

Office of Accounting Services

Monthly Newsletter



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

Issue 379

May 2016

The LSU Workday Project is completing its testing phase with payroll parallel testing which runs through the end of May. Efforts are underway to roll out informational and training resources for the LSU community. A number of new videos and job aids are currently available on the LSU Workday Website (www.lsu.edu/workday), and new resources will continue to be placed there as we near the July 1 go live date. Information sessions and training schedules are forthcoming. Please monitor the site, myLSU and your e-mail for these opportunities.

For additional information, please refer to the LSU Workday website: www.lsu.edu/workday. Questions or concerns regarding the LSU Workday Implementation may be directed online to www.lsu.edu/wdfeedback.

Financial Accounting & Reporting

Yearend Cutoff Reminders

The following schedule will be observed for the multiple June 30 ledger cutoffs:

July 1 First 6/30 GLS Cutoff
July 22 Final 6/30 GLS Cutoff

Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

- ◆ Review and reconcile ledgers
- ◆ Monitor budget to actual expenses by account number and object code on a quarterly basis
- ◆ Process budget adjustments, cost transfers and ITs for services rendered as needed
- ◆ Request closure of accounts that are inactive or are no longer needed
- ◆ Record Credit Card DT entries in a timely manner

Account Clean Up

Please review a list of outstanding accounts and request closure of those not needed. A Reporting Tool has been created to help in the review:

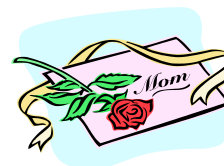


May Business Managers' Meeting

- ◇ Workday Update
- ◇ Sales Tax Law Changes

Tuesday, May 10, 2016
9:30 - 11:00 am
Atchafalaya Room, LSU Union

Remember Mom,



Mother's Day is
Sunday, May 8

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- ◆ Log in to myLSU
- ◆ Choose Financial Services
- ◆ Reporting Tools
- ◆ Under the Administrative Reports section at the bottom choose:

◇ Legacy Chart of Account Report

The report can be run by Account, Department or College.

If you have any questions or need to request an account closure, please contact Jennifer Richard at jgendr1@lsu.edu or 578-1454.

Internal Transaction (IT) Deadlines and Reminders

All ITs for materials or services rendered through April 30 for FY16 are due to Accounting Services by May 1, 2016. Rendering departments should prepare ITs on a monthly basis.

June 1	All ITs for materials or services rendered through May 31 are due
June 16	All ITs for materials or services rendered through June 15 are due
June 30	All ITs for materials or services rendered for FY16 are due

Important Reminders

- ◆ ITs should be initiated by the rendering department
- ◆ 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)

Reporting Tools

The University Subsidiary Detail Ledger accessed through Reporting Tools supports the ability to run a ledger based on entry status. This offers the flexibility of running a current, tentative, or combined (current and tentative) detail ledger.

Questions regarding the ledgers should be directed to Elahe Russell at erussell@lsu.edu or Hope Rispone at hope@lsu.edu.

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 April 30, 2016 month end date should be entered as 20160430 (YYYYMMDD).
- ◆ Verify mainframe access for that account, department or college.
- ◆ Adjust the print area through the Print Preview toolbar function when printing reports.

Access to these reports is granted based on GLS authorization. To update or acquire access, an online Security Access Request must be submitted. Instructions for the new Security Access Request system can be found at <http://lsu.edu/administration/ofa/fss/docs/SAF.pdf>.

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).

Petty Cash

Petty cash is governed by FASOP: AS-03. The FASOP can be found at <http://www.lsu.edu/administration/ofa/fasops/FASOPAS03.pdf>

It is the responsibility of the petty cash custodian to ensure all petty cash reimbursements meet these guidelines before initiating an entry. The petty cash custodian should sign the entry and obtain a secondary approval signature. Each entry should be signed by at least two departmental representatives. Please direct all petty cash questions to Crystal Hebert at 578-1456 or crystalh@lsu.edu.

Annual confirmation letters for petty cash funds have been distributed. These were requested back by Friday, April 15, 2016. If you have not remitted your

confirmation letter, please submit to Crystal Hebert at crystalh@lsu.edu ASAP.

As part of the confirmation process, we are urging departments to evaluate the need for petty cash funds. If the fund is no longer needed, please contact us to close the fund. As an alternative to holding a cash fund, departments can submit petty cash reimbursement entries to Bursar Operations.

Restricted Accounts

At the June 2013 Board of Supervisors' meeting, a resolution was approved that enables fees collected for space usage to be placed in restricted accounts to be used exclusively for the operation and maintenance of these venues. In addition, at the July 2013 Board meeting, a resolution was approved which allow for establishment of restricted accounts to collect registrations fees in departments and colleges that offer training, academic sessions, camps, professional development and conferences. A memo was distributed on August 21, 2013 that provides additional information. The memo can be found at <http://www.lsu.edu/administration/ofa/oas/pdfs/AS-14-02.pdf>.

Departments requesting a restricted account must complete an AS505: Request for Restricted Self-Generated Account and forward it to Financial Accounting & Reporting, 204 Thomas Boyd Hall. The form can be found at <http://www.lsu.edu/administration/ofa/oas/far/pdfs/AS505.pdf>.

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://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.

Unclaimed Deposits/Wire Transfers

With yearend approaching, departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount.

Object Code Update

An updated list of object codes is now on the Office of Accounting Services website under Financial Accounting and Reporting. The new list can be found at <http://lsu.edu/administration/ofa/oas/far/objectcodes.php>.

Sponsored Program Accounting

Invoicing Sponsors

Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements. Department personnel and PIs should not invoice a sponsor nor promise an invoice by a certain day. If a sponsor contacts your department for an invoice, please refer the sponsor to the SPA contact shown on the COASPA screen (F3 key) of the Chart of Accounts (COA) or to the appropriate Sponsored Programs Office if an account number has not been established. Additionally, if your department receives a payment from a sponsor, please forward it to SPA for deposit to ensure it is properly recorded.

For sponsored program accounts (including associated cost sharing accounts) that end June 30 and all state grants, please ensure all expenditures are recorded and encumbrances liquidated by June 30, 2016. This is crucial for state restricted accounts because of agency imposed deadlines.

LSU is accruing all salary, vendor, and travel expenditures incurred in FY16. Since most state sponsors require an accurate June invoice regardless of the expiration date, it is essential that you provide **written documentation** such as copies of invoices or personnel forms to your SPA contact of any items not reflected on the ledgers available on July 2, 2016. You must notify SPA of any items requested for accrual on state sponsored agreements. For agreements expiring on 6/30/16, supplies and services must be received or rendered by 6/30/16.

Monitoring/Progress Reports

Several state agencies require that we attach the monitoring/progress report to our invoices. Please ensure that May 2016 and June 2016 Monitoring/Progress Reports are hand carried to SPA (336 Thomas Boyd Hall) by June 7, 2016 and July 5, 2016, respectively. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ), Coastal Protection and Restoration Authority (CPRA), and LA Department of Wildlife and Fisheries projects.

Board of Regents (BOR) Graduate Fellows

Graduate fellowship annual progress and financial status reports (form 2C-2) are due to SPA by May 13, 2016. These reports are to be included with the Financial Status Reports which are due to the BOR by May 30, 2016.

As a reminder, all requests for revisions to BOR Graduate Fellow Contracts must be reviewed and approved by the Graduate School. The Graduate School will either countersign the request letter, or attach a memo of approval. Once Graduate School approval is obtained, OSP can approve the request.

Fee exemptions for summer programs supported by a sponsored agreement must be approved by SPA before student awards can be established on the Advance Billing System. Please forward information on summer programs to SPA no later than May 2, 2016. Questions regarding student awards on sponsored agreements should be directed to Yvette LeBlanc at 578-3831 or ylebla1@lsu.edu.

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). Colleges and departments can query accounts in an overdraft status by accessing the University Overdrawn Accounts report under Reporting Tools. It is imperative that immediate attention is given to such accounts and appropriate action taken to clear the overdrafts prior to June 30, 2016.

Expiration notification letters are e-mailed to Principal Investigators 30 to 60 days before their sponsored agreements expire. These letters serve as a reminder that the agreements are scheduled for close out.

Personnel Activity Reports (PARs)

The following PARs are due on the dates indicated below:

Fiscal PAR 7 01/01/2016 - 03/31/2016
Due 05/23/16

Wage PAR I 02/20/2016 - 03/18/2016
Due 05/30/16

Wage PAR J 03/19/2016 - 04/16/2016
Due 05/30/16

FY16 personal action forms (PAFs) must be processed through HRM and received by Payroll (RPAY status in HRS) no later than June 17, 2016.

If you are only changing the account number, please use XCSF.

Ensure all cost sharing employees are on the correct function to meet their cost sharing obligation for FY 2016. The following reporting tools are available:

Cost Sharing Detail by LSU ID
Cost Sharing Detail by Account

In addition, please certify and return all outstanding PARs. If applicable, cost sharing should be documented on the PAR.



Payroll

Incoming freshman cannot be employed as LSU students prior to 08/15/2016. Prior to the new academic year, these students are considered to be non LSU students and should be appointed as such.

Student employees not attending summer school and not on a “F” or “J” visa **will be subject to social security and Medicare taxes** if they work during the summer. Forms will be system-generated to change retirement codes at the beginning of summer school so that taxes will be withheld for those students. The same process will be performed at the end of summer to ensure taxes are not withheld during the fall and spring semester. The FICA exemption only applies to students attending LSU. Students attending another educational institution and working at LSU will always be subject to social security and Medicare taxes.

Resident alien students who have met the “Substantial Presence Test” are required to pay social security and Medicare taxes if employed and not attending summer school. The “F” or “J” visa no longer exempts these individuals from paying FICA taxes when not attending school.

Each Pay Period Stands Alone

Each student or wage timesheet should only reflect hours worked for one pay period. Hours are to be shown for each day of the pay period exactly as the employee worked. If hours were not submitted for a past payroll voucher, a supplemental timesheet should be completed and submitted to payroll for payment on a supplemental payroll. **Do not** add hours worked from a previous pay period to the current pay period time sheet. For student employees this applies even if the student worked more than 40 hours in a pay period. Federal law requires payment of all hours worked so please ensure all time is submitted and reported as worked.

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 4:30 pm on Wednesday, May 4, 2016.

Additional Compensation for Graduate Students

Approval for additional compensation for Graduate students is granted by the Graduate School **not** HRM or Payroll.

PS-21 paragraph 12 states: *Graduate Assistants are contractually required to devote full time to their graduate programs and to the responsibilities of their graduate assistantship. Therefore, a GA may accept additional employment only with approval of the chair or graduate advisor of the student’s academic department and the Dean of the Graduate School, or designee, prior to employment.*

For more information contact:

Chantelle V. Collier
Office of Graduate Assistantships
119 David Boyd Hall
(225) 578-1353
FAX (225) 578-1370
E-mail: collier@lsu.edu

Yearend Payrolls

Wage Payroll

The last wage payroll charges for FY 15-16 will be posted on voucher 015-15 which ends **June 24**. Payroll expense through June 30 will be accrued by allocating **40%** of the 015-15 voucher to FY 15-16. The accrual will appear on June ledgers on Voucher 145-03. Timesheets for voucher 015-15 are due by 10:00 am on **June 27**.

Student Payroll

The payroll expense for **June 4 – 17, 2016** will be paid on voucher 125-27. Payroll expense through June 30 will be accrued by allocating **90%** of the 125-27 voucher to FY 15-16. The accrual will appear on June ledgers on voucher 145-03. Timesheets for the final student payroll are due by 10:00 am on **June 20**.

Supplemental Payroll

The final supplemental payroll for FY16 will be distributed on Thursday, June 30. Timesheets for the final June supplement are due by close of business on **June 21**. There is no supplemental payroll on Monday, June 27, 2016.

Personnel Forms affecting fiscal year 2016 activity must be in RHRS status no later than **Friday, May 27, 2016** to ensure all such charges are recorded in this fiscal year.

Year End Personnel Form Processing Tips:

- ☐ Ensure **all** pending forms have been routed and released to payroll. **Any** pending form will prevent a transfer from creating.
- ☐ Include required justification on retroactive forms charged to sponsored projects.
- ☐ Contact Katherine Provost at kprovo4@lsu.edu if slotting a XCSF form on an employee who has been separated as a special adjustment is required.
- ☐ Process forms timely, allowing for required routing to ensure forms are routed to payroll by the deadline.

Reminder: Transfers are not processed for student workers so please ensure the employee is appointed to the correct account when hired and that XCSF forms are processed timely.

Graduate Assistants on a **fiscal** assistantship with an end date in May must have a form processed either to terminate their employment or to continue their status. For graduate assistants who are on fiscal appointments **graduating in May**, a separation form must be loaded with an effective date no later than **May 13th**. Please be sure to load the appropriate documents in a timely manner so that employees are paid correctly.

Continuations of FISCAL Graduate Assistantship Appointments

If a graduate assistant is on a **fiscal** appointment and a continuation (**XCNA**) needs to be loaded, you must load the continuation form with an effective date of **June 1st**. The reason for this change is so forms do not get lost in the transition from HRS to Workday.

ALL forms in HRS must be current (CURR) in order for them to be converted to Workday.

For example, if the graduate assistants are appointed from 7/1/20XX-6/30/20XX and continued each year with an effective date of 7/1/20XX. With Workday beginning on July 1st, we cannot continue the students with a July 1st effective date and we do want the

summer tuition exemption to appear on the students' summer fee bills. Load continuation forms with an effective date of 6/1/2016 and an end date of 6/30/2017.

Summer GA Appointments

- **Summer only appointments** should reflect the **actual amount** the GA is being paid and not the annual amount.
- The correct pay basis for academic GA summer research and teaching appointments in the HRS system is 85 Grad Asst - Summer - POA.
- For GA's being paid on account numbers beginning with 162, the appointment dates are to follow the Session A, Session B dates, whichever is applicable.
Session A 5/31/2016-8/5/2016 and Session B 5/31/2016-7/13/2016

Contact Lorin Oliver at lolive7@lsu.edu with any questions on summer GA Appointments.

Accounts Payable & Travel

State Sales Tax Increase

HB 62, Act 26 of the 2016 First Extraordinary Session of the Louisiana Legislature enacted La. R.S. 47:321.1, which imposed an additional state sales tax in the amount of one percent (1%).

Effective April 1, 2016, the state sales tax increases from 4% to 5%. New object codes have been assigned for departments to collect the appropriate sales tax percentage and record it to the corresponding object code as follows:

<u>Object Code</u>	<u>Description</u>
2143	Sales Taxes Collected – 5% (State)
2156	Sales Taxes Collected – 10% (5% - State, 5% - City Parish)

LA Department of Revenue provided **Frequently Asked Questions** (Revenue Information Bulletin, No. 16-027), dated April 15, 2016 to provide clarification on the School Board Compliance regarding Admission to School Athletic/Entertainment Events and the Sales of Food and Tangible Personal Property at Events.

1. What is the change in the law regarding admissions to school athletic/entertainment events and the sales of food and tangible personal property at these events?

Previously, there was a sales tax exclusion from state sales tax for admissions to amusement events, athletic entertainment events, and recreational events of schools, colleges, and universities. The new law imposes state sales tax on these events of schools, colleges, and universities at the following rates:

<u>Period</u>	<u>State Sales Tax Rates</u>
4/1/2016-6/30/2016	5%
7/1/2016-6/30/2018	3%
7/1/2018-3/31/2019	0%

State sales tax should be charged upon the sales of concessions and other items of tangible personal property as well.

2. What events qualify as amusement events, athletic entertainment events, and recreational events?

Qualifying events include but are not limited to school plays, band performances, choir performances, dances, and sporting events.

3. Who is required to pay this tax?

The individual who is paying for the admission to the athletic or entertainment event will pay the state sales tax due on the ticket/admission charge. The public school should collect the state sales tax along with the money paid for a ticket or admission.

Individuals attending a sporting or entertainment event are the "taxpayers", who are liable for paying the tax. The school board and its public school hosting the events are "dealers" within the meaning of La. R.S. 47:301(4) and are responsible for collecting and remitting the state sales taxes to the LA Department of Revenue.

If a public school or school board requires a student to attend a school play, band performance, choir performance, or sporting event, then there is

no sales tax due on the price of admission, because the school and school board are exempt from state sales tax pursuant to La. R.S. 47:301(8)(c).

4. How does the tax increase impact the price of a ticket to a sporting event or admission to entertainment?

The price charged for a ticket or admission is at the public school's discretion. A public school may continue to charge the same amount for admission to sporting or entertainment event but the state sales tax would be included in the price. For example, if the price for a ticket remains \$4.00, the school would remit \$0.20 in state sales tax (at 5%) and retain \$3.80 as the price of the ticket. However, a school may opt to charge full price and charge state sales tax upon that amount. If a ticket costs an individual \$4.00, then the school would need to collect \$0.20 in state sales tax for a total of \$4.20.

5. What happens if the school/school board does not collect and remit the sales tax to the LA Department of Revenue?

Any school board that does not collect and remit the state sales tax will owe the sales tax itself.

If you have any questions, please contact Valery Sonnier at 225-578-3699 or at vsonnier@lsu.edu.

PRO Assistance

Departments are encouraged to contact a member of the PO Invoice Processing staff to assist with questions regarding pending invoices, creating a receiving report in PRO and/or viewing attached vendor invoices:

☎ Angie Mann	578-1620 or amann7@lsu.edu
☎ Laquinta Lee	578-1541 or laquinta@Lsu.edu

LSU GeauxShop Assistance

Departments are encouraged to contact a member of the PO Invoice Processing staff to assist with questions regarding pending invoices and/or creating receiving reports. All other questions should be submitted to geauxshophelp@lsu.edu.

☎ Angie Mann	578-1620 or amann7@lsu.edu
☎ Laquinta Lee	578-1541 or laquinta@Lsu.edu

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

Aged Listings of Outstanding Encumbrances as of April 30, 2016 will be distributed. Please review each purchase order balance on the listing.

- If an outstanding balance exists for items that will not be received on a purchase order in **PRO**, a purchase order alteration should be processed in the **PRO** system. The system will liquidate the encumbrance balance once the PO alteration is complete in **PRO**.
- If an outstanding balance exists for items that will not be received on a purchase order in **LSU GeauxShop**, a purchase order alteration request must be submitted via e-mail to geauxshophelp@lsu.edu.
- Travel advance encumbrances are also included on the Aged Listings. For questions concerning travel advance encumbrances, please contact the Travel staff at 578-1550.



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. The LaCarte card will be suspended for any outstanding entries past 30 days.

IMPORTANT CHANGE for LaCarte and CBA Entries for FY16:

- **NO FY16 LaCarte or CBA entries will be ROLLED over into FY17.**
- All FY16 LaCarte and CBA entries must be processed in RGLS status in the PCARD system.
- Any entries not processed by the **July 8** deadline will be considered personal and a payroll deduction will be applied to the cardholder's payroll check.

It is imperative that LaCarte and CBA entries are monitored weekly and action is taken to ensure that all cardholders' entries are processed by the mandatory deadline.

LaCarte Reminder

Bank of America has transitioned their Corporate Card Programs to the Chip and PIN Technology to help prevent fraud and make it more difficult to copy or counterfeit transactions.




All LSU LaCarte cards have been issued a new Chip and PIN card. Accounts Payable & Travel are still holding some Chip and Pin cards awaiting to be picked up by the departments. It is imperative that those departments who have been contacted come to AP & Travel to pick up cards and distribute them to the cardholders. For questions, please contact Kathleen Elders at kelder1@lsu.edu or 225-578-8593.

When the cardholders receive their new card, they will be required to register the card at www.baml.com/PINCheck to obtain their PIN. Cardholders will need the following information to register:

- Verification code (provided to cardholder upon issuance of card)
- Card expiration date
- CVV number (3-digit security code located on the back of your card)
- Cardholders must enter their name exactly as it appears on the card.

The "PINCheck" website can be accessed by computer or mobile device. The cardholder's PIN will be securely displayed one digit at a time. For additional information regarding the Chip and PIN technology, please refer to www.baml.com/globalcardus.

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





TRAVEL

Travel Agency Contact Information:

SHORT'S TRAVEL MANAGEMENT

Toll Free - (888) 846-6810

Fax - (319) 433-0847

E-mail: state@shortstravel.com or
international@shortstravel.com

Website: www.shortstravel.com/lsu

Short's Travel Management fees for travel agency services for the period FY16 - FY19. The Short's Travel Online booking rate has been reduced to \$2 and the service fee is \$19.50 for domestic airfare. Please see the AP & Travel website for a complete listing of all the negotiated rates.

Airlines Rule Changes Resulting in Higher Fares

Short's Travel has advised that American, United and Delta Airlines announced major changes impacting rules when combining multi-city airfare that are now resulting in airfares that are hundreds if not thousands of dollars higher. These changes impact itineraries with more than one destination, when combined on one ticket. To avoid paying for airfare that is considerably higher, when air arrangements involve more than one destination, travelers will need to book travel to each destination city separately. Agencies, airlines, consumer websites as well as Corporations, Universities and travelers are subject to the pricing change.

As a result, Short's Travel has proactively taken the following steps to minimize the financial impact to LSU travelers:

- Increased airfare may require travel counselors to issue multiple tickets to ensure the lowest possible price for the entire trip.
- Online Booking Tools (OBTs) will no longer have "Multi City" search functionality enabled. Travelers utilizing an OBT, traveling to multiple destinations, can book reservations using "One Way" trip functionality.
- Messaging to OBT to advise there is a temporary site restriction not allowing multi-city trips to be booked.

- Travelers can contact a travel counselor directly for assistance in booking and securing multiple destination reservations.

When multiple tickets are issued the appropriate online or agent transaction fee will apply per ticket issued.

Short's Travel is diligently working with their industry partners to identify alternate solutions which may alter the options they have currently identified. Also, Short's Travel is monitoring the change and will reinstate the Multi-City search feature in STO when they are confident lowest fares are available using this functionality.

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

- ➔ Arianna Creech 578-6052 or acreech@lsu.edu
- ➔ Doris Lee 578-3698 or dorislee@lsu.edu
- ➔ Janise Montgomery 578-3697 or jmont41@lsu.edu
- ➔ Jennifer Driggers 578-1531 or jdrigg@lsu.edu

Administration

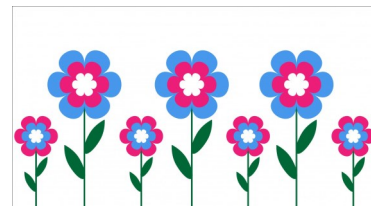


Accounts Payable & Travel

Welcome Sandra Pavlick to AP. She joins Invoice Processing as a Staff Accountant and can be reached at spavlick@lsu.edu or 578-1545.

Sponsored Program Accounting

SPA welcomes Lakedra Fisher. She is a recently hired Analyst and can be reached at lfisher@lsu.edu or 578-4879.



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
BA	Budget Adjustment
BF	Batch Feed
CBA	Central Billed Account
CJ	Compound Journal Voucher
CR	Cost Reimbursable
CS	Cash Journal Voucher
CSAP	Chancellor Student Aid Program
CWSP	College Work Study Program
DJ	Departmental Journal Voucher
DT	Departmental Transmittal
EI	Encumbered Internal Transaction
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administrative Services Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
GLS	General Ledger System
HRS AUTH	HRS Authority
IPARF	Internal Prior Approval Request Form
IT	Internal Transaction
ITB	Invitation to Bid
ITIN	Individual Taxpayer Identification Number
JV	Journal Voucher
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
MC	LaCarte entry (similar to CS, DT, IT, JV)
NCE	No Cost Extension
PAF	Personnel Action Form
PAR	Personnel Activity Report
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
PROAUTH	PRO Authority
PS	Policy Statement
RAPS	Released to AP status
RFP	Request for Proposal
RGE	Record of Grant Establishment
SJ	Simple Journal Voucher
SSN	Social Security Number
STO	Short's Travel Online
TERR	Travel Expense Reimbursement Request

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
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
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	University Auxiliary Services
USDA	United States Department of Agriculture



Financial Systems

ABS	Advanced Billing System
APS	Accounts Payable System
BGT	Budget
COA	Chart of Accounts
DIR	Directory
ETA	Employee Time & Attendance
FMS	File Management System
GLS	General Ledger System
GSP	GeauxShop
HRS	Human Resources System
INS	Insurance
IPM	Investment Portfolio Management
LVT	Leave Tracking
PAR	Personnel Activity Reporting
PAY	Pay Control
PCARD	Procurement Card
PRO	Procurement
RCN	Bank Reconciliation
SAE	Student Award Entry
SPS	Sponsored Program System
SWC	Workers' Compensation
TIS	Treasurer Information System
USM	University Stores Management