

Office of Accounting Services Monthly Newsletter



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

April 2022
Issue 450

April Business Managers' Meeting

- GASB 87- Leases
- Fleet Fuel Program Update
- Hazardous Chemical Purchases
- Risk Management: Travel Insurance
- Enterprise Rentals
- Special Meals

April 12, 2022
9:30 - 11:00 am
Online via Zoom



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Bursar Operations

Deferred Payment Plan for Spring 2022

For students that selected Deferred Payment Plan for Spring 2022, the second payment is due Tuesday, April 1. Payments are considered late after 4:00 pm Monday, April 11.

1098-T forms

2021 1098-T forms were posted online to the student's account as of February 4, 2022. They can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to Bursar@lsu.edu.

International Payments

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

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 Daniel Butcher at dbutch1@lsu.edu.

University Cashier

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

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.

Payroll

FY 2022-2023 Payroll Schedules

FY 2022-2023 payroll schedules for wage, and student payrolls are now available on the Payroll website.

Go to the [Payroll](#) website and click "Payroll Schedules.

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 01/01/2022. Questions may be directed to Rhett Sabadie at 578-6207 or insurancepayroll@lsu.edu.

Leaving the University?

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

1. Update address information via Workday from the **Personal Information** worklet. Click to view current **Contact Information** 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.

President's Student Aid/Work Study Accounts

The last day for student employee earnings to be charged to such accounts is May 20, 2022. The final student pay period for time associated with PSA & WS accounts is the period ending May 27, 2022 for payment on June 03, 2022.

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

Amounts posted to the Base Hourly Earning **cannot** be charged to the Work Study grant or the President Student Aid account. A Payroll Accounting Adjustment **cannot** be processed to move Base Hourly Earnings to Work Study funds or to President Student Aid Funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact John Pilgrim at jpilgrim1@lsu.edu or Casey Forbes at cforbe1@lsu.edu for further assistance.

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 Statute 17:3311 (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.

Civil Service Rule 15.2 requires classified employees and their supervisors 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. Each month, employees in these employment categories receive an e-mail to respond to the requirements of the Leave Policy by certifying their attendance. The e-mail is sent from hr@lsu.edu with the subject: **LSU Leave Certification Required**. Time off should be requested and approved as the time off is taken.

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 per [FASOP AS-25: Student Employment Best Practices](#). 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.

Review Tax Withholding Amounts to Prepare for 2022 Taxes

It's important for employees to check their paycheck withholdings every year, but it's especially important in 2022 if you:

- Had too much or too little withheld from your paycheck in 2021 and had an unexpected result when you filed your 2021 taxes in early 2022.
- Performed a "Paycheck Checkup" and adjusted your withholding in 2021. Re-check your withholding for 2022 to make sure you're having the right amount withheld.

Even though the IRS does not require all employees to complete the revised form and even if an employee's tax situation has not changed, we recommend that employee's perform a "paycheck checkup" to see if adjustments to their current withholdings are needed. To conduct the checkup, employees can use the IRS's Tax Withholding Estimator (www.irs.gov/W4App). To effectively use the estimator, it is helpful to have a copy of the most recent pay stub and tax return. It is likely that the estimator will be updated to account for the 2022 tax tables in early January.

Before completing the 2022 Form W-4, please read the instructions that are included with the form. Employees must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that an

employee's federal income tax withholding will more accurately match their tax liability. Step 1 is for personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where the form is signed.

The IRS takes employees' privacy seriously and suggests that, if employees are worried about reporting income from multiple jobs in Step 2 or other income in Step 4(a), you check the box in Step 2(c) or enter an additional withholding amount in Step 4(c). To determine the additional withholding amount, employees can use the withholding estimator.

The IRS has also published [Frequently Asked Questions](#) that employees may find helpful as you complete the form.

Employees can update withholdings in Workday at any time

Please refer to the [Withholding Elections](#) job aid for detailed instructions on updating your W-4 and L-4 in Workday. Changes will take effect within two business days. W-4 forms and L-4E forms are also available on the Payroll website.

Financial Accounting & Reporting

Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget adjustments, cost transfers, and internal billings for services rendered

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

Monthly Close Dates

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

Month End	Close Date
March	Friday, April 1
April	Monday, May 2
May	Wednesday, 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
- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Since July 1, 2016, entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

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

Reports

A list of the recommended reports for departmental use to assist with reconciliations and management of funds is available on the Workday Training webpage under Reporting. The report is an Excel file called "Finance Reports by Functional Area". All finance related job aids are available on the [Workday Training](#) webpage.

Payroll Accounting Adjustments (PAA)

The following are some tips when preparing a [Payroll Accounting Adjustment](#):

- Multiple periods can be adjusted at one time
- Please remove any "current journal lines" that are not being corrected
- Verify that correct worktags are populated on the proposed journal lines
- Attach supporting documentation needed

Internal Billings

An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department **rendering** the service or sale.

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

- Financial Accounting
 - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings

- Rendering departments must be an established Service Center to charge a Grant (excluding fixed price)
- Verify the Company on the line matches the Driving Worktag used – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Credit Card Merchants

Please ensure daily CARD entries are being made to record credit card revenue received. If assistance is needed with obtaining backup documentation from First Data/Bank of America or Elavon, please contact Jennifer Richard at jgendr1@lsu.edu.

Bank Reconciliation

Contact us at bankrecon@lsu.edu for questions/requests related to the following:

- Stop payment requests AS32 *
- Check copy requests AS500 *
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

* **Please ensure the most recent version is used when requesting information and ALL check information is provided along with department contact name and number.** Forms can be found at [FAR Forms](#) and may be scanned and e-mailed to bankrecon@lsu.edu.



Accounts Payable & Travel

What a difference a Year makes - Early Payment Discounts!

So far this fiscal year, we are at \$121,504.90 for discounts. **KUDOS** to the participating departments for taking advantage of early payment discounts and for adding funds back into the budgets to meet other procurement needs.

If your department is not taking advantage of this great benefit, what are you waiting for?

Departments are encouraged to take advantage of suppliers offering discounts for early payment of supplier invoices while meeting procurement needs. **Grainger** is just one of the suppliers offering an early payment term of 2% 10, Net 30. (If the invoice is paid within 10 days of the invoice date, a 2% discount may be taken). The discount amount will automatically reduce the invoice payment amount and will be reflected on the department accounts the following business day. For questions, please contact Stephen Walczak at 578-2176 or swalczak@lsu.edu for discount suppliers or Valery Sonnier at 578-1531 or vsonnier@lsu.edu for invoice payments.

Invoice Processing

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 any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

For questions concerning direct charge supplier invoices, please contact the DC Invoice Processing staff:

- 📧 Jessica Morris 578-1536 or jmor116@lsu.edu
- 📧 Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- 📧 Catherine Herman 578-1549 or cherman@lsu.edu

Receipt Notifications

Receipt notifications will be sent to the PO Requesters and Cost Center Managers whenever there is a punch-out supplier invoice awaiting a receipt to be created. These notifications will be sent every Monday at 7:00 am.

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.

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

- 📞 Maci Jones 578-1620 or macijones1@lsu.edu
- 📞 Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu

Helpful – Reports!

⇒ **Find Supplier Invoice by Worktag**

- ◆ Provides the capability to locate supplier invoices for a particular worktag
- ◆ Select only “**In Progress**” status for tentative transactions

⇒ **Aged Listing of Outstanding Encumbrances**

- ◆ Provides purchase order balances to ensure payments have been processed
- ◆ Report filters are as follows:
 - ◇ Search by worktag or multiple worktags
 - ◇ Search by supplier
 - ◇ Search by purchase order date
 - ◇ Ability to remove “zero” dollar lines from the report

⇒ **PO Encumbrance**

- ◆ Identifies open PO’s and related fields, such as PO Total, Amount Invoiced, Amount Received, Obligation Remaining, etc. There is an ‘Is Punch-out Order’ checkbox that you can mark if you

only want to see punch-out PO's. Once you run the report, you can filter by specific cost centers as needed.

⇒ **Punch-out Purchase Order Lines to be Received**

◆ Identifies any punch-out PO's that are awaiting a receipt. There is a 'Receipt Required' checkbox to display PO lines when a receipt is required (i.e., unit cost is greater than \$1,000 or a trackable spend category is used). Some departments choose to create receipts for all punch-out PO's, this is why we provide this option to view either way. This report can be run by specific cost centers.

⇒ **Purchase Order Lines not Received**

◆ Identifies any PO's and not limited to only punch-out PO's.

⇒ **Uninvoiced Purchase Orders**

Identifies open PO's that are still awaiting an invoice. This report can be run by specific cost centers.

It's Spring Time... this is a helpful checklist to assist in the preparation for fiscal yearend:

- 1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP & Travel for processing.
- 2) Monitor purchase orders, make sure the items are received and receipts have been created in Workday.
- 3) Monitor e-mail requests to create receipts to process payments for purchase order supplier invoices.
- 4) Review the Aged Listings of Outstanding Encumbrances to ensure payments have been processed.
- 5) Monitor LaCarte & CBA transactions as they are loaded into Workday. Create Expense Reports to reconcile transactions in a timely manner.
- 6) Respond to any e-mail requests from the LaCarte and Travel auditors on LaCarte/CBA transactions requiring additional information.

- 7) Run the LaCarte reports periodically to monitor for any outstanding LaCarte/CBA transactions not reconciled.
- 8) Ensure Travel Expense Reports are being created promptly with the appropriate receipts as travelers return from their trips.



LACARTE

Cash or Cash-Like Incentives

As referenced in PM-78, LaCarte Card Program Policy, when a University purchase results in cash or cash-like incentives, the cash and/or cash-like incentives are the property of the University and may not be used by the cardholder for a personal gain. ***The University recommends that cardholders do not participate in these promotional offers.*** It is the responsibility of the department to be assured that cash or cash-like incentives received as a result of University purchase become the property of the University. For questions, please contact Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

Expense Reports should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder's privilege.

LaCarte Card Distribution

LaCarte card distribution has resumed in AP & Travel, 217 Thomas Boyd Hall, between 7:30 am and 4:00 pm. Cardholders will be notified via e-mail as cards are available for distribution. **It is imperative that cardholders take the correct training prior to the card distribution.** For questions or special requests concerning the LaCarte card, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Helpful – Reports!

- ⇒ **Find Credit Card Transactions by Employee Cost Center**
 - ◆ Provides a list of all employees with credit card transactions for all statuses
- ⇒ **Find Outstanding Credit Card Transactions by Employee Cost Center**
 - ◆ Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- ⇒ **Find Expense Report by Worktag**
 - ◆ Provides a list of expense reports by employee and/or by a particular worktag
 - ◆ Select only “**Draft**” and “**In-Progress**” statuses to view tentative transactions.

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

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



SPECIAL MEALS

We are experiencing a large number of special meal expense reports with missing documentation. The following is a list of the **required documentation** for special meal events:

1. **AS499, Request for Approval of Special Meal Form** – must be completed in its entirety with a detailed event purpose and approved by either the Dean, Director or Department Head.
2. **AS516 Form or Spend Authorization/ECM** – must be provided in addition to the AS499 form for special meals for University guests (i.e., visiting scholars, potential students, fellows, speakers, interviewees, contractors, etc.). An AS516 form is not required when the guest is not in travel status and there are no travel expenses incurred.

3. **Retreat or Business Meetings** – a copy of the agenda is required
4. **Guest List with Affiliations** – the guest list should include the guest name, organization or affiliation for sit-down breakfast, lunch, dinner or buffet–dinner receptions.

Special Meal Reminders:

1. Food items are **not allowed** to be purchased through punch-out suppliers other than America to Go.
2. An “open” restaurant setting is not an acceptable venue for a business or staff meeting.
3. A guest list is not required for refreshment or reception events.
4. Special meals charged to sponsored program accounts should be an allowable expense. Departments are encouraged to contact the account’s Grant Analyst prior to making any arrangements.
5. Special meal rates apply for catered events. Departments should refer to the Procurement Services website for additional information related to catering services.
6. **LaCarte can be used to pay for dine-in restaurant special meals.** The cost of the meal is subject to the per person special meal rates listed in PM-13 and no alcohol should be included or paid with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction.

AS499 form will be updated to include the required documentation listed above and will be available on the AP & Travel website. For questions regarding special meal events, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu or Patrice Gremillion at 578-3366 or pgremill@lsu.edu.



TRAVEL

International Travel Approvals

International travel approvals are subject to *FASOP AS-18, High Risk Travel to Restricted Regions* for travel to

a restricted region with a U.S. Department of State Travel Advisory of either a **Level 3: Reconsider Travel** or **Level 4: Do Not Travel**. Also, travelers are advised to read the entire travel advisory for countries with a Level of 1 or 2 as regions within the country may have an increased advisory of a Level 3 or 4.

The travel will require prior approval from the Office of Academic Affairs via a recommendation from the International Travel Oversight Committee (ITOC) **at least 30 days in advance** of the proposed departure date or as soon as the trip is known. Late or last minute requests cannot be guaranteed a decision prior to the proposed departure date, and may result in a denied application and/or delayed start date of travel. The University reserves the right to withhold reimbursement and/or take disciplinary actions for unauthorized travel.

The high risk travel forms listed below must be submitted to Patrice Gremillion at pgremill@lsu.edu:

- ◆ AS295, Request to Travel to Restricted Regions for Individual Travelers, or
- ◆ AS296, Request to Travel to Restricted Regions for Student Study Trips

The Office of Academic Affairs will return the forms to the requesting department with a final decision. If the high risk travel is approved, a Spend Authorization should be initiated with the approved high risk travel forms attached. Since the high risk travel approval process is handled outside of Workday, there is no need to add Patrice Gremillion as an approver on the Spend Authorization, unless the travel is greater than 30 days.

FASOP AS-18 and the related forms can be found on the Accounts Payable & Travel website. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

International airfare

Travelers are encouraged to contact a CBT Travel Advisor to book international airfares. CBT's online booking tool should be used for simple international bookings. For example, a roundtrip booking from the traveler's domicile to one business location.

With the surge in return to travel and travel bookings, please be advised of the following Helpful Tips:

1. For simple travel bookings, Travelers Arrangers/Travelers are encouraged to use the CBT Concur Online Booking Tool via myLSU.
2. E-mails sent to Travel Advisors regarding a booking request should include all of the information necessary for the Travel Advisor to expedite the booking. This could eliminate e-mail exchanges.
3. When calling a Travel Advisor:
 - Mondays, Tuesdays, & Fridays are the busiest days
 - Wednesdays & Thursdays are better days
 - Best call times: Early 8-10am or Late Afternoon 3-5pm

Christopherson Business Travel is the State of Louisiana contracted travel agency. The contact information for Christopherson is as follows:

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday

7:00 am – 7:00 pm CT

P: 800-961-0720

E: Statelauniv@CBTravel.com

E: onlinesupport@cbtravel.com

CBT Concur Online Booking System

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, **Book a Trip** on the left-hand side of the screen to be taken into the Concur site. The online booking fee is \$7.

Bus Charter Services

Christopherson has partnered with Short’s Travel Management to continue the State of LA and LSU’s business relationship with STM Ground Inc. - STM Driven for providing bus charter services. The contact information is as follows:

STM Ground Inc. - STM Driven

1203 W. Ridgeway Avenue
 Waterloo, IA 50701
 Direct: 319-433-0851
 Cell: 773-766-8123
 Fax: 319-234-2490

E-mail: **Nick Gyllin:** ngyllin@stmDriven.com

Travel Expense Reports should be created once the travel has been completed/cancelled and should include all expenses related to the trip. *It is recommended that Expense Reports be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.*

Spend Authorizations

Spend Authorizations should not be cancelled. The current and previous fiscal year’s Spend Authorizations are to remain in an approved status. AP & Travel will run a Spend Authorization Mass Close request yearly. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Spend Authorization Requirements

⇒ **Virtual/No Actual Travel**

A Spend Authorization is not required for virtual registrations. Expense item, “Training Fees & Registrations” should be used.

⇒ **Travel is Required**

Spend Authorizations are required for in-state, out-of-state and international travel. Expense item, “Fee (Registration)” should be used.

⇒ **In-person Local Travel is Required**

A Spend Authorization is not required for local registrations. Expense item, “Registration fees/Local” should be used.

Enterprise, National or Hertz are the available options for the mandatory in-state vehicle rentals. The contract rates and associated discount codes are available on the Accounts Payable & Travel website.

Enterprise is experiencing availability issues. When booking online for an in-state reservation, if a “no availability” response is received, please contact Joseph (Joey) Rosenfeld, Director of Business Rental Sales, at joseph.g.rosenfeld@ehi.com or directly at 225-445-7250 for him to assist with the reservation. ***E-mail is preferred and should include the format below with the required information for the request to be expedited.***

Renters Name	
Rental Date & Time	
Return Date & Time	
Rental Location Needed	
Size Vehicle Requested	
Renters Phone #	
Renters email address	
Account Number	
Billing # if applicable	

If Joey is unable to satisfy the reservation, he will provide a written e-mail stating that there is no availability and that Enterprise cannot fulfill the reservation. The Joey Rosenfeld e-mail should be forwarded to Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu to be granted exception approval to use an alternate in-state vehicle rental vendor. Furthermore, if booking online for in-state travel and a reservation number is provided, but the traveler experiences an issue when picking up the rental vehicle, please call Joey Rosenfeld at the number listed above. Also, please report the issue to Jennifer Driggers or Patrice Gremillion. Joey and his team of Regional Managers are working diligently to meet the University’s vehicle rental needs.

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

- Arlyn Becnel 578-3697 or abecnel1@lsu.edu
- Andrea Chu 578-3698 or andreachu@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

Sponsored Program Accounting

Tentative Account Number

A tentative account number should be requested when a PI has received notice that an award will be issued, but an official contract has not been processed.

- A tentative account number should only be established when a PI is sure of funding.
- AS494/AS496 Tentative Account Number Request - Obtaining a tentative account number will allow a PI to begin working on a project in anticipation of the award and costing allocations can be established.
- The tentative account number will be the account number of the agreement when it is received.
- The Request Form must be approved by the PI's department chair/director, and OSP.
- The Department that certifies the form will be responsible for any unallowable charges, or for costs incurred should the project not be funded.

The AS494/AS496 forms can be found on the [SPA](#) website.

If your department has a **tentative account** number with a state sponsor (FD 250) and expenditures have been incurred in FY 22, please check with the sponsor or PI on the status of the agreement. Normally FY22 expenditures for state accounts must be billed by the state deadline of 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 Jessica LeBlanc at jleblanc2@lsu.edu.

National Science Foundation (NSF)

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

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

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

LA Board of Regents (BOR) Graduate Fellowships

Principal investigators must forward their annual BOR Graduate Fellowship progress reports to Sponsored Program Accounting by May 11, 2022. 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.

LA Board of Regents (BOR) Contracts

Requests for no-cost extensions and/or budget revisions for BOR contracts expiring June 30, 2022 must be received by BOR no later than **April 29, 2022**. Please allow time for reviewing and processing. If you have any questions regarding your account, please contact the SPA contact.

Industrial Match commitment letters

- Due to BOR on March 31, 2022.
- PIs 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.

Key Personnel

In order to responsibly track Key Personnel on awards, there are some preventative controls that can help the departments monitor these obligations:

- 1) Meet with faculty when a new award is received and thereafter to plan for appropriate salary distribution consistent with all of the individual's committed effort.

- 2) Establishing a tracking system to ensure key personnel is met by budget period and update costing allocations when needed.
- 3) Running **Award Key Personnel Commitment report** in Workday to review current commitments by award and identify any shortages early. (This report can be run by employee, role, or cost center). Job Aids can be found on the [Finance Training](#) webpage.
- 4) Requesting Sponsor **Prior Approval** through OSP if any changes to key personnel or disengagement if needed.
- 5) Respond timely to SPA Staff when contacted about Key Personnel issues.

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).

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.

Proposal Costs

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

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 and prepare a budget entry to increase the budget if it is necessary. Please contact Henri Smith at henrismith@lsu.edu for any questions related to deposits to sponsored agreement and gift accounts.

Administration

Business Managers' Meeting

General Reminders:

- ⇒ To submit an idea for a future topic, submit specific questions on topics announced for future meetings, or to be added to the mailing list, please contact Patrice Gremillion at pgremill@lsu.edu.
- ⇒ Information on prior meetings can be found on the [Accounting Services](#) webpage.

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
Post Award Administration	SPA	Wed, 4/6	9:00 am - 11:00 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Wed, 4/6	2:00 pm - 3:00 pm	Online via Zoom
Business Managers' Meeting	—	Tues, 4/12	9:30 am - 11:00 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 4/12	9:30 am - 11:00 am	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Tues, 4/12	2:00 pm - 3:00 pm	Online via Zoom
Effort and Key Personnel	SPA	Wed, 4/13	9:00 am - 11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Tues, 4/19	9:00 am - 10:30 am	Online via Zoom
Travel	AP & Travel	Tues, 4/19	1:00 pm - 3:00 pm	Online via Zoom
Special Meals	AP & Travel	Tues, 4/19	1:00 pm - 3:00 pm	Online via Zoom
Invoice Processing	AP & Travel	Tues, 4/26	9:00 am - 10:30 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 4/27	10:00 am - 12:00 pm	Online via Zoom

COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

Common Terms & Documents

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	United States Department of Agriculture