Office of Accounting Services Monthly Newsletter

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

Issue 398 December 2017

Payroll

TAX TOPICS

Tax Withholdings

In Workday all payment for extra earnings and late pay transactions are made on the regular pay cycle - there are no supplemental payrolls in Workday. Please see the attached job aid on the payment of extra earnings https://uiswcmsweb.prod.lsu.edu/training/finance/payment_of_extra_earnings.pdf. Any late or retro salary increases or late time submission is paid on the next regular payroll and not a supplemental payroll. Since these type of payments are now included with the regular paycheck, the employee's taxable income, and thus taxes, is increased for any affected payroll. The earnings are being taxed correctly in accordance with the IRS tax withholding tables. The employee can adjust his W-4 and L-4 at anytime in Workday to help minimize these tax effects. Please note that the more allowances or dependents an employee claims the less in withholdings.

W-4 Updates

Please remind employees to review their withholding status for the new tax year. Employees can complete and update their W-4, L-4 and L-4E forms through Workday. Please see the following job aid for further instructions https://uiswcmsweb.prod.lsu.edu/training/employee/withholding_elections.pdf. Changes will take effect within two business days.

2018 Contribution Limits

The IRS has announced the dollar limits applicable to pension plan contributions remain unchanged for calendar year 2018. Elective deferral limits are as follows:

403(b) Plans - $18,500
457 Plans - $18,500

Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution limit remains unchanged at $6,000 for 2018.

December Business Managers' Meeting

Topics to be discussed include:

- Student Modernization Project
- 911 Address Update

Tuesday, December 12, 2017
9:30 am—11:00 am
Atchafalaya Room, LSU Union

University Holidays

December 25 – January 2

Inside this Issue

Payroll continued...

Employees who wish to change contribution amounts to their supplemental retirement account should refer to the Human Resources website for further instructions http://www.lsu.edu/hrm/employees/benefits/supplemental_retirement/Supplemental_retirement_item58953.php.

No Mismatches Please

Employee names as reported on Form W-2 must match Social Security Administration (SSA) files. Employers are subject to a $50 penalty for name mismatches. Additionally, employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual.

The name and Social Security number (SSN) on the employee's card should match the name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or HRM can make the change.

Address Changes or Corrections

Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W2 has to be mailed to an employee. The following job aid https://uiswcmsweb.prod.lsu.edu/training/employee/home_and_emergency.pdf provides instructions on updating address information in Workday.

> 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.

Insurance Premium Changes

Newly elected health coverage and premiums for the 2018 plan year will be reflected in December paychecks.

Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in employee January paychecks.

Employees electing to participate in the Health Savings Account must submit a new payroll deduction form each calendar year. The form GB– 79 can be found on the LSU HRM Benefits website at http://www.lsu.edu/hrm/forms/Form_Benefits_item68472.php. The GB-79 form must be routed to Anne Landry's attention in Payroll, 204 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account. Effective date of deduction will be based on when changes are entered in the OGB enrollment system. Deductions will start based on the effective date assigned by the OGB system.

Employees who submitted enrollment changes should report a discrepancy to Human Resources as soon as possible in order to ensure a correction can be made.

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 4:00 pm Friday, December 08, 2017.

Wage and Student Early Deadline For Holidays

Payroll	Period Ending	Time Locked
◆ Student	December15, 2017	Monday, December 18, 2017 at Noon
◆ Wage	December 22, 2017	Friday, December 15, 2017 at 11:59 p.m. ***Week 2 will need to be estimated***
◆ Student	December 29, 2017	Wednesday, January 3, 2018 at 10:00 a.m **University Reopens on Wednesday, January 3, 2018**

Special Delivery

Timekeepers please remind employees and managers to submit and approve time by the designated payroll deadlines. Timely submission of time is especially important when there are **holidays in the pay period**. Calculations for overtime and holiday pay are performed automatically when time is 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 if you have a question about an employee receiving holiday pay.

Holiday Time for Part-Time Employees

Workday is programmed with the University Holiday schedule and will pay employees for 8 hours on Holidays. Please refer to the Holiday Quick Guide job aid at https://uiswcmsweb.prod.lsu.edu/training/timekeeper/holiday_quick_guide.pdf for instructions on adjusting time for part-time employees.

Time Should Be Estimated Carefully

Remember that we are approaching year end when early due dates mean time may have to be estimated. Please be careful as some students chronically overestimate their time and this causes an overpayment. Employee W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.

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.

Financial Accounting & Reporting

CARD

When completing a CARD entry, please be sure to include attachments in the CARD system so that the approver can easily verify accuracy of the transaction. The attachment should include the purpose and source of deposit.

Internal Billings

An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department rendering the service or sale.

A step-by-step Job Aid and How-to Video can be found on the Workday Training webpage at http://www.lsu.edu/workday/finance_training.php

- Financial Accounting
  - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers

- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- **Verify the Company on the line matches the Driving Worktag used –** for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Cost Transfers

The following are tips when completing cost transfers:

- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run the report “Journal Line Details” and print it to PDF to use as backup. Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines to use or if a partial transfer is being done.
- On partial transfers, note the amount being moved.
- FD940 is not required on an entry – please only use if balancing error is received when submitting the journal.

The “*Create Journal Entry: Correcting Journal*” job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage: https://uiswcmsweb.prod.lsu.edu/training/cost_center_manager/create_journal_entry.pdf.

Reporting

Below is a list of commonly used reports in Workday and can be accessed by typing the Report name into the Workday search box.

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)

- **Journal Line Details** – Provides a list of detail journal entries by period
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- **Find Spend Authorization for Cost Center** – Provides the ability to find spend authorizations by an employee's cost center or by worktags
- **Find Credit Card Transactions by Employee Cost Center** – Provides the ability to find credit card transactions by employees in a cost center or cost center hierarchy based on the organization assignment
- **Find Events** – Provides the ability to search for a transaction by business process type
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Payroll Accounting for Worker by Pay Period** – Provides payroll detail for worker by pay period
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)
- **My Accessible Reports** – Provides a list of reports to which you have access

Workday Security Access
Workday Access can be requested through myLSU:

- Financial Services
    - Workday Security Access Request

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

- Stop payment requests
- Check copy requests
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at http://lsu.edu/administration/ofa/oas/far/forms.php. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Petty Cash
The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Laurie Wales at llamb18@lsu.edu using **Beth R. Nettles (SPL-23055)** as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the CARD application. https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf

Employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website. https://uiswcmsweb.prod.lsu.edu/training/finance/emp_reimbursement-expense_rpt.pdf

For non-employee reimbursements (non-travel related), an AS541-NW: Expense Reimbursement for Non-Workers should be submitted to Accounts Payable and Travel for processing. The AS541-NW is available on the Accounts Payable & Travel website.

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 89 ID number (UCHG Screen)
- By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to Laurie Wales at llamb18@lsu.edu.

Questions related to Workday merges should be directed to Human Resources.

Sponsored Program Accounting

Cost Transfers

An AS226: Justification for Non-Payroll Cost Transfer must be attached to the manual journal if the account being charged is a sponsored agreement. An AS226 is not required for expired fixed price accounts, LSU Foundation accounts, gifts and state appropriations. The AS226 form can be found on SPA's website at http://www.lsu.edu/administration/ofa/oas/spa/asforms/as226.pdf.

AS227: Justification for Payroll Accounting Adjustment

When processing a payroll accounting adjustment (PAA), an AS227 must be attached if salary expenditures are being transferred to a sponsored agreement account. The AS227 must include how a person's effort benefits the project being charged. The justification must explain in detail the work being performed and not simply that the employee worked on the account. The AS227 must explicitly state duties the individual is performing and how these tasks benefit the sponsored agreements being charged. As a reminder, personnel transfers cannot be done to clear an overdraft or to spend out unexpended funds. The current version of the AS227 can be found on SPA's website at http://www.lsu.edu/administration/ofa/oas/spa/asforms/as227.pdf.

Participant Travel

Participant travel should be coded to ledger account 6270: Participant Support Costs and Spend Category SC0289 and not Professional Services. Unlike Professional Services ledger accounts and spend categories, Participant Support Costs ledger accounts and spend categories are not subject to F&A.

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).

Service Centers

Salary for employees charged to accounts established as a service center cannot be used as cost sharing on a sponsored agreement. If the employee was committed to cost share on a project, one of the following actions must occur:

1. Assign a replacement person who will work on the project to fulfill the cost sharing obligation. If the person is considered key personnel, the sponsor must be notified of the change in personnel. Request must be routed through OSP.
2. Request a reduction in the cost sharing commitment. A letter would have to be submitted to the sponsor and routed through OSP.
3. Process a change in source of funds for the employee to put them on the appropriate departmental funds. In this case, the charge rate for the service center will be reduced.

Internal No-Cost Extensions

LSU can only grant one no-cost extension up to 12 months on certain grants and cooperative agreements using the OSP-2 Form. If a PI requests a six-month extension internally and additional time is subsequently required, another request must be submitted by the PI to the sponsor through your campus OSP.

Sponsor Deadlines

In order for SPA to meet agency deadlines for submission of invoices and financial reports, we request principal investigators (PIs) or their designees to ensure that:

1. Appropriate charges are reflected on the official University ledger,
2. Cost sharing is documented,
3. The required monitoring/technical reports are submitted, and
4. Property and patent reports are returned promptly to the SPA contact.

Monthly and quarterly invoices and financial reports are usually due within 10 to 30 days of month-end and final invoices within 10 to 90 days of expiration.

Sponsored Program Accounting continued...

Final invoices will not be revised for additional expenditures. It is essential that departments notify SPA of any pending items in process, such as changes in costing allocations, before the final is billed.

Travel Expense Reimbursement Requests

When charging travel expenditures to a sponsored agreement account, the purpose stated on the expense report must relate to and/or benefit the sponsored project and the travel must be within the time frame of the agreement.

Early Termination

If an agreement is terminated for any reason, please notify OSP and SPA in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, including e-mails, it must also be forwarded to both offices. Our offices will work with the PI, department, and sponsor to close the project.

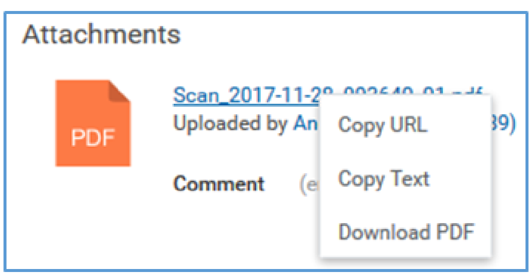
Board of Regents (BOR) Graduate Fellows

Please forward graduate fellowship status reports to SPA. SPA must include the reports with the invoices which are due to the BOR by **January 31, 2017.**

Accounts Payable & Travel

Attachments in Workday

Workday recently enhanced the attachment feature to allow end users to view the documents in .pdf. In order to view the documents in .pdf, the end users must right-click on an attachment link for the drop down menu to display and select **Download PDF**.



Any non-pdf attachments will still require the end users to left click on the attachments for the preview screen to obtain the option to download the documents.

Accounts Payable & Travel continued...

Mark your calendars…

The final Settlement run for 2017 will be **Thursday, December 21, 2017**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
- Sandy Pavlick 578-1545 or spavlick@lsu.edu

LACARTE

Outstanding FY17 Transactions

There are still FY17 LaCarte/CBA/Travel transactions not expensed. It is imperative that immediate attention is given to create the Expense Reports. Cardholders may experience card suspensions if Expense Reports are not created to expense the transactions. As a reminder, if the travel has not be completed, it is acceptable for the FY17 travel transactions to remain "not expensed", but if the travel has been completed, an Expense Report must be created. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

An Expense Report should be created for LaCarte's procurement and CBA transactions complete cost documentation no later than 30 days from the date of the purchase/transaction. LaCarte transactions related to business travel must be included on the Expense Report for the trip and created after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

Supporting Cost Documentation

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.

Do Not Ignore Replacement Card E-mails

Cardholders who receive a replacement card e-mail notification from the AP & Travel office that their replacement card is in, should come and pick up the new card within 30 days of e-mail. Bank of America will cancel the original card after 30 days. Cardholders who fail to pick up the new card within the 30-day requirement will experience card declines because the card they are using has been closed.

Reminders:

⇒ When a LaCarte 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. Please inform the LaCarte staff as soon as the employee gives notice or is terminated so priority is placed on the employee's outstanding expense reports.

⇒ LaCarte cardholders are to be reminded that their LaCarte card should not be shared or loaned to another person. The cardholder will be held responsible for all transactions. No Exceptions!

⇒ LaCarte cards should be safeguarded in a safe place at all times. Card numbers should never be written on any supporting documentation communicated through e-mail correspondence, or given to the vendor to keep on file. Any cardholder experiencing issues when using the LaCarte card, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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

☎ Theresa Oubre 578-1543 or talber3@lsu.edu
☎ Catherine Herman 578-1544 or cherman@lsu.edu
☎ DeAnna Landry 578-8593 or deannal@lsu.edu

TRAVEL

High Risk Travel to Restricted Regions (FASOP: AS-18)

All requests for travel to countries with U.S. Department of State Travel Warnings must be approved by the International Travel Oversight Committee (ITOC) at least 30 days in advance of the proposed travel. The required applicable forms listed below must be sent to the ITOC Chair, Donna Torres, Associate Vice President for Accounting Services 204 Thomas Boyd Hall or dtorres@lsu.edu:

* Approved Spend Authorization or AS516 Request for Authorization to Reimburse Expense
* AS292-A, Spend Authorization Attachment
* AS295, Request to Travel to Restricted Regions for Individual Travelers or AS296 Request to Travel to Restricted Regions for Student Study Trips
* AS297 Faculty and Staff Emergency Contact Form

Once the approved forms are returned from the Provost Office, they must be attached to the Spend Authorization to reflect the approval. There is no need to add Donna Torres as an ad hoc approver on the Spend Authorization for High Risk Travel since the approval is handled outside of Workday. FASOP: AS-18 can be found on Accounts Payable's website at http://lsu.edu/administration/ofa/oas/acctpay/pdfs/fasopas18.pdf.

Park 'N Fly New Orleans

Park 'N Fly link is available for online reservations and can be found on the Accounts Payable & Travel website at https://www.pnf.com/book/0050056. Also, Park 'N Fly are resurfacing their parking lots which has limited the number of parking spots and are only taking travelers with a reservation. Travelers without a reservation who are able to park at Park 'N Fly should present their LSUID to ensure they are given the discount rate.

AS499, Request for Special Meal

We have been receiving AS499s with electronic departmental signatures. The electronic signature is not acceptable. Please ensure that the departmental approval signature is a handwritten signature. Also, please be reminded that AS499s should be approved prior to the event and allow at least 10 business days for Accounting Services approval.

Travel Expense Reports will be delayed if the appropriate supporting documentation is not provided. The following is a list of common travel expense items and the required supporting documentation that should accompany the travel expense reports:

Accounts Payable & Travel continued...

- ⇒ **Mileage** – a mileage odometer log or MapQuest is required
- ⇒ **Foreign Travel paid in foreign currency** – a copy of the conversion is required if LaCarte was not used
- ⇒ **Taxi fares** – a written receipt is required
- ⇒ **Lodging** – hotel folio with a zero balance is required
- ⇒ **Fuel** – an itemized receipt is required
- ⇒ **Vehicle Rental** – an itemized receipt/final invoice from the car company is required
- ⇒ **Airfare (if paid with personal funds or CBA)** – traveler's final itinerary is required
- ⇒ **Conference travel (i.e. hotel, registration fees)** – conference agenda is required

Helpful Hints for Travel Expense Reports:

- ⇒ **Destinations** – The appropriate destination option should be selected. The options are In-State, Out-of-State or Foreign.
- ⇒ **Mileage** – The actual miles driven should be reflected in the "quantity" field.
- ⇒ **Reuse of Airfare** - The original airfare Travel Expense Report number should be referenced in the expense item memo field. Please ensure that the explanation as to why the original airfare was cancelled is attached to the expense report.
- ⇒ **Out-of-State mileage** – A Short's Travel quote is required and must be attached to the Expense Report as the mileage may be limited.
- ⇒ **Suburbs** – Please attach a website mileage calculator to the Expense Report if claiming a higher Tier city. The suburb city must be within 50 miles of the higher Tier city.
- ⇒ **Guest expenses** – If an employee pays for guests or students travel expenses, the employee's travel Expense Report with the guest's travel expenses and the travel expense report for the guest should be referenced to each other if possible. Please use the header "Justification" memo field on the Expense Report for the reference. Also ensure that if an employee pays multiple expenses for the same guest that those expenses are on the same Travel expense report.
- ⇒ **Spend Authorizations and AS516s (Request for Authorization to Travel for Non Worker)** are required to be approved prior to the trip. Also please ensure that the estimated expenses are completed.

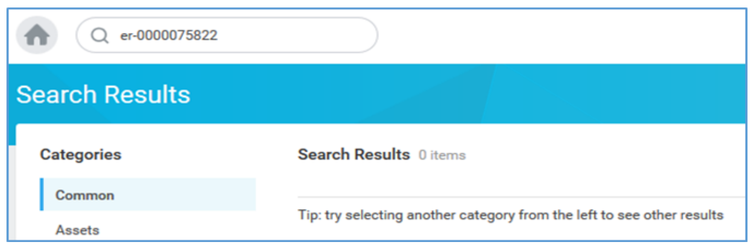
For travel related questions, please contact a member of the Travel staff:

- ✈ Arianna Elwell 578-6052 or acreech@lsu.edu
- ✈ Doris Lee 578-3698 or dorislee@lsu.edu
- ✈ Janise Montgomery 578-3697 or mont41@lsu.edu
- ✈ Kathleen Patrick 578-3699 or kelder1@lsu.edu

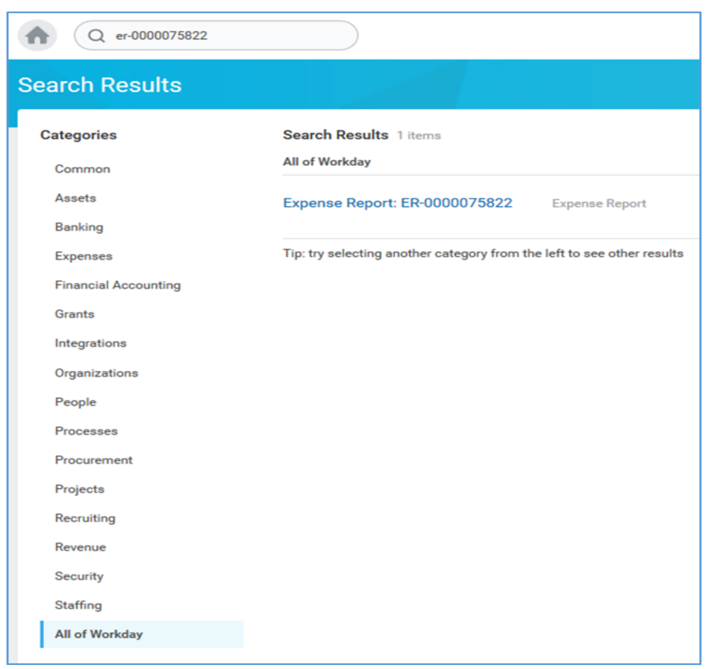
Workday Tips

1. **Change your Workday settings to automatically search All of Workday. This change will streamline your search results in Workday to make objects easier to find.**

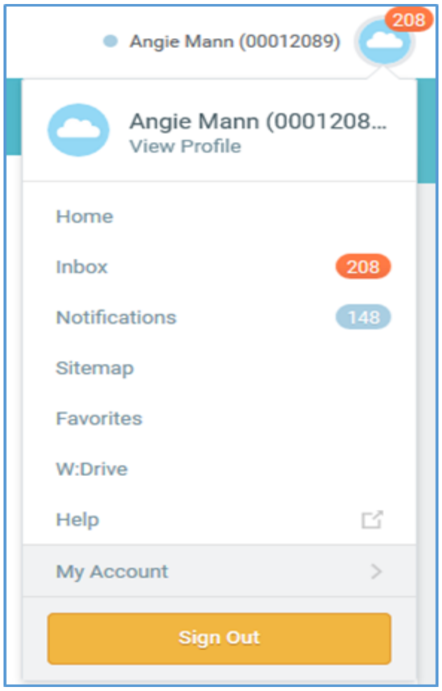
- ➢ Previously, when searching for an object, you may have received no results for an object that you know exists in the Workday system. Typically, if you change the Search Category on the left of your screen to All of Workday, the results change and you can now see the object.



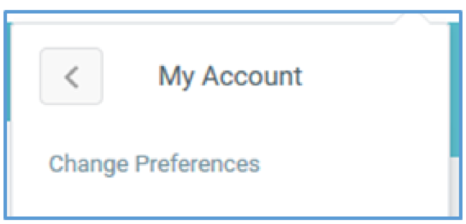
- ➢ Workday provides the capability to permanently change your preferences to default your Search Category to All of Workday. After you update your preferences, you will have a smoother experience when searching for objects.



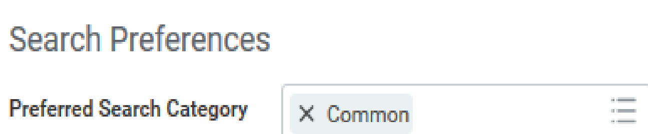
- Select the cloud next to your name at the top right of your screen. Choose 'My Account' at the bottom of your drop down menu.



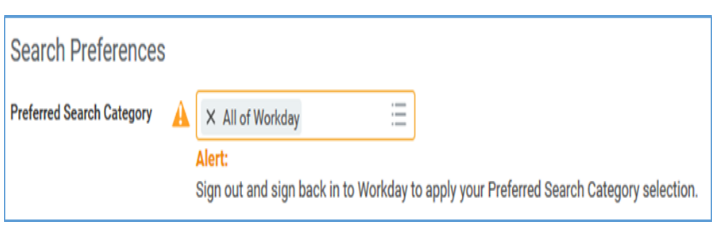
- Select 'Change Preferences'.



- You can customize your Preferred Search Category under Search Preferences.



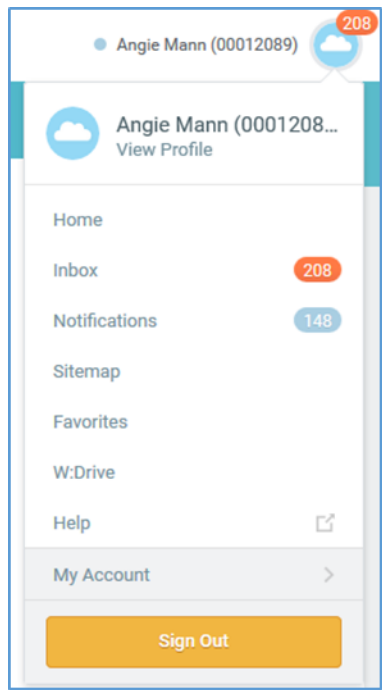
- Select 'All of Workday' as your Preferred Search Category. As stated by the alert, you may need to sign out of Workday for this change to take effect.



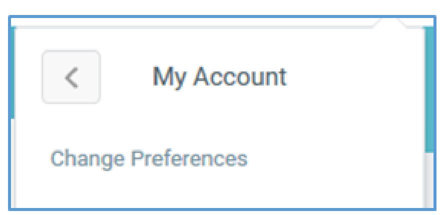
- Select 'OK' at the bottom left of the screen to save your changes.

2. **Notifications can be sent if you are tagged in a Comment and your notification preference is set to receive an immediate e-mail via Outlook. You can update your preferences to receive an immediate e-mail when a comment is created with your name tagged.**

To verify and/or update your account preferences, select the cloud next to your name at the top right of your screen. Choose 'My Account' at the bottom of your drop down menu.

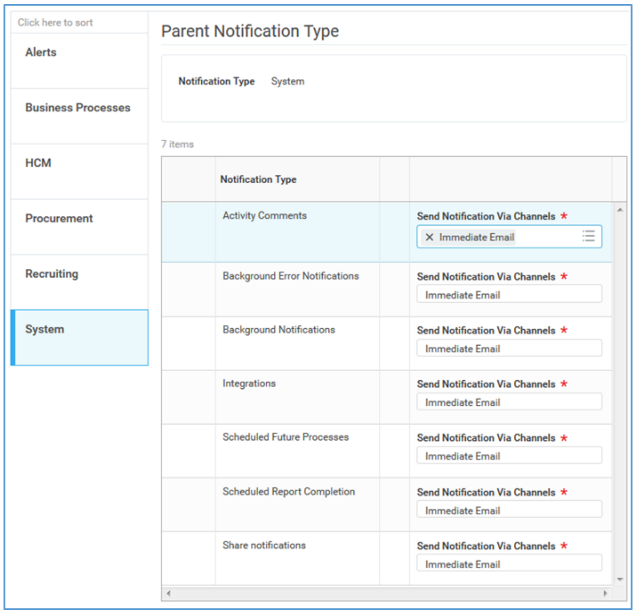


- Select 'Change Preferences'.



- Scroll to the bottom of your preferences screen to view your notification preferences. Select the 'System' tab at the bottom of the menu. Change your Activity Comments Notification Type to Immediate E-mail.

Accounts Payable & Travel continued...



- Select ‘OK’ at the bottom left of the screen to save your changes.

Administration

Business Managers’ Meeting

There will be NO meeting in January. 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 Danita King at dcking@lsu.edu. Information on prior meetings can be found at http://www.lsu.edu/administration/ofa/oas/bsmgrmtg.php.

Employee Scoop

Welcome **Rhett Sabadie** to Payroll. He can be reached at rsabadie1@lsu.edu or 578-6207.

Finance Trainings

Below is a list of Finance classes that are currently available on the **Training and Event Registration** website at **training.lsu.edu**. Please monitor **training.lsu.edu** as additional classes will be continuously added.

	Start/End Time	Location
Accounts Payable & Travel Instructor Led Business Policies/Processes Training		
Thursday, December 14, 2017	9:00 am - 11:30 am	225 Peabody
Accounts Payable & Travel Workday Drop-In Lab		
Thursday, December 14, 2017	1:00 pm - 3:30 pm	169 Coates
Budget Instructor Led/Practice Lab Training		
Wednesday, December 13, 2017	9:30am - 11:30am	232 Middleton Library
Financial Data Model (FDM) and Reporting Instructor Led Workday Training		
Tuesday, December 5, 2017	9:30 am to 11:30 am	225 Peabody
Sponsored Program Accounting (SPA) Instructor Led Workday Training		
Thursday, December 7, 2017	9:30 am - 11:30 am	225 Peabody

To register for LSU Finance training classes:

⇒ Log in to myLSU
⇒ Click on 'Employee Resources'
⇒ Click on ‘LSU Training and Event Registration'
⇒ Locate the appropriate training then click on ‘View Classes’
⇒ Click on the appropriate Training Date
⇒ Click 'Register'
⇒ E-mail confirmation of the registered course will be immediately received

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
CBA	Central Billed Account
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
NCE	No Cost Extension
OTP	One Time Payment
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
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
STO	Short's Travel Online
WAE	Wages As Earned

Financial Systems

ABS	Advanced Billing System
CARD	Customer Accounts Receivable & Deposit
DIR	Directory System
FAMIS	Facility Services' Computerized Maintenance Management System
FMS	File Management System
SAE	Student Award Entry System
SPS	Sponsored Program System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BG	Basic Gift
BP	Business Process
CC	Cost Center
CCH	Cost Center Hierarchy
CCM	Cost Center Manager
CI	Customer Invoice
CO	Change Order
EG	Endowed Gift
FD	Fund
FDM	Financial Data Model
FN	Function
FS	Funding Source
GR	Grant
GRC	Grant Conversion
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
BOS	Board of Supervisors
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
OBO	Office of Bursar Operations
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	Auxiliary Services
USDA	States Department of Agriculture