

Office of Accounting Services

Monthly Newsletter



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www.fas.lsu.edu/AcctServices

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April 2017

Sponsored Program Accounting

National Science Foundation (NSF)

NSF normally limits salary compensation for senior project personnel on awards made with NSF funds, to no more than two months of their regular salary in any one year. This limit is based on a fiscal year and includes salary received from all NSF funded grants including NSF pass through funds. Salary is to be paid at a monthly rate not in excess of the base salary divided by the number of months in the period for which the base salary is paid. Any compensation for such personnel in excess of two months must be approved internally using OSP-2 Form: Request to Modify Existing Award <http://www.lsu.edu/administration/ofa/oas/spa/asforms/osp2form.pdf>.

Progress Reports

Any financial information included in progress reports to sponsors must be reviewed by SPA. Please allow sufficient time for SPA personnel to review this information before it is submitted to the sponsor. If possible, financial information should not be included in progress reports.

Invention Statements

LSU is required to report inventions to sponsors. In order to ensure inventions are accurately reported, Invention Statements must be certified by the PI and forwarded to their respective Intellectual Property office. If there are no inventions on a particular project, PIs must certify **"NONE"** on the Invention Statement.

Retroactive Personnel Forms

Payroll expenditures **cannot** be transferred via journal voucher unless payroll prior to 07/01/2016 is being transferred. All payroll expenditures in Workday must be transferred via a Payroll Accounting Adjustment (PAA). The PAA must have an **AS227** (Justification for Payroll Accounting Adjustment) attached if payroll expenditures are being transferred to a sponsored agreement account. The completed AS227 must document why the salary expenditure is being moved to the sponsored agreement account. 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>.

April Business Managers' Meeting

- * *EHS—Hazardous Material Purchasing and Tracking System*
- * *Workday Updates by AP & Travel*
- * *Risk Management*

Tuesday, April 11, 2017
9:30 am—11:00 am
Atchafalaya Room, LSU Union



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The completed AS227 must document 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. When answering question #2, on the AS227, the response must 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 (sponsor name) project entitled XXX (grant name).

Manual journals transferring payroll prior to 07/01/2016 must include the employee’s name and timeframe being transferred in the memo field. A copy of the legacy ledger and the AS227 must be attached.

An AS227 **is not** required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts and state appropriations.

Cost Transfers

Expenditures cannot be charged to a sponsored agreement while waiting on an account number for another sponsored agreement. It is considered a misappropriation of funds and causes an overbilling to the sponsor being charged. The proper procedure is to request a tentative account number. If you are unable to obtain a tentative account number, the expenditure should be charged to non-sponsored agreement account.

Proposal Costs

Individuals working on proposal preparation should **not** be appointed 100% to sponsored agreements.

Maintenance/Repair Costs

Equipment maintenance/repair costs are not allowable as a direct charge to federally funded projects, to include federal pass through. There is one exception – maintenance/repair costs for equipment dedicated to the project through which the equipment was **acquired** are allowable as direct costs to that project. (AS550 not required.)

Maintenance/repair costs are permitted to be charged as direct costs on non-federal agreements when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The PI must submit form AS550 to SPA

for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Mobile Devices

Mobile devices and data plans will only be approved on sponsored agreements for which the service is an allowable charge. Once the award is completed, the service will no longer be reimbursed. If the employee requires a mobile device to perform their job duties, they will be paid a monthly stipend.

Once it is determined that the sponsored agreement will support the mobile device, a request for an exception should be sent to Dan Layzell, Vice President for Finance and Administration/CFO.

For new proposals, the monthly stipend should be clearly stated in the budget justification. For existing awards that support mobile devices, sponsor approval should be obtained to charge the monthly cell phone stipend.

Expired fixed price accounts cannot be used to pay for mobile devices or data plans. Stipends can be paid from expired fixed price accounts.

Unallowable Costs

The following expenditures are normally not allowable on federal or federal pass-through sponsored agreements as a direct cost. They are part of facilities and administrative (F&A) costs and are considered indirect costs.

- General Office Supplies (including toner cartridges)
- Postage (excluding Federal Express)
- Subscriptions
- Memberships
- Maintenance/Repair Costs
- Monthly Telephone Line Charges
- General Purpose Equipment (e.g. PCs, printers, etc.)

LA Board of Regents (BOR) Contracts

Requests for no-cost extensions and/or budget revisions for BOR contracts expiring June 30, 2017 must be received by BOR no later than April 30, 2017. Please allow time for reviewing and processing. If you have any questions regarding your account, please contact the SPA contact.

Industrial Match commitment letters on BOR contracts were due on March 31, 2017. The PI should have forwarded the original Industrial Match letters directly to BOR with a copy to SPA as long as there are no changes to the sponsor, amount or terms. If changes are necessary, the PI must contact their respective Sponsored Program Office.

LA Board of Regents (BOR) Graduate Fellowships

Principal investigators must forward their annual BOR Graduate Fellowship progress reports to Sponsored Program Accounting by May 15, 2017. SPA will attach the report to the annual financial status reports and forward to BOR. Questions can be directed to Lakedra Fisher at lfisher@lsu.edu or 578-4879.

Fixed Price Agreements

Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through the PI's respective Sponsored Programs Office to the sponsor.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

Tentative Account Number

The Request to Establish Tentative Grant (AS494 - LSUAM and AS496 - Other Campuses) forms have been updated. The updated forms can be found on the SPA website. <http://www.lsu.edu/administration/ofa/oas/spa/asforms/asforms.php>

A tentative account number should be requested when a PI has received notice that an award will be made, but an official award or contract has not been issued. A tentative account number should only be established when a PI is sure of funding. Obtaining a tentative account number will allow a PI to begin working on a project in anticipation of the award. The tentative account number will be the account number of the agreement when it is received.

To obtain a tentative account number, a PI must complete and submit a Tentative Account Number Request Form (AS494). The Request Form must be approved by the PI's department chair/director, who certifies that the department will be responsible for any unallowable charges, or for costs incurred should the project not be funded.

If your department has a tentative account number with a state sponsor and expenditures have been incurred in FY17, please check with the sponsor or PI on the status of the agreement. Normally FY17 expenditures for state accounts must be billed by July 15. Please route fully executed agreements through the appropriate channels so that these accounts may be billed to the state sponsors in a timely manner. Questions can be directed to Sam Phillips at 578-5337 or spaga@lsu.edu.

Checks Received for Sponsored Agreements

Payments received for sponsored agreements and gifts payable to LSU should be forwarded to Sponsored Program Accounting (SPA) for deposit. Any associated backup should also be forwarded along with the check. SPA will deposit the payment, prepare the entry to record the deposit to the General Ledger System (GLS), and also prepare the GLS entry to increase the budget if it is necessary. Please contact Henri Carruthers at 578-2137 or henrismith@lsu.edu for any questions related to deposits to sponsored agreement and gift accounts.

Cost Sharing

Each award with cost sharing will have one or more separate award line(s)/grant(s) for cost sharing identified with "CS in the name. There will be a separate cost sharing award line/grant for each source of funds. All cost sharing expenditures should be tagged with the appropriate CS grant. There will also be separate award line/grant for costs captured outside of Workday i.e. F&A, Fringe Benefits, Tuition Remission, In-Kind, Sub-K, and Unrecovered F&A. This award line/grant is for budget only and no expenditures will be charged to this CS grant. If you have questions regarding cost sharing, please contact your Grant Manager in SPA.

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

Sponsored Program Accounting continued...

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. The link can be found at <http://www.lsu.edu/administration/ofa/oas/spa/manuals/postawardadministration.pdf>.

Personnel Activity Reports (PARs)

SPA is in the process of closing out all Legacy PARs. Please certify and return all outstanding PARs as soon as possible. If applicable, please ensure cost sharing is documented before returning the PARs.

For questions regarding PARs, please contact Patricia Territo or pterrito@lsu.edu or Henri Carruthers at henrismith@lsu.edu.

Effort

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

If you have any questions or concerns about the Workday Effort Certification process please send it to effortassistance@lsu.edu.

