



**Accounts Payable
& Travel
June 2016**

**FYE 2016
Accrual
Procedures**

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On the Simple JV Entry screen:

- o Enter the departmental expenditure account number, transaction type "X", expenditure object code, and debit for the amount of the invoice
- o In the offset section, enter "L" in the transaction type field and "2104" in the object code field
- o Key a "Y" in the Override Errors Field
- o The Item Description will be the Entry Description from the Header screen
- o Press F9 to return to the Header screen and then F9 to print

```

GLSSJE                SIMPLE JV ENTRY                04/08/16 10:09:33
ADD SUCCESSFUL        PLEASE ENTER DATA
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: SJE  OVERRIDE ERRORS: Y
ENTRY#: 00127022     FY: 16     TOTAL LINES: 000     ENTRY TOTAL: 409.00
                                OFFSET
-----
LINES  ACCT  TT  OBJ  PROJ  AMOUNT  D/C  ACCT  TT  OBJ  PROJ
001 002 184350500 X 4250          409.00  D          L 2104
003 004
005 006
007 008
009 010
                                CALCULATED TOTAL:
-----
                                ITEM DESCRIPTION                SRCE DOC TYPE/#
001 002  ACCRUE DC INVOICE 12345 TIGER TAILS
003 004
005 006
007 008
009 010
                                1=HELP      2=CODEMENU  3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
                                7=PREVPAGE 8=NEXTPAGE  9=HEADER   10=GLSMENU 11=SYSTEMU 12=LOGOFF
  
```

Example GLS Header Screen for Direct Charge Accrual

```

GLSAEH                ACCOUNTING ENTRY HEADER        04/08/16 10:25:45
BALANCE SUCCESSFUL   ENTER FOR DETAIL
ACTION: V (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHG,U/UPD,V/VIEW) CODE: AEH
ENTRY TYPE/#: SJ 00127022 FY: 16 TOT LINES: 002 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE)          OVERRIDE EFF DTE :
ENTRY DESC : ACCRUE DC INVOICE 12345 TIGER TAILS ENTRY TOTAL : 409.00
CONTACT NAME: PATTI M CONTACT              CONTACT PHONE: 578-1550
COMMENTS : TO ACCRUE DIRECT CHARGE INV #12345 FOR TIGER TAILS
:
:
EFFECT DATE : 06/30/2016
SRCE DOC # :
ORGANIZATION:
----- STATUS INFORMATION -----
I - INCOMPLETE 04/08/2016 ACAP24          W - WORKED
P - PENDING    04/08/2016 ACAP24          A - APPROVED
D - DISAPPROVED
V - VAULT      R - RELEASED
T - TELLER     C - CURRENT
ADD: ACAP24 04/08/2016 101020 ACAP24  CHG: ACAP24 04/08/2016 102632 ACAP24
1=HELP      2=CODEMENU  3=IT-ACCT  4=VAEI      5=AIAE      6=VLID
7=          8=          9=PRINT    10=GLSMENU 11=SYSTEMU 12=LOGOFF
  
```

Note:

The system will automatically assign the correct associated mapping account for the expenditure account for simple (JV) journal vouchers.

Once the entry is completed, printed, and signed, please follow these steps to successfully process the entry and invoice in Accounts Payable:

- Make a copy of each direct charge invoice and staple the invoice copy to the corresponding accrual journal voucher.
- Make a copy of the approved accrual journal voucher for the department files.
- Paper clip the original invoice to the accrual journal voucher. This will help to process the original invoices and the accrual JV's separately in the Invoice Processing section.
- Route packet to Accounts Payable for approval and release to GLS.
- Accounts Payable will verify that a copy of the direct charge invoices are attached to the accrual journal voucher. The original invoices will be processed for payment in July. The accrual journal voucher will be approved in GLS to be reflected on the June ledgers.
- The July ledgers will have a debit to the department expenditure account as a result of the direct charge invoice payment in July and a credit to the departmental expenditure account as a result of the automatic reversal (occurring as a result of the "Y" being entered in the "7/1 Reversal Field" of the journal voucher.
- A copy of the accrual journal voucher should be sent to Sponsored Program Accounting if the accrual is being made on a restricted account (i.e. 4, 5, or 6 in the sixth digit of the account number).

Purchase Order Accruals

Unrestricted Purchase Orders

All purchases and services received against unrestricted purchase orders must be either (1) paid by June 30, 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 final June 30 APS check run. For receipts of merchandise and services to be charged to the current fiscal year, the merchandise or service must be delivered by June 30. If a vendor cannot firmly promise delivery by the June 30 deadline, there is no action required by the department because the purchase order balance will be *carried forward* into the next fiscal year. A purchase order alteration must be processed in PRO in order to cancel the balance on the unrestricted encumbrances. The deadline for PO Alterations to the Purchasing Office is **Monday, June 27, 2016**. Unrestricted encumbrance balances after the June 30 APS check run and after the accrual voucher is prepared will be *carried forward* into the next fiscal year. Final 6/30 Aged Listings will be sent to the departments on **Tuesday, July 5** 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 30.

Restricted Purchase Orders

All purchases and services received against restricted purchase orders must be either (1) paid by June 30, 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 30 APS check run. For receipt of merchandise and services to be charged to the current fiscal year, the merchandise or service must be delivered by June 30. Balances on restricted encumbrances after the June 30 APS check run and after the accrual voucher is prepared should reflect items that were not received as of June 30. These balances will be carried forward into FY17. Again, the final 6/30 Aged Listing will be sent to the departments on **Tuesday, July 5** 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 30 and not paid as of June 30.

Please create the PRO Electronic Receiving Reports for merchandise received by June 30 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 5 against restricted and unrestricted encumbrances should be processed
- June 13** PRO Electronic Receiving Reports for merchandise and services received by June 12 against restricted and unrestricted encumbrances should be processed
- June 20** PRO Electronic Receiving Reports for merchandise and services received by June 19 against restricted and unrestricted encumbrances should be processed
- June 27** PRO Electronic Receiving Reports for merchandise and services received by June 26 against restricted and unrestricted encumbrances should be processed
- July 1** Last day to enter PRO Electronic Receiving Reports for merchandise and services received by June 30 against restricted and unrestricted encumbrances. **In order for the accrual to be calculated, the Received Date on the PRO Electronic Receiving Report must be dated on or prior to June 30, 2016.**
- July 5** PO Accruals will be available on-line in GLS (after 3:00pm)
- July 8** Last day to submit any PO Accrual correction JVs to AP

Balances of unrestricted accruals not paid by the statutory deadline (August 15) 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 re-encumbered in July.

Purchase Order Alterations for PRO

June 27 All PO Alterations to unrestricted and restricted encumbrance balances are due in Purchasing. It is critical that alterations to purchase orders be processed as early as possible in order to ensure accurate encumbrance balances on GLS to accommodate invoice payment and expenditure transfers.

Receiving Report & Accrual Calculation Examples

Example 1:

Steps for Entering a Receiving Report for Items (PO Types: OMR and CPR):

- Start at the Purchase Order Header, scroll to the bottom and click the Receiving Report button.
- Scroll down on the Receiving Report Header and click the Add button, the purchase order information will be displayed
- Click the Continue button at bottom to go to the Items screen
- On the Items screen:
 - Select the item received (marked in purple)
 - Type in the quantity received of that item
 - Type in the date the item was received, click Change
 - Continue to add other items following the steps above
 - Once completed keying in all items received, click Continue button or Header tab
- On Receiving Report Header screen,
 - Enter Order complete: Yes or No flag
 - Enter Additional items ordered/rec'd: Yes or No flag
 - Direct Charge Amount: if small items were received totaling less than \$5,000.00 and department wants to keep the items. The Remark section must be completed to provide a brief justification.
 - Click Change
- Once all is completed on the receiving report, click the Release to AP button at the bottom of the Header screen

How the System Accrual Calculation is determined for an Open Market Requisition (OMR)/ Contract Purchase Requisition (CPR):

The PO accrual calculation is based on the Number of Items Received (as of June 30, 2016) minus Number of Items Paid (as of June 30, 2016).

To View from PRO Invoice:

- o From the Header screen of the Purchase Order, click the "Invoice" button at the bottom of the page
- o From "Invoice" page, click "Items" tab
- o The accrual amount is calculated based on the Number of Remaining Items (i.e. Net Received minus Processed) times (X) the unit cost
- o If no invoices have been paid, the accrual is calculated based on Total Items Received on the receiving reports times (X) the current unit cost

Example PRO Invoice Screen

Procurement System

Welcome to Procurement. If you have any questions, please contact your Purchasing Office.

