

# Office of Accounting Services Monthly Newsletter



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

**June 2024  
Issue 475**

## June Business Managers' Meeting

- ▶ Workday Student Update
- ▶ Form AS540, Request for Approval – Lod Cook Hotel & Conference Center
- ▶ Unique Cuisine Billing & Payment
- ▶ FY24 Wrap Up

**June 11, 2024  
9:30—11:00 am  
Online via Zoom**



### In this issue...

<b>Payroll</b>	<b>3</b>
<b>Bursar</b>	<b>5</b>
<b>LaCarte</b>	<b>7</b>
<b>Travel</b>	<b>8</b>
<b>SPA</b>	<b>8</b>
<b>LSU Acronyms</b>	<b>11</b>

## What's New?

**Effective June 1, 2024, Lod Cook will no longer invoice catering provided by Unique Cuisine for events held at Lod Cook.** The AS540, Request for Approval of the Cook Conference Center form has been updated to remove the catering section. The updated form can be found on the AP & Travel website.

The AS499, Request for Approval of Special Meal form should be used for events with catering services held at Lod Cook. The direct billing process will be continued, and Unique Cuisine will send invoices to departments. LaCarte should not be used as the payment method. For questions, please contact Jennifer Driggers at [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu) or 578-1538 or Valery Sonnier at [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu) or 578-1531.

**1098-T forms:** 2023 1098-T forms can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to [bursar@lsu.edu](mailto:bursar@lsu.edu).

## 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 23-24 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 3** - For materials or services rendered through May 31
- **June 17** - For materials or services rendered through June 15
- **July 1** - For materials or services rendered during FY24

#### 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 10** - FINAL Manual Journals for corrections to ledgers for FY24

#### 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 FY24 but not earned until FY25.
- Prepaid Expenses are expenses paid in FY24 but not incurred until FY25.
- 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:

- 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

# Payroll

- **July 5** - Final inventory counts are due Inventory procedures and final inventory counts should be e-mailed (which is preferred) to Jennifer Richard, [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) or hand delivered to 204 Thomas Boyd Hall.

## Bank Reconciliation

### 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](mailto:bankrecon@lsu.edu). Please be able to provide estimated date of deposit and amount.

Contact us at [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu) for questions/requests related to the following:

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

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at [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](mailto:bankrecon@lsu.edu).

## Early Wage Payroll Deadlines

Payroll	Period Ending	Time Locked
➤ Wage	June 14, 2024	Monday, June 17, 2024 at 11:59 p.m. <b>Wednesday, June 19, 2024 is a bank holiday</b>
➤ Wage	June 28, 2024	Monday, July 01, 2024 at 11:59 p.m. <b>University Closed Thursday, July 04, 2024 for 4<sup>th</sup> of July Holiday which is also bank holiday</b>

## Payroll Accounting Adjustment

Payroll Accounting Adjustments (PAA) affecting FY 2024 must be **completed** by COB on **Monday, July 08, 2024**. The status of the PAA must be successfully complete.

## Retro Pay Transactions

Any Retro pay transactions should be processed immediately. In order to be charged to FY 2024, retro personnel transactions or retro time entry must be completed by the following dates:

Pay Group	Retro Date	Completion Date
Professional	Pay Period Beginning Prior to June 1, 2024	June 17, 2024
Wage	Pay Period Beginning Prior to June 15, 2024	June 26, 2024
Academic	Pay Period Beginning Prior to May 15, 2024	June 19, 2024
Student	Pay Period Beginning Prior to June 08, 2024	June 19, 2024

## Payroll Forward Accruals/Reversals — Fiscal Year End

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 FY 2024 but paid in FY 2025.

The payroll forward accrual is dated 06/30/2024 and estimated using the wage payments made on the last biweekly payrolls of the fiscal year.

The accrual reversal process is required in FY 2025 to back out the FY 2024 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, 2024 (FY 2024).



**Final Wage and Student Payrolls for Fiscal Year End**

**Wage Payroll**

The last wage payroll period to be processed for FY 2024 ends **June 28**. Since the period end is 06/28 and 06/29 and 06/30 are the weekend, there will be no wage accrual for FY 2024. Time for the period ending June 28 should be **submitted and approved** in Time Tracking by **11:59 p.m.** on **Monday, July 01, 2024**. The pay date for this payroll is **July 5, 2024**. Departments will not see charges for the final wage payroll of the fiscal year until after payroll completes on **Tuesday, July 2, 2024**.