Financial Accounting & Reporting

Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses by account number and object code on a quarterly basis
- Process budget adjustments, cost transfers and Internal Billings for services rendered as needed
- Process correcting entries (see Workday Error Reports below)
- Request for inactive accounts to be closed

Workday Error Reports

Currently, "Revenue and Expense with No Driving Worktag" and "Expense Transactions with No Function" have been distributed to cost center

Financial Accounting & Reporting continued...

managers. Just a reminder that all correcting entries need to be made as soon as possible. Please date all entries for the last calendar day of the month (i.e. April 30, 2017). Once correcting entries are complete and posted, please send correcting journal entry numbers to Katie Maglone (kmaglone1@lsu.edu) or Crystal Hebert (crystalh@lsu.edu).

Important Changes to End of Month Process

The deployment of Workday has brought about changes to the monthly closeout process. The monthly closeout is scheduled to take place the first working day of the new month.

Month End	Close Date
March	Monday, April 3
April	Monday, May 1
May	Thursday, June 1

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

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

- Track entries by following the Find Journal job aid posted on the Workday Training page to find "In Progress" entries https://uiswcmweb.prod.lsu.edu/training/finance/find_journal.pdf
- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Since July 1, 2016, entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

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

Reports

A list of the most common reports that are recommended for departmental use has been compiled. In order to make the list most comprehensive, both FDM

and some HCM reports are included. The list can be found on the Workday Training webpage (link below) at the bottom under "Reporting" and is named Finance Reports by Functional Area. http://www.lsu.edu/workday/finance_training.php

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 and How-to Video can be found on the Workday Training webpage at http://www.lsu.edu/workday/finance_training.php

- 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**

Credit Card Merchant Procedures

Those units who accept Credit Cards for sale of merchandise or services should be completing a **daily** CARD entry for their previous day's transactions. Please include the transaction date and merchant name in the description and comments. Once approved, the CARD entry and supporting documentation should be brought to the vault in the Bursar's Office, 125 Thomas Boyd Hall.

Payroll

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 that are no longer working.

President's Student Aid/Work Study Accounts

The last day for student employee earnings to be charged to such accounts is May 12, 2017. The final student pay period for time associated with PSA & WS accounts is the period ending May 19, 2017 for payment on May 26, 2017.

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

If a student has base pay hourly charges for amounts that should be PSA or WS earnings, contact Payroll for assistance with corrections. A Payroll Accounting Adjustment cannot be processed to move the charges in this situation. Amounts posted to the Base Pay Hourly Earning cannot be charged to the President Student Aid or Work Study account. A Payroll Accounting Adjustment should not be processed to move Base Pay Hourly Earnings.

Students Must be Paid for All Hours Worked

PS-33 states that students should not be allowed to work more than 20 hours a week during the fall and spring semesters. However, if the student actually works over 20 hours per week, per the FLSA (Fair Labor Standards Act) the student must be paid for **all** hours worked. Managers and Timekeepers should ensure students enter time actually worked each pay period.

Employee Time Certification

Louisiana Revised Statue 3311 A(3) requires administrative, professional and academic personnel to certify that they were either present or absent from their usual duty posts during the usual working day. It further requires that the certification be performed monthly.

Payroll continued...

Civil Service Rule 15.2 requires classified employees and their supervisor to certify the number of hours of attendance or absence from duty on the time and attendance records.

University Policy Statement 33 requires that time be certified by the student employee and their supervisor.

Certification procedures should be performed with each payroll for student and classified employees and on a monthly basis for administrative, professional and academic personnel. Time off should be requested and approved as the time off is taken.

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
3. Complete and submit to the Payroll Office a Change of Address form located at the following web address: <http://www.lsu.edu/administration/ofa/oas/pay/pdfs/as481.pdf>

View and Print Multiple Payslips

The Workday 28 update has provided the ability to view and print multiple payslips for a payment range. For more details on using this feature, please refer to the following job aid https://uiswcmweb.prod.lsu.edu/training/employee/multiple_payslips.pdf.

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 01/01/2017.

1095-C Forms

Human Resources has issued the 2016 1095-C Forms. Any questions related to 1095-C Forms should be directed to HR at 578-8200 or hr@lsu.edu.