Create Requisition | Vendor | Search | Help

Invoice

Header > Items > Acct > Attach

Invoice > Header > Items >

Header Information

PO Number: 00106647 01 Type: OMR Status: RLV 04/04/2016
 PO Title: BUSINESS CARDS - DR. SHI
 Buyer: RBOURG Fiscal Year: 2016 Attach: Y
 Campus: LSU
 Department: 12730 CONSTRUCTION MANAGEMENT
 Total Cost: 28.00 Total Items: 1 Version: 1
 Requisition Number: 000122582 Solicitation Number: Order Code:

Invoice Header Information

Invoice Number: 000348227 Type: ID Status: INC 04/08/2016
 Invoice Amount: 0.00 Direct Charge: 0.00
 Tax Amount: 0.00 Freight Amount: 0.00
 Item Invoice Total: 0.00 Out of Balance Amount: 0.00

Invoice Item Summary Go To:

Item #	Ordered	Net Recd	Processed	Remaining	Qty Inv	Amt Inv	OV
0001	1.00	1.00	.00	1.00	.00	.00	

250 Business Cards, front only, Dr. Jonathan Shi,

Invoice Item Detail

Invoice Nbr: 000348227 Item Nbr: 0001
 Status: INC 04/08/2016 Auth Overage: N
 Quantity: Unit Cost: 28.00000
 PO Invoice Amt: 0.00 Extended Cost:

- In this example the accrual amount for Item 1 would be \$28.00 (1 X unit cost of \$28.00)

Example 2:

Steps for Entering a Receiving Report for Personal, Professional, and Consulting Services (PO Types: PSR)

- Start at the Purchase Order Header, scroll down to the bottom and click Receiving Report
- On the Receiving Report Header,
 - Enter the Begin and End Dates of the service period being authorized for payment – the Work Begin and Work End dates must be within FY16 in order to be included in the accrual calculation
 - Click the Add button (the purchase order information will then be displayed)
 - Enter Contract complete: Yes or No flag
 - Enter Service payment amount and/or Travel amount if applicable
 - Select Pay Routing Information if necessary
 - Click the Change button at the bottom
- No information is required on the Items screen
- Once all is completed on the receiving report, click the Release to AP button at the bottom of the Header screen

Please note: The accrual calculation will not include any travel expenditures (object code 5800). The travel accruals will be processed separately following the travel rules. Please see the Travel Accrual Procedures on page 25 for detailed information.

Example PSR Receiving Report

:: Procurement System ::

Add successful

[Create Requisition](#) | [Vendor](#) | [Search](#) | [Help](#)

Receiving Report

Header ✓ > **Items** ✓ >

Receiving Report > Header >

Header Information

PO Number:	00106480 01	Type:	PSR	Status:	RLV	04/06/2016
PO Title:	Consulting - FETI: James Duffy					
Buyer:	JPHIL41	Fiscal Year:	2016	Attach:	Y	
Campus:	LSU					
Department:	17040 FIRE & EMERGENCY TRAINING					
Total Cost:	4,000.00	Total Items:	1	Version:	1	
Requisition Number:	000121719	Solicitation Number:		Order Code:	3	

Authorization to Pay (PPCS) Summary

Auth Number	PO Seq	Status	Date	Auth Payment	Comp.
000108648 01	01	INC	04/08/2016	4,000.00	N

Authorization to Pay (PPCS)

Auth Nbr:	000108648 01	Status:	INC	04/08/2016
Contract Complete:	N	Payment Code:	00	
Max Service Amt:	4,000.00	Max Travel Amt:	0.00	
Tot Auth to Date:	0.00	Tot Auth to Date:	0.00	
Available Balance:	4,000.00	Available Balance:	0.00	
Service Payment:	4,000.00	Travel Payment:	0.00	
Travel Voucher is required for payment				
Work Begin Date:	06/14/2016	Work End Date:	06/16/2016	

Vendor Information

Vendor Ref Nbr:	
Vendor Number:	0047648 01
Vendor Name:	James Duffy
Remit Vendor Nbr:	0047648
Remit Vendor Name:	James Duffy
Loc Nbr:	01

Pay Routing Information

Invoice Auth Code:	Invoice to be submitted - INVS
Pay Route Code:	Select One
Pay Route Desc:	

➔
Change
Delete
Release to AP
➔

How the System Accrual Calculation is determined for Personal, Professional and Consulting Services Requisition (PSR):

The accrual calculation is based on the Total Authorized to Date minus the Total Invoices Paid. The Order Number Detail (OND) screen in GLS provides a summary of invoices paid to date.

Example GLS Order Number Detail (OND) screen

```
GLSOND                                ORDER NUMBER DETAIL                                04/08/16 09:55:21
END OF DATA
ACTION: V (V/VIEW)  CODE: OND  ENC TYPE PO  ENC NBR 00106480  DATE 04/08/2016

VENDOR 004764801 James Duffy
TYPE ENTRY  EFFDATE  ST  SOURCE DOC                                INVOICED  ORDER AMOUNT
-----
**ACCOUNT/OBJECT: 170400012/5700
PO 126123 20160406 C 000121719                                0.00      4,000.00
                                ACCT/OBJ BALANCE                                0.00      4,000.00
                                **INVOICE TOTAL/ORDER BALANCE                                0.00      4,000.00

1=HELP      2=      3=ONS      4=      5=ONT      6=
7=PREVPAGE  8=NEXTPAGE  9=PRINT   10=GLSMENU  11=SYSTEMENU  12=LOGOFF
```

Example from PRO Receiving Report

Procurement System

View only-due to status

[Create Requisition](#) | [Vendor](#) | [Search](#) | [Help](#)

Receiving Report

Header > **Items**

Receiving Report > Header >

Header Information

PO Number: 00106480 01 Type: PSR Status: RLV 04/06/2016
 PO Title: Consulting - FETI: James Duffy
 Buyer: JPHIL41 Fiscal Year: 2016 Attach: Y
 Campus: LSU
 Department: 17040 FIRE & EMERGENCY TRAINING
 Total Cost: 4,000.00 Total Items: 1 Version: 1
 Requisition Number: 000121719 Solicitation Number: Order Code: 3

Authorization to Pay (PPCS) Summary

Auth Number	PO Seq	Status	Date	Auth Payment	Comp.
000108648 01	01	AP	04/08/2016	4,000.00	N

Authorization to Pay (PPCS)

Auth Nbr: 000108648 01 Status: AP 04/08/2016
 Contract Complete: N Payment Code: 00
 Max Service Amt: 4,000.00 Max Travel Amt: 0.00
 Tot Auth to Date: 4,000.00 Tot Auth to Date: 0.00
 Available Balance: 0.00 Available Balance: 0.00
 Service Payment: 4,000.00 Travel Payment: 0.00
 Travel Voucher is required for payment
 Work Begin Date: 06/14/2016 Work End Date: 06/16/2016

Vendor Information

Vendor Ref Nbr:
 Vendor Number: 0047648 01
 Vendor Name: James Duffy
 Remit Vendor Nbr: 0047648Loc Nbr: 01
 Remit Vendor Name: James Duffy

- In this example the accrual amount would be \$4,000.00 (\$4,000.00 Authorized - \$0 Invoiced).

Example 3:

Steps for Entering a Receiving Report for Construction/Renovation Requisition (CRR)

- Start at the Purchase Order Header, scroll down to the bottom and click Receiving Report
- On the Receiving Report Header:
 - Click the Add button at the bottom of the screen (the purchase order information will then be displayed)
 - Enter Contract complete: Yes or No flag
 - Enter Gross Payment Amount
 - Enter Liquidated Damages if applicable
 - Click the Change button at the bottom
- No information is required on the Items screen
- Once all is completed on the receiving report, click the Release to AP button at the bottom of the Header screen

There is no "Receive Date" on a CRR Receiving Report. If a receiving report is created by the July 1 deadline the receiving report will be included in the accrual calculation. The CRR receiving report is based on the dollar amount of the payment.

Example CRR Receiving Report

Procurement System

Update successful

Create Requisition | Vendor | Search | Help

Receiving Report

Header Items

Receiving Report > Header

Header Information

PO Number: 00104436 01 Type: CRR Status: RLV 02/12/2016
PO Title: FURNISH & INSTALL CARPET & AREA RUGS STUDENT HEALTH
Buyer: MMORR12 Fiscal Year: 2016 Attach: Y
Campus: LSU
Department: 18919 MAINTENANCE ADMINISTRATIO
Total Cost: 7,400.00 Total Items: 1 Version: 1
Requisition Number: 000119607 Solicitation Number: Order Code: T

Authorization to Pay (Construction) Summary

Report Number	PO Seq	Status	Date	Order Complete
000108656 01	01	INC	04/08/2016	N

Authorization to Pay (CRR) Detail

Rec Rpt Nbr: 000108656 01 Status: INC 04/08/2016

Contract Complete: Payment Code: 00

Retainage Percent: 10.00 Retain Bond Flag:

Gross Payment: Cumulative Gross: 7,400.00

Retainage Amount: 740.00 Cumulative Retainage: 740.00

Liquidated Damages: Cumulative Damages: 0.00

Payment Amount: 6,660.00

Vendor Information

Vendor Ref Nbr:
Vendor Number: 0001088 01
Vendor Name: UNIT DESIGN INC
COMMERCIAL FLOORING

Remit Vendor Nbr: 0001088 Loc Nbr:
Remit Vendor Name: UNIT DESIGN INC
COMMERCIAL FLOORING

Pay Routing Information

Invoice Auth Code: Invoice to be submitted - INVS

Pay Route Code: Select One

Pay Route Desc:

How the System Accrual Calculation is determined for Construction/Renovation Requisition (CRR)

The accrual calculation is based on Gross Payment minus Liquidated Damages minus Gross Invoices Paid

Example from PRO Receiving Report:

Procurement System

Update successful

[Create Requisition](#) | [Vendor](#) | [Search](#) | [Help](#)

Receiving Report

Header > **Items**
Receiving Report > Header

Header Information

PO Number: 00104436 01 Type: CRR Status: RLV 02/12/2016
PO Title: FURNISH & INSTALL CARPET & AREA RUGS STUDENT HEALTH
Buyer: MMORR12 Fiscal Year: 2016 Attach: Y
Campus: LSU
Department: 18919 MAINTENANCE ADMINISTRATIO
Total Cost: 7,400.00 Total Items: 1 Version: 1
Requisition Number: 000119607 Solicitation Number: Order Code: T

Authorization to Pay (Construction) Summary

Report Number	PO Seq	Status	Date	Order Complete
000108656 01	01	AP	04/08/2016	N

Authorization to Pay (CRR) Detail


Rec Rpt Nbr:	000108656 01	Status:	AP	04/08/2016
Contract Complete:	N	Payment Code:		00
Retainage Percent:	10.00	Retain Bond Flag:		
Gross Payment:	7,400.00	Cumulative Gross:		7,400.00
Retainage Amount:	740.00	Cumulative Retainage:		740.00
Liquidated Damages:	0.00	Cumulative Damages:		0.00
Payment Amount:	6,660.00			

Vendor Information

Vendor Ref Nbr:
Vendor Number: 0001088 01
Vendor Name: UNIT DESIGN INC
COMMERCIAL FLOORING
Remit Vendor Nbr: 0001088Loc Nbr: 01
Remit Vendor Name: UNIT DESIGN INC
COMMERCIAL FLOORING

Pay Routing Information

Invoice Auth Code: Invoice to be submitted - INVS
Pay Route Code: Select One
Pay Route Desc:



Example GLS Order Number Detail (OND) screen


```

GLSOND                                ORDER NUMBER DETAIL                                04/08/16 11:29:30
END OF DATA
ACTION:  V (V/VIEW)  CODE:  OND  ENC TYPE PO  ENC NBR 00104436  DATE 04/08/2016

```

VENDOR 000108801 UNIT DESIGN INC				INVOICED	ORDER AMOUNT
TYPE ENTRY	EFFDATE	ST	SOURCE DOC		

**ACCOUNT/OBJECT: 189600656/3360					
PO	100559	20160212	C 000119607	0.00	7,400.00
			ACCT/OBJ BALANCE	0.00	7,400.00
			**INVOICE TOTAL/ORDER BALANCE	0.00	7,400.00



```

1=HELP      2=          3=ONS      4=          5=ONT      6=
7=PREVPAGE 8=NEXTPAGE 9=PRINT   10=GLSMENU 11=SYSTEMU 12=LOGOFF

```

- In this example the accrual amount would be \$7,400 [\$7,400 - \$0 (Liquidated Damages) - \$0 (Gross Invoices Paid)].

Reviewing the Accrual Amounts in GLS

The PO accruals will be available for viewing in GLS by 3:00 pm on **Tuesday, July 5**

To view the accrual amounts by account number in GLS,

- Use the Expenditure Detail Ledger (EDL) screen,
- Action Type = V, Code = EDL, ACCT= Dept Account Number, OBJ = Object Code
- Date = **06302016**
- Voucher Type (VT) = AC (For Accrual)
- Select expenditure line to go to Line Item Detail (LID) screen to obtain the PO number
 - If the accrual amount is not correct, departments must create a SJ entry to manually correct the accrual amount. A copy of the GLS screens along with an explanation should be provided.
 - **Friday, July 8** is the last day to submit the PO accrual corrections JV's to Accounts Payable.

Example EDL Screen in GLS with the Accrual (AC) Voucher Type

```

GLSEDL                EXPENDITURE DETAIL LEDGER                04/08/16 10:07:40
END OF DATA
ACTION: V CODE: EDL ACCT: 166750300 OBJ: 4100 DATE: 06302015

(V/VIEW ONLY)                MONTH TO DATE ACTIVITY AS OF 06/30/2015
-----
S  ORDER/DESC  VT PROJ  OBJ          BUDGET  ENCUMBRANCE  EXPENDITURE
-----
**  CURRENT  **                4100
Moran Printin AC  4100                28.00
P000093546  LQ  4100                28.00CR
SUBTOTAL                4100                28.00CR  28.00
** TOTAL **                28.00CR  28.00
    
```

1=HELP 2= 3=ACCTINQ 4= 5=PROJINQ 6=
 7=PREVPAGE 8=NEXTPAGE 9=PRINT 10=GLSMENU 11=SYSMENU 12=LOGOFF

Select the Accrual Expenditure for the Line Item Detail (LID) Screen to display the PO number

```
GLSLID                LINE ITEM DETAIL                04/08/16 10:10:28

ACTION:  V  (C/CHANGE,V/VIEW,U/UPDATE FOR BATCH FEED)  CODE:  LID

ENTRY #                : 00167838                FISCAL YEAR           : 15
LINE #                 : 066                ACCOUNT                : 166750300
TRANSACTION TYPE       : X                OBJECT CODE            : 4100
PROJECT #              : 00000                AMOUNT                 :                28.00
REPORT DATE            : 06/30/2015
DESCRIPTION             : Moran Printing Inc  APS  FYE ACCRUAL
PRIM SRCE DOC TYPE/#  : PO 00093546
ENCUMBER DOC TYPE/#   :
ALT SRCE DOC TYPE/#   :
ALT SRCE DOC TYPE/#   :
ALT SRCE DOC TYPE/#   :
ALT SRCE DOC TYPE/#   :
BANK CODE              : 0001                BANK AMOUNT           :
LAST BANK CODE        :                    DR/CR                 :
BANK CHG DATE         : 00/00/0000        TRANSFER FUND         :
BANK CHG TERMID      :                    BANK CHG LOGON       :
TOTALS UPDATE FLAG    :                    VENDOR NUMBER        : 000682001

1=HELP    2=          3=END    4=          5=          6=
7=          8=          9=        10=GLSMENU 11=SYSTEMU 12=LOGOFF
```

Pending Invoices

Whenever an invoice (not including Personal Services) is received from a vendor for an order that does not have a receiving report, or has a receiving report that does not match the items being invoiced, the contact person on the purchase order and the business manager for the department on the order will be electronically notified. Instructions to view a .pdf image of the invoice will be included with the electronic notification. Once the department creates the receiving report, AP will be electronically notified to process the pending invoice for payment.

Pending Invoices can be monitored in the PRO system using the Document Search screen. At the Document Search screen, select the Document Type of “Invoice” and the Status as “Pending Receiving Reports”. The search can be limited by one or more of the following:

- Five digit Dept Code
- Campus
- Business Manager logon ID

See the PRO Document Screen to search for Pending Invoices below:

Document Search
Search Criteria
 Fields with an * are required.

* By Document Type: Invoice By Fiscal Year:
 By Title:
 By Document Number: By Account Number:
 By Status: Pending Receiving Reports By Order Code: By Type:
 By Vendor Number: (7 digits) By Location Number: (2 digits)
 By Commodity Code: (3 or 5 digits) By Commodity Group:
 By Dept Code: 11520 By Dept Reference: (5 digits)
 By Buyer: Select One By Add Logon ID:
 By Campus: Select One
 By BusMgr: Look Up
 By Requester Name:

Clear Search

Search Results

Document Number	Sequence Number	Type	Status	Commodity Code	Commodity Group	Status Date	Buyer
000347936		OMR	PEND			04/05/2016	CNEWMAN
		NITROGEN, LIQUID - TERM CONTRACT					
000347900		OMR	PEND			04/05/2016	CNEWMAN
		NITROGEN, LIQUID - TERM CONTRACT					
000346237		OMR	PEND			03/20/2016	HOLLYL
000345964		OMR	PEND			03/17/2016	CNEWMAN
		NITROGEN, LIQUID - TERM CONTRACT					
000345535		OMR	PEND			03/15/2016	HOLLYL
000320524		OMR	PEND			06/04/2015	CNEWMAN
		LIQUID HELIUM - TERM CONTRACT - REBID					
000318129		OMR	PEND			05/25/2015	CNEWMAN
		LIQUID HELIUM - TERM CONTRACT - REBID					
000317515		OMR	PEND			05/06/2015	CNEWMAN
		LIQUID HELIUM - TERM CONTRACT - REBID					
000299666		OMR	PEND			02/02/2015	CNEWMAN

LSU GeauxShop Accruals

There will be no system-generated accruals for LSU GeauxShop purchase orders.

LSU GeauxShop invoices must be approved by SCI-INVAPPROVERS on or before **June 30, 2016** in order to be charged to FY16 budgets. FY16 invoices not approved by SCI-INVAPPROVERS by close of business at 4:30 pm on June 30, 2016 will be charged to FY17 budgets **unless an accrual JV dated 06/30/16 is processed by the department**. Please follow the same procedure outlined in the Direct Charge Invoices (see page 3) to complete the accrual JV.

As mentioned in Procurement's Fiscal Yearend Memo, dated March 11, 2016, the final date to submit requisitions in LSU GeauxShop is Wednesday, June 1, 2016. Note: Certain catalogs may be deactivated sooner due to longer processing time. Therefore, departments must plan in advance by assessing their procurement needs for any of the LSU GeauxShop suppliers.

To assist departments when making decisions for placing late May orders, the below table, **LSU GeauxShop Supplier Invoice Analysis**, has been developed:

LSU GeauxShop Supplier Invoice Analysis

Supplier	Standard Delivery Time	Invoice Turnaround
Agilent Technologies Inc.	2 days	1-3 days
Bio Rad Laboratories Inc.	1-2 days	1-11 days
CDW Government Inc.	1-3 days	1-7 days
Dell	5-7 days	1-4 days
Fisher Scientific Co LLC	1-3 days	1-2 days
Frost Barber Inc.	4-8 weeks	45-50 days
Grainger Industrial Supply	1-3 days	1-9 days
Graybar Electric Co	Depends on the time and availability of items	2-3 days
Hewlett Packard Co	3 business days (3 rd party item - 3 weeks)	3-4 days
Life Technologies Corporation	2 days	1-2 days
Office Depot	24 hour delivery	2-7 days
QIAGEN Inc.	2 days	1 day
SIGMA ALDRICH INC	1-3 days	1-2 days
Thomas Scientific	3 days	1-7 days
VWR INTERNATIONAL	1-2 days	1-2 days

Balances of unrestricted accruals made in either PRO or LSU GeauxShop 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 re-encumbered in July.

Purchase Order Alterations for LSU GeauxShop

June 27 All LSU GeauxShop PO Alterations for items that will not be received and/or cancelled on a Purchase Order should be submitted via e-mail to geauxshophelp@lsu.edu.

Steps to create a LSU GeauxShop Simple Journal (SJ) Accrual:

On the Initiate Account Entry Screen:

- o Enter SJ for Entry Type
- o Enter the Entry Description – Accrue GeauxShop Invoice Number FY16
- o Enter Comments that reference why the entry is being made
- o Effective Date = **06302016**
- o 7/1 Reversal = Y

Example – Initiate Accounting Entry Screen

```
GLSIAE                INITIATE ACCOUNTING ENTRY                04/08/16 10:15:20
REQUIRED DATA
ACTION:  A  CODE:  IAE

SELECT ONE: BA - BUDGET ADJUSTMENT                EO - ENCUMBRANCE ORDER ENTRY
           BT - BANK TRANSFERS                    GE - GRANT ESTABLISHMENT
           CJ - COMPOUND JOURNAL VOUCHER          IT - INTERNAL TRANSACTION
           CS - CASH JOURNAL VOUCHER             PC - PETTY CASH REIMBURSEMENT
           DJ - DEPARTMENTAL JOURNAL VOUCHER     PO - PURCHASE ORDER ALTERATIONS
           DT - DEPARTMENTAL TRANSMITTAL         SJ - SIMPLE JOURNAL VOUCHER
           EI - ENCUMBER INTERNAL TRANSACTION

ENTRY TYPE      :  SJ  FORM #      :                IF DT, ACCT RECEIVABLE?  (Y,N)
ENTRY DESC      :  Accrue GeauxShop Invoice
COMMENTS        :  Accrue GeauxShop Invoice 1061234 Fiscal Year 2016

SRCE DOC TYPE/#:                DEPT REF #      :
CONTACT NAME    :  John Contact
CONTACT PHONE   :  578 - 1234                AREA CODE    :  ( 225 )
ENTRY TOTAL     :
EFFECTIVE DATE  :  06302016 ←
1=HELP         2=CODEMENU  3=                4=VAEI       5=                6=FORMMENU
7=             8=          9=                10=GLSMENU   11=SYSTEMENU  12=LOGOFF
```

On the Simple JV Entry screen:

- o Enter the departmental expenditure account number, transaction type "X", expenditure object code, and debit for the amount of the invoice
- o In the offset section, enter "L" in the transaction type field and "2104" in the object code field
- o Key a "Y" in the Override Errors Field
- o The Item Description will be the Entry Description from the Header screen
- o Source Doc Type # should be the PO Number
- o Press F9 to return to the Header screen and then F9 to print

```

GLSSJE                               SIMPLE JV ENTRY                               04/08/16 10:17:54
ADD SUCCESSFUL      PLEASE ENTER DATA
ACTION:  A  (A/ADD,C/CHANGE,V/VIEW)  CODE:  SJE  OVERRIDE ERRORS:  Y  ←
ENTRY#:  00127029  FY:  16  TOTAL LINES:  000  ENTRY TOTAL:
                                         OFFSET
-----
LINES   ACCT   TT   OBJ   PROJ   AMOUNT   D/C   ACCT   TT   OBJ   PROJ
001 002  115800100  X  4250           100.00   D           L  2104 ←
003 004
005 006
007 008
009 010

          CALCULATED TOTAL:
-----
          ITEM DESCRIPTION                               SRCE DOC TYPE/#
001 002  ACCRUE GEAXSHOP INVOICE                          PO 01061234 ←
003 004
005 006
007 008
009 010

          1=HELP      2=CODEMENU  3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
          7=PREVPAGE  8=NEXTPAGE  9=HEADER   10=GLSMENU 11=SYSTEMU 12=LOGOFF
  
```

Note:

The system will automatically assign the correct associated mapping account for the expenditure account for simple (JV) journal vouchers.

