Office of Accounting Services
Monthly Newsletter

LSU

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

June 2023
Issue 463

June Business Managers' Meeting

- ✧ Property Control: Grant vs State Funds
- ✧ Importance of Property Control on Grant Funds
- ✧ New Reports Demo:
  - Expense Report Worktag Summary
  - Purchase Order Lines Received and Not Invoiced
- ✧ Travel Information:
  - Unused Tickets
  - Travel to Foreign Adversary Countries & FASOP AS-18, High Risk Travel to Restricted Regions
  - Spend Authorization Approvals & Spend Authorization Questionnaire
  - Louisiana Ethics Reporting

June 13, 2023
9:30 - 11:30 am
Online via Zoom

What's New?

- **Fee Bills for Second Summer Module 2023**
  Fee Bills will be published on 6/5/2023 via myLSU, and the registration payment due date is 6/26/2023. Once they are available, you can view your Fee Bill via myLSU > Registration Services > Fee Bill > Second Summer 2023.

New Helpful Reports

- **Purchase Orders**
  Departments can now access the *Purchase Order Lines Received and Not Invoiced* report which can be used to identify purchase order lines with a quantity/amount received that is different from the quantity/amount invoiced. This report can be used to locate receipts that may be missing an invoice, were created in error, or if the incorrect amount was billed. For questions, please contact Jessica Hodgkins at jhodgkins1@lsu.edu or 578-1541.

- **Expense Reports**
  Departments can now access the *Expense Report Worktag Summary* report which provides a summary of the total amount charged by worktag on an expense report, excluding expense lines/itemizations marked as personal. This report is available as a standalone report (through the search bar) or as an embedded analytic within expense reports in the inbox for easy access when approving (click on the graph icon in the upper right-hand corner of the Inbox task). A job aid is available with additional details on the LSU Workday website under Finance Training – Expenses.

Starting July 1, 2023, a spend authorization will be required for all travel expense reports/reimbursements for workers and non-workers. See the Accounts Payable & Travel section for more information regarding spend authorizations.

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, 2023.
- This includes cost sharing accounts
- The review is crucial for state sponsored agreements because of agency imposed deadlines of billing FY23 activity by July 15, 2023.

Yearend reminders

- DNR, DEQ, CPRA, and LA Department of Wildlife & Fisheries monitoring reports are due in Sponsored Program Accounting (SPA) by **July 6, 2023**. 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, 2023 ledger are due **by June 7, 2023.** All FY 23 cost transfers are due **by July 12, 2023**.
- 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, 2023**. SPA must ensure compliance with the invoice and financial report deadlines.
- Any expenditures incurred in FY 2023 but not paid as of June 30, 2023 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, 2023**. 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 2023 activity should be processed no later than **July 7, 2023** to guarantee the change will be reflected in FY23. 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 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.

Bursar Operations

Important Deadlines
Deferred Payment Plan for First Summer Module 2023
For First Summer Module students that selected Deferred Payment Plan, payment will be due on 6/12/2023 and will be considered late after 4PM CST on 6/16/2023.

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

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

Credit Card Merchants
Elavon has started converting how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from

Elavon will show one deposit for all credit card transactions. After conversion, merchants will no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or Daniel Butcher dbutch1@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 (dbutch1@lsu.edu).

Scanned CARD Entries
CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu. All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

* Sign electronically (using phones and/or computer mouse).
* Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
* The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary e-mail account.

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

FLAG DAY
June 14, 2023

Happy Father's Day!
June 18, 2023

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.

Payroll Accounting Adjustment

Payroll Accounting Adjustments (PAA) affecting FY 22-23 must be **completed** by COB on **Monday**, **July 10, 2023**. 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 22-23 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, 2023	June 19, 2023
Wage	Pay Period Beginning Prior to June 17, 2023	June 28, 2023

Academic	Pay Period Beginning Prior to May 15, 2023	June 20, 2023
Student	Pay Period Beginning Prior to June 10, 2023	June 21, 2023

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 fiscal year 2023 but paid in fiscal year 2024.

The payroll forward accrual is dated 06/30/2023 and estimated using the wage payments made on the last biweekly payrolls of the fiscal year.

The accrual reversal process is required in FY 2024 to back out the fiscal year end 2023 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, 2023 (Fiscal Year 2022-2023).

Final Wage and Student Payrolls for Fiscal Year End Wage Payroll

The last wage payroll period to be processed for FY 22-23 ends **June 30**. Since the period end is 06/30 there will be no wage accrual for FY 2023. Time for the period ending June 30 should be **submitted and approved** in Time Tracking by **11:59 p.m**. on **Monday**, **July 03, 2023**. The pay date for this payroll is **July 7, 2023**. Departments will not see charges for the final wage payroll of the fiscal year until after payroll completes on **Wednesday, July 5, 2023.**

Student Payroll

The last student payroll period to be processed for FY 22-23 ends **June 23**. Payroll expense through June 30 will be accrued by allocating **50%** of the charges from the June 10 – June 23 pay period. The accrual will appear on June ledgers with the Journal Source of Payroll Forward Accrual. Time for the period ending June 23 should be **submitted and approved** in Time Tracking by noon on **Tuesday**, **June 27, 2023**.

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

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 22-23 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 3** - For materials or services rendered during FY23

Important Reminders:
− Internal Billings should be initiated by the <u>rendering</u> 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 FY23

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 FY23 but not earned until FY24.
⇒ Prepaid Expenses are expenses paid in FY23 but not incurred until FY24.
⇒ 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, jgendr1@lsu.edu (which is preferred) 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. Please be able to provide estimated date of deposit and amount.

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.

Accounts Payable & Travel

Invoice Processing
The AP & Travel FYE Processing Procedures job aid is available on the Accounts Payable & Travel website. ***Departments are encouraged to have staff, in particular any new staff performing fiscal year-end duties, to review the Job Aid for detailed information.***

Fiscal Yearend Reminders:
▪ All supplier invoices, including punch-out invoices processed on or before **June 30** <u>must be</u> approved by Cost Center Managers (CCM's).

- In order for direct charge invoices/documents to be charged to FY23 budgets, the **"Fiscal Year End 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 FY23 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 FY23 budgets. *Departments are encouraged to assist in contacting suppliers for invoices to ensure the expenses will be reflected in FY23.*
- Punch-out Supplier Invoices must be approved by CCM's on or before **June 30,** in order to be charged to FY23 budgets. *No accruals will be processed for punch-out supplier invoices.*
- 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 5 - 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 FY24 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.

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

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

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

LACARTE

Fiscal Yearend Reminders for Special Meals, LaCarte, CBA, and Travel Expense Reports:

1. Expense report reconciliation requirement is reduced to **5** days in the month of June.

2. Final date for FY23 LaCarte transactions loaded into Workday is **Monday, June 26.**

3. Final date for FY23 expense reports to be submitted to Accounts Payable & Travel is **Wednesday, July 5 at 4:30 close of business day (cob)**.
4. **Expense Reports** can be <u>initiated after June 30</u> to include transactions that should be charged to FY23 budgets. **Expense Reports** processed against FY23 budgets; the following criteria must be met:
   a. LaCarte/CBA Transactions <u>must be</u> linked/imported
   b. Expense Report Date = **June 30, 2023**
   c. All required cost documentation must be attached
   d. All "Approvals must be Secured"
   e. Routed to and awaiting action by an Expense Partner (by Wednesday, July 5 at 4:30pm cob)

   <u>Please note</u>: **Expense Reports not meeting all of the above criteria will be charged to FY24 budgets.**
5. A fully completed and approved AS499 form should be included in the supporting cost documentation for special meal expense reports.
6. **No accrual journal entries** should be created for any FY23 expenses processed via the expense report.
7. Please do not Edit or Withdraw any expense reports awaiting final approval by the auditors.
8. Please respond timely to auditor e-mails to expedite final approvals.
9. **Cash Advances** issued are not charged to departmental budgets until an expense report is processed and approved. **Cash advances should not be accrued**.

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 and on a daily basis in the month of June 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 5th deadline to ensure transactions will be charged to FY23 budgets and equally important, to avoid card suspensions.
3. Review the expense report in "draft" status to investigate why the expense report has not been submitted. Cardholders may need assistance.
4. Review expense reports "in Progress" status by clicking the Business Purpose to see its current status. If the expense report is awaiting action by an Approver (other than a LaCarte or Travel Auditor) send the

Approver an e-mail to expedite the approval process.
5. 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 approval.

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

Unused Tickets
Unused tickets are under review by the State Travel Office with LSU having at least 50% of the state's total of unused tickets. **We must do a better job with unused tickets!** *Departments must implement an aggressive business process to analyze eligible unused tickets and work with CBT Travel Advisors to reuse the tickets on airfare bookings, regardless of the originator of the unused ticket.*

CBT provides a monthly report of unused tickets by campuses, and the detailed report is published on the Accounts Payable & Travel website.

As of April 10, 2023, the following is a breakdown by campus of unused tickets:

LSUBR	$152,980.52
LSUA	$ 2,572.15
LSUE	$ 1,249.65
LSUS	$ 4,960.46
PBRC	$ 4,867.25
AG CENTER	$ 20,637.51

Unused Ticket Usage in a Different Traveler's Name
Travel Arrangers/Travel Coordinators, please check the Monthly Unused Ticket Report prior to booking airfare to see if there are any unused tickets that could be reused, regardless of in someone else's name.

- Tickets for American Air, Delta Air and United Air (others may apply) allow for an unused ticket in one person's name to be changed into another person's name to be used for travel at time of booking. Fees may apply up to $100 domestic travel and higher for international travel.
- Southwest <u>does not</u> allow name changes on unused tickets.
- Partial unused tickets cannot be name changed.
- Manage unused tickets and reuse them when there is a cost benefit to reuse.
- Do not select to reuse an unused ticket if it leaves a residual balance that cannot be used or unless the ticket is due to expire.

For any unused ticket to be used in another person's name you must **call a CBT Advisor** to book travel. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538.

Travel to Foreign Adversary Countries

With the recent 2023 Legislative Session, it is anticipated that HB Act 767 will be signed which requires the University, starting July 1, 2023, to maintain prior approval and screening for any employment-related international travel to foreign adversary countries and employment-related foreign activities engaged in by any faculty member, researcher, or any other research department staff with foreign adversaries.

Prior approval shall be based on the binding commitment of the individual traveler not to violate the institution's limitations on travel and activities abroad and to obey all applicable federal laws. Any person subject to this Section traveling abroad representing their respective institution, upon return, shall report any gifts of funds or promises to pay offered by a foreign adversary or any entity representing the interests of a foreign adversary.

15 CFR §7.4 Determination of Foreign Adversaries is the source which identifies the following as adversary countries: China, Cuba, Iran, Russia, North Korea, and Venezuela.

In an effort to meet this new requirement, FASOP AS-18, High Risk Travel to a Restricted Region is being updated to include a section, *Travel to Foreign Adversary Countries* which will require prior approval in the same manner as prior approval for travel to countries with a U.S. Department of State Travel Advisory. The high risk forms

are also being updated to include information for the adversary countries.

High-risk travel requests will follow the same protocol for a recommendation by the International Travel Oversight Committee (ITOC) for final approval by Academic Affairs. High-risk travel requests should be submitted to Patrice Gremillion at least 30 days in advance of the proposed travel. As a reminder, no travel arrangements should be made without the appropriate prior approvals. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

Spend Authorization

Workday provides functionality (i.e., Spend Authorization Questionnaire) to capture additional information which will replace having to complete and attach the AS292-A or AS516 form.

Starting July 1, 2023, the Spend Authorization Questionnaire will be enabled, and both the AS292-A and AS516 forms will be discontinued. All travel expense reports/reimbursements will require a Spend Authorization for workers and non-workers. The information captured on the spend authorization questionnaire will allow the University to meet annual state reporting requirements.

Ethics Reporting

Starting July 1, 2023, all Ethics 413 Disclosure forms for international travel will require a copy of the approved Spend Authorization and when applicable, a copy of the approved high risk travel form to be attached to the ethics form. The ethics form will be reviewed for completeness and assurance of the travel being approved prior to Agency Head (or designee) signature. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

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

- ✈ Caitlin Cox   578-6052 or ccox40@lsu.edu
- ✈ Jonathan Fresina   578-3672 or jfresi1@lsu.edu
- ✈ Kathleen Patrick   578-3699 or kelder1@lsu.edu

First Day of Summer
June 21

Common Acronyms at LSU

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

Common Terms & Documents

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CBT	Christopherson Business Travel
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
WAE	Wages As Earned

Financial Systems

ABS	Advanced Billing System
CARD	Customer Accounts Receivable & Deposit
DIR	Directory System
FAMIS	Facility Services' Computerized Maintenance Management System
FMS	File Management System
SAE	Student Award Entry System
SPS	Sponsored Program System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BA	Budget Adjustment
BG	Basic Gift
BP	Business Process
CC	Cost Center
CCH	Cost Center Hierarchy
CCM	Cost Center Manager
CI	Customer Invoice
CO	Change Order
EG	Endowed Gift
FD	Fund
FDM	Financial Data Model
FN	Function
FS	Funding Source
GR	Grant
GRC	Grant Conversion
PAA	Payroll Accounting Adjustment
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
BOS	Board of Supervisors
DOE	Department of Energy
FAR	Financial Accounting & Reporting
FBI	Federal Bureau of Investigation
FDN	LSU Foundation
FEMA	Federal Emergency Management Agency
NIH	National Institutes of Health
NSF	National Science Foundation
ORED	Office of Research and Economic Development
OSP	Office of Sponsored Programs
OBO	Office of Bursar Operations
PAY	Payroll
PROC	Procurement
PROP	Property Management
SACS-COC	Southern Association of Colleges and Schools Commission on Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture