

CAMPLIS CORRESPONDENCE

To:	Vice Presidents. Vice Chancelles a Property Disconstruction and a second s	
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	Alexa di ac	n (
From.		
	Associata Visa Brooident for Accounting Services (Controlled	

Subject: Subreasie toric taking Accounts tor FY21222

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- Goods and services must be considered by sufficiency and se
- Payments for goods and serviceures.ceiceureft.eriger 10,0000 illing to bit and an annual serviceures.ceiceureft.eriger 10,0000 illing to bit and annual serviceures.ceiceureft.eriger 10,0000 illing to bit and annual serviceures.ceiceureft.eriger 10,0000 illing to bit annual serviceureft.eriger 10,0000 illing to bit annual serviceureft.
- All purchases, regression and the second sec

The Fiscal Yearend Commonshilling book and the filling of the fill

Procedures and deadline performent to the date days and Accounting service the service of the se

While every effort is made to addrese to the intermation re-

Attacnments

# ACCOUNTS PAYABLE & TRAVEL

217 Thomas Boyd Hall, 578-1550

### Supplier Invoice-Process-

#### **Direct Charge Payments**

Direct charge payments - Invoices and Miscellaneous Check Requests - for the current fiscal year should be processed as expenditures against current fiscally ware to the standard and the standard and standard to the standard standard and standard to the standard standard

Deadline		
May+30-	· Direst Sharge automates construction of the second state of the	1
June 6-	Direct Charge ສາມາດກາດດອດຈາຍຕ່ອງກະໂຫຼມສະຊີ Shidlude ສາມາດພາກ ພາກ	
June 12	Direct Charge purchases reacizes ກໍລະ ສະຫຼັດເຮັດ 2 ແມ່ນເປັນໃດ ທີ	1.1
june žv	Direct Charge purchases received for June 14-14 States Terrar	
June 27	Direct Charge purchases-received-ton-sunc-20-25-due-in Afa-	E E
June-30	Direct Charge purchases ressived for June 27-39 down min-	

#### Purchase Orden Involuces

For merchandise or services to be charged to the convention for the providence of th

Deadline-	Description	
May 30	Create Purchasse Three Borpurt for metroshalse received or services rebrained ov way of	-1
June 6	Create.Burchase.Order.Beceipts.for.merchandise.received.or.services.rendered.by.Juna.5	
June 13	(reale. Cincil and Outran results in the market walk and result out results of the second s	1
June 20	····· eruille restantinen haan aariverte enteren de enteren men hat gegenen hande een de een de een de een de e	
June 27	Create Purchase Order Bergieta formante antise และกลับอย่างการกล่างกล่างกลางกลางกลางการกลางการการการการการการก	· · · · · · · · · · · · · · · · · · ·
June 30	Create Purchase Order Receipts for merchandise received or services randored by June Cau	r.

If the merchandise is not received or services are not indensify function and the required humber of by antoe canonicity and and the purchase order balance will be ruled for and into the reaction for an 20, and a services should refer be and the reaction of the reaction

### Aged Listings ar Substancing รถัดแสดก่วงกระ

Deadline	veScriptigh	
June 10	-Renvite-Reel-tickings EffCalstanding Encards an approximation of Jame 19 เอาเอาอาโคยเป็นในกอบจากปี "Dimuti	12:05 1
	as necessary, -	ļ.
july 5	Run the Aged Listings of Outstanding Encumbrances Report as of June Co Contributional purposes only	7

### Accrual Process for Supplice Invenies

The Accounts Payable & Travel Office will initiate the accrual journal antities for Jupplier Invoices, for all campuses, as the Supplier Invoices are appaulted by the first first for the accruals for direct charge and purchase order invoices. The accruals for direct charge and purchase order invoices. The accruals for direct charge and purchase order invoices. The accruals for direct charge and purchase order invoices. The accruals for direct charge and purchase order invoices will be based on the accruals for direct charge and purchase order invoices.

The AS forms (i.e., A5580, Den all the second of the secon

#### Direct Charge Accruais

In order to have direct charge-paymenter/in//wikes-andriki//statestor-lines/information/wikes/information/informat

#### Purchase Order Accruais

Upon the completion of the Procussment Roll. Forward, the AP effice will recume processes, which is noncesses, provide the order of the procussment of the Procussment of the Procuss of t

As the Supplier Invoices (i.e., dispet.chasge.and.puschase orders) are approved by the CCM's AP & Travel will create the .... accrual journal entries. The accrual journal entries will be created through July 8 and will be reflected on the departmentation ledgers/reports. Supplier Invoices processed and approved after July 11 will be shared for 22.22 by departmentation

#### Punch-out Supplier Invoices.

Punch-out Supplier invoices must be approved by CCM's on or before **June 30.** In order to be charged as 7, 22-22 budges. Any Punch-out Supplier Invoices for FY 21-22 not approved by CCM's by 4<del>.50 pm on June 50, 2022, well's reduced or 12220</del> 23 budgets. *The Manual Journal Elb FY22 accruat process <u>antimut</u>ational and supplied involves.* 

Departments are encouraged to plan in advance ຮູ້ນໍຂະເວລີຮູ້ຮູ້ຮູ້ອອກອະມາດທີ່ມີການ ການບໍລິການ ອາການການການອາດານການ To assist departments with making decisions for placing late June orders, Lite ເພື່ອໃຫ້ຜູ້ເປັນກະນັດ<u>ການມີແຕ່ການເປັນຜູ້ມີມູກັບທ</u>ີ່ Invoice Analysia. http://www.commonsci.com/

Workday Suppliechunics	e se al a se a se a se a se a se a se a	
Supplier	Invoice Turnaround	
Airgas Ine	·	
America To Go LLC	2 days	
Ameriprint LLC	16 days	
B & H Photo & Electronics Corp	A days,	
CDW Government LLC <sup>*</sup>	4 days	
Dell	9 days	, 
Fisher Scientifit ColLC		
Frost Barber Inc	62 da <u>y</u> s	Gau
Genuine Parts Company – NAPA Auto Parts	3 days	
Grainger Industrial Supply	2 days	
Herman Miller – Workplace Resources, LLA	30 days	
Home Depot PRO	5 days	
Howard Technology Solution	59 days	
McKesson Medical Surgieal Inc	Re e III e · A days	
Medline Industrie <del>s Inc</del>	- Stopp	
MWI Veterinary Supply	2 days	
Office Depot Inc	2 days	
SHI International-Corp	·15 dayon	
United Rentals	67,days,	
VWA International	દ્વસપ્ર	

#### Expense Reports for LaCarte

All\_purchases วร่างการสาราชาวาที่สาวาที่หาราชาวาทราย ดากการการว่าวากทำให้สร้างที่สมบัทรสาวิการการสาริการการที่ส should be processed as expenditures against ระการการกิจอะก่อออกการการที่สารประชาติ อย่างการการการการการการการกา accounts/wsrkings----

### **Expense Reports for CBA/Travel**

All CBA and LaCarte travel transactions. If or travelables and some complete on the formed come by Social Complete the second some by Social Complete the second social Complete the sec

In an effort to mahage the solution of the control of the control of the provision of the second of

Deadline	Description	
May 27	Expense หิสูงอาสร สถางบรูการงาสระบาทการการระบาทการการการการการการการการการการการการการก	
Juņe 3	Expense Reports through May 30 with all an anal and grinta mixing an approximation of the second Perform	
June IV	Chronese Reports through lung 6 with all coorsed approved by an initian and the second stranger of the second s	-
June 17	Expense Reports through June 13 with all'secured approval and the station of the system of the second s	
June 24	Expense Reports through lune.?Q with เพิ่มหาดระดำ สมุขอยสร้างสารที่มีอยู่สะเลือกรับสารสารสารที่สารสาราง	
June 27	Last ซละ ครั้ง22 LaCarte/CDA transactions คล่ามน่าคนโดลดที่กับก่อง และและ	
July Small	יייין איז	

Departments are strongly encouraged to stay current by submitting Expense Reports weakly for the remaining interfactor in a submitting Expense Reports weakly for the remaining interfactor in a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining interfactor is a submitting expense Reports weakly for the remaining e

# No Accruals for Experimentation

Accrual journal entries should not be created for any FY-21-22-LaGarter CDA-or Travel Lansactions: Expensed Reports and the initiated after hope Saudo toxice managements incrudic addopublic upper and a F2-22-20 digute is informative for the Farmer Reports and the processed against FY 21-22 budgets, the Expense Report must have the transactions informative for the Farmer Reports and the Date = June 30, 2022", all "approvals secured" and he "route an an aveiling article", no an Expense for the formative the final deadline of Strategy for the France Report and the strategy is near informative for the secure for the secure the final deadline of Strategy for the France Report of the secure for the secure for the secure formative for the secure formation of the secure for the secure formation of the secure for the secure for the secure for the secure formation of the secure for the secure formation of the secure formatio

# BURSAR OPERATIONS

# 125 Thomas Boyd Hail; 378-33377

Accounts Receivable

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# Deposits....

The last day for making deposits for FY 21-22 in Bursar Operations will be June 30.

# **CARD Entries**

A search should be performed on automobiling CARD antifer to ensure any FM 21-22 entrine how base opproved and and a Convert status.

# FINANCIAL ACCOUNTING & REPORTING

204 Thamas Boyd Hally 578 (3321 -

# Cost Transfers, Legisger Corrections, Adjustments

Deadline		
June 7	All Manuai เดิดมาส่ระดำนาดหลังเกิดรายว่าหน่งสูงรายแล้ง สามาร์สาร อย่างกายอยู่กับและ สามายอย่างสามากการเป็นการเป	
	and reflected on departmental tedepertments () and () and () and ()	
June 20	All Manual-Journals-far-actreations to lodgers-and-transfers-of expenditures through-sure-35-ma-duau-	
July 12	FINAL Manual Journals for corrections to ledgers for FY 22	_ 

### Internal Billings

In order to provide maximum flexibility to all departments for managing their appropriated funds, the following schedule has as a new been established for processing internal Dillings releted to FY 21 22 becimes.

Deadline	Description
June 1	All rendering departments must-submitten เช่ามีให้แหลงผู้สุดใจระอยู่สุดให้ประหยังสุดในสุดในสุดในสุดในสุดในสุดใน
10	rendered through May 31
June 16	internal Billings for all services or materials rendered the zughtbur. utile
July 1	Final Internal Billings for all services and materials in derived during 5% 22

All Internal Billings must be properly completed พ<del>ัเด้า อยู่สายสายเหลือเลือกเป็นสายให้อยู่สายให้เห็นรับสายสายสายคว</del>าม that are required. Incompleted weeks of the second and the must be returned to the department for turiner processing, and this may couse the transations notice to concided confilment for a processing week in the second of the transation and concerning and the analysis of the second of th

### Deferred Revenue or Prepaid Expense

Those units that need to defer revenue or prepay expenses into 7 F22-23 Should be also done stitled angle itentition and state on those transactions. Accounting training is require the timbersity to recognize revenue or expenses when incorred. For example, if a department is holding a conference in July 2022, but are conference and incurring expenses related to that conference in FY 21-22, all of those revenues and expenses from that conference should be recorded in FY 22-23. The ne Accounting Rencyclinated for the conference is a state of the conference of the conference is a state of the conference of the conferenc

Accounting Recognition Worktag	Description	
Deferred Revenue	Used to record Revenue mutationation the E2222-	
Prepaid Expanse	Used to record Expenses.pot.incurred until EV 27-29	

