Financial Accounting & Reporting

Reporting Tools
Online ledgers/reports can be accessed by:

- Logging into myLSU
- Selecting Financial Services
- Selecting Reporting Tools

Important Notes
- Populate all parameters marked with an asterisk (*).
- Verify the data being entered is in the proper parameter format – for example January 31, 2015 month end date should be entered as 20150131 (YYYYMMDD).
- Verify mainframe access for that account, department or college.
- Adjust the print area through the Print Preview toolbar function when printing reports.

Security Access – GLS
Individuals requiring access to GLS must submit a request through the online Security Access Request System. The View and Initiate GLS Entries (GLSVIEW) function will allow individuals to view information in GLS and Reporting Tools and bring an entry to incomplete status for their designated account scope. The View/Initiate/Balance GLS Entries (GLSUPDATE) function will provide all of the functions of GLSVIEW and allow an individual to bring an entry to pending status (F3).

1099 Tax Forms
1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall or jgendr1@lsu.edu

Petty Cash
Annual confirmation letters for petty cash funds will be distributed via email this spring. Please ensure all of the information in the letter is accurate and return per instructions to FAR as soon as possible. FASOP: AS-03 provides guidelines to be followed with petty cash. The FASOP can be found at http://www.fas.lsu.edu/fas/fasOps/FASOP_AS-03.pdf.
Bank Reconciliation

Contact us at bankrecon@lsu.edu for questions/requests related to bank reconciliation to include 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.fas.lsu.edu/AcctServices/far_b/form.asp. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Internal Transactions (ITs)

An IT is an entry type in GLS that enables departments to bill other departments or campuses for services rendered or merchandise sales. ITs should be initiated by the rendering department.

Important Reminders

♦ Appropriate documentation including detailed information about the services or merchandise must be attached to the IT
♦ There should be no travel object codes on an IT
♦ Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Procurement continued...

Expenditure Freeze

Departments are reminded to add a comment and attach necessary documentation in the Remarks section in PRO or in the Internal Notes section in LSU GeauxShop to identify the exemption the purchase falls under PRIOR to submitting orders. Failure to add the exemption note will result in processing delays.

NOTE: The AS900 form is only needed if the purchase falls under one of the 4 exemptions noted on the form OR if the purchase does not meet the criteria of any exemption and you are requesting an exception.

Click here for more information on the expenditure freeze and LSU’s Implementation Plan.

Professional, Personal and Consulting Services

Graphic Design Services

Procurement has negotiated and entered into separate contracts for campus-wide services with two separate contractors: Aztech Graphics, dba Object 9 and STUN Design and Advertising. These contractors can provide graphic design services for all University departments on an “as requested” basis managed by LSU Communications and University Relations (CUR). Design services include, but are not limited to, the following: graphic design for both print and digital, web design, magazine design, newsletter design, annual reports, brochures, advertising concepts and designs (broadcast, print, outdoor & electronic), maps, postcards, pocket folders, catalogs, flyers, posters, exterior signage, vehicle wrap design, specialty item graphics, photography, copyrighting, general graphic design for multi-media, conference planning and production assistance, and other promotional materials and efforts. Please refer to the Purchasing Policies & Procedures A-Z/Graphic Design Services webpage for more information. This process should be followed in ADVANCE of all contracted design services being performed.

Procurement Reminders

⇒ To avoid late fee penalties, ensure timely payment to vendors by completing a receiving report as soon as goods and/or services are received. The receiving report serves as Accounts Payable’s authorization to make payment for goods and/or services. Completing receiving reports in a timely manner is also pertinent for Property Management. To ensure
the University is in compliance with State Property Law, all moveable property is to be tagged and entered into University Inventory Records within 60 days of receipt of the item(s).

⇒ Advertising approval requests should be sent to Communications and University Relations via e-mail to approvals@lsu.edu.

⇒ KRC requisitions must be approved by the user that initially added the requisition, and can be routed for approval at an INC (incomplete) status.

**Procurement Training**

**LSU GeauxShop Requester Training Classes** will be held from 9:30 am – 12:00 pm on the following dates:

- February 12, 2015
- March 12, 2015
- April 9, 2015
- May 14, 2015

**PRO Demo: Introduction to PRO Classes** will be held from 9:30 am – 11:30 am on the following dates:

- March 24, 2015
- May 19, 2015

**PRO Demo: Creating Departmental Solicitations Classes** will be held from 1:00 pm – 3:00 pm on the following dates:

- March 24, 2015
- May 19, 2015

**PRO Demo: Creating Requisitions for Professional, Personal, Consulting and Social Services Classes** will be held from 10:00 am – 11:30 am on the following dates:

- March 25, 2015
- May 20, 2015

**All Training Classes will be held in Himes Hall Room 133.**

Register for classes via myLSU (PAWS), under Employee Resources - HRM Training Programs.

**Sponsored Program Accounting**

The training schedule for Spring 2015 can be found on HRM’s webpage at [http://uiswcmssweb.prod.lsu.edu/hrm/Employees/Employee Resources/Training and Development/item58641.html](http://uiswcmssweb.prod.lsu.edu/hrm/Employees/Employee Resources/Training and Development/item58641.html). Training is offered for Personnel Activity Reports (PARs) and Post Award Administration.

**BOR Industrial Match**

Industrial match commitment letters on LA Board of Regents (BOR) contracts are due to BOR by March 31, 2015. The original commitment letter must be mailed directly to BOR with a copy to SPA as long as there are no changes with sponsor, amount or terms. If a change is necessary, please contact the appropriate Sponsored Programs office.

**BOR R&D and Enhancement**

Requests for extensions and rebudgeting, which require BOR approval, for contracts expiring June 30, 2015 must be received by BOR by April 30, 2015. Please note that all such requests must have prior institutional approval. In addition, requests for approval of any additional equipment and/or deviations (excluding make and model) from the approved equipment budget must be received by BOR by April 30, 2015. Please review your account to ensure that encumbered items or services will be received by June 30, 2015 and ensure that the required cost sharing will be met by the expiration date. If you have questions about your agreement, please call the SPA grant contact person for your specific account number.

**BOR Graduate Fellows**

Status Reports for BOR Graduate Fellows were due January 31, 2015. Please send any outstanding reports to SPA.

**Cost Transfers**

A cost transfer is an after-the-fact reallocation of an expenditure from one account to a sponsored project via journal voucher (CJ or SJ) or personnel action form. Expenditures should be charged to the appropriate sponsored project when first incurred. However, if necessary, a cost transfer may be submitted within 90 days from the end of the month in which the original entry was recorded. To comply with allowability and allocability requirements of Office of Management and Budget (OMB) Circular A-21, it is necessary to explain and justify the transfer of charges. Frequent, tardy or
unexplained (or inadequately explained) transfers can raise serious questions about the propriety of the
transfers and our accounting system and internal
controls. The cost transfer forms (AS226 – non
personnel and AS227 – personnel) and approval
signatures were developed to avoid audit questions
regarding transfers.

Helpful hints
1. Attach a copy of the HTML version of the online
ledger to the journal entry. When using GLS
online transaction as backup instead of the HTML
ledger sheet for cost transfers, please submit both
the expenditure detail ledger and line item detail
screens. When only the line item detail screen is
submitted, GLS has to be checked to make sure the
expenditure is current. Including the expenditure
detail ledger helps reduce processing time.
2. Process cost transfers for only current
expenditures and not tentative transactions.
3. Entries must be processed by line item using the
ledger description.
4. Transfer requests must be processed within 90
days from the original ledger 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 that it is being charged. An AS226 is
not required for transfers to LSU Foundation
accounts, expired fixed price accounts, gift
accounts, and state appropriations.
6. Process a personnel form to transfer salary
expenditures. Attach an AS227 to all retroactive
changes to sponsored agreement accounts. An
AS227 is not required for transfers to LSU Foundation
accounts, expired fixed price accounts, gift
accounts, and state appropriations. The AS227
should be attached in HRS as a SJ-SPA Justification.
7. Ensure that funds are available in that account
where the costs are being transferred to and that
the charge is allowable 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.

