Business Managers’ Meeting

There will be NO meetings held during July & August.

Meetings will resume in September and are normally held in the Magnolia Room of the LSU Student Union at 9:30 - 11:00 am.

Financial Accounting & Reporting

Merchandise for Resale
For those units who carry inventory of merchandise for resale:

- Inventory procedures were due **June 20**.
- **July 5** - Final inventory counts are due.

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

Service Centers & Recharge Operations

- FY 2019 Service Center Revenue and Expense Reports are due to Budget and Planning by July 10, 2019. All final accruals should be included in the report.
- FY 2020 rate sheets are due to Budget and Planning by July 19, 2019. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2020 rates have been approved.

Instructions and forms can be found on the Budget and Planning website: [http://lsu.edu/bgtplan/Budget_Information/service-centers.php](http://lsu.edu/bgtplan/Budget_Information/service-centers.php)

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 (link below) at the bottom under Reporting > Finance Reports by Functional Area. [http://www.lsu.edu/workday/finance_training.php](http://www.lsu.edu/workday/finance_training.php)

Reconciliation Reminders

The following are some reminders for monitoring revenues and expenditures throughout the year:

- Review and reconcile reports/ledgers.
- Monitor budget to actual expenses by account and ledger on a quarterly basis.
Financial Accounting & Reporting continued...

- Process budget amendments, cost transfers, payroll accounting adjustments and internal billings for services rendered as needed.
- Request closure of accounts that are inactive or are no longer needed.
- Record CARD entries in a timely manner.
- Ensure worktags are not overdrawn.
- Investigate and correct errors.

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 a journal line detail report with all worktags visible 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 are being transferred.
- 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.
- A common source of errors is the “Additional Worktags” box. Verify all worktags listed under “Additional Worktags” prior to submitting.

The “Create Journal Entry: Correcting Journal” job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage: [http://www.lsu.edu/workday/finance_training.php](http://www.lsu.edu/workday/finance_training.php)

Credit Card Merchant Procedures
ALL CARD entries with debit/credit card MOPs will be required to have a Bank of America Transaction Listing as backup documentation attached. If the Bank of America report is not attached to the CARD entry, the vault (125 Thomas Boyd) will return the entry to the department for the Bank of America backup to be added.

- CARD entries should be completed each day for the previous day’s activity.
- If there is a difference between the Bank of America report and the point of sale system, the difference should be investigated and an explanation provided.
- Departments should only record what the Bank of America report shows as being received.
- American Express (AMEX) transactions are recorded on a MOP separate from Visa/MasterCard/Discover.
- The total amount of each method of payment (MOP) should be calculated and written on the documentation.
- A copy of the Transaction Listing from Bank of America/First Data must be used as the backup for bankcard MOPS.
- There needs to be an additional copy of the Bank of America/First Data statement per bankcard MOP/AMEX MOP and an additional copy of the bank statement for DPS.

Additional copies of DPS and bankcard backup need to be attached to the entry even if copies have been attached in CARD.

Please bring all CARD entries to the cashier in the Bursar’s office in a timely manner. Vault hours are 10:00-11:45 am and 12:30-4:00 pm Monday to Friday.

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

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

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

Unclaimed Deposits/Wire Transfers
Departments that are anticipating funds (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.

Petty Cash
Annual confirmation letters for petty cash funds were distributed on June 13, 2019 via e-mail. These forms were due back to FAR (llamb18@lsu.edu) on June 28, 2019. If you have not yet returned your petty cash verification form, please do so immediately.

FASOP: AS-03 provides guidelines to be followed with petty cash. The FASOP can be found at http://www.lsu.edu/administration/ofa/fasops/FASOPAS03.pdf.

Agency Accounts
Annual confirmation letters for agency accounts have been distributed via e-mail and were due back on May 30\(^	ext{th}\). If you have not yet returned your agency verification form to FAR (llamb18@lsu.edu), please do so immediately.

PAYROLL

FY 2019-2020 Payroll Schedules
FY 2019-2020 payroll schedules for summer, academic, professional, wage, and student payrolls are now available on the Payroll website.

Go to http://www.lsu.edu/administration/ofa/oas/pay/index.php and click “Payroll Schedules” under the quick links or under the specific employee type.

Academic Dates
All campuses now use a standard academic year for Payroll purposes. The academic dates are as follows:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>08/15 - 05/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>08/15 - 12/14</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>01/15 - 05/14</td>
</tr>
</tbody>
</table>

Quick Guide for Work Study & President’s Student Aid
♦ Work Study (WS) or President’s Student Aid (PSA) is designated with a Specific Job Profile
  ◊ Job Profile MUST match award
  ◊ For example student with PSA award must be in PSA Job Profile not Work Study Profile

♦ PSA or WS must ALWAYS be the PRIMARY job for the student.
  ◊ Work for any other department will ALWAYS be an ADDITIONAL job or jobs
  ◊ Student must be hired TIMELY.
  ◊ Late hire/data changes will not retroactively pay on the correct earning and corrections cannot be made.

♦ Work Study cost allocations must be loaded at the Worker-Position level using the department account where any amounts over the limit will be charged.
  ◊ No Worker Position Earning for WS
  ◊ President’s Student Aid cost allocations must be loaded at the Worker-Position-Earning level using the PSA account established for the hiring department.

All of the above elements must be in place at the time payroll is processed for the Award to apply to the student and pay on the correct PSA/WS earning.

Reports to Assist in Determining Student Charges

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DEFINITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Accounting for Worker by Pay Period</td>
<td>Provides payroll accounting detail by worker</td>
<td>Search Field- Type in Report Name or Payroll Accounting in Search Field</td>
</tr>
<tr>
<td>Journal Line Details with Employee Name</td>
<td>Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned.</td>
<td>Search Field- Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>

Civil Service Market Adjustments
The Civil Service Market Adjustments are effective 07/15/2019. The 07/26/2019 wage checks will reflect the increase for the period 07/15/2019—07/19/2019. The wage checks on 08/09/2019 for the period ending 08/02/2019 will be the first checks to reflect the increase for the full period. A link to the Civil Service Compensation Redesign can be found on the Human Resources Website at http://www.lsu.edu/hrm/index.php. Any questions related to the Market Adjustments should be directed to HR at 578-8200 or hr@lsu.edu.
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. 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.

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.

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.

If a retro active PAP transaction is loaded, the override costing will not apply to any retroactive portion. A Payroll Accounting Adjustment will be needed to transfer any retroactive payments to the correct account.

Compensation End Dates
Student and Graduate Assistants who are graduating in December should be loaded with a compensation end date in order to avoid a potential salary overpayment. This practice should be used each semester with graduating students. Departments should run the Employee Compensation Status report in order to catch employees with compensation end dates that need to be continued. This will avoid surprises on Pay day when an employee is expecting a check and does not get paid.

Timely Termination of Employees
Employees who are no longer working should be terminated in the Workday system. The Payroll office has begun running reports of employees who have not received pay in three months and contacting departments to process terminations. If you have a student or WAE employee who is no longer working, please process a termination immediately. Leaving employees active in the system who are no longer working increases the risk of Payroll fraud or loss of assets.

Payroll Accounting Adjustments
Department should contact the Payroll office if a Payroll Accounting Adjustment (PAA) needs to be cancelled or rescinded. Requests should be e-mailed to Sheantel Baker at sbaker6@lsu.edu.

Key Personnel
LSU’s cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement. Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to University policy since effort can only be cost-shared if required by the sponsor.

National Science Foundation (NSF)
NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 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.

Request for Tentative Account Number
A copy of the budget and budget justification should be attached to a Request for Tentative Account Number. This
allows SPA to approve expenditures more effectively. For LSU, please forward all requests to Michelle Pennington in the Office of Sponsored Programs.

Cost Transfers
A cost transfer is an after-the-fact reallocation of an expenditure from one account to a sponsored project via a manual journal or payroll accounting adjustment (PAA). Expenditures should be charged to the appropriate sponsored project when first incurred. However, if necessary, a cost transfer may be submitted within 90 days from the end of the month in which the original entry was recorded.

⇒ When cost transfers are processed, it is necessary to explain and justify the transfer of charges to comply with allowability and allocability requirements of Office of Management and Budget (OMB) Uniform Guidance. Justifications “to clear an overdraft” or “to spend out the balance” are not acceptable. Frequent, tardy or unexplained (or inadequately explained) transfers can raise serious questions about the propriety of the transfers and our accounting system and internal controls. The cost transfer forms (AS226 – non personnel and AS227 – personnel) and approval signatures were developed to avoid audit questions regarding transfers.

⇒ A PDF version of the ledger must be attached and the charges being moved must be highlighted or noted. Preferredledgers are the SPA Journal Lines or the detail ledger from the Expense by Award report. The detail ledger is displayed when drilling down into current expenditures. These reports display important information that is not available on other reports such as the Journal Line Detail report. Selection criteria i.e. spend category, budget date, ledger account, etc. should be narrowed when running these reports to reduce the numbers of pages being attached.

⇒ Ensure budget dates match the budget date on the original transaction. Typos i.e. 0219 instead of 2019 cause issues when creating invoices.

⇒ Spend categories are required on all lines of the journal including grants, programs, and basic gifts.

Retroactive Personnel Transfers
Payroll expenditures cannot be transferred via manual journal. For retroactive personnel transfers, a Payroll Accounting Adjustment (PAA) must be submitted with a SPA Justification (SJ) on form AS227 attached. Only the AS227 form will be accepted as SPA Justification. The form can be found on SPA’s website at http://www.lsu.edu/administration/ofa/oas/spa/asforms/as227.pdf.

An AS227 is required when the PAA is prepared since it is after the effective date. The completed AS227 must document the following:

1. Question #1, must state why the salary expenditure is being moved to the sponsored agreement account. Justifications “to clear an overdraft” or “to spend out the balance” are not acceptable.

2. Question #2, must state the benefit to the project. Detail duties the individual performed and how these duties fulfilled the goals and objectives of the project. For example, Mike Tiger is a Research Associate responsible for analyzing samples and compiling data for the ABC company project entitled Geaux Tigers. Simply stating that they worked on the project and that they are listed in the budget is not acceptable.

3. Question #3, must state why it took so long to process the transfer.

4. Question #4, must state what actions will be taken so that the error does not occur again in the future.

If a manual PAA is created and approved (changing an already approved effort certification time period), please send notice to effortassistance@lsu.edu to cancel and regenerate the effort certification for the employee to keep the HCM and GL system in sync.

Final Expenditure Reports for Board of Regents (BOR) contracts due September 30, 2019
Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2019 are due to BOR by Monday, September 30, 2019. 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 and submitted with the final financial report. If you have any questions, please contact your SPA grant contact.

Extensions/Rebudgeting/Amendments
Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be routed through the Office of Sponsored Programs (OSP). OSP will forward the documents to Sponsored Program Accounting (SPA).
Accounts Payable & Travel

Job Aid, AP & Travel FYE Processing Procedures is available on the LSU Workday website under Finance Training - Expenses. Departments are encouraged to review the Job Aid to assist with fiscal yearend close-out!

As a reminder, **departments should not create any accrual journal entries.** AP & Travel will create the accrual journal entries as the supplier invoices (i.e., direct charge & purchase orders) are approved by the CCM’s. The accrual journal entries will be created daily, starting on July 2 - July 9 (at noon) and will be reflected as a “Supplier Invoice Accrual Journal Source” on the departmental actual ledgers. For supplier invoice accrual corrections, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531.

The AS forms include the “Fiscal Year End Accrual” box that should be marked with either a Yes or No to indicate if the invoice/document should be accrued. Any AS form should be completed in its entirety to avoid delay in processing. For questions, please contact Catherine Herman at cherman@lsu.edu or 578-1549.

**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 promptly. 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 Catherine Herman at cherman@lsu.edu or 578-1549.

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 report provides the following filters to assist in monitor outstanding balances:

- Search by Worktag or by Multiple Worktags
- Search by Supplier
- Search by purchase order date
- Ability to remove “zero” dollar lines from the report

**For a list of outstanding encumbrances for FY19, the Aged Listing of Outstanding Encumbrances Report should be ran on Tuesday, July 3. The report is for informational purposes only.**

**Purchase Order Receipts**
Please ensure purchase order receipts in a “Draft” status are submitted. Currently, there are several receipts in a draft status awaiting action. In order to have PO invoices charged to FY19 budgets, departments must create receipts dated on or before June 30. There is no deadline to create receipts. Please make sure the item(s) is received before creating the receipt.

**For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:**
- Amber Tran 578-1545 or atran17@lsu.edu
- Emily Chaney 578-1620 or echaney1@lsu.edu
- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu

**Helpful – Report!**

**Find Supplier Invoice by Worktag**
- Provides the capability to locate supplier invoices for a particular worktag
- Select only “In Progress” status for tentative transactions

**LACARTE**

Expense Reports should be created for LaCarte, Travel, and CBA transactions with complete cost documentation and routed for approvals. However, LaCarte transactions related to future travel should remain as “non-expensed” until the trip is completed.

As a reminder, expense reports can be **initiated after June 30 until cob on July 5 to include transactions that should be charged to FY19 budgets. Departments should not create any accrual journal entries for LaCarte, CBA, or travel transactions.**

In order to have Expense Reports processed against FY19 budgets, the Expense Report should have the following criteria:

- LaCarte/CBA Transactions **must be** linked/imported
- Expense Report Date = **June 30, 2019**
All “Approvals Secured”
Routed to and awaiting action by an Expense Partner

Any Expense Reports not meeting all of these criteria will be charged to FY20 budgets.

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 the users 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
- DeAnna Landry 578-8593 or deannal@lsu.edu

Reminder - Expiration of Delegations
Employees with delegations expiring on 6/30/19 must submit a new delegation request to have the delegation continued. It is recommended that the End Date be 7/31/2020 rather than 6/30/2020 to allow the delegates the ability to process business transactions during the “critical days in July” to meet fiscal year close-out deadlines.

TRAVEL

PM-13, University Travel Regulations has been updated to reflect the following policy changes effective July 1, 2019:

1. Mileage rate increased to 58 cents per mile.
2. Reimbursement for use of a chartered aircraft increased to $1.26 per mile. LSU travelers may not operate any aircraft on University business.
3. Single day meal allowance increased to $43.
4. Routine lodging allowance for Tier III increased to $170. All other allowances remained the same. See Appendix A for all lodging allowances.
5. Meal per diem for breakfast increased by $1 for all Tiers, only Tier I & II increased by $1 for lunch, on Tier IV, lunch increased by $2. All other rates remained the same. See Appendix A for all meal per diems.
6. Special meal rate for refreshment increased to $5.50, reception increased to $8, and all other rates remained the same. See Appendix A for all special meal rates.
7. University hosted conferences in-state, excluding New Orleans, lunch allowance increased to $25, exclusive of tip and tax. University-sponsored conferences in New Orleans or out-of-state, lunch allowance increased to $30, exclusive of tip and tax.
8. No traveler may operate a vehicle without a valid U.S. driver’s license in his/her possession (the physical license or a state-approved electronic version).
9. Public transportation to and from the airport, while on official University business travel, may be reimbursed with a receipt.
10. Training courses which are several days and have a designated hotel and rate, can be considered a “conference hotel” and therefore, the designated rate can be allowed.
11. Travelers who have an official University phone and/or are receiving a monthly stipend, reimbursements are not allowed for business calls or international calls while on official University business travel.
12. Tips may be paid one time up to $5 upon each hotel check-in and upon each hotel checkout, if applicable.
13. Tips may be paid one time up to $5 for airport out-bound departure trip and for the inbound departure trip. (Maximum total for entire trip is not to exceed $10).
14. Parking at the Baton Rouge airport contract rate is $4.50 per day (receipts required for reimbursement); Parking when flying out of the New Orleans airport, the Park ‘N Fly contract rate is $8.50 per day and $59.50 weekly (receipts are required for reimbursement). If parking at another facility in New Orleans, an employee may be reimbursed for actual expenses up to $8.50 per day with a receipt.