### Reports and Multiple sone so Curons

Workday allows users to view reports/transactions inviced-time. As soon as transactions are processed: the trainity is displayed in a in reports available in Workday. A list of reports can be found on the Workday. Training predicte studies that in the training the state of the training of the state of the s

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Some of themos case for the portant as the part and a second by the part and a second se

- Revenue & Exponse by "Criving view not be been"
- Journal Line Details with Employee Name......
- Trial Balance

### Merchandise for Resale (Inventory)

Cost centers that hold merekendice-for resolator required to rybmit investory proceduces and investory country for firsol. year end. The following due dates have been established: Ptorebittles and country as significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview in the following due dates have been established: Ptorebittles and country is significative interview interview in the following due dates have been established: Ptorebittles and country is significative interview in the following dates and country is significative interview.

Deadline	Description	
June 20-	Inventory procedures due, must include planned method of inventory and dataset exposed covertment	
July 6	Inventory count due to FAR	

PAYROLL	
204 Thomas Boyd Hall, 578-3321	<u>i</u>
	• · · · · · · · · · · · · · · · · · · ·

## Payroll Accounting Adjustment

Psyroll Accounting Adjustments affecting 57 22 22 mass its completed by buy 7: 2022-

### **Retro Transactions**

Any Retro transactions should be processed immediately. In order to be charged to FY 21-22 retro personnel-transactions, an retro time entry, must be completed by the following data testers:

Pay Group	Retro Date	Completion Date	-
Professional	Pexy Preiod Bogioping Rgion to lung 1 -		
Wage	Pay Period Beginining Pflor to June 4"	june 13°	
Academic	Pay Period Beginning Prior to May 15	lune 21	
Student	Poy Reried Reginning Prior to Man 11		1

### Wage - eyrou

### Student Pavroi

The last student provide the general fee 50-10-27 reading and 24 charges on the second and appreciation of the second second

### Summer Research

Summeencessath ธอรุริกิแล่นย์กษณ์ของที่ไม่มีสุดเวียงอยังใส่ขอริจายรีกการใจรากสายสายส่งพรีย์มีที่การย่างสุดประวัติที่ที่ความไม่คากการ ราร be processeซึ่งทางที่ส่วนและหลังขอกการสรางที่ฟีที่ใช้ สุสรภาษาชาติสายได้ว่ามีเสวีย์วิวิจังในสายในสายในที่ที่ความ transactions.สายสอบในพระ.

	One Time Payı	ment – Summer.J	Research Proce	seing & Bay Dobase		
Coverage Suite Range	Effective Date	Pay Date	Year	-Partner-(MRAA)	Lange Contraction	
5/15/22-6/30/22	5/15/22	6/30/2022	FY 22	5/2//2022'^ · '	6/2¤/2022	
7/01/22-7/14/22	0/15/22	   //2022^-	<u>і нт 23 пп</u>	<u> </u>	// Id/E 32	1. 
7/15/22-8/14/22	'//15/22^	8/19/2012~		:732735557	2,26,705.027	<u>.</u>

# SPONSORED PROGRAM ACCOUNTING 240 Thomas Boyd Hall, 578-5337

### Billings/invoices

Due to agency imposed decallines, 1911 must a stanik impaired an State spansored i-ransey one 2022. In order to meet this deadline, Speccone Reagrant Annousing (REALINES) in this in this is the instability of the decision of the state of t

LSU mu<del>st accrue all salary, vendor and it a referenditures knowned in Mill 21:22:3:...sen.contrict accurate subusers petitient an accurate frame June invoice regardless of expiration door, it is assertiablicated interviewed at the original according to the for any items not reflected on the ledgers</del>

State tentative projects must be involved by the required deadline indicated in their gracewate about face, ensure that SDA has the fully executed agreement as soon as possible but no later than wronday, june zu, zuzz:

### Report Reconciliation

Expense by Award - Review มีและกิฐารมระวัญาริพรมมั่วกลุาคมไว้ถึงการกับสาสุขตร์ชักเป็นสรวจารณรารรังก่อกจากการไทยสากกรระจารณ โดยได้สะยัง

- Ensure costing allocations or Payrolineuroning folgoelineuron (PAAs) for the three panelineuron ingrestion of the second s
- Overdrafts on sponsoreal agreements and associated an occupantic and page under an open sponsoreal agreements and associated an occupantic and page on occupantic and page of the sponsoreal agreement of the sponsoreal agreement, incrementally funded agreement, or a pending request for additional funds.

Trial Balance - Use the Trial Balance report to review tentative games accuss -

- Expense by award cannot be used on terrary grants persuse they are not connected to an award.
- Select the Encumbrance Ledger, rathers have been been an even encumbrances on contractive ranges.
- Enter the cost center/cost center interactivy along with the grant hickwish y contained picture picture.

Grant Balances Department. - Use the Grant Balances Department seeper so review all award/grant balances along with in - progress transactions.

The report can be run by cost center or cost center hierarchy.

### Monitoring/Progress Reports

Several states seggics require that we attach the monitoring/organess report to the invoices. Please ensure that the Principal Investigator signs and dates their technical report. Note that the sour letter is not considered part of thit report with it. especially critical for LeDression attach to be and the Constant of Anna and the invoices. Please ensure that the Principal Protection and Restoration Authority (CPRA) and the Constant of With Mender Fisherics projector intendenting Progress Reports should be received by the noted dates:

Monitoring/Progress Report	Received by SPA:	
May 2022		
June 2032-		

#### Agreements Exprime 2022

For sponsored projects empire and we fill 2022: muchasing econositions counts state (with turba the untertaining tectors of an the requisition) that the sponsored agreement expires on June 30,2022 and a state of the sponsored agreement expires of the sponsored agreement expires on June 30,2022 and a state of the sponsored agreement expires of the sponsored agreement expi

As at any other time, supplies and services must be received in a white state sponsored base sment evolves denorthindratife a sponsored agreement evolves and south the supplies and services must be back and south the supplies and services and services and services and services and services are back and services and services and services are back and servi

### Cost Transfers

A copy of the Port version on all wedgen where they were presented to a 2007 Adjacent of a version with the second of the theory of theory of theory of the theory of theory of theory o

Retroactive PAAs are considered cost transfers and an AD22. Sustilication for republic subaroning and dimension of most set the set and an AD22. Sustilication for the set of th

Cost transfers must be associated within 9000000 control on within transaction base that we with the one advantage of the control of the cont

#### **Cost Sharing**

If an award requires อรงวิษัตรทัพฐ it สมบัตร สรรมสายสายสาย อาสุรรรมรับการสรรมรับการสรรมของสรรมของสรรมสายสายสาย an award, please contact the Grant Manager in <u>SPA (found on transitional sectors in the Former in Torky and sectors in the Former in SPA (found on transitional sectors in the Former i</u>

lf PAAs are needed to move salad as a consistency gran, http://www.consistences.com/by/stances.com/by/st

#### Key Personnel

- 1. Meen: with tacuity when a new award is received and thereafter to plash or appropriate stary tastibution consistent with all of the individual's commenter of the individual's commenter of the individual of the indin of the individual of the individual of the in
- Establish a tracking system to report a supplicable to provide a provide and a particulation of a supplication of the supplication of
- Run Award Key Personner Commitment report to review clusters incombuments by award additionant, shortages early (this report can be run by employee, rule, or cost center).
- Request Sponsorial data provide the current budget period.

### **Effort Certifications**

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# OFFICE OF AGECONTING SERVICES

STAFF DIRECTORY

Name-<u>+mailmurgi.3411</u>

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