

Office of Accounting Services

Monthly Newsletter



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

Issue 371

September 2015

Bursar Operations

Departmental Transmittal (DT) Processing Reminders

Signature Requirements

Two signatures are required on all DT entries. The purpose of this is to ensure an independent second-level approval within the unit. It is recommended the second signature be that of the supervisor, Business Manager, or Department Head. The signatures certify the appropriateness, validity, and accuracy of the transaction. Names should be printed legibly next to the signatures.

Documentation Requirements (Non-Auxiliary Units)

- Original documentation which explains the purpose and source of the deposit should be attached to the back of the DT entry.
- Supporting documents should be letter size (8 ½" x 11") or taped and/or copied to letter size white paper and attached to the corresponding DT entry.
- The DT entry number should be written on each page of the attached supporting documentation.
- The total amount of each method of payment (MOP) should be calculated and written on the documentation. A copy of the Settlement or Batch report must be used as the back-up for credit card MOPS.
- A copy of each credit card type and DPS/ACH entries should be tri-folded and placed behind all the documentation.
- A clear description of the purpose and source of the deposit should be provided under "Comments" on the entry header of the DT. Please note that once the DT entry and the original supporting documents are imaged, documents will be shredded. Supporting documentation may include the following:

Deposits (for all methods of payment)

- Check stubs-taped to 8 ½ x11 paper
- All supporting and relevant documentation substantiating payment

Accounts Receivable

- University authorization to assess fees/charges and any other documentation that will fully explain the transaction

September Business Managers' Meeting

- *Fuel Policy Update*
- *Travel Changes Update*
- *Required Training for Supervisors of Student Employees*

Tuesday, September 15, 2015
9:30—11:00 am
Atchafalaya Room, LSU Union

Progress on the LSU Workday Project continues. We will go-live on July 1, 2016. For additional information, see the LSU Workday website: www.lsu.edu/workday.

Any questions or concerns may be directed to www.lsu.edu/wdfeedback.

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Bursar Operations continued...

Submit entries to Bursar Operations

DT entries must be hand carried to the University Cashier and the carrier must wait for the entry to be validated. The University Cashier window hours are Monday – Friday 10:00 am – 11:45 am and 12:30 pm – 4:00 pm.

Questions

Contact Latasha Skipper at 578-7809 or latasha@lsu.edu or Jennifer Minnick at 578-3376 or jminni1@lsu.edu.

Payroll

Separation of Summer GA Appointments

Please process separation forms for any remaining summer GA appointments. Fall student and GA appointments cannot be processed until the student is separated from the prior summer GA appointment.

Academic Continuation Forms should have been processed for all academic employees by now, including employees on the regular Academic Payroll scheduled for September 21st and those who chose to receive their earnings at the end of each fiscal month. Employees who do not have continuation forms will not be paid on their scheduled pay date.

Change in Type of Employment

When an employee changes his type of employment (for example wage to salary), do not continue to pay the employee under the old pay type. In most cases this will cause an employee to be overpaid. If the paperwork changing the pay type is still routing when pay day arrives, contact Payroll for a partial against amounts already earned under the new type of employment. When an employee changes employment type, they will need to change any optional deductions, such as 403(b), 457 or credit union to have the same yearly amount deducted.

XCSF for Student, Classified and Transient Employees

Please be mindful of payroll run dates when loading XCSF forms that are effective at the very end of the current pay period or the beginning of the subsequent pay period. The account number on the form in **current** status on the payroll run date must match the account

Payroll continued...

entered on ETA in order for the employee to be paid. Please delay loading XCSF forms with those effective dates until after the payroll run date related to that pay period. Payroll run dates can be found on the Payroll web site under Pay Schedules.

Student Employees Appointed with Federal Work Study or Chancellor Student Aid Funds

Students cannot be paid on two different Federal Work Study or Chancellor Student Aid accounts. If a student employee paid by these funds is transferring their Work Study or Chancellor Student Aid balance to another department, the originating department must separate the student from their account.

