

Office of Accounting Services

Monthly Newsletter



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

September 2023
Issue 466

September Business Managers' Meeting

- ◇ ITS Updates
- ◇ ACT 767 and Section 117 Reporting
- ◇ Workday Expense Updates
- ◇ Travel Reminders

September 12, 2023
9:30 - 11:00 am
Online via Zoom



In this issue...

FAR	2
LaCarte	4
Travel	5
Payroll	6
SPA	8
LSU Acronyms	11

What's New?

Changes to Academic Calendar Due to Campus Power Outage

- The official 14th class day for census purposes has been updated to **Monday, September 11.**
- The final date to receive a 90% refund of University fees has been updated to **Tuesday, August 29.**
- The deadline for dropping courses without receiving a grade of "W" (deadline is 4:30 p.m.) has been updated to **Wednesday, August 30.**
- The last day to add courses (deadline is 4:30 p.m.) has been updated to **Thursday, August 31.**

Fee Bill Publish

- Fee Bills for second Fall module will be available on Monday, September 18.

Bursar Operations

Important Deadlines

Fall 2023 Refund Deadlines

- **September 6:** Final Day to Receive 50% refund for Fall Session B Courses.
- **September 22:** Final Day to Receive 50% refund for Fall Session A Courses.

Fall 2023 Refund Deadlines – Law Campus

- **September 15:** Final Day to Receive 50% refund for Fall Courses.

Reminders

International Payment

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

Financial Accounting & Reporting

1098-T forms

Students can access their 2022 1098-T forms at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to bursar@lsu.edu.

Credit Card Merchants

Elavon has started converting how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon will show one deposit for all credit card transactions. After conversion, merchants will no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or John Milligan at jmilligan@lsu.edu.

Cashnet 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.

Scanned CARD Entries

CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to 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 signatures and have the signature clearly visible.
- 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 10:00am – 11:45am and 12:30pm – 4:00pm, Monday – Friday.

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.

Cost Transfers

The following are tips when completing cost transfers:

- ◆ The journal source should be "Manual Journal" not "Accounting Journal – Corrections."
- ◆ The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- ◆ Run a journal line details report 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.
- ◆ Payroll expenses must be transferred via a Payroll Accounting Adjustment—not a manual journal.

The "Create Journal Entry: Correcting Journal" job aid provides specific instructions on completing a cost transfer and can be found on LSU's [Workday training](#) webpage.

Credit Card Merchants

Please contact Jen Richard at jgendr1@lsu.edu with any questions on procedures or how to record.

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

- ◆ Financial Accounting

- ◇ Create Journal Entry: Internal Billing

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 [FAR forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Vendor ACH Form Request

Vendors may require an ACH Enrollment Forms or Wire Transfer Information to be completed in order to send funds. These forms/requests should be forwarded to bankrecon@lsu.edu. We will work with department requesting the information to get these requests completed. Please include Brenda Wright (bwright4@lsu.edu) for all W-9 requests.

**** Unclaimed Deposits/Wire Transfers ****

Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or bankrecon@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.

Accounts Payable & Travel



INVOICE PROCESSING

FASOP AS-13, Research Participant Payments

FASOP AS-13 was updated to reflect policy changes to be effective July 1, 2023.

Research Participant Payment Types:

1. Research payments by cash should follow the spend authorization process for cash advances. Cash advances should be minimal and are used for small dollar (\$100 or less), in-person participant payments.
2. Research payments by check should follow the Miscellaneous Payments process.
3. Research payments by digital gift cards should be procured from a service provider that best meets the desired outcomes for the research study.

Procedure for Payments by Cash

When a cash advance is required, the following steps must be followed:

- * The departmental contact should create a spend authorization in Workday to request a cash advance
- * A separate cash advance spend authorization should be submitted per research study
- * Once the spend authorization is approved by Accounts Payable, the cash will be available in the departmental contact's bank account within two to three business days
- * When the cash is distributed, each participant must sign Form AS549, "Acknowledgment of Cash Incentive Payment" at the time they receive payment
- * The departmental contact will create an expense report to allocate expenditures to the respective

expense item and worktag. The approved spend authorization should be linked to the expense report with the completed AS549 form attached. The Business Purpose of **Research Participant Cash Payment** should be selected on the expense report

- * The expense report should be created within 30 days of the end of the research study and/or as the funds are disbursed. Any unexpended funds should be returned either via check made payable to LSU or through payroll deduction
- * The expense report will be audited to ensure the cash advance was expended in accordance with the guidelines set forth in this policy.

Refer to FASOP AS-13 for more detailed information. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531.

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For on-demand or special handling requests due to extenuating circumstances, please contact Jessica Hodgkins at jhodgkins1@lsu.edu or 578-1541 or Valery Sonnier at vsonnier@lsu.edu or 578-1531.

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 PO and Receipt.

Special Meals

For special meal expense reports, please select the correct Business Purpose as this determines the routing to the appropriate section for audit. 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. Selecting this Business Purpose routes the expense report to Invoice Processing for auditing.
- * **Special Meal – Travel:** Meals including interviewees/speakers/guests. Selecting this Business Purpose routes the expense report to Travel for auditing.

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 form should be attached to the Expense Report, Direct Charge request, Purchase Order or America to Go purchase order. For questions regarding special meals, please contact Jessica Hodgkins at jhodgkins1@lsu.edu or 578-1541 or Arlyn Gamble at abecnel1@lsu.edu or 578-3697.

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

Direct Charge:

- ☎ Jessica Prather 578-1536 or jmor116@lsu.edu
- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Arlyn Gamble 578-3697 or abecnel1@lsu.edu

Purchase Order:

- ☎ Maci Jones 578-1620 or macijones1@lsu.edu
- ☎ Austin Ledet 578-1545 or aledet@lsu.edu
- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu



LACARTE

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 privileges.

Delinquent FY23 Procurement Transactions

To date, there are **2,683** delinquent LaCarte card transactions awaiting reconciliation. The delinquent transactions have resulted in the suspension of card privileges. For card privileges to be restored, immediate action should be taken to reconcile the LaCarte transactions. Further delay in the reconciliation of delinquent transactions may result in payroll deduction of the expenses. For questions, please 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 13, 2023**, where the information will be centrally filed.

LaCarte Card Distribution

LaCarte cards are distributed in Room 217 Thomas Boyd Hall. Cardholders who have received a notification e-mail should pick up their cards as soon as possible. If the LaCarte card is no longer needed, please notify one of the LaCarte staff. Please adhere to the hours of distribution on the notification e-mail. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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

- ☎ Theresa Oubre 578-1543 or talber3@lsu.edu
- ☎ Christian O'Brien 578-1544 or cobrien2@lsu.edu
- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday
7a.m. – 7p.m. CT
P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00 am to 7:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24** for domestic and **\$31** for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

Travel to Foreign Adversary Countries

With the 2023 Legislative Session, [Act 106](#) was signed which requires the University to maintain prior approval and screening for any employment-related international travel to foreign adversary countries and employment-related foreign activities engaged in by any faculty member, researcher, or any other research department staff with foreign adversaries.

In an effort to adhere to the state reporting requirements, if travel is to a destination that has a U.S. Department of State Travel Advisory or to a Foreign Adversary, the travel will be subject to FASOP AS-18 prior approvals, regardless of the funding source. A Spend Authorization is only required if the travel will be paid directly with university funds. **Failure to obtain the required prior approvals will result in the travel being considered personal.** For questions, please contact Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

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 eligible unused tickets on other traveler's airfare booking. **Departments are encouraged to implement a business process to analyze eligible unused tickets and work with a CBT Travel Advisor to reuse the tickets on airfare bookings, regardless of the originator of the unused ticket.**

Reminders:

- 1) Unused tickets for domestic travel will automatically be applied in the CBT Concur Online Booking system for owners of the original unused ticket. The system is configured to apply the unused ticket. The use of the unused ticket will be displayed on the "final ticketed" airfare itinerary. The Concur system will only apply an unused ticket to a new airfare booking only if the same airline is being used.
- 2) A CBT Agent must be contacted for the following:
 - a. Unused ticket will be reused toward an international airfare booking.
 - b. Unused ticket will be used toward another traveler booking (i.e., name change).
 - c. Circumstances where the unused ticket should not be applied automatically.
- 3) At any time, an airline may change the rules, and/or there may be certain circumstances where tickets or

Payroll

the residual values cannot be transferred. For example, United Airlines will not apply an unused ticket if the residual value is greater than \$200. It's best to apply an unused ticket toward a new airfare booking that will not leave any residual value.

New Hires

Departments are advised to make sure all new employees traveling on behalf of the University are familiar with the PM-13, University Travel Regulations especially the requirement for booking airfare through Christopherson Business Travel (CBT). For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Travel Orientation Brochure is a tri-fold document that provides a brief summary of pertinent information of PM-13, University Travel Regulations. The tri-fold brochure makes a great resource for employees, especially new hires, who may travel on behalf of the University. Departments are encouraged to make sure their employees are made aware and/or given a copy of the brochure. The brochure can be found on the AP & Travel website.

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

- Caitlin Cox 578-6052 or ccox40@lsu.edu
- Jonathan Fresina 578-3672 or jfresi1@lsu.edu
- Henry Woodard 578-1550 or hwooda4@lsu.edu



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 05/19/2023 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
- 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

REPORT NAME	DEFINITION	LOCATION
Data Audit- Programs-Related Worktag	Report will give PG# needed for each cost center for PSA and WS	Search Field- Type in Report Name
Payroll Accounting for Worker by Pay Period	Provides payroll accounting detail by worker	Search Field- Type in Report Name or Payroll Accounting in Search Field
Journal Line Details with Employee Name	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.	Search Field- Type in Report Name or Journal Detail in Search Field

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. Before departments request a partial payment for the employee be sure that the employee has reviewed and understands the partial payment process and send Payroll an acknowledgement that the employee is actually requesting a partial payment.

Federal Withholding Changes

Due to the federal tax law changes made by the *2018 Tax Cuts and Jobs Act*, all employers must use the new W-4 Form for **New Employees**. This includes anyone rehired on or after January 1, 2020. The IRS does not require all current employees to complete the revised form.

If a current employee who has completed a previous W-4 wants to make changes to their 2023 withholding tax, the new form must be used.

The new form has five steps. Employees must fill out step 1 and step 5. Steps 2, 3, and 4 are optional, but completing them will ensure that your tax withholding will more accurately match your tax liability.

LSU Payroll staff can only answer general questions about Form W-4. It is recommended that employees use the IRS’s [Tax Withholding Estimator](#) for assistance. Also on the IRS website are [Frequently Asked Questions](#) that you may find beneficial as you complete the new form. The IRS recently released an updated [Tax Withholding Estimator](#) to help employees determine the proper withholding amount for 2023 to avoid unexpected over/under withholding when filing their tax return in 2023.

W-4 Updates

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. Please see the [Withholding Elections](#) job aid for further instructions. Changes will take effect within two business days.

International Tax Treaty

Blank Tax Treaty forms can be found on the payroll website under International Employees. Please complete the 8233 form and the Attachment to the 8233 for your country of residence based on your Student or Teacher Researcher status. An example of a completed tax treated can be found at [Tax Treaties | LSU Payroll](#)

The completed Tax Treaty forms should be e-mailed to taxtreaty@lsu.edu using the secure Files to Geaux Link through MyLSU. The [Files to Geaux](#) job aid provides more details on using files to geaux to submit the tax treaty form.

Costing Allocations

There are two types of costing allocations. Position Restriction costing allocations and Worker costing allocations. Position Restriction costing allocations follows the position regardless of the worker filling the position.

Position Restriction costing allocation is assigned on the Create Position transaction and must have a begin date equal to the date the position is created.

Position Restriction cost allocations **should not have an end date**. End dates could cause the Position Restriction costing allocation to expire and expired or missing Position Restriction costing allocations **will prevent payment to an employee**. Funding sources such as grants or other temporary funding sources should not be used on a costing allocation for Position Restrictions. The Position Restriction costing allocation should be viewed as the commitment budget for the position and must

cover the entire life of the position.

Worker costing allocations are assigned in the hire process and can be updated as needed.

When adding a new costing allocation on an existing Worker, 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. HR partners, Cost Center Managers and Student Employment Partners must perform ongoing audits of costing allocation 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 Worker costing allocations. The Payroll calculation engine does not recognize when a grant has expired, therefore it is important to keep costing allocations up to date to ensure proper posting of salary charges.

Costing Allocations for Period Activity Pay (PAP)

When processing costing overrides for period activity pay, please be aware of mid period end dates. If the Activity End Date falls mid period, then the Payment End Date should be the Period End Date for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the Payment End Date should be loaded as 10/14.

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, 2023, for continuing LEQSF **Graduate Fellowship** and **Doctoral** contracts. Please submit the status reports and recruitment reports (if applicable) to Sponsored Program Accounting by Monday, September 11 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 lfisher@lsu.edu.

Final expenditure reports for BOR **R&D** and **Enhancement** contracts which expired June 30, 2023, are due electronically to BOR by September 30, 2023. 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.

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.

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 [AS Forms](#) and can be attached to the PAA. Only the AS227 form will be accepted for the SPA Justification.

Cost Transfer Justifications

In audits, the federal government scrutinizes cost transfers closely for indications of cost misallocation on sponsored agreements, therefore, an AS226 is required to ensure compliance with federal guidelines. The AS226 were designed to support the justification for the cost transfer to satisfy audit inquiries i.e. why is the transfer needed, what is the benefit to the project, reason for delayed correction and corrective action plan. Below are some guidelines for completing the AS226 form.

Section 1 (must be completed on all transfers)

Q1: Why is the transfer being done retroactively? Please explain how the error occurred.

*Explain **why** the charge is being transferred. Why was it not originally charged to the account? Was the incorrect account number provided? Was an account not established? Etc. Once the why is explained, state that the transfer is being done to properly allocate the charge or the person's time. Reason cannot be to clear an overdraft or spend out the remaining balance.*

Q2: What is the benefit to the account being charged? Describe how this charge is a proper and allowable cost to the sponsored project (include the sponsor's name and project title) to which the charge is being transferred.

*Explain **how** the item was used or **what type of work** the person performed on the project. Simply stating it is used for the project or that the person was budgeted on the project does not tell how it/they benefit the project.*

Section 2 (must be completed if the transfer is being processed more than 90 days after the original charge)

Q3: What were the extenuating circumstances which prevented this transfer from being processed timely?

*Explain **why it took so long** to process the transfer. Were ledgers reviewed regularly? Etc.*

Q4: What corrective actions have been taken to eliminate future needs for cost transfers of this type?

*State **how the situation will be fixed** so that it doesn't happen again in the future.*

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 [AS Forms](#).

Key Personnel

If you receive an Outlook/Workday Notification for Key Personnel, it is notifying you of an expiring budget period (within 90-120 days) that has unmet effort to date and needs attention. The notifications are sent to both the Key Personnel on the report and the Cost Center Sponsored Program Manager (CCSPM) associated with the award.

Training Class

Our Post Award Management Report Training class has been released for the fall of 2023. If interested, please register online at [Training and Event Registration](#).

Administration

Unclaimed Property Notifications

If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Accounting Services. Any information or history related to the referenced unclaimed property would be helpful in determining if the claim is legitimate and LSU is due the unclaimed property. Accounting Services will complete the paperwork, obtain signatures, and submit the claim.

W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at bwright4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Elahe Russell on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

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
Travel	AP & Travel	Wed, 9/6	9:30 am—11:30 am	Online via Zoom
Intro to Post Awards	SPA	Thurs, 9/7	9:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 9/7	9:30 am—11:00 am	Online via Zoom
Business Managers' Meeting	--	Tues, 9/12	9:30 am—11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 9/12	1:30 pm-3:00 pm	Online via Zoom
Procurement Institute	Procurement	Wed, 9/13	9:00 am—10:30 am	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 9/13	10:00 am—11:30 am	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 9/14	9:00 am—11:00 am	Online via Zoom
Post Award Management Reports	SPA	Wed, 9/20	9:00 am—11:00 am	Online via Zoom
Specs and More Specs	Procurement	Thurs, 9/21	1:30 pm—3:00 pm	Online via Zoom
Department Solicitations	Procurement	Wed, 9/27	10:00 am—11:00 am	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

AMAF	Award & Award Modification Approval Form
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
IPARF	Internal Prior Approval Request Form
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
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
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
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 on Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture