

# Office of Accounting Services

## Monthly Newsletter



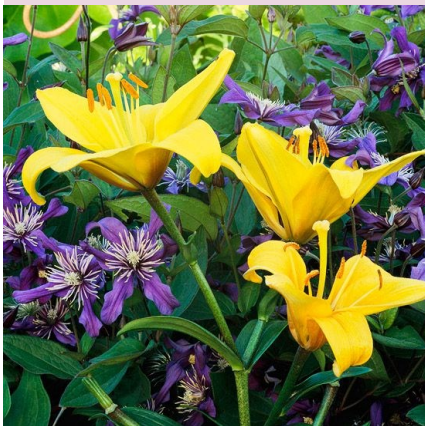
204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321  
[www.lsu.edu/administration/ofa/oas/](http://www.lsu.edu/administration/ofa/oas/)

May 2024  
Issue 474

### May Business Managers' Meeting

- ▶ HRM's Update on the Higher Education Foreign Security Act of 2022
- ▶ Fiscal Yearend Presentations
  - Budget & Planning
  - Procurement
  - Accounting Services

May 14, 2024  
9:30—11:00 am  
Online via Zoom



### In this issue...

Payroll	3
Bursar	5
SPA	6
LaCarte	8
Travel	9
LSU Acronyms	11

## What's New?

### 1098-T forms

2023 1098-T forms can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to [bursar@lsu.edu](mailto:bursar@lsu.edu).

**Reminder to departments and PIs that have subawards**, regarding their responsibility on subaward monitoring under Uniform Guidance. As required by terms and conditions of our Subawards, Subrecipient shall submit technical, performance progress and final reports. It is very important that Principal Investigators are reviewing and keeping copies of these reports so that they are available to auditors when or if they are requested.

**New Orleans Airport Parking** has increased from \$18.00 per day to **\$20.00** per day for the surface lot effective March 1, 2024 (this does not include the short-term or long-term garages). The Airline Economy Garage remains at \$12.00 per day and US Park \$14.00 per day. Receipts are required. For questions, contact Jennifer Driggers at [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu) or 578-1538

## Financial Accounting & Reporting

### Yearend Preparation

**FISCAL YEAREND SEMINAR** will be held on Tuesday, May 14 during the Business Manager Meeting.

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget amendments, cost transfers and Internal Billings for services rendered as needed

- Process correcting entries and payroll accounting adjustments as needed
- Request for inactive worktags to be closed

**Monthly Close Dates**

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

Month End	Close Date
April	Wednesday, May 1
May	Monday, June 3

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 following the [Find Journal](#) job aid posted on the Workday Training page to find “In Progress” entries
- 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 their inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month

**Just for Faculty**

The LSU Workday Website [“Just for Faculty”](#) provides faculty with a one-stop-shop to obtain information that

only pertains to faculty.

**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 at the bottom under Reporting > [Finance Reports by Functional Area](#).

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

A step-by-step Job Aid can be found on the [Workday Training](#) webpage at

- Financial Accounting
  - Create Journal Entry: Internal Billing

**Important Reminders**

- Worktags on Internal Billings must match the attached supporting documentation
- 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 Grant (excluding 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**

With yearend approaching, departments that are anticipating funds (ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or [bank-recon@lsu.edu](mailto:bank-recon@lsu.edu). Please be able to provide estimated date of deposit and amount.

# Payroll

## **President's Student Aid/Work Study Final Payments and Charges for FY 2024**

The last day for student employee earnings to be charged to such accounts is May 17, 2024. The final student pay period for time associated with PSA & WS accounts is the period ending May 24, 2024 for payment on May 31, 2024.

Departments should run the **Payroll Work Study and President Aid Charges** report to reconcile charges to the special funding accounts.

Amounts posted to the Base Hourly Earning **cannot** be charged to the Work Study grant or the President Student Aid account. A Payroll Accounting Adjustment **cannot** be processed to move Base Hourly Earnings to Work Study funds or to President Student Aid 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](mailto:jpilgrim1@lsu.edu) for further assistance.

## **Work Study and President's Student Aid Ending 05/17/2024**

All WS or PSA jobs should have a compensation Actual End Date that corresponds with the end of the academic year which is the graduation date. Once this date is reached, the compensation will be removed and any time entered on this position will not be paid. **There is no longer an automatic termination for these students.**

**One of the following transactions should be performed:**

- ◆ ***If the student employee continues to work over the summer on department funds***, the job profile should be changed to "Student-LSU" and the compensation end date will need to be removed.
- ◆ ***If the student will not continue working for the WS or PSA department and has an additional job***, use the Switch Primary Job transaction to change the additional job to the primary job. Then the End

- ◆ Additional Job transaction should be processed to end the WS or PSA job.

***Student employees who receive Work Study summer allocations*** can have Change Job transactions with an effective date of **05/25/2024** to continue the Student-Work Study Job profile. Funding for Presidents Student Aid will be effective **08/17/2024**, which is the week prior to classes beginning in the fall semester.

***If the student will no longer work***, a termination should be processed. Please note the termination should be effective the last day worked or **05/17/2024**. ***Terminations should not be processed until 05/30/2024 which is after the final payment is processed for the student period which includes 05/17/2024***

**Student employees not attending summer school** and not on a "F" or "J" visa **will be subject to social security and Medicare taxes** if they work during the summer. Integrations run daily to update the social security and Medicare status in Workday so that taxes will be withheld for those students. Since the integration occurs daily, once the student is shown as enrolled for the fall semester the retirement code will be changed again so that taxes are not withheld during the fall and spring semester. The FICA exemption only applies to students attending LSU. Students attending another educational institution and working at LSU will always be subject to social security and Medicare taxes.

**Resident alien students** who have met the "Substantial Presence Test" are required to pay social security and Medicare taxes if employed and not attending summer school. The "F" or "J" visa no longer exempts these individuals from paying FICA taxes when not attending school.

**Diplomas will not be issued** for graduating students who have outstanding wage/salary overpayments. In order to receive access to their diploma, graduating students must have cleared overpayment balances by 4:30 p.m. on Monday, May 6, 2024.

**FY 2024-2025 Payroll Schedules**

FY 2024-2025 payroll schedules for **summer**, wage, and student payrolls are now available on the [Payroll](#) website. Select “Payroll Schedules.”

**Summer Research**

Summer research payments for faculty will be processed via One Time Payments. **Research activities charged to FY23-24 will be processed on the June Academic payroll with a payment date of June 28, 2024.** Due dates for summer research personnel transactions are as follows:

One Time Payment – Summer Research Processing & Pay Dates					
Coverage Date Range	Effective Date	Pay Date	Accounting Year	Must be to HR Comp Partner (HRM) by	Successfully Completed By
5/15/24 - 6/30/24	5/15/24	6/28/24	FY 24	5/24/24	6/24/24
7/1/24 - 7/14/24	6/15/24	7/19/24	FY 25	6/21/24	7/15/24
7/15/24 - 8/14/24	7/15/24	8/21/24	FY 25	7/19/24	8/15/24

**Review Employee Rosters**

HR Analyst and Student Employment Partners should review department employee rosters and load termination forms as needed for student, transient and graduate assistant employees who are no longer working.

It is important that terminations are processed in a timely manner to prevent overpayment of wages, salaries, and benefits to employees who have left the university. An employee’s access to the Workday systems is not removed until termination is processed so there is an additional security risk of fraudulent time being entered.

**Termination Process Notices**

- ◆ A warning will be triggered if a termination date is entered prior to the last date the employee was paid. This warning is to help prevent overpayments.
- ◆ In order to expedite leave payouts, please provide Payroll with a Program for costing of leave payouts if applicable to the terminated employee.

**Notice of Change to Payment Elections**

Employees receive a Workday notice when a change to their payment election has been submitted. If the employee did not initiate the changes, the notice informs them to contact Payroll immediately.

Employees are encouraged to monitor their Payment Elections via the Pay Worklet in Workday on a regular basis and always just before a payday.

**Ensure Compensation End Dates for Employees Match Job End Dates**

Employees with a compensation plan end date in Workday will continue to receive payments up until the actual end of the compensation plan. ***The compensation will be reflected as a zero amount as of the end date which will result in zero pay for an employee.*** It is imperative that HR Analyst and Student Employment Partners perform ongoing audits to ensure that the actual end date of the compensation plans are updated. The report – **Employee Compensation Status** is available to help identify what employees have upcoming compensation end dates.

**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.

**Academic Insurance Premium Changes**

Academic employees may see insurance premium adjustments in their April and/or May checks in order to adjust summer accrual balances for newly elected coverage during Annual Enrollment or rate changes that were effective 01/01/2024. Questions may be directed to [insurancepayroll@lsu.edu](mailto:insurancepayroll@lsu.edu)

## Benefits

Coverage term date for employee benefits will be determined by the employee's termination date in the system. For example: employees who terminate employment on May 3 would have benefits coverage through May 31. Nine-month faculty and staff who have pre-paid for the summer months will be refunded premiums following their termination date or once the termination is completed. If you have questions, please contact the benefits section of Human Resources or Candice Lockwood at 578-2024 or [insurancepayroll@lsu.edu](mailto:insurancepayroll@lsu.edu).

## Leaving the University?

Faculty, staff and student employees (especially graduating students) leaving the University are reminded to update their mailing addresses. Home addresses can be updated in three ways:

1. Update address information via Workday from the **Personal Information** worklet. Click to view current addresses and then click the **Edit** icon in upper left corner to make any needed changes.
2. E-mail Payroll at [payroll@lsu.edu](mailto:payroll@lsu.edu).
3. Complete and submit to the Payroll Office a [Change of Address](#) form.

# Bursar Operations

## Important Deadlines

### Spring Semester 2024

- \* **May 1:** Third Installment of Spring 2024 Deferred Payment Plan is Due (All Semester Sessions)
- \* **May 4:** Final Day of Classes (Semester Sessions A & C)
- \* **May 6:** Final Day to Clear Balance to Receive Diploma at Commencement (All Semester Sessions)
- \* **May 13:** Final Day to Make Payment on Deferred Payment Plan Before a Late Fee is Incurred; Deadline 4:30 PM CST (All Semester Sessions)

### Second Spring Module

- \* **May 6:** Final Day to Clear Balance to Receive Diploma at Commencement

## Summer Semester 2024

- \* **May 3:** Fee Bills Published via myLSU (All Sessions)
- \* **May 17:** Registration Payment Due Date for Summer Semester (All Sessions)
- \* **May 27:** Final Day to Receive 100% Refund (Sessions A & B)
- \* **May 28:** First Day of Classes (Sessions A & B)
- \* **May 30:** Final Day to Receive 90% Refund (Sessions A & B)
- \* **May 30:** Final Day to Drop Course without "W"; Deadline 4:30 PM CST (Sessions A & B)
- \* **May 31:** Final Day to Add Courses; Deadline 4:30 PM CST (Sessions A & B)

## Summer Semester 2024 – Law Campus

- \* **May 3:** Fee Bills Published via myLSU
- \* **May 24:** Registration Payment Due Date
- \* **May 27:** Final Day to Receive 100% Refund
- \* **May 28:** First Day of Classes
- \* **May 30:** Final Day to Receive 90% Refund
- \* **May 31:** Final Day to Drop Course without "W"; Deadline 4:30 PM CST
- \* **May 31:** Final Day to Add Courses; Deadline 4:30 PM CST

## First Summer Module 2024

- \* **May 20:** Registration Payment Due Date
- \* **May 24:** Final Day to Receive 100% Refund
- \* **May 27:** First Day of Classes
- \* **May 28:** Final Day to Receive 90% Refund
- \* **May 31:** Final Day to Receive 50% Refund
- \* **May 29:** Final Day to Drop Course without "W"; Deadline 4:30 PM CST
- \* **May 31:** Final Day to Receive 50% Refund
- \* **May 31:** Final Day to Add Courses; Deadline 4:30 PM CST

## Reminders

### Foreign Source Reporting

Section 117 and Act 767 requires LSU and Affiliate Organizations to report any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed to the Department of Education and Board of Regents semi-annually. The upcoming report date is June 30, 2024 and is due by July 31, 2024. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at [FASOP: AS-35](#) and questions can be directed to Mary Catherine Gillespie Smiley at [mgille7@lsu.edu](mailto:mgille7@lsu.edu).

### International Payment

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

### Credit Card Merchants

Elavon has converted how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon now show one deposit for all credit card transactions. Merchants should no longer use the American Express MOP on their CARD entries, as those MOP codes have been deactivated. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) or John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

### eMarkets

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 John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

### Scanned CARD Entries

CARD entries that do not contain cash, checks, or money orders can be scanned and e-mailed to [cardobo@lsu.edu](mailto: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 clearly visible signatures.
- \* 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.

### University Cashier

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

## Sponsored Program Accounting

### Board of Regents (BOR) Graduate Fellows

Graduate fellowship annual progress and financial status reports (form 2C-2) are due to SPA by **May 13, 2024**. These reports are to be included with the Financial Status Reports which are due to the BOR by May 31, 2024.

As a reminder, all requests for revisions to BOR Graduate Fellow Contracts must be reviewed and approved by the Graduate School. The Graduate School will either counter-sign the request letter or attach a memo of approval. Once Graduate School approval is obtained, OSP can approve the request.

### Subrecipient Invoices for Grants

Subrecipient invoices should be forwarded to SPA as soon as they are received. Please 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. Please refer to the PI Checklist for Subcontractor Invoices in the [Post Award Manual](#) on the SPA website.

### One-Time Payments

When loading one-time payments, please ensure the beginning and ending dates are correct and that the accounts being charged have funds available. This will help eliminate delays in approving.

### National Science Foundation (NSF)

As a general policy, NSF limits the salary for senior personnel to no more than two months of their regular salary in any one year.

- ◆ One year is defined as LSU's fiscal year, 07/01/xx-06/30/xx

- ◆ This limit includes salary compensation received from all NSF-funded grants, including NSF pass through funds.
- ◆ Salary is to be paid using Institutional Base Salary only.
- ◆ Due to expanded authorities, and with appropriate justification from the Principal Investigator, LSU can internally approve senior personnel to exceed two months in a fiscal year. Requests should be routed in GeauxGrants or through your Sponsored Programs Office.

## AP & Travel



### Invoice Processing

**Special Handling Form (AS209)** must be attached to the top of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Jessica Hodgkins at 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu).

#### Special Meals

For Special Meal Expense Reports, please ensure you are selecting the correct Business Purpose as this determines where the expense report will route. If the incorrect business purpose is selected, the expense report will be reassigned, which will delay the audit time.

- ⇒ **Special Meal – No Travel:** Meals for LSU affiliated persons not in travel status
- ⇒ **Special Meal – Travel:** Meals including interviewees/speakers/guests

The **AS499, Request for Approval of Special Meal Form**, must be completed in its entirety with a detailed event purpose and approved by the Dean, Director, or Department Head. The AS499 form should be attached to

the Expense Report, Direct Charge request, or America to Go purchase order.

#### Special Meal Reminders:

1. An “open” restaurant setting is not an acceptable venue for a business or staff meeting.
2. A guest list is not required for an event which provides refreshments or receptions.
3. LaCarte can be used to pay for dine-in restaurant special meals. The cost of the meal is subject to the special meal rates listed in PM-13 and no alcohol should be included or paid for with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction.
4. LSU Dining should **not** be paid for on LaCarte.
5. Food – Human Consumption (**SC0061**) spend category should not be used for Special Meals.
6. Special Meal Reimbursement requests require proof of payment, i.e., paid invoice/receipt.

For questions regarding special meals, please contact Jessica Hodgkins at [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu) or 578-1541.

#### Supplier Invoices

Direct charge and purchase order invoices should be sent to [aptravel@lsu.edu](mailto:aptravel@lsu.edu). Please respond to Direct Charge and Purchase Order 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](mailto:jhodgkins1@lsu.edu) or Valery Sonnier at 578-1531 or [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu).

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

#### Non-Purchase Order/Direct Charge Invoices

In an effort to optimize the payment process, please ensure that LaCarte is used to pay for non-purchase order/direct charge invoices from suppliers who accept credit cards as a means of payment. We appreciate your

continued support!

**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**

Receipts should be created in a timely manner for the processing of 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 purchase order and receipt.

**For questions concerning supplier invoices, please contact a member of the Invoice Processing staff:**

**Direct Charge:**

- ☎ Deana Clement-Delage 578-1539 or [dcleme2@lsu.edu](mailto:dcleme2@lsu.edu)
- ☎ Carly Carpenter 578-7828 or [ccarp32@lsu.edu](mailto:ccarp32@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)

**Purchase Order:**

- ☎ Maci Jones 578-1620 or [macijones1@lsu.edu](mailto:macijones1@lsu.edu)
- ☎ Austin Ledet 578-1545 or [aledet@lsu.edu](mailto:aledet@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)



**LACARTE**

**Bank of America’s Global Card Access App**

The app offers the same robust security features and utilizes the same user credentials as Global Card Access Online. This simple-to-use tool provides security and convenience to cardholders in the palm of their hands.

The app offers the following:

- ⇒ View real-time account information (i.e., unique PIN)
- ⇒ Manage custom alerts sent via text or email
- ⇒ Activate new card
- ⇒ Create a custom PIN

In lieu of using the [Global Card Access](#) website, LaCarte cardholders are encouraged to download the Global Card Access app to register their card, use the PIN Check tool, or even respond to fraud alerts sent by the bank. For questions, please contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu).

**LaCarte cards** should not be shared or loaned to another person. The cardholder will be held responsible for all transactions. No Exceptions!

**Expense Reports** should be created for LaCarte transactions not related to travel with complete cost documentation and submitted for approval no later than 30 days from the date of the purchase/transaction.

**Delinquent LaCarte Card Transactions**

Cost Center Managers were provided a list of cardholders with delinquent transactions not related to travel and/or transactions related to travel that has been completed. To avoid cardholder suspensions, immediate attention should be given to the transactions. For questions, please contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto: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](mailto:talber3@lsu.edu)
- ☒ Christian O’Brien 578-1544 or [cobrien2@lsu.edu](mailto:cobrien2@lsu.edu)
- ☒ Taylor Anderson 578-1977 or [tayloranderson@lsu.edu](mailto:tayloranderson@lsu.edu)
- ☒ DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)



## TRAVEL

### Unused Tickets

Departments are encouraged to monitor unused tickets and reuse eligible tickets as applicable. For unused tickets where a traveler will not travel prior to the ticket expiration date, departments should use the eligible unused ticket on another traveler. **Departments are encouraged to have a business process to analyze eligible unused tickets on a monthly basis and work with a CBT Travel Advisor to reuse tickets on airfare bookings, regardless of the originator of the unused ticket.** A summary of the unused tickets is published monthly on the AP & Travel website. For questions, please contact Jennifer Driggers at [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu) or 578-1538.

**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.*

### Check Payment via the Expense Report

When the payment method for an ECM expense report is marked as “check”, the check will be mailed directly to the payee from the check outsourcing vendor. No checks will be returned to campus for the department to pick up. For questions, please contact Jennifer Driggers at [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu).

### 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, please make sure the correct business purpose is selected since it drives the routing of the expense reports to the correct Expense Partner in Accounts Payable. If the incorrect Business Purpose is selected, the expense report will be routed to the incorrect Expense Partner in Accounts Payable which will delay the final approval and/or result in the expense report sent back.

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

- ✈ Caitlin Cox 578-6052 or [ccox40@lsu.edu](mailto:ccox40@lsu.edu)
- ✈ Jonathan Fresina 578-3672 or [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)
- ✈ Henry Woodard 578-2007 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- ✈ Kalyn Lewis 578-8928 or [mayfield1@lsu.edu](mailto:mayfield1@lsu.edu)
- ✈ DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@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
Payroll 101	Payroll	Tues, 5/7	9:30 am—11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 5/7	1:00 pm—2:30 pm	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 5/8	10:00 am—11:30 am	Online via Zoom
Intro to Post Awards	SPA	Thurs, 5/9	9:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 5/9	1:00 pm—2:30 pm	Online via Zoom
Business Managers' Meeting	—	Tues, 5/14	9:30 am—11:00 am	Online via Zoom
Cost Transfers	SPA	Thurs, 5/16	9:00 am—11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 5/21	9:30 am—10:30 am	Online via Zoom
Cost Sharing	SPA	Wed, 5/22	9:00 am—11:00 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 5/23	9:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 5/29	10:00 am—12:00 pm	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

ASP	Administrators of Sponsored Programs
CBA	Central Billed Account
CBT	Christopherson Business Travel
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
ITIN	Individual Taxpayer Identification Number
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
MyLSU	Personalized online resource center for LSU Faculty, Students and Staff
NCE	No Cost Extension
OTP	One Time Payment
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
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
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
GG	GeauxGrants
SAE	Student Award Entry System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

### Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BA	Budget Adjustment
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
PAA	Payroll Accounting Adjustment
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 Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture