LSU

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

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LSUMVS-secure - A - A1HOD670
File Edit View Communication Actions Help
                             COURSE CHARGES
                                                      04/08/13 09:28:54
 Function => CRSC
                                                           Sem/Yr \Rightarrow 2S/2013
 A(Add)/C(Change)/D(Delete):
 Dept Code:
                   Crs Nbr :
                                    Location Code:
                                                    Dep, Dif, or Fee:
                                                     Srce Fnds:
                   Tag Code:
 Amount:
                                    Trx Code:
                                                                    Dlv Mthd:
                                                               Tag Trx
 Dept Crs Loc Course
                                                       Amount Code Code Fd Mthd
 Code Nbr Code Description
                                                Type
 ART 4997
                ALT PHOTO PROCESSES
                                                FEE
                                                         30.00 ART FA25 0
                SR PROJ: PHOTOGRAPHY
 ART 4998
                                                FEE
                                                         75.00 ART
     7300
                GRAD PRINTMAKING
                                                FEE
                                                         75.00 ART
                                                                   FA26 0
     7600
                GRAD CERAMICS
                                                        130.00 ART
                                                         50.00 ART FA27 0
     7700
                GRAD SCULPTURE
                                                FEE
 AVA 3001
                SP TOP: AUDIO-VIS ART
                                                         35.00 CONT ESTC 0
                                                FEE
                INTERNAT MGMT CHALL
                                                      2,500.00 BADM BAEC 0
 BADM 7170 EC
                                                FEE
 BIOL 2046
                PLANT ECOLOGY
                                                FEE
                                                         25.00 PBIO RPBF 1
                TAX/ECOL WETLAND PL
 BIOL 4020
                                                FEE
                                                         20.00 PBIO RPBF 1
                MORPH VASCULAR PLANT
                                                FEE
                                                         15.00 PBIO RPBF 1
    PF2 = Code Table Menu
                                                        PF4 = Student Menu
                                 PF3 = Fee Menu
                                                        PF11 = System Menu
    PF9 = SRR Menu
                                 PF10 = ABS Menu
VIEW ONLY-BILLS PRINTED PF7==> SCROLL UP
                                                PF8==> SCROLL DOWN
                                                                            MORE
                                                                           09/042
```

Reconciliation

- Must be performed on a monthly basis
- Reporting Tools
 - Accounts Receivable Transaction Activity Report
 - Accounts receivable activity
 - Subsidiary Detail Ledger

- 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, 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

		SH SCHOLAR	SHIP/FEL	LOWSHIP			AS498
xcluding LSU Four	ndation)				LSU Account		
equest Date			_			hed by Account	ing Services)
equested by			Phone #		Email		
eck all that apply:				TRX Code LSU Students	TRX Code* Non-LSU Students (Obj Code 6680)		
Graduat	e Fellowship -	(6630) - SAE					
Undergr	aduate Fellow	ship - (6680) - SA	E				
Scholars	hip – Cash A	ward - (6640) - 3A	Œ				
Scholars	hip - Tultion/	Fee Exemption - (6	640) - ABS				
"For studen	ts not require	d to be enrolled as	a condition of	award or non-LSU	students	•	
iteria **							
Name of Sc	holarship/Fell	owship					
College							
Department							
Student Cla	_			Major			
	riginal Award			GPA (To retain)			
Number of	Bemesters/Ye	ars Student		Full-time required	? Yes	□No	
Awarded	Scholarship/9	Fellowship		Fall Spri		Full Year	
				spn	ng Summer	Pull Tear	
Other Requ	rements						
Amount							
"" For spon	sored agreem	ent accounts, docu	imentation of	estrictions <u>must be</u> fellowship criteria <u>m</u> rs' approval <u>must b</u>	nust be maintained t	by the departm	ent.
proved by	partment Hea	sd.	Pris	nted Name		Date	
-	postinent race	-					
	an		Prin	nted Name		Date	
	Only						
aduate Fellowship							
_	aduate Schoo	NI .	Prin	nted Name		Date	

ABS – Model Awards

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_ 0 X
LSUMVS-secure - A - A1HOD670
File Edit View Communication Actions Help
                              MODEL AWARDS
                                                         04/09/13 08:15:43
  Function => \underline{M}AWD
                                                             Sem/Yr \Rightarrow 1S/2014
  A(Add)/C(Change)/D(Delete)/V(View): Award: Enroll:
  Search:
               Award:
               Enroll Awrd Bill Grp Pay Expire Detl
                                                           Amount/
                                                                     Sponsor
  Award Agency Code Type Code Bill Type Term
                                                   Flaq
                                                           Percent
                                                                     Nbr
  X107 SPA
                FT
                                                              0.00
      LAMP-BDP2
  X109 SPA
                       EΧ
                                      CR
                                                   N
                                                              0.00
      NIH-NRSA
  X111 ISO
                                                              0.00
                     EX
                                       CR
      MISC INTL EXCHANGE STUDENTS
  X112 HRM
                       EΧ
                                       CR
                                                              0.00
      CHILDREN OF DECEASED FACULTY
  X114 SFAD
                FΡ
                                       CR
                                                   N
                                                             0.00
      LAW BOARD OF SUPERV
  X114 SFAD
                FΤ
                                       CR
                                                              0.00
      LAW BOARD OF SUPERV
     PF2 = Code Table Menu
                                  PF3 = Fee Menu PF4 = Student Menu
     PF9 = SRR Menu
                                  PF10 = ABS Menu
                                                         PF11 = System Menu
 ENTER CHANGES
                         PF7==> SCROLL UP
                                                  PF8==> SCROLL DOWN
                                                                             MORE
                                                                            02/014
```

ABS – Model Award Detail

```
_ 0 X
LSUMVS-secure - A - A1HOD670
File Edit View Communication Actions Help
                                MODEL AWARD DETAILS
                                                           04/09/13 08:32:10
  Function \Rightarrow \underline{M}AWD
                                                                Sem/Yr \Rightarrow 1S/2014
  Award: X107 Enroll: FT Type: EX Bill Code:
                                                              Agency:
  Grp Bill: Pay Type: CR Sp Nbr:
                                                              Amt:
                                                                          0.00
                            Grad Sr: N
                                            Expire Term:
   Overall Percent:
                Max Amt Pct Detail
                                            Max Amt Pct Detail
                                                                        Max Amt PCT
   Detail
   UNIV.FEES
                        100% REGIS FEE
                                                     100% ASAF
                                                     100% ATHL ADF
  INCR 8/00
                        100% UTIL CHRG
  OTH. ALLOC
                        100% DIPLOMA
                                                          RA MEALS
  STU.RECOM
                        100% BINDMCRFM
                                                          HOUSING
   GRAD INCR
                        100% AAC/ICC
                                                          CABLE TV
  OPER.FEE
                        100% FED TAX
                                                                                 100%
  TECH FEE
                        100% CURRFEES
                                                          VIS/DENTL
   ACAD EXCE
                        100% MICRSCFEE
                                                          COURSFEES
   PROF PRGM
                              CAMPFEES
                                                          APA PRGF
  MBAT INCR
                              IS00
                                                          SEAT DEP
  STU. HELTH
                              FOODSERVS
                                                          LRSC
                        100% BROUSSARD
  NON RES
                                                          DEF ONLY
                                Return to Menu?:
                                Delete Details?:
 MODEL AWARD/AWARD DETAIL DATA DISPLAYED
                                                                               02/014
```

ABS – Student Awards

```
_ D X
LSUMVS-secure - A - A1HOD670
File Edit View Communication Actions Help
                                STUDENT AWARDS
                                                       04/09/13 08:25:43
  Function => SAWD LSUID =>
                                                       Sem/Yr \Rightarrow 1S/2013
  Name => Humphreys,
  A(Add)/C(Change)/V(View): Award: Enroll:
  Awd Auth Enroll Expire Award Award Amount/ Approval Applied
  Code Agency Code Status Term Assoc Detl Percent Flag Amount CHKP SFAD FP A 1S/2013 S 10,147.00 Y 3,186.75
      CHECK COMING/PERMISSION
  X631 LAWS FP A 2S/2015 M Y 0.00 Y 6.362.25
      3/4 FEE WAIVER GENERAL
     PF2 = Code Table Menu PF3 = Fee Menu PF4 = Student Menu
     PF9 = SRR Menu
                                 PF10 = ABS Menu
                                                  PF11 = System Menu
 ENTER CHANGES
                                                                       NO MORE
                                                                         08/021
```

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 TIS5314S LOUISIANA STATE UNIVERSITY - OFFICE OF BURSAR OPERATIONS PAGE 1 EXEMPTION/CASH AWARD ACTIVITY REPORT FOR PAST YEAR 2012 FISCAL YEAR - AS OF MONTH ENDING 07/2011 ST CUST NBR NAME UNIV FEES ACAD EXC FEE TECH FEE HOUSING FOOD SERVICE BOOKS CONT EDUC OTHER/CASH TOT EXEMPT X005 19081-0702 INTL STU UNDERGRAD HONOR AWRD CERTIFICATIONS ARE REQUIRED TO BE SUBMITTED TO THE OFFICE OF UNDERGRADUATE ADMISSIONS AND STUDENT AID IN COMPLIANCE WITH UNIVERSITY POLICIES AND PROCEDURES. THE STUDENTS BELOW ARE APPROVED TO RECEIVE THE INTL STU UNDERGRAD HONOR AWRD AWARD. BY OUR SIGNATURES BELOW, WE ARE CERTIFYING THAT WE HAVE REVIEWED THE NECESSARY DOCUMENTATION FOR THESE STUDENTS, THAT WE ARE MAINTAINING THIS DOCUMENTATION ON FILE FOR FIVE YEARS IN OUR OFFICE SUBJECT TO AUDIT REVIEW, AND THAT WE HAVE DETERMINED THAT THIS DOCUMENTATION ADEQUATELY SUPPORTS THE ELIGIBILITY OF THESE STUDENTS TO RECEIVE THIS AWARD ACCORDING TO THE CRITERIA OUTLINED BELOW: ENROLLMENT STATUS: FULL-TIME MINIMUM OVERALL GPA: 03.000 LSU HOURS EARNED: 030.00 FINANCIAL NEED CLASSIFIED AS A NON-IMMIGRANT WHILE ATTENDING LSU **** OR **** ENROLLMENT STATUS: FULL-TIME RETENTION-MEET 3.0 GPA CLASSIFIED AS A NON-IMMIGRANT WHILE ATTENDING LSU SIGNATURE OF RECOMMENDING AUTHORITY SIGNATURE OF DEAN OR DIRECTOR

PROGRAM TISS314S

LOUISIANA STATE UNIVERSITY - OFFICE OF BURSAR OPERATIONS

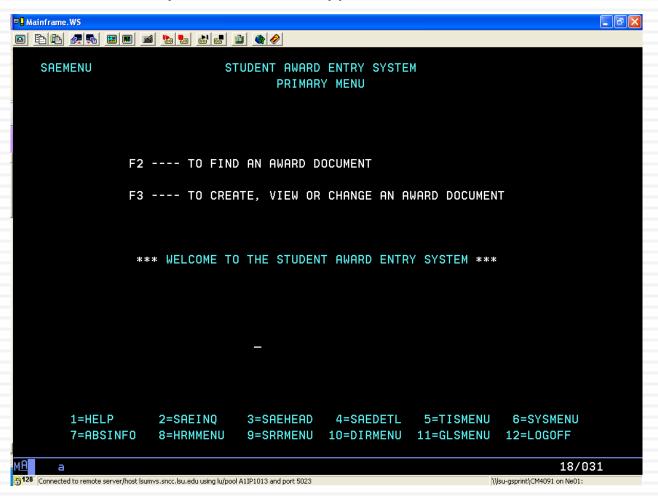
EXEMPTION/CASH AWARD ACTIVITY REPORT FOR PAST YEAR
2012 FISCAL YEAR - AS OF MONTH ENDING 07/2011

ST CUST NBR NAME UNIV FEES ACAD EXC FEE TECH FEE HOUSING FOOD SERVICE BOOKS CONT EDUC OTHER/CASH TOT EXEMPT

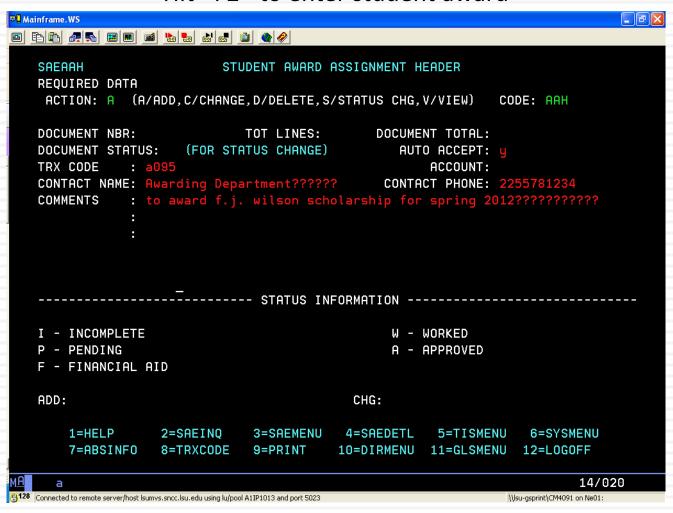
ASSISTANTSHIP DEPARTMENT
(ONLY REQUIRED WHEN ASSISTANTSHIP IS SHOWN)

- 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

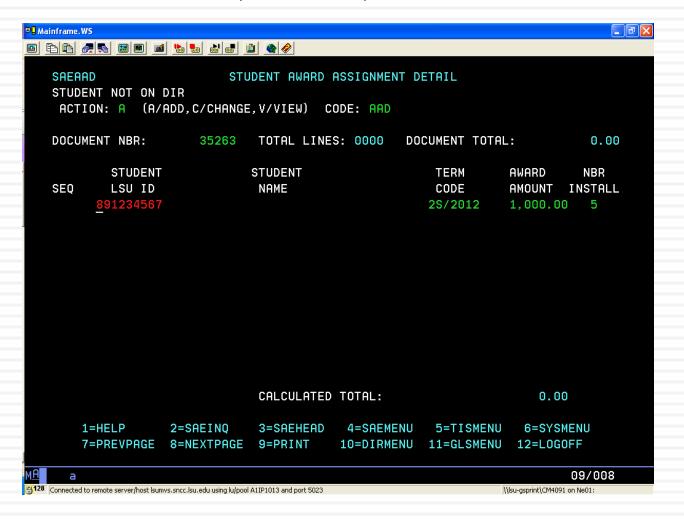
From System Menu, Type SAE and <ENTER>



Hit <F2> to enter student award



Enter student information, term code, award amount and installments



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

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

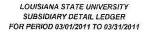
* You must enter eithe	er account or transaction code
Account:	
	or
Transaction Code:	
If you selected a G/L	account, enter an object code
If you selected a G/L Object Code:	account, enter an object code
•	account, enter an object code
Object Code:	
Object Code:	

* Indicates a required field.

Exemption/Cash Award Activity

PROGRAM TIS5314S LOUISIANA STATE UNIVERSITY - OFFICE OF BURSAR OPERATIONS EXEMPTION/CASH AWARD ACTIVITY REPORT FOR PAST YEAR 2012 FISCAL YEAR - AS OF MONTH ENDING 07/2011								PAGE 3			
	CUST NBR	NAME	UNIV FEES	ACAD EXC FEE	TECH FEE	HOUSING	FOOD SERVICE	BOOKS	CONT EDUC	OTHER/CASH	TOT EXEMPT
	X005 19081- INTL STU UNI AXA STUDEN TERM =18/20	ERGRAD HONOR	AWRD								
	Nai	me	6,503.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,503.00
	TERM 13/201	2 TOTALS	6,503.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,503.00
	X005 19081- INTL STU UNI AXA STUDEN	ERGRAD HONOR	AWRD								
I		ENDITURES NTATIVE AND TOTAL	6,503.00 0.00 6,503.00		0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	-,

Accounts Receivable Transaction Activity Report



115605700-U S DEPT OF EDUCATION Expire Date = 08/15/2011

F&A Cost = /0.0000 Fringe Ben = G/0.3300

ACCOUNT	CAT	SUM OBJ	OBJ CODE DESCRIPTION	OBJ CODE	TRANSACTION DESCRIPTION	EFFECTIVE DATE	ENTRY NBR LINE NBR	ENT STAT	VOUCHER TYPE-NBR	SOURCE DOCUMENT	PROJET	BUDGET	REVENUE EXPENDITURE	ENCUMBERED
115605700	EXP	6000	GRADUATE FELLOWSHIPS	6630	FELO 0 B210 20110330 FAD5001	20110330	00119223-0087	С	TS- 3458	CR-033011	0	0.00	5,194.08	0.00
115605700	EXP	6000										0.00	5,194.08	0.00
115605700												0.00	5,194.08	0.00

Treasurer Information System Transaction Activity Report

TRANSACTION	ACCOUNT	DESCRIPTION	TERM	LSUID	NAME	MONTHLY ACTIVITY	TRX DATE	ENTRY NBR	OBJEC1
B210	11560-5700	Grad Asst/Areas of Natl Need	2S/2011	annes.		1,627.07	20110330	0	6630
	11560-5700	Grad Asst/Areas of Natl Need				1,424.47	20110330	0	6630
	11560-5700	Grad Asst/Areas of Natl Need				804.60	20110330	0	6630
	11560-5700	Grad Asst/Areas of Natl Need				1,337.94	20110330	0	6630
B210			2S/2011			5,194.08			
B210						5,194.08			



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