (YYMMDD).
- Verify mainframe access for that account, department or college.
Adjust the print area through the Print Preview toolbar function when printing reports.

PAYROLL
204 Thomas Boyd Hall, 578-3321

Personnel Actions Forms (PAFs)

Payroll (BPAY) status in HBSI no later than **June 28th** to ensure that all such charges are recorded in this fiscal year. Forms routed to Payroll after **June 20th** will be charged to FY 11-12.

Wage Payroll

The Wage Payroll for FY11 will be extended on Vo 125-20 and cover the period June 1 - 17, 2011. From the 05-20-11 date, the payroll will be extended to July 30th 2011. The 02% FY 125-20. The accrual will appear on June ledgers as a transfer voucher; on the July ledgers, the accrual will be reversed.

Student Payroll

The payroll expense for **June 11 - 24, 2011** will be paid on Vo 015-17. Since the 015-17 voucher covers time worked in June, this voucher will be charged to the 10-11 fiscal year. From the 015-17 voucher, Payroll will accrue the payroll expense on each date by amending to 015-17. On the June ledgers as a Transfer Voucher; on the July ledgers, the accrual will be reversed.

Supplemental Payroll

The final Supplemental Payroll for FY11 will be distributed on June 30th. Timesheets for the final June supplement are due by **June 22nd**.

SPONSORED PROGRAM ACCOUNTING

336 Thomas Boyd Hall, 578-5337

Bills

from July 4, 2011 through July 15, 2011. Students meet these deadlines. Sponsored Program Accounting (SPA) must bill from the official University ledgers generated from the 1st 6/30 cutoff (July 1st).

LSU must accrue all salary, vendor and travel expenditures incurred in FY11. Since most state sponsors require live data, it is essential that you provide written documentation to your SPA Analyst of any items not reflected on the ledgers available on **July 5th** including any items requested for accrual.

has the fully executed agreement as soon as possible but no later than **June 30th**.

Ledgers

Please review your ledgers to ensure expenditures are recorded and encumbrances are liquidated. If necessary, process PBO Electronic Receiving Reports. Also, hand carry invoices, Travel Expense Reimbursement Requests, and other items such as PARs for your PAFs for both expenses each payable directly to personnel or program income accounts must be eliminated. If an account is in an overdraft status, it slows the billing process. However, it is acceptable for some accounts to be in an overdraft status due to extenuating circumstances, such as multi-year agreement, incrementally funded agreement, or a pending request for additional funds.

Cost Sharing

Cost sharing must be documented from an account with the same function. If an individual is cost sharing to a research account (a "1" in the 7th digit of the account number), the account from which the individual cost shares must be a research account (a "1" in the 7th digit of the account number).

Besides documenting an employee's time and effort, the PAR is the mechanism used to document cost sharing. For the PAF process, inquiries should be directed to the Office of the Controller's Office. Questions are to be directed to Cassie Loupa at 578-1430 or cassiel@lsu.edu.

Cost Transfers

A fully completed AS226 form, copy of the HTMI on-line ledger and journal voucher with the correct description must accompany your cost transfer request. Retroactive PAFs are considered cost transfers and an AS227 form must be attached to the form providing an explanation of how this cost benefits the project receiving the charge.

Cost transfers must be processed within **90 days** from the end of the month originally recorded. However, May cost transfers are due by **June 27th**. Retroactive PAFs must be received in Payroll by **June 20th**. Please allow time for routing through all of the necessary University channels.

Monitoring/Progress Reports

General ledger sponsor requires that we attach the monitoring/progress report to our invoices. Please ensure that monitoring/progress reports are hand carried to SPA/SSA (336 Thibodaux Blvd) by **June 6, 2011** and **July 5, 2011**, respectively. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ) and LA Department of Wildlife & Fisheries projects.

ARRA (American Recover and Reinvestment Act)

- Project Status
- Description of Jobs Created
- Quarterly Activities/Project Description
- Primary Place of Performance

Agreements Expiring on June 30, 2011

For sponsored projects expiring on June 30, 2011, the requisitions must state that the sponsored agreement expires on June 30, 2011.

As at any other time, supplies and services must be received on or before the sponsored agreement expires. In

June 30, 2011.