



MONTHLY BUSINESS MANAGERS' MEETING

FISCAL YEAREND SEMINAR

Tuesday, May 14, 2019

9:30 am – 12:00 pm

LSU Student Union, Magnolia Room

Presented by Accounting Services



Office of Accounting Services

Patrice Gremillion



Office of Budget & Planning

John Duplantis

Budget Analyst

Yearend Operating Budget

- LaCarte Card Audit Recommendation
 - FY18-19 Adjustments by Ledger Account
- Yearend Budget Adjustments Processed by Budget & Planning
 - Classified & Unclassified Salary Ledger Accounts
 - Self-generated Revenue Closeout



LSU Operating Budget Application

- Budget Development Process Using LOBA
 - Must have a designated Cost Center Manager or Department Head security access in Workday
 - Realign financial support budget (ADD COMMENT)
\$xxx to/from PGxxx/ledger xxx
 - Review Position Budget – any corrections to Position Budget processed by B&P through Workday:
Request must include:
 - ✓ Name & Position number
 - ✓ Current AND proposed Program number/driving work tag and dollar amount for each split
 - ✓ Source of funds if needed

Position Budget vs Costing Allocation

- Position budget is not the same as costing allocation
- Position budget is not updated automatically to reflect costing allocation changes
- FY 20 Position Budget will reflect the last permanent changes that have been tracked in Workday
 - Position Budgets are only updated if unit identifies a transaction as permanent and provides source of fund information in the memo field in Workday

Institutional Pay Adjustments

- Any institutional pay adjustments (promotion, tenure, merits, etc.) are based on Position Budgets NOT costing allocations
- **Position budgets must be reviewed to ensure the budget reflects the permanent splits and amounts on a position since this will be used to load the Operating Budget**

Institutional Pay Adjustments

Adjustments loaded into Workday as Compensation Change

- Compensation change will prorate according to current costing allocation and corresponding percentages for payroll purposes

Office of Budget & Planning

- Load Position Budget for any institutional pay adjustments based on current Position Budget splits
- Update Position Budget for all other permanent compensation or costing allocation changes if notified by the department/unit

Institutional Pay Adjustments

Departments/Units

- Responsible for all corrections to costing allocations after any institutional pay adjustments
- For all other permanent position changes, units must note the change as being permanent and provide the following information in the memo field in order for B&P to update the Position Budget:
 - Source of funds if needed – support budget program and ledger account or vacant position number
 - Program number/driving work tag and dollar amount for each split



Procurement Services

Michele M. Montero

Director of Procurement &
Contracts

Important Yearend Dates

Date	Description
May 15	Requisitions for goods & services contracts < \$50,000 requiring competitive process
May 30	Final date <u>to submit</u> FY19 requisitions for: <ul style="list-style-type: none"> • State contract items (excluding vehicles) • University contract items • Non-competitive/Exempt Items • PSC > \$2K but <\$50K
June 14	Final date to submit FY19 requisitions for PSC < \$2K
June 24	<ul style="list-style-type: none"> • Final date to submit PO change orders • Final date for department's request <u>to cancel</u> punch-out POs that <u>will not</u> be delivered by June 30th
June 27	<ul style="list-style-type: none"> • PO Change Orders "In Progress" will be denied • Last day to process punch-out orders
June 28	Deadline to submit Punch-out Requisitions/Purchase Orders to supplier catalogs
June 30	All FY19 goods/services must be received and/or rendered

For all deadlines related to LSU Procurement Services, please review the FY19 Requisition Deadline Memo at: https://www.lsu.edu/administration/ofa/procurement/pdfs/fy19_req_deadlines.pdf

Reminders and Tips

- **Delivery must be made by June 30 for FY 19 funds**
 - Note needs to be added to any requisitions/specifications that require firm delivery date
 - As we approach **June 30**, supplier needs to confirm in writing that they can meet delivery deadline before a Purchase Order will be issued
- **FY 20 Requisitions**
 - Requisitions type must be: Next FY Purchase/Contract (NFY)
 - Delivery and payments cannot be made prior to **July 1**



Accounts Payable & Travel

Valery Sonnier

Assistant Director

Invoice Processing - AP Settlement

Final AP Settlement Run

Friday, June 28, 2019

- All supplier invoices, including punch-out invoices must be approved.
- Any supplier invoices, including punch-out invoices not approved by 4:30pm will be placed in Draft status.
- “Procurement Close in Progress” will be initiated to close the June period for FY19 after the 6/28 AP Settlement Run is completed.