Example GLS Header Screen for LSU GeauxShop Accrual

```

GLSAEH                ACCOUNTING ENTRY HEADER                04/08/16 10:21:00
ENTER FOR DETAIL
ACTION:  V   (C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHG, U/UPD, V/VIEW)   CODE:  AEH

ENTRY TYPE/#:  SJ 00127029  FY: 16 TOT LINES: 000  VOUCHER TYP/#:
ENTRY STATUS:   (FOR STATUS CHANGE)                OVERRIDE EFF DTE :
ENTRY DESC  :  ACCRUE GEauxSHOP INVOICE            ENTRY TOTAL   :
CONTACT NAME: JOHN CONTACT                          CONTACT PHONE: 225 578-1234
COMMENTS   :  ACCRUE GEauxSHOP INVOICE 1061234 FISCAL YEAR 2016
:
:
EFFECT DATE : 06/30/2016 ←                               7/1 REVERSAL: Y ←
SRCE DOC #  :                                          DEPT REF #   :
ORGANIZATION:

----- STATUS INFORMATION -----
I - INCOMPLETE 04/08/2016 VALERYS          W - WORKED
P - PENDING                                     A - APPROVED
D - DISAPPROVED                               R - RELEASED
V - VAULT                                       C - CURRENT
T - TELLER

ADD: VALERYS 04/08/2016 101840 VALERYS  CHG: VALERYS 04/08/2016 101840 VALERYS
      1=HELP      2=CODEMENU  3=IT-ACCT  4=VAEI      5=AIAE      6=VLID
      7=          8=          9=PRINT  10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

A copy of the LSU GeauxShop invoice should be attached to the accrual entry. The accrual JVs should be processed only for invoices with a “Matched” status.

Comments:

Once the entry is completed, printed, and signed, please follow these steps to successfully process the entry to Accounts Payable:

- Make a copy of the approved accrual journal voucher for the department files.
- Route original documents to Accounts Payable for approval and release to GLS.
- Accounts Payable will verify that a copy of the Matched invoice is attached to the accrual journal voucher. The invoice will be processed for payment in July. The accrual journal voucher will be approved in GLS to be reflected on the June ledgers.
- The July ledgers will have a debit to the department expenditure account as a result of the invoice payment in July and a credit to the departmental expenditure account as a result of the automatic reversal (occurring as a result of the “Y” being entered in the “7/1 Reversal Field” of the journal voucher.
- A copy of the accrual journal voucher should be sent to Sponsored Program Accounting if the accrual is being made on a restricted account (i.e. 4, 5, or 6 in the sixth digit of the account number).

TRAVEL

Unrestricted and Restricted Travel Accrual Procedures

Travel Advances issued are not charged to departmental budgets until properly supported travel expense reimbursement requests are filed with Accounts Payable/Travel. **Travel advances should not be accrued.**

In order to ensure all travel expenses are recorded against current fiscal year budgets, please adhere to the cutoffs identified below:

- June 6** Travel expense reimbursements due for all travel completed through June 5
- June 13** Travel expense reimbursements due for all travel completed between June 6 and June 12
- June 20** Travel expense reimbursements due for all travel completed between June 13 and June 19
- June 24** Last day to submit travel expense reimbursements without an accrual JV. The Travel staff will prepare an accrual JV for the travel expense reimbursements not audited and processed for payment by June 30th.
- June 27 & after** Travel expense reimbursements submitted on these days must have an accrual JV placed on top. In order to process the accrual JV, the travel expense reimbursement must have the required approved AS292 "Request for Authorization to Travel" form and all original itemized receipts as required by FASOP AS-02, University Travel Regulations.
- July 8** Last day to submit any Travel Accrual JVs to AP

Travel expense vouchers not submitted in accordance with the above cutoffs will be charged to departmental budgets in the next fiscal year.

Travel on Personal, Professional and Consulting Services (PPCS) Contracts

Personal, Professional and Consulting Services (PPCS) Contracts in PRO require travel to be authorized on the receiving report, but the actual travel expense reimbursement must be sent to the Travel Office to be processed.

Travel expense reimbursements received in AP on June 27 and after require an accrual JV with the effective date of June 30, 2016 and a "Y" in the 7/1 Reversal field. Please follow the example below for creating a travel accrual journal voucher.

Steps for creating the Accrual Journal Entry for Travel

On the Initiate Account Entry Screen:

- Enter SJ for Entry Type
- Enter the Entry Description – “Accrue Travel/Traveler's Last Name/Destination/Travel Date”
- Enter comments that reference why the entry is being made
- Effective date = **06302016**
- 7/1 Reversal = Y
- Press Enter

Example – Initiate Accounting Entry Screen

```
LSU Mainframe.WS
File Edit View Communication Actions Window Help
LSLSIAE INITIATE ACCOUNTING ENTRY 04/07/16 15:15:26
REQUIRED DATA
ACTION: A CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT EO - ENCUMBRANCE ORDER ENTRY
BT - BANK TRANSFERS GE - GRANT ESTABLISHMENT
CJ - COMPOUND JOURNAL VOUCHER IT - INTERNAL TRANSACTION
CS - CASH JOURNAL VOUCHER PC - PETTY CASH REIMBURSEMENT
DJ - DEPARTMENTAL JOURNAL VOUCHER PD - PURCHASE ORDER ALTERATIONS
DT - DEPARTMENTAL TRANSMITTAL SJ - SIMPLE JOURNAL VOUCHER
EI - ENCUMBER INTERNAL TRANSACTION

ENTRY TYPE : SJ FORM # : IF DT, ACCT RECEIVABLE? (Y,N)
ENTRY DESC : Accrue Travel Smith/NY/6/27/16?????
COMMENTS : Accrue Travel Smith/NY/6/27/16????????????????????????????????
Ref TV#10565800

SRCE DOC TYPE/#: DEPT REF # :
CONTACT NAME : Jennifer Driggers
CONTACT PHONE : 578 - 1531 AREA CODE : ( 225 )
ENTRY TOTAL :
EFFECTIVE DATE : 06302016 ← 7/1 REVERSAL: Y ←

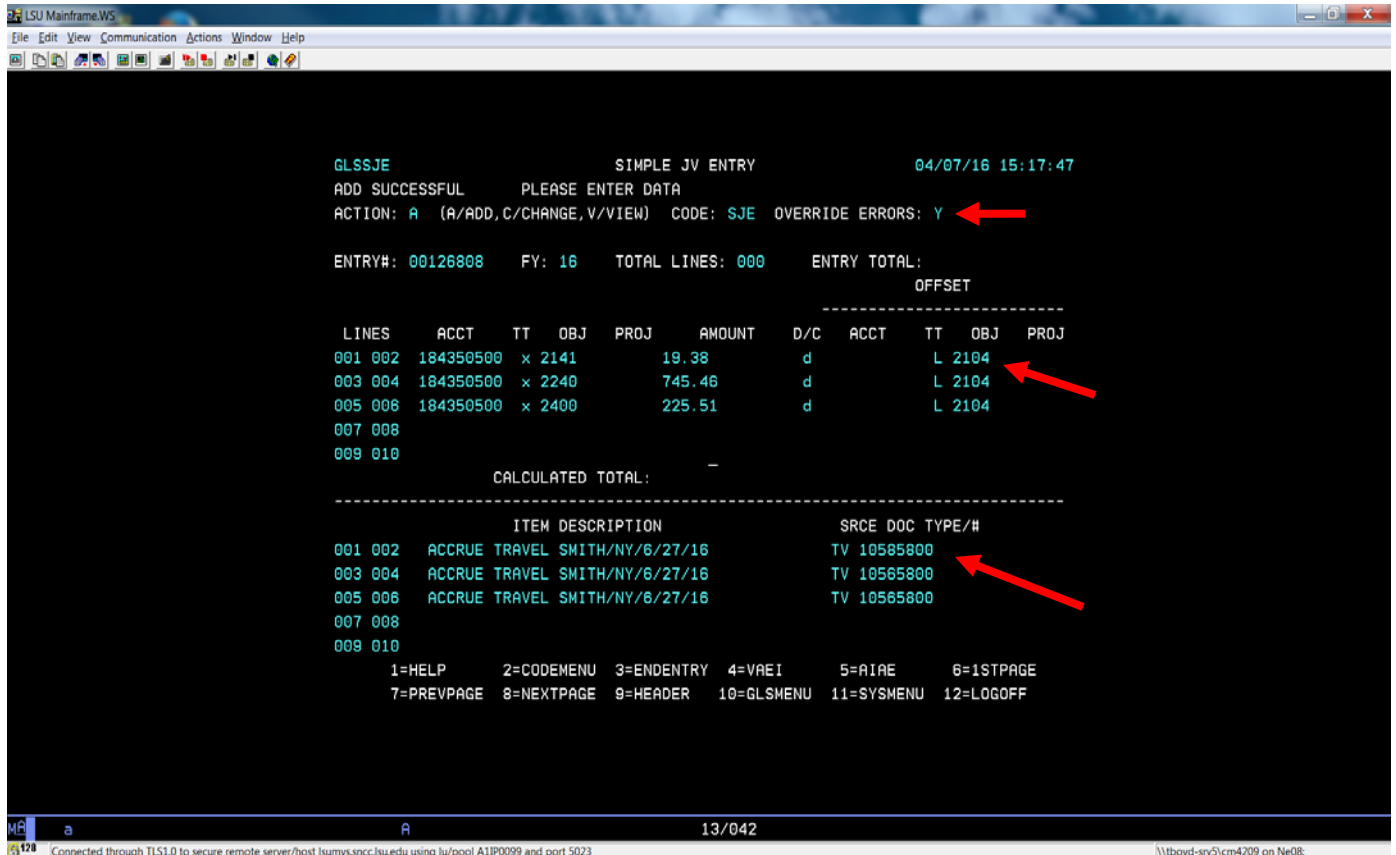
1=HELP 2=CODEMENU 3= 4=VAEI 5= 6=FORMMENU
7= 8= 9= 10=GLSMENU 11=SYSMENU 12=LOGOFF

