

Office of Accounting Services

Monthly Newsletter



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

Issue 375

January 2016

Progress continues toward the July 1 implementation of LSU Workday. Testing of the second prototype (P2) is underway. The project is completing its Configuration and Prototype phase this winter, and will move into the Test phase this spring. If you have any questions about the LSU Workday Implementation Project, please complete the online feedback form at www.lsu.edu/wdfeedback. Information on the project is available online at www.lsu.edu/workday.

Sponsored Program Accounting

Cost Transfers

The item description on cost transfers involving sponsored agreement accounts must be entered exactly as it appears in the description on the ledger for the expenditure being transferred. Also, if there is a source document referenced for the expenditure being transferred, it should be entered in the source document section on the cost transfer. A copy of the HTML online ledger or a screen print from GLS of the expenditure being transferred must also be attached and highlighted. 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** "Request for Non-Payroll Cost Transfer" (if required) before submitting. An AS226 must be attached if expenditures are being transferred to a sponsored agreement account. The AS226 is not required if transferring to an expired fixed price, gift, or LSU Foundation account.

Fixed Price Agreements

Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

Business Managers' Meeting

There will be NO January meeting due to the holiday break. The next meeting will be held Tuesday, February 2 from 9:30 am - 11:00 am in the Atchafalaya Room, LSU Student Union.



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Tentative Account numbers

When completing an AS494 Request for Tentative Account Number form, please ensure a contact name and phone number are listed on the form. The contact person will be notified when the account number is established. Please contact Marley Fechter at spaga@lsu.edu or 8-3786 with any questions.

Board of Regents (BOR) Graduate Fellows

Status reports and invoices are due to BOR by January 31, 2016, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Friday, January 8th as they are needed for invoice preparation. Status reports must be submitted timely to SPA in order for the financial reports and invoices to be mailed to BOR by the due date. If you have any questions, please contact Brad Zimmerman or Ashley Dugas. Brad can be reached at 578-4879 or bradz@lsu.edu. Ashley can be reached at 578-2139 or aduga28@lsu.edu.

Travel expenditures charged to a sponsored agreement must benefit the project. Please ensure that the Travel Expense Reimbursement Request (AS300) is complete and a description of the travel is included.

Overdrawn accounts

University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement, incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action taken to clear the overdrafts.

Source Documents

All requests from sponsors for source documents must be routed to the appropriate SPA contact. The SPA contact can be found on the COASPA screen (F3 key) of the Chart of Accounts (COA). The SPA contact can also be found by accessing the Grant/Contract Account Information query under Reporting Tools through Financial Services in myLSU.

Request to Establish Scholarship/Fellowship (AS498)

must be completed for sponsored agreements paying scholarships and/or fellowships. The form can be found on SPA's webpage or <http://www.lsu.edu/administration/ofa/oas/spa/asforms/as498.pdf>. In order to expedite processing, please ensure that the following criteria information is provided:

- Name of Scholarship/Fellowship
- College and Department
- Student classification and major
- GPA for original award and GPA to be retained
- Time frame of scholarship/fellowship and whether part-time or full-time enrollment is required
- Semester(s) awarded
- Other requirements
- Amount

Personnel Activity Reports (PARs)

Please certify and return all outstanding **FY 2015** PARs and the FY 2016 PAR 5 immediately. If applicable, ensure cost sharing is documented before returning the PARs. In addition, all signatures must be in blue or black ink and contain the date of certification.

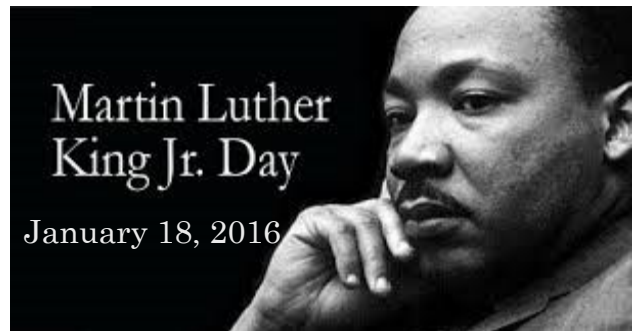
PAR 3 – FY 2015 Due date 10/26/15

PARs A & B – FY 2016 Due date 11/16/15

PARs C & D – FY 2016 Due date 11/30/15

PAR 5 – FY 2016 Due date 11/23/15

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.



Financial Accounting & Reporting

December GLS cutoff is scheduled for January 4, 2016.

1099 Tax Forms

1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall.

Petty Cash

Petty cash funds are governed by FASOP: AS-03 which can be found at <http://www.lsu.edu/administration/ofa/fasops/FASOPAS03.pdf>. All petty cash entries must include documentation of items purchased including, but no limited to, the following:

- ◆ Date of purchase
- ◆ Clear description of item purchased
- ◆ Name of vendor
- ◆ Amount paid
- ◆ Signature and printed name of employee making purchase
- ◆ Description of purpose

Restricted Accounts

The Board of Supervisors approved resolutions in 2013 allowing departments to establish restricted accounts to record the following:

- ◆ Registration fees collected in departments and colleges that offer training, academic sessions, camps, professional development and conferences; and
- ◆ Space usage fees collected in departments to be used exclusively for the operation and maintenance of these venues.

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>.

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 December 31, 2015 month end date should be entered as 20151231 (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).

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.lsu.edu/administration/ofa/oas/far/pdfs/as500.pdf>. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Payroll

Academic Pay Basis

Please use pay basis 14 for spring semester only academic employees and pay basis 84 for spring semester only academic graduate assistants. These employees will receive four equal checks with the first payday on Friday, February 19th. If an employee is starting during the spring semester but is in a nine-month position, then pay basis 11 rather than 14, and pay basis 81 rather than 84, should be used.

Insurance

It is important for employees to review their December and January paystubs to ensure the coverage options elected during Annual Enrollment are reflected correctly. If there is a discrepancy, it should be reported to Human Resources (HR) immediately. Employees should also report to HR if they have not received ID cards for newly elected coverage. This will ensure benefits are available when needed.

Monitor work study and chancellor student aid year-to-date-paid amounts against the allocation amounts.

When a student has been paid their total allocation amount, a Change in Source of Funds form should be processed so that future earnings are charged to the departmental budget account. Otherwise, process a Separation form to terminate the student from employment.

Please process separation forms for any students who graduated in December or who did not return to work after the semester break.

Student Timesheets due early:

Payroll	Voucher #	Timesheets Due
◆ Wage	075-15	Monday, January 11, 2016 at 10:00 am
◆ Student	075-27	Tuesday, January 19, 2016 at 10:00 am

2015 W-2's Delivered Through myLSU

The 2015 W-2 forms will be delivered electronically through myLSU for all current employees who have a myLSU account. Paper copies of W-2's will be generated for current employees who **do not** have a myLSU account, and for terminated or retired employees. The electronic W-2 forms will be available on or before January 22nd. Paper copies for current employees will be sent to

departments via campus mail by January 31st. Paper copies for terminated and retired employees will be mailed directly to the employee by January 31st.

To access W-2 forms through myLSU, select Financial Services, then Tax Documents.

Duplicate LSUID's for Employees

An employee can only be paid under one LSUID number. The process to merge LSUID numbers is time consuming and may delay an employee's payment.

To prevent creating a second LSUID number for an employee with an existing LSUID number in Directory, always enter the employee's SSN when loading the new appointment form. If the employee already has a LSUID number on file then that number will automatically be populated.

Work Authorization for Employment of Minors

For departments employing minors, work authorization is a required attachment under the documents tab. The correct attachment for this field is the **Minor Employment Certificate**. The application to Employ Minors Under Age 18 is not an acceptable attachment. The hiring department is responsible for attaching the minor employment certificate online and keeping the certificate on file in the department for a period of 14 days after the termination of the minor's employment.

Issuance of Minor Employment Certificates

Minor work certificates are issued in the Payroll Office, Monday through Friday as follows:

9:00 am - 12:00 pm
and
1:30 pm - 4:30 pm

Please contact Angie Ogle at aeogle@lsu.edu or Kristen Delaughter at kristind@lsu.edu for more details.

Minor Employment Compliance

State and federal law mandates that persons ages 14-15 and ages 16-17 have distinct limitations on the types of jobs and on the number of hours and time during the day when they may work.

Payroll continued...

Louisiana guidelines, including limitation for minors under age 17 can be found at <http://www.laworks.net/Downloads/WFD/EmploymentOfMinors.pdf>. You may also visit the U.S. Department of Labor website <http://youthrules.dol.gov/> for federal guidelines related to employment of minors.

Please ensure anyone in your area who might supervise minors ages 14 to 17 reviews this information. Any department employing minors may be inspected by an officer of the Louisiana Workforce Commission for compliance. Violations in compliance may result in fines or criminal penalties.

Helpful Hint when Completing the electronic I-9 Form:

If students are having problems accessing the form: Check the Pop-Up blocker setting and ensure it is set to allow Pop-Ups. The I-9 form will bring up a new window. JAVA and cookies should also be enabled.

SSA Requirements for International Students

Any F-1 or J-1 student who will be employed by LSU must apply for a social security number (SSN). The procedures and requirements for international employees to receive a SSN have recently been revised. Detailed instructions for applying for a SSN can be found at <http://international.lsu.edu/IS/current/applyforssn.php>.

International Employees

International students and graduate assistants must have a Work Permit approved by LSU's International Services Office before they can be employed on campus. Newly appointed students will complete an electronic Work Permit online through the HRS Employee Information Page process. Once the Work Permit is approved by International Services, it is part of the employee's online record and will update the required fields in the payroll system.

International employees eligible for tax treaty benefits

for tax year 2016, but who are not currently participating, may complete the appropriate forms to apply for these benefits in 204 Thomas Boyd Hall. A passport, visa, and I-20 or DS-2019 form are needed in order to complete the forms. A listing of the eligible countries can be found on the Payroll website.

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 international graduate assistants must be approved by the Graduate School BEFORE the work is performed.* This is a formal condition listed on the Work Permit. Violations typically occur for International GAs who hold a 50% effort assistantship. 50% effort assistantships are formally considered 20 hours per week of employment which is the maximum amount of hours allowed under federal regulations. Providing them 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.

I-9 Form Procedures for International Student Workers and GAs

I-9 forms for international employees should be completed online through the HRS Employee Information Page process. The online system includes edits to prevent the use of unacceptable documents while completing the I-9.

In the rare case where it is necessary to attach the I-9 form departments should be sure to use acceptable documents to certify employment. This is especially important for international students who have specific work authorization. For example, to use a Social Security card for employment purposes there should be no restrictions listed on the card. A person in the U.S. on a visa typically has a statement on their social security card "valid for work only with DHS approval". This statement prohibits the Social Security card from being used as a list C document.

Student employees in the U.S. on a visa will select the "Alien Authorized to work until" option and then enter the earliest expiration date of either their I-20 form, DS-2019 form or passport. Next they will complete the information for item number 2. Once they submit the document the I-9 form will be routed to International Services for approval.

Below is the latest list of acceptable documents for form I-9 verification. Use this list to find an appropriate document.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.



Lorin Oliver has a new phone number, 578-8670.

Accounts Payable & Travel

1099-MISC and 1042-S reporting

Forms 1099 MISC will be mailed by January 31, 2016 to recipients of non-employee compensation (personal and professional services), other income and royalty payments. IRS Forms **1042-S** will be mailed by the University in mid-February 2016, 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 that plan 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 LSUID ("89-" number).

Aged Listings of Outstanding Encumbrances as of **December 31, 2015** will be distributed. Please review each purchase order balance on the listing. If an outstanding balance exists for items that will not be received, a purchase order alteration should be processed in the PRO system. The system will liquidate the encumbrance balance once the PO alteration is complete. For questions concerning PO's, please contact Angie Mann at 578-1620 or amann7@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.

For questions regarding Aged Listings, Pending Invoices or Receiving Reports in PRO and the LSU GeauxShop invoice workflow, please contact one of the following Invoice Processing contacts:

☎ Angie Mann 578-1620 or amann7@lsu.edu
☎ Miranda Ruckstuhl 578-1545 or mrucks1@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.

Safeguard LaCarte and CBA numbers

LaCarte (and CBA) account numbers should not be written on any supporting documentation (i.e. conference registration form, etc.) attached to LaCarte/CBA entries, including e-mail correspondence.

Cardholders leaving the University

Supervisors should be certain to retrieve LaCarte cards from employees leaving the university prior to their last day of work. More importantly, supervisors 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 not reflected on a LaCarte entry. For questions, please contact Kathleen Elders at kelder1@lsu.edu or 578-8593.

Louisiana Sales Tax Exemption when using LaCarte

LSU is a tax exempt entity. However, some online purchases and/or out-of-state purchases may be subject to sales tax. Cardholders are responsible for informing vendors of the University's tax-exempt status when purchases are made. The tax exempt number is embossed on the front of the LaCarte card. A tax exempt certificate is available upon request to provide to merchants for proof of sales tax exemption. Please contact Deana Delage at dcleme2@lsu.edu or 578-1539 for a copy of the sales tax exemption certificate.

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

Mileage for relocation expenses is reimbursed at the federal rate in effect at the time of the move. The mileage rate for calendar year 2016 is **19 cents (decrease from 23 cents)**.

Passport Change

Beginning **January 1, 2016**, the State Department will discontinue the service of adding additional visa pages to US passports. Requests for additional visa pages may

only be submitted until December 31, 2015. Passport holders in need of additional space in their passports will need to renew their passports by mail using form DS-82. If travelers renew their passport from outside of the US they will automatically be issued a larger 52-page book. If travelers renew their passport within the US, they may indicate their preference for a 28-page or 52-page book by checking the appropriate box at the top of the DS-82 form. There is no fee difference for book sizes. More information can be found at the [US State Dept](http://www.state.gov) website.

Hotel stay at Lod Cook

LaCarte can be used as a means of payment for Lod Cook in lieu of the Direct Billing process for hotel lodging only. If LaCarte is used, departments are required to complete Lod Cook's Credit Card Authorization form. The credit card authorization form should be e-mailed directly to Emily Berniard at Emily@lsualumni.org. The Credit Card Authorization form is available on the AP & Travel website at: <http://www.fas.lsu.edu/AcctServices/acctpay/forms.html>.

The complimentary full breakfast buffet provided to guests staying in the hotel has been changed to a continental breakfast. The food will be provided by Unique Cuisine. There will be a charge of \$6.50 for each additional visitor/non-guest. Lod Cook will still offer a full breakfast buffet for \$13.95, regardless if there is a hotel stay. There will be a kiosk set up in the breakfast area inside the Shaquille O'Neal lodge at the Cook Hotel where the guest can pay for breakfast, as they will not be paying Unique Cuisine directly for breakfast. Please note that the per diem rate amount allowed for breakfast is \$9.00 and the special meal rate is \$15.00. Guests can also charge the breakfast buffet to their room if desired but must provide a personal credit card upon checkout to pay for the meals. The breakfast charge is not allowed on the LaCarte card. Special meals and per diem meals must be paid with personal funds and seek a reimbursement via the AS300 (Travel Expense Reimbursement Request) form.

Worldwide Travel Alert

The U.S. State Department has issued a worldwide travel alert to U. S. citizens for possible risks of travel due to increased terrorist threats. Current information suggests that ISIL (aka Da'esh), al-Qa'ida, Boko Haram, and other terrorist groups continue to plan terrorist

attacks in multiple regions. These attacks may employ a wide variety of tactics, using conventional and non-conventional weapons and targeting both official and private interests. The travel alert expires February 24, 2016. U.S. citizens should exercise vigilance when in public places or using transportation. Be aware of your immediate surroundings and avoid large crowds or crowded places. Exercise particular caution during the holiday season and at holiday festivals or events. U.S. Citizens should monitor media and local information sources and factor updated information into travel plans and activities. Travelers with specific safety concerns should contact local law enforcement authorities who are responsible for the safety and security of all visitors to their host country. See the U.S. State Department's travel website for the Worldwide Caution, Travel Warnings, Travel Alerts, and country specific information at <http://travel.state.gov/content/passports/en/alertswarnings/worldwide-travel-alert.html>.

TSA Reminder

Travelers should expect the Transportation Security Administration (TSA) security lines to be longer than expected. This is especially true for travelers departing at peak times, as well as, all travel from larger airports, such as Atlanta, Chicago, Dallas, Denver, Houston, Los Angeles, New York, and Washington D.C.

While the general recommendation has been for travelers to arrive at least 2 hours prior to departure, it may be better to arrive at the airports even earlier to allow extra time to make their way through the security checkpoint and to their gate.

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 mont41@lsu.edu



Administration

Business Managers' Meeting

Please be reminded that there will be no Business Managers' meeting in January due to the holiday break. Meetings will resume in February 2016.

General Reminders:

- * Meetings are generally held on the second Tuesday of the month in the Atchafalaya Room of the LSU Union (room 339) from 9:30 am to 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 Donna Torres at dtorres@lsu.edu.
- * Information on prior meetings can be found at <http://www.lsu.edu/administration/ofa/oas/bsmgrmtg.php>.

AS Forms

The following link <http://www.lsu.edu/administration/ofa/oas/asforms.php> has a complete listing of all current AS forms used within Accounting Services. These forms are in a user-friendly fillable .pdf format. Please contact Danita King at dcking@lsu.edu with any issues accessing or using these forms.

Junk Mail

Oftentimes packages are mistakenly sent to 204 Thomas Boyd Hall since this is the official address of the LaCarte card. This causes catalogs and brochures to be sent to Accounting Services. The amount has become excessive. This type of "junk mail" is not forwarded to individual departments on campus. If a department has a need to view brochures and catalogs from specific vendors, please contact that vendor to update the mailing address. Contact Desiree Esnault at desnault@lsu.edu with any questions.

Imaging of Documents

Various documents that route to Accounting Services, Purchasing and HRM are scanned by the Imaging section of Accounting Services to be stored as official University documents. Since these documents are oftentimes retrieved by Accounting Services personnel and/or auditors, it is extremely important that the documents are legible. The workflow involved in imaging documents is a very tedious and time consuming process. In an effort to keep the workflow steady and avoid having to manually edit images, please keep in mind the following tips:

- * Use white paper.
- * Tape receipts to 8 ½ x 11 paper. The tape should not cover the amounts on the itemized receipts since it tends to fade the ink which may make it harder to read once the document is imaged. Do not staple the receipts to the 8 ½ x 11 white sheet of paper.
- * Use fluorescent yellow highlighter. Other highlighters such as pink, blue, purple, etc. cause the information to be "blacked out" when imaged which causes Imaging personnel to manually adjust each individual page.
- * Use blue or black ink when writing on documents. Avoid using red or other colored ink pens.
- * Ensure that the document you are sending to be processed is legible. If an original is already difficult to read, the imaged version will be even harder. Signatures should be legible.
- * Ensure that copiers and desktop printers have dark ink/toner.
- * Replace ribbon on adding machines as soon as it becomes light.
- * Send originals when available (no carbon copies).
- * Only send pages that are relevant to the document being processed. For example, if an e-mail is used as back-up and only a phone number or a graphic is printed on the second page, the second page serves no relevant purpose and should not be scanned.

Employee



Scoop

Accounts Payable & Travel

Welcome **Miranda Ruckstuhl**. She joins AP as an Analyst and can be reached at mrucks1@lsu.edu or 578-1545.



Congratulations to the following AP & Travel team members in their new roles:

Jennifer Driggers, Assistant Director of Invoice Processing
Angie Mann, Assistant Manager of Invoice Processing
Valery Sonnier, Manager of Travel

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

