Payroll

Tips for Processing President’s Student Aid (PSA) & Work Study (WS)

President Student Aid
Job Profile must match award
Costing:
  > Allocations should be loaded at the Worker Position level using the department account. This account will be used for amounts that are over the award limit.
  > President Student Aid also requires costing allocation of the PSA account to be loaded at the Worker-Position-Earning level
  > Start date of costing should be beginning of pay period
    Note: Hire may have to be completed before WD system will allow Worker Position Earning level to be added to student costing.
  > President Student Aid job must be primary if student has multiple jobs.
  > President Student Aid job must have an end date on the compensation and costing.
  > Compensation End Date should be 05/10/2019 for the Work Study year.
  > Student must be hired TIMELY for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the PSA earning.

Work Study
  > Job Profile must match award
  > Costing Allocations must be loaded at the Worker-Position level only using the department account. This account will be used for amounts that are over the award limit.
    (No worker position earnings needed for Work Study)
  > Costing should be effective the beginning of a pay period
  > Work Study job must be primary job if the student has multiple jobs

September Business Managers’ Meeting
- Upcoming Password Changes to the LSU Flagship Community
- 403B Supplemental Retirement Changes
- WD 31 Update
- Reflecting on WD in FY18
- Introduction of Cash.net

Tuesday, September 11, 2018
9:30 am - 12:00 pm
Magnolia Room, LSU Union

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Payroll continued...

> Work Study job must have a compensation end date.
> Compensation End Date based on the Work Study year assigned by Student Aid.
> Student must be hired **TIMELY** for process to work correctly

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the WS earning. LSUA, LSUE, & LSUS campuses must also have a Worker-Position-Earning level for Work Study to ensure charges apply to the appropriate campus.

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>Data Audit - Programs - Related Worktag</td>
<td>Report will give PG # needed for each cost center for PSA and WS</td>
<td>Search Field - Type in Report Name</td>
</tr>
<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. In Worktag field put employee</td>
<td>Search Field - Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>

Partial Payments

A partial payment is issued to an employee when the appointment transaction or timesheet is not completed by the payroll processing date. Please refer to the Payroll website for a more detailed explanation of the partial payment procedure [http://www.lsu.edu/administration/ofa/oas/pay/PartialPayments.pdf](http://www.lsu.edu/administration/ofa/oas/pay/PartialPayments.pdf).

Relocation Incentives

Relocation incentive payments are considered taxable income and are subject to federal, state, and Medicare tax withholding. Faculty who received 70% or 100% of the relocation incentive prior to employment will see the relocation incentive included as taxable income on their first regular paycheck and the appropriate taxes will be withheld, resulting in a higher tax withholding. The 70% option allows for payment of the taxes when the incentive is actually processed through payroll. If the employee elected to receive 100% of the relocation incentive, the required taxes for the incentive are withheld from the employee’s “regular” earnings for the month.

Review Tax Withholding Amounts to Avoid Surprises Next Tax Season

Following passage of federal tax reform legislation in December 2017, all employees are encouraged to review their tax withholding amounts to avoid having too much or too little taken from their paychecks based on the new rates and tax brackets. Failing to withhold an adequate amount could cause employees to owe when filing their tax return in 2019.

The Internal Revenue Service (IRS) encourages all employees to check their withholding amounts, especially the following taxpayer groups:

- Two-income families
- Those with two or more jobs at the same time or who only work part of the year
- Those with children who claim credits such as the Child Tax Credit
- Those who itemized in 2017
- Those with high incomes and more complex tax returns

The IRS recently released an updated withholding calculator to help employees determine the proper withholding amount for 2018 to avoid unexpected over/underwithholding when filing their tax return in 2019. Answers to frequently asked questions about using the calculator also were released with the calculator.

The IRS created a one-page flyer (IRS, Publication 5303) that departments can display or give to employees to remind them to complete a Paycheck Checkup so they will not receive an unexpected tax bill or penalty at tax time. Please encourage employees to use these resources to assess their personal withholding requirements and make changes, as necessary, to the W-4 information.

W-4 Updates

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. Please see the following job aid for further instructions.
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. Position Restriction Cost Allocations can be updated as needed but should typically not have an end date.

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. This will also result in time periods without costing, which will cause an error record for the employee when payroll is processed.

Cost Allocation Tips:
- Expired Cost Allocations will prevent an employee from being paid
- Missing Position Restriction cost allocations will prevent Payroll Commitments from posting
- Cost Allocations that end mid pay period will result in incorrect costing. Even if the employee is only paid thru mid period, costing must cover the entire period.

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, 2018, 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 15 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 Lakedra Fisher at 578-4879 or lfisher@lsu.edu or Falynn Rivere at 578-2139 or frivere1@lsu.edu.
Final expenditure reports for BOR R&D and Enhancement contracts which expired June 30, 2018, are due electronically to BOR by September 30, 2018. 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
In accordance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance"), subrecipient invoices must be paid within 30 days of receipt. If you receive a subrecipient invoice in the department, please forward to SPA immediately. Also, please verify that technical reports and deliverables have been submitted before approving the final invoice. Other requirements that must be followed when approving subrecipient invoices can be found in the Post Award Manual on SPA's webpage at [https://www.lsu.edu/administration/ofa/oas/spa/index.php](https://www.lsu.edu/administration/ofa/oas/spa/index.php).

Auditors
If an auditor from a sponsoring agency requests information, please contact Jaime Estave at jestav1@lsu.edu or 578-2204 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 expense report includes a description of the travel noting its benefit to the project.

Workday Roles
Please ensure that the role of PI on grants has the correct person assigned. This role is included in business processes (BPs) and transactions can be held up if there is no PI role on the grant. PI changes that have to be approved by the sponsor must be routed through OSP.

If a PI or Co-PI terminates, please remove the PI or Co-PI role from the position. If this is not done, the new hire will automatically be added to any grants/awards that have that position assigned. Since sponsor approval is needed, in most cases, to replace PIs and Co-PI, the new PIs and Co-PIs cannot be replaced by filling a position.

According to Uniform Guidance, federal sponsors must be notified or sponsor approval is required if a PI or Co-PI is disengaged from the project for more than three months or if there is a 25 percent reduction in the time devoted to the project. Please notify SPA in either case.

Payroll Accounting Adjustments (PAAs) 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, unrestricted (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.lsu.edu/administration/ofa/oas/spa/asforms/asforms.php](http://www.lsu.edu/administration/ofa/oas/spa/asforms/asforms.php) and can be attached to the PAA. Only the AS227 form will be accepted for the SPA Justification.

Cost Sharing
Salary cost sharing is documented on a separate award line/grant in Workday and costing allocations must be processed to add the cost sharing grant.

The correct source of cost sharing funding must be indicated on the Request for Cost Sharing Grant form. This form should be submitted prior to award line/grant set up and can be found on SPA’s webpage at [http://www.lsu.edu/administration/ofa/oas/spa/asforms/asforms.php](http://www.lsu.edu/administration/ofa/oas/spa/asforms/asforms.php).
E-mail Attachments in Workday
When e-mails are attached to operational transactions in Workday, be sure to save and attach the e-mails as a .pdf file extension. Saving the e-mails as a .msg extension would require anyone attempting to view the attachment to have the Outlook client installed locally, which is often not the case. Please visit the job aid "Saving an E-mail as a PDF" for more information at this link: https://www.lsu.edu/workday/PDF/finance_training/SavinganE-mailasaPDF.pdf.

Reports
Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the Workday Training website under Training Materials, Finance Training, Reporting: http://www.lsu.edu/workday/finance_training.php.

Some of the most useful reports most used by departments are:

⇒ Revenue & Expense by “Driving Worktag Chosen”
⇒ Journal Line Details with Employee Name
⇒ Trial Balance

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” 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.

Financial Accounting & Reporting

Credit Card Merchant Procedures
ALL CARD entries with debit/credit card MOPs will be required to have 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 back up 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.

Internal Billings
An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales.
Financial Accounting & Reporting continued...

Internal Billings should be initiated by the department rendering the service or sale.

A step-by-step Job Aid and How-to Video can be found on the Workday Training webpage at [http://www.lsu.edu/workday/finance_training.php](http://www.lsu.edu/workday/finance_training.php)

** Unclaimed Deposits/Wire Transfers **
Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount. If you wish to be added to the monthly unclaimed deposit notifications that are e-mailed, please e-mail your name and contact information to Stephanie.

** 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 Laurie Wales at llamb18@lsu.edu using Beth R. Nettles (SPL-23055) 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. [https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf](https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf)

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 web site. [https://uiswcmsweb.prod.lsu.edu/training/finance/employee_reimbursement-expense_rpt.pdf](https://uiswcmsweb.prod.lsu.edu/training/finance/employee_reimbursement-expense_rpt.pdf)

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. [https://uiswcmsweb.prod.lsu.edu/training/finance/final_expense_report_nonworkers.pdf](https://uiswcmsweb.prod.lsu.edu/training/finance/final_expense_report_nonworkers.pdf)

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- Verify the Company on the line matches the Driving Worktag used – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

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.

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Sales Tax Reminder
Effective July 1, 2018, the LA State Sales Tax Rate decreased to 4.45%. Where previously 10% was used to record State & Parish; currently 9.45% would be the correct total tax for State & Parish. For further details, please visit revenue.louisiana.gov.

Safeguard LaCarte cards
LaCarte cards should be safeguarded in a safe place at all times. LaCarte card account numbers should never be written on any supporting documentation communicated through e-mail correspondence, or given to a supplier/merchant to keep on file. Cardholders experiencing any issues when using their card should contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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, 2018 where the information will be centrally filed.

Expense Reports
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.

Business Purpose on Expense Reports is Important!
In order to ensure timely processing of expense reports to the appropriate Expense Partners for final review and approval, departments are encouraged to make sure the correct Business Purpose is selected since it drives the routing of the expense reports to the correct Expense Partners in Accounts Payable.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

1) Employee Reimbursement or Non-Employee Reimbursement business purposes should be selected to process the procurement expenses paid with personal funds with no travel involved.
2) **LaCarte Procurement Expenses Not Related to Travel** business purpose should be selected to process procurement expenses paid with LaCarte, regardless if the items purchased will be used in travel status (for example: printing material/handouts for a conference).

3) **Travel related** business purpose should be selected to process all travel expenses incurred while on University business travel.

4) **Centrally Billed Accounts (CBAs)** business purpose should be selected to process all the transactions charged to the department CBA.

**LaCarte staff** is receiving expense reports with insufficient documentation or no documentation at all. It is the Expense Report **Initiator’s** responsibility to provide documentation and the responsibility of the **Approvers** to review/confirm that appropriate documentation is attached.

**Supporting Cost Documentation**
All LaCarte transactions must have the appropriate supporting cost documentation that “tells the story”. It is important that the receipt is itemized with a detailed description of the item. If a detailed description is not provided, an explanation of the item should be provided. This will help the LaCarte/Travel auditor expedite the review and approval process. Insufficient supporting cost documentation will delay the audit process and may affect the cardholder’s privileges.

**LaCarte purchases must include the appropriate cost documentation – an itemized receipt!**
An itemized receipt should include:
- Vendor name
- Description of item purchased
- Quantity of items purchased
- Total dollar of amount purchased
- Transaction date
- Ship to address

The following supporting documents may also be provided to validate a LaCarte purchase:
- Sales receipt
- Packing slip
- Cash register receipt
- Copy of order form or application
- E-mail notification confirming order placed, item ordered, and amount purchased

**LaCarte Reminders:**
1. **Expense Report Attachments** - please attach all documentation in PDF format.
2. **Purchases utilizing PayPal** - If PayPal is in the “Charge Description” field on the Expense Report Line, the cost documentation must include the itemized receipt from the seller. The PayPal receipt will be also required whenever the seller’s receipt does specifically indicate payment was processed by PayPal.
3. **Purchase Credits** - Expense Reports that include credit transactions must cross reference the Expense Report numbers of the original purchase to verify the appropriate expense items are being used.

**LaCarte related questions, please contact a member of the LaCarte staff:**
- Theresa Oubre 578-1543 or talber3@lsu.edu
- Catherine Herman 578-1544 or cherman@lsu.edu
- DeAnna Landry 578-8593 or deannal@lsu.edu

**TRAVEL**

**Travel Expense Reports** should be created once the travel has been completed 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.*

**Travel Audit Challenges**
The travel audit has become very challenging due to the repetitive issues listed below which have caused (and continues to cause) a delay in the travel reimbursements:

1) Spend Authorization is not linked to the Expense Report.
2) Spend Authorization does not include the appropriate pertinent information.
3) Purpose of Travel is not clear in the Justification field on the Spend Authorization.
4) Personal destinations and dates are not provided on the AS292-A, Spend Authorization Attachment form.
5) Receipts or official itemized receipts are not provided.
6) Hotel folio does not have a zero balance to confirm hotel was paid.
7) Mileage documentation is not provided.
8) Conference agenda/documentation is not provided to confirm conference itinerary and hotel rate.
Accounts Payable & Travel continued...

9) AS499 from is not provided or the form is provided in complete. The guest list is not attached when applicable.
10) Details of the trip are not provided to determine the correct meal per diem amounts.
11) Student list is not provided for the student study trips.
12) No references on the Expense Reports or supporting documentation when the expenses are paid by another person.
13) Single day meals are not coded to the correct expense item.
14) Copy of the other employee’s Spend Authorization is not provided when two travelers are sharing a room or traveling in a rental vehicle.

Approvers are encouraged to review the expense items on the Expense Report and verify that the correct information is provided via the Spend Authorization and/or Attachments prior to approving the Expense Report.

Reminders:

Spend Authorizations
1) Spend Authorization must be completed and approved prior to traveling and/or making travel arrangements. The following is a list of the detailed information required:
   ◦ **Start Date Field** – must be the first actual date of travel; if not added date will default to create date
   ◦ **End Date Field** – must be the last actual date of travel; if not added date will default to create date
   ◦ **Description Field** – must include the departure destination and business destination in the format of “Departure City, State to Departure City, State or City, Country”
2) Spend Authorizations should not be closed by the traveler or the Department. Workday provides a Mass Close process that is maintained by AP & Travel.
3) Spend Authorization is not required for local registration or relocation reimbursements.
4) Spend Authorizations should be revised to reflect the correct dates of travel when a trip is extended. If the trip is cancelled and rescheduled, the Spend Authorization **should not be revised**. A new Spend Authorization should be created to reflect the new dates of travel. Any travel expenses incurred (i.e. airfare) based on the original travel date, the expense should be reconciled on an Expense Report with the original Spend Authorization linked. An explanation as to why the trip was cancelled must be provided. All travel expenses incurred for the new dates of travel should be reconciled on a new Expense Report once the travel has been completed, and the new Spend Authorization should be linked.
5) Spend Authorizations cannot be revised if a Cash Advance has been approved or it has been attached to an Expense Report. If the dates of travel, destinations or purpose of travel have been changed, please attach a justification to the Expense Report.

AS516, Request for Authorization to Travel for Non-Worker form
The AS516 form is required to be approved prior to the trip. Also please make sure the estimated expenses are included on the form. It is recommended that Department Heads should not be signing AS516 forms without an estimated travel expenses.

Employee Delegations
Employees are encouraged to not delegate their approval of Spend Authorizations or Expense Reports.

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.

