

Office of Accounting Services

Monthly Newsletter



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www.lsu.edu/administration/ofa/oas/

July 2025
Issue 488

NEW INFORMATION

AP & Travel

University Travel Regulations (PM-13) have been updated to reflect changes to the travel policy, effective **July 1, 2025**. For more detailed information, please visit the AP & Travel section.

Bursar Operations

FY25 CARD Entries must be submitted by July 2 at noon.

Payroll

Wage Payroll due early—Monday, June 30 at 11:59 pm.

Business Managers' Meeting

There will be no meetings held during the summer months of July & August.

Meetings will resume in September.



Financial Accounting & Reporting

Merchandise for Resale

For those units who carry inventory of merchandise for resale:

- * Inventory procedures were due **June 20**.
- * **July 7** - Final inventory counts are due.

Inventory procedures and final inventory counts should be e-mailed to Jennifer Richard at jgendr1@lsu.edu.

Service Centers & Recharge Operations

- * FY 2025 Service Center Revenue and Expense Reports are due to Budget and Planning by **July 10**. All final accruals should be included in the report.
- * FY 2026 rate sheets are due to Budget and Planning by **July 21**. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2026 rates have been approved.

Instructions and forms can be found on the [Budget and Planning](#) website.

Reports

A list of the recommended reports for departmental use to assist with reconciliations and management of funds is available on the [Workday Training](#) webpage at the bottom under Reporting > Finance Reports by Functional Area.

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Reconciliation Reminders

The following are some reminders for monitoring revenues and expenditures throughout the year:

- * 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.
- * Ensure worktags are not overdrawn.
- * Investigate and correct errors.

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 a journal line detail report with all worktags visible 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 are being transferred.
- * 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.
- * A common source of errors is the “Additional Worktags” box. Verify all worktags listed under “Additional Worktags” prior to submitting.

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.

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 anticipating funds (ACH or wire transfers to LSU) should contact bankrecon@lsu.edu. Please be able to provide estimated date of deposit and amount.

Unclaimed Property FASOP

The University has published an [Unclaimed Property operating procedure](#). The Louisiana Uniform Unclaimed Property Act (Louisiana Revised Statutes 9:151-182) requires businesses and others to review their records each year to determine whether they are in the possession of any monies, funds, securities, or other intangible personal property that have been unclaimed for the required dormancy period. All departments should review to ensure compliance with the procedure.

Payroll

Early Wage Payroll Deadline

Payroll	Period Ending	Payment Date	Time Locked
♦ Wage	June 27, 2025	Thursday, July 3, 2025	Monday, June 30, 2025 at 11:59 p.m. University closed on Friday, July 04, 2025 for 4 th of July holiday which is also bank holiday.

Close Time Entry

The Close Time Entry date in Workday is 90 days from the payment date for the time period. After this date no adjustments can be made in Workday for the time period. The 90 days coincides with the cost transfer timeline for sponsored agreements. Requests for time entry adjustments to be processed beyond 90 days must be submitted using the [AS420:Supplemental Timesheet](#) and must include an explanation of the extenuating circumstances that prevented the time from being entered or adjusted in Workday within the 90 day period. The AS420 has been revised to now include the justification field.

Academic Dates

All campuses use a standard academic year for Payroll purposes. The academic dates are as follows:

<u>Academic Year</u>	08/15 -- 05/14
<u>Fall Semester</u>	08/15 – 12/14
<u>Spring Semester</u>	01/15 – 05/14

Civil Service Market Adjustments

The Civil Service Market Adjustments are effective 07/15/2025. The wage checks on 08/01/2025 for the period ending 07/25/2025 will be the first checks to reflect the increase. Any questions related to the Market Adjustments should be directed to HR at 578-8200 or hr@lsu.edu.