Ensuring proper controls are in place is the first step to preventing payroll fraud. Each department should have payroll processing procedures that cover student employment eligibility and completion, processing, approval and submittal of employee time. Additional tips for preventing payroll fraud are listed below:

- ◆ **Employee time** should be entered for hours **actually** worked, including dates and times of work.
- ◆ **Supervisors** should monitor employee work hours and ensure that the time reported is accurate before approving the employee's time.
- ◆ **Never** enter time worked in a previous pay period in the current time period.
- ◆ **Process** termination forms immediately for terminated employees so they can not access time calendars past the termination date.
- ◆ **Investigate** unexplained variances in pay such as a large increase in total pay for an employee or an employee working on non-scheduled work days.
- ◆ **Reconcile** University records such as ledgers and effort certifications on a timely basis and investigate questionable items immediately.
- ◆ **Call Payroll** immediately for instructions regarding a current appointment transaction, if a new employee does not show up to work.

Academic Payment Dates

Please ensure the correct dates are used to separate and/or hire an academic employee at the end of the fall semester or the beginning of the spring semester. 12/14/20XX should be used when an employee separates at the end of the fall semester and 01/15/20XX should be used when an employee is hired at the beginning of the spring semester. Deviating from these dates will pay the employee more or less than the employee is due to receive.

Additional Jobs

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

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

Accounts Payable & Travel

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

Departments are encouraged to contact a member of the PO Invoice Processing staff to assist with questions regarding pending invoices and/or viewing attached supplier invoices:

- ☎ Jessica Hodgkins 578-1541 or jhodgkins@lsu.edu
- ☎ Sandy Pavlick 578-1545 or spavlick@lsu.edu

Manual Journal Entries

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

Important Reminders:

- 1) Manual journal entry corrections can only be made to original transactions that are in “posted” status.
- 2) Manual journal entry corrections that corrects a previous journal entry, must include a copy of the original journal entry as supporting documentation
- 3) Manual journal entry corrections where the original source document is an Expense Report: a copy of the accounting detail on the Expense Report or a copy of the Journal Line Report reflecting the transaction may be used as supporting documentation
- 4) Manual journal entry corrections should be made by expenditure lines and not in total

Payroll corrections for wages, salary, etc. should be made through a Payroll Accounting Adjustment (PAA), and not a manual journal entry.



LACARTE

An Expense Report should be created for LaCarte’s procurement and CBA transactions with complete cost documentation no later than 30 days from the date of the purchase/transaction. LaCarte transactions related to business travel must be included on the Expense Report for the trip after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

LaCarte cardholders are to be reminded that their LaCarte card should not be shared or loaned to another person. The cardholder will be held responsible for all transactions. No Exceptions!

LaCarte cards should be safeguarded in a safe place at all times. Card 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.

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

- ☎ Theresa Oubre 578-1543 or talber3@lsu.edu
- ☎ Brandi Robertson 578-1544 or robertson1@lsu.edu
- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu

TRAVEL

Special Travel Advisory: Effective March 20, 2017 – indefinitely

An important travel advisory has been issued by the U.S. Dept. of Homeland Security. The United States has imposed restrictions on carry-on electronic devices on planes coming from certain airports in response to unspecified security threats. The airports covered by the U.S. restrictions are in Cairo; Istanbul; Kuwait City; Doha, Qatar; Casablanca, Morocco; Amman, Jordan; Riyadh and Jeddah, Saudi Arabia; and Dubai and Abu Dhabi in United Arab Emirates. The United Kingdom has followed with an announcement of the same ban. The U.S. Department of Homeland Security said

passengers traveling from those airports could **not** bring devices such as **tablets, portable DVD players, laptops and cameras** into the main cabin that are larger than a mobile phone. Instead, such items must be in checked baggage. U.S. Department of Homeland Security and Transportation Security Administration has notified all affected airport and airline officials of the new restrictions. For the most current information on the ban we suggest travelers refer to: <https://www.dhs.gov>.

Please Note: Itemization requirement for the “Lodging” Expense Item has been removed

When the “lodging” expense item is added on the Expense Report, Workday no longer requires that the expense be itemized, unless for one of the following reasons:

- Expense need to be charged multiple accounts.
- Lodging cost include other expenses (i.e. Internet, Parking or Room Service, etc.
- Portion of the expense is considered personal. Please refer to the “Disallowed Expenses” Job Aid for more information. Or contact Kathleen Patrick at kelder1@lsu.edu or at 578-3699.

Please make sure your faculty and staff are made aware of this change and that it goes into effect immediately as new expense reports are created.

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. The Business Purpose drives the routing of the expense report 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 and the expense report will have to be sent back. The wrong Business Purpose of “Employee Reimbursement” is being used for travel/special meals, conference registration, other travel expenses and LaCarte. To clarify, the Employee Reimbursement business purpose should be used to reimburse procurement expenses paid with personal funds.

Clarification of Rental Vehicles and Insurances

- For in-state travel, **Enterprise Rent-A-Car** is the state contract vendor and use is mandatory. For out-of-state travel, **Enterprise Rent-A-Car, Hertz and National** are the state contract vendors and use is mandatory. It is at the traveler’s discretion which rental company is utilized. Please refer to the Accounts Payable & Travel website for in-state and out-of-state contract rates and the corporate discount numbers. The Corporate discount number must be used to obtain the contract rates.
- University guests are not required to use a state contract rental vehicle vendor, but are encouraged to do so since the contracts includes CDW (Collision Damage Waiver) and one million dollar liability insurance.

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
- ➔ Janise Montgomery 578-3697 or mont41@lsu.edu
- ➔ Kathleen Patrick 578-3699 or kelder1@lsu.edu

Administration



Employee Scoop

Payroll
 Welcome **Ashlyn Caldwell**. She joins the team as an Accountant 1 and can be reached at acaldwell1@lsu.edu or 578-2018.

Sponsored Program Accounting
 SPA welcomes **Darren Ledet**. He is a recently hired Analyst and can be reached at dledet9@lsu.edu or 578-2139.

Additional Finance Trainings have been added and are now available on the [LSU Training and Event Registration](http://training.lsu.edu) website at training.lsu.edu. The following is a list of Finance Trainings that will be offered in April and May:

Accounts Payable & Travel Instructor Led Business Policies/Processes Training		
	<u>Start/End Time</u>	<u>Location</u>
Monday, April 24, 2017	9:00am - 11:30am	225 Peabody
Thursday, May 11, 2017	9:00am - 11:30am	225 Peabody
Accounts Payable & Travel Workday Drop-In Lab		
	<u>Start/End Time</u>	<u>Location</u>
Monday, April 24, 2017	1:30pm - 3:30pm	171 Coates
Thursday, May 11, 2017	1:30pm - 3:30pm	133 Himes
Budget Instructor Led/Practice Lab Training		
	<u>Start/End Time</u>	<u>Location</u>
Tuesday, April 18, 2017	9:30am - 11:30am	232 Middleton
Tuesday, May 23, 2017	9:30am - 11:30am	133 Himes
Business Assets Instructor Led/Practice Lab Training		
	<u>Start/End Time</u>	<u>Location</u>
Friday, April 7, 2017	9:30am - 11:30am	205 Coates
Financial Data Model (FDM) and Reporting Instructor Led Workday Training		
	<u>Start/End Time</u>	<u>Location</u>
Monday, May 1, 2017	9:30am - 11:30am	225 Peabody
Financial Data Model (FDM) and Reporting Drop-In Lab		
	<u>Start/End Time</u>	<u>Location</u>
Wednesday, April 12, 2017	9:30am - 11:30am	232 Middleton
Wednesday, May 10, 2017	9:30am - 11:30am	133 Himes
Procurement Instructor Led Workday Training		
	<u>Start/End Time</u>	<u>Location</u>
Wednesday, April 26, 2017	9:30am - 12:00pm	Memorial Tower Meeting Room
Wednesday, May 31, 2017	9:30am - 12:00pm	Memorial Tower Meeting Room
Sponsored Program Accounting (SPA) Instructor Led Workday Training		
	<u>Start/End Time</u>	<u>Location</u>
Wednesday, April 19, 2017	9:00am - 11:30am	225 Peabody
Tuesday, May 16, 2017	9:00am - 11:30am	225 Peabody

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'

You will immediately receive an e-mail confirmation of the registered course. 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

Financial Systems

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

Workday Terms

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



Departments & Organizations

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