Monday, July 1, 2019

- Invoices in Draft status will be released for approvals.



Accounts Payable & Travel

Catherine Herman

Assistant Manager

Invoice Processing – Direct Charge



Invoice Processing – Direct Charge

AS Forms

- Check Yes or No in the “**Fiscal Year End Accrual**” box on AS forms to indicate if the invoice/document should be accrued.
- Use the current version of every AS form. You can find the current versions on the Accounts Payable & Travel website.



Invoice Processing – Direct Charge

AS580 Form

- The information in the Company field should be your two-digit Workday campus code.
- Please provide the correct supplier number and the supplier name in the Supplier/Payee field.
- Give an accurate Purpose of Purchase in the field provided. It should be a brief description of what was purchased and why the purchase was made.
 - Examples include, but are not limited to:
 - ✓ Sunglasses – promotional item for student recruitment
 - ✓ Medicine for resale in the pharmacy
 - ✓ Scientific materials for research



Accounts Payable & Travel

Jessica Hodgkins

Assistant Manager

Invoice Processing – Purchase Orders

Invoice Processing – Purchase Orders

Receipts

- In order to have purchase order invoices charged to FY19 budgets, departments must create receipts dated on or before June 30.
- There is no deadline to create Receipts, but the item(s) needs to be physically received by June 30.

PO Invoices

- Without a PO invoice from the supplier, expenditures for the items/services cannot be recorded in FY19.
- The Aged Listing of Outstanding Encumbrances report shows real time data. Obligations are liquidated when invoices are APPROVED, not paid.



Accounts Payable & Travel

Angie Mann

Manager

**Procurement Roll Forward &
Supplier Invoice Accruals**

Procurement Roll Forward & Supplier Invoice Accruals

- The Procurement Roll Forward will be completed on or before **Monday, July 1, 2019**.
- PO Invoicing will resume after the roll forward is complete.
- AP & Travel will initiate the accrual journal entry every morning for invoices approved the prior day.
 - Departments **will not** create accrual journal entries for supplier invoices.
 - The deadline to approve supplier invoices for FY19 is **Tuesday, July 9** at 12:00PM.
 - The accrual process **will not** include any punch-out supplier invoices.



Accounts Payable & Travel

Jennifer Driggers

Assistant Director

LaCarte & Travel – Expense Reports

Important Expense Report Dates

Monday, July 1, 2019

- Final LaCarte/CBA transactions are loaded into Workday

Friday, July 5, 2019

- Final date for FY19 Expense Reports to be submitted by 4:30pm close of business



Expense Reports – LaCarte & Travel

- No Accruals for Expense Reports or Cash Advances
- In order to have expense reports processed against FY19 budgets:
 - FY19 LaCarte/CBA transactions must be linked/imported
 - Expense Report Date must be **June 30, 2019 or prior**
 - All required cost documentation attached
 - All approvals secured
 - Expense Report must be routed to and awaiting actions by Expense Partner by **Friday July 5, 2019** at 4:30 pm close of business



Accounts Payable & Travel

DeAnna Landry

Manager

LaCarte Expense Reports

LaCarte Expense Report Reminders

- **Finalize procurement need for LaCarte as early in June as possible**
 - No guarantee that purchases will be processed by bank prior to the deadline.
- **30 day reconciliation requirement is reduced to 5 days**
 - Transactions received each Monday should be submitted on an expense report by Friday of the same week.
 - LaCarte transactions for travel that will be completed in FY20 should remain “not expensed” and should not be included on an expense report until after the trip has been completed.
- **Respond to e-mails in a timely manner**
 - Expense Reports in a “Saved for Later” status due to missing documentation will not be processed in FY19.