Expired or Missing Cost Allocations will result in an error in the payroll process and **will prevent payment to an employee.** HR partners, Cost Center Managers and Student Employment Partners must perform ongoing audits of cost center expiration dates and initiate timely changes prior to payroll run dates. The report—**Costing Allocations Ending Within Prompt Date** will help identify employees with expiring cost allocations.

Cost Allocations Notes

Cost Allocations on the Create Position transaction must have a begin date equal to the date the position is created. This is typically the date the transaction is entered.

Position Restriction Cost Allocations should not have an End Date. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Cost Allocations can be updated as needed.

When adding a new Cost Allocation be sure to end the old allocation and add an additional record. Just updating the Start and End dates of the current allocation will not preserve the audit trail and will cause an error in the payroll result.

Compensation End Dates

Student and Graduate Assistants who are graduating in December should be loaded with a compensation end date in order to avoid a potential salary overpayment. This practice should be used each semester with graduating students.

Departments should run the **Employee Compensation Status** report in order to identify employees with compensation end dates that need to be continued. This will avoid surprises on pay day when an employee is expecting a check and does not get paid.

Timely Termination of Employees

Employees who are no longer working should be terminated in the Workday system. If you have a student or WAE employee who is no longer working, please process a termination immediately. Leaving employees active in the system who are no longer working increases the risk of Payroll fraud or loss of university assets.

Payroll Accounting Adjustments

Departments should contact the Payroll office if a Payroll Accounting Adjustment (PAA) needs to be cancelled or rescinded. Requests should be e-mailed to Katie Maglone at kmaglone1@lsu.edu.

Reminder: Payroll Accounting Adjustments affecting FY 24-25 must be successfully **completed** by **Tuesday, July 08, 2025**.

Bursar Operations

Important Deadlines

☉ Summer Semester 2025

- **LSU Undergraduate & Graduate Students**
 - **July 7:** First Day of Classes for 2nd Summer Courses
 - **July 9:** Final Day to Drop without Record End for 2nd Summer Courses
 - **July 11:** Last Add Date for 2nd Summer
 - **July 31:** Final Day to Drop with “W” Grade End for Summer and 2nd Summer Courses
- **LSU Law**
 - **July 18:** Final Day of Summer Classes
- **LSU Vet Med**
 - **July 31:** Final Day to Drop with “W” Grade End
- **LSU Online**
 - **July 7:** First Day of Classes for 2nd Summer Module
 - **July 9:** Final Day to Drop without Record End for 2nd Summer Module

- **July 11:** Last Add Date for 2nd Summer Module
- **July 31:** Final Day to Drop with “W” Grade End for 2nd Summer Module

☉ Fall Semester 2025

- **LSU Undergraduate & Graduate Students**
 - **July 21:** Charge Assessment for Fall and Winter Intercession Courses
- **LSU Law**
 - **July 10:** Charge Assessment Date
- **LSU Vet Med**
 - **July 10:** Charge Assessment Date
- **LSU Online**
 - **July 28:** Charge Assessment for 1st and 2nd Fall Modules

Reminders

Scanned CARD Entries

FY25 CARD Entries must be submitted by July 2 at noon.

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 – 11:30am and 12:30pm – 4:00pm, Monday – Friday.

Accounts Payable & Travel

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 report date was June 30, 2025 and is due by July 31, 2025. 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.

Credit Card Merchant

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.

International Payment

Transact International Payments offers international students and their parents a secure and seamless way to pay for tuition and fees in your currency of choice. Without leaving the student portal, you can quickly and conveniently make an international payment from over 160 countries, using more than 130 currencies.

INVOICE PROCESSING

Important Dates for Invoice Processing

➤ Tuesday, July 1, 2025

- Invoices in Draft status will be released for approvals
- Invoices/payment requests submitted after Monday, June 30, 2025 must have the following:
 - Check **Yes** or **No** in the “Fiscal Year End Accrual” box on AS forms to indicate if the invoice/document should be accrued

➤ Wednesday, July 9, 2025 at noon

- Final date for supplier invoice accruals

Purchase Order Receipts

- There is no deadline for receipts
- Items must be physically received by June 30
- Receipts must be dated on or before June 30 to determine accruals
- Invoices should be sent to aptravel@lsu.edu and **not** attached to purchase order invoices




Helpful Tips for a Successful Yearend!

1. E-mail invoices to aptravel@lsu.edu.
2. Departments are encouraged to contact suppliers for invoices.
3. Run the **Aged Listing of Outstanding Encumbrances** report to show remaining obligations and to ensure payments have been processed.
4. **Approve supplier invoices promptly to ensure the expense will be applied to the correct fiscal year.**

Job Aid, AP & Travel FY24-25 Processing Procedures is available on the Accounts Payable & Travel website under Manuals.

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

Direct Charge:

-  Deana Clement Delage 578-1539 or dcleme2@lsu.edu
-  Carly Carpenter 578-7828 or ccarp32@lsu.edu
-  Dominic “DJ” Morgan 578-7886 or dmorgan1@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 invoice, or America-To-Go purchase order.

► Thursday, July 3, 2025

- Final date for FY25 Expense Reports routed to Accounts Payable & Travel by 4:30pm cob
- Expense Reports processed against FY25 budgets must have the following criteria:
 - Special meal transactions paid with LaCarte must be linked/imported
 - Special meal expense reports must be dated on or before June 30, 2025
 - All required cost documentation, especially fully completed and approved AS499 form, must be attached
 - All approvals must be secured

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

Important Dates for Expense Reports

► Monday, June 30, 2025

- Final date for FY25 LaCarte/Travel transactions to be loaded into Workday

► Thursday, July 3, 2025

- Final date for FY25 LaCarte/Travel expense reports to be routed to Accounts Payable & Travel by 4:30pm cob
- LaCarte expense reports processed against FY25 budgets meet the following criteria:
 - LaCarte/Transactions must be linked/imported
 - Expense Report must be dated on or before **June 30, 2025**
 - All required supporting cost documentation and approvals must be attached
 - Routed to and awaiting action by an Expense Partner (by Wednesday, July 3 at 4:30pm cob)

Note: Expense reports not meeting the criteria will be charged to FY26

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 daily basis during yearend to monitor for “new” or “in Draft” LaCarte transactions by cardholders.
2. Reach out to the faculty/cardholders to ensure their transactions will be submitted by the July 3 deadline to ensure transactions will be charged to FY25 budgets and equally important, to avoid card suspensions.
3. Review expense reports 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 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 to display both “**Awaiting Action**” and “**Comments**” from the expense report Business Process tab to monitor expense report approval.

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
☎ Peyton Delatte	578-1406 or pdelatte@lsu.edu
☎ DeAnna Landry	578-8593 or deannal@lsu.edu



TRAVEL

University Travel Regulations, PM-13, have been updated to reflect the changes to the travel policy effective July 1, 2025. These changes enhance clarity and efficiency in travel-related processes across all LSU institutions. PM-13 includes appendices to better serve travelers, departments, and all LSU institutions.

- Appendix A: Summary of travel rates
- Appendix B: Summary of institutional approval authorities for certain travel expenses

Below is a summary of the key policy changes:

1. Conference Meals

- Employees with dietary restrictions may be eligible for reimbursement of M&IE (Meals & Incidental Expenses) if a provided meal at a conference, meeting, or other official function poses a health risk.
- A written justification must accompany the reimbursement request.

2. Special Meals

- Research Participant Studies: In-person studies where the successful execution of research activities is essential and directly supports the faculty's research objectives are now included as eligible for special meal reimbursement.
- Guest Meals clarification: To foster faculty and student engagement with university guests, the provision of up to two meals per visit may be permitted.
 - a. There are no restrictions on attendee type (e.g., faculty, staff, or students).

- b. Any additional meals beyond this allowance must be funded through private funds.

3. Special Meal Report

- Institutions must submit a quarterly Special Meal