

# Office of Accounting Services

## Monthly Newsletter



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

Issue 383

September 2016

### 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, 2016, 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 16 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 Ashley Dugas at 578-2139 or [aduga28@lsu.edu](mailto:aduga28@lsu.edu) or Lakedra Fisher at 578-4879 or [lfisher@lsu.edu](mailto:lfisher@lsu.edu).

Final expenditure reports for BOR R&D and Enhancement contracts which expired June 30, 2016, are due electronically to BOR by September 30, 2016. 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 <http://www.lsu.edu/administration/ofa/oa/spa/manuals/postawardadministration.pdf>.

September Business Managers' Meeting

To Be Announced



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### Auditors

If an auditor from a sponsoring agency requests information, please contact Jaime Estave at [jestav1@lsu.edu](mailto: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

For Effort Certification Reviewer role, please note that it is best practice to only have one reviewer per cost center. This must be considered when requesting security access.

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.

**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, 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> and can be attached to the PAA. Only the AS227 form will be accepted for the SPA Justification.

Payroll transfers for FY16 must be done via journal voucher in Workday. The budget date should be 07/01/16 and the description should reference the period being transferred.

### Personnel Activity Reports (PARs)

Please certify and return all outstanding PARs. If applicable, please ensure cost sharing is documented before returning PARs. It is mandatory that departments return completed PARs to SPA by the

scheduled date. A noncompliance finding can result in very serious consequences (i.e., loss of current and future funding) since "adequate documentation" is required to support the costs incurred in the performance of sponsored projects.

ALL FY 2016 PARS EXCEPT FOR PAR 3 SHOULD HAVE BEEN RETURNED TO SPA. PLEASE ENSURE THAT THESE PARS HAVE BEEN CERTIFIED AND SUBMITTED TO SPA.

**Salary Cost Sharing** will no longer be documented on PARs. A separate award line/grant will be set up on the award in Workday and costing allocations will have to be processed to add the cost sharing grant. SPA will be contacting departments to confirm the source of funds for the cost sharing which is needed to set up the new award line/grant.

**AS Forms** for SPA have been updated to include Workday fields and are available on the SPA website <http://www.lsu.edu/administration/ofa/oas/spa/index.php>.

## 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 [pmbruce@lsu.edu](mailto:pmbruce@lsu.edu).

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

**AP & Travel Fall 2016 trainings** are being scheduled and will be published on the AP & Travel website under Trainings. To register for a particular session, log into **myLSU** => go to **Employee Resources** => select **HRM Training Programs**. Employees should communicate the need for special accommodations during the registration process.





# LACARTE

**An Expense Report should be created for LaCarte procurement and CBA transactions** with complete cost documentation attached no later than 30 days from the date of the purchase/transaction. LaCarte transactions related to business travel should remain not expensed until the travel has been taken. Once the travel has been taken, an Expense Report should be created to include both the travel expenses paid with LaCarte and any out-of-pocket travel expenses. The associated approved Spend Authorization should also be linked to the Expense Report.

### 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 by September 15, 2016 that must be reviewed and certified by the Department Head. The listing should be returned to AP & Travel no later than October 15, 2016 where the information will be centrally filed.

**When a LaCarte cardholder leaves the University,** departments must have exit procedures in place to account for and destroy cards as well as obtain receipts and any other supporting documentation from the cardholder. The exit procedures should include contacting the LaCarte Administrator upon notification of the employee's termination to ensure the cardholder's entries are audited prior to the employee's last work day.

### Dispute transactions

LaCarte purchases with **Dispute transactions** (i.e. merchant error or fraud) will require the Dispute Form to be attached in order to approve and route the Expense Report. Priority processing will be given to any Expense Report coded with a dispute amount to meet the Bank's required 60-day deadline. Departments should continue to contact the merchant because documentation of attempts by the cardholder to resolve the dispute is required by the Bank.

The bank will **NOT** accept a dispute for the following reasons:

1. **Sales tax was charged.** Visa will **not** credit sales tax. It is very important that cardholders check their receipts at the time of payment to make sure sales tax is not charged. If it is charged in error, the matter should be corrected before leaving the store.
2. **The receipt is lost.** Cardholders should make a conscientious effort to safeguard all receipts made with the LaCarte card. A lost receipt will require a reimbursement to the university through a payroll deduction.

Please be reminded that absolutely no transactions can be disputed **after 60 days** of the transaction date. The bank will NOT accept the dispute. This is why it is very important to review all LaCarte transactions in a timely manner to prevent losing funds for an unidentified purchase.

