MONTHLY BUSINESS MANAGERS’ MEETING

“ADVANCE BILLING SYSTEM AND STUDENT AWARD ENTRY”
“LSU ONLINE”

Tuesday, April 9, 2013
9:30 am – 11:00 am
Student Union – Atchafalaya Room

Presented by Accounting Services
Announcements

May 14, 2013 - Yearend Seminar
Location Change: Royal Cotillion Ballroom

June 11, 2013 – Records Retention and Geaux Shop
E-mail Maria Cazes at mcazes@lsu.edu in advance with specific questions on records retention
Advance Billing System (ABS) and
Student Award Entry (SAE)

Larry Butcher, CPA
Advance Billing System (ABS)

- ABS stores and tracks pertinent information for registration and reporting
  - Tuition and Fees
  - Course Charges
  - Scholarships and Exemptions
  - Loans
  - Deferments
Course Fees

- Course fees must be approved in accordance with Policy Statement 42: Course Fee Policies and assessed through ABS.

- Course fees should be reviewed by departments to ensure they are appropriate and reasonable.

- Revenue should be segregated and appropriately managed to ensure it is expended for its intended purpose.

- Course descriptions in the General Catalog should be reviewed.
# Course Fees

## ABS Course Charges Table

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Crs Nbr</th>
<th>Course Description</th>
<th>Type</th>
<th>Amount</th>
<th>Code</th>
<th>Code</th>
<th>Code</th>
<th>Code</th>
<th>Dlv Mthd</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 4997</td>
<td>4997</td>
<td>ART PHOTO PROCESSES</td>
<td>FEE</td>
<td>30.00</td>
<td>ART</td>
<td>FA25</td>
<td>0</td>
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<tr>
<td>ART 4998</td>
<td>4998</td>
<td>SR PROJ: PHOTOGRAPHY</td>
<td>FEE</td>
<td>75.00</td>
<td>ART</td>
<td>FA25</td>
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<tr>
<td>ART 7300</td>
<td>7300</td>
<td>GRAD PRINTMAKING</td>
<td>FEE</td>
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<td>ART 7600</td>
<td>7600</td>
<td>GRAD CERAMICS</td>
<td>FEE</td>
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<td>ART 7700</td>
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<td>GRAD SCULPTURE</td>
<td>FEE</td>
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<td>ART</td>
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<td>AYA 3001</td>
<td>3001</td>
<td>SP TOP: AUDIO-VIS ART</td>
<td>FEE</td>
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<td>CONT</td>
<td>ESTC</td>
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<tr>
<td>BADM 7170 EC</td>
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<td>INTERNAT MGMT CHALL</td>
<td>FEE</td>
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<tr>
<td>BIOL 2046</td>
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<td>PLANT ECOLOGY</td>
<td>FEE</td>
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<tr>
<td>BIOL 4520</td>
<td>4520</td>
<td>TAK/ECOL WETLAND PL</td>
<td>FEE</td>
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<td>PBIO</td>
<td>RPBF</td>
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<td>BIOL 4634</td>
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<td>RPBF</td>
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</table>

PF2 = Code Table Menu  PF3 = Fee Menu  PF4 = Student Menu  PF5 = SRR Menu  PF6 = ABS Menu  PF11 = System Menu
Reconciliation

- Must be performed on a monthly basis

- Reporting Tools
  - Accounts Receivable Transaction Activity Report
    - Accounts receivable activity
  - Subsidiary Detail Ledger
Exemptions

- Exemption reports are distributed to departments each semester
- A TRX code is required to enter an award
- Exemptions should be entered in ABS to student accounts prior to fee bills being published
- A departmental representative will receive a daily report indicating exemptions requiring approval
Exemptions

- Exemptions, scholarships, and fellowships must be requested an authorized on an AS498
  - Complete an AS498: Request to Establish Scholarship/Fellowship
  - Obtain required signatures
  - Route as indicated on the form

- Awards funded by the LSU Foundation are established by completing an AS492: Request to Establish a University Foundation Account
Exemptions
## Exemptions

- **ABS – Model Awards**

<table>
<thead>
<tr>
<th>Function</th>
<th>Award</th>
<th>Enroll</th>
<th>Code</th>
<th>Type</th>
<th>Code Bill</th>
<th>Type Term</th>
<th>Flag</th>
<th>Amount/Percent</th>
<th>Sponsor</th>
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<tr>
<td>MAWD</td>
<td></td>
<td></td>
<td>SPA</td>
<td>FT</td>
<td>EX</td>
<td>CR</td>
<td>Y</td>
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<tr>
<td></td>
<td>LAMP-EDP</td>
<td></td>
<td>SPA</td>
<td>FT</td>
<td>EX</td>
<td>CR</td>
<td>N</td>
<td>0.00</td>
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<tr>
<td></td>
<td>NIH-NRSA</td>
<td></td>
<td>ISO</td>
<td>FT</td>
<td>EX</td>
<td>CR</td>
<td>Y</td>
<td>0.00</td>
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<tr>
<td></td>
<td>MISC INTL EXCHANGE STUDENTS</td>
<td></td>
<td>HRM</td>
<td>FP</td>
<td>EX</td>
<td>CR</td>
<td>Y</td>
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<td></td>
<td>CHILDREN OF DECEASED FACULTY</td>
<td></td>
<td>SFAD</td>
<td>FT</td>
<td>EX</td>
<td>CR</td>
<td>N</td>
<td>0.00</td>
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<td></td>
<td>LAW BOARD OF SUPERV</td>
<td></td>
<td>SFAD</td>
<td>FT</td>
<td>EX</td>
<td>CR</td>
<td>Y</td>
<td>0.00</td>
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<td></td>
</tr>
</tbody>
</table>

**PF2 = Code Table Menu**  **PF3 = Fee Menu**  **PF4 = Student Menu**
**PF9 = SRR Menu**  **PF10 = ABS Menu**  **PF11 = System Menu**
Exemptions

- ABS – Model Award Detail

![Screenshot of LXUMVS-secure showing Model Award Details]

MODEL AWARD DETAILS

- Function: MAWD
- Award: X107
- Enroll: FT
- Type: EX
- Bill Code: Agency: SPA
- Grp Bill: Pay Type: CR
- Sp Nbr: Amt: 0.00
- Overall Percent: 0
- Grad Sr: N
- Expire Term:

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<thead>
<tr>
<th>Detail</th>
<th>Max Amt</th>
<th>Pct</th>
<th>Detail</th>
<th>Max Amt</th>
<th>Pct</th>
<th>Detail</th>
<th>Max Amt</th>
<th>Pct</th>
</tr>
</thead>
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<tr>
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<td>100%</td>
<td></td>
<td>REGIS.FEE</td>
<td>100%</td>
<td></td>
<td>ASA.FEE</td>
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<tr>
<td>INCR 8/00</td>
<td>100%</td>
<td></td>
<td>UTIL.CHGRG</td>
<td>100%</td>
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<td>ATHL.ADF</td>
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<tr>
<td>OTH.ALOC</td>
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<td>DIPLOMA</td>
<td>RA MEALS</td>
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<td>HOUSING</td>
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<td>BINDMCARFM</td>
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<td>HOUSING</td>
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<td>CABLE TV</td>
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<td>CURR.FEE</td>
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<td>FED TAX</td>
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<td>CURR.FEE</td>
<td>VIS/DENTL</td>
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<tr>
<td>TECH FEE</td>
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<td></td>
<td>CURR.FEE</td>
<td>100%</td>
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<td>COURS.FEE</td>
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<td>MICRSC.OEE</td>
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<td>APA.PRM</td>
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<tr>
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<td>CAMP.FEES</td>
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<td>APA.PRM</td>
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<tr>
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<td></td>
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<td>NON RES</td>
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<td>BADUSSARAD</td>
<td></td>
<td></td>
<td>DEF ONLY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Menu?:
 Delete Details?:

MODEL AWARD/AWARD DETAIL DATA DISPLAYED
Exemptions

- ABS – Student Awards
Reconciliation

- Must be performed on a monthly basis by an individual not involved in the process of awarding exemptions

- Reporting Tools
  - Exemption/Cash Award Activity Report
    - Exemption and cash award activity for the current fiscal year
  - Accounts Receivable Transaction Activity Report
    - Accounts receivable activity
  - Subsidiary Detail Ledger
### Exemption/Cash Award Activity

**PROGRAM: TIS3148**  
**Louisiana State University - Office of Student Operations**  
**Exemption/Cash Award Activity Report for Past Year**  
**2012 Fiscal Year - As of Month Ending 07/2011**

<table>
<thead>
<tr>
<th>ST. CNT</th>
<th>NBR</th>
<th>NAME</th>
<th>UNIV FEES</th>
<th>ACAD DEC FEES</th>
<th>TECH FEES</th>
<th>HOUSING</th>
<th>FOOD SERVICE</th>
<th>BOOKS</th>
<th>COMM TRAV</th>
<th>OTHER/CASH</th>
<th>TOT EXCEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0050 13941-0702</td>
<td>IWP BIV UNDERGRAD MINOR AWRD</td>
<td>AIA</td>
<td>STUDENT ABD</td>
<td>CERTIFICATIONS ARE REQUIRED TO BE SUBMITTED TO THE OFFICE OF UNDERGRADUATE ADMISSIONS AND STUDENTS AGG CONFORMITY WITH UNIVERSITY POLICIES AND PROCEDURES.</td>
<td>IWP BIV UNDERGRAD MINOR AWRD</td>
<td>CERTIFICATIONS ARE REQUIRED TO BE SUBMITTED TO THE OFFICE OF UNDERGRADUATE ADMISSIONS AND STUDENTS AGG CONFORMITY WITH UNIVERSITY POLICIES AND PROCEDURES.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ENROLLMENT STATUS: FULL-TIME**  
**UNITED STATES: 3.00**  
**LIF MTHS EARNED: 0.00**  
**FINANCIAL AID: CLASSIFIED AS A NON-DOMICILIA WEBL ELL IN ATTENDING LSU**

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**PROGRAM: TIS3148**  
**Louisiana State University - Office of Student Operations**  
**Exemption/Cash Award Activity Report for Past Year**  
**2012 Fiscal Year - As of Month Ending 07/2011**

<table>
<thead>
<tr>
<th>ST. CNT</th>
<th>NBR</th>
<th>NAME</th>
<th>UNIV FEES</th>
<th>ACAD DEC FEES</th>
<th>TECH FEES</th>
<th>HOUSING</th>
<th>FOOD SERVICE</th>
<th>BOOKS</th>
<th>COMM TRAV</th>
<th>OTHER/CASH</th>
<th>TOT EXCEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSISTANT DEPARTMENT (ONLY REQUIRED FOR ASSISTANTSHIP IS SHOWN)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Signature of Recommending Authority**  
**Signature of Dean of Director**
Student Award Entry (SAE)

- SAE entries are initiated to record departmental and external cash awards, fellowships, and scholarships

- A TRX code is required to enter an award

- Access to SAE is granted based upon GLS account access

- Awards can be paid in 5 installments for Fall/Spring and 2 installments for Summer
Student Award Entry (SAE)

From System Menu, Type SAE and <ENTER>
Hit <F2> to enter student award

SAERAH  STUDENT AWARD ASSIGNMENT HEADER
REQUIRED DATA
ACTION:  A  (A/ADD,C/CHANGE,D/DELETE,S/STATUS CHG,V/VIEW)  CODE:  AAH

DOCUMENT NBR:  TOT LINES:  DOCUMENT TOTAL:
DOCUMENT STATUS:  (FOR STATUS CHANGE)  AUTO ACCEPT:  y
TRX CODE :  a095  ACCOUNT:
CONTACT NAME:  Awarding Department??????  CONTACT PHONE:  2255781234
COMMENTS :  to award f.j. wilson scholarship for spring 2012????????????

--------------------------- STATUS INFORMATION ---------------------------
I - INCOMPLETE  W - WORKED
P - PENDING  A - APPROVED
F - FINANCIAL AID

ADD:  CHG:
1=HELP  2=SAEINQ  3=SAEMENU  4=SAEDTL  5=TISMENU  6=SYSMENU
7=ABSINFO  8=TRXCODE  9=PRINT  10=DIRMENU  11=GLSMENU  12=LOGOFF
## Student Award Entry (SAE)

Enter student information, term code, award amount and installments

### Mainframe Window

<table>
<thead>
<tr>
<th>DOCUMENT NBR.</th>
<th>TOTAL LINES</th>
<th>DOCUMENT TOTAL</th>
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<tbody>
<tr>
<td>35263</td>
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<table>
<thead>
<tr>
<th>SEQ</th>
<th>LSU ID</th>
<th>STUDENT</th>
<th>STUDENT NAME</th>
<th>TERM CODE</th>
<th>AWARD AMOUNT</th>
<th>INSTALL</th>
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<tbody>
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<td>891234567</td>
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<td></td>
<td>2S/2012</td>
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</table>

**Calculated Total:** 0.00

1=HELP  2=SAEING  3=SAEHEAD  4=SAEMENU  5=TISMENU  6=SYSMENU
7=PREVPAGE  8=NEXTPAGE  9=PRINT  10=DIRMENU  11=GLSMENU  12=LOGOFF
Student Award Entry (SAE)

- Hit <F9> to print

- Obtain required signatures

- Route SAE document to the Office of Student Aid and Scholarships
Reconciliation

- Must be performed on a monthly basis by an individual not involved in the process of awarding cash awards or fellowships

- Reporting Tools
  - Exemption/Cash Award Activity Report
    - Exemption and cash award activity for the current fiscal year
  - Accounts Receivable Transaction Activity Report
    - Accounts receivable activity
  - Subsidiary Detail Ledger
Exemption/Cash Award Activity

This job will pull all Exemption/Cash Award activity for a specific account beginning July 1st of the selected fiscal year through the end of the month selected.

Report Parameters

* You must enter either account or transaction code

Account: 

or

Transaction Code: 

If you selected a G/L account, enter an object code

Object Code: 

* End month: 

* Fiscal Year: 

* Output Format: 

* Indicates a required field.

Submit
## Exemption/Cash Award Activity

<table>
<thead>
<tr>
<th>ST CUST NBR</th>
<th>NAME</th>
<th>UNIV FEES</th>
<th>ACAD EXC FEE</th>
<th>TECH Fee</th>
<th>HOUSING</th>
<th>FOOD SERVICE</th>
<th>BOOKS</th>
<th>CONT EDUC</th>
<th>OTHER/CASH</th>
<th>TOT EXEMPT</th>
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<tr>
<td>X005 19081-0702</td>
<td>INTL STU UNDERGRAD HONOR AWARD Axa</td>
<td>STUDENT AID</td>
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<tr>
<td>TERM 1/2/2012</td>
<td>Name</td>
<td>6,503.00</td>
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<td>TERM 1/2/2012 TOTALS</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,503.00</td>
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</table>

| FY TOTALS | EXPENDITURES | 6,503.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,503.00 |
| TENTATIVE | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GRAND TOTAL | | 6,503.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,503.00 |
Accounts Receivable Transaction Activity Report

The Transaction Activity Report must be reconciled to the ledger and the department’s list of students who should receive the awards.
Internal Controls

**Internal controls** – accounting and administrative practices established and maintained by management to provide reasonable assurance that organizational objectives are being met

- Reconciliation
- Segregation of duties
- Appropriate system access
Questions

Bursar Operations
125 Thomas Boyd Hall
578-3357
bursar@lsu.edu

http://www.fas.lsu.edu/AcctServices/bur/
LSU Online

Mary Stebbing