Financial Accounting & Reporting

Yearend Cutoff Reminders
The following schedule will be observed for the multiple June 30 ledger cutoffs:

July 1    First 6/30 GLS Cutoff
July 23   Final 6/30 GLS Cutoff

Yearend Preparation
The following are some reminders in preparation for fiscal yearend:

◊ Review and reconcile ledgers on a monthly basis.
◊ Monitor budget to actual expenses by account number and object code on a quarterly basis.
◊ Process budget adjustments, cost transfers and ITs for services rendered as needed.

Internal Transaction (IT) Deadlines and Reminders

June 1    All ITs for services rendered or materials through May 31 are due to Accounting Services
June 16   All ITs for services rendered or materials through June 15 are due to Accounting Services
June 30   All ITs for services rendered or materials for FY 2015 are due to Accounting Services

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

June Business Managers’ Meeting
Topics to be discussed include:
• Public records requests
• Property disclosure
• Records information management project

Tuesday, June 9, 2015
9:30 - 11:00 am
Atchafalaya Room, LSU Union

LSU Workday implementation is underway.
We will go-live on July 1, 2016.
www.lsu.edu/workday

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Financial Accounting & Reporting continued...

**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 May 31, 2015 month end date should be entered as 20150531 (YYYYMMDD).
◇ Verify mainframe access for that account, department or college.
◇ Adjust the print area through the Print Preview toolbar function when printing reports.

Access to these reports is granted based on GLS authorization. To update or acquire access, an online Security Access Request must be submitted. Instructions for the Security Access Request system can be found at [http://www.fas.lsu.edu/fss/forms/SAF.pdf](http://www.fas.lsu.edu/fss/forms/SAF.pdf).

**Merchandise for Resale**
For those units who carry inventory of merchandise for resale:
◇ **June 17, 2015** - Inventory procedures are due and must include planned method of inventory and dates of expected counts
◇ **July 7, 2015** - Final inventory counts are due

Inventory procedures and final inventory counts should be e-mailed to Hope Rispone, hope@lsu.edu (which is preferred) or hand carried to 204 Thomas Boyd Hall.

**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://www.fas.lsu.edu/AcctServices/far_b/form.asp](http://www.fas.lsu.edu/AcctServices/far_b/form.asp). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

**Unclaimed Deposits/Wire Transfers**
With yearend approaching, departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount.

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**Payroll**

**Work Study and Chancellor Student Aid separation forms** were programmatically loaded on HRS with an effective date of 05/15/2015. Any overages on these accounts will be moved to an unrestricted account. Student employees with work study money for the summer can be reappointed with an effective date of 06/01/2015. Funding for Chancellor’s Student Aid for the new year will be effective 08/17/2015.

**Lump sum payments** for student/contingent employees must be approved by the Office of Student Aid & Scholarships for students and the respective HRM Office for contingent employees. All lump sum timesheets received in the Payroll Office without a corresponding approved HRS form with an “L” in the Rate Type Field on HRS will be held by Payroll until the corrected form has been approved. Please note that lump sum payments are normally not allowed on sponsored agreements.

**Employment of Minors**
The Student Payroll Office has been authorized to grant Employment Certificates to LSU student employees who have graduated from high school but not yet reached the age of 18. Please contact Angie Ogle at aeogle@lsu.edu or Kristin Delaughter at kristind@lsu.edu for more details. Please direct students needing an Employment Certificate to the Payroll Office.
Any employer desiring to employ a minor must complete an “Intention to Employ Form” which can be downloaded from [www.laworks.net](http://www.laworks.net). The form must be completed describing the type of work to be performed and must be signed by the minor’s parent or guardian, and presented to an authorized issuing officer of the parish Superintendent of Schools in the parish where the work is to be performed. The minor must obtain an “Employment Certificate” from the issuing officer before beginning employment. The certificate cannot be back dated since the system assigns the date when entered. It is a violation, subject to fines if the employer allows work to be performed prior to the certificate period.

Minors aged 14-17 are prohibited from working in hazardous jobs. They cannot work more than three (3) hours on any day or eighteen (18) hours during any week, in which school is in session. They cannot work more than six (6) consecutive days in one (1) week or more than eight (8) hours in any day when they are out of school or school is not in session.

Sixteen year old minors may work until 11:00 pm, and 17 year old minors until midnight on days prior to a school day. They may not, however, report to work prior to 5:00 am on such days.

**XCSF and XBUD Process**

Change in source of funds forms for employees with salaries normally included in the university budget, but are temporarily moved to another source of funding, should not be loaded for the new fiscal year until the XBUD process has been completed. XBUD forms are normally loaded the first week of August. The XBUD process will override a XCSF funds loaded for FY 16. If a XCSF form has already been loaded for FY 16, please be sure to load an additional XCSF form subsequent to the XBUD form.

The department also has the option of loading their own XBUD forms and then loading any needed XCSF form.

**Payroll Distribution Vouchers**

Payroll Distribution Vouchers are part of the online ledgers/reports located under Reporting Tools on myLSU. To access:

- Login to myLSU
- Select ‘Financial Services’
- Select ‘Reporting Tools’

**ETA Reminders**

If an employee is on leave without pay during a pay period and the time keeper has to remove work hours on ETA, remember to also remove any holiday hours on ETA that are between the dates the employee is on leave without pay. If holiday hours are not removed, the employee will erroneously be paid for holiday hours.

Payroll cannot accept handwritten changes made on the PF-8 ETA timesheets as the system is not updated. Please contact Payroll for information on the proper way to make these changes.

Departments should not depend solely on student employees to deliver ETA timesheets on deadline days. If a student employee is not available at the appropriate time, another employee must ensure timesheets are delivered before the deadline.

Departments should have back up personnel for ETA processing. Payroll deadlines should not be missed due to the absence of ETA personnel.

LVT is not automatically updated when handwritten timesheets are submitted. Please be sure to update leave accruals as well as leave taken.

Time documentation is required for student employees paid on accounts ending in ‘5490’.

Include all pages of the set of ETA timesheets, even blanks.

Each student or wage timesheet should only reflect one pay period of hours, and hours are to be shown for each day of the pay period exactly as the employee worked.
hours were not submitted for a past payroll voucher, a supplemental timesheet should be completed and submitted to payroll for payment on a supplemental payroll. **Do not** add hours worked from a previous pay period to the current pay period time sheet. For student employees this applies even if the student worked more than 40 hours in a pay period. Federal law requires payment of all hours worked so please ensure all time is submitted.

Time submitted outside of ETA must be typed using the supplemental timesheet on the Payroll web page. Print on letter size paper, and make sure all extensions match the hours worked totals for each week.

Do not process ETA too early. Estimations can cause overpayments.

### Timesheet Deadlines For Fiscal Year End

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Voucher #</th>
<th>Timesheets Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student</td>
<td>125-27</td>
<td>Monday, June 22, 2015 @ 10:00 AM</td>
</tr>
<tr>
<td>• Wage</td>
<td>015-15</td>
<td>Monday, June 29, 2015 @ 10:00 AM</td>
</tr>
<tr>
<td>• June 30th Supplement</td>
<td>125-46</td>
<td>COB on Monday, June 22, 2015</td>
</tr>
</tbody>
</table>

### Yearend Payrolls

#### Wage

The last regular Wage Payroll for FY 14-15 will be posted on voucher 015-15 which ends **June 26**. Payroll expense through **June 30** will be accrued by allocating **20%** of the 015-15 voucher to FY 14-15. The accrual will appear on June ledgers on transfer Voucher 145-03; on the July ledgers, the accrual will be reversed.

**Student**

The payroll expense for **June 06 to June 19, 2015** will be paid on the 125-27 voucher. Payroll expense through **June 30** will be accrued by allocating **70%** of the 125-27 voucher to FY 14-15. The accrual will appear on June ledgers on transfer Voucher 145-03; on the July ledgers, the accrual will be reversed.

### Supplement

The final Supplemental Payroll for fiscal year 2015 will be distributed on Tuesday, June 30\(^{th}\). The first Supplemental Payroll for fiscal year 2016 will be on Wednesday, July 1, 2015.

**Personnel Forms affecting fiscal year 2015 activity** must be in RPAY status no later than **June 19, 2015**. The Payroll Office will not guarantee that a transfer of funds for fiscal year 2015 will be processed for any form released to RPAY status after **June 19\(^{th}\)**.

### Year End Personnel Form Processing Tips:

- Ensure all pending FY 2015 forms have been routed and released to payroll. Any pending form will prevent a transfer from creating.
- Include required justification on retroactive forms charged to sponsored projects.
- Contact Katherine Provost at kprovo4@lsu.edu or Vigi Balanchandran at vigi@lsu.edu if slotting a XCSF form on an employee who has been separated as a special adjustment is required.
- Process forms timely, allowing for required routing to ensure forms are routed to payroll by the deadline.
- Ensure that all continuations for FY 2015 are in RPAY status by **June 19\(^{th}\)**. There should be no breaks in service, unless an employee is on leave without pay for which XLVE and XRLV forms have been loaded. Continuations are needed for both the fund end date and the transaction end date. XCSF is the correct personnel action code for a form due to expiration of fund end date and XCNA is the correct personnel action code for a form due to transaction end date expiration. The Control Date report (in the ‘Personnel Reports’ section of Reporting Tools) is a very helpful resource to use when monitoring these 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.

**Reminder:** Transfers are not processed for student workers so please ensure the employee is appointed to the correct account when hired and that XCSF forms are processed timely.
Health Insurance Premium Changes
The Office of Group Benefits announced recently that there will be a premium increase for all state employees and retirees with an OGB health plan effective July 1, 2015. New premiums, if applicable, will be reflected in employee’s June payroll checks. New premiums for academic employees, if applicable, were reflected in employee’s May payroll checks.

Sponsored Program Accounting

For sponsored program accounts (including associated cost sharing accounts) that end June 30 and all state sponsored agreements, please ensure all expenditures are recorded and encumbrances liquidated by June 30, 2015. This is crucial for state sponsored agreements because of agency imposed deadlines.

Since most state sponsors require an accurate June invoice, regardless of the expiration date, it is essential that written documentation is provided to the SPA contact, such as copies of invoices or personnel forms, for any items not reflected on the ledgers available on July 2, 2015 (based on the 1st June cutoff). SPA must be notified of any items requested for accrual on state sponsored agreements.

Yearend reminders
DNR, DEQ, CPRA, and LA Department of Wildlife & Fisheries monitoring reports are due in Sponsored Program Accounting (SPA) by July 2, 2015. Please hand carry or e-mail signed and dated reports to 336 Thomas Boyd Hall. Any past due reports must be in SPA at that time also.

Cost transfers to correct expenditures through the May 31, 2015 ledger are due by June 11, 2015. All FY 15 cost transfers are due by June 25, 2015.

Restricted accounts should not be in an overdrawn status. However, when due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for additional funding), it is acceptable for some sponsored agreement accounts to be in an overdrawn status.

Sponsored Program Accounting continued...

If there is a tentative account number for a State agency, please route the fully executed agreement through the appropriate Office of Sponsored Programs. SPA must ensure compliance with the invoice and financial report deadlines.

Accrue any incurred expenditures not paid as of June 30, 2015.

Annual and final technical reports for BOR projects are due to BOR by June 30, 2015. If the final report is not received by the deadline, the principal investigator is at a great risk of losing any additional scheduled payments. SPA will transmit the required expenditure reports to BOR.

Personnel Action Forms effecting FY 2015 activity must be routed to the Payroll Office (RPAY status in HRS) no later than June 19, 2015. It is essential that a completed AS227: Justification for Retroactive Personnel Form is attached to document why the expenditure is being moved to the new account. Also, please ensure employee account splits are accurate in order to document time & effort and salary cost sharing.

When loading additional compensation in HRS, please ensure the beginning and ending dates are correct and that the accounts being charged have funds available. This will help eliminate delays in approving.

National Science Foundation (NSF)
Salary paid to senior project personnel on NSF-funded grants (including NSF pass-thru awards) cannot exceed 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

REU Programs
Students participating in REU programs can only be paid as a student worker if they are working with the PI on his/her research. If the students are at LSU conducting their own research, their payment should be processed as an award through the SAE system.

Subawards
In preparation for the university’s conversion to the Workday financial management system, Sponsored Program Accounting will begin establishing separate account numbers for subawards. When SPA receives
new awards, incremental funding, or supplements that include new amounts for subawards, separate account numbers will be established for each subaward that is budgeted. However, if there is a subaward that will be completed and closed prior to the 07/01/2016 Workday go-live date, SPA will continue to budget those subawards in the main account rather than in a separate account.

Checks
Baton Rouge campus departments should promptly forward checks for sponsored agreements to SPA, 204 Thomas Boyd. Checks for sponsored agreements on the Ag campus should be sent to the appropriate Ag Administration office who will forward to SPA. Please include documentation with the check, identifying as much information as available, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

Request for Tentative Account Number (AS494)
Please ensure the PI name on the AS494 is indicated as it appears on official LSU records. Nicknames and initials should not be used.

Pre-award costs should not be requested until after the award is made to the University. If the begin date on the tentative request is before the begin date in the award, a request for pre-award costs can be submitted if permitted by the award.

As a general rule, expenditures on sponsored agreement accounts should occur consistently throughout the life of the sponsored agreement. Keep this in mind when requesting cost transfers or purchasing equipment at the end of the sponsored agreement. These costs may be questioned and/or disallowed in an audit.

Personnel Activity Reports (PARs)
PAR 7 01/01/15 - 03/31/15 Due 05/25/15
PAR I 02/21/15 - 03/20/15 Due 06/01/15
PAR J 03/21/15 - 04/17/15 Due 06/01/15

Please return Non-Salary Cost Sharing forms to Budget & Planning by the due date on the form. If there are any errors on the Cost Sharing Detail, notify the SPA Contact who established the account. Also, please certify and return all outstanding PARs. If applicable, document cost sharing.

The Department Quick Reference Guide which contains general guidelines for cost reimbursable, fixed price, federal, and state awards, as well as helpful hints specific to individual sponsors can be found on SPA’s website under Manuals or [http://www.fas.lsu.edu/AcctServices/spa/manuals.asp](http://www.fas.lsu.edu/AcctServices/spa/manuals.asp). These are generic rules and should be used as a guide only. Always refer to the agreement and agency regulations for more specific requirements.

### Procurement

Reminder FY15 Requisitions AND Term Contract Renewals NOW PAST DUE
The deadlines for departments to submit requisitions to purchase items to be paid with FY15 funds and FY16 contract renewal paperwork/requisitions have now passed. Procurement will attempt to process the late requisitions as quickly as possible however it does not assume responsibility for or guarantee the timely processing of requisitions received after the published deadlines.

#### Purchase Order Alteration Deadline Approaching

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<th>System</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>June 12</td>
<td>PRO</td>
<td>All PRO PO Alterations should be processed by departments and released to Procurement</td>
</tr>
<tr>
<td>June 12</td>
<td>LSU GeauxShop</td>
<td>All requests to alter LSU GeauxShop Purchase Orders for items that will not be received or to cancel the order must be submitted to the GeauxShop Help Desk. Departments MUST request alteration via the comments section of the PO in GeauxShop, attach email/fax confirmation from the vendor regarding the cancellation of the item* and select the GeauxShop Help Desk as the email recipient of the comment.</td>
</tr>
</tbody>
</table>

*The system generated credit memo invoice is not sufficient justification to cancel the item. Departments must attach written confirmation from the vendor that the item was cancelled from the order AND will not be shipped. Without this documentation, the Help Desk cannot proceed with the alteration.

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
Accounts Payable & Travel

Quick Reference Summary of LSU’s FY15 Expenditure Freeze Guidelines is available on the AP & Travel website or can be found at: http://www.fas.lsu.edu/ AcctServices/freeze.html. For questions regarding LSU’s “Expenditure Freeze”, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

Aged Listings of Outstanding Encumbrances as of May 31, 2015 will be distributed. Please review each purchase order balance on the listing.

⇒ If an outstanding balance exists for items that will not be received on a purchase order in PRO, a purchase order alteration should be processed in the PRO system. The system will liquidate the encumbrance balance once the PO alteration is complete in PRO.

⇒ If an outstanding balance exists for items that will not be received on a purchase order in LSU GeauxShop, a purchase order alteration request must be submitted via e-mail to geauxshophelp@lsu.edu.

⇒ Travel advance encumbrances are also included on the Aged Listings. For questions concerning travel advance encumbrances, please contact the Travel staff at 578-1550.

Aged Listings of Outstanding Encumbrances as of June 15 will be distributed on Tuesday, June 16. If any corrections are required, a PO alteration should be processed in PRO. The deadline for PO Alterations for PRO and LSU GeauxShop for Procurement to review and process is Friday, June 12, 2015.

The last day to submit direct charge invoices, any miscellaneous check requests, etc. without an accrual journal voucher placed on top is Friday, June 26, 2015. Any invoices/documents (not including purchase order invoices) received on Monday, June 29, 2015 and after, must have an accrual journal voucher placed on the top.

The last day to create Electronic Receiving Reports for goods received and/or services rendered on or before June 30 is July 2, 2015. In order for the accrual to be calculated, the received date on the PRO Electronic Receiving report must be on or before June 30, 2015.

Procurement continued...

common reasons are because the item(s) was returned/cancelled with the supplier but not in LSU GeauxShop or the item was billed less than the original price on the PO.

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

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

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

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

PO alterations in which an item was billed less on the invoice than the original PO price will be processed per a monthly report received from Accounts Payable. Departments do not need to request alterations to change price.
With fiscal yearend approaching, please make sure all outstanding LaCarte & CBA entries are reconciled and released to Accounts Payable.

June 29  FY15 LaCarte/CBA entries will be released to the department

July 8  Final date for all LaCarte entries for FY15 to be submitted to AP. Please see below details for rollovers. Also, this is the last day to submit accrual JVs for LaCarte purchases not included on any FY15 LaCarte/CBA entry.

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

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

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

Departments are strongly encouraged to stay current with all LaCarte and CBA entries throughout the year, especially during the month of June. For questions or concerns, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

LaCarte Card Declines
If a cardholder experiences a card decline, it may be for one of the following reasons:

1. Spending limit has been exceeded
2. Vendor’s industry has been blocked from the card
3. The card was reported lost/stolen/fraud watch

If uncertain about the reason of the decline, please contact Bank of America at 1-888-449-2273 for an explanation. If the decline was in error, the cardholder should immediately contact the LaCarte Administrator at (225) 578-8593 for assistance. A written request by the cardholder is required in order to grant an override for a
Accounts Payable & Travel continued...

If the purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the LaCarte Administrator during normal business hours.

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

The last day to submit travel expense reimbursement requests without an accrual journal voucher placed on top is Friday, June 19, 2015. Any travel expense reimbursement requests received on Monday, June 22 and after, must have an accrual journal voucher placed on the top.

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

The last day to submit travel expense reimbursement requests with an accrual journal entry is Wednesday July 8, 2015. Any travel expense reimbursement requests received after July 8 will be expensed in the next fiscal year.

Airfare Information

When a flight is cancelled or a schedule change results in a misconnection, the airlines require that Short’s Travel issue a new ticket with the updated flight schedule due to the airline’s policies which is out of Short’s control. If Short’s Travel does not reissue/exchange the ticket with the updated flight(s), the original ticket is no longer valid and the travelers will not be confirmed or able to fly on the original itinerary.

Misconnections or cancellations are the airline’s inability to operate according to schedule, due to a schedule change, thus requiring the reissue of a new ticket. After new flights and times are confirmed, the agent processes the exchange and issues a new ticket.

Below are some scenarios explaining the difference between a schedule change and a misconnect –

- **Time/Flight number change only on flights** – No need to have the ticket reissued or revalidated. Short’s agent accepts change in the GDS, and issues an update itinerary with new flight number and/or timings of the flight (no service fee charged). The customer can check in using the original ticket number.

- **Cancellation or routing change resulting in misconnection** – Airline requires the agency to reissue the ticket. If the ticket is not reissued, the customer cannot check in using the original ticket number. Agent works with the airline to ensure the traveler is on scheduled flights that gets them to their final destination in a timely manner. Agent processes and issues a new ticket ($24 service fee will be charged).

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

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

June 2015 Business Managers’ Meeting
The June meeting will be held on Tuesday, June 9, 2015 from 9:30 am to 11:00 am in the Atchafalaya Room. Topics to be discussed include public records requests, property disclosure, and records information management project.

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

Newsletter Mailing List
The Accounting Services newsletter is no longer printed and available electronically only. The .pdf version is e-mailed by Danita King monthly once the newsletter is available. In addition, the online version is posted to the Accounting Services home page by the 5th of each month – click “Newsletter”. Newsletters for the prior year can be found at http://www.fas.lsu.edu/acctservices/archive.html. To be added to the Newsletter Mailing List, contact Danita King at dcking@lsu.edu.

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 with any issues accessing or using these forms.

W-9 Requests
All requests for a W-9 should be forwarded to Brenda Wright at bwrigh4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Donna Torres on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

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.

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.
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
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
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

Administration
Best wishes to Maria Cazes on her move to the College of Ag as the Director of Operations.

Happy Retirement! Congratulations and good luck to Regayna Rester who will retire from the University on June 12, 2015.

Bursar Operations
Welcome Lydia Hansen to Bursar Ops. She can be reached at lhanse2@lsu.edu or 578-6634.

Sponsored Program Accounting
Welcome Marlene Fechter, she is a recently hired Graduate Assistant. She can be reached at spaga@lsu.edu or 578-3786.