Accounts Payable & Travel

Kathleen Patrick

Manager

Travel Expense Reports

Travel Expense Report Reminders

Spend Authorization

- Ensure the travel dates, destination, and purpose of travel are provided.
- AS292-A form must be attached when applicable and the form completed with the required information.
- Ensure all approvals are secured.

Expense Reports

- Submit expense reports for travel completed in FY19 on or before June 30, 2019.
- Ensure the date on the expense report is **June 30, 2019 or prior**.
- All supporting cost documentation must be attached.
- **Do not Edit or Withdraw any expense report submitted to AP & Travel -**
 - ✓ Expense Partner will send e-mail requesting information/documentation
 - ✓ Please respond to the e-mail timely

Travel Expense Report Reminders

Give them a Nudge!

- ✓ Contact travelers with travel completed in FY19 to ensure their expense report will be processed and routed for approvals by the deadline of **July 5, 2019** at 4:30 close of business.
- ✓ Review Expense Reports “in Progress” status by clicking on the Business Process tab to review the status.
- ✓ If the expense report is awaiting on an approver other than the Expense Partner, send the approver a reminder e-mail to approve review and approve ASAP.



Bursar Operations

Daniel Butcher

Assistant Director

One Very Important Date

Friday, June 28, 2019

- Deposits → Effects on Cash Management
- Accounts Receivable

Vault Hours

10:00 am – 11:45 am and 12:30 pm – 4:00 pm daily



Financial Accounting & Reporting

Justin Thornton

Director

Reconciliation

- Review and reconcile reports/ledgers
- Monitor budget to actual expenses by account and ledger
- Record CARD entries in a timely manner
- Transactions must be:
 - Appropriate
 - Valid
 - Reasonable
 - Funded
 - Accurately recorded
 - Supportable
 - Recorded timely

Reconciliation

- Verify revenues
- Ensure worktags are not overdrawn
- Review in-progress transactions
- Ensure supporting documentation is attached to detail transactions on ledger reports; reconcile documentation to identify items that have not yet posted to the report
- Investigate and correct errors

Account Cleanup

- If a worktag is no longer needed
 - Verify balance is zero
 - Clear any outstanding encumbrances or costing allocations
 - Request for the worktag to be inactivated
- Complete the appropriate AS form, check the delete option, and submit to Hope Response at hope@lsu.edu for processing



Financial Accounting & Reporting

Katie Maglone

Assistant Director

Source of Funds

Unrestricted

- Fund Accounts FD1xx
- Funds must be spent by June 30
- Accruals required for all goods or services received by June 30

Restricted

- Unspent funds carry forward from year to year
- Accruals required for all goods or services received by June 30

Cost Transfers, Ledger Corrections, Adjustments

- Manual Journals for corrections to ledgers and transfers of expenditures appearing on appropriated funds
- Verify all appropriate documentation is attached (to include journal line detail with all worktags visible)

Final Deadline for FY 19 is July 10, 2019

Cost Transfers, Ledger Corrections, Adjustments

Due Date	Time period of Manual Journals
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June 7	Through May 31
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June 20	June 1 - 15
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July 10	FINAL for FY 19
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Inventory

- Merchandise for resale
- Inventory procedures
 - Due to Accounting Services by June 20
 - Include planned method of inventory
 - Dates of expected count
- Ending inventory reported to Legislative Auditors
- Email inventory procedures and final counts to Hope Rispone at hope@lsu.edu

Final Inventory Counts due by July 5, 2019



Financial Accounting & Reporting

Laurie Wales

Assistant Director

Internal Billings

- Used to bill another unit or company for services
- Should be initiated by the rendering department
- There should be no travel ledger accounts or spend categories

Final Deadline for FY 19 is July 1, 2019

Internal Billings

Due Date	For Services Rendered
June 3	Through May 31
June 17	June 1 - 15
July 1	FINAL for FY 19

