

# Office of Accounting Services Monthly Newsletter



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[www.lsu.edu/administration/ofa/oas/](http://www.lsu.edu/administration/ofa/oas/)

**December 2023**  
**Issue 469**

## December Business Managers' Meeting

- ◇ ID Card/Card Access Project
- ◇ FASOP AS-38, Movable Property Leases
- ◇ Payroll Deadlines
- ◇ Final AP Settlement Run & Payment Requests

**December 12, 2023**  
**9:30 - 11:00 am**  
**Online via Zoom**



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## What's New?

### Annual PCI Training

The annual PCI training course will be available online through CampusGuard. The training is required for any employee or student worker that is involved in processing or managing payment card transactions. E-mails will be sent from CampusGuard when it is available and reminder e-mails are sent each week.

### Special Meal Worksheet

The optional worksheet is designed to assist with special meal allowances. Refer to the Invoice Processing Section for more details.

### End of the Year Reminders

Please refer to Payroll and AP & Travel for more details.

## Bursar Operations

### Important Deadlines

#### Fall 2023

- **December 1:** Final Deferred Payment Due for Fall 2023 (All Sessions)
- **December 2:** Final Day of Classes for Fall 2023 (Sessions A & C)
- **December 11:** Final Day to Make Deferred Payment before Late Fee is Incurred (All Sessions)

#### Second Fall Module 2023

- **December 2:** Final Day of Classes for Second Fall Module 2023

#### Winter Intersession 2023

- **December 13:** Final Day to Receive 100% Refund
- **December 14:** First Day of Classes for Winter Intersession

- **December 14:** Final Day to Receive 90% Refund
- **December 14:** Final Day to Drop without “W”
- **December 15:** Final Day to Add Classes
- **December 19:** Final Day to Receive 50% Refund

#### Spring 2024

- **December 18:** Registration Payment Due Date for Spring 2024 (All Sessions)

#### First Spring Module 2024

- **December 18:** Fee Bills Published via myLSU for First Spring Module 2024

#### Reminders

##### Foreign Source Reporting

Section 117 and Act 767 requires LSU and Affiliate Organizations to report any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed to the Department of Education and Board of Regents semi-annually. The upcoming report date is as of December 31, 2023, and is due by January 31, 2024. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at [FASOP: AS-35](#) and questions can be directed to Mary Catherine Gillespie at [mgille7@lsu.edu](mailto:mgille7@lsu.edu).

##### International Payment

International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill and Billing Statement. Flywire commits to providing the best exchange rates.

##### Credit Card Merchants

Elavon has converted how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon now show one deposit for all credit card transactions.

Merchants no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) or John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

##### eMarkets

eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

##### Scanned CARD Entries

CARD entries that do not contain cash, checks, or money orders can be scanned and e-mailed to [cardobo@lsu.edu](mailto:cardobo@lsu.edu). All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain clearly visible signatures.
- The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user’s authenticated myLSU account and not a secondary e-mail account.

##### University Cashier

Departmental deposits can be dropped off in-person between 10:00 am – 11:45 am and 12:30 pm – 4:00 pm, Monday – Friday.



# Financial Accounting & Reporting

## CARD

When completing a CARD entry, please be sure to include attachments in the CARD system so that the approver can easily verify accuracy of the transaction. The attachment should include the purpose and source of deposit.

## Internal Billings

An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department rendering the service or sale.

A step-by-step Job Aid can be found on the [Workday Training](#) webpage

- ◆ Financial Accounting
  - ◇ Create Journal Entry: Internal Billing

## Important Reminders

- ◆ Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- ◆ Internal Billings should be initiated by the rendering department
- ◆ Appropriate documentation, including detailed information about the services or merchandise, must be attached
- ◆ There should be no travel spend categories on Internal Billings
- ◆ Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- ◆ **Verify the Company on the line matches the Driving Worktag used** – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

## Cost Transfers

The following are tips when completing cost transfers:

- ◆ The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- ◆ A cost transfer cannot be completed until the original

charge is posted.

- ◆ The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- ◆ Run the report “Journal Line Details” and print it to PDF to use as backup. Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines to use or if a partial transfer is being done.
- ◆ On partial transfers, note the amount being moved.
- ◆ FD940 is not required on an entry – please only use if balancing error is received when submitting the journal.

The [“Create Journal Entry: Correcting Journal”](#) job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage.

## Reporting

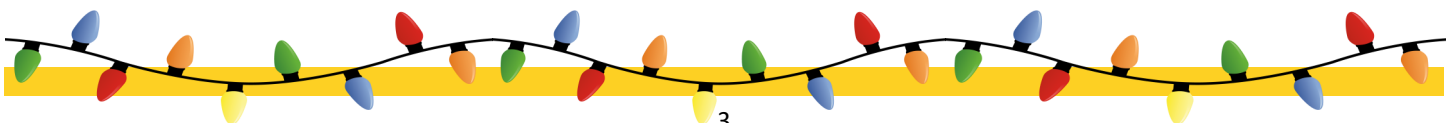
Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box or going to the Business Resource Management Dashboard:

- ◆ **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- ◆ **Journal Line Details** – Provides a list of detail journal entries by period
- ◆ **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- ◆ **Payroll Accounting per Worktag** – Provides payroll detail by organization
- ◆ **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- ◆ **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

## Workday Security Access

Workday Access can be requested through myLSU:

- ◆ Financial Services



◇ Workday Security Access Request

**Bank Reconciliation**

Contact us at [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu) for questions/requests related to the following:

- ◆ Stop payment requests
- ◆ Check copy requests
- ◆ Check status requests
- ◆ Unclaimed property
- ◆ Unrecorded deposits
- ◆ Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at [FAR Forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu).

**Petty Cash**

The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Stephanie Laquerre at [slaquer@lsu.edu](mailto:slaquer@lsu.edu) and Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) with **Melanie Powell (SPL-44555)** as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the [CARD application](#).

[Employee reimbursements](#) will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website.

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel

office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE.

[Expense Report for Non-Workers](#) job aid can be found on the Workday Training website.

# Payroll

**TAX TOPICS**

**W-4 Updates**

Employees are reminded to review their withholding status for the new tax year.

The IRS has a [withholding calculator](#) to help employees determine the proper withholding amount. Answers to [frequently asked questions](#) about using the calculator are also available on the IRS website.

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. The job aid for changing withholding elections can be found at [Training for Employees](#).

Changes will take effect within two business days.

From a Payroll perspective the worker location determines if the employee is to have Louisiana state tax withholdings.

**2024 Contribution Limits**

The IRS has announced the dollar limits applicable to pension plan contributions will increase for calendar year 2024. Elective deferral limits are as follows:

- 403(b) Plans - \$23,000
- 457 Plans - \$23,000

Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution limit increased to \$7,500 for 2024.

403(b) plans allow for a 15 year catch-up with a lifetime maximum of \$15,000 and a yearly maximum of \$3,000. In order to determine eligibility the employee must contact Payroll or HR.



Employees who wish to change contribution amounts to their supplemental retirement account should refer to the [Human Resources](#) website for further instructions.

**International Employees**

Tax treaty benefits expire December 31, 2023. If you have an international employee who was unable to attend the tax treaty workshop in November, please have them contact Dianne Bohn at [dbohn1@lsu.edu](mailto:dbohn1@lsu.edu) to make an appointment to come into the Payroll office and complete the required forms. Renewal documents need to be processed as soon as possible to avoid any delay in tax treaty benefits for calendar year 2024.

**Invalid or Temporary Social Security Number**

A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S. Social Security Number and that the U.S. SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee's correct SSN on W-2s and other wage reports. If you have questions, contact Dianne Bohn at [dbohn1@lsu.edu](mailto:dbohn1@lsu.edu).

**No Mismatches Please**

Employee names as reported on Form W-2 must match Social Security Administration (SSA) files. Employers are subject to a \$50 penalty for name mismatches. Additionally, employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual.

The name and Social Security number (SSN) on the employee's card should match the name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or Human Resources can make the change.

**Address Changes or Corrections**

Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The [Employee Contact Information](#) job aid provides instructions on updating address information in Workday.

**Insurance Premium Changes**

Newly elected benefit coverages and premiums for the 2024 plan year will be reflected in December paychecks.

Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in employee January paychecks.

Employees electing to participate in the Health Savings Account must submit a new payroll deduction form each calendar year. The form [GB-79](#) can be found on the LSU HRM Benefits website. The GB-79 forms can be e-mailed to [benefits@lsu.edu](mailto:benefits@lsu.edu). Employees must be enrolled in the Pelican HSA\_775 Medical Plan to participate in the Health Savings Account. Effective date of deduction will be based on when changes are entered in the OGB enrollment system. Deductions will start based on the effective date assigned by the OGB system.

Employees who submitted enrollment changes should report a discrepancy to Human Resources as soon as possible in order to ensure a correction can be made.

**Insurance E-mail**

An e-mail address has been established specifically for the Insurance section of Payroll. Please send any question related to insurance deductions to [insurance-payroll@lsu.edu](mailto:insurance-payroll@lsu.edu).

**Payroll Deadlines For University Holidays**

* Academic	December 14, 2023	COB on December 11, 2023
* Professional	December 31, 2023	COB on December 13, 2023
* Wage	December 15, 2023	Thursday, December 14, 2023 at 11:59 p.m. <i>Balance of Week 2 will need to be estimated</i>
* Student	December 22, 2023	Monday, December 18, 2023 at 3:00 p.m. <i>Only Estimate Time if Certain Student is Working</i>
* Wage	December 29, 2023	Tuesday, January 02, 2023 at 11:59 P.M. <i>University reopens</i>



**Early Retro Pay Deadlines due to Early Payroll Runs**

Pay Group	Retro Date	Completion Date
Academic	Pay Period Beginning Prior to November 15, 2023	COB Dec. 06, 2023
Professional	Pay Period Beginning Prior to December 1, 2023	COB Dec. 08, 2023
Wage	Pay Period Beginning Prior to December 2, 2023	COB Dec. 12, 2023
Student	Pay Period Beginning Prior to December 09, 2023	COB Dec. 15, 2023
Wage	Pay Period Beginning Prior to December 16, 2023	COB Dec. 20 2023

**Special Delivery**

Timekeepers please remind employees and managers to submit and approve time by the designated payroll deadlines. Timely submission of time is especially important when there are **holidays in the pay period**. Calculations for overtime and holiday pay are performed automatically when time is submitted correctly **by the due date**.

**Holiday Pay for Eligible Employees**

If an employee is in a paid status (including paid leave) on the work day before or the work day after the holiday, the employee is due holiday pay for the entire holiday period. Please call Payroll or HRM if you have a question about an employee receiving holiday pay.

**Holiday Time for Part-Time Employees**

Employees who are less than 50% effort will not see the holidays populated on the time entry calendar. The time keeper will use the **Holiday Adjustment** to enter the correct number of hours the employee should be paid. Example: if an employee’s regularly scheduled hours are 20 hours per week Monday through Friday, the time keeper will enter 4 hours per day using the Holiday Adjustment for the period of 12/22 through 12/29. Please refer to the [Holiday Quick Guide](#) job aid for instructions on adjusting time for part-time employees.

**Holiday Trigger**

If no changes are required and the employee should be paid 8 hours per day, please use the **Holiday Trigger**

time entry code for the week of 12/25/2023. The employee, manager or time keeper will enter .01 hours in the unit field. Once this step is complete, the totals will update to include the 8 hours per day for holiday pay for full time employees. Remember to make sure the time is in an approved status to ensure payment.