AS350, Travel Supplemental Information form is optional, but its usage is encouraged to itemize the meal per diem that supports the details of the trip. The AS350 form can be found at: [https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/AS350.pdf](https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/AS350.pdf).

Departmental CBA’s can be used **only** to purchase airfare and/or conference registration for University guests and students.

The **LaCarte card is an alternative payment option** for any worker who travels on University business.

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

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

Summary of AP & Travel Workday Reports:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aged Listing of Outstanding Encumbrances</td>
<td>This report provides a list of open purchase orders with the encumbrance balances. Departments are encouraged to use this report to review purchase order balances to ensure payments have been processed and liquidated appropriately.</td>
</tr>
<tr>
<td>Find Supplier Invoice by Worktag</td>
<td>This report provides users the capability to locate a supplier invoice using the filter for a particular worktag.</td>
</tr>
<tr>
<td>Find Credit Card Transactions by Employee Cost Center</td>
<td>This report provides a list of credit card transactions by employee, cost center, billing date, transaction status, for all statuses.</td>
</tr>
<tr>
<td>Find Expense Reports by Worktag</td>
<td>This report allows users the capability to find expense reports by employee and/or by a particular worktag.</td>
</tr>
<tr>
<td>Find Expense Reports for Cost Center</td>
<td>This report provides users the capability to find expense reports for a particular cost center.</td>
</tr>
<tr>
<td>Find Outstanding Credit Card Transactions by Employee Cost Center</td>
<td>This report provides a list of credit card transactions by employee cost center that have not been submitted on an expense report.</td>
</tr>
<tr>
<td>Find Spend Authorization for Cost Center</td>
<td>This report provides a list of Spend Authorizations by employee cost center. The report also includes all related Expense Reports linked to the spend authorization and the remaining Spend Authorization balance.</td>
</tr>
</tbody>
</table>

In Progress/Tentative Transactions:

<table>
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</tbody>
</table>

Finance Trainings

Below is a list of Finance classes that are currently available on the Training and Event Registration website at training.lsu.edu. Please monitor training.lsu.edu as additional classes will be continuously added.

<table>
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<th>Start/End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 6, 2018 9:30 am - 12:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td>Wednesday, September 5, 2018 11:00 am - 12:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td>Tuesday, September 11, 2018 9:30 am - 12:00 pm</td>
<td>Magnolia Room, LSU Union</td>
</tr>
<tr>
<td>Thursday, September 13, 2018 11:00 am - 12:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td>Thursday, September 13, 2018 10:00 am - 11:00 am</td>
<td>225 Peabody</td>
</tr>
<tr>
<td>Wednesday, September 5, 2018 9:00 am - 10:00 am</td>
<td>225 Peabody</td>
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<tr>
<td>Wednesday, September 5, 2018 10:00 am - 11:00 am</td>
<td>225 Peabody</td>
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<tr>
<td>Thursday, September 13, 2018 9:00 am - 10:00 am</td>
<td>225 Peabody</td>
</tr>
<tr>
<td>Tuesday, September 18, 2018 1:00 pm - 3:00 pm</td>
<td>225 Peabody</td>
</tr>
</tbody>
</table>

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

For questions, please contact Lindsay Berthelot at lberthe@lsu.edu.
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
- **AG**: Agency Clearing
- **AJ**: Accounting Journal
- **AWD**: Award
- **AWDC**: Award Conversion
- **BG**: Basic Gift
- **BP**: Business Process
- **CC**: Cost Center
- **CCH**: Cost Center Hierarchy
- **CM**: 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
- **PI**: Project
- **SO**: Supervisory Organization
- **TC**: Transfer Company
- **AP**: Accounts Payable & Travel
- **AS**: Accounting Services
- **BOR**: Board of Regents
- **BOS**: Board of Supervisors
- **DOE**: Department of Energy
- **FAR**: Financial Accounting & Reporting
- **FDI**: 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**: States Department of Agriculture

### Departments & Organizations
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### 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