Deferred Revenue/Prepaid Expense

- Accounting Recognition Worktag should be used
 - Deferred Revenue – revenue not earned until FY 20
 - Prepaid Expense – expenses not incurred until FY 20
- Found in the Additional Worktags prompt in Workday and CARD
- Entry will be processed to reclassify transactions from natural ledger accounts to deferred/prepaid



Financial Accounting & Reporting

Justin Thornton

Director

Business Resource Mgmt Dashboard

- Pertinent Announcements
- Commonly Used Tasks, Reports, Searches
- External Financial Applications

← Business Resource Mgmt ⚙

Fraud Reporting Hotline
Please use the LSU Ethics & Integrity Hotline to report any suspected financial...
[View More](#)

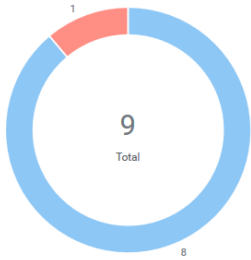
Month-End Closing
Please remember to approve all entries for this month prior to close of business...
[View More](#)

Ledger Review Reminder
Please remember to reconcile your monthly ledgers for your Cost Center(s)!
[View More](#)

Pending Credit Card Transactions
Don't forget to create expense reports and reconcile your LaCarte transactions!
[View More](#)

This dashboard is a consolidated page of resources commonly used by employees who manage the business of their respective units (Primarily Cost Center Managers). A job aid explaining initial setup and configuration of enabled reports can be found [HERE](#).

Business Processes Awaiting Me - Summary



BP Type	Total
Effort Certification	8
Complete Form I-9	1
Total	9

[View More ...](#)

Tasks

- Create Journal
- Create Payroll Accounting Adjustment
- Create Budget Amendment
- More (2)

Quick Searches

- Find Journals
- Find Journal Lines
- Find Credit Card Transactions
- More (8)

Reports

- Trial Balance
- Journal Line Details
- Journal Line Details with Employee Name
- More (10)

Workday Resources

- Recommended Reports:
 - Revenue & Expense
 - Journal Line Details with Employee Name
 - Trial Balance

- Finance Reports by Functional Area

- Training Videos and Resources
 - http://www.lsu.edu/workday/finance_training.php

- Job Aids

- Business Resource Management Dashboard
 - https://uiswcmweb.prod.lsu.edu/training/finance/business_resource_management_worklet.pdf

Questions/Comments?

WE GOT THIS!



Elahe Russell
erussell@lsu.edu
578-1639



Justin Thornton
jthorn5@lsu.edu
578-1456



Hope Rispone
hope@lsu.edu
578-7462

HANG IN THERE



Katie Maglone
kmaglone1@lsu.edu
578-7682



Laurie Wales
llamb18@lsu.edu
578-2016



Jen Richard
jgendr1@lsu.edu
578-1454



Stephanie Laquerre
slaquer@lsu.edu
578-1450



Collin Boudreaux
cboudr1@lsu.edu
578-3480



Christopher Poore
cpoore1@lsu.edu
578-4956



Payroll

Chandra Daniel

Payroll Manager



Mandatory Direct Deposit

- As of May 1, 2019, Payroll re-established Mandatory Direct Deposit in accordance to LA RS 39-247.
- Payroll checks will no longer be mailed
- Direct Deposit or Waiver of Direct Deposit
- Re-established \$25.00 stop payment and re-issue for any Payroll check lost in the mail.



President Student Aid & Work Study

- Last Day for PSA and WS charges was **May 10, 2019**
- Time must be submitted by noon on **May 21, 2019**
 - For student time period ending May 17, 2019.
- Run **Payroll Work Study and President Aid Charges** report to reconcile charges to the special funding accounts.



