

Office of Accounting Services

Monthly Newsletter



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

Issue 376

February 2016

LSU is seven months away from completing its implementation of the LSU Workday Finance and Human Capital Management solution. The project is in the midst of its iterative Testing phase. LSU Workday will automate authorizations and transactions that previously required signatures and paperwork, provide access to detailed reports and Excel-ready data for custom reporting. This new system will involve changes to terminology and practices, and it features the flexibility to delegate tasks within the system as best works for your units. Training resources will be available in late spring/early summer before the implementation of the new system in July. Questions or concerns regarding the LSU Workday Implementation may be directed online to www.lsu.edu/wdfeedback. Additional information on LSU Workday may be found at www.lsu.edu/workday. LSU Workday will go live on July 1, 2016.

Business Managers' Meeting

There will be NO February meeting.

The next meeting will be held Tuesday, March 8 from 9:30 am - 11:00 am in the Atchafalaya Room, LSU Student Union.

Financial Accounting & Reporting

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 January 31, 2016 month end date should be entered as 20160131 (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).



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1099 Tax Forms

1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting. 204 Thomas Boyd Hall or jgendr1@lsu.edu.

Petty Cash

Annual confirmation letters for petty cash funds will be distributed via e-mail this spring. Please ensure all of the information in the letter is accurate and return per instructions to FAR as soon as possible. FASOP: AS-03 provides guidelines to be followed with petty cash. The FASOP can be found at <http://www.lsu.edu/administration/ofa/fasops/FASOPAS03.pdf>.

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/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.

Internal Transactions (ITs)

An IT is an entry type in GLS that enables departments to bill other departments or campuses for services rendered or merchandise sales. ITs should be initiated by the **rendering** department.

Important Reminders

- * Appropriate documentation including detailed information about the services or merchandise must be attached to the IT
- * There should be no travel object codes on an IT
- * Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Sponsored Program Accounting

The training dates for Spring Semester 2016 can be found on SPA's webpage at <http://www.lsu.edu/administration/ofa/oas/spa/Training.php>. Training is offered for Post Award Administration.

BOR Industrial Match

Industrial match commitment letters on LA Board of Regents (BOR) contracts are due to BOR by March 31, 2016. The original commitment letter should be mailed directly to BOR with a copy to SPA as long as there are no changes with sponsor, amount or terms. If a change is necessary, please contact the appropriate Sponsored Programs office.

BOR R&D and Enhancement

Requests for extensions and rebudgeting, which require BOR approval, for contracts expiring June 30, 2016 must be received by BOR by April 30, 2016. Please note that all such requests must have prior institutional approval. In addition, requests for approval of any additional equipment and/or deviations (excluding make and model) from the approved equipment budget must be received by BOR by April 30, 2016. Please review your account to ensure that encumbered items or services will be received by June 30, 2015 and ensure that the required cost sharing will be met by the expiration date. If you have questions about your agreement, please call the SPA grant contact person for your specific account number.

BOR Graduate Fellows

Status Reports for BOR Graduate Fellows were due January 31, 2016. Please send any outstanding reports to SPA.

Cost Transfers

A cost transfer is an after-the-fact reallocation of an expenditure from one account to a sponsored project via journal voucher (CJ or SJ) or personnel action form. Expenditures should be charged to the appropriate sponsored project when first incurred. However, if necessary, a cost transfer may be submitted within 90 days from the end of the month in which the original entry was recorded. To comply with allowability and allocability requirements of Office of Management and Budget (OMB) Uniform Guidance, it is necessary to explain and justify the transfer of charges. Frequent, tardy or unexplained (or inadequately explained)

transfers can raise serious questions about the propriety of the transfers and our accounting system and internal controls. The cost transfer forms (AS226 – non personnel and AS227 – personnel) and approval signatures were developed to avoid audit questions regarding transfers.

Helpful hints

1. Attach a copy of the HTML version of the online ledger to the journal entry. When using GLS online transaction as backup instead of the HTML ledger sheet for cost transfers, please submit both the expenditure detail ledger and line item detail screens. When only the line item detail screen is submitted, GLS has to be checked to make sure the expenditure is current. Including the expenditure detail ledger helps reduce processing time.
2. Process cost transfers for only **current** expenditures and not tentative transactions.
3. Entries must be processed by line item using the ledger description.
4. Transfer requests must be processed within 90 days from the original ledger date.
5. Attach an AS226 to the cost transfer when transferring costs to a sponsored agreement. The justification should explain how the cost benefits the project that it is being charged. An AS226 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, and state appropriations.
6. Process a personnel form to transfer salary expenditures. Attach an AS227 to all retroactive changes to sponsored agreement accounts. An AS227 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, and state appropriations. The AS227 should be attached in HRS as a SJ-SPA Justification.
7. Ensure that funds are available in that account where the costs are being transferred to and that the charge is allowable on that account.
8. Ensure the associated FB and F&A costs are calculated when determining costs to be transferred.
9. Cost transfers should not be processed to solely expend the remaining balance in an account.

10. Cost transfers should not be processed to solely move overdrafts from one project to another.

Finance and Administrative Services Operating Procedure (FASOP) AS-05 which can be found on SPA's webpage at <http://www.lsu.edu/administration/ofa/oas/spa/procedures/fasopas05.pdf> provides a concise, easy-to-follow table to help distinguish between gifts and sponsored agreements. Scholarship donations are not classified as gifts if the donor selects the scholarship recipient. Instead, these types of donations are classified as outside scholarships. Outside scholarships should be directed to Laurie Meyer in the Bursar's Office instead of SPA. When routing the check and paperwork for an outside scholarship, please indicate the student's name and LSUID number. Any questions can be directed to Meg Wesson at 578-2144 or mwesso1@lsu.edu or Laurie Meyer at 578-3847 or lzalf1@lsu.edu.

Maintenance/Repair Costs

Equipment maintenance/repair costs are not allowable as a direct charge to federally funded projects, to include federal pass through. There is however one exception - maintenance/repair costs for equipment dedicated to the project through which the equipment was **acquired** are allowable as direct costs to that project. (AS550 not required.)

Maintenance/repair costs are permitted to be charged as direct costs on non-federal agreements when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The principal investigator (PI) must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Monitoring Reports

It is imperative that monitoring reports for DNR, LA Department of Wildlife & Fisheries and DEQ agreements are sent to SPA to be submitted along with the invoice. These sponsors will not pay invoices unless the monitoring reports are attached.

Other sponsors will not pay invoices if technical reports are late. The principal investigators are responsible for submitting technical reports timely. A delay in submitting reports may cause the sponsor not to pay invoices.

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 from the sponsor through your designated Sponsored Programs office.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is complete. A large unexpended balance could mean that project expenditures were charged to an incorrect account number, that the proposed budget was improper (non-project related costs were included), or that the work wasn't completed.

Expired Fixed Price Agreements

The purpose of the expired fixed price policy is to set forth procedures for the disposition of unexpended balances of fixed price agreements. This policy provides the PI with maximum flexibility to use the remaining funds to support the original area of the award (e.g., research, instruction, public service). FASOP: AS-08 "Fixed Price Agreements" can be found on SPA's webpage at <http://www.lsu.edu/administration/ofa/oas/spa/procedures/fasopas08.pdf>.

Auditors

If an auditor from a sponsoring agency requests information, please contact Janet Parks in SPA at 578-4878 or jparks@lsu.edu. No notification is needed if a Legislative Auditor is requesting information.

Appointments to sponsored projects must be for the period of actual time. These appointments may be beyond budget periods specified in the award and may also extend beyond the expiration date of the grant, if the PI and the department chair expect the grant period will be extended. However, a personnel action form to change the source of funds will be necessary if the grant is not extended or the sponsor issues a new award (in which case we must assign a new account number for the project).

Overdrafts, unallowable costs, or costs not incurred within the period of the award remain the responsibility of the department. Therefore, personnel appointments to sponsored projects should be carefully evaluated. Appointments for extended periods should be considered when appropriate in lieu

of preparing numerous forms over the life of multi-year or incrementally funded agreements.

Personnel Activity Reports (PARs)

The following PARs should be returned by the appropriate due date:

Academic PAR 1 (08/18/15 – 12/18/15)
Due date February 29, 2016

Fiscal PAR 6 (10/01/15 - 12/31/15)
Due date February 22, 2016

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

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.

Payroll

LSUID Required

An employee LSUID number is required on all internal LSU documents submitted to payroll, e.g., timesheets, direct deposit authorization. The LSUID is the only way payroll has of ensuring transactions are processed correctly. *For outside party documents, such as federal and state tax forms, the employee SSN must be provided as indicated on the document.*

Fiscal GA's

Fiscal GA's with an end date prior to the last day of month will not receive payment until the Payroll Office receives the appropriate XCNA or XSEP forms. To ensure timely payment for these employees, please process the appropriate forms as soon as possible.

Hiring International Students

International student employees, including GA's, must not work over 20 hours per week while school is in session. To ensure compliance with this federal

Payroll continued...

regulation, international graduate assistants are typically not allowed to receive additional compensation. *All additional compensation for graduate assistants in the U.S. holding a student visa status, must be approved by the Graduate School BEFORE the work is performed.* This is a formal condition listed on the IS work permit. Violations typically occur for international GA's who hold a 50% assistantship. 50% assistantships are considered 20 hours per week of employment which is the maximum amount of hours allowed under federal regulations. Providing these GA's 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.

2015 Tax exempt status expires Feb 16th for U.S. citizens and resident aliens who claimed exempt from federal withholding and/or state withholding for 2015. Employees who are eligible for exemption for 2016 and wish to continue their exemption must complete new W-4 and/or new L-4E forms to claim exempt for 2016. Exemption for any calendar year expires on February 15th of the following year. Regulations prohibit a refund of taxes withheld to any employee who is eligible, wants to claim exemption for 2016, but does not complete a new W-4 or L-4E for 2016 before the February 16th deadline. Employees can complete and update their W-4, L-4 or L-4E form through myLSU by selecting the Employee Resources link from the myLSU desktop, then select Tax Withholding. Changes will take effect within two business days. W-4 forms and L-4E forms are also available online on Payroll's website.

W-2's Delivered Through myLSU

The 2015 W-2 forms were delivered electronically through myLSU for all current employees who have a myLSU account. Paper copies of W-2's were generated for current employees who do not have a myLSU account and delivered via campus mail. Paper copies for terminated and retired employees were mailed directly to the former employee. To access W-2 forms through myLSU, select Financial Services, then Tax Documents.

Duplicate W-2 Requests

W-2 forms are available online through myLSU back to 2001 and can be printed as needed. Should a W-2 not be accessible through myLSU, requests for duplicate W-2 forms can be made by completing form AS387 found at the following link: <http://www.lsu.edu/administration/ofa/oas/pay/pdfs/as387.pdf> or in the Payroll Office. There is a \$10.00 charge for **each** duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2. Employees can access their W-2 form electronically through myLSU and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet

Federal

<http://www.irs.gov/Forms-&-Pubs>

State

<http://www.rev.state.la.us/Forms>

Also, from Payroll's web page, under Useful Links, one can access the IRS and Department of Revenue websites.

IRS Individual Taxpayer ID (W-7) and SSN

International students on scholarship who are not eligible for a social security number should apply for an Individual Taxpayer Identification Number (ITIN). LSU is a Certified Acceptance Agent with authority to collect and submit to the IRS the appropriate paperwork necessary to apply for the identification number. Students that need to apply for an ITIN may do so in the Payroll Office, 204 T Boyd. The ITIN application must be submitted with the applicant's 2015 tax return, so bring your 2015 tax return as well as your travel documents, to the Payroll Office when you are ready to apply.

International employees who claimed tax treaty benefits in 2015 and whose 2015 W-2 form is coded "TTY" in Box 14 will receive a 1042-S form no later than March 15, 2016. Both forms are needed before tax returns can be filed. Questions may be directed to Yolanda Clark at 578-2592 or yvalle1@lsu.edu.

International employees who are considered **non-resident aliens** should complete federal forms 1040NR or 1040NREZ and 8843. All other international employees must consider their particular situation to determine the appropriate forms to file.

Non-resident Alien Tax Assistance

The LSU Tax Law Club will host their annual VITA site which provides tax assistance for non-resident aliens free of charge on the following dates:

February 23, 24, 25

March 1, 2, 3, 8, 9, 10

6:00 p.m. - 8:00 p.m.

Non-resident aliens seeking tax assistance should go to Room W230 of the LSU Law Building. This is the west side of the Law Center, the side facing the parade grounds.

Who Qualifies:

- Foreign students, teachers, and researchers (F, J, M or Q status)

What to Bring:

- 2015 W-2 Form and/or 1042-S Form (if applicable)
- 2015 1099 Form (if applicable)
- 2015 1098T Form (if applicable)
- Copy of 2014 Federal and State Tax Returns (if available)
- Passport and Visa
- Proof of bank account routing numbers and account numbers (i.e. blank check)
- *if you wish to use direct deposit*

Tax Software

There is software available for international taxpayers considered nonresident aliens to purchase and use to prepare their required U.S. Federal tax return. GLACIER Tax Prep is provided through ARCTIC INTERNATIONAL, which is a company that has provided international tax training to employers for many years. Individuals can purchase Glacier Tax Prep for their own use for a minimal fee. It can be found at the following link: http://www.articintl.com/gtp_individual.asp. This software does not prepare State tax returns.

Accounts Payable & Travel

The **Workday Project Team** are beginning the initial discussions regarding FY16 close-out to define the conversion workflow into Workday for the July 1, 2016 Implementation.

The following is a summary of helpful tips which should result in a smooth and successful Workday transition:

- 1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP for processing.
- 2) Monitor purchase orders, make sure the items are received and have been recorded in the PRO or LSU GeauxShop.
- 3) Monitor PRO for any Pending Invoices, confirm if the items have been received and create the Receiving Reports.
- 4) Process PRO PO Alterations when applicable and/or contact AP if an adjustment is required.
- 5) Submit e-mail requests to geauxshophelp@lsu.edu for LSU GeauxShop PO alterations to cancel items ordered that will not be delivered.
- 6) Monitor LaCarte & CBA entries as they are created and reconcile them timely in the PCARD system.
- 7) Monitor the PCARD system periodically for any outstanding LaCarte & CBA entries not released to AP.
- 8) Respond to any e-mail requests from the LaCarte and Travel auditors on LaCarte or CBA transactions requiring additional information.
- 9) Account for any travel completed prior to January 1, 2016 and submit the Travel Expense Reimbursement Requests with the appropriate receipts, now! Going forward, please encourage travelers to complete timely Travel Expense Reimbursement Requests as the travelers return from their trips.
- 10) Review the Aged Listings to ensure payments have been processed.
- 11) Review departmental ledgers to ensure documents sent to AP have been processed for payment.



PRO Assistance

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

☎ Angie Mann 578-1620 or amann7@lsu.edu
☎ Miranda Ruckstuhl 578-1545 or mrucks1@lsu.edu
☎ Laquinta Lee 578-1541 or laquinta@lsu.edu

LSU GeauxShop Assistance

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

☎ Angie Mann 578-1620 or amann7@lsu.edu
☎ Miranda Ruckstuhl 578-1545 or mrucks1@lsu.edu
☎ Laquinta Lee 578-1541 or laquinta@lsu.edu

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

Non-Resident Alien Tax Form 1042-S

IRS Forms **1042-S** will be mailed by the University mid to late February, 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 planning 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 "999" student number.



LACARTE

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

LaCarte Renewal Cards

Please be reminded that LaCarte Renewal Cards should be picked up on a timely basis. Cardholders are notified via e-mail when their Renewal Card is available for pick up. The link to the Online Renewal Certification Training is included in the e-mail notification. Cardholders are required to complete the renewal training before they can be given their renewal card. If cards are not picked up within 60 days of notice, the card may be deactivated.

Incomplete LaCarte Entries

We are experiencing many LaCarte/CBA entries being released to AP (RAPS status) with incomplete and/or missing supporting cost documentation. Please use the Remarks section of the LaCarte entry to review the comments of information being requested. Also, all entries should be released to RAPS with the appropriate approvals required. All LaCarte entries must be approved by the cardholder's supervisor (or his/her delegate with SIGAUTH), or the person with first-hand knowledge of the purchase and the departmental employee who holds final "release authority" (PROAUTH).

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

Passport Reminder!

Beginning **January 1, 2016**, the State Department will discontinue the service of adding additional visa pages to US passports. 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://USStateDept) website.

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)**.

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.

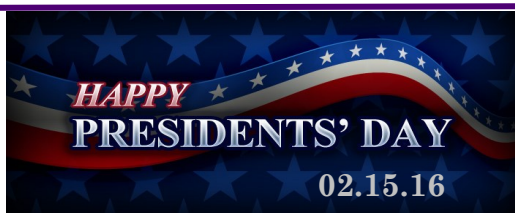
Short's Travel Management Contact Information:

SHORT'S TRAVEL MANAGEMENT

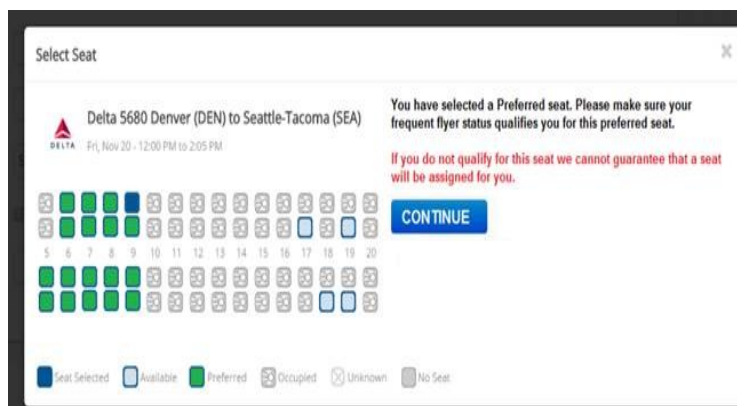
Toll Free - (888) 846-6810

Fax - (319) 433-0847

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



Short's Travel has added an enhancement to address requests to book preferred seats in STO. Travelers can now request preferred seats. There is a note added which indicates if the traveler do not qualify for a preferred seat, therefore, Short's Travel cannot guarantee that a seat will be assigned. In order for a traveler to qualify, the traveler must have a "preferred status" with the airline to book a preferred seat. If the traveler does not have preferred status, the airline will not confirm a preferred seat. Please see the screenshot below of this feature that is now made available in STO.



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.

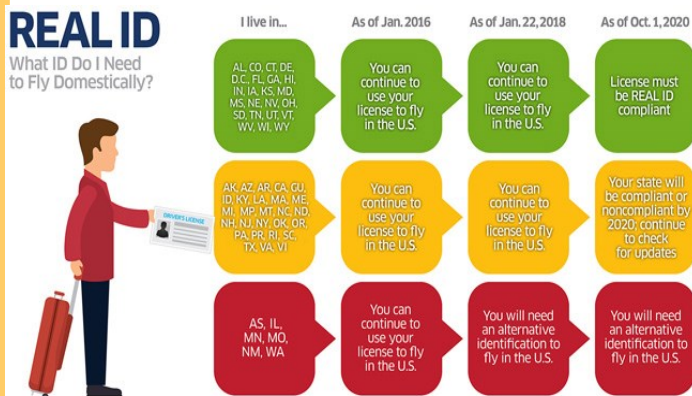
Real ID Act

The Department of Homeland Security announced that effective **January 22, 2018**, air travelers with a driver's license or identification card issued by a state that does not meet the requirements of the REAL ID Act (unless that state has been granted an extension to comply with the Act) must present an alternative form of identification acceptable to the TSA in order to board a commercial domestic flight. Over the next two years, those states that are not REAL ID compliant are strongly encouraged to meet the requirements of the law for the benefit of their residents.

Accounts Payable & Travel continued...

The Department of Homeland Security's created a site specifically addressing REAL ID rumors.

Real ID and You: Rumor Control: <http://www.dhs.gov/real-id-and-you-rumor-control>



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

- Arianna Creech 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Janise Montgomery 578-3697 or jmont41@lsu.edu

Administration



Employee
Scoop



Accounts Payable & Travel

Welcomes two new Staff Accountants, **Miranda Ruckstuhl** and **Laquinta Lee**. **Miranda** can be reached at mrucks1@lsu.edu or 578-1545. **Laquinta** can be reached at laquinta@lsu.edu or 578-1541.

Best wishes to **Lindsay Berthelot** for her loyalty and 12 dedicated years of service to LSU and Accounting Services. Lindsay has decided to be a stay-at-home mom with her latest little bundle of joy, Paxton and her other two sons, Preston and Peyton. Lindsay, thank you for your contribution to LSU, Accounting Services and most importantly, AP & Travel. You will be deeply missed!

Administration continued...

Business Managers' Meeting

Monthly business managers' meetings will resume in March. 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>.

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 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.

Laissez Les Bons Temps Rouler!



Happy

Mardi Gras

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

