

Office of Accounting Services Monthly Newsletter



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

October 2024
Issue 479

October Business Managers' Meeting

- Annual Enrollment
- Cybersecurity Awareness
- Intersection of American Disabilities Act (ADA) & Travel Regulations

October 8, 2024
9:30—11:00 am
Online via Zoom



> **In-Kind Gifts**
see page 7 for details

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Financial Accounting & Reporting

Requests for New Workday Dimensions

Departments who need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, [Financial Accounting & Reporting](#) webpage.

AS502: Request for Agency/Clearing

AS505: Request for Program

AS509: Request to Establish Endowed Scholarship

AS551: Request for Project

AS600: FDM Request Form – Expense Items, Ledger Accounts, Revenue or Spend Categories

AS600-A: FDM Request Form - Cost Center

AS600-B: FDM Request Form – Budget Code, Classification Type, Debt, Loan Receivable, Transfer Company

Appropriate approvals must accompany any request.

Reporting

Below is a list of commonly used reports in Workday and can be accessed by typing the Report name into the Workday search box.

- * **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- * **Journal Line Details** – Provides a list of detail journal entries by period
- * **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- * **Payroll Accounting per Worktag** – Provides payroll detail by organization
- * **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- * **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

Workday Security Access

Workday Access can be requested through myLSU:

- * Financial Services
 - Workday Security Access Request

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.

Petty Cash

The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Stephanie Laquerre at slaquer@lsu.edu and Jennifer Richard at jgendr1@lsu.edu using **Melanie Powell (SPL-44555)** as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the [CARD application](#).

[Employee reimbursements](#) will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website.

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), [Expense Reports for Non-Workers](#) should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. Expense Report for Non-Workers job aid can be found on the Workday Training website.

Bursar Operations

Important Deadlines

Semester Deadlines

⇒ Fall 2024 (1S/25)

- **October 12:** Final Day of Classes for Semester Session B Courses
- **October 18:** End of 100% Refund Period for Semester Session C Courses
- **October 21:** First Day of Classes for Semester Session C Courses
- **October 23:** First No Pay Purge for Semester Session C Courses
- **October 23:** End of 90% Refund Period for Semester Session C Courses
- **October 25:** End of 50% Refund Period for Semester Session C Courses
- **October 25:** Second No Pay Purge for Semester Session C Courses

⇒ Fall 2024 (1S/25) – Law Campus

- **October 30:** Final Day to Drop Courses

Online Module Deadlines

⇒ First Fall Module 2024 (1L/25)

- **October 12:** Final Day of Classes for First Fall Module

⇒ **Second Fall Module 2024 (1P/2025)**

- **October 14:** Registration Payment Due Date
- **October 18:** First No Pay Purge
- **October 18:** End of 100% Refund Period
- **October 21:** First Day of Classes
- **October 21:** Financial Aid Disbursement Date
- **October 22:** End of 90% Refund Period
- **October 23:** Final Day to Drop Courses without “W”
- **October 25:** Second No Pay Purge
- **October 25:** End of 50% Refund Period
- **October 25:** Final Day for Students to Add Courses via myLSU

Reminders

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.

Foreign Source Reporting

Federal and state requirements require LSU and Affiliate Organizations 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 most recent report date was June 30, 2024 and was 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.

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 or John Milligan at 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.

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 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.



Accounts Payable & Travel

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 ysonnier@lsu.edu.

Special Handling

As a reminder, LSU outsourced the check-printing function to JP Morgan. If special handling is requested for a check, the check is returned to LSU via FedEx overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

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

Direct Charge:

- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Carly Carpenter 578-7828 or ccarp32@lsu.edu
- ☎ Dominic “DJ” Morgan 578-7886 or dmorgan1@lsu.edu

Purchase Order:

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



LACARTE

Expense Reports should be created for LaCarte transactions not related to travel and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder’s privileges.

Delinquent FY24 Procurement Transactions

We still have some cardholders with suspended card privileges due to delinquent FY24 procurement transactions. For the card privileges to be restored, immediate action should be taken to reconcile the LaCarte transactions. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Annual Cardholder Review

As a reminder, each Department Head is required to conduct an annual review of their unit’s LaCarte cardholder profiles, spending limits, and last usage date to determine if each employee should retain his/her card and/or if the cardholder’s spending limit should be adjusted. A cardholder list has been provided to departments to be reviewed and certified by the Department Head. The list should be returned to AP & Travel by **October 15, 2024**, where the information will be centrally filed.

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

Enterprise/National Vehicle Rental

Effective September 15, 2024, the multiplier discount increased for weekly rentals to 5.5 (from 5.0) times the daily rate, and for monthly rentals to 22 (from 20) times the daily rate. Please see the AP & Travel website for more information.

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. As a reminder, faculty, staff and LSU students are required to use CBT. 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.

Travel Reminders:

1. Spend authorizations must be fully completed and approved prior to making any travel arrangements. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
2. Personal destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
3. International travel to a region with a U.S. Department of State travel advisory or to a foreign adversary country is subject to a mandatory prior approval by the Office of Academic Affairs. Refer to FASOP AS-18 for more details.
4. Enterprise, National and Hertz are the in-state and out-of-state travel state contract vendors for rental vehicles in which use is mandatory for employees. Use of the contracted vendors is encouraged for non-employee University students, guests, and contractors. It is at the traveler's discretion which rental company is utilized.
5. Travelers/departments should always monitor unused tickets every 30 days and take them into consideration when making travel arrangements.
6. It is the responsibility of the University and the employee to comply with all ethics laws and requirements. Refer to the Louisiana Board of Ethics website for more information and to obtain the latest ethics disclosure form (i.e., 413 form).

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

- | | |
|--------------------|--|
| ✈ Jonathan Fresina | 578-3672 or jfresi1@lsu.edu |
| ✈ Henry Woodard | 578-2007 or hwooda4@lsu.edu |
| ✈ Kalyn Lewis | 578-8928 or mayfield1@lsu.edu |
| ✈ Julian White | 578-2780 or jwhite22@lsu.edu |
| ✈ DeAnna Landry | 578-8593 or deannal@lsu.edu |

Accounts Payable Recognition Week



Payroll

Partial Payments

A [partial payment](#) is issued to an employee when the appointment transaction or timesheet is not completed by the payroll processing date. Please refer to the Payroll website for a more detailed explanation of the partial payment procedure. Before departments request a partial payment for the employee be sure that the employee has reviewed and understands the partial payment process and send Payroll an acknowledgement that the employee is actually requesting a partial payment. Partial payments are generally not issued on extra earnings.

International Employees

Tax treaty benefits expire December 31, 2024. Departments and affected employees will be receiving detailed instructions soon on the renewal process.

Edit Passport and Visa Task

Please ensure that all employees are completing the **Edit VISA and Passport Task**. The Payroll Office uses the VISA information to monitor when an international employee reaches substantial presence. Once an employee reaches substantial presence, they may be

eligible for a retirement plan or mandated to pay OASDI and Medicare. Payroll cannot effectively capture this population and coordinate with Human Resources to ensure that the employees taxes and retirement are coded correctly without the VISA information. An alert similar to the ones received for personal information change and onboarding will be added. We are asking the departments to review and make certain that all their employees are completing this task in a timely manner.

Employee Benefits Annual Enrollment

LSU's Annual Enrollment is being held from October 1, 2024 through November 15, 2024. During this time, employees are able to make benefit plan changes for an effective date of January 1, 2025.

All **eligible** active employees will be routed an Open Enrollment event in Workday in October for Annual Enrollment. The Open Enrollment event will go to their Workday Inbox. The Open Enrollment event in employee's inboxes will disappear at close of business on November 15. Retirees will not have access to Workday. Retirees will receive an Annual Enrollment change form in the mail to be returned to LSU in order to make plan changes.

Employees are encouraged to print a benefits confirmation from their Benefits worklet after completing their Open Enrollment event in Workday. Employees should verify all benefits, contact information, personal information, dependent information, and plans are correctly reflected on their records and review their elections at the completion of the Open Enrollment event in Workday. This process will eliminate not receiving ID cards, tax documents, and desired benefits.

Employees currently participating in the flexible spending and health savings account options must re-enroll for the 2025 plan year. Employees may enroll in flexible spending account options through their Workday Open Enrollment event. The maximum contribution limits employees can elect for the 2025 plan year is \$3,200 for health care and \$5,000 for dependent care.

Employees may enroll in Health Savings Account by completing a [HSA Enrollment Form GB-79](#) which can be found on the LSU HRM Benefits website. The GB-79 form must be routed to Jennifer Popov's attention in Human Resources, 110 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account.

Sponsored Program Accounting

NEW INFORMATION

In-kind Gifts

The [AS523 Form](#) has been updated and posted to the SPA website along with a guide outlining the [In-Kind Gift Process](#).

Reminders

Sponsor Checks

If a check is received for a sponsored agreement in your department, please forward it to **Accounting Services, SPA, 204 Thomas Boyd**, to be logged in. Please include the following information on the check; award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

LaCarte Expenses

In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be **received** during the grant's period of performance.

Office Supplies

General purpose office supplies (such as computers and toner cartridges) are not normally allowable on federally sponsored agreements. General purpose supplies are part of facilities and administrative costs which are not considered allowable direct cost.

Source Documents

Requested information from sponsors should be routed to the appropriate SPA contact (Grant Manager). The Grant Manager can be found on the **Roles tab** of the grant in Workday.

Overdrawn Accounts

University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action is taken to clear any overdraft accounts.

ASP

If you are new to Sponsored Program administration, please consider becoming a member of **LSU Administrators of Sponsored Programs (ASP)**. ASP provides its members with information and resources regarding administrative policies and regulations that govern sponsored programs. An individual may become a member by subscribing to the [ASP-LISTSERV](#) via the LSU Office of Sponsored Programs website.



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
Budget Instructor Led Workday	Budget & Planning	Wed, 10/2	10:00 am—11:30 am	Online via Zoom
Department Solicitations	Procurement	Wed, 10/2	10:00 am—11:00 am	Online via Zoom
Business Managers' Meeting	—	Tues, 10/8	9:30 am—11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 10/8	1:30 pm—3:00 pm	Online via Zoom
Intro to Post Awards	SPA	Thurs, 10/10	9:00 am— 11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 10/15	9:00 am—10:30 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 10/15	1:30 pm—3:00 pm	Online via Zoom
Cost Transfers	SPA	Thurs, 10/17	9:00 am— 11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 10/17	1:00 pm—2:30 pm	Online via Zoom
Cost Sharing	SPA	Wed, 10/23	9:00 am—11:00 am	Online via Zoom
Procurement Institute	Procurement	Wed, 10/23	9:00 am—10:30 am	Online via Zoom
Post Award Management Reports	SPA	Wed, 10/30	9:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 10/30	10:00 am—11:00 am	Online via Zoom
Budget Instructor Led Workday	Budget & Planning	Wed, 10/30	10:00 am—11:30 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