

Office of Accounting Services

Monthly Newsletter



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

June 2022
Issue 452

June Business Managers' Meeting

- ❖ Digital Accessibility Review Process
- ❖ Prior Approval & Updates from the Office of Communications & University Relations
- ❖ FY22 Wrap Up & Reminders

June 14, 2022
9:30 - 11:00 am
Online via Zoom



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Accounts Payable & Travel



INVOICE PROCESSING

Job Aid, AP & Travel FYE Processing Procedures has been updated and is available on the Accounts Payable & Travel website. **Departments are encouraged to have staff, in particular any new staff performing fiscal yearend close-out duties, to review the Job Aid for the detailed information.**

Fiscal Yearend Reminders:

- All supplier invoices, including punch-out invoices processed on or before **June 30** must be approved by Cost Center Managers (CCM's).
- In order for direct charge invoices/documents to be charged to FY22 budgets, the "**Fiscal Yearend Accrual**" box on the AS forms (i.e., AS580, Direct Charge Worksheet, AS02, Miscellaneous Check Request, AS116, University-Prepared Invoice) must be marked "YES" which will indicate that the direct charge invoices/documents should be accrued. **The FYE box should be marked on any of the AS forms listed above that are submitted during the period of July 1 – July 11.** For questions, please contact Valery Sonnier at vsonnier@lsu.edu.
- In order to have purchase order invoices charged to FY22 budgets, departments must create Receipts dated on or before June 30. **There is no cutoff for Receipts.**
- Without an invoice from the suppliers, expenditures for the items received and/or services rendered cannot be recorded to FY22 budgets. **Departments are encouraged to assist in contacting suppliers for invoices to ensure the expense will be reflected in FY22.**
- Punch-out Supplier Invoices must be approved by CCM's on or before **June 30**, in order to be charged to FY22 budgets. **No accruals will be processed for punch-out supplier invoices.**

Accounts Payable & Travel continued...

- AP & Travel will create the accrual journal entries as the Supplier Invoices (i.e., direct charge and purchase orders) are approved by the CCM's. **Departments should not create any accrual journal entries.**
- The accrual journal entries will be created daily, starting on July 2 - July 11 (at noon) and will be reflected as a "**Supplier Invoice Accrual**" journal source on the departmental ledgers/reports.
- Any supplier invoice accrual corrections needed must be sent to Valery Sonnier at vsonnier@lsu.edu.
- Supplier Invoices processed and approved after July 11 (at noon) will be charged to FY23 budgets.

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 can be marked to filter for only punch-out PO's. This report can be run by specific cost centers.
- **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 where a receipt is required (i.e.,

unit cost is greater than \$1,000 or a trackable spend category is used). 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. This report can be run by specific cost centers.
- **Uninvoiced Purchase Orders**
 - Identifies open PO's that are still awaiting an invoice. This report can be run by specific cost centers.

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

Aged Listing of Outstanding Encumbrances Report
Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the report:

- Search by worktag or multiple worktags
- Search by supplier
- Search by purchase order date
- Ability to remove "zero" dollar lines from the report

Purchase Order Invoices
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
 Usha Iyer	578-1545 or uiyer@lsu.edu
 Jessica Hodgkins	578-1541 or jhodgkins1@lsu.edu



LaCarte

LaCarte Expense Reports

An Expense Report should be created for LaCarte procurement transactions with complete cost documentation no later than 30 days from the date of the purchase. Cardholders/departments are encouraged to stay current by submitting Expense Reports on a weekly basis, especially during the month of June, as the 30-day reconciliation requirement is reduced to 5 days.

Cost Center Managers are encouraged to do the following:

- 1) Run the **“Find Outstanding Credit Card Transactions By Employee Cost Center”** report on a weekly basis (or daily in the month of June 30) to monitor for “new” or “in Draft” LaCarte transactions by cardholders.
- 2) Reach out to the faculty/cardholders to ensure their transactions will be expensed by the July 5 deadline to avoid card suspensions.
- 3) Review the Expense Reports in “Draft” status to investigate why the expense report hasn’t been submitted. The reason may be there is an error and the faculty member decided to give up rather than ask for help.
- 4) Review expense reports in “In Progress” status by clicking on the Business Process to see where it stands for approvals. If the expense report is awaiting action by an Approver (other than a LaCarte or Travel auditor), send the Approver an e-mail to nudge him/her to review/approve the Expense Report for it to continue routing.
- 5) Run the **“Find Expense Reports for Cost Center”** and **“Find Credit Card Transactions by Employee Cost Center”** reports which display both **“Awaiting Action”** and **“Comments”** from the Business Process to monitor the progress of the expense reports.

Fiscal Yearend Reminders:

1. Final date for FY22 LaCarte transactions loaded into Workday is **Monday, June 27** for expense reports to be created by the deadline of **Tuesday, July 5**.
2. **LaCarte Expense Reports** can be initiated after June 30 to include transactions that should be charged to FY22 budgets. In order to have **Expense Reports** processed against FY22 budgets, the following criteria must be met:
 - a. LaCarte/CBA Transactions must be linked/ imported
 - b. Expense Report Date = **June 30, 2022**
 - c. All “Approvals must be Secured”
 - d. Routed to and awaiting action by an Expense Partner (by Tuesday, July 5 at 4:30pm cob)
 - e. All required cost documentation must be attached

Please note: **Expense Reports not meeting all of the above criteria will be charged to FY23 budgets.**

3. **No accrual journal entries** should be created for any FY22 LaCarte transactions.

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.

For 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

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.*

Fiscal Yearend Reminders:

1. **Travel/CBA Expense Reports** can be initiated after June 30 to include transactions that should be charged to FY22 budgets. In order to have Expense Reports processed against FY22 budgets, the following criteria must be met:
 - a. LaCarte/CBA Transactions must be linked/imported
 - b. Expense Report Date = **June 30, 2022**
 - c. All "Approvals must be Secured"
 - d. Routed to and awaiting action by an Expense Partner (by Tuesday, July 5 at 4:30pm cob)
 - e. All required cost documentation must be attached

Please note: **Expense Reports not meeting all of the above criteria will be charged to FY23 budgets.**
2. **No accrual journal entries** should be created for any FY22 CBA or travel transactions.
3. **Cash Advances** issued are not charged to departmental budgets until an expense report is processed and approved. **Cash advances should not be accrued.**

Travel Agency

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 7:00am to 7:00pm 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 for limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System is available on myLSU!

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**.

For 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
- ☛ Caitlin Cox 578-6052 or ccox40@lsu.edu



Sponsored Program Accounting

Sponsored Program Accounts that end June 30:

- ◆ Review all state sponsored agreements accounts to ensure all expenditures are recorded and encumbrances are liquidated by June 30, 2022.
- ◆ This includes cost sharing accounts
- ◆ The review is crucial for state sponsored agreements because of agency imposed deadlines of billing FY22 activity by July 15, 2022.

Yearend reminders

- ◆ DNR, DEQ, CPRA, and LA Department of Wildlife & Fisheries monitoring reports are due in Sponsored Program Accounting (SPA) by **July 6, 2022**. Please e-mail signed and dated reports to the SPA Grant Manager which can be found in Workday on the roles tab under the grant. Any past due reports must be submitted to SPA at that time also.
- ◆ Cost transfers to correct expenditures through the May 31, 2022 ledger are due **by June 7, 2022**. All FY 22 cost transfers are due **by July 11, 2022**.
- ◆ Restricted accounts should never be in an overdrawn status. In some cases, when a multi-year agreement or incrementally funded agreement or a pending request for additional funding, is in progress, there could be an overdraft. Please review all grants accounts using the **Grant Balances – Department** report to ensure all accounts have an acceptable balance.
- ◆ If there is a tentative account number for a State agency, please route the fully executed agreement through the appropriate Office of Sponsored Programs by **June 20, 2022**. SPA must ensure compliance with the invoice and financial report deadlines.
- ◆ Any expenditures incurred in FY 2022 but not paid as of June 30, 2022 should be accrued. Please see Accounts Payable & Travel's instructions for yearend accruals.
- ◆ **Annual and final technical reports for BOR projects** are due to BOR **by June 30, 2022**. If the final report is

not received by the deadline, the principal investigator is at a great risk of losing any additional scheduled payments. SPA will transmit the required expenditure reports to BOR.

Payroll Accounting Adjustments (PAAs) for retroactive changes in source of funds effecting FY 2022 activity should be processed no later than **July 7, 2022** to guarantee the change will be reflected in FY22. If applicable, a completed AS227: Justification for Retroactive Personnel Form must be attached to document why the expenditure is being moved to the new account. Also, please ensure employee account splits are accurate in order to document time & effort and salary cost sharing.

One-Time Payments

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

National Science Foundation (NSF)

Salary paid to senior project personnel on NSF-funded grants (including NSF pass-thru awards) cannot exceed 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

REU Programs

Students participating in REU programs can only be paid as a student worker if they are working with the PI on his/her research. If the students are at LSU conducting their own research, their payment should be processed as an award through the SAE system.

Checks

Baton Rouge campus departments should promptly forward checks for sponsored agreements to SPA, 204 Thomas Boyd. Checks for sponsored agreements on the

Sponsored Program Accounting continued...

Ag campus should be sent to the appropriate Ag Administration office who will forward to SPA. Please include documentation with the check, identifying as much information as available, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

Request for Tentative Account Number (AS494)

Please note that the PI's name listed on the AS494 should be their official name. Do not use nicknames or initials on the documentation so the correct persons can be identified when setting up the award/grant information in SPA.

Pre-award costs should not be requested until after the award is made to the University. If the begin date on the tentative request is before the begin date in the award, a request for pre-award costs can be submitted if permitted by the award.

As a general rule, **expenditures on sponsored agreement accounts should occur consistently throughout the life of the sponsored agreement**. Keep this in mind when requesting cost transfers or purchasing equipment at the end of the sponsored agreement. These costs may be questioned and/or disallowed in an audit.

Cost Sharing

If a cost sharing grant needs to be established for an existing award, please notify Kristy Donald at kdonald1@lsu.edu.

If you add/change cost sharing on someone who has already certified their effort, please notify SPA at effortassistance@lsu.edu to cancel and regenerate the effort certification for the employee.

Maintenance/Repair Cost on Sponsored Agreements

- ◆ General purpose equipment maintenance/repair costs are not allowable costs on sponsored agreements.
- ◆ Maintenance/repair costs for **specialty equipment**

purchased on the project or used primarily for the research and benefit of the project, can be a direct cost to a grant. Maintenance/repair costs are typically **allowable** on sponsored agreements when:

1. it is listed in the *approved budget
2. it is for specialty equipment purchased on the project
3. it is for specialty equipment used to support or advance the work of the project
4. it is not prohibited per the sponsor's terms and conditions
5. it is reasonable and allocable
 - ◊ Maintenance and repair costs must be proportionately allocated to each project or activity for equipment used on multiple projects (externally or institutionally funded projects including departmental research, instructional activities or other institutional activities.
6. maintenance agreement dates fall within the award period

**It is recommended that anticipated maintenance expenses be included in the proposed budget and budget justification.*

***If the maintenance/repair costs are not listed in the approved budget or the maintenance/repair costs are not for specialty equipment purchased on the project, an AS550 must be completed.*



Financial Accounting & Reporting

Yearend Preparation

Procedures and deadlines pertinent to each of the sections of Accounting Services are detailed in the [Schedule for Closing Accounts for FY 21-22 Memo](#), which can be found on the Accounting Services website.

Copies of this memo should be distributed to all staff having responsibilities related to the University's yearend closing process. An employee directory is included on the ninth page of the memo for reference.

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile reports/ledgers
- Monitor budget to actual expenses by account and ledger on a quarterly basis
- Process budget amendments, cost transfers, payroll accounting adjustments and internal billings for services rendered as needed
- Request closure of accounts that are inactive or are no longer needed
- Record CARD entries in a timely manner

Internal Billing Deadlines and Reminders

Deadlines for submission:

- **June 1** - For materials or services rendered through May 31
- **June 16** - For materials or services rendered through June 15
- **July 1** - For materials or services rendered during FY21

Important Reminders:

- 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.
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Cost Transfers/Ledger Corrections/Adjustments

Deadlines for approval:

- **June 7** - All Manual Journals for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through May 31
- **June 20** - All Manual Journals for corrections to ledgers and transfers of expenditures through June 15
- **July 12** - FINAL Manual Journals for corrections to ledgers for FY22

Important Reminders:

- Appropriate documentation including journal line detail report is required
- Ensure all worktags are visible on the documentation
- Do not select adjustment journal or create reversal when creating manual journals
- Only FD940 can be used as the balancing fund

Deferred Revenue/Prepaid Expense Reminders

- Deferred Revenue is revenue collected in FY22 but not earned until FY23.
- Prepaid Expenses are expenses paid in FY22 but not incurred until FY23.
- Accounting Recognition Worktag should be used
- Found in "Additional Worktags" prompt in CARD

Reports

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: Finance Reports by Functional Area

Some of the most useful reports commonly used by departments are:

- Revenue & Expense by “Driving Worktag Chosen”
- Journal Line Details with Employee Name
- Trial Balance

Merchandise for Resale

For those units that carry inventory of merchandise for resale:

- **June 20** - Inventory procedures are due and must include planned method of inventory and dates of expected counts
- **July 6** - Final inventory counts are due

Inventory procedures and final inventory counts should be e-mailed to Jennifer Richard, igendr1@lsu.edu (which is preferred) or hand delivered to 204 Thomas Boyd Hall.

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.

Unclaimed Deposits/Wire Transfers

With yearend approaching, departments that are anticipating funds (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.

Bursar Operations

Fiscal Yearend Reminder

CARD entries should be processed daily and submitted to Bursar Operations as completed. The due date for FY22 entries is June 30, 2022. To reduce the amount of returned entries, please include the required backup.

Deferred Payment Plan for Summer 2022

For students that selected Deferred Payment Plan for Summer 2022, the first payment is due Friday, July 1. Payments are considered late after Monday, July 11. For First Summer module students, that selected the deferred payment, their payment is due on June 13, and the payment is considered late on Friday, June 17.

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.

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:

Bursar Operations continued...

- * 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.

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.

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 (dbutcher1@lsu.edu).

University Cashier

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

Payroll

Teachers Retirement Audits

Teachers' Retirement System of LA (TRSL) audits payments made through both Payroll and Accounts Payable. Past audits have found that many contractor payments were made to employees, former state employees, and TRSL retirees, for services that the State of Louisiana deems subject to TRSL retirement contributions. The contractor information form, PUR_CR, required by Procurement Services contains the question "Is the contractor a current or retired member of Teachers' Retirement System of Louisiana?" It has frequently been found that those with audit findings answered 'No' to this question, when the answer should have been "Yes". If an audit finding is indicated, the contractor will be enrolled in TRSL, an accounts receivable will be set up to collect the retirement contributions that should have applied to the payment, and LSU will owe interest and penalties on the unreported earnings. When departments consider contracting with a former or current TRSL member, please remember that if the services provided would make the employee eligible for membership in TRSL if provided full-time, the individual must be employed with LSU and not contracted. This will ensure that the person is enrolled in TRSL, following the employment eligibility rules and that retirement contributions are deducted and remitted. Vigi Balachandran in Payroll or Belinda Doyle in Human Resources can help to determine if the potential contractor needs to be hired and enrolled in TRSL instead of being paid through Accounts Payable.

Payroll Accounting Adjustment

Payroll Accounting Adjustments affecting FY 21-22 must be completed by **July 07, 2022**.

Retro Pay Transactions

Any Retro pay transactions should be processed immediately. In order to be charged to FY 21-22 retro personnel transactions, or retro time entry, must be completed by the following dates:



Payroll continued...

Pay Group	Retro Date	Completion Date
Professional	Pay Period Beginning Prior to June 1, 2022	June 20, 2022
Wage	Pay Period Beginning Prior to June 4, 2022	June 15, 2022
Academic	Pay Period Beginning Prior to May 15, 2022	June 21, 2022
Student	Pay Period Beginning Prior to June 11, 2022	June 22, 2022

Payroll Forward Accruals/Reversals — Fiscal Yearend

The payroll forward accrual amounts represent the number of workdays in June that are paid in July - in other words, the wage and benefit amounts that were earned in fiscal year 2022 but paid in fiscal year 2023. The payroll forward accrual is dated 06/30/2022 and estimated using the wage payments made on the last biweekly payrolls of the fiscal year.

The accrual reversal process is required in FY 2023 to back out the fiscal year end 2022 payroll forward accrual charges. The biweekly payroll accrual reversal reflect the credit(s) for the exact amount of the payroll forward accrual(s) charged to your account on June 30, 2022 (Fiscal Year 2021-2022).

Final Wage and Student Payrolls for Fiscal Yearend

Wage Payroll

The last wage payroll period to be processed for FY 21-22 ends **June 17**. Payroll expense through June 30 will be accrued by allocating **90%** of the charges from the June 4-June 17 pay period. The accrual will appear on June ledgers with the Journal Source of Payroll Forward Accrual. Time for the period ending June 17 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 21, 2022**.

Student Payroll

The last student payroll period to be processed for FY 21-22 ends **June 24**. Payroll expense through June 30 will be accrued by allocating **40%** of the charges from the June

11 – June 24 pay period. The accrual will appear on June ledgers with the Journal Source of Payroll Forward Accrual. Time for the period ending June 24 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 28, 2022**.

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.

Please be aware that these overrides are not supported in the retroactive pay process. If the period activity pay is submitted late the costing will revert to the worker position costing allocations. In these cases the department will be required to complete a Payroll Accounting Adjustment to correct the costing.

Reports to Assist in Year End Processing

REPORT NAME	DEFINITION	SECURITY ROLE	LOCATION
Payroll Accounting per Worktag	Used to obtain payroll accounting detail by organization for a certain period or pay group.		Search Field- Type in Report Name or Payroll Accounting in Search Field
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
Time Not Submitted Timekeeper	Will allow a Timekeeper to view all workers in their organization that have entered time on their calendar, but have not submitted time to their manager for approval.	Timekeeper	Search Field- Type in Report Name or Timekeeper in Search Field
Time Not Approved Timekeeper	Will allow a Timekeeper to view all workers in their organization that have entered and submitted time for approval, but the manager has not approved the time block	Timekeeper	Search Field- Type in Report Name or Timekeeper in Search Field
Workers With No Time Entry Timekeeper	Will allow the Timekeeper to view all workers who have no time entry for a specified date range	Timekeeper	Search Field- Type in Report Name or Timekeeper in Search Field

TRAININGS

Description	Division	Date	Time	Location
Business Managers' Meeting	—	Tues, 6/14	9:30 am - 11:00 am	Online via Zoom
Supplier Management	Procurement	Thurs, 6/16	1:30 pm - 2:30 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