Finance and Administrative Services Operating
Procedure (FASOP) AS-05 which can be found on SPA’s
webpage at http://www.fas.lsu.edu/fas/fasOps/FASOP_
AS-05.pdf provides a concise, easy-to-follow table to help
distinguish between gifts and sponsored agreements.
Scholarship donations are not classified as gifts if the
donor selects the scholarship recipient. Instead, these
types of donations are classified as outside scholarships.
Outside scholarships should be directed to Laurie Meyer
in the Bursar’s Office instead of SPA. When routing the
check and paperwork for an outside scholarship, please
indicate the student’s name and LSUID number. Any
questions can be directed to Meg Wesson at 578-2144 or
mwesso1@lsu.edu or Laurie Meyer at 578-3847 or
lzalfe1@lsu.edu.

Maintenance/Repair Costs
Equipment maintenance/repair costs are not allowable
as a direct charge to federally funded projects, to include
federal pass through. There is however one exception -
maintenance/repair costs for equipment dedicated to
the project through which the equipment was acquired
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 documenta-
tion. 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.

Monitoring Reports
It is imperative that monitoring reports for DNR, LA
Department of Wildlife & Fisheries and DEQ agreements
are sent to SPA to be submitted along with the invoice.
These sponsors will not pay invoices unless the
monitoring reports are attached.

Other sponsors will not pay invoices if technical reports
are late. The principal investigators are responsible for
submitting technical reports timely. A delay in
submitting reports may cause the sponsor not to pay
invoices.

Fixed Price Agreements
Fixed price agreements should be treated like cost
Personnel Activity Reports (PARs)
The following PARs should be returned by the appropriate due date:

- **Academic PAR 1** (08/18/14 – 12/19/14)
  Due date March 2, 2015

- **Fiscal PAR 6** (10/01/14 - 12/31/14)
  Due date February 23, 2015

Please certify and return all outstanding PARs. If applicable, please ensure cost sharing is documented before returning the PARs.

Please contact the appropriate PAR analyst with any questions.

Meg Wesson is the contact for wage PARs (PARs A – L) and Sarah Ulkins is the contact for Academic and Fiscal PARs (PARs 1 – 3 and 5 – 8). Meg can be reached at 578-2144 or mwesso1@lsu.edu. Sarah can be reached at 578-1430 or sulkins@lsu.edu.

Expired Fixed Price Agreements
The purpose of the expired fixed price policy is to set forth procedures for the disposition of unexpended balances of fixed price agreements. This policy provides the PI with maximum flexibility to use the remaining funds to support the original area of the award (e.g., research, instruction, public service). FASOP: AS-08 “Fixed Price Agreements” can be found on SPA’s webpage at [http://www.fas.lsu.edu/fas/fasOps/FASOP_AS-08.pdf](http://www.fas.lsu.edu/fas/fasOps/FASOP_AS-08.pdf).

Auditors
If an auditor from a sponsoring agency requests information, please contact Janet Parks in SPA at 578-4878 or jparks@lsu.edu. No notification is needed if a Legislative Auditor is requesting information.

Appointments to sponsored projects must be for the period of actual time. These appointments may be beyond budget periods specified in the award and may also extend beyond the expiration date of the grant, if the PI and the department chair expect the grant period will be extended. However, a personnel action form to change the source of funds will be necessary if the grant is not extended or the sponsor issues a new award (in which case we must assign a new account number for the project).

Overdrafts, unallowable costs, or costs not incurred within the period of the award remain the responsibility of the department. Therefore, personnel appointments to sponsored projects should be carefully evaluated. Appointments for extended periods should be considered when appropriate in lieu of preparing numerous forms over the life of multi-year or incrementally funded agreements.

Payroll

**LSUID Required**
An employee LSUID number is required on all internal LSU documents submitted to payroll, e.g., timesheets, direct deposit authorization. The LSUID is the only way Payroll has of ensuring transactions are processed correctly. For outside party documents, such as federal and state tax forms, the employee SSN must be provided as indicated on the document.

**Fiscal GAs**
Fiscal GAs with an end date prior to the last day of month will not receive payment until the Payroll Office receives the appropriate XCNA or XSEP forms. To ensure timely payment for these employees, please process the appropriate forms as soon as possible.

**Hiring International Students**
International student employees, including GAs, must not work over 20 hours per week while school is in session. To ensure compliance with this federal regulation, international Graduate Assistants are typically not allowed to receive additional compensation. All additional compensation for reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested from the sponsor through your designated Sponsored Programs office.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is complete. A large unexpended balance could mean that project expenditures were charged to an incorrect account number, that the proposed budget was improper (non-project related costs were included), or that the work wasn’t completed.

**Sponsored Program Accounting continued...**

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**Hiring International Students**
International student employees, including GAs, must not work over 20 hours per week while school is in session. To ensure compliance with this federal regulation, international Graduate Assistants are typically not allowed to receive additional compensation. All additional compensation for
graduate assistants in the U.S. holding a student visa status, must be approved by the Graduate School BEFORE the work is performed. This is a formal condition listed on the IS work permit. Violations typically occur for international GA’s who hold a 50% assistantship. 50% assistantships are considered 20 hours per week of employment which is the maximum amount of hours allowed under federal regulations. Providing these GA’s with additional work beyond their assistantship would exceed the 20 hours per week limitation, and the student would be in violation of their status in the United States. Any questions about the work eligibility of international students or Graduate Assistants should be directed to International Services.

2014 tax exempt status expires Feb 17th for U.S. citizens and resident aliens who claimed exempt from federal withholding and/or state withholding for 2014. Employees who are eligible for exemption for 2015 and wish to continue their exemption must complete new W-4 and/or new L-4E forms to claim exempt for 2015. Exemption for any calendar year expires on February 15th of the following year. Regulations prohibit a refund of taxes withheld to any employee who is eligible, wants to claim exemption for 2015, but does not complete a new W-4 or L-4E form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2. Employees can access their W-2 form electronically through myLSU and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet
Federal
http://www.irs.gov/Forms-&-Pubs
State
http://www.rev.state.la.us/Forms
Also, from Payroll’s web page, under Useful Links, one can access the IRS and Department of Revenue websites.

IRS Individual Taxpayer ID (W-7) and SSN
International students on scholarship who are not eligible for a social security number should apply for an Individual Taxpayer Identification Number (ITIN). LSU is a Certified Acceptance Agent with authority to collect and submit to the IRS the appropriate paperwork necessary to apply for the identification number. Students that need to apply for an ITIN may do so in the Payroll Office, 204 T Boyd. The ITIN application must be submitted with the applicant’s 2014 tax return, so bring your 2014 tax return as well as your travel documents, to the Payroll Office when you are ready to apply.

International employees who claimed tax treaty benefits in 2014 and whose 2014 W-2 form is coded “TTY” in Box 14 will receive a 1042-S form no later than March 15, 2015. Both forms are needed before tax returns can be filed. Questions may be directed to Tracey McGoey at 578-4844 or tmcgoey@lsu.edu.

Duplicate W-2 Requests
W-2 forms are available online through myLSU back to 2001 and can be printed as needed. Should a W-2 not be accessible through myLSU, requests for duplicate W-2 forms can be made by completing form AS387 found at the following link: http://www.fas.lsu.edu/AcctServices/forms/pay/as387.pdf, or in the Payroll Office. There is a $10.00 charge for each duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803.
International employees who are considered non-resident aliens should complete federal forms 1040NR or 1040NREZ and 8843. All other international employees must consider their particular situation to determine the appropriate forms to file.

Non-resident Alien Tax Assistance
The LSU Tax Law Club will host their annual VITA site which provides tax assistance for non-resident aliens free of charge on the following dates:

February 24, 25, 26
March 3, 4, 5, 10, 11, 12
6:00 p.m. — 8:00 p.m.

Non-resident aliens seeking tax assistance should go to Room W210 of the LSU Law Building. This is the west side of the Law Center, the side facing the parade grounds.

Who Qualifies:
Foreign students, teachers, and researchers (F, J, M or Q status)

What to Bring:
- 2014 W-2 Form and/or 1042-S Form
- 2014 1099 Form (if applicable)
- 2014 1098T Form (if applicable)
- Copy of 2013 Federal and State Tax Returns (if available)
- Passport and Visa
- Proof of bank account routing numbers and account numbers (i.e. blank check) - if you wish to use direct deposit

Tax Software
There is software available for international taxpayers considered nonresident aliens to purchase and use to prepare their required U.S. Federal tax return. GLACIER Tax Prep is provided through ARCTIC INTERNATIONAL, which is a company that has provided international tax training to employers for many years. Individuals can purchase Glacier Tax Prep for their own use for a minimal fee. It can be found at the following link: [http://www.articintl.com/gtp_individual.asp](http://www.articintl.com/gtp_individual.asp). This software does not prepare State tax returns.

Do You Qualify for Free Tax Help?
The MyFreeTaxes Partnership between the IRS and H&R Block provides free state and federal tax preparation and filing assistance for qualified individuals. It’s easy, safe, secure and 100 percent free. The tax filing software is provided through MyFreeTaxes.com. There is NO fee for online state and federal tax preparation as long as your household income is $60,000 or less in 2014. A link to the MyFreeTaxes website can be found on the Payroll website under Useful Links.

Non-Resident Alien Tax Form 1042-S
IRS Forms 1042-S will be mailed by the University mid to late February, to all foreign visitors receiving income, to all non-resident foreign students receiving exemptions and cash awards, and to all tax treaty benefit recipients. Internationals planning to file a tax return claiming a refund of taxes withheld on income received will be required by the IRS to file with a valid SSN or ITIN (Individual Tax Identification Number). The IRS will not accept tax returns filed under an international student “999” student number.

LSU’s “Expenditure Freeze” applies only to expenditures using state appropriated funds that are included in the University’s FY 2014-15 Operating Budget and/or identified with a zero (0) in the sixth digit of the account number. As a reminder, please write the applicable exemption number on the invoice before submitting them to Accounts Payable. This will allow us to process the payment without any delays. The Quick Reference Summary of LSU’s FY15 Expenditure Freeze Guidelines is available on the AP & Travel website or can be found at: [http://www.fas.lsu.edu/AcctServices/ freeze.html](http://www.fas.lsu.edu/AcctServices/ freeze.html). The Quick Reference Summary is a helpful tool to assist department personnel with meeting the documentation requirements for processing the procurement or payment transactions subject to the Expenditure Freeze. The Expenditure Freeze will remain in effect through June 30, 2015. For questions regarding LSU’s “Expenditure Freeze”, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

For PRO questions regarding Aged Listings, Pending Invoices or Receiving Reports, please contact one the following Invoice Processing contacts:
Accounts Payable & Travel continued...

- Angie Mann 578-1620 or amann7@lsu.edu
- Valery Sonnier 578-1541 or vsonnier@lsu.edu
- Vanessa Santos 578-1531 or vsantos@lsu.edu

LSU GeauxShop questions regarding the invoice workflow, please contact one of the following Invoice Processing contacts:

- Jessica Hodgkins 578-1545 or jhodgkins@lsu.edu
- Valery Sonnier 578-1541 or vsonnier@lsu.edu
- Vanessa Santos 578-1531 or vsantos@lsu.edu

For all other LSU GeauxShop questions, please e-mail geauxshophelp@lsu.edu.