Please note that a time off request initiated through the Time Off calendar (the suitcase worklet) will not trigger the holiday hours to populate on the Time Entry Calendar. To identify employees who requested leave through the Time Off Calendar who need the Holiday trigger loaded, please run the following reports: **Time Holiday Hours 0 (zero) and Time Off GT 0 (Greater Than Zero)**. These reports will be helpful during the weeks of 12/16/23 and 12/29/23 to ensure every classified employee’s time is loaded correctly during the Holiday period. Please refer to the [Holiday Quick Guide](#) job aid for instructions on using the holiday trigger.

**Time Should Be Estimated Carefully**

Remember that we are approaching year end when early due dates mean time may have to be estimated. Please be careful as some students chronically overestimate their time and this causes an overpayment. Employee W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.

**The Fair Labor Standards Act** dictates that employees **must be paid for all hours worked** and the payment should be made for the pay period in which the work was performed

**Diplomas will not be issued** to graduating students who have outstanding wage/salary overpayments. In order to receive their diploma on Commencement Day, students must clear overpayment balances by **4:00 pm on Tuesday, December 05, 2023**.



# Sponsored Program Accounting

## Sponsor Deadlines

In order for SPA to meet agency deadlines for submission of invoices and financial reports, we request principal investigators (PIs) or their designees ensure that:

- ⇒ Appropriate charges are reflected on the official University ledger,
- ⇒ Cost sharing is documented,
- ⇒ Key personnel commitments are met,
- ⇒ The required monitoring/technical reports are submitted, and
- ⇒ Property and patent reports are returned promptly to the SPA contact.

All invoices and financial reports must be submitted by SPA. The SPA Director has signature authority to sign the documents on behalf of LSU.

Monthly and quarterly invoices and financial reports are usually due within 10 to 30 days of month-end and final invoices within 10 to 90 days of expiration.

**Final invoices** will not be revised for additional expenditures. It is essential that departments notify SPA of any pending items in process, such as changes in costing allocations, before the final is billed.

## Board of Regents (BOR) Graduate Fellows

BOR Graduate Fellowship Status Reports are due to the BOR by **January 31, 2024** along with the invoice. Please forward Graduate Fellowship Status Reports to Lakedra Fisher ([lfisher@lsu.edu](mailto:lfisher@lsu.edu)) in SPA no later than January 19, 2024, so they can be included with the invoices.

## Early Termination

If an agreement is terminated for any reason, please notify OSP and SPA in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, including e-mails, it must also be forwarded to both offices. Our offices will work with the PI, department, and sponsor to close the project.

**Fixed Price Agreements** should be treated like cost reimbursable agreements during the agreement period.

- ⇒ If the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.
- ⇒ Fixed price agreement should have a 10% or less unexpended balance when the project is completed so the account balances should be reviewed routinely to ensure charges are proper.
- ⇒ Large unexpended balances are red flags for audits and could mean the one of the following:
  - Project charges were charged to another sponsored agreement or to state funds. If this is the case, cost transfers need to be processed to move the charges to the correct account ASAP.
  - That the proposed budget was improper (non-project related costs were included). If this is the case, does a rebudget need to be submitted? Or, does the sponsor need to be refunded?

## Internal No-Cost Extensions

LSU can only grant one no-cost extension up to 12 months on certain grants and cooperative agreements. These requests should be routed in GeauxGrants. If a PI requests a six-month extension internally and additional time is subsequently required, another request must be submitted by the PI to the sponsor through your campus OSP.

## Participant Travel

Travel for participants is not subject to F&A. In order for F&A to calculate correctly on Participant Support Costs please use the correct ledger/spend category.

- ⇒ Ledger Account - **6270:Participant Support Costs**
- ⇒ Spend Category - **SC0289:Participant Travel**

## Service Centers

Salary for employees charged to accounts established as a service center cannot be used as cost sharing on a sponsored agreement. If the employee was committed to cost share on a project, one of the following actions must occur:



- ⇒ Assign a replacement person who will work on the project to fulfill the cost sharing obligation. If the person is considered key personnel, the sponsor must be notified of the change in personnel. The request must be routed through OSP.
- ⇒ Request a reduction in the cost sharing commitment. A letter would have to be submitted to the sponsor and routed through OSP.
- ⇒ Process a costing allocation and PAA (if needed) to change the source of funds for the employee to put them on the appropriate departmental funds. In this case, the charge rate for the service center will be reduced.

### Travel Expense Reimbursement Requests

When charging travel expenditures to a sponsored agreement account, the purpose stated on the expense report must relate to and/or benefit the sponsored project and the travel must be within the time frame of the agreement.

## Accounts Payable & Travel

### Mark your calendars...

The final AP Settlement run for 2023 will be **Wednesday, December 20, 2023**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

### Special Handling

As a reminder, LSU outsourced the check-printing function to JP Morgan. If special handling is requested for a check, the check is returned to LSU via FedEx overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

### Invoice Processing

Direct charge and purchase order invoices should be sent to [aptravel@lsu.edu](mailto:aptravel@lsu.edu). Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact

Jessica Hodgkins at 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu) or Valery Sonnier at 578-1531 or [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu).

### Aged Listing of Outstanding Encumbrances Report

Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the report:

- Search by worktag or multiple worktags
- Search by supplier
- Search by purchase order date
- Ability to remove "zero" dollar lines from the report

### Purchase Order Invoices

Please do not attach purchase order invoices to the Receipt. The purchase order invoice should be forwarded to the respective Accounts Payable office to be matched against the PO and Receipt.

**For questions concerning supplier invoices, please contact a member of the Invoice Processing staff:**

### Direct Charge:

- ☎ Deana Clement-Delage 578-1539 or [dcleme2@lsu.edu](mailto:dcleme2@lsu.edu)
- ☎ Arlyn Gamble 578-3697 or [abecnel1@lsu.edu](mailto:abecnel1@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)

### Purchase Order:

- ☎ Maci Jones 578-1620 or [macijones1@lsu.edu](mailto:macijones1@lsu.edu)
- ☎ Austin Ledet 578-1545 or [aledet@lsu.edu](mailto:aledet@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)



## LACARTE

### Delinquent FY23 LaCarte Card Transactions

Immediate attention should be given to outstanding FY23 LaCarte card transactions to avoid cardholder suspensions. If the outstanding transactions are related to future travel, please do not submit an expense report until after the travel has been completed. For questions, please contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu).





## TRAVEL

### Helpful – Reports!

- **Find Credit Card Transactions by Employee Cost Center**
  - Provides a list of all employees with credit card transactions for all statuses
- **Find Outstanding Credit Card Transactions by Employee Cost Center**
  - Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- **Find Expense Report by Worktag**
  - Provides a list of expense reports by employee and/or by a particular worktag
  - Select only **“Draft”** and **“In-Progress”** statuses to view tentative transactions.

### Abstract Fees

Abstract fees are considered printing, reproduction, or duplication expenses and should be coded to the Printing, Binding, and Duplication expense item.

### LaCarte related questions, please contact a member of the LaCarte staff:

- ☒ Theresa Oubre 578-1543 or [talber3@lsu.edu](mailto:talber3@lsu.edu)
- ☒ Christian O’Brien 578-1544 or [cobrien2@lsu.edu](mailto:cobrien2@lsu.edu)
- ☒ DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)
- ☒ Taylar Anderson 578-1977 or [tayloranderson@lsu.edu](mailto:tayloranderson@lsu.edu)

## SPECIAL MEAL

### Special Meals

The [AS499-WS](#) is a worksheet designed to assist with special meal allowances to ensure the total amount for the event is within the special meal rates. If the meals exceed the allowed rates, the overage must be paid with private or Foundation funds. The AS499-WS form can be found on the AP & Travel website.

### AS499 Form

The AS499 form instructions on page 2, box 10, have been updated to assist users with the form requirements based on the funding source. For questions, please contact Jessica Hodgkins at 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu).

**Spend Authorizations** for FY21 have been closed.

**Travel Expense Reports** should be created for LaCarte/CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date following the trip.

### Cancelled Trips

Expense reports should be created promptly to ensure all travel transactions are expensed/charged in the correct fiscal year. The expense report should include all expenses, refunds, etc. related to the trip. A justification as to the reason the trip was cancelled should be included in the supporting documentation. If the trip was cancelled by a host/organizer, documentation from the host/organizer must be attached to the expense report.

### Travel Reminders:

- 1) Conference agenda must be included in the supporting documentation attached to the expense report. The conference agenda provides the conference hotel name, nightly rate and information on the number of meals provided.
- 2) An itemized “paid” hotel folio is required. A hotel reservation confirmation is not a receipt.
- 3) Do not edit a PDF invoice/receipt. Editing a PDF invoice/receipt, to add information, compromises the integrity of the document. If additional information needs to be communicated, make a handwritten notation on the invoice/receipt. Please make sure not to write over any print on the invoice/receipt. A justification or memo may also be attached to the expense report.
- 4) Respond timely to the Travel staff e-mails to ensure continuous processing of all travel reimbursements.

### Travel related questions, please contact a member of the Travel staff:

- ➔ Caitlin Cox 578-6052 or [ccox40@lsu.edu](mailto:ccox40@lsu.edu)
- ➔ Jonathan Fresina 578-3672 or [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)
- ➔ Henry Woodard 578-2007 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- ➔ Kalynd Lewis 578-8928 or [mayfield1@lsu.edu](mailto:mayfield1@lsu.edu)

# TRAININGS

To register for LSU Finance training classes:

- ❖ Log in to myLSU
- ❖ Click on 'Employee Resources'
- ❖ Click on 'LSU Training and Event Registration'
- ❖ Locate the appropriate training then click on 'View Classes'
- ❖ Click on the appropriate Training Date
- ❖ Click 'Register'
- ❖ E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
Invoice Processing and Special Meals	AP & Travel	Tues, 12/5	9:30 am—11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 12/5	1:00 pm—3:00 pm	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 12/7	1:30 pm—3:00 pm	Online via Zoom
Business Managers' Meeting	—	Tues, 12/12	9:30 am—11:00 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 12/12	2:00 pm—3:00 pm	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 12/13	10:00 am—11:30 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 12/13	2:00 pm—3:00 pm	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 12/20	10:00 am—12:00 pm	Online via Zoom



## COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

### Common Terms & Documents

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CBT	Christopherson Business Travel
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
WAE	Wages As Earned

### Financial Systems

ABS	Advanced Billing System
CARD	Customer Accounts Receivable & Deposit
DIR	Directory System
FAMIS	Facility Services' Computerized Maintenance Management System
FMS	File Management System
SAE	Student Award Entry System
SPS	Sponsored Program System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

### Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BA	Budget Adjustment
BG	Basic Gift
BP	Business Process
CC	Cost Center
CCH	Cost Center Hierarchy
CCM	Cost Center Manager
CI	Customer Invoice
CO	Change Order
EG	Endowed Gift
FD	Fund
FDM	Financial Data Model
FN	Function
FS	Funding Source
GR	Grant
GRC	Grant Conversion
PAA	Payroll Accounting Adjustment
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company



### Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
BOS	Board of Supervisors
DOE	Department of Energy
FAR	Financial Accounting & Reporting
FBI	Federal Bureau of Investigation
FDN	LSU Foundation
FEMA	Federal Emergency Management Agency
NIH	National Institutes of Health
NSF	National Science Foundation
ORED	Office of Research and Economic Development
OSP	Office of Sponsored Programs
OBO	Office of Bursar Operations
PAY	Payroll
PROC	Procurement
PROP	Property Management
SACS-COC	Southern Association of Colleges and Schools Commission on Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture