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Business Managers’ Meeting

There will be no meetings held during the summer months of July & August due to fiscal yearend.
Meetings will resume in September 2015 and are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 - 11:00 am.

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

- **July 1**  First 6/30 GLS cutoff
- **July 23**  Final 6/30 GLS cutoff

Service Centers & Recharge Operations
FY 2014-2015 Service Center Revenue and Expense Reports are due to Budget and Planning by July 8, 2015. All final accruals should be included in the report.

Instructions and forms can be found at the Budget and Planning website: [http://www.bgtplan.lsu.edu/recharge.htm](http://www.bgtplan.lsu.edu/recharge.htm).

FY 2015-2016 rate sheets are due to Budget and Planning by July 10, 2015. Internal billings (ITs) will not be processed until Accounting Services receives notification that the new rates have been approved.

Internal Transactions (ITs)
- **Important Reminders**
- Account numbers on an IT must match the attached supporting documentation
- 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)

Bank Reconciliation
Contact us at bankrecon@lsu.edu for questions/requests related to the following:

- Stop payment requests
- Check copy requests
Payroll

The new academic year begins August 17. Personnel forms for all new employees (faculty, graduate assistants, and students) should be initiated NOW. Timely salary payments to new faculty and staff (the first academic payday is September 21) begins with timely processing at the department level. Note: Forms released by Payroll prior to August 17 will remain in PAPP status until the form effective date.

Academic Dates
The academic dates for the Baton Rouge & Ag Campuses are as follows:

Fall Semester 08/17/2015 – 12/18/2015
Spring Semester 01/07/2016 – 05/13/2016

“Tax Treaty Facts” is a list of the countries with treaties available to qualifying employees and students. The “Tax Treaty Facts” document can be found on the Payroll website by selecting the International Employees link then select the Tax Forms link and finally select the Tax Treaty link. In order to take advantage of a treaty, the appropriate paperwork must be supplied to Accounting Services.

Campus Federal Credit Union (CFCU) Deductions for employees are remitted in lump sum. Allocation of the deduction (car loan, savings, etc.) is determined by paperwork the employee submits to CFCU. Any questions about deduction allocations should be directed to CFCU.

Payroll continued...

Retroactive Merit Increases are not processed for student employees, in accordance with PS-33. Rate increases are effective the first day of the pay period in which the personnel form is received in Payroll. Please load the personnel forms timely so that there is no delay in students receiving their rate increase.

Student Transfer Policy Reminder
Retroactive transfers for student employees are not processed. Student funding should be in place prior to hiring the student employee. When a change in source of funds (XCSF) form is loaded for a student employee, the account change will take place on the student’s next regular payroll cycle.

Date of Last Day Worked (DT LST WORKD) and Effective Date (EFFDT) on Student and Graduate Assistants XSEP forms should be the same. Please ensure these dates are the same when loading the separation forms on HRS.

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

Load new wage, transient, and student employees on ETA as soon as the employee’s personnel form is current on HRS System. Loading forms in ample time will avoid having to prepare supplemental timesheets. However, work hours for a previous pay period must be submitted on a supplemental timesheet.

Supplemental Timesheets should include LSUID, legal name, and hours worked for week 1 & 2. Daily hours must match hours in the total column for each week. Be sure to reference the correct pay period. Please double check the timesheets before sending them to Payroll. Sign and date the timesheets. Include backup timesheet for Work Study if applicable.

When negative supplemental vouchers are sent to Payroll, please write “Negative Timesheet” in red at the top of timesheet.

Financial Accounting & Reporting continued...

- 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](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.

Student Transfer Policy Reminder
Retroactive transfers for student employees are not processed. Student funding should be in place prior to hiring the student employee. When a change in source of funds (XCSF) form is loaded for a student employee, the account change will take place on the student’s next regular payroll cycle.

Date of Last Day Worked (DT LST WORKD) and Effective Date (EFFDT) on Student and Graduate Assistants XSEP forms should be the same. Please ensure these dates are the same when loading the separation forms on HRS.

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

Load new wage, transient, and student employees on ETA as soon as the employee’s personnel form is current on HRS System. Loading forms in ample time will avoid having to prepare supplemental timesheets. However, work hours for a previous pay period must be submitted on a supplemental timesheet.

Supplemental Timesheets should include LSUID, legal name, and hours worked for week 1 & 2. Daily hours must match hours in the total column for each week. Be sure to reference the correct pay period. Please double check the timesheets before sending them to Payroll. Sign and date the timesheets. Include backup timesheet for Work Study if applicable.

When negative supplemental vouchers are sent to Payroll, please write “Negative Timesheet” in red at the top of timesheet.
HRS TIPS:
Departments are encouraged to utilize the Help link in HRS where useful items such as Tutorials, Quick Sheets, FAQ’s (Frequently Asked Questions) and Code Table definitions can be found.
1. Once departmental approval has been obtained on HRS, please release to FRTE, SAS or RPAY as appropriate.
2. Do not load multiple forms in HRS and leave them in INIT or INC status. Incorrect forms should be deleted using the Delete Button found on the Approve tab.
3. Remember to check your workspace for any forms that may require your approval. You can also use the HRS Reviewer option on the search screen to check for form needing your approval.
4. Supervisor Info is found under the Action Button. The Action Button is located on the line above the header tab in the right margin.
5. To place a form in Balanced Status, go to Acct tab, click on the account numbers in purple, allow the system to populate the box and click balance button on the right side under the pay rate.
6. When loading a form that adds or removes a new employing department, at least one reviewer is required from each department.
7. Do not use a USAJ form if you are only changing account numbers. This should be loaded as a XCSF to avoid longer processing time since these forms do not route to Payroll or HRM.
8. For GA’s being continued with no change in pay, use the XCNA form not the USAJ form.
9. I-9 & Work Permit forms for international students should be completed on-line through the student data sheet link which will electronically route to ISO for approval. Avoid supplying these documents by attachment.
10. Country Codes are listed in alpha order on the demographic screen. Coding employees with the correct country code ensures that the appropriate forms or links are provided to the employee. Different paperwork is required for international employees, than for U.S. citizens.
11. The annual salary field on summer appointments for GA’s should be completed with the total salary the GA is to earn for the summer period and not an annual salary.
12. For a complete list of all status codes in HRS. Go to the search screen and select the drop down box next to Status Code.

Helpful Hint
BOB vs COB Employment Transactions
The effective date and the employment transaction type are the first set of determining factors the Payroll Office uses to calculate the amount of pay due an employee. However, some transactions are effective at the beginning of the business day while others are effective at the close of the business day. Listed below are common transactions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XAPP</td>
<td>(Appointment) - Beginning of Business</td>
<td></td>
</tr>
<tr>
<td>XDSD</td>
<td>(Detail to Special Duty) - Beginning of Business</td>
<td></td>
</tr>
<tr>
<td>XLVE</td>
<td>(Leave without pay) - Beginning of Business</td>
<td></td>
</tr>
<tr>
<td>XRLV</td>
<td>(Return from leave) - Beginning of Business</td>
<td></td>
</tr>
<tr>
<td>XSEP</td>
<td>(Separation) - Close of Business</td>
<td></td>
</tr>
<tr>
<td>XSME</td>
<td>(Merit) - Beginning of Business</td>
<td></td>
</tr>
<tr>
<td>XTAC</td>
<td>(Transfer to another campus) - Close of Business</td>
<td></td>
</tr>
<tr>
<td>XTDS</td>
<td>(Termination of Detail to Special Duty) - Close of Business</td>
<td></td>
</tr>
<tr>
<td>PRET</td>
<td>(Retirement) - Close of Business</td>
<td></td>
</tr>
</tbody>
</table>

Insurance Note
Affordable Care Act (ACA) regulations require healthcare providers to report yearly healthcare coverage for covered employees and their covered dependents beginning with tax year 2015. This information will be reported to employees on IRS Form 1095-C in January 2016. For proper reporting, social security numbers must be obtained on all active members and dependents with health coverage. IRS regulation require employers to make a reasonable effort to collect such data. The Human Resources Office will be contacting employees to obtain any missing numbers. Any assistance in the collection of this time sensitive data is appreciated.
Sponsored Program Accounting

FY 16 Fringe Benefits & Tuition Remission Rates
A memo dated June 5, 2015 publishing the fringe benefits rates for fiscal year 2016 has been distributed by the Vice Presidents for Finance and Administration and Research and Economic Development. The fringe benefits rate for LSU for FY 2015-16 is 42%. The LSU Agricultural Center’s rates are 44% for regular employees and 33% for federal employees. The tuition remission rate for GAs is 35%. The memo is available at http://www.fas.lsu.edu/AcctServices/spa/faSchedules/FY%202016%20Fringe%20Benefit%20letter%20to%20campus.pdf.

Key Personnel
LSU’s cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement. Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to University policy.

National Science Foundation (NSF)
NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

Request for Tentative Account Number
A copy of the budget and budget justification should be attached to a Request for Tentative Account Number. This allows us to approve expenditures more effectively. For LSU, please forward all requests to Michelle Pennington in the Office of Sponsored Programs.

Cost transfers involving sponsored agreement accounts must have a copy of the HTML online ledger or a screen print from GLS of the expenditure being transferred. If GLS is used as backup, please include a printout of EDL in addition to the line item description. All expenditures must be in current status in order to be transferred. In addition, please staple the entry, HTML ledger or GLS backup, and an AS226 (if required) before submitting.

Final Expenditure Reports for Board of Regents (BOR) contracts due September 30, 2015
Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2015 are due to BOR by Wednesday, September 30, 2015. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR and submitted with the final financial report. If you have any questions, please contact your SPA grant contact.

For new BOR Contracts starting 6/1/15, it is recommended that a tentative account number is requested. The form can be found on our webpage at http://www.fas.lsu.edu/AcctServices/forms/spa/as494.pdf. Otherwise, an account number will not be assigned until we receive the fully executed contract from BOR.

The Monthly Report of New Sponsored Agreements for June 2015 will be available by July 31. This later date allows us to report sponsored agreements accepted in late June.

Personnel Forms
With the beginning of the new fiscal year, please ensure employees are charged to the appropriate sponsored agreements. If an employee is being cost shared to a project, his salary must be charged to an unrestricted account with a like function (7th digit of account number).

Extensions/Rebudgeting/Amendments
Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be routed through the Office of Sponsored Programs (OSP). OSP will forward the documents to our office.

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

Classified PARs K & L will be distributed on July 16 and are due back to SPA by August 8.

Academic PAR 2 will be distributed on July 16 and is due back to SPA by August 13.
Sponsored Program Accounting continued...

The PAR schedule for FY 2015-2016 is now available on our webpage at [http://www.fas.lsu.edu/acctservices/spa/parSchedules/Schedule%202016.pdf](http://www.fas.lsu.edu/acctservices/spa/parSchedules/Schedule%202016.pdf)

Cost Sharing Commitments

There are two Reporting Tools under the Financial Services link on myLSU that are used to track cost sharing commitments as well as documented cost sharing. Both reports are under the Research Accounting section of Reporting Tools. The titles of the reports are Cost Sharing Detail by LSU ID and Cost Sharing Detail by Account. Both reports list pertinent account information, such as account number, the begin and end date of the account, employee name and LSUID, cost sharing commitments and cost sharing documented to date. Please direct any questions to Sarah Ulkins at 578-1430 or sulkins@lsu.edu.

Workday

With the implementation of workday, SPA is required to set up separate account numbers for Subawards. As a result, there may be a potential need to add new department codes.

Procurement continued...

⇒ Office Depot (Office Supplies)
⇒ VWR International (Scientific Supplies)
⇒ Grainger (MRO/Facilities)

The contracts with these suppliers provide the best overall value to the university. These suppliers provide goods and services with competitive terms for pricing, delivery and other factors that benefit the university. As a result, they are the preferred sources for purchasing goods and/or services. When applicable, it is imperative that these supplier contracts be used in an effort to drive spend to these central contracts. This effort is critical as LSU continues to leverage university spend, and attempt to increase discounts to the overall prices for products with these suppliers.

The appropriate Procurement Buyer should be contacted before placing large-quantity/dollar orders from these suppliers, as the orders may be eligible for additional discounts or could be processed differently.

Outstanding Office Max PO Encumbrances

Procurement has obtained approval from Office Depot to clear all the outstanding encumbrance balances on LSU GeauxShop POs issued to Office Max in which LSU has paid all necessary invoices associated with the PO. The LSU GeauxShop Help Desk has processed alterations to clear the encumbrances. Should you still have an encumbrance balance listed on your reports please contact the LSU GeauxShop Help Desk at geauxshophelp@lsu.edu.

Purchasing Used Equipment

Used, refurbished, and demonstration equipment is exempt from competition. In order to justify the exemption, the below-outlined documentation is required. Departments must submit a requisition through the PRO system, and attach the following:

1. Completed used equipment form – see link below. [http://www.fas.lsu.edu/purchasing/PDFs/pur510.pdf](http://www.fas.lsu.edu/purchasing/PDFs/pur510.pdf)
2. Quote for the used equipment – use LSU quote form - see link below. [http://www.fas.lsu.edu/purchasing/PDFs/LSU%20Standard%20RFQ%20Form.pdf](http://www.fas.lsu.edu/purchasing/PDFs/LSU%20Standard%20RFQ%20Form.pdf)
3. Vendor quote showing cost of new equipment so LSU can justify an accurate savings amount.

Use of Competitively Bid & Negotiated Contracts in LSU GeauxShop

In an effort to maximize the university’s purchasing abilities, Procurement has negotiated and/or competitively bid the following contracts for the respective commodities:
Procurement continued...

4. Statement from vendor indicating that equipment is limited (i.e. first come-first serve basis, limited quantities, only being held for a specific period of time, etc.).

Closing LSU GeauxShop POs and Removing Encumbrance Balances
An encumbrance balance can exist on an LSU GeauxShop purchase order (PO) for various reasons. The most common reasons are because the item(s) was returned/cancelled with the supplier but not in LSU GeauxShop or the item was billed less than the original price on the PO.

When returning items ordered through LSU GeauxShop, the employee must first request to return the item(s) by contacting the supplier. Some suppliers offer this feature within their LSU GeauxShop catalog.

⇒ If the item(s) will be replaced by the supplier with an exact replacement, then no changes are needed in LSU GeauxShop.
⇒ If the item(s) will NOT be replaced by the supplier, then the supplier will cancel the item in their system and issue a credit memo invoice in LSU GeauxShop to offset the cost on the PO. The supplier will coordinate the return of the item via the delivery driver, if necessary. Upon receipt and approval of both the original invoice and the credit memo invoice, the process to remove encumbrance balance should be followed:

1. Add a comment to the PO in LSU GeauxShop requesting liquidation/cancellation of the item and specify the affected line item and the dollar encumbrance exists.
2. Attach any supporting documentation received from the supplier (e-mail indicating item cancelled/returned or on backorder). Select the LSU GeauxShop Help Desk (username: geauxshophelp) as the e-mail recipient of the comment to alert the Help Desk of the need to alter the PO.

An alteration will be entered by the LSU GeauxShop Help Desk to cancel the item and liquidate the encumbrance. Confirmation will be sent to the department once the alteration has been completed.

PO alterations in which an item was billed less on the invoice than the original PO price will be processed per a report received from Accounts Payable. Departments do not need to request alterations to change price.

DID YOU KNOW...
VWR and New England BioLabs recently entered into a new partnership and you now have access to NEB’s complete portfolio through VWR!!!

Visit the VWR catalog in LSU GeauxShop to find NEB’s complete lineup of:
⇒ Restriction Enzymes
⇒ Competent Cells
⇒ Polymerases
⇒ Specialized Buffers
⇒ Prep Kits
⇒ Ladders and Loading Dyes
⇒ Oligos/Primers
⇒ Purified Proteins and much more!!!

Contact your local VWR sales representative Walt Braud @ walt_braud@vwr.com for more details.

Administration

July & August Business Managers’ Meetings
There will be no meetings held during the summer months of July & August due to fiscal yearend. Meetings will resume on September 8, 2015 and are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am. Information on prior meetings can be found at http://www.fas.lsu.edu/acctservices/archive.html.

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.
The online AP & Travel Fiscal Yearend Accrual Procedure training is available. The online training can be found on AP’s website at http://www.fas.lsu.edu/AcctServices/acctpay/ and can be accessed by clicking the “Online Trainings” link. All users will be required to:
1) Login to myLSU.
2) Click “Accounts Payable & Travel”
3) Click Operating Manuals
4) Select the training session - “Fiscal Yearend Accrual Procedures”

The online training lasts approximately 30-45 minutes and there is no multiple choice questions asked throughout the training. All business managers and/or departmental personnel responsible for the AP fiscal yearend close-out procedures are encouraged to participate in the training. Accounts Payable will be notified of the users who participated in the training. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

The AP Yearend 2015 Accrual Procedure manual is also available on the AP & Travel website at http://www.fas.lsu.edu./AcctServices/acctpay/procedures.html, under “Operating Manual”. The manual is another resource that provides detailed information on how to process accrual journal vouchers for direct charge invoices, purchase orders, LSU GeauxShop, travel and LaCarte/CBA transactions.

Direct charge invoices and/or miscellaneous check requests that should be charged to FY15 must have an accrual journal voucher placed on the top. For more detailed information, please participate in the online AP & Travel Fiscal Yearend Accrual Procedures training or refer to the AP FYE 2015 Accrual Procedure manual.

Pending Invoices should be monitored in the PRO system on a regular basis using the Document Search screen. At the Document Search screen, select the Document Type of “Invoice” and the Status as “Pending Receiving Reports”. The search can be limited by one of the following:
- Five digit Dept Code
- Campus
- Business Manager Logon ID

Purchase Order Accruals
The accrual process for purchase order encumbrances in PRO will be programmatically calculated based on merchandise received and/or services rendered as of June 30 and not paid by June 30. The PRO system will be available on Wednesday, July 1 and Thursday, July 2 following June 30 for departments to create Electronic Receiving Reports with a received date of June 30, 2015 or prior. The system will calculate the accrual on Thursday, July 2 close of business.

The Final 6/30 Aged Listing will be sent to departments on Thursday, July 2 for informational purposes only. No changes can be made to the purchase order balances for June 30.

Wednesday, July 8 is the last day for direct charge accruals, PO accrual JVs correction entries, LSU GeauxShop accruals, travel expense reimbursements accruals and LaCarte/CBA accruals.

Encumbrance accruals on unrestricted accounts must be cleared within the 45-day grace period (August 15th) granted by the State of Louisiana. Accruals not cleared by this date will be refunded to the State and the department’s fiscal year budget for 2016 will absorb the cost of the invoice. It is imperative that the departmental expenditure account (where the accrual was charged) is monitored to ensure that the invoice has been paid. Please do not assume that Accounts Payable has received, from the vendor or department, the information necessary to clear the accruals. To view the status of invoices in APS using the Document Inquiry Menu, type V DCL for each purchase order number. Departments are encouraged to contact vendors and request them to fax the invoice that will clear the remaining accrual.

For questions regarding electronic receiving reports, pending invoices and/or accruals, please contact a member of the PO Invoice Processing staff:
- Angie Mann 578-1620 or amann7@lsu.edu
- Valery Sonnier 578-1541 or vsonnier@lsu.edu
LSU GEAXUSHOP

There will be no system-generated accruals for LSU GeauxShop purchase orders.

LSU GeauxShop invoices must be approved by SCI-INVAAPPROVER on or before June 30, 2015 in order to be charged to FY15 budgets. FY15 invoices not approved by SCI-INVAAPPROVER by close of business at 4:30 pm on June 30, 2015 will be charged to FY16 budgets unless an accrual JV dated 06/30/15 is processed by the department. For more detailed information, please participate in the online AP Fiscal Yearend Accrual Procedures training or refer to the AP FYE 2015 Accrual Procedure manual.

LSU GeauxShop questions regarding the invoice workflow or accruals, 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

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

In reconciling the final June and July ledgers, here is a summary of what to expect

**June Ledger**
1. Restricted and Unrestricted Direct Charge Invoices- debit to departmental expenditure account.
2. Unrestricted Encumbrance Accruals- debit to departmental expenditure account, liquidation of encumbrance for Purchase Orders.
3. Restricted Encumbrance Accruals- debit to the departmental expenditure account, liquidation of the encumbrance for the accrual amount.
4. Restricted and Unrestricted Travel Accruals- debit to departmental expenditure account.

**July Ledger**
1. Restricted and Unrestricted Direct Charge Invoices- credit to departmental expenditure account to offset payment in July of the invoices accrued in June.
2. Unrestricted Encumbrance Accruals- credit to departmental expenditure account, liquidation of encumbrance.
3. Restricted Encumbrance Accruals- credit to departmental expenditure account to offset the invoice that will be paid in July, re-encumbrance of the amount liquidated in June, carry forward of the June encumbrance balance.
4. Restricted and Unrestricted Travel Accruals- credit to departmental expenditure account to offset payment in July of the travel expense account to offset payment in July of the travel expense account.

**LaCarte**

The final FY15 LaCarte/CBA entries were made available to the departments on Monday, June 29.

Wednesday, July 8 is the final date for all LaCarte/CBA entries for FY15 to be released to AP. Also, this is the last day to submit accrual JVs for LaCarte purchases not included on any FY15 LaCarte/CBA entry. The original receipt must be attached to the accrual entry. For more detailed information regarding LaCarte/CBA, please participate in the online AP & Travel Fiscal Yearend Accrual Procedures training or refer to the AP FYE 2015 Accrual Procedure manual.

The Search screen in the PCARD system is a great tool for monitoring LaCarte entries as the entries are generated. The Search screen is also helpful to ensure entries for FY15 have been released to AP. To use the Search screen, enter the department range on the search screen. Also, the search engine may be used to search by status (i.e., NOTF, RAPR, and RAPP) to monitor entries in a routing status.

An additional rollover of LaCarte and CBA entries will be implemented at the end of fiscal year 2015. The rollovers will be completed as follows:

**Rollover #1:**
LaCarte entries not released to AP (i.e., RAPS status) by close of business on July 8, will be rolled over into the next fiscal year. Accrual entries will not be accepted for any LaCarte entry that is rolled over.

**Rollover #2:**
LaCarte entries in RAPS status by the final due date with incomplete cost documentation that cannot be resolved by AP & Travel’s final completion date will also be rolled over into the next fiscal year. Cardholder privileges may be suspended or revoked for cardholders with entries that roll
over into the next fiscal year.

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 expense reimbursement requests that should be charged to FY15 must have an accrual journal voucher placed on the top. The travel expense reimbursement requests will be audited and if there a disallowed cost, the accrual JV will be adjusted to reflect the actual reimbursement. For more detailed information, please participate in the online AP & Travel Fiscal Yearend Accrual Procedures training or refer to the AP FYE 2015 Accrual Procedure manual.

Travel Advances issued are not charged to departmental budgets until properly supported travel expense reimbursement requests are filed with Accounts Payable/Travel. Travel advances should not be accrued.

The last day to submit travel expense reimbursement requests with an accrual journal entry is Wednesday, July 8. Any travel expense reimbursement requests received after July 8 will be expensed in the next fiscal year.

**University Travel Regulations** are currently being updated and will be available once all changes are final. Departments will be notified by Campus Correspondence.

**Final Airfare Itinerary**

The final airfare itinerary is the official document that must accompany the Travel Expense Reimbursement Request and/or LaCarte/CBA entry for airfare charges. The final itinerary provides the ticket number and payment information. Please be advised that the CBA approval e-mail from Short’s Travel with the itinerary information is not acceptable documentation. To access the final airfare itinerary on Short’s VI LookUp Website: [https://bizinfo.shortstravel.com/reports/](https://bizinfo.shortstravel.com/reports/). To access VI LookUp:

Username: vilookup
Password: Isutigers1

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

- Jennifer Driggers 578-3699 or jdrigg@lsu.edu
- Arianna Elwell 578-6052 or acreech@lsu.edu

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**Employee Scoop**

**Bursar Operations**

Welcome **Tonya Davis** to Bursar Ops. She can be reached at tdav112@lsu.edu or 578-7098.

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**Procurement**

Procurement welcomes **Mark Barcia**, he is a recently hired Associate Director. He can be reached at mbarci2@lsu.edu or 578-2285.

Welcome **Holly Leonards**. She joins Procurement as a Coordinator and can be reached at holly@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.

### Common Terms & Documents

- **AMAF**: Award & Award Modification Approval Form
- **BA**: Budget Adjustment
- **BF**: Batch Feed
- **CBA**: Central Billed Account
- **CI**: 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
- **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
- **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
- **PRO**: 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