

Office of Accounting Services

Monthly Newsletter



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

March 2022
Issue 449

March Business Managers' Meeting

- Term Contracts
- Diverse Supplier Request Form
- LaCarte Card Program Updates/Reminders
- Navigating AS website for Resource Information

March 8, 2022
9:30 - 11:00 am
Online via Zoom



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Financial Accounting & Reporting

Monthly Close Dates

The monthly closeout is scheduled to take place the first working day of the new month.

Month End	Close Date
February	Wednesday, March 2
March	Friday, April 1
April	Monday, May 2
May	Wednesday, June 1

In order for the monthly closeout process to be completed in Workday, all "In Progress" manual journal entries must be approved. Otherwise, the accounting date on the entry must be moved into the next open month. When the accounting date is changed, the entry reroutes through the entire business process.

In an effort to mitigate having entries reroute, initiators of manual journals should:

- * Track entries by running the "Find Journal" report to find "In Progress" entries. A job aid for the ["Find Journal"](#) report is available on the Workday Training under Reporting.
- * Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Since July 1, 2016, entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

- * Approve any entries in your inbox in a timely manner
- * Make an extra effort to clear inboxes the last week of the month

Reports

A list of the recommended reports for departmental use to assist with reconciliations and management of funds is available on the Workday Training webpage under Reporting. The report is an Excel file called "Finance Reports by Functional Area".

All finance related job aids are available on the [Workday Training](#) webpage.

1099 Tax Forms

1099 forms issued to LSU should be forwarded to Jennifer Richard in Financial Accounting & Reporting, 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 [Financial Accounting & Reporting Forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Cost Transfers

The following are tips when completing cost transfers:

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

The ["Create Journal Entry: Correcting Journal"](#) job aid provides specific instructions on completing a cost transfer and is available on the Workday training webpage under Financial Accounting.

Credit Card Merchant

Please ensure daily CARD entries are being made to record credit card revenue received. If assistance is needed with obtaining backup documentation from First Data/Bank of America or Elavon, please contact Jennifer Richard at jgendr1@lsu.edu.

Petty Cash

The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Stephanie Laquerre at slaquer@lsu.edu using **Melanie Powell (SPL-44555)** as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the [Customer Accounts Receivable and Deposit \(CARD\)](#) application to record the deposit of the funds. A job aid is available for the CARD application.

[Employee reimbursements](#) will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website.

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), [Expense Reports for Non-Workers](#) should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. Expense Report for Non-Workers Job Aid can be found on the Workday Training website.



Sponsored Program Accounting

Subrecipient Invoices for Grants

- Subrecipient invoices should be forwarded to SPA as soon as they are received.
- The Office of Management and Budget (OMB) Uniform Guidance requires subrecipient invoices to be **paid within 30 days of receipt**:
 - SPA will log and track the invoices to ensure it is paid within 30 days of receipt.
 - Ensure the **PO#** and **Grant ID** are included on the invoice.
 - SPA will forward the invoice to AP who will load in Workday.
 - The invoice will route in Workday to the PI for approval.
 - Below is the PI Checklist for Subcontractor Invoices. Please ensure the following is checked for when approving invoices:

PI Checklist for Subcontractor Invoices

- ✓ Acceptable technical reports and deliverables have been submitted in accordance with subcontract requirements
- ✓ Dates on the invoice identifying the billing period (not the invoice date) are within subcontract period of performance
- ✓ Invoice format (e.g., major cost categories, lump sum, milestones, etc.) is in the format required by the subcontract
- ✓ Invoice frequency (i.e., monthly, quarterly, at final, etc.) is in compliance with subcontract requirements
- ✓ If required by the subcontract, invoices reflect the source of funds (ex: NASA, LEQSF – two separate awards) and invoiced amounts are charged to respective LSU grants
- ✓ Expenditures are allowable and within the re-budgeting limitations set forth in the subcontract
- ✓ If cost reimbursable, the cumulative amount equals the amount previously billed plus the current billing amount
- ✓ Cost sharing certification has been attached to the invoice, if applicable
- ✓ The invoice has been certified and signed by the authorized institutional representative
- ✓ If withholding is required by the subcontract, each invoice has been reduced by the retainage (% of amount invoiced)

- ✓ The final invoice has been marked “Final”, cost sharing has been met, the close-out certification has been submitted, and final deliverables have been submitted and accepted before the final invoice is approved for payment
- ✓ The Checklist can be found in the [Post Award Manual](#) on the SPA website.

Properly prepared invoices and cost sharing certifications are approved by the Principal Investigator or his designee and forwarded to SPA. The department should also create a receipt in Workday. See job aid on LSU Workday website under Procurement “Create Receipt for Services.” SPA will forward the invoice to Accounts Payable for payment.

If any of the above items are not satisfactory, the PI should notify the SPA contact for assistance in resolving the issue. If the invoice is satisfactory, Uniform Guidance requires that it be paid within 30 days. Therefore, please do not delay processing. The Checklist can be found in the Post Award Manual on the SPA website.

Appointments to Sponsored Projects – Reviewing Costing Allocations

- Appointments to sponsored projects must be for the period of actual time. These appointments may be beyond budget periods specified in the award if the PI and the department chair expect the grant period will be extended. However, a **costing allocation** 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). If a retroactive change needs to be made, a PAA must be processed.
- 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.

- Ensuring **costing allocations** are correct during the period of performance will help reflect accurate time charged on the grant accounts and shown on the effort reports.

Board of Regents (BOR) Industrial Match

Industrial match commitment letters for BOR contracts are due to BOR by **March 31, 2022**:

- The original commitment letter should be mailed directly to BOR with a copy to Sponsored Program Accounting (SPA) as long as there are no changes with sponsor, amount, or terms.
- If a change is necessary, you must contact your appropriate Office of Sponsored Programs Office (OSP) coordinator. The commitment letters are required in order for SPA to budget the next year's funding.

BOR R&D and Enhancement contracts expiring June 30, 2022

Any requests for rebudgeting and/or no-cost extensions must be submitted to BOR by **April 30, 2022**. Please allow time for review by Sponsored Program Accounting (SPA) and/or the Office of Sponsored Programs (OSP) for your campus. Any questions regarding BOR accounts should be directed to the Grant Manager whose name can be found on the grant under the Roles tab.

Early Termination

If an agreement is terminated for any reason, please notify both SPA and OSP in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, e.g., e-mails, letters, etc., this must also be forwarded to both offices. Both SPA and OSP will work with the PI, department, and sponsor to close the project. Additionally, if a PI or Graduate Assistant named on any project has left the University, please notify SPA and OSP immediately.

Progress Reports

All progress reports, regardless of sponsor, must have the principal investigator's signature and date. If this is not part of the report, it must be added. Since the cover letter is not considered part of the progress report, the signature needs to be on the actual progress report.



Unallowable Costs on Sponsored Agreements

FASOP: AS-21 UNALLOWABLE COSTS FOR SPONSORED AGREEMENTS includes procedures for unallowable costs and cost overruns that have not been cleared. If charges are not cleared after proper communication, the SPA Billing Analyst will transfer the unallowable costs or overdraft amount to a designated SPA-Unallowable Costs (unrestricted) account established in the college. An unrestricted program will be established, as needed, in each College for each function (research, instruction & public service).

Bursar Operations

Deferred Payment Plan for Spring 2022

For students who selected the Deferred Payment Plan for Spring 2022, the first payment is due March 1st.

1098-T forms

2021 1098-T forms were mailed January 28, 2022 and were posted online to the student's account as of February 4, 2022. They can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to Bursar@lsu.edu.

International Payments

International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill. Flywire commits to providing the best exchange rates.

Cashnet eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to Daniel Butcher at dbutch1@lsu.edu.

University Cashier

Departmental deposits can be dropped off in person between 10:00am – 11:45am and 12:30pm – 4:00pm, Monday – Friday.

Scanned CARD Entries

CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu.

All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- ▶ Sign electronically (using phones and/or computer mouse).
- ▶ Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
- ▶ The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary e-mail account.

Payroll

Retroactive Pay Transaction Cut Off for Current Payrolls

The cut off for Retroactive transactions for student and wage payrolls is the end of the day on the 2nd Wednesday of the current pay period. The process to pull in Retro transaction runs on the 2nd Thursday of the current pay period. Any retro transactions loaded after the Wednesday cut off will not be paid until the payroll for the subsequent period.

The cut off for Retroactive transactions for academic and professional payrolls is 4 days prior to the payroll run date. Payroll end dates and run dates can be found at [Payroll Schedules](#).

Expired or Missing Cost Allocations will result in an error in the payroll process and **will prevent payment to an employee**. HR partners, Cost Center Managers and Student Employment Partners must perform ongoing audits of cost center expiration dates and initiate timely changes prior to payroll run dates. The report- **Costing Allocations Ending Within Prompt Date** will help identify employees with expiring cost allocations.

Cost Allocations Notes

Cost Allocations on the Create Position transaction must have a begin date equal to the date the position is created. This is typically the date the transaction is entered.

Position Restriction Cost Allocations should not have an End Date. Funding sources such as grants or other temporary funding sources should not be used as a cost allocation for position restrictions. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Cost Allocations can be updated as needed.

Cost Allocations should not be changed to reflect changes made on a Payroll Accounting Adjustment.

When adding a new Cost Allocation be sure to end the old allocation and add an additional record. Just updating the Start and End dates of the current allocation will not preserve the audit trail.

Cost Allocation Tips:

- Expired Cost Allocations **will prevent** an employee from being paid.
- Missing Position Restriction cost allocations **will prevent** all Payroll Commitments for the entire campus from posting.
- Cost Allocations that end mid pay period **will prevent** an employee from being paid and will prevent Payroll Commitments from posting.
- The Payroll calculation engine does not recognize when a grant has expired, therefore it is important to keep costing allocations up to date to ensure proper posting of salary charges.

Costing Allocations for Period Activity Pay (PAP)

When processing costing overrides for period activity pay, please be aware of mid period end dates. If the Activity End Date falls mid period, then the Payment End Date should be the Period End Date for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the Payment End Date should be loaded as 10/14.

Duplicate W-2 Requests

W-2 forms are available online through myLSU for calendar years 2001 - 2015 and can be printed as needed. To access W-2 forms through myLSU, select Financial Services, then Tax Documents. For 2016 - 2021, the W-2 forms are available through Workday. See [Accessing Your W-2](#) for help accessing prior W-2s in Workday.

Should a W-2 not be accessible through myLSU or Workday, requests for duplicate W-2 forms can be made by completing form [AS387](#). 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 and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet

Federal

State

Current tax forms can also be found under the Tax forms section of each employee type on Payroll's webpage.

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 2020 tax return, so bring your 2021 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 2021 should have received a 1042-S form. The 1042-S forms are also posted on myLSU under Financial Services/Tax Documents. Both the W-2 and 1042-S 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.

If the SSN in Box a of the W-2 ends with 9999 you need to bring a copy of your US Social Security Card to Payroll to update your SSN in Workday. A W-2C will be issued and you will need to file the form W-2C along with your form W-2.

Tax Assistance and Tax Software for Non Resident Aliens

International Services worked with the Capital Area United Way to provide a VITA Site for International Employees needing tax assistance. ISO sent notices to the international employees of how to schedule an appointment. There are also two software programs 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. Another software for this group of taxpayers can be found at [Sprintax](#). These software programs do not prepare State tax returns.

Work Study Funds

Work Study charges for student employees must be posted to the College Work Study Pay Earning. That specific Earning is configured to directly charge the Work Study grant and to work in conjunction with the Work Study Award granted to the student by Student Aid.

Amounts posted to the Base Hourly Earning **cannot** be charged to the Work Study grant. A Payroll Accounting Adjustment **cannot** be processed to move Base Hourly Earnings to Work Study funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact John Pilgrim at jpilgrim1@lsu.edu or Casey Forbes at cforbe1@lsu.edu for further assistance.

President's Student Aid Funds

President Student Aid charges for student employees must be posted to the President Student Aid Pay Earning. That specific Earning is configured to work in conjunction with the President Student Aid Award granted to the student by Student Aid. A Worker Position Earning Cost Allocation should be entered to ensure charges post to the department President Student Aid account.

Amounts posted to the Base Hourly Earning **cannot** be charged to the President Student Aid account. A Payroll Accounting Adjustment **cannot** be processed to move

Base Hourly Earnings to President Student Aid funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to President's Student Aid, please contact John Pilgrim at jpilgrim1@lsu.edu or Casey Forbes at cforbe1@lsu.edu for further assistance.

Additional Jobs

Additional Jobs for an employee must be the same type as the Primary Job. For example, an Additional Job for a GA must also be a GA Position with an Academic Salary Plan. A GA should not have an Additional Job that is a Student Position with a Hourly Plan. The mismatch between employee types will result in incorrect payments.

Primary Job Type	Primary Job Compensation Plan	Correct Add Job Type	Correct Add Job Compensation Plan	Incorrect Add Job Type	Incorrect Add Job Compensation Plan
GA	Academic Salary	GA	Academic Salary	Student	Hourly Plan
Professional	Salary Plan	Professional	Salary Plan	Academic	Academic Salary

Accounts Payable & Travel

Non-Resident Alien Tax Form 1042-S

IRS Forms **1042-S** have been mailed by the University 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.

Early Payment Discounts

Departments are encouraged to take advantage of suppliers offering discounts for early payment of supplier invoices while meeting procurement needs. **Grainger** is just one of the suppliers offering an early payment term of 2% 10, Net 30. (If the invoice is paid within 10 days of the invoice date, a 2% discount may be taken). The

discount amount will automatically reduce the invoice payment amount and will be reflected on the department accounts the following business day. For questions, please contact Stephen Walczak at swalczak@lsu.edu for discount suppliers and Angie Mann at amann7@lsu.edu or Valery Sonnier at vsonnier@lsu.edu for invoice payments.

Invoice Processing

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Departments are encouraged to respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

Direct Charge Invoices

Normal processing time for Direct Charge invoices is 10 business days. If a payment is needed sooner than that, please attach the **Special Handling Form (AS209)** to the top of the invoice or document in order for the special handling request to be processed timely and properly. Please make sure the due date is specified in the Priority Handling section of the form. The **AS209** can also be used when an enclosure must be mailed with the payment or when the department wants to pick up the check. For questions, please contact Catherine Herman at 578-1549 or cherman@lsu.edu.

Questions concerning direct charge payments, please contact a member of the the DC Invoice Processing staff:

☎ Jessica Morris 578-1536 or jmor116@lsu.edu
 ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
 ☎ Catherine Herman 578-1549 or cherman@lsu.edu

Aged Listing of Outstanding Encumbrances Report

Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the report:

- ◆ Search by worktag or multiple worktags
- ◆ Search by supplier
- ◆ Search by purchase order date
- ◆ Ability to remove "zero" dollar lines from the report

Purchase Order Invoices

Please do not attach purchase order invoices to the Receipt. The purchase order invoice should be forwarded to the respective Accounts Payable office to be matched against the PO and Receipt.

Questions concerning purchase order payments, please contact a member of the PO Invoice Processing staff:

Maci Jones 578-1620 or macijones1@lsu.edu
Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu



LACARTE

Expense Reports should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder's privilege.

Untimely Terminations of LaCarte Cardholders

It is extremely important that LaCarte transactions are monitored weekly for all cardholders, most importantly for **students, graduate students, WAEs, and Transient employees**. It has been discovered that if terminations are not processed in a timely manner for the specific cardholders listed, it is difficult to obtain a reimbursement from their final payroll checks when a purchase is considered disallowed. For questions, please contact DeAnna Landry at deannal@lsu.edu or 578-8593.

Cardholder Notifications

Cardholder notifications are sent on the 2nd day of the month to inform cardholders of any outstanding LaCarte transactions greater than 30 days. The notification will not include LaCarte transactions already added on Expense Reports and submitted for approvals. The notifications will also remind the cardholders that if any of the outstanding transactions are related to future business travel, the transactions must be reconciled on Expense Reports after the trip is completed/cancelled.

LaCarte Card Distribution

LaCarte card distribution has resumed in AP & Travel, 217 Thomas Boyd Hall, between 7:30am and 4pm. Cardholders will be notified via e-mail as cards are available for distribution. **It is imperative that cardholders take the correct training prior to the card**

distribution. For questions or special requests concerning the LaCarte card, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Helpful – Reports!

- ◆ **Find Credit Card Transactions by Employee Cost Center**
 - ◇ Provides a list of all employees with credit card transactions for all statuses
- ◆ **Find Outstanding Credit Card Transactions by Employee Cost Center**
 - ◇ Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- ◆ **Find Expense Report by Worktag**
 - ◇ Provides a list of expense reports by employee and/or by a particular worktag
 - ◇ Select only “**Draft**” and “**In-Progress**” statuses to view tentative transactions.

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

Theresa Oubre 578-1543 or talber3@lsu.edu
Christian O'Brien 578-1544 or cobrien2@lsu.edu
DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

American Airlines Unused Tickets Update

American Airlines has issued a refund for the eligible unused tickets. At this time, we are in the process of accounting for the eligible unused tickets and have begun processing journal entries to credit the original accounts. For questions regarding unused tickets, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Business Travel

As business travel is ramping up, travelers should be aware that they may experience any or all of the following:

- ◆ Longer wait times on the phone, e-mail or in person
- ◆ Less options of flights, occupancy and rental vehicles
- ◆ Increased costs as compared to two years ago
- ◆ Not all facilities will be open or have full range of options for meals, etc.
- ◆ Additional travel requirements such as vaccination status/COVID-19 testing

Travel Expense Reports should be created once the travel has been completed/cancelled and should include all expenses related to the trip. *It is recommended that Expense Reports be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.*

Conference Travel

The conference agenda must be included in the supporting documentation attached to the Expense Report as the agenda provides the conference hotel and conference meal information.

Safeguard payment information by removing credit card numbers, expiration dates and security codes from all receipts and documentation submitted.

International airfare

Travelers are encouraged to contact a CBT Travel Advisor to book international airfares. CBT's online booking tool should be used for simple international bookings (roundtrip with no layovers). The CBT contact information is as follows:

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday

7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

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

- ♦ Arlyn Becnel 578-3697 or abecnel1@lsu.edu
- ♦ Andrea Chu 578-3698 or andreachu@lsu.edu
- ♦ Kathleen Patrick 578-3699 or kelder1@lsu.edu

TRAININGS

To register for LSU Finance training classes:

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

Description	Division	Date	Time	Location
Inventory	Property Management	Thurs, 3/3	8:30 am - 9:30 am	230E Middleton Library
Post Award Administration	SPA	Thurs, 3/3	9:00 am - 11:00 am	Online via Zoom
Business Managers' Meeting	—	Tues, 3/8	9:30 am - 11:00 am	Online via Zoom
Cost Transfers	SPA	Wed, 3/9	9:00 am - 11:00 am	Online via Zoom
Inventory	Property Management	Wed, 3/9	1:30 pm - 2:30 pm	212 Coates Hall
Travel	AP & Travel	Thurs, 3/10	9:00 am - 11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 3/10	2:00 pm - 3:30 pm	Online via Zoom
Special Meals	AP & Travel	Tues, 3/15	1:00 pm - 3:00 pm	Online via Zoom
Invoice Processing	AP & Travel	Tues, 3/22	9:00 am - 10:30 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 3/23	10:00 am - 12:00 pm	Online via Zoom
Cost Sharing	SPA	Thurs, 3/24	9:00 am - 11:00 am	Online via Zoom

COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

Common Terms & Documents

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
STO	Short's Travel Online
WAE	Wages As Earned

Financial Systems

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

Workday Terms

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



Departments & Organizations

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