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

- 📞 DeAnna Landry      578-1544 or [deanna@lsu.edu](mailto:deanna@lsu.edu)
- 📞 Theresa Oubre      578-1543 or [talber3@lsu.edu](mailto:talber3@lsu.edu)



# TRAVEL

### Short's Travel New Group Travel Upgrade

Short's Travel Management strives for continuous improvement in products and services. Short's is happy to announce some exciting news regarding a new system upgrade! Short's has released developments to the online travel portal, TravelMATE, to streamline and improve the booking process for group travel. There are two components to the upgrade, as outlined below. Both components are live and available to Short's clients as August 5, 2016.

1. **Group Travel Request Form**  
Short's Travel developed a new group travel request form with an enhanced, user-friendly interface to simplify the submission process for users. The request form now encompasses all segments as needed, including air, charter, bus, car, and hotel.
2. **Group Hotel Tab**  
Short's Travel enhanced its current Trips page on TravelMATE by adding a separate tab for group hotel reservations. This will allow Travel Managers to quickly navigate contracted group hotel reservations

## Accounts Payable & Travel continued...

in one location to ensure no trip is overlooked.

For more information described in greater detail, please see the AP & Travel website for Short's Group Travel Upgrade at <http://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/ShortsNEWGroupTravelUpgrade.pdf>.

### Unused Airline Tickets

Travelers/departments are required to monitor unused airline tickets on a monthly basis to ensure all unused airline tickets are being applied to new airline reservations when applicable. Therefore, departments are required to have procedures in place to monitor Unused Airline Tickets. The procedures should include obtaining written justifications from the travelers as to the business reason for the cancellation and the resulting unused airline ticket. This documentation should be kept in a departmental unused airline ticket central file. However, if the airline ticket is reused, this documentation must also be included with the employee's travel reimbursement request for audit with the travel expenses. For any questions regarding the specifics and/or reusing an unused airline ticket, please contact a Short's Travel Agent at (888) 846-6810 or [state@shortstravel.com](mailto:state@shortstravel.com).

### University Resources Available to monitor Unused Airline Tickets:

1. Travelers receive 120, 90, 60, 30 and 14 day Ticket e-mail notifications regarding unused airline tickets in their name directly from Shorts Travel
2. Each campus receives Unused Airline Ticket Reports on a monthly basis directly from Short's Travel
3. The Unused Airline Ticket Report by campus is available on the AP & Travel website by the 15<sup>th</sup> of each month.

Department Heads and Business Managers, including those individuals with a business manager profile, are copied on the automated unused airline ticket e-mail notifications sent from Short's Travel to the travelers. This allows departments the ability to address the use of any unused airline tickets prior to expiration.

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

- Arianna Creech 578-6052 or [acreech@lsu.edu](mailto:acreech@lsu.edu)
- Doris Lee 578-3698 or [dorilee@lsu.edu](mailto:dorilee@lsu.edu)

- Janise Montgomery 578-3697 or [mont41@lsu.edu](mailto:mont41@lsu.edu)
- Kathleen Elders 578-3699 or [kelder1@lsu.edu](mailto:kelder1@lsu.edu)

## Financial Accounting & Reporting

### Internal Billing (Replaces Legacy IT entries)

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

### Bank Reconciliation

Contact us at [bankrecon@lsu.edu](mailto: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://www.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](mailto:bankrecon@lsu.edu).

### Petty Cash

Effective July 1, 2016, the University's policy on petty cash has changed. The university will no longer accommodate petty cash funds within departments and units.

## Financial Accounting & Reporting continued...

All employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website. [https://uiswcmweb.prod.lsu.edu/training/finance/emp\\_reimbursement=expense\\_rpt.pdf](https://uiswcmweb.prod.lsu.edu/training/finance/emp_reimbursement=expense_rpt.pdf)

For non-employee reimbursements (non-travel related), an AS541-NW: Expense Reimbursement for Non-Workers should be submitted to Accounts Payable and Travel for processing. The AS541-NW is available on the Accounts Payable & Travel website.

In the case of funds needed for an event, an AS02: Miscellaneous Check Request should be submitted to Accounts Payable requesting the funds. You will have the option to cash the check at the vault in the Bursar's office. When the event is over and the cash is no longer needed, you will utilize 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://uiswcmweb.prod.lsu.edu/training/finance/department\\_transmittal.pdf](https://uiswcmweb.prod.lsu.edu/training/finance/department_transmittal.pdf)

# Payroll

## Payroll Payments Made after 07/01/2016

Payroll payments made 07/01/2016 or after are found in Workday not under the myLSU Employee Resources tab. To view and print payslips in Workday, please refer to the following job aid: [https://uiswcmweb.prod.lsu.edu/training/employee/view\\_print\\_payslip.pdf](https://uiswcmweb.prod.lsu.edu/training/employee/view_print_payslip.pdf).

## Payment Of Extra Earnings

All payments for extra earnings will be paid with the employee's regular check no matter the method. Extra Earnings will no longer be paid separately on a supplemental run. Please refer to the follow job aid for more details: [https://uiswcmweb.prod.lsu.edu/training/finance/payment\\_of\\_extra\\_earnings.pdf](https://uiswcmweb.prod.lsu.edu/training/finance/payment_of_extra_earnings.pdf).

## No Timesheets Required for One Time Payments in Workday

Do not submit timesheets for approved one time payments in Workday. All required information is on the one time payment and the payment automatically generates on the employees next regular payroll run. A

## Payroll continued...

timesheet submitted to Payroll for payment may result in the employee being overpaid.

## Costing Allocation Notes

Accounts for Cost Allocations must be included in the Details portion of the transaction and not just listed in comments. This occurs frequently when the cost allocation is a sub process of another transaction.

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

Position Restriction Cost Allocations should not have an end date unless there is a corresponding Compensation End Date. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Cost Allocations can be updated as needed 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.

## 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 where there is not a corresponding Compensation End Date will prevent an employee from being paid and will prevent Payroll Commitments from posting.

## Time Adjustments for Prior Period

Time for a prior period must be adjusted in Time Tracking on the corresponding time calendar. Time worked for a prior period cannot be included on the current period time calendar. Managers and Timekeepers should ensure the time reported for a period is actually worked in the period indicated. Inaccurate time reporting should be returned to the employee for correction. Time entry has been closed permanently for adjustments for the following wage pay periods:

6/25/16 - 7/8/16

7/9/16 - 7/22/16

**Payroll** continued...

Any adjustments needed for those time periods should be submitted on a manual timesheet. The timesheet should be completed as a full replacement for the pay period.

## Administration



### Financial Accounting & Reporting

Welcome **Katie Maglone** to FAR, she is a recently hired Assistant Director and can be reached at [kmaglone1@lsu.edu](mailto:kmaglone1@lsu.edu) or 578-7682.

### Assistance for LSU Employees Affected by the Recent Flooding

Employees who were affected by the recent flooding can apply for a grant funded by donations to BRAF from funds donated to assist LSU employees. The application for the grant can be found at <http://www.employees1st.org/lsu>.

**Administration** continued...

### Auxiliary Services

The UPS Store® is now open! Located in the LSU Student Union, Room 101, The UPS Store replaced RICOH Copy & Mail. As a one-stop shop for shipping, postal, printing and business services, The UPS Store also assumes responsibility for all University mail operations and delivers convenient solutions through personalized and dedicated customer service.

The UPS Store is no stranger to mailing and shipping domestically and internationally. Our associates will give you options in your shipping, from fastest options with tracking to the more economical options. When shipping internationally we always recommend selecting an option that includes tracking. This adds to the expense of shipping, but will pay dividends if there are problems. Without tracking, you lack the ability to find out where the package is in the delivery process.

Also be aware that shipping internationally is sometimes not a quick "drop it off" process. We are required to check destination country's policies and assure you have the proper documentation on your package to prevent issues on the delivery end.

We look forward to serving you! For more information please visit [as.lsu.edu](http://as.lsu.edu) or e-mail [uas@lsu.edu](mailto:uas@lsu.edu).

**SAVE THE DATE**  
**EXPERIENCE AUXILIARY SERVICES**  
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 Tiger Card Office | The UPS Store | Samples | Food | Giveaways

**LSU** Auxiliary Services *More info coming soon* **LSU** Catering



# **WORKDAY TRAINING FOR FACULTY**



**WHAT:**  
TOPICS INCLUDE  
TRAVEL, LACARTE,  
CATALOG PURCHASES

**WHEN:**  
SEPTEMBER 20, 2016  
1:30 PM – 3:30 PM

**WHERE:**  
ATCHAFALAYA ROOM  
LSU STUDENT UNION

**SPONSORED BY:**  
FACULTY SENATE

## 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