**LACARTE**

LaCarte and CBA BF entries must be released to AP using the online PCARD system with complete cost documentation no later than 30 days from the date of the purchase/transaction. Please make sure all entries are released to AP (RAPS status) when the final approvals are made.

**LaCarte purchases under the equipment threshold**
Departments should keep a record/log on any type of electronic items (i.e. ipads, laptops, etc.) purchased with a unit cost less than $1,000 in which the items are not subject to be inventoried. The electronic items are the property of the University. The items must be accounted for and returned should the employee leave the University.

The online LaCarte Distribution Training is available on the Accounts Payable & Travel website at [http://www.fas.lsu.edu/AcctServices/acctpay/](http://www.fas.lsu.edu/AcctServices/acctpay/) and can be accessed by clicking the “Online Training” link. The direct link is [http://community.moodle2.lsu.edu/course/view.php?id=98](http://community.moodle2.lsu.edu/course/view.php?id=98).

The users will be required to:
1) Login through myLSU
2) Click “Accounts Payable & Travel”
3) Select the online training session - “LaCarte Distribution”

New cardholders are required to complete this training prior to receiving their LaCarte card. The card will be given only to the cardholder upon signing the LaCarte Agreement form. For questions, please contact Kathleen Elders at kelder1@lsu.edu or 578-8593.

**Cardholders Leaving the University**
Supervisors (or LaCarte Contacts) should be certain to retrieve LaCarte cards from employees leaving the University prior to their last day of work. More importantly, supervisors (or LaCarte Contacts) are advised to make sure all LaCarte purchases are reconciled prior to the employee’s last day. This includes obtaining receipts/supporting cost documentation for purchases that are reflected on a LaCarte entry. In addition, please contact Kathleen Elders (LaCarte Administrator) prior to the employee’s termination date. Kathleen will work with the department to account for any outstanding entries and have them audited. This will ensure the cardholder does not leave the university owing a refund. For questions, please contact Kathleen Elders at kelder1@lsu.edu or at 578-8593.

**Cash or Cash-Like Incentives**
Whenever University purchases result in cash or cash-like incentives, the cash and/or incentives are the property of the University and may not be used for a personal gain. Examples of such incentives may include, but are not limited to, rebates, gift cards, two-for-one purchases and spend rewards. The University recommends that cardholders not participate in these promotional offers. It is the responsibility of the cardholder’s department to be assured that any monetary or cash incentive reward received as a result of a University purchase become the property of the University. For questions, please contact the LaCarte Administrator at (225) 578-8593.

**Dispute Transactions**
LaCarte purchases with dispute transactions (i.e. merchant error or fraud) will require the Dispute Form to be attached in order to approve and route the entry. Dispute transactions must be coded in the Dispute Amount Field in the PCARD system. When there is a transaction being disputed, the PCARD system will also require the Dispute form to be attached. Priority processing will be given to any LaCarte entry coded with a dispute amount to meet the Bank’s required 60-day deadline. Departments should continue to contact the merchant because documentation of attempts by the cardholder to resolve the dispute is required by the Bank.
The bank will NOT accept a dispute for the following reasons:

1. **Sales tax was charged.** Visa will not credit sales tax. It is very important that cardholders check their receipts at the time of payment to make sure sales tax is not charged. If it is charged in error, the matter should be corrected before leaving the store.

2. **The receipt is lost.** Cardholders should make a conscientious effort to safeguard all receipts made with the LaCarte card. A lost receipt will require a reimbursement to the university through a payroll deduction.

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

- DeAnna Landry 578-1544 or deannal@lsu.edu
- Theresa Oubre 578-1543 or talber3@lsu.edu
- Kathleen Elders 578-8593 or kelder1@lsu.edu

**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.

**Unused Airline Ticket E-mail Notifications**
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.

**SHORT’S TRAVEL ONLINE (STO)**
STO users now have the ability to make a request to apply an unused ticket credit toward the purchase of a new ticket. This means travelers and Travel Arrangers have the capability to see unused ticket credits within STO’s Search Results to assist them with choosing the best flight. They can easily request to apply an unused ticket credit toward the new ticket purchase at check-out. STO will only display fully open unused tickets with a value exceeding the airline penalty fee.

When purchasing a ticket, the travelers will see their unused tickets for the airline selected and can request the credit be applied to their online booking. The reservation will be routed to a Short’s Travel Consultant to validate and apply the ticket credit less any airline exchange fees. The functionality does not exist today in the Global Distribution System (GDS) that allows for automating exchanges and for this reason if a traveler elects to apply an unused ticket credit, an agent transaction fee of $24 will apply. This is clearly stated on the check-out page, and the fee will also change from $5 to $24 if the user selects to use an unused ticket credit.

If the reservation requires pre-trip approval, the total cost of the ticket (before exchange) will be displayed to the Travel Approver. The Travel Approver will see a message on the approval request when the traveler has requested to use an unused ticket credit. After the
Accounts Payable & Travel continued...

Short’s Travel Consultant exchanges the ticket, the confirmation invoice will reflect the final ticket cost including the original ticket amount, new ticket amount and airline exchange penalties. For a detailed booking example, please go to the AP & Travel website under Short’s Travel Management and select “Applying an Unused Ticket on Short’s Travel Online” or select the link directly at http://www.fas.lsu.edu/acctservices/forms/travel/Applying%20Unused%20Tickets.pdf.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Ashley Matt 578-3697 or amatt3@lsu.edu
- Chantal Benjamin 578-3698 or cbenja6@lsu.edu
- Jennifer Driggers 578-3699 or jdrigg@lsu.edu

Administration continued...

month – click “Newsletter”. Newsletters for the prior year can be found at http://www.fas.lsu.edu/acctservices/archive.html. To be added to the Newsletter Mailing List, contact Danita King at dcking@lsu.edu.

W-9 Requests
All requests for a W-9 should be forwarded to Brenda Wright at bwrigh4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Donna Torres on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

Vendor Applications
When LSU does business with an organization, the University (department) must enroll or register in that organization’s vendor database. This will oftentimes be referred to as the vendor application or enrollment process. During the registration process, various documents may be requested by the vendor such as a vendor application referenced above. It is the responsibility of the department to initiate the vendor application process by completing as much information as possible on the vendor application or enrollment form. This form will vary by vendor and will ask for specific information pertaining to the department, contact information, goods/services, etc. Note: it is common for a W-9 to be requested during this process. Upon completion, forms should be forwarded to Maria Cazes at mcazes@lsu.edu. The proper signature will be obtained and the documents will be returned to the requesting department or submitted directly to the vendor.

Unclaimed Property Notifications
If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Maria Cazes at mcazes@lsu.edu. Information on prior meetings can be found at http://www.fas.lsu.edu/acctservices/archive.html.

February Business Managers’ Meeting
Monthly business managers’ meetings resume this month. Topics to be presented at the February 10th meeting are as follows:

- Risk Management Autonomy Transition
- FASOP: AS-25 “Student Employment Best Practices”

Note: Pilot procurement code will be presented at March’s meeting on March 10. Meeting dates for the remainder of the fiscal year are as follows: April 14, May 12 (Fiscal Yearend Seminar) and June 9. Meetings are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am. To be added to the Business Managers Mailing List, submit an idea for a future topic, or submit specific questions on topics announced for future meetings, please contact Maria Cazes at mcazes@lsu.edu. Information on prior meetings can be found at http://www.fas.lsu.edu/acctservices/archive.html.