03/011
Connected through TLS1.0 to secure remote server/host lsuvm5.sncc.lsu.edu using lu/pool A1P0099 and port 5023
\\tboyd-srv5\cm4209 on Ne08:
```

On the Simple JV Entry screen:

- Enter the departmental expenditure account number, transaction type “X”, expenditure object code, and debit for the amount of the expense
- In the offset section, enter “L” in the transaction type field and “2104” in the object code field
- Key a “Y” in the Override Errors Field
- The Item Description will be the Entry Description from the Header screen
- Enter the Source Document Type “TV and the associated travel document number”
- Press F9 to return to the Header screen and then F9 to print

Example Simple JV Entry Screen for Travel Accrual



Note:

The system will automatically assign the correct associated mapping account for the expenditure account for simple (JV) journal vouchers.

Example Header Screen for Travel Accrual

```

LSU Mainframe.WS
File Edit View Communication Actions Window Help
GLSAEH                ACCOUNTING ENTRY HEADER                04/07/16 15:21:36
ENTER FOR DETAIL
ACTION: V (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHG,U/UPD,V/VIEW) CODE: AEH

ENTRY TYPE/#: SJ 00126808 FY: 16 TOT LINES: 000 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE) OVERRIDE EFF DTE :
ENTRY DESC : ACCRUE TRAVEL SMITH/NY/6/27/16 ENTRY TOTAL :
CONTACT NAME: JENNIFER DRIGGERS CONTACT PHONE: 225 578-1531
COMMENTS : ACCRUE TRAVEL SMITH/NY/6/27/16
          : REF TV#10565800
          :
EFFECT DATE : 06/30/2016 ← DEPT REF # : 7/1 REVERSAL: Y ←
SRCE DOC # :
ORGANIZATION:
----- STATUS INFORMATION -----
I - INCOMPLETE 04/07/2016 ACAP07 W - WORKED
P - PENDING A - APPROVED
D - DISAPPROVED R - RELEASED
V - VAULT C - CURRENT
T - TELLER
ADD: ACAP07 04/07/2016 151833 ACAP07 CHG: ACAP07 04/07/2016 151833 ACAP07
     1=HELP 2=CODEMENU 3=IT-ACCT 4=VAEI 5=RIAE 6=VLID
     7= 8= 9=PRINT 10=GLSMENU 11=SYSTEMU 12=LOGOFF
  
```

Once the entry is completed, printed, and signed, please follow these steps to successfully process the entry and travel expense reimbursement request to Accounts Payable:

- Sign the Travel Accrual JVs.
- Staple the Travel Voucher JV to the top of the original Travel Expense Reimbursement Request.
- Make a copy of the approved accrual journal voucher for the department files.
- Route original documents to Accounts Payable for approval and release to GLS.
- The Travel Expense Reimbursement Request form (AS300) must include the required AS292 or AS516 form and the original supporting cost documentation as required by University Travel Regulations, FASOP AS-02.
- Accounts Payable will verify that a copy of the travel expense reimbursement voucher is attached to the accrual journal voucher. The travel expense reimbursement will be processed for payment in July. The accrual journal voucher will be approved in GLS to be reflected on the June ledgers.
- The July ledgers will have a debit to the department expenditure account as a result of the invoice payment in July and a credit to the departmental expenditure account as a result of the automatic reversal (occurring as a result of the “Y” being entered in the “7/1 Reversal Field” of the journal voucher.
- A copy of the accrual journal voucher should be sent to Sponsored Program Accounting if the accrual is being made on a restricted account (i.e. 4, 5, or 6 in the sixth digit of the account number).

LaCarte Procurement Card Procedures

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

LaCarte transactions dated in June that are not included on the final June LaCarte entries will be charged against FY16-17 budgets unless departments process accrual JVs. Accrual JVs for LaCarte purchases must be prepared on a separate JV and must be supported by an original itemized receipt. **Do not include LaCarte accruals on any other accrual JVs.** Please attach a copy of the accrual JV and receipts as documentation when the transaction appears on a FY17 LaCarte entry.

In an effort to manage the volume of LaCarte entries, the following is a proposed schedule for reconciling and submitting departmental weekly LaCarte entries to ensure all purchases made on or before June 30 are charged to this current fiscal year:

- June 3** All LaCarte entries dated through May 30 should be released to AP
- June 10** All LaCarte entries dated through June 6 should be released to AP
- June 17** All LaCarte entries dated through June 13 should be released to AP
- June 24** All LaCarte entries dated through June 20 should be released to AP
- June 27** Final FY16 LaCarte entries will be released to the departments
- July 8** All FY16 LaCarte entries should be released to AP. Also, this is the last day to submit accrual JVs for LaCarte purchases on any FY16 entry. The original supporting cost documentation should be attached to the accrual JV.

LaCarte entries not received in AP according to this schedule will be charged to FY16-17 departmental budgets.

Important Change for LaCarte and CBA Entries for FY16:

All FY16 LaCarte and CBA entries must be processed in RGLS status in the PCARD system. **No FY16 LaCarte or CBA entries will be rolled over into FY17.** Any entries not processed by the July 8 deadline, AP & Travel will code the cardholder's transactions as personal and authorize a payroll deduction to be applied on the cardholder's payroll check.

It is imperative that LaCarte and CBA entries are monitored weekly and immediate action is taken to ensure that all cardholders' entries are processed by the mandatory July 8 deadline. Departments are strongly encouraged to stay current with all LaCarte and CBA entries for the remaining of the fiscal year, especially during the month of June since the 30-day requirement is reduced to 7 days.

Steps for creating the Accrual Journal Entry for LaCarte Purchases

On the Initiate Account Entry Screen:

- o Enter SJ for Entry Type
- o Enter the Entry Description – Accrue Cardholder Name/LaCarte Chgs 16
- o Enter comments that reference why the entry is being made
- o Effective date = **06302016**
- o 7/1 Reversal = Y
- o Press Enter

Example – Initiate Accounting Entry Screen

LSU Mainframe.WS
File Edit View Communication Actions Window Help
04/05/16 09:57:22
GLSIAE INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A CODE: IAE
SELECT ONE: BA - BUDGET ADJUSTMENT EO - ENCUMBRANCE ORDER ENTRY
BT - BANK TRANSFERS GE - GRANT ESTABLISHMENT
CJ - COMPOUND JOURNAL VOUCHER IT - INTERNAL TRANSACTION
CS - CASH JOURNAL VOUCHER PC - PETTY CASH REIMBURSEMENT
DJ - DEPARTMENTAL JOURNAL VOUCHER PO - PURCHASE ORDER ALTERATIONS
DT - DEPARTMENTAL TRANSMITTAL SJ - SIMPLE JOURNAL VOUCHER
EI - ENCUMBER INTERNAL TRANSACTION
ENTRY TYPE : SJ FORM # : IF DT, ACCT RECEIVABLE? (Y,N)
ENTRY DESC : Accrue J Contact LaCarte Chgs FY16
COMMENTS : Accrue Fiscal Year 2016 LaCarte Card Charges for Jan Contact
SRCE DOC TYPE/#: DEPT REF # :
CONTACT NAME : Kathleen Elders
CONTACT PHONE : 578 - 8593 AREA CODE : (225)
ENTRY TOTAL :
EFFECTIVE DATE : 06302016 ← 7/1 REVERSAL: Y ←
1=HELP 2=CODEMENU 3= 4=VAEI 5= 6=FORMMENU
7= 8= 9= 10=GLSMENU 11=SYSTEMU 12=LOGOFF
03/011
128 Connected through TLS1.0 to secure remote server/host lsumvs.sncc.lsu.edu using lu/pool A1IP0125 and port 5023 \\Tboyd-srv5\Aps4 on Ne08:

On the Simple JV Entry screen:

- o Enter the departmental expenditure account number, transaction type “X”, expenditure object code, and debit for the amount of the transaction
- o In the offset section, enter “L” in the transaction type field and “2104” in the object code field
- o Key a “Y” in the Override Errors Field
- o The Item Description will be the Entry Description from the Header screen
- o Press F9 to return to the Header screen and then F9 to print

Example Simple JV Entry Screen for LaCarte Accrual

```

LSU Mainframe.WS
File Edit View Communication Actions Window Help
GLSSJE                SIMPLE JV ENTRY                04/05/16 09:59:25
ADD SUCCESSFUL        PLEASE ENTER DATA
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: SJE  OVERRIDE ERRORS: Y
ENTRY#: 00125750      FY: 16      TOTAL LINES: 000      ENTRY TOTAL:
                                                OFFSET
-----
 LINES   ACCT   TT   OBJ   PROJ   AMOUNT   D/C   ACCT   TT   OBJ   PROJ
001 002  184350500  X 4250          200.00   D           L 2104
003 004
005 006
007 008
009 010

          CALCULATED TOTAL:
-----
          ITEM DESCRIPTION                SRCE DOC TYPE/#
001 002  ACCRUE J CONTACT LACARTE CHGS FY16
003 004
005 006
007 008
009 010

          1=HELP      2=CODEMENU   3=ENDENTRY   4=VAEI      5=AIAE      6=1STPAGE
          7=PREVPAGE  8=NEXTPAGE  9=HEADER    10=GLSMENU 11=SYSTEMU 12=LOGOFF

MA a                                09/011
128 Connected through TLS1.0 to secure remote server/host lsumvs.sncc.lsu.edu using lu/pool A1IP0125 and port 5023 \\Tboyd-srv5\Aps4 on Ne08:
  
```

Note:

The system will automatically assign the correct associated mapping account for the expenditure account for simple (JV) journal vouchers.

Example Header Screen for LaCarte Accrual

```

LSU Mainframe.WS
File Edit View Communication Actions Window Help
GLSAEH ACCOUNTING ENTRY HEADER 04/05/16 10:00:31
ENTER FOR DETAIL
ACTION: V (C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHG, U/UPD, V/VIEW) CODE: AEH

ENTRY TYPE/#: SJ 00125750 FY: 16 TOT LINES: 002 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE) OVERRIDE EFF DTE :
ENTRY DESC : ACCRUE J CONTACT LACARTE CHGS FY16 ENTRY TOTAL :
CONTACT NAME: KATHLEEN ELDERS CONTACT PHONE: 225 578-8593
COMMENTS : ACCRUE FISCAL YEAR 2016 LACARTE CARD CHARGES FOR JAN CONTACT
:
:
EFFECT DATE : 06/30/2016 ← 7/1 REVERSAL: Y ←
SRCE DOC # : DEPT REF # :
ORGANIZATION:

----- STATUS INFORMATION -----
I - INCOMPLETE 04/05/2016 ACFIN7 W - WORKED
P - PENDING A - APPROVED
D - DISAPPROVED R - RELEASED
V - VAULT C - CURRENT
T - TELLER
ADD: ACFIN7 04/05/2016 100012 ACFIN7 CHG: ACFIN7 04/05/2016 100117 ACFIN7
1=HELP 2=CODEMENU 3=IT-ACCT 4=VAEI 5=AIAE 6=VLID
7= 8= 9=PRINT 10=GLSMENU 11=SYSMENU 12=LOGOFF

M a 03/010
128 Connected through TLS1.0 to secure remote server/host lsumvs.sncc.lsu.edu using lu/pool A1IP0125 and port 5023 \\Tboyd-srv5\Aps4 on Ne08:

```

The appropriate cost documentation that should be attached to the LaCarte accrual entries:

- Original itemized receipt
 - Any other supporting cost documentation
1. Attach the original itemized receipts to the JV accrual
 2. Make a copy of the itemized receipts and JV accrual to attach to the FY16 LaCarte entry

Important Reminder:

Do not include transactions already reflected on LaCarte entries dated prior to **June 30, 2016** on accrual JVs. Only transactions made on or before June 30, 2016 not reflected on a FY16 LaCarte entry should be accrued by the department.

Centrally Billed Accounts (CBAs) Procedures

All CBA transactions (airfare and/or conference registration fees) made in June that do not appear on the final June 30th CBA entry should be accrued by the department.

The appropriate cost documentation that should be attached to the accrual entries are a copy of the AS292 "Request for Authorization to Travel" or AS516 "Request for Authorization to Reimburse Expenses" and the flight itinerary or conference registration form.

Please see the following proposed schedule for processing all FY16 CBA entries to ensure all transactions are charged to the current fiscal year.

- June 3** All CBA entries dated through May 30 should be released to AP
- June 10** All CBA entries dated through June 6 should be released to AP
- June 17** All CBA entries dated through June 13 should be released to AP
- June 24** All CBA entries dated through June 20 should be released to AP
- June 27** Final FY16 CBA entries will be released to the departments
- July 8** All FY16 CBA entries should be released to AP. Also, this is the last day to submit accrual JVs for CBA transactions on any FY16 entry. The original supporting cost documentation should be attached to the accrual JV.

Notes:

Any transactions already reflected on FY16 CBA entries should not be accrued.

CBA entries not received in AP according to this schedule will be charged to FY16-17 departmental budgets.

Steps for creating the Accrual Journal Entry for CBA's

On the Initiate Account Entry Screen:

- Enter SJ for Entry Type
- Enter the Entry Description – Accrue traveler name/CBA/Year
- Enter comments that reference why the entry is being made
- Effective date = **06302016**
- 7/1 Reversal = Y
- Press Enter

Example – Initiate Accounting Entry Screen

```
LSU Mainframe.WS
File Edit View Communication Actions Window Help
GLSIAE INITIATE ACCOUNTING ENTRY 04/05/16 10:01:45
REQUIRED DATA
ACTION: A CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          EO - ENCUMBRANCE ORDER ENTRY
            BT - BANK TRANSFERS             GE - GRANT ESTABLISHMENT
            CJ - COMPOUND JOURNAL VOUCHER   IT - INTERNAL TRANSACTION
            CS - CASH JOURNAL VOUCHER       PC - PETTY CASH REIMBURSEMENT
            DJ - DEPARTMENTAL JOURNAL VOUCHER PO - PURCHASE ORDER ALTERATIONS
            DT - DEPARTMENTAL TRANSMITTAL   SJ - SIMPLE JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION

ENTRY TYPE   : SJ FORM #           : IF DT, ACCT RECEIVABLE? (Y,N)
ENTRY DESC   : Accrue J Contact CBA Chgs FY16
COMMENTS     : Accrue Fiscal Year 2016 CBA entry for Jan Contact

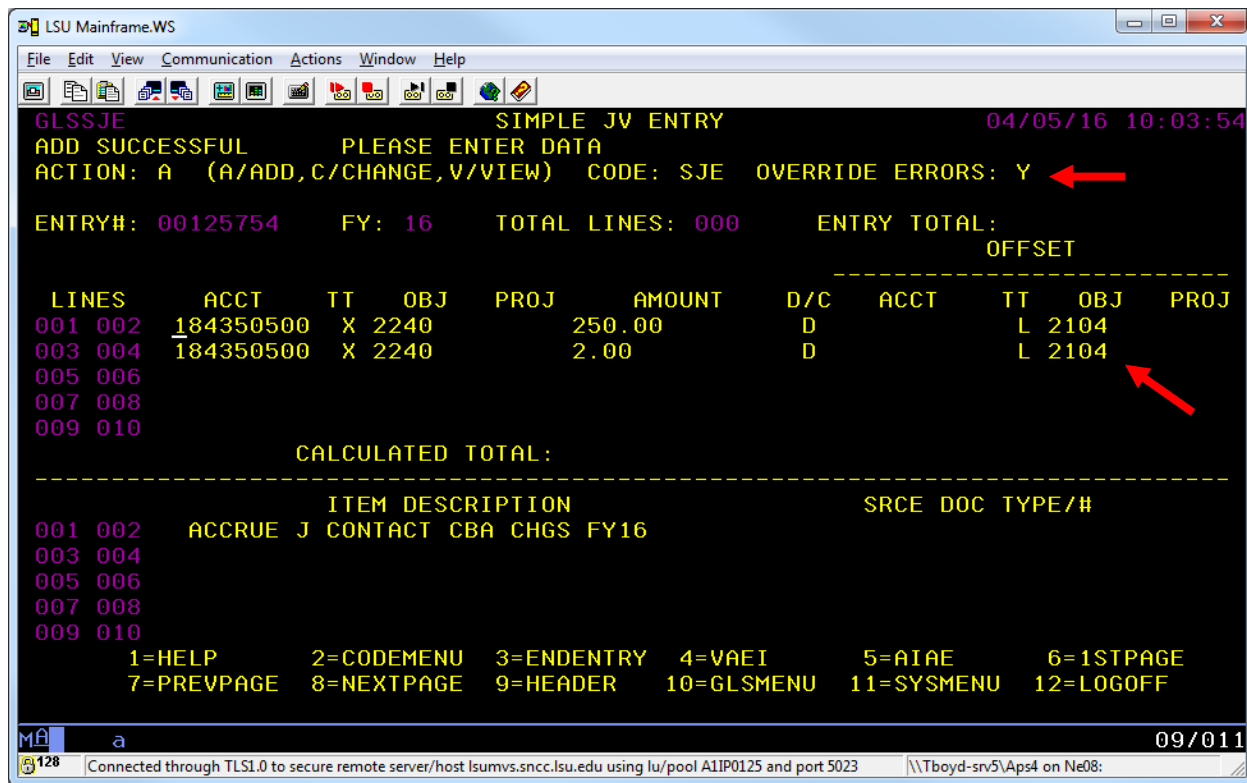
SRCE DOC TYPE/#:                    DEPT REF # :
CONTACT NAME  : Kathleen Elders
CONTACT PHONE : 578 - 8593           AREA CODE  : ( 225 )
ENTRY TOTAL   :
EFFECTIVE DATE : 06302016 ←
1=HELP        2=CODEMENU  3=          4=VAEI        5=          6=FORMMENU
7=            8=          9=          10=GLSMENU   11=SYSTEMU  12=LOGOFF

MA a 03/011
128 Connected through TLS1.0 to secure remote server/host lsumvs.sncc.lsu.edu using lu/pool A11P0125 and port 5023 \\Tboyd-srv5\Aps4 on Ne08:
```

On the Simple JV Entry screen:

- o Enter the departmental expenditure account number, transaction type "X", expenditure object code, and debit for the amount of the transaction
- o In the offset section, enter "L" in the transaction type field and "2104" in the object code field
- o Key a "Y" in the Override Errors Field
- o The Item Description will be the Entry Description from the Header screen
- o Press F9 to return to the Header screen and then F9 to print

Example Simple JV Entry Screen for CBA Accrual



Note:

The system will automatically assign the correct associated mapping account for the expenditure account for simple (JV) journal vouchers.

Example Header Screen for CBA Accrual

```

LSU Mainframe.WS
File Edit View Communication Actions Window Help
GLSAEH                ACCOUNTING ENTRY HEADER                04/05/16 10:05:37
ENTER FOR DETAIL
ACTION: V (C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHG, U/UPD, V/VIEW) CODE: AEH

ENTRY TYPE/#: SJ 00125754 FY: 16 TOT LINES: 004 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE) OVERRIDE EFF DTE :
ENTRY DESC : ACCRUE J CONTACT CBA CHGS FY16 ENTRY TOTAL :
CONTACT NAME: KATHLEEN ELDERS CONTACT PHONE: 225 578-8593
COMMENTS : ACCRUE FISCAL YEAR 2016 CBA ENTRY FOR JAN CONTACT
:
:
EFFECT DATE : 06/30/2016 ← 7/1 REVERSAL: Y ←
SRCE DOC # : DEPT REF # :
ORGANIZATION:
----- STATUS INFORMATION -----
I - INCOMPLETE 04/05/2016 ACFIN7 W - WORKED
P - PENDING A - APPROVED
D - DISAPPROVED R - RELEASED
V - VAULT C - CURRENT
T - TELLER
ADD: ACFIN7 04/05/2016 100441 ACFIN7 CHG: ACFIN7 04/05/2016 100621 ACFIN7
1=HELP 2=CODEMENU 3=IT-ACCT 4=VAEI 5=AI AE 6=VLID
7= 8= 9=PRINT 10=GLSMENU 11=SYSTEMU 12=LOGOFF

MA a 03/010
128 Connected through TLS1.0 to secure remote server/host lsumvs.sncc.lsu.edu using lu/pool A11P0125 and port 5023 \\Tboyd-srv5\Aps4 on Ne08:

```

Important Reminder:

Do not include transactions already reflected on CBA entries dated prior to **June 30, 2016** on accrual JVs. Only transactions made on or before June 30, 2016 not reflected on a FY16 CBA entry should be accrued by the department.

The appropriate cost documentation that should be attached to the accrual entries are a copy of the AS292, Request for Authorization to Travel or the AS516, Request for Authorization to Reimburse Expenses, and the traveler's flight itinerary or conference registration form.

Key to A/P and Travel Transactions on Ledgers

June 2016 Ledgers

LaCarte Purchases	DR
DC Invoices Paid	DR
PO Invoices Paid	DR
DC Invoices Accrued	DR
PO Invoices Accrued	DR
LaCarte Accrued	DR
TEV Paid	DR
TEV Accrued	DR
Accrual Encumb Liq	CR
Travel Advance Outstanding	DR

Key to Transactions:

<u>Transaction</u>	<u>Voucher Type</u>
LaCarte Purchases	MC
LaCarte Accruals	JV
DC Invoices Paid	AP
DC Invoices Accrued	JV
PO Invoices Paid	AP
PO Invoices Accrued	AC
TEV Paid	TS
TEV Accrued	JV
Encumbrances Liquidated	LQ
• Unrestricted accruals	
• Restricted accruals	
• SOF "0" balance not accrued	

July 2016 Ledgers

Reversal of DC Inv Accrued	CR
DC Invoices Paid July	DR
Reversal of PO Inv Accrued	CR
PO Invoices Paid July	DR
Reversal of LaCarte Accrued	CR
LaCarte Entry Processed	DR
Reversal of TEV Accrued	CR
TEV Processed	DR

Key to Transactions:

<u>Transaction</u>
Reversal of DC Inv Accrued
DC Invoices Paid July
Reversal of PO Inv Accrued
PO Invoices Paid July
Reversal of LaCarte Accrued
LaCarte Transactions Processed
Reversal of TEV Accrued
TEV Processed

RECAP OF IMPORTANT DATES AND DEADLINES FY15-16

- June 3** • LaCarte/CBA entries dated through 5/30 should be released to AP
- June 6** • Direct Charge Invoices for purchases through 6/5 due in AP
• PRO Electronic Receiving Reports for all merchandise received by 6/5 should be processed
• Travel Expense Reimbursements for all travel completed through 6/5 due in Travel
- June 10** • LaCarte/CBA entries dated through 6/6 should be released to AP
- June 13** • Direct Charge Invoices for purchases actually received between 6/6 – 6/12 due in AP
• PRO Electronic Receiving Reports for all merchandise received by 6/12 should be processed
• Travel Expense Reimbursements for travel completed between 6/6 – 6/12 due in Travel
- June 16** • Aged Listings as of 6/15 sent to departments
- June 17** • LaCarte/CBA entries dated through 6/13 should be released to AP
- June 20** • Direct Charge Invoices for purchases actually received between 6/13 – 6/19 due in AP
• PRO Electronic Receiving Reports for all merchandise received by 6/19 should be processed
• Travel Expense Reimbursements for travel completed between 6/13 – 6/19 due in Travel
- June 24** • LaCarte/CBA entries dated through 6/20 should be released to AP
• Last day to submit travel expense reimbursements to AP without an accrual JV
- June 27** • Direct Charge Invoices for purchases actually received between 6/20 – 6/26 due in AP
• PRO Electronic Receiving Reports for all merchandise received by 6/26 should be processed
• Last day FY16 LaCarte/CBA entries will be released to the departments
• Final date for PRO and LSU GeauxShop PO Alterations released in GLS
- June 28** • Last day to forward Direct Charge Invoices to AP without an accrual JV
- June 30** • FY16 LSU GeauxShop invoices should be approved by SCI-Invoice Approver
• Final 6/30 APS check
• Final 6/30 Petty Cash Reimbursement Vouchers reimbursed via Misc. Check Requests
- July 1** • Last day to process PRO Electronic Receiving Reports for all merchandise actually received or services rendered on or before June 30, 2016
- July 5** • PO Accruals available on-line in GLS for review
• Final 6/30 Aged Listings sent to departments (informational only)
- July 8** • Final FY16 LaCarte/CBA BFs must be in RAPS status
• Final Accrual JVs for LaCarte/CBA BFs
• Final Accrual JVs for Direct Charge Invoices are due in AP
• Final Accrual JVs for PRO PO Accrual JVs and PRO Accrual Corrections are due in AP
• Final Accrual JVs for LSU GeauxShop are due in AP
• Final Accrual JVs for Travel Expense Reimbursements are due in AP