The following are excerpts from PM-13 Section V. F. Watercraft which has been updated for University Risk Management requirements:

1. No person may be authorized to operate an owned or rented motorized watercraft to conduct University
Accounts Payable & Travel continued...

business unless that person is an employee of the University. All employees operating a motorized watercraft must be in compliance with State law and University safety requirements which may require the completion of a boating education course. Refer to [http://www.wlf.louisiana.gov/boating](http://www.wlf.louisiana.gov/boating) for more information.

2. Individuals not associated with the University or University activities should not be transported in watercraft owned or rented by the University. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such instances, the passenger (or passenger’s guardian) may also be required to sign a release.

3. The use of private watercraft may not be used to conduct University business. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served.

4. To ensure proper insurance coverage for diving activities, all dives (descent underwater utilizing compressed gas and subsequent ascent/return to the surface) must be reported to the Office of Risk Management at [https://lsu.edu/riskmgt/travel/diving.php](https://lsu.edu/riskmgt/travel/diving.php) (a mobile form is available at the preceding link for easy reporting) this report must be completed prior to all dives.

The following are key travel reminders:

1. Short’s Travel Management remains the State of LA State Travel Agency. Travelers are encouraged to make booking arrangements using Short’s Travel Online for a service fee of $2. The agent-assisted service fee is $19.50.

2. Enterprise Rent-A-Car remains the in-state travel state contract vendor and use is mandatory for employees. Please refer to the Accounts Payable & Travel website for updated contract rates.

3. Enterprise Rent-A-Car, Hertz and National remain the out-of-state travel state contract vendors and use is mandatory for employees. The use is encouraged for non-employee University students, guests and contractors. It is at the traveler’s discretion which rental company is utilized.

4. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.

5. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

6. All travel on official University business, regardless if at University expense, will be under the direct control of and must have prior approval in writing by the traveler’s supervisor (or his/her designee) and/or the person with fiscal responsibility unless the Campus and/or Department requires a higher level of approval. Documentation of all approvals must be maintained with the agency.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. If there are any questions or concerns regarding any of the changes, please contact the Central Administration Office on your campus.

Important Information from Short’s Travel Management

1. Enhancement of Phone Prompts

   Short’s Travel has updated their automatic phone prompts to enhance customer service and to better serve LSU travelers. When booking using STO, travelers should contact Online Support at onlinesupport@shortstravel.com and the Representative should remain on the phone until the issue is resolved. With this change, it will allow Short’s Travel Online Support to further investigate any system issues on their end.

2. Duplicate airfare bookings for Southwest Airlines

   LSU has been informed by Short’s Travel that Southwest Airlines is billing them for duplicate airline reservations and Short’s Travel will start passing the cost down to LSU. The current cost is $150.00 per duplicate reservation. At this time, Southwest Airlines is the only carrier, but other airlines may also implement this same practice.

   As a result, Short’s Travel has implemented a change in the approval process for Southwest Airlines reservations to reduce the number of duplicate bookings. **The approval requirement for Southwest Airlines is now same day, including any reservations made on weekends.**

   To avoid duplicate airline bookings:
Accounts Payable & Travel continued...

- Travelers should review their profiles in Short’s Travel Online (STO) and add their LaCarte account number if it’s not already included. Travelers can also add another credit card at the time of payment, the CBA is not an allowable payment method for employees.
- If the CBA is selected by mistake, the initiator of the booking should contact Short’s Travel immediately by phone at (888) 846-6810 to change the method of payment.
- The CBA is an acceptable payment method only for University guests and/or students airfare bookings. The CBA Approvers should approve promptly and not let the Short’s Travel e-mail go into a “Non-response” status. **For all Southwest Airline bookings, the CBA Approver must either approve or deny the booking request on the same day.** For all other airline bookings, the approval remains within 24 hours.
- Travelers must allow the online booking tool time to process the reservation. Do not click the submit button more than once or click the back button to start over. **This is how duplicate bookings are being created.** If the system is not working correctly or an error is received, the traveler should contact the Online Support at onlinesupport@shortstravel.com or click on the link in the system for further assistance.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Kaylen Mayfield 578-3697 or mayfield1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

Administration

Business Managers’ Meeting
Please note that there are no meetings in July and August due to fiscal yearend. Meetings will resume on September 10, 2019 and will be held in the Magnolia Room, 301 LSU Student Union from 9:30 am to 11:00 am.

- To submit an idea for a future topic or submit specific questions on topics announced for future meetings, please contact Patrice Gremillion at pgremill@lsu.edu.
- To be added to the Business Managers’ Mailing List, please contact Danita King at dcking@lsu.edu.
- Information on prior meetings can be found at https://lsu.edu/administration/ofa/oas/newsletterarchives.php.

On behalf of Property Management:

2019 Key Inventory Dates

- **September 16** Targeted searches and certification by Asset Custodians complete
- **October 15** Department Head Certification must be complete

Bursar Operations
Welcome Miranda Arnold to Bursar Operations. She can be reached marnold1@lsu.edu or 578-3376.
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
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAF</td>
<td>Award &amp; Award Modification Approval Form</td>
</tr>
<tr>
<td>CBA</td>
<td>Central Billed Account</td>
</tr>
<tr>
<td>CR</td>
<td>Cost Reimbursable</td>
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<tr>
<td>CSWS</td>
<td>Community Service Work Study</td>
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<tr>
<td>CWSP</td>
<td>College Work Study Program</td>
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<tr>
<td>DT</td>
<td>Departmental Transmittal</td>
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<tr>
<td>EMV</td>
<td>Europay Master Card &amp; Visa</td>
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<tr>
<td>ERP</td>
<td>Enterprise Resource Planning</td>
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<tr>
<td>F&amp;A</td>
<td>Facilities &amp; Administrative Costs</td>
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<tr>
<td>FASOP</td>
<td>Finance and Administration Operating Procedure</td>
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<tr>
<td>FB</td>
<td>Fringe Benefits</td>
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<tr>
<td>FP</td>
<td>Fixed Price</td>
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<td>GA</td>
<td>Graduate Assistant</td>
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<td>GL</td>
<td>General Ledger</td>
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<td>IPARF</td>
<td>Internal Prior Approval Request Form</td>
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<tr>
<td>ITIN</td>
<td>Individual Taxpayer Identification Number</td>
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<tr>
<td>LSUID</td>
<td>LSU’s Identification Number (replaces SSN in LSU’s computer systems)</td>
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<tr>
<td>NCE</td>
<td>No Cost Extension</td>
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<tr>
<td>OTP</td>
<td>One Time Payment</td>
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<tr>
<td>PAWS</td>
<td>Personal Access Web Service</td>
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<tr>
<td>PCI DSS</td>
<td>Payment Card Industry Data Security Standard</td>
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<tr>
<td>PI</td>
<td>Principal Investigator</td>
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<tr>
<td>PM</td>
<td>Permanent Memorandum</td>
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<tr>
<td>PO</td>
<td>Purchase Order</td>
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<tr>
<td>PO ALT</td>
<td>Purchase Order Alteration</td>
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<tr>
<td>PPCS</td>
<td>Personal, Professional &amp; Consulting Services</td>
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<tr>
<td>PRAF</td>
<td>Proposal Routing &amp; Approval Form</td>
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<tr>
<td>PS</td>
<td>Policy Statement</td>
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<td>PSAP</td>
<td>President Student Aid Program</td>
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<tr>
<td>RFP</td>
<td>Request for Proposal</td>
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<tr>
<td>RFQ</td>
<td>Request for Quote</td>
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<tr>
<td>SSN</td>
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<tr>
<td>STO</td>
<td>Short’s Travel Online</td>
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<tr>
<td>WAE</td>
<td>Wages As Earned</td>
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### Workday Terms
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AG</td>
<td>Agency Clearing</td>
</tr>
<tr>
<td>AJ</td>
<td>Accounting Journal</td>
</tr>
<tr>
<td>AWD</td>
<td>Award</td>
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<tr>
<td>AWDC</td>
<td>Award Conversion</td>
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<tr>
<td>BG</td>
<td>Basic Gift</td>
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<tr>
<td>BP</td>
<td>Business Process</td>
</tr>
<tr>
<td>CC</td>
<td>Cost Center</td>
</tr>
<tr>
<td>CCH</td>
<td>Cost Center Hierarchy</td>
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<tr>
<td>CCM</td>
<td>Cost Center Manager</td>
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<tr>
<td>CI</td>
<td>Customer Invoice</td>
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<tr>
<td>CO</td>
<td>Change Order</td>
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<tr>
<td>EG</td>
<td>Endowed Gift</td>
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<tr>
<td>FD</td>
<td>Fund</td>
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<tr>
<td>FDM</td>
<td>Financial Data Model</td>
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<td>FN</td>
<td>Function</td>
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<tr>
<td>FS</td>
<td>Funding Source</td>
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<td>GR</td>
<td>Grant</td>
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<td>GRC</td>
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<td>PAP</td>
<td>Period Activity Pay</td>
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<td>PG</td>
<td>Program</td>
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<td>PJ</td>
<td>Project</td>
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<tr>
<td>SO</td>
<td>Supervisory Organization</td>
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<tr>
<td>TC</td>
<td>Transfer Company</td>
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### Departments & Organizations
<table>
<thead>
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<th>Acronym</th>
<th>Description</th>
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<tr>
<td>AP</td>
<td>Accounts Payable &amp; Travel</td>
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<tr>
<td>AS</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>BOR</td>
<td>Board of Regents</td>
</tr>
<tr>
<td>BOS</td>
<td>Board of Supervisors</td>
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<tr>
<td>DOE</td>
<td>Department of Energy</td>
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<tr>
<td>FAR</td>
<td>Financial Accounting &amp; Reporting</td>
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<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
</tr>
<tr>
<td>FDN</td>
<td>LSU Foundation</td>
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<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>NIH</td>
<td>National Institutes of Health</td>
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<tr>
<td>NSF</td>
<td>National Science Foundation</td>
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<tr>
<td>ORED</td>
<td>Office of Research and Economic Development</td>
</tr>
<tr>
<td>OSP</td>
<td>Office of Sponsored Programs</td>
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<tr>
<td>OBO</td>
<td>Office of Bursar Operations</td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll</td>
</tr>
<tr>
<td>PROC</td>
<td>Procurement</td>
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<tr>
<td>PROP</td>
<td>Property Management</td>
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<tr>
<td>SACS-COC</td>
<td>Southern Association of Colleges and Schools Commission on Colleges</td>
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<td>SPA</td>
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<td>SSA</td>
<td>Social Security Administration</td>
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<td>TAF</td>
<td>Tiger Athletic Foundation</td>
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<td>UAS</td>
<td>Auxiliary Services</td>
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<td>USDA</td>
<td>United States Department of Agriculture</td>
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