

Office of Accounting Services

Monthly Newsletter



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

Issue 361

November 2014

Financial Accounting & Reporting

Financial Statements

The unaudited financial statements for FY14 are now available online at http://www.fas.lsu.edu/acctservices/far_b/supp_2014.html.

Directory (DIR)

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

- ◆ By Social Security Number (UCHG Screen)
- ◆ By LSUID number (UCHG Screen)
- ◆ By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to Amber Bonner at amber@lsu.edu or 578-1456.

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 November 30, 2014 month end date should be entered as 20141130 (YYYYMMDD).
- ◆ Verify mainframe access for that account, department or college.
- ◆ Adjust the print area through the Print Preview toolbar function when printing reports.
- ◆ GLS cutoff normally falls on the first working day of the month. Therefore, online ledgers for the entire month can be viewed on the second working day of the month. Please note that some monthly cutoffs may be adjusted due to holidays or fiscal yearend.

November Business Managers' Meeting

Office Supplies Review and Update
Pilot Procurement Update

Tuesday, November 11, 2014
9:30 — 11:00 am
Atchafalaya Room, LSU Union



November 11, 2014

Inside this Issue

Procurement	2
SPA	3
Payroll	5
LaCarte	8
Travel	8
Administration	11
LSU Acronyms	12

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

Stop payment requests should be initiated by the department that requested the original check for vendor payments. For payroll checks, stop payment requests should be initiated by the employing department. The AS32: Stop Payment Request form can be found at http://www.fas.lsu.edu/AcctServices/far_b/form.asp. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Procurement

LSU Pilot Procurement Code

Procurement has revived their efforts to establish the LSU Pilot Procurement Code through the Louisiana Legislature. The Notice of Intent has been registered with the Office of State Registrar and is awaiting public comments through November. A copy of the Notice of Intent has also been posted on the Procurement website. The proposed University Pilot Procurement Code provides additional methods of competition and flexibility in the selection of methods to be used for the procurement of goods and services, establishes competitive thresholds, expands public notice, outlines exceptions to the competitive selection process, sets forth dispute resolution processes, establishes standards for integrity in procurements and provides a broad range of processes and procedures to be followed by LSU and those seeking and doing business with LSU.

LSU GeauxShop Shipping Addresses

To request to permanently add or change a department shipping address in LSU GeauxShop, an e-mail must be sent to the LSU GeauxShop Help Desk (geauxshophelp@lsu.edu) and include a justification as

to why the address should be permanently added/changed. The request should be made prior to submitting an order and may take approximately 7-10 business days to be approved and processed in the system.

If items are to be shipped only one time to a shipping address not found in the system, search for the “One-Time Ship” option by typing the word “one” in the keyword search box. Requisitions including a “One-Time Ship” address will route to LSU Procurement for approval prior to the order being released. Departments must include a justification as to why the address should be added/changed by adding a comment to the requisition. Once approved the order will proceed in the workflow process.

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 request to return the item(s) with 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

Procurement continued...

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 monthly report received from Accounts Payable. Departments do not need to request alterations to change price.

Professional, Personal and Consulting Services

Procurement has renewed the Campus-Wide Personal Services Contract with Premier Production and Sound Services. Premier Production and Sound Services will provide video production and audio/lighting services and equipment, for various University events. This vendor will provide management of the systems and production/sound engineers onsite during entertainment events and will be totally responsible for the production of lighting, sound, visual, cameras, and staging during these events. For your next entertainment event, please contact Brian Gordon or Russ Bryant at (225) 923-0228 or e-mail pss@psssound.com for a quote. Please refer to our website for additional information.

Professional, Personal and Consulting Services are disallowed on LaCarte regardless of the dollar amount unless exempted per **FASOP: PUR-01 Non-Competitive Purchases**. Purchases must be requisitioned via the PRO system and include all necessary attachments for issuance of a purchase order and/or contract.

PRO Tip of the Month

When creating PO alterations for items greater than \$5,000 that are charged to equipment object codes, the following error message will be received when trying to balance the PO alteration:

“Update Successful—Equipment Overage—Buyer approval needed”

To proceed, e-mail the appropriate buyer of the error received, and ask them to balance the purchase order.

Once balanced, click the “Release to Purchasing” button on the Header tab to release the alteration to Procurement.

Sponsored Program Accounting

Closeout Period

The closeout period for sponsored agreements is usually 30 to 90 days after the expiration date of the award. It is less than 30 days for some agreements. This period is intended for paying outstanding bills. All work must have been completed and all items purchased must have been received by the expiration date of the award.

LA Board of Regents ENH and R&D awards

Prior approval of the Board of Regents (BOR) is required for the purchase of equipment not listed in the approved budget, unless the change in equipment involves no more than a change in make or model number.

Also, prior approval must be obtained from BOR to reduce the amount of salaries for graduate assistants. If approval to rebudget funds from the graduate student category is not received, the remaining balance in the graduate student category will have to be refunded to BOR along with the associated F&A costs.

A complete list of the categories requiring prior approval can be found in Section IX of the contract from BOR titled Rebudgeting. Please be aware that the BOR does not approve such requests after the expiration date of the contract.

LA Board of Regents Graduate Fellowship contracts

Final Project Report (Form 2C-4, pages 1 – 4 of 5) for expired LEQSF graduate fellowship and doctoral contracts are due to Sponsored Program Accounting (SPA) 30 days prior to the contract’s expiration date. SPA will review the project report and submit it to the Office of Sponsored Programs for signature. Once signed, the project report will be forwarded to BOR. Also, within 90 days of contract expiration, SPA will prepare the Final Expenditures Report (Form 2C-4, page 5) and forward it to the PI for approval and signature. Once the PI signs the expenditure report, it should be returned to SPA for forwarding to BOR.

Sponsored Program Accounting continued...

Fabrication

When fabricating a piece of equipment that will have a value less than \$5,000, object code 7490 should be used for all components. If the item will have a value of \$5,000 or greater, object code 7495 should be used for all components.

Once the fabrication is completed, departments must process a journal voucher to transfer the fabrication costs to the appropriate equipment object code. It is not necessary to transfer line item by line item. In this case, a lump sum transfer can be done to credit object code 7490 or 7495 and debit the equipment object code. A copy of the approved journal entry will be forwarded to Property Management so the item can be tagged.

Checks

Departments should promptly forward checks for sponsored agreements to Accounting Services, 204 Thomas Boyd, Attn: SPA. Checks for sponsored agreements on the Ag campus should be sent to Ag Center's Sponsored Programs Office who will forward to SPA. Please include all identifying documentation with the check, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact, if necessary.

Subrecipient invoices should be forwarded to SPA after the PI has reviewed, approved and signed the invoices. In addition, departments must prepare the receiving report in PRO prior to forwarding the invoice to SPA. When submitting subrecipient invoices, use object code 5705 for the first \$25,000 to ensure that F&A costs are charged. After the first \$25,000 has been paid, use object code 5706 which is exempt from F&A costs. Also, please ensure the PI has reviewed and signed all subrecipient invoices. The PI Checklist for Subcontractor Invoices can be found at <http://www.fas.lsu.edu/accts/acs/par/paaManual/Post%20Award%20Manual%202013.pdf>.

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

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.

Invention/Patent Certifications

All invention/patent certifications must be sent to Andrew J. Maas, Office of Intellectual Property, Commercialization & Development, 206 Louisiana Emerging Technology Center after being signed by the Principal Investigator. For Ag Center, the certifications must be sent to Wade Baumgartner, LSU Agriculture Center, Office of Intellectual Property.

No Cost Extensions

PIs should request no cost extensions if the work (including deliverables) is not completed on sponsored agreements. It does not matter if the agreement is cost reimbursable or fixed price. Requests for extensions must be routed through the appropriate Sponsored Programs Office before submitting to the sponsor. Requests for no cost extensions must be made before the expiration date in accordance with the agency's guidelines.

Tentative Accounts

Projects with tentative account numbers should be monitored and the fully executed agreements for sponsored agreements should be forwarded to OSP upon receipt. Other campuses should route to SPA through their own sponsored programs office. Invoices for expenditures on the tentative account are not prepared until the executed agreements are received. If it is subsequently determined that an award will not be received, please notify Keri Tweed in writing so that the account can be deactivated. Questions concerning tentative account numbers should be directed to Keri at 578-2032 or ktweed@lsu.edu.

Personnel Activity Reports (PARs)

All outstanding FY 14 PARs must be certified and returned now.

If you have any questions regarding wage PARs,

Sponsored Program Accounting continued...

please contact Megan Wesson at 578-2144 or mwesso1@lsu.edu. For questions regarding academic and fiscal PARs, please contact Sarah Ulkins at 578-1430 or sulkins@lsu.edu.

Additional Compensation forms should be processed with the appropriate type code. Please review the list provided in the drop down box and select the correct type for the transaction. Additionally, the SP Other-General code should only be used occasionally when no other code is appropriate. Correct coding of add comp forms is imperative to ensure the information contained on an employee's PAR is correct.

Payroll

TAX TOPICS

International Employees

Tax treaty benefits expire December 31, 2014. Any employee or student who is eligible for treaty benefits for 2015 should attend the tax treaty workshop on one of the following days:

Tuesday, November 11

Wednesday, November 12

8:30 am to 4:00 pm

Lobby of Thomas Boyd Hall

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

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 Thursday, December 11, 2014.

Address Changes or Corrections

Please verify that the address is correct on the HRS Directory tab for employees who work in your department. Having a correct address is important when payroll information has to be mailed to an employee. The employee can update their address information via myLSU by selecting the Personal Preferences Link and amending the address on the Directory Information Link.

Payroll continued...

Note: Employees will need to submit a written request to change an address for any insurance carrier. The change of address form needed can be found on the Payroll or HRM websites.

Pay basis 13 academic employees must either be separated or continued for the Spring semester **NOW**. It is imperative that separation forms be loaded timely as Payroll must notify Insurance providers via separation form if the employee has health insurance. Insurers have a small window to offer COBRA insurance to the employee.

Graduate Assistants on a **fiscal** assistantship with an end date in December must have a form processed either to terminate their employment or to continue their status for the Spring. Please make a note to load the appropriate documents in a timely manner so that employees are paid correctly.

Minimum Wage

All hourly employees must be paid at least the federally required minimum rate of \$7.25 per hour. The minimum wage law also applies to lump sum payments. The lump sum amount to be paid must equal or exceed \$7.25 per hour for hours expected to be expended working on the project.

XCSF for Student, Classified and Transient Employees

Please be mindful of payroll run dates when loading XCSF forms that are effective at the very end of the current pay period or the beginning of the subsequent pay period. The account number on the form in current status on the payroll run date must match the account entered on ETA in order for the employee to be paid. Please delay loading XCSF forms with those effective dates until after the payroll run date related to that pay period. Payroll run dates can be found on the Payroll website under Pay Schedules.

Timesheets for Additional Compensation and for WAE Employees

Please do not put a voucher number on the timesheets as these payments will be made on the next available supplemental payroll.

Payroll continued...

Wage and Student Timesheets Early Deadlines:

Payroll	Voucher #	Timesheets Due
◆ Student	055-27	Friday, November 21, 2014 at 10:00 am
◆ December 1, 2014 Supplement	065-06	Monday, November 24, 2014 at 4:30 pm
◆ Student	065-27	Tuesday, December 16, 2014 at 10:00 am
◆ Wage	075-15	Monday, December 22, 2014 at 10:00 am
◆ December 22, 2014 Supplement (Final for CY 2014)	065-36	Monday, December 15, 2014 at 4:30 pm

Special Delivery

Timely submission of ETA timesheets is especially important when there are **holidays in the pay period**. Calculations for overtime and holiday pay are performed automatically when ETA timesheets are submitted correctly **by the due date**. When adjustments are received for prior pay periods, payroll personnel must spend valuable time to manually ascertain if overtime earnings are due, what rate should be used for overtime, etc.

Holiday Pay for Eligible Employees

If an employee is in a paid status (including paid leave) on the work day before or the work day after the holiday, the employee is due holiday pay for the entire holiday period. Please call Payroll or HRM with any questions about an employee receiving holiday pay.

ETA Holiday Time for Part-Time Employees

ETA automatically loads holiday hours for all employees listed on ETA. Be sure to remove or adjust holiday hours as needed for part-time employees.

Classified Leave Without Pay

When an employee is on leave without pay, make sure that you remove the work hours on ETA for the current pay period. For extended periods of LWOP (more than 80 hours), an XLVE form should be processed and the standard work hours removed from ETA.

Leave Without Pay (LWOP) forms for Salary employees should be processed as follows: The form dates should reflect the actual dates the employee is on leave without pay. The employee's work schedule should be included on form remarks. Any partial days of leave should also be noted on form remarks. For example, an employee on LWOP beginning at 1:30 PM on 11/06/14 through 11/07/14 would have a LWOP form loaded for the dates of 11/06-11/07. The form remarks would indicate a work schedule of 8:00 - 4:30 and that 3 hours of leave without pay were taken from 1:30 - 4:30 on 11/06/14. This information will enable Payroll to properly calculate the amount of pay due to the employee. Form remarks can be found under the action button.

CONTROL DATES

Monitoring Control Dates

Departments should be monitoring control dates that are associated with personnel action forms. The number of forms with expired control dates continues to grow and the failure to load the appropriate subsequent form results in inaccurate financial records. The following are some of the effects of forms with expired control dates :

- Incorrect salary charges on ledgers
- Incorrect PARs
- Prevention of salary transfers
- Incorrect salary encumbrances

Fund End Date vs Transaction Expire Date

The Fund End Date is used to control the funding of an employee's salary for a period of time. This date is generally associated with sponsored projects and should be monitored continuously for needed extensions or changes to the salary funding source. A Change in Source of Funds (XCSF) form is the appropriate form to use when updating the Fund End Date.

The Transaction Expire Date is used to control an action associated with the employee, such as, granting of sabbatical leave, the award of an honorific, or the end of a contract period. There are numerous control date codes associated with the Transaction Expire Date and the personnel actions required to extend this date are various. The HRS Help section has an excellent reference guide for assistance with loading the appropriate action. A XCSF form cannot be used to update the Transaction Expire Date.

Payroll continued...

Control Date Report

The Control Date report (in the 'Personnel Reports' section of Reporting Tools) is a very helpful resource to use when monitoring control dates. Any dates entered in "Control Dates" (located under the second, circled A action button) section of the personnel form will appear on the Control Date report. Departments should run this report monthly to check for future expiration dates, and promptly process any personnel action forms needed to update expiring control dates.

Control Date Tips

Control dates should be checked on every form that is loaded to ensure the information is being appropriately updated.

Be sure to check for breaks in service when updating control dates. The effective date of the subsequent form should be no later than the next calendar date following the prior form's control date.

Insurance Coverage at Retirement

Retiring employees who do not wish to keep their insurance coverage must cancel the coverage by completing a GB01 with Human Resource Management (HRM). If the GB01 is not completed, insurance coverage will continue and the retiree will be billed for premiums.

Accounts Payable & Travel

Mark your calendar...

The final APS check run for 2014 will be **Friday, December 19, 2014**. Please plan accordingly to ensure vendor payments (especially construction payments) are made by the final APS check run.

PRO helpful information:

1. PRO Electronic Receiving Reports should be created **ONLY** when the merchandise is actually received and/or services are rendered. The receiving report serves as the authorization to pay so when the invoice is received in AP, it will be processed for payment if the receiving report was processed in PRO. Please do not process an electronic receiving report in PRO without verification that the actual items were received.

Accounts Payable & Travel continued...

2. 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

For **PRO questions** regarding Aged Listings, Pending Invoices or Receiving Reports, please contact one the following Invoice Processing contacts:

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

LSU GeauxShop Helpful Information:

1. Invoices with a Matched status are sent into the Invoice Workflow to be approved only by individuals with a SCI-Invoice Approver role. After the invoice is approved by the SCI-Invoice Approver, the invoice is expedited into APS.
2. Invoices for equipment purchases with the unit cost of \$1,000 or greater and/or with an equipment object code requires a receiving report. Receiving reports should be added in LSU GeauxShop only upon confirmation that the items were actually received. For instructions on how to complete a receiving report in LSU GeauxShop, please click on this link: <https://sites01.lsu.edu/wp/lsugeauxshop/files/2013/07/Creating-a-Quantity-Receipt.pdf>.
3. Invoices for non-equipment items with the unit cost of \$1,000 or greater will also require a receiving report. In the Comment section, please indicate the item is non-equipment. This will help Property Management.
4. Departments should receive and accept only the quantity of items ordered on the PO. Purchase orders cannot be altered to increase the quantity. Departments should return overage items and create a new purchase orders in LSU GeauxShop whenever additional items are needed. If the supplier invoices for overage items, AP will contact the supplier for a corrected invoice that agrees with the quantity on the PO.

Accounts Payable & Travel continued...

5. Departments cannot accept substitute items when an ordered item has been discontinued. If a substitute item is shipped, the item must be returned to the supplier. The University cannot pay for items that are not listed on the PO.

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

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

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



LACARTE

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

PCARD Search Screen

Departments should utilize the Search screen in the PCARD system to monitor for outstanding p-card entries that are not in RAPS status. To search by department, click on the Procurement Card link under "Financial Services" in myLSU. On the Search screen, enter the first five digits of the departmental account number in the Department field and click "Search". All entries not released to the General Ledger System (RGLS status) will be listed. To see the additional entries, click the "View More" button. Cardholders may search for their LaCarte entries by entering their myLSU ID or LSUID in the Cardholder ID field and click "Search". The system will display all entries for the cardholder. Immediate attention should be given to entries that are not in RAPS status.