President Student Aid & Work Study

- Amounts posted to the Base Hourly Earning **cannot** be charged to the Work Study grant or the President Student Aid account.
- PAAs **cannot** be processed to move Base Hourly Earnings to Work Study Funds or to President Student Aid Funds.
 - **Only Payroll can correct these charges****
- If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, contact as soon as possible:
 - Angie Ogle - aeogle@lsu.edu or
 - Ashlyn Caldwell - caldwell1@lsu.edu



Payroll

Marybeth Boyd

Payroll Manager



Wage Accruals

➤ **Pay Period Ending June 21, 2019**

- Last period processed for FY 19
- Accrual 50% of Expense
- Journal Source is Payroll Forward Accrual
- Time must be **submitted and approved by 11:59 pm on Monday, June 24, 2019**



Student Accruals

➤ **Pay Period Ending June 28, 2019**

- Last period processed for FY 19
- Expense will not post until July 2, 2019
- No Accrual
- Time must be **submitted and approved by Noon on Monday, July 1, 2019**



Summer Research

- Payment via One Time Payment
- **May 30, 2019** - FY 19 transactions due to HR
- **June 25, 2019** - Successfully Complete
- **June 28, 2019** - Payment Date

Work Performed	OTP Effective Date
5/15/19-6/30/19	5/15/19 – 6/14/19



Retro Pay Transactions

Pay Group	Retro Dates	Completion Date
Professional	Pay Period Beginning Prior to June 1, 2019	June 18, 2019
Wage	Pay Period Beginning Prior to June 08, 2019	June 19, 2019
Academic	Pay Period Beginning Prior to May 15, 2019	June 20, 2019
Student	Pay Period Beginning Prior to June 15 2019	June 26, 2019



Helpful Payroll Reports

- Payroll Accounting per Worktag
- Payroll Accounting for Worker by Pay Period
- Time Not Submitted Timekeeper
- Time Not Approved Timekeeper



Payroll

Chandra Daniel

Payroll Manager



Payroll Accounting Adjustments

- **July 8, 2019** last day to process PAA's
- Status must be **Successfully Complete**
- **Retro Period Activity Pay** transactions do not use Override Costing –will require a PAA

Need Help?

Sheantel Baker-Payroll Director 225-578-2161

Karen Jenkins-Associate Director
225-578-1638

Yolanda Clark-Assistant Director
225-578-2592

Marybeth Boyd
Manager Pay Sections
225-578-1457

Rhett Sabadie
Manager Insurance
225-578-6207

Chandra Daniel
Manager Retirement
225-578-4844

Mindy Bergeron-
Salary and Academic Pay
225-578-1530

Jacanda Martin
Wage
225-578-2128

Mallory Davis
Retiree Insurance
225-578-6205

Vigi Balachandran
TRSL/ORP
225-578-1633

Lorin Oliver
Salary/Fringe
225-578-8670

Angie Ogle
Student
225-578-2019

Kristin Delaughter
Health plan Accounting
225-578-4891

Candice Lockwood
Tax/Nonresident Aliens
225-578-2023

Ashlyn Caldwell
Wage/Student
225-578-2018

Anne Landry
Insurance
225-578-6242

Caleb Brown
Salary Transfer
225-578-2026



Sponsored Program Accounting

Jaime Estave

Director of Sponsored Program
Accounting

Agency Imposed Deadlines

- Invoices for FY 19 expenditures on state funded sponsored agreements (FD250) must be submitted to the sponsors by July 15. This is an agency imposed deadline. To help SPA meet this deadline please:
 - Hand carry to Thomas Boyd Room 240 or e-mail monitoring reports to your grant manager by the following deadlines:
 - ✓ May 2019 Reports - Due by **June 5**
 - ✓ June 2019 Reports - Due by **July 3**
 - Provide SPA contact with copies of any accruals or reconciling items for all state (FD250) grants and/or final invoices

Cost Sharing

- Review commitments
 - **Expense by Award** to view budgeted cost sharing commitments
 - **Award Line Notes** to view for breakdown of salary commitments by person
- Ensure in-kind cost sharing certifications are received
- Cost sharing must be met by the end date of the agreement
- If effort certifications were approved before costing allocations or PAAs were loaded, a request to cancel and regenerate effort should be made to effortassistance@lsu.edu

Cost Transfers

- **AS226 Request for Non-payroll Cost Transfer Form**
 - Should include a PDF version of the ledger (original charge). The memo section of the correcting journal entry should reference the memo from the original journal and unique identifying number (i.e. JE, supplier invoice, expense report #, etc.).
- **AS227 Justification for Payroll Accounting Adjustments Form**
 - Should provide explanation of how the grant benefits from the charge.

Cost Transfers

- Cost transfers should be processed within 90 days of the original transaction date.
 - **June 7, 2019** - May and prior month cost transfers are due in Accounting Services
 - **July 10, 2019** - June cost transfers are due in Accounting Services

Agreements Expiring on June 30, 2019

- Requisition - Purchasing Requisitions must state within the *internal memo section* of the requisition that the agreement is expiring **June 30, 2019**.
- Receiving - Ensure supplies and services are received *on or before* the sponsored agreement ends on **June 30, 2019**.

Effort Certifications

- Employees are responsible for certifying on a quarterly basis that their salary distribution is an accurate reflection of the time worked for the period. Failure to complete and certify effort correctly and in a timely manner could result in loss of funds to the University. Therefore, it is imperative to certify all pending effort certifications timely.

FY 18 Effort Certification		
Period	Initiation Date	Due Date
Q1 (Jul – Sep)	10/31/18	**11/30/18**
Q2 (Oct – Dec)	1/31/19	**02/28/19**
Q3 (Jan – Mar)	4/30/19	05/31/19
Q4 (Apr – Jun)	7/31/19	08/31/19

** In progress certifications for Q1 and Q2 should be approved immediately**



Sponsored Program Accounting

Pamela Prince

Grants/Contracts Business
Solutions Manager

Grants - Reconciliation

- Review all grants, including cost sharing grants, for completeness and accuracy
- Grants/Awards with large unexpended balances should be reviewed
- Overdrafted grants should be reviewed and cleared
- Workday Reports:
 - Use **Expense by Award** to see overdrafts
 - Use **Trial Balance** - expenditures on Tentative grants
 - Use the *encumbrance ledger*, rather than *actuals ledger*, to review encumbrances on tentative grants
 - Use **Grant Balances – Departments** to review all award/grant balances along with in progress transactions

Grant Balances - Departments

Grant Balances - Departments Actions

Company	* X Operational Companies	☰
Period	* X FY 2018-2019 - May	☰
Award		☰
Grant		☰
Include Grant Hierarchies		☰
Exclude Grant Hierarchies	X Cost Sharing Paper Entries	☰
Cost Center		☰
Cost Center Hierarchy	X LSUAM School of Veterinary Medicine	☰

- **Grant Balances – Departments** report should be prompted by Cost Center or Cost Center Hierarchy
- Does not include tentative grants

Grant Balances - Departments

- Report displays:
 - **Award Information**
 - **Financial Information**
 - **In Progress Transactions**
- Exports to Excel

Grant Balances - Departments

- **Award Information** including Grant, Award, Grant's Cost Center, Sponsor, Lifecycle Status, Principal Investigator, Expiration Date, F&A Basis and rate, and Fixed Price/Cost Reimbursable.

Grant	Grant Name	Award	Cost Center	Sponsor	Lifecycle Status	Principal Investigator	Expiration Date	F&A: Basis Rate	Fixed Price/Cost Reimbursable
GR-00000188	LSUS American Society for Cell Biology Small Conference Grant 001	AWD-000037	CC01030 LSUS Chemistry and Physics	American Society for Cell Biology	Active	Elahe Mahdavian (00040014)	11/15/2016	MTDC Zero%	CT0158 Cost Reimbursable

Grant Balances - Departments

- **Financial Information** including Budget, Expenditures, Encumbrance, Tentative balance, Unpaid invoices (Outstanding AR), and estimated Billed to Date.

Budget	Expenditures	Ledger Balance	Encumbrances	Tentative Balance	Unpaid Invoices	Billed to Date
635,035.00	325,213.39	309,821.61	3,168.98	306,652.63	Customer Invoice: CI-00022935	325,613.39

Grant Balances - Departments

- **In Progress Transactions** for Non-PO related supplier invoices, Expense Reports, and Journals.
 - Amounts do not include related F&A

In Progress Transactions - No F&A		
Supplier Invoices (Non-PO)	Expense Reports	Journals
0.00	4,565.69	0.00



Q & A