

Office of Accounting Services Monthly Newsletter



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

November 2024
Issue 480

November Business Managers' Meeting

- * Research Safety: Lab Close out and Chemical Purchasing
- * Foreign Source Reporting
- * NextSource Sales Tax
- * Time Tracking: Holiday Triggers
- * Payroll Updates & Deadlines
- * Travel Updates & Reminders

November 12, 2024
9:30—11:00 am
Online via Zoom



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What's New?

AP & Travel

LaCarte Card Information has been added to the Accounts Payable & Travel website to provide the following:

- Bank of America Contact Information
- Register for Global Card Access on Mobile Application or Online

For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Financial Accounting & Reporting

Internal Billings

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

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

- Financial Accounting
 - > Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings

- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- **Verify the Company on the line matches the Driving Worktag used** – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Cost Transfers

The following are tips when completing cost transfers:

- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run the report “Journal Line Details” and print it to PDF to use as backup. Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines to use or if a partial transfer is being done.
- On partial transfers, note the amount being moved.
- FD940 is not required on an entry – please only use if balancing error is received when submitting the journal.

The [“Create Journal Entry: Correcting Journal”](#) job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage.

Reporting

Below is a list of commonly used reports in Workday that 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.

** Unclaimed Deposits/Wire Transfers **

Departments that are missing funds (expected 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. If you wish to be added to the monthly unclaimed deposit notifications that are e-mailed, please e-mail your name and contact

information 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.



TAX TOPICS

International Employees

Tax treaty benefits expire December 31, 2024. Any employee who is eligible for treaty benefits for 2025 should attend the tax treaty workshop on one of the following days:

Wednesday, November 13 or

Thursday, November 14

8:30 am to 4:00 pm

Lobby of Thomas Boyd Hall

Employees must bring their Passport, Visa, I-94, I-20 and DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

Invalid or Temporary Social Security Number

A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S Social Security Number and that the U.S. SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee's correct SSN on W-2s and other wage reports. If you have questions, contact Grace-Anne Jones at gajones@lsu.edu.

Tax Withholdings

In Workday all payment for extra earnings and late pay transactions are made on the regular pay cycle - there are no supplemental payrolls in Workday. Please see the [payment of extra earnings](#) job aid. Any late or retro salary increases or late time submission is paid on the next regular payroll and not a supplemental payroll. Since these type of payments are now included with the regular paycheck, the employee's taxable income, and thus taxes, are increased for any affected payroll. The earnings are being taxed correctly in accordance with the IRS tax withholding tables. The employee can adjust their W-4

Bursar Operations

and/or L-4 at anytime in Workday to help minimize these tax effects.

The job aid for changing withholding elections can be found at [Training for Employees](#).

Address Changes or Corrections

Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The [View and Change Home and Emergency Contact](#) job aid provides instructions on updating address information in Workday.

Early Student Payroll Deadline Due To Thanksgiving Holiday

Payroll	Period Ending	Time Locked
◆ Student	November 22, 2024	Sunday, November 24, 2024 at 11:59 p.m.

Timekeepers

The following reports should be run to identify any time that has not been submitted or approved to ensure all time is paid correctly. As always, we recommend that all timekeepers run these reports weekly.

- Time Not Submitted
- Time Not Approved
- Workers with No Time Entry

Insurance Coverage at Retirement

Health premiums for retirees are determined by health participation as an active employee prior to retirement. Employees are encouraged to contact Human Resources for a vesting participation audit prior to retirement in order to ensure continuation in the OGB or LSU First Health plans are affordable and fit their changing needs due to retirement. Retiring employees must complete form GB-01 with Human Resources within 30 days of retirement or coverage will be terminated. Employees who do not continue benefits into retirement will not be eligible to return to state coverage as a retiree.

Important Deadlines

Semester Deadlines

- ◆ **Fall 2024 (1S/2025)**
 - ◇ **November 8:** Final Day to Drop Courses for Semester Session A
 - ◇ **November 22:** Final Day to Drop Courses for Semester Session C
- ◆ **Winter Intersession 2024 (1T/2025)**
 - ◇ **November 8:** Fee Bills are Available via myLSU
- ◆ **Spring 2025 (2S/2025)**
 - ◇ **November 25:** Fee Bills are Available via myLSU (All Semester Sessions)

Semester Deadlines – Law Campus

- ◆ **Fall 2024 (1S/2025)**
 - ◇ **November 27:** Final Day of Classes for Fall Semester
- ◆ **Spring 2025 (2S/2025)**
 - ◇ **November 25:** Fee Bills are Available via myLSU

Online Module Deadlines

- ◆ **Second Fall Module 2024 (1P/2025)**
 - ◇ **November 22:** Final Day to Drop Courses

Reminders

CampusGuard

"PCI DSS compliance training will start mid-to-late November and run through January. Please be on the lookout for e-mail notifications from our partners at CampusGuard regarding this training. If you have received a merchant survey, please have that completed and turned in by **November 8**. Any questions regarding the training or merchant survey can be sent to John Milligan at jmilligan@lsu.edu.

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 upcoming report date is December 31, 2024 and is due by January 31, 2025. Bursar Operations is responsible for information gathering and reporting from individual departments. Information will be sent out to departmental contacts in December. 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 10:00am – 11:45am and 12:30pm – 4:00pm, Monday – Friday.

Accounts Payable & Travel

INVOICE PROCESSING

Supplier Invoices

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

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

SPECIAL MEALS

AS499, Request for Approval of Special Meal

AS499 form must be completed in its entirety with a detailed event purpose (especially for student events) 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.

For questions concerning special meals and/or events, please contact one of the following:

Special Meals/Events:

- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
- ☎ Valery Sonnier 578-1531 or vsonnier@lsu.edu

Travel-related Special Meals:

- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu
- ☎ Jennifer Driggers 578-1538 or jdrigg@lsu.edu



LACARTE

PM-78, LaCarte Card Program Policy has been updated and is available on the Administration and Accounts Payable & Travel websites.

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. AP & Travel provided a list of the unit’s cardholders that should have been reviewed and certified by the Department Head. The deadline to return the listing to AP & Travel was **October 15, 2024**, where the information will be centrally filed. If you have received a reminder e-mail to complete the review, please ensure the review has been completed and signed by the Department Head and returned to 217 Thomas Boyd Hall.

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

Cook Hotel & Conference Center

Effective October 1, 2024, the lodging rate for the Cook Hotel & Conference Center is **\$126** (previously \$119).

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.

CBT (Christopherson Business Travel) migrated to a new ticketing platform Friday, October 18, 2024. As a result of the migration, the “untraveled itineraries” booked in the

CBT Online Booking System prior to October 18, 2024, may not be visible online and no changes can be made through the online booking system. **If a traveler needs to verify, cancel, or make changes to a trip booked prior to October 18, 2024, the traveler will need to contact a CBT advisor.** After October 18, 2024, all new reservations can be booked and/or managed in the CBT Online Booking System as normal.

GSA Lodging and Meals & Incidental Expenses (M&IE) Rates

When using the GSA per diem rates look-up tool, travelers should be mindful of the fiscal year. The look-up tool defaults to the **current federal fiscal year (10/1/24 - 9/30/25)**. Travelers must ensure the correct M&IE rate is selected using the correct federal fiscal year for the date of travel. For assistance, please contact a member of the Travel staff assigned to your department.

Workday Spend Authorization

A Spend Authorization is an Authorization to Travel with electronic routing for approvals. The approval allows reimbursement/payment to or on behalf of the traveler. There are two types of Spend Authorizations:

- ⇒ **Spend Authorization - Worker:** Used for employed faculty, staff, or student traveling on university business.
- ⇒ **Spend Authorization - Non-Worker (ECM):** Used for any university guests (i.e., non-employee student, interviewee, speaker, etc.) when traveling to/from on university business. A Spend Authorization (ECM) is not required for local guests (i.e., no travel involved).

Spend Authorizations must include the following detailed information:

- ⇒ **Start Date Field** – must be the first actual date of travel
- ⇒ **End Date Field** – must be the last actual date of travel
- ⇒ **Description Field** – must include the departure destination and business destination in the format of “Departure City, State to Departure City, State or City, Country

⇒ **Justification Field** – must include a detailed purpose of travel

Spend Authorization Questionnaire (SAQ) must be completed by the initiator immediately after submitting the spend authorization. The “Up Next” window appears after submitting the spend authorization with a link to the SAQ, or the SAQ can be accessed from the initiator’s inbox. ***The spend authorization will not route until the SAQ is fully completed and submitted.*** Once the spend authorization routes for approvals, the questionnaire responses will be visible on the “Questionnaire Responses” tab on the spend authorization. The information captured on the SAQ will allow the University to meet annual state reporting requirements. If the SAQ is not answered correctly, the expense report approval will be delayed.

Reminder: Spend Authorization 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.

The “**Edit Spend Authorization**” feature is available **only if the spend authorization is “in progress” or if there is no settled (paid) cash advance.** If the spend authorization includes a paid cash advance, the spend authorization cannot be changed. If a change is needed, manual approvals will be required.

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

AS516, Request for Authorization to Travel for Non-Worker will remain available for student travel and/or student group travel, when no reimbursement is due.

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

Sponsored Program Accounting

Checks

Departments should **promptly** forward checks for sponsored agreements to Accounting Services, 204 Thomas Boyd, Attn: SPA. Checks for sponsored agreements on the AG center campus should be sent to Ag Center’s Sponsored Programs Office who will forward to SPA. Please include all identifying documentation with the check, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact, if necessary.

Closeout Period

Closeout periods for sponsored agreements is usually 30 to 90 days (some awards are less than 30 days) after the expiration date of the award. The 30 to 90 day period is intended for paying outstanding bills. All work must have been completed and all items purchased must have been received by the expiration date of the expiring award.

Invention/Patent Certifications

All invention/patent certifications must be sent to Innovation & Technology Commercialization Director, Office of Innovation & Technology Commercialization (ITC), 800 Innovation Park Drive, Building 300, itc@lsu.edu after being signed by the Principal Investigator. For Ag Center, the certifications must be sent to Wade Baumgartner, LSU Agriculture Center, Office of Intellectual Property.

LA Board of Regents ENH and R&D awards

Rebudgeting requests must be submitted to BOR for

Administration

expenditures in line items not included in the original budget. These requests must be routed through the appropriate Sponsored Program office.

Prior approval of the Board of Regents (BOR) is required for the purchase of equipment not listed in the approved budget, unless the change in equipment involves no more than a change in make or model number.

Also, prior approval must be obtained from BOR to reduce the amount of salaries for graduate assistants. If approval to rebudget funds from the graduate student category is not received, the remaining balance in the graduate student category will have to be refunded to BOR along with the associated F&A costs. Rebudget requests reducing graduate student support must include the associated tuition remission cost sharing reduction. Note, tuition remission is not calculated on the Student Allowance therefore, if a graduate assistant is paid a Student Allowance during the summer when they are not enrolled, a request to reduce the tuition remission cost sharing must be submitted if tuition remission cost sharing was committed.

A complete list of the categories requiring prior approval can be found in Section IX of the contract from BOR titled Rebudgeting. Please be aware that the BOR does not approve such requests after the expiration date of the contract.

No Cost Extensions

PIs should request no cost extensions if the work (including deliverables) is not completed on sponsored agreements. It does not matter if the agreement is cost reimbursable or fixed price. Requests for extensions must be routed through the appropriate Sponsored Programs Office before submitting to the sponsor. Requests for no cost extensions must be made before the expiration date in accordance with the agency's guidelines.

Business Managers' Meeting

General Reminders:

- Monthly meetings are held virtually on the second Tuesday of each month from 9:30 am to 11:00 am.
- Information on prior meetings can be found on the [Business Managers' Meeting Archive](#) webpage.
- Suggestions for future topics can be made using the [Business Managers' Suggestion Box](#).
- To be added to the mailing list, click the [Join the Business Manager Group](#) button located on the Accounting Services webpage.

Newsletter Mailing List

The Accounting Services newsletter is e-mailed monthly once the newsletter is available. In addition, the online version is posted to the Accounting Services home page. Newsletters for the prior year can be found at [Newsletter Archives](#). To be added to the Newsletter Mailing List, contact Danita King at dcking@lsu.edu.

Unclaimed Property Notifications

If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Accounting Services. Any information or history related to the referenced unclaimed property would be helpful in determining if the claim is legitimate and LSU is due the unclaimed property. Accounting Services will complete the paperwork, obtain signatures, and submit the claim.

W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at bwright4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Elahe Russell on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

TRAININGS

To register for LSU Finance training classes:

- ❖ Log in to myLSU
- ❖ Click on 'Employee Resources'
- ❖ Click on 'LSU Training and Event Registration'
- ❖ Locate the appropriate training then click on 'View Classes'
- ❖ Click on the appropriate Training Date
- ❖ Click 'Register'
- ❖ E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
Sole Source Procurements	Procurement	Fri, 11/1	10:00 am—11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 11/5	9:30 am—11:00 am	Online via Zoom
Strategic Sourcing	Procurement	Tues, 11/5	2:00 pm—3:00 pm	Online via Zoom
Intro to Post Awards	SPA	Wed, 11/6	9:00 am—11:00 am	Online via Zoom
Budget Instructor Led Workday	Budget & Planning	Wed, 11/6	10:00 am—11:30 am	Online via Zoom
Specs and More Specs	Procurement	Wed, 11/6	1:30 pm—3:00 pm	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 11/7	9:00 am—11:00 am	Online via Zoom
Business Managers' Meeting	—	Tues, 11/12	9:30 am—11:00 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD)	Bursar	Tues, 11/12	10:00 am—10:30 am	Online via Zoom
Supplier Relationship Manager	Procurement	Tues, 11/12	2:00 pm—3:00 pm	Online via Zoom
Participant Support & Fellowships/ Subawards	SPA	Wed, 11/13	9:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Wed, 11/13	1:00 pm—2:30 pm	Online via Zoom
Post Award Management Reports	SPA	Thurs, 11/14	9:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 11/14	9:00 am—10:30 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 11/19	9:30 am—11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 11/20	10:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 11/27	10:00 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