LaCarte helpful information:

1. The University is a tax exempt entity. When the LaCarte card is used, Louisiana sales tax should not be charged for goods and services.

Cardholders are responsible for informing suppliers of the university's tax-exempt status when purchases are made. The tax exempt number is embossed on the LaCarte card.

2. All LaCarte transactions must have the appropriate supporting cost documentation that "tells the story". It is important that the receipt is itemized with a detailed description of the item. If a detailed description is not provided, an explanation of the item should be provided. This will help the LaCarte/Travel auditor expedite the review and approval process. Insufficient supporting cost documentation will delay the audit process and may affect the cardholder's privileges.
3. LaCarte purchases should be charged to the appropriate object code classification. Please remember to change the object code to the correct code prior to releasing the entry to AP. For a complete list of the object codes, please refer to Financial Accounting & Reporting Website at http://www.fas.lsu.edu/AcctServices/far_b/default.asp.
4. When a cardholder leaves the University, departments must have exit procedures in place to account for and destroy cards as well as obtain receipts and any other supporting documentation from the cardholder. The exit procedures should include contacting the LaCarte Administrator upon notification of the employee's termination to ensure the cardholder's entries are audited prior to the employee's last work day.

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

Governor Jindal issued Executive Order BJ 14-13, Travel to Areas Impacted by Ebola Virus Disease on October 20, 2014. In response, the University has developed **Supplement to FASOP: AS-02 "University Travel Regulations" – LSU Protocol on Personnel Travel to and from Ebola**

Accounts Payable & Travel continued...

Affected Nations which is effective immediately through February 27, 2015. The supplement provides guidance to employees and students who have traveled to Ebola-affected countries or who suspect they may have come into contact with the disease. A copy of the Supplement to FASOP: AS-02 can be found on the Accounts Payable & Travel website at www.fas.lsu.edu/acctservices/forms/travel/LSUProtocol.pdf.

The University is committed to the safety and well-being of its students, faculty and staff. Please be reminded that FASOP: AS-18 "High Risk Travel to Restricted Regions" is also in place to provide guidance on travel to countries/regions that have U.S. Department of State Travel Warnings.

Travel Agency Contact Information:

SHORT'S TRAVEL MANAGEMENT
Toll Free - (888) 846-6810
Fax - (319) 433-0847

E-mail: state@shortstravel.com
Website: www.shortstravel.com/lsu

Summary of pertinent information:

1. Short's Travel Management's normal business hours are 8:00 am to 5:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is \$24.
3. Short's Travel Online should be used for University business travel only.
4. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour Service is designed to support travelers in the event of a "true emergency". There will be a \$15 per call transaction fee for use of the after hour services. The fee will be reimbursable only if the service was used for a "true emergency". In the event the 24-hour Service is used for any non-emergency transactions, the transaction fee will not be reimbursed.

Short's Travel Online (STO) is the self-booking system that is available for University travelers to make their own travel arrangements. **The transaction fee for online bookings is \$5 per transaction.** STO can be accessed through the AP & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> or directly at

www.shortstravel.com/lsu. To login the system, the users will need to enter the following information:

Username: **Employee's PAWSID**
Password: **Lsutigers1**

Only upon the initial login, the system will prompt the user to create a new password. All new employees and employees unable to login to the system should e-mail Arianna Elwell at acreech@lsu.edu. Given the savings per booking, travelers are strongly encouraged to use the system.

Airline Capacity & Overbooking of Flights

Over the last 5 years, the restructuring of the airline industry has caused a sharp reduction in air service in many U.S. cities. Overbooking a flight is designed by the airlines to fill the empty seats that no-show passengers leave behind in order to ensure flights are packed with paying customers. Travelers must be aware that as airlines continue to merge and cut capacity, overbooking of seats will continue to happen. To avoid being bumped, the following are traveler's tips:

1. Check-in 24 hours prior to a flight – ASAP!
2. Obtain a seat assignment (if not already assigned)
3. Arrive as early as possible to the airport

Unused Airline Tickets

Travelers/departments are required to monitor unused airline tickets on a monthly basis to ensure all unused airline tickets are being applied to new airline reservations when applicable. Therefore, departments are required to have procedures in place to monitor Unused Airline Tickets. The procedures should include obtaining written justifications from the travelers as to the business reason for the cancellation and the resulting unused airline ticket. This documentation should be kept in a departmental unused airline ticket central file. However, if the airline ticket is reused, this documentation must also be included with the employee's travel payment request for audit with the travel expenses. **For any questions regarding the reusing of an unused airline ticket, please go to the Accounts Payable & Travel website, under Travel for the Airline Fee Guide listed under Airline Information. The Airline Fee Guide provides airline specific information on reusing unused tickets. If additional information is needed, please contact a Short's Travel Agent at (888) 846-6810 or state@shortstravel.com.**

Accounts Payable & Travel continued...

University Resources Available to monitor Unused

Airline Tickets:

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

Effective November 1, 2014, Department Heads and Business Managers, including those individuals with a business manager profile, will be copied on the automated unused airline ticket e-mail notifications sent from Short's Travel to the travelers. This will allow departments the ability to address the use of any unused airline tickets prior to expiration.

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

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

Administration

November Business Managers' Meeting

The topics to be presented at the November 11th meeting are as follows:

- ⇒ Office Supplies Review and Update
- ⇒ Pilot Procurement Update

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

Administration continued...

Unclaimed Property Notifications

If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Maria Cazes at mcazes@lsu.edu. Any information or history related to the referenced unclaimed property would be helpful in determining if the claim is legitimate and LSU is actually due any money. The claim will be researched within Accounting Services. If LSU is due the unclaimed property, Accounting Services will complete the paperwork, obtain appropriate signatures, and submit the claim. Maria will keep the department informed of the claim status from submission to the receipt of funds.

Departments Moving Locations

When a department on campus moves from one location/building to another, it is important that the departmental address be updated by informing Hope Rispone at hope@lsu.edu. Hope updates the "Department Address" in COA as this address is pulled for multiple purposes. There is also a web directory of departments on the LSU website that is updated through the "Editor" in each department. Editors may log in to their myLSU account, click Departmental Directory link, click My Listings and edit accordingly. New or additional directory editors should be sent to Tamara Mizell in Communications & University Relations at tmizell@lsu.edu. Departments may also consider the following to "spread the word" and:

- ⇒ Send an e-blast to various departments informing them of their new address so that information may be distributed among its unit to update any internal databases or label sets.
- ⇒ Contact Communications & University Relations to determine if a broadcast e-mail is an appropriate option.
- ⇒ Update their website, business systems, etc.

AS Forms

The following link http://www.fas.lsu.edu/acctservices/as_forms.html 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 or Maria Cazes at mcazes@lsu.edu with any issues accessing or using these forms.

Administration continued...

W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at bwrigth4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice Chancellor Donna Torres on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

Vendor Applications

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

Special Accommodations for Training Courses

Please be reminded that employees should communicate the need for special accommodations in training during the registration process via myLSU. When registering for classes through myLSU, please note any special needs or accommodations on the 'Profile' page, which is the first page that appears after clicking on "HRM Training Programs." Additionally, each of the instructors in any training offered by Accounting Services can arrange one-on-one instruction of their topics to accommodate such requests.

Shredder

Accounting Services has an industrial-sized shredder located on the 4th floor of Thomas Boyd Hall that departments can reserve. To reserve the shredder, please send an e-mail to imaging@lsu.edu. The e-mail should include the day and time of your requested appointment. In an effort to allow all departments across campus to utilize the shredder and maintain the

the work flow internal to our office, we have limited the use to 2-hour increments. Appointments can be made for 8:00 to 10:00 am, 10:00 to 12:00 pm, and 1:00 to 3:00 pm. If a department is more than 15 minutes late, the appointment may be rescheduled. If a department has a project that includes a large amount of paper to be shredded and a timeline to abide by, we will do our best to accommodate. Any departments using the shredder will be trained on how to safely operate the shredder, clean the general area, and proper disposal of the bags of shredded paper. Note that the shredded bags of paper must be transported to the dumpster outside T Boyd & Middleton Library and can be fairly heavy when being moved. Also, due to budget constraints, departments with a large amount of shredding may be required to purchase and replenish shredder bags and oil. Note: this equipment does not dispose of microfilm or microfiche - it is intended for paper only.

Employee Scoop



Accounts Payable & Travel
Congratulations to Jessica Hodgkins on the arrival of her baby boy, Hunter Joseph, 7 lbs 14 oz, 21.25 inches

Bursar Operations
Welcome Desmond Benn to Bursar Ops. He can be reached at desmond@lsu.edu or 578-7098.

Procurement
Congratulations to Mary Stallworth, who retired from the University on October 30, 2014.



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
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
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	Imaging
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