Salary Encumbrances for the new fiscal year have been generated. For questions about salary encumbrances, contact Katherine Provost at kprovo4@lsu.edu or Tracey McGoey at tmcgoey@lsu.edu.

No SSN's in E-mail

When sending inquiries about employees by e-mail do not include the employee's SSN per PS-113. Please use the LSUID when identifying the employee.

Employee Benefits Annual Enrollment

The period of October 1st through October 31st is annual enrollment for employee benefits. More details will be available soon on the HRM Benefits web page.

Change to Academic Pay Basis from Academic Withheld Pay Basis

If a department has a current academic withheld employee wanting to change back to an academic employee, a **XPBC** form can be loaded at any time during the academic year changing the employee from a pay type 5 to a pay type 4 employee. The department needs either an e-mail or letter from the employee requesting the change in pay type. The e-mail or letter requesting the change should be attached to the XPBC form using the **OT-Other** attachment code. The completed form should be given to the departmental HR contact to load in HRS. The form should not be sent to Human Resource Management (HRM) to load in HRS. The approved form is then routed to HRM.

Payroll continued...

When the Payroll Office receives the approved XPBC change form, the employee will be refunded any balance in the academic withheld deduct on the next available supplemental payroll.

Duplicate LSUID's for Employees

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

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

I-9 Forms for Student Employees should be completed online through the HRS Employee Information Page process, using the electronic link provided to the student by e-mail. I-9 forms should be attached only as a last resort. I-9 forms that are attached and not completed correctly will be sent back to the department, which will delay the student's paperwork being processed. The I-9 form and instructions can be found at <http://www.uscis.gov/files/form/i-9.pdf>.

Helpful Hint when Completing the electronic I-9 Form

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

SSA Requirements for International Students

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



September 7, 2015

Financial Accounting & Reporting

Reporting Tools

Online ledgers/reports can be accessed by:

- ◇ Logging into myLSU
- ◇ Selecting Financial Services
- ◇ Selecting Reporting Tools

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.lsu.edu/administration/ofa/fss/docs/SAF.pdf>.

Important Notes

- ◇ Populate all parameters marked with an asterisk (*).
- ◇ Verify the data being entered is in the proper parameter format – for example August 31 month end date should be entered as 20150831 (YYYYMMDD).
- ◇ Verify mainframe access for that account, department or college.
- ◇ Adjust the print area through the Print Preview toolbar functions when printing reports.

Helpful Hints

- ◇ Since GLS cutoff normally falls on the first working day of the month, online ledgers for the entire month can be viewed on the second working day of the month. Note that some monthly cutoffs may be adjusted due to holidays or fiscal yearend.

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)

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

Procurement

Fall 2015 Procurement Training Opportunities

LSU GeauxShop Requester Training Classes

Location: Himes Hall Room 133

Time: 9:30 am – 12:00 pm

September 10, 2015

October 8, 2015

November 12, 2015

December 10, 2015

Purchasing Authority Delegation Training

Location: Peabody Hall Room 225

Time: 10:00 am – 12:00 pm

September 17, 2015

November 19, 2015

Register for classes via myLSU (PAWS), under Employee Resources - HRM Training Programs.



Do You Know About EDS – Employment Development Services?

Employment Development Services (EDS) is a non-profit agency that's in the business of putting people to work through the State Use Program. We work across Louisiana with more than 90 Community Rehabilitation Programs that hire citizens with disabilities to produce quality products and provide top-notch services. Our prices are competitive and are based on national standards for the services provided. **Best yet, state agencies can access our goods and services without having to bid. That saves time, and our prices save you money.**

EDS can provide the following services:

- * Janitorial
- * Grounds Maintenance
- * Laundry Services
- * Shredding & Copying
- * Painting
- * Mail Preparation
- * Assembly Work
- * Home Renovation
- * Other Services

Contact Us:

10985 N. Harrells Ferry Road, Suite E

Baton Rouge, LA 70895-5447

(800) 927-1610

Website: <http://edsia.com/index.php>

Anita Hebert, Sales & Marketing

E-mail: acamper@edsia.com

Procurement Reminders

- * **Attention Purchasing Agents:** Please remember to put "DSOL" in the beginning of your requisition title to signify that the solicitation process has been conducted at the department level. This code is the driver Procurement Buyers are looking for in prioritizing requisitions. Requisitions not properly identified will be processed in the normal 7-10 day turnaround time.
- * **December Term Contract Renewals:** Departments will soon be contacted by LSU Procurement regarding the renewal of term contracts expiring in or around December. For all term contract renewals and rebids, the department must review, complete and return the PUR105 *Contract Expiration Notice* received from Procurement and **submit with a**



requisition for rebid/renewals or through e-mail if contract is no longer needed. This form is required for Procurement to initiate the applicable procurement process. Failure to return this form by the expressed deadline will result in a contract lapse for your department's continuing term contract needs.

Closing LSU GeauxShop POs and Removing Encumbrance Balances

An encumbrance balance can exist on an LSU GeauxShop purchase order (PO) for various reasons. The most common reasons are because the item(s) was returned/cancelled with the supplier but not in LSU GeauxShop or the item was billed less than the original price on the PO.

When returning items ordered through LSU GeauxShop, the employee must 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 report received from Accounts Payable. Departments do not need to request alterations to change price.

Sponsored Program Accounting

LA Board of Regents (BOR)

Results of recruitment activities and information on students recruited (if applicable), status reports, and invoices are due to BOR by October 1, 2015, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports and recruitment reports (if applicable) to Sponsored Program Accounting by Friday, September 18th as they are needed for invoice preparation. This due date will allow for timely submission of reports and invoices. If you have any questions, please contact Brad Zimmerman at 578-4879 or bradz@lsu.edu or Ashley Dugas at 578-2139 or aduga28@lsu.edu. The SPA Contact can be found on COASPA.

Final expenditure reports for BOR R&D and Enhancement contracts which expired June 30, 2015, are due electronically to BOR by September 30, 2015. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR. Questions should be directed to the SPA contact.

Annual and final project reports for BOR contracts must be submitted by the due date specified in the contract. BOR will withhold payment until the reports are submitted.

Subrecipients Invoices

Please verify that technical reports and deliverables have been submitted before submitting invoices to SPA for approval. Other requirements that must be followed when approving subrecipient invoices can be found on SPA's webpage at <http://www.fas.lsu.edu/AcctServices/spa/paaManual/Post Award Manual April 10 2014.pdf>.

Auditors

If an auditor from a sponsoring agency requests

Sponsored Program Accounting continued...

information, please contact Janet Parks at 578-4878 or jparks@lsu.edu in SPA. No notification is needed if an auditor from the LA Legislative Auditor Office or the LSU Internal Auditor Office is requesting information.

Travel expenditures charged to a sponsored agreement must benefit/relate to the project. Please ensure that the travel voucher is complete by including a description of the travel and noting its benefit to the project.

Retroactive personnel forms must have an AS227: Justification for Retroactive Personnel Form attached stating why the transfer is being made. It is essential to stress the benefit to the project receiving the cost. An AS227 is **not required** for transfers to the following accounts: Foundation, state funds, gift and expired fixed price accounts. In addition, any retroactive personnel forms must comply with Payroll guidelines before they are processed. The AS227 can be found on SPA's webpage at <http://www.fas.lsu.edu/AcctServices/forms/spa/as227.pdf> and can be attached in HRS on the Attach tab. The Attach Type should be SJ-SPA Justification. Only the AS227 form will be accepted for the SPA Justification.

Personnel Activity Reports (PARs)

Please certify and return all outstanding PARs. If applicable, please ensure cost sharing is documented before returning PARs. It is mandatory that departments return completed PARs to SPA by the scheduled date. A noncompliance finding can result in very serious consequences (i.e., loss of current and future funding) since "adequate documentation" is required to support the costs incurred in the performance of sponsored projects.

ALL FY 2015 PARs EXCEPT FOR PAR 3 SHOULD HAVE BEEN RETURNED TO SPA. PLEASE ENSURE THAT THESE PARs HAVE BEEN CERTIFIED AND SUBMITTED TO SPA.

The training schedule for Fall 2015 can be found in myLSU under Employee Resources, HRM Training Programs. Training is offered for Personnel Activity Reports (PARs) and Post Award Administration.



Accounts Payable & Travel

Approval signatures on invoices and check requests must be **original**. Stamped signature approvals are unacceptable as they do not provide the assurance that the approving authority actually approved the document. When submitting a copy of a document for payment or reimbursement, an original signature, **in blue or black ink**, must be provided.

Special Handling Form (AS209) must be **attached to the top** of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

Supporting documentation should always be attached to any check requests and/or to the University Prepared Invoices.

Employee reimbursements via the AS541, "Request for Direct Deposit of Employee Reimbursement" form requires an itemized receipt in order to be reimbursed for the purchase(s). Please keep in mind that the preferred form of payment is LaCarte card, when possible. Also, employee reimbursements under \$100, excluding food and/or refreshments, should be processed through the Bursar's Office via a Petty Cash Voucher.

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
☎ Valery Sonnier 578-1541 or vsonnier@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.

☎ Jessica Hodgkins 578-1545 or jhodgkins@lsu.edu
☎ Valery Sonnier 578-1541 or vsonnier@lsu.edu

For questions regarding removing an item ordered that will not be delivered and/or any other LSU GeauxShop questions, please e-mail geauxshophelp@lsu.edu.

AP & Travel Fall 2015 trainings have been scheduled and are available on the AP & Travel website under Trainings. To register for a particular session, log into **myLSU** => go to **Employee Resources** => select **HRM Training Programs**. Employees should communicate the need for special accommodations during the registration process.



LACARTE

LaCarte and CBA 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.

Annual Cardholder Review

Each Department Head is required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits and last usage date to determine if each employee should retain his/her card and/or if the cardholder's spending limit should be adjusted. AP & Travel will be providing a list of the unit's cardholders that must be reviewed and certified by the Department Head. The listing should be returned to AP & Travel no later than October 15, 2015 where the information will be centrally filed.

Stay in the Know!

Department personnel (i.e., Supervisors, Approvers, CBA Approvers, etc.) with responsibilities related to the LaCarte Card Program are required to maintain continuous training of the program. The online LaCarte trainings (i.e., LaCarte Distribution and Renewal Certification), LaCarte Card Program trainings, Business Managers' meetings, Accounting Services newsletters, etc. are all great resources available to departments to stay abreast of the LaCarte Card Program and any updates.

Reports of financial irregularities may be made anonymously to the LSU Ethics and Integrity Hotline via

telephone (855-561-4099) or internet at www.lsu.ethicspoint.com.

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.

Dispute transactions




LaCarte purchases with **Dispute transactions** (i.e. merchant error or fraud) will require the Dispute Form to be attached in order to approve and route the entry. Priority processing will be given to any LaCarte entry coded with a dispute amount to meet the Bank's required 60-day deadline. Departments should continue to contact the merchant because documentation of attempts by the cardholder to resolve the dispute is required by the Bank.

The bank will **NOT** accept a dispute for the following reasons:

1. **Sales tax was charged.** Visa will **not** credit sales tax. It is very important that cardholders check their receipts at the time of payment to make sure sales tax is not charged. If it is charged in error, the matter should be corrected before leaving the store.
2. **The receipt is lost.** Cardholders should make a conscientious effort to safeguard all receipts made with the LaCarte card. A lost receipt will require a reimbursement to the university through a payroll deduction.

Please be reminded that absolutely no transactions can be disputed **after 60 days** of the transaction date. The bank will NOT accept the dispute. This is why it is very important to review all LaCarte entries in a timely manner to prevent losing funds for an unidentified purchase.

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



PM-13, University Travel Regulations has been updated to reflect the changes to the travel policy effective July 1, 2015. In addition, PM-13 now includes Appendices to better serve the travelers, departments and all LSU entities. Appendix A is a Summary of Travel Rates (i.e., mileage rate per mile, meal per diem, lodging allowances, and other travel expenses), and Appendix B is a Summary of Approval Authority specific to each campus for certain travel expenses.

Also, the AS forms have been updated to reflect changes in LSU's PM-13 "University Travel Regulations". Employees should go to the Accounts Payable & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> for the current versions of documents and forms necessary to assist travelers in processing travel requests and reimbursements.

Travel Agency Contact Information:

SHORT'S TRAVEL MANAGEMENT

Toll Free - (888) 846-6810

Fax - (319) 433-0847

E-mail: state@shortstravel.com

Website: www.shortstravel.com/lsu

Summary of pertinent information:

1. Short's Travel Management's normal business hours are 8:00 am to 5:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is \$19.50 for domestic travel and \$35 for international travel.
3. A complete listing of all Short's fees can be found on the AP & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/>.
4. Short's Travel Online should be used for University business travel only.
5. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour Service is designed to support travelers in the event of a "true emergency". There will be a **\$21** per call transaction fee for use of the after hour services. The fee will be reimbursable only if the service was used for a "true emergency". In the event the 24-hour Service is used for any

non-emergency transactions, the transaction fee will not be reimbursed.

Short's Travel Online (STO) is the innovative easy-to-use online self-booking system that is available for University travelers to make their own travel arrangements. **The transaction fee for online bookings is \$2 per transaction.** STO can be accessed through the AP & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> or directly at www.shortstravel.com/lsu. To login the system, the users will need to enter the following information:

Username: **Employee's myLSUID**

Password: **Lsutigers1**

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

Short's Travel Online Support

Short's Travel offers Online Support to assist with any issues when making travel arrangements via Short's Travel Online (STO) and may be reached at onlinesupport@shortstravel.com.

Unused Airline Tickets

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



University Resources Available to monitor Unused Airline Tickets

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

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

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

- ➔ Jennifer Driggers 578-3699 or jdrigg@lsu.edu
- ➔ Arianna Creech 578-6052 or acreech@lsu.edu
- ➔ Doris Lee 578-3698 or dorislee@lsu.edu
- ➔ Janise Montgomery 578-3697 or mont41@lsu.edu

Administration



Accounts Payable & Travel

Welcome Staff Accountants **Doris Lee & Janise Montgomery** to Travel. Doris can be reached at dorislee@lsu.edu or 578-3698 and Janise can be reached at jmont41@lsu.edu or 578-3697.

September Business Managers' Meetings

Monthly Business Managers' meeting will resume in September. The topics to be presented at the September 15th meeting are as follows:

- Fuel Policy Update
- Travel Changes Update
- Required Training for Supervisors of Student Employees

Meeting dates for the remainder of the year are as follows: October 13, November 10 and December 8. Meetings are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am.

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 Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
GLS	General Ledger System
HRS AUTH	HRS Authority
IPARF	Internal Prior Approval Request Form
IT	Internal Transaction
ITB	Invitation to Bid
ITIN	Individual Taxpayer Identification Number
JV	Journal Voucher
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
MC	LaCarte entry (similar to CS, DT, IT, JV)
NCE	No Cost Extension
PAF	Personnel Action Form
PAR	Personnel Activity Report
PAWS	Personal Access Web Service
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PROAUTH	PRO Authority
PS	Policy Statement
RAPS	Released to AP status
RFP	Request for Proposal
RGE	Record of Grant Establishment
SJ	Simple Journal Voucher
SSN	Social Security Number
STO	Short's Travel Online
TERR	Travel Expense Reimbursement Request

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
DOE	Department of Energy
FAR	Financial Accounting & Reporting
FBI	Federal Bureau of Investigation
FDN	LSU Foundation
FEMA	Federal Emergency Management Agency
NIH	National Institutes of Health
NSF	National Science Foundation
ORED	Office of Research and Economic Development
OSP	Office of Sponsored Programs
PAY	Payroll
PROC	Procurement
PROP	Property Management
SACS-COC	Southern Association of Colleges and Schools Commission on Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	University Auxiliary Services
USDA	United States Department of Agriculture



Financial Systems

ABS	Advanced Billing System
APS	Accounts Payable System
BGT	Budget
COA	Chart of Accounts
DIR	Directory
ETA	Employee Time & Attendance
FMS	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