Newsletter Mailing List
The Accounting Services newsletter is no longer printed and available electronically only. The .pdf version is e-mailed by Danita King monthly once the newsletter is available. In addition, the online version is posted to the Accounting Services home page by the 5th of each
Property Management

Shredder
Accounting Services has an industrial-sized shredder located on the 4th floor of Thomas Boyd Hall that departments can reserve. To reserve the shredder, please send an e-mail to imaging@lsu.edu. The e-mail should include the day and time of your requested appointment. In an effort to allow all departments across campus to utilize the shredder and maintain the work flow internal to our office, we have limited the use to 2-hour increments. Appointments can be made for 8:00 to 10:00 am, 10:00 to 12:00 pm, and 1:00 to 3:00 pm. If a department is more than 15 minutes late, the appointment may be rescheduled. If the department has a project that includes a large amount of paper to be shredded and a timeline to abide by, we will do our best to accommodate. Any departments using the shredder will be trained on how to safely operate the shredder, clean the general area, and proper disposal of the bags of shredded paper. Note that the shredded bags of paper must be transported to the dumpster outside T Boyd & Middleton Library and can be fairly heavy when being moved. Also, due to budget constraints, departments with a large amount of shredding may be required to purchase and replenish shredder bags and oil. Note: this equipment does not dispose of microfilm or microfiche - it is intended for paper only.

Business Managers and Property Custodians
LSU has decided not to move forward with the Scan & Validate module from AssetWorks. The Scan & Validate module is a stand-alone solution, separate from Asset Management, which uses barcode scanners to complete the annual inventory process. Technical and administrative issues came to light during implementation that were not clear previously. Therefore, the decision was made to return the scanners already purchased and not buy any additional scanners from AssetWorks.

While the decision to return the scanners is disappointing, it is in the best interest of LSU. Other options are being pursued which will be more cost effective and better integrate into our processes, systems and structure.

What this means for you:
1) There’s no need to plan for the purchase of a barcode scanner in the short term.
2) The 2015 annual inventory process (begins in March) will be on paper, as in the past. The forms will have a slightly different look since Asset Management will generate the forms rather than ERI.

More details will be sent in the coming weeks.

Thanks for your understanding of this change. Please direct any questions to Property Management at property@lsu.edu.

Sponsored Program Accounting
Welcome Bronson Hopkins and Ashley Dugas to Sponsored Program Accounting. Bronson can be reached at bhopkins@lsu.edu or 578-3110 and Ashley can be reached at aduga28@lsu.edu or 578-2139.

Procurement
Welcome Brooke Ruffin to Procurement. She can be reached at bruffin@lsu.edu or 578-6482.
**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.

<table>
<thead>
<tr>
<th>Common Terms &amp; Documents</th>
<th>Departments &amp; Organizations</th>
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<tbody>
<tr>
<td>AMAF</td>
<td>AP Accounts Payable &amp; Travel</td>
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<td>CS</td>
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<td>CSAP</td>
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<tr>
<td>DT</td>
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<tr>
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<td>SPA Sponsored Program Accounting</td>
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<tr>
<td>ITIN</td>
<td>SSA Social Security Administration</td>
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<tr>
<td>JV</td>
<td>TAF Tiger Athletic Foundation</td>
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<tr>
<td>LSUID</td>
<td>UAS University Auxiliary Services</td>
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<td>HRS AUTH</td>
<td>USDA United States Department of Agriculture</td>
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**Financial Systems**

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<td>COA Chart of Accounts</td>
</tr>
<tr>
<td>DIR Directory</td>
<td>ETA Employee Time &amp; Attendance</td>
</tr>
<tr>
<td>FMS File Management System</td>
<td>GSP GeauxShop</td>
</tr>
<tr>
<td>GLS General Ledger System</td>
<td>HRS Human Resources System</td>
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<tr>
<td>INS Insurance</td>
<td>IPM Investment Portfolio Management</td>
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<tr>
<td>LVT Leave Tracking</td>
<td>PAR Personnel Activity Reporting</td>
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<tr>
<td>PCARD Procurement Card</td>
<td>PAY Pay Control</td>
</tr>
<tr>
<td>PRO Procurement</td>
<td>RCN Bank Reconciliation</td>
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<tr>
<td>SAE Student Award Entry</td>
<td>SPS Sponsored Program System</td>
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<tr>
<td>SWC Workers’ Compensation</td>
<td>TIS Treasurer Information System</td>
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