

Office of Accounting Services

Monthly Newsletter



204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321
www.fas.lsu.edu/AcctServices

Issue 396

October 2017

Payroll

Partial Payments

A partial payment is issued to an employee when the appointment transaction or timesheet is not completed by the payroll processing date. Please refer to the Payroll website for a more detailed explanation of the partial payment procedure. <http://www.lsu.edu/administration/ofa/oas/pay/PartialPayments.pdf>

International Employees

Tax treaty benefits expire December 31, 2017. Any employee who is eligible for treaty benefits for 2018 should attend the tax treaty workshop on one of the following days:

Wednesday, November 8
Thursday, November 9
8:30 am to 4:00 pm
Lobby of Thomas Boyd Hall

Employees must bring their Passport, Visa, I-94, I-20 or DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

Employee Benefits Annual Enrollment

LSU's Annual Enrollment is being held from October 1, 2017 through October 31, 2017. During this time, you are able to make benefit plan changes for an effective date of January 1, 2018. The Office of Group Benefits has extended their annual enrollment through November 15, 2017.

All **eligible** active employees will be routed an Open Enrollment event in Workday in October for Annual Enrollment. The Open Enrollment event will go to their Workday Inbox. After close of business on October 31st. The LSU First and Supplemental products will not be selectable in the Open Enrollment event. Employees will only be allowed to make changes to OGB plans between November 1st and November 15th. The Open Enrollment event in employee's inboxes will disappear at close of business on November 15th. Retirees will not have access to Workday.

October Business Managers' Meeting

Topics to be discussed include:

- ♦ Search Committee Functionality
- ♦ LSU Strategic Plan

Tuesday, October 10, 2017
9:30 am—11:00 am
Atchafalaya Room, LSU Union



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Payroll continued...

Retirees have been mailed an Annual Enrollment change form to be returned to LSU in order to make plan changes.

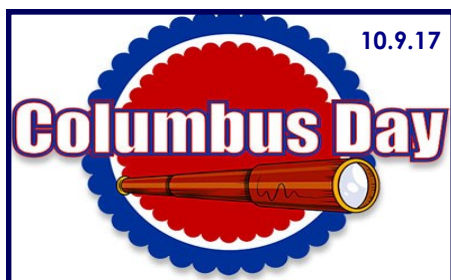
Employees are encouraged to print a benefits confirmation from their Benefits worklet before completing their Open Enrollment event in Workday. Employees should verify all benefits, contact information, personal information, dependent information, and plans are correctly reflected on their records and review their elections at the completion of the Open Enrollment event in Workday. This process will eliminate not receiving ID cards, tax documents, and desired benefits.

Employees currently participating in the flexible spending and health savings account options must re-enroll for the 2018 plan year. Employees may enroll in flexible spending account options through their Workday Open Enrollment event. The maximum contribution limits employees can elect for the 2018 plan year is \$2,600 for health care and \$5000 for dependent care.

Employees may enroll in Health Savings Account by completing a HSA_ Enrollment Form GB-79 which can be found on the LSU HRM Benefits website at http://www.lsu.edu/hrm/forms/Form_Benefits_item68472.php. The GB-79 form must be routed to Anne Landry's attention in Payroll, 204 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account.

United Way

Employees may elect to contribute to United Way through their Workday Benefits Worklet by selecting the United Way Benefit Event. The effective date of the contribution will be determined by the Benefit Event date inputted by the employee.



Accounts Payable & Travel

AS Forms must be completed in their entirety. Missing information such as: LSU IDs, Workday IDs and Cost Center numbers will delay processing. **Supporting documentation** should always be attached to any check requests and/or to the University Prepared Invoices.

Direct Charge Worksheet (AS580) must be attached to **each Direct Charge invoice** sent to AP & Travel. **Do not** use the AS580 form for Purchase Order invoices as this may cause a delay in processing. For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

"Aged Listing of Outstanding Encumbrances" report is available in Workday. **To run the report:** In the Search box, type **"Aged Listing of Outstanding Encumbrances"**. The report can be run for **Cost Center, Fiscal Year, Fund Hierarchies, Spend Category and Supplier**.

Departments are encouraged to utilize the **Aged Listing of Outstanding Encumbrances** report to review Purchase Order balances and ensure payments have been processed.

- If an outstanding balance exists for items that will not be received on a purchase order, a Change Order should be processed in Workday. The system will liquidate the encumbrance balance once the change order is complete.

Please note: Credit invoices for purchase orders are applied to the FDM worktag (i.e., account), but the credit invoices **do not** increase the purchase order encumbrance balances. For questions, please contact Valery Sonnier at 578-1531 or ysonnier@lsu.edu.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
☎ Sandy Pavlick 578-1545 or spavlick@lsu.edu

Helpful – Report!

Find Supplier Invoice by Worktag

- Provides the capability to locate supplier invoices for a particular worktag
- Select only **"In Progress"** status for tentative transactions



LACARTE

Annual Cardholder Review

Each Department Head is required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits and last usage date to determine if each employee should retain his/her card and/or if the cardholder's spending limit should be adjusted. AP & Travel has provided a list of the unit's cardholders and the list should be reviewed, certified by the Department Head and returned to AP & Travel no later than October 31, 2017 where the information will be centrally filed.

Expense Reports should be created for LaCarte, Travel and CBA transactions with complete cost documentation and routed for approvals. However, travel transactions paid with LaCarte in which the travel will not be completed until next fiscal year, the travel transactions should remain as "non-expensed" until the trip is completed.

Itemized receipts must be attached on LaCarte Expense Reports.

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 the users expense reports by employee and/or by a particular worktag
- Select only "**Draft**" and "**In-Progress**" statuses to view tentative transactions

Report Enhancements

In an effort to increase efficiency, the ***Find Expense Report by Worktag & Find Credit Card Transactions by Employee Cost Center reports*** were enhanced to display "**Awaiting Action**" and "**Comments**" from the Business Process. By adding these two fields on the reports, end users should save time since they will no

longer have to click on the expense reports to review this information.

Legacy Object Code Translation List is a great reference document available to assist with assigning expense items on expense reports or spend categories on invoices. This document can be found on the Workday Finance Trainings website at http://www.lsu.edu/workday/finance_training.php.

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

- 📞 Theresa Oubre 578-1543 or talber3@lsu.edu
- 📞 Catherine Herman 578-1544 or cherman@lsu.edu
- 📞 DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

FY18 Travel Orientation Brochure is a tri-fold document that provides a brief summary of pertinent information of the University Travel Program. The tri-fold brochure makes a great resource for employees, especially new hires, who may travel on behalf of the University. Departments are encouraged to make sure their employees are made aware and/or given a copy of the brochure. The Travel Orientation Brochure can be found on the AP & Travel website at: <http://www.lsu.edu/administration/ofa/oas/acctpay/travel.php>.

Safeguard Payment Information

Travelers should always remove credit card numbers, expiration dates and security codes from all receipts and documentation submitted.

AS499, "Request for Special Meals" form must be approved prior to the event. Please submit the form at least 7-10 business days prior to the event to allow enough time for processing. Please make sure the form is approved, all sections completed and any required supporting documentation (i.e., agenda, flyers, etc.) is attached.

Unused Airline Tickets

Travelers/departments are required to monitor unused airline tickets on a monthly basis to ensure all unused airline tickets are being applied to new airline reservations when applicable. Therefore, departments

Accounts Payable & Travel continued...

are required to have procedures in place to monitor Unused Airline Tickets. The procedures should include obtaining written justifications from the travelers as to the business reason for the cancellation and the resulting unused airline ticket. This documentation should be kept in a departmental unused airline ticket central file. However, if the airline ticket is reused, this documentation must also be included with the employee's travel reimbursement request for audit with the travel expenses. For any questions regarding the specifics and/or reusing an unused airline ticket, please contact a Short's Travel Agent at (888) 846-6810 or state@shortstravel.com.

University Resources Available to monitor Unused Airline Tickets:

1. Travelers receive 120, 90, 60, 30 and 14 day Ticket e-mail notifications regarding unused airline tickets in their name directly from Shorts Travel.
2. Each campus receives Unused Airline Ticket Reports on a monthly basis directly from Short's Travel.
3. The Unused Airline Ticket Report by campus is available on the AP & Travel website by the 15th of each month.

Department Heads and Business Managers, including those individuals with a business manager profile, are copied on the automated unused airline ticket e-mail notifications sent from Short's Travel to the travelers. This allows departments the ability to address the use of any unused airline tickets prior to expiration.

Prior approvals and/or justification requirements for the following travel expenses have been updated as outlined below. It will be the responsibility of the department to validate and document the reasonableness of expenses that exceed allowances.

1. Integral Conference Meals:

- A traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval, has the authority to approve meals that are designated an integral part of the conference at actual costs.

2. Lodging costs in excess of 50%:

- A traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the

Campus and/or Department requires a higher level of approval, has the authority to approve meals that are designated an integral part of the conference at actual costs. ***However, it will be the department's responsibility to ensure that a written justification with the reason for the higher lodging costs is included in the supporting documentation attached to the Expense Report.***

3. Vehicle Rental above an Intermediate Size:

- A traveler's supervisor (or his/her designee) and/or the person with fiscal responsibility, unless the Campus and/or Department requires a higher level of approval, has the authority to approve rentals of any vehicle above the "intermediate size" category. ***However, it is the department's responsibility to ensure that a written justification as to the need for the larger vehicle rental is included in the supporting documentation attached to the Expense Report.***
- When travel that includes a rental vehicle ends after the close of business on Friday or over the weekend, Enterprise must be informed in advance so that there will be no rental charges over the weekend, after travel ends. It will be up to the department to secure a credit if the weekend is charged.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Janise Montgomery 578-3697 or mont41@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

AP Appreciation Week

October 9 - 13



The efforts of LSU's AP & Travel office are greatly appreciated!

Sponsored Program Accounting

Sponsor Checks

If a check is received for a sponsored agreement in your department, please forward it to **Accounting Services, SPA, 204 Thomas Boyd**, to be logged in. Please include the following information on the check; award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

LaCarte Expenses

In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be **received** during the grant period.

Office Supplies

General purpose office supplies (such as computers and toner cartridges) are not normally allowable on federally sponsored agreements. General purpose supplies are part of facilities and administrative costs which are not considered allowable direct cost.

Source Documents

Requested information from sponsors should be routed to the appropriate SPA contact (Grant Manager). The Grant Manager can be found on the **Roles tab** of the grant in Workday.

Maintenance/Repair Costs

Equipment maintenance/repair costs are not allowable as a direct charge to federally funded projects including federal pass through projects. There is however one exception- when maintenance/repair costs for equipment dedicated to a project which equipment was **acquired for the project** are allowable as direct costs to that project. (AS550 not required)

Maintenance/repair costs are permitted to be charged as direct costs on non-federal agreements when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The principal investigator (PI) must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Overdrawn Accounts

University policy states that restricted accounts are the responsibility of the department and should not be in an

overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action is taken to clear any overdraft accounts.

Processing Cost Transfers/Corrections

Helpful hints

1. A PDF version of the Journal Line Detail must be attached. Also, the memo section of the journal must reference a unique identifying number i.e. supplier invoice #, expense report #, etc. If a partial charge is being transferred, it must be noted on the backup documentation.
2. Process cost transfers for expenditures in **Posted** status only; all other status should not be used.
3. Entries must be processed by **line item**.
4. Transfer request must be processed within **90 days** from the original accounting date.
5. Attach an AS226 to the cost transfer when transferring costs to a sponsored agreement. The justification should explain how the cost benefits the project being charged. An AS226 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, or state appropriations.
6. Process a payroll accounting adjustment to transfer salary expenditures. Please attach an AS227 to all retroactive changes for all sponsored agreement accounts. An AS227 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, or state appropriations.
7. Ensure that funds are available in the account that the costs are being transferred to and that the charge is an allowable charge on that account.
8. Ensure the associated FB and F&A costs are calculated when determining costs to be transferred.
9. Cost transfers should not be processed to solely expend the remaining balance in an account.
10. Cost transfers should not be processed to solely move overdrafts from one project to another.

Financial Accounting & Reporting

Requests for New Workday Dimensions

Departments who need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, Financial Accounting & Reporting webpage: <http://lsu.edu/administration/ofa/oas/far/forms.php>.

AS502: Request for Agency/Clearing

AS505: Request for Program

AS509: Request to Establish Endowed Scholarship

AS551: Request for Project

AS600: FDM Request Form - Expense, Ledger, Revenue, Spend

AS600-A: FDM Request Form - Cost Center

AS600-B: FDM Request Form - Budget, Classification, Debt, Loan, Transfer Company

Appropriate approvals must accompany any request.

Reporting

Below is a list of commonly used reports in Workday and can be accessed by typing the Report name into the Workday search box.

- * **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 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 <http://www.lsu.edu/administration/ofa/oas/far/forms.php>. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to 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 Laurie Wales at llamb18@lsu.edu using **Beth R. Nettles (SPL-23055)** 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. https://uiswcmweb.prod.lsu.edu/training/finance/department_transmittal.pdf

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. https://uiswcmweb.prod.lsu.edu/training/finance/emp_reimbursement-expense_rpt.pdf

For non-employee reimbursements (non-travel related), an AS541-NW: Expense Reimbursement for Non-Workers should be submitted to Accounts Payable and Travel for processing. The AS541-NW is available on the Accounts Payable & Travel website.

Directory (DIR)

In order to reduce duplicate records in DIR and subsequent merges, departments should verify that an individual does not already have a DIR record prior to adding them. The following search options are available in DIR:

Financial Accounting & Reporting continued...

- * By Social Security Number (UCHG Screen)
- * By 89 ID number (UCHG Screen)
- * By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to Laurie Wales at llamb18@lsu.edu.

Questions related to Workday merges should be directed to Human Resources.

Administration

ACCOUNTS PAYABLE & TRAVEL

Welcome back to AP & Travel, **Catherine Herman**. She has joined the LaCarte staff and can be reached at cherman@lsu.edu or 578-1544.

SPONSORED PROGRAM ACCOUNTING

SPA welcomes **Matthew Coldiron** and **Falynn Rivere**. Matthew can be reached at mcoldi1@lsu.edu or 578-6913. Falynn can be reached at frivere1@lsu.edu or 578-2139.

Finance Trainings

Below is a list of Finance classes that are currently available on the **Training and Event Registration** website at training.lsu.edu. Please monitor training.lsu.edu as additional classes will be continuously added.

| | <u>Start/End Time</u> | <u>Location</u> |
|--|-----------------------|------------------------|
| Accounts Payable & Travel Instructor Led Business Policies/Processes Training | | |
| Wednesday, October 18, 2017 | 9:00 am - 11:30 am | 225 Peabody |
| Wednesday, November 15, 2017 | 9:00 am - 11:30 am | 225 Peabody |
| Thursday, December 14, 2017 | 9:00 am - 11:30 am | 225 Peabody |
| Accounts Payable & Travel Workday Drop-In Lab | | |
| Wednesday, October 18, 2017 | 1:30 pm - 3:30 pm | 169 Coates |
| Wednesday, November 15, 2017 | 1:30 pm - 3:30 pm | 169 Coates |
| Thursday, December 14, 2017 | 1:30 pm - 3:30 pm | TBD |
| Budget Instructor Led/Practice Lab Training | | |
| Tuesday, October 24, 2017 | 9:30 am - 11:30 am | 169 Coates |
| Business Assets Instructor Led/Practice Lab Training | | |
| Wednesday, October 11, 2017 | 1:30 pm - 3:30 pm | 169 Coates |
| Monday, November 13, 2017 | 9:30 am - 11:30 am | 230E Middleton Library |
| Customer Accounts Receivable and Deposit (CARD) Instructor Led Workday Training | | |
| Thursday, October 12, 2017 | 9:00 am - 10:00 am | 169 Coates |
| Thursday, November 2, 2017 | 9:00 am - 10:00 am | 169 Coates |
| Customer Accounts Receivable and Deposit (CARD) Drop-In Lab | | |
| Thursday, October 12, 2017 | 10:30 am - 11:30 am | 169 Coates |
| Thursday, November 2, 2017 | 10:30 am - 11:30 am | 169 Coates |
| Financial Data Model (FDM) and Reporting Instructor Led Workday Training | | |
| Thursday, October 19, 2017 | 9:30 am - 11:30 am | 225 Peabody |
| Financial Data Model (FDM) and Reporting Drop-In Lab | | |
| Thursday, October 19, 2017 | 1:30 pm - 2:30 pm | 230E Middleton Library |

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

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 |
| 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 |
| LSUID | LSU's Identification Number (replaces SSN in LSU's computer systems) |
| 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 |
| STO | Short's Travel Online |
| 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 |
| 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 |
| 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 | States Department of Agriculture |