**Student Payroll**

The last student payroll period to be processed for FY 2024 ends **June 21**. Payroll expense through June 30 will be accrued by allocating **50%** of the charges from the June 08 – June 21 pay period. The accrual will appear on June ledgers with the Journal Source of Payroll Forward Accrual. Time for the period ending June 21 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 25, 2024**.

**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 Time-keeper 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 Time-keeper 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 Time-keeper 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

**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. Kade Kieschnick 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.

## Bursar Operations

### Important Deadlines

#### ◆ Summer Semester 2024

- ◇ **June 5:** Final Day to Receive 50% Refund for Summer Sessions A & B
- ◇ **June 20:** Final Day to Drop Courses for Summer Session B (Deadline 4:30 PM CST)
- ◇ **June 29:** Final Day of Classes for Summer Session B

#### ◆ First Summer Module 2024

- ◇ **June 20:** Final Day to Drop Courses (Deadline 4:30 PM CST)
- ◇ **June 29:** Final Day of Classes

#### ◆ Second Summer Module 2024

- ◇ **June 10:** Fee Bills Available for Second Summer Module via myLSU

#### ◆ Summer Semester – Law

- ◇ **June 12:** Final Day to Receive 50% Refund
- ◇ **June 21:** Final Day to Drop Courses (Deadline 4:30 PM CST)

### Reminders

- ◆ **Foreign Source Reporting:** Federal and state requirements require LSU and Affiliate Organiza-

tions to report any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed to the respective agencies semi-annually. The upcoming report date is June 30, 2024 and is due by July 31, 2024. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at [FASOP: AS-35](#) and questions can be directed to Mary Catherine Gillespie Smiley at [mgille7@lsu.edu](mailto:mgille7@lsu.edu).

- ◆ **International Payment:** International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill and Billing Statement. Flywire commits to providing the best exchange rates.
- ◆ **Credit Card Merchants:** Elavon has converted how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon now show one deposit for all credit card transactions. Merchants should no longer use the American Express MOP on their CARD entries, as those MOP codes have been deactivated. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) or John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).
- ◆ **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](mailto: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](mailto: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 clearly visible signatures.
- ◇ 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 10:00 am – 11:45 am and 12:30 pm – 4:00 pm, Monday – Friday.

## AP & Travel



### Invoice Processing

#### Important Dates for Invoice Processing

##### Friday, June 28, 2024

- \* Final AP Settlement Run
- \* All supplier invoices, especially punchout supplier invoices must be approved
- \* Any supplier invoices, including punchout invoices, not approved by 4:00pm will be placed in "Draft" status
- \* There will be no accrual entries for punchout supplier invoices
- \* "Procurement Roll Forward" will be initiated to close FY24 after 4:30pm

##### Monday, July 1, 2024

- \* Invoices in Draft status will be released for approvals
- \* Invoices/payment requests submitted after Friday, June 28, 2024 must have the following:
  - Check Yes or No in the "Fiscal Year End Accrual" box on AS forms to indicate if the invoice/document should be accrued

##### Tuesday, July 9, 2024 at noon

- \* **Final date for supplier invoice accruals**

#### Purchase Order Receipts

- \* There is no deadline for receipts
- \* Items must be physically received by June 30
- \* Receipts must be dated on or before June 30 to determine accruals
- \* Do not attach invoices to Receipts, send to [aptravel@lsu.edu](mailto:aptravel@lsu.edu)

#### Helpful Tips for a Successful Yearend!

1. E-mail invoices to [aptravel@lsu.edu](mailto:aptravel@lsu.edu).
2. Departments are encouraged to contact suppliers for invoices.
3. Run the **Aged Listing of Outstanding Encumbrances** report to show remaining obligations and to ensure payments have been processed.

**Job Aid, AP & Travel FY23-24 Processing Procedures will be available on the Accounts Payable & Travel website under Manuals.**

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

#### Direct Charge:

- ☎ Deana Clement-Delage 578-1539 or [dcleme2@lsu.edu](mailto:dcleme2@lsu.edu)
- ☎ Carly Carpenter 578-7828 or [ccarp32@lsu.edu](mailto:ccarp32@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)

#### Purchase Order:

- ☎ Maci Jones 578-1620 or [macijones1@lsu.edu](mailto:macijones1@lsu.edu)
- ☎ Austin Ledet 578-1545 or [aledet@lsu.edu](mailto:aledet@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)

#### Special Meal Expense Reports

For Special Meal Expense Reports, please ensure you are selecting the correct Business Purpose as this determines the routing to the appropriate section. 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
- \* **Special Meal – Travel:** Meals including interviewees/speakers/guests

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 AS499 form should be attached to the Expense Report, Direct Charge request, or America to Go purchase order.

**Wednesday, July 3, 2024**

- \* Final date for FY24 Expense Reports routed to Accounts Payable & Travel by 4:30pm cob
- \* **Expense Reports processed against FY24 budgets must have the following criteria:**
  - Special meal transactions paid with LaCarte must be linked/imported
  - Special meal expense reports must be dated on or before June 30, 2024
  - All required cost documentation, especially fully completed and approved AS499 form, must be attached
  - All approvals must be secured

Special Meal Reminders:

1. An “open” restaurant setting is not an acceptable venue for a business or staff meeting.
2. A guest list is not required for an event which provides refreshments or receptions.
3. LaCarte can be used to pay for dine-in restaurant special meals. The cost of the meal is subject to the special meal rates listed in PM-13 and no alcohol should be included or paid for with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction.
4. LSU Dining should **not** be paid for on LaCarte.
5. Food – Human Consumption (**SC0061**) spend category should not be used for Special Meals.
6. Special Meal Reimbursement requests require proof of payment, i.e., paid invoice/receipt.

For questions regarding special meals, please contact Jessica Hodgkins at [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu) or 578-1541.



**LACARTE**

**Important Dates for Expense Reports**

**Monday, July 1, 2024**

- \* Final date for FY24 LaCarte/Travel transactions to be loaded into Workday

**Wednesday, July 3, 2024**

- \* Final date for FY24 LaCarte/Travel expense reports to be routed to Accounts Payable & Travel by 4:30pm, close of business
- \* **Expense Reports processed against FY24 budgets must have the following criteria:**
  - LaCarte/Transactions must be linked/imported
  - Expense Report must be dated on or before June 30, 2024
  - All required supporting cost documentation must be attached
  - All “approvals must be secured”
  - Routed to and awaiting action by an Expense Partner (by Wednesday, July 3 at 4:30pm, cob)

**Note: Expense reports not meeting the criteria will be charged to FY25**

**Helpful Tips related to LaCarte Expense Reports for a Successful Yearend!**

1. Assess your procurement needs early and plan accordingly.
2. Reconcile LaCarte procurement transactions and transactions related to completed travel on a weekly basis. As a reminder, the 30-day reconciliation requirement is reduced to 5 days during June.
3. Run the “**Find Outstanding Credit Card Transactions by Employee Cost Center**” report on a weekly and daily in the month of June to monitor for “New” or “Draft” LaCarte transactions by cardholders.
4. Run the “**Find Expense Report for Cost Center**” and “**Find Credit Card Transactions by Employee Cost Center**” reports which display both “**Awaiting Action**” and “**Comments**” from the expense report Business Process tab to monitor expense report final approval.

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

- ☒ Theresa Oubre 578-1543 or [talber3@lsu.edu](mailto:talber3@lsu.edu)
- ☒ Christian O'Brien 578-1544 or [cobrien2@lsu.edu](mailto:cobrien2@lsu.edu)
- ☒ Taylar Anderson 578-1977 or [tayloranderson@lsu.edu](mailto:tayloranderson@lsu.edu)
- ☒ DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)



## TRAVEL

**Helpful Tips related to Travel Expense Reports for a Successful Yearend!**

1. Review Spend Authorizations for completed travel to ensure expense reports have been submitted timely.
2. Spend Authorizations
  - a. Must have correct travel dates
  - b. Must include the destinations
  - c. Must include purpose of travel
3. Cash Advances issued are not charged to departmental budgets until an expense report is processed and approved. Cash advances should not be accrued.
4. Travel Expense Reports
  - a. Spend Authorization must be linked
  - b. LaCarte/Travel transactions must be linked/imported
  - c. Itemized receipts and related cost documentation must be attached
  - d. Prior approvals must be attached
  - e. Must use correct expense report business purpose

**Additional Reminders**

1. Reach out to the cardholders to ensure their transactions will be expensed by the July 3 deadline to ensure transactions will be charged to FY24 budgets.
2. Review the expense report in "Draft" status to investigate why the expense report has not been submitted and assist cardholders, when applicable, to ensure expense reports are submitted by the deadline.
3. Review expense reports "in progress" status by clicking the Business Purpose to see its status. If the expense report is awaiting action by an Approver (other than a LaCarte or Travel auditors) send the Approver an e-mail to expedite the approval process.

4. Final approval by the Expense Partner (i.e., AP auditor) will be delayed if an expense report has missing or incomplete documentation.
5. The AP auditor will send an e-mail to request any missing information.
6. Documentation/information must be received by the deadline for the expense report to be processed in FY24.
7. Please respond to e-mails timely to expedite final approvals.
8. Please do not Edit or Withdraw any expense reports awaiting final approval by the auditors.

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

- ✈ Caitlin Cox 578-6052 or [ccox40@lsu.edu](mailto:ccox40@lsu.edu)
- ✈ Jonathan Fresina 578-3672 or [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)
- ✈ Henry Woodard 578-2007 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- ✈ Kalyn Lewis 578-8928 or [mayfield1@lsu.edu](mailto:mayfield1@lsu.edu)
- ✈ DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)

## Sponsored Program Accounting

**Reminders**

**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, 2024.
- ⇒ This includes cost sharing accounts
- ⇒ The review is crucial for state sponsored agreements because of agency imposed deadlines of billing FY24 activity by July 15, 2024.

**Yearend reminders**

- ⇒ DNR, DEQ, CPRA, and LA Department of Wildlife & Fisheries monitoring reports are due in Sponsored Program Accounting (SPA) by **July 6, 2024**. 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, 2024 ledger are due **by June 7, 2024**. All FY 24 cost transfers are due **by July 12, 2024**.
- ⇒ 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, 2024**. SPA must ensure compliance with the invoice and financial report deadlines.
- ⇒ Any expenditures incurred in FY 2024 but not paid as of June 30, 2024 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, 2024**. 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 2024 activity should be processed no later than **July 7, 2024** to guarantee the change will be reflected in FY24. 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 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 @ [kdonald1@lsu.edu](mailto:kdonald1@lsu.edu).

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

## Administration

**Shredder**

Accounting Services has an industrial-sized shredder located on the 4<sup>th</sup> floor of Thomas Boyd Hall that departments can reserve. To reserve the shredder, please send an e-mail to Brenda Wright at [bwright4@lsu.edu](mailto:bwright4@lsu.edu) or Desiree Esnault at [desnault@lsu.edu](mailto:desnault@lsu.edu). The e-mail should include the day and time of your requested appointment. In an effort to allow all departments across campus to utilize the shredder and maintain the work flow internal to our office, we have limited the use to 2-hour increments. Appointments can be made for 8:00 to 10:00 am, 10:00 to 12:00 pm, and 1:00 to 3:00 pm. If a department is more than 15 minutes late, the appointment may be rescheduled. If a department has a project that includes a large amount of paper to be shredded and a timeline to abide by, we will do our best to accommodate. Any departments using the shredder will be trained on how to safely operate the shredder, clean the general area, and proper disposal of the bags of shredded paper. Note that the shredded bags of paper must be transported to the dumpster outside T Boyd & LSU Library and can be fairly heavy when being moved. Also, due to budget constraints, departments with a large amount of shredding may be required to purchase and replenish shredder bags and oil. Note: this equipment does not dispose of microfilm or microfiche -it is intended for **paper only**.

## TRAININGS

Description	Division	Date	Time	Location
Business Managers' Meeting	—	Tues, 6/11	9:30 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

ASP	Administrators of Sponsored Programs
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
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
MyLSU	Personalized online resource center for LSU Faculty, Students and Staff
NCE	No Cost Extension
OTP	One Time Payment
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
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
GG	GeauxGrants
SAE	Student Award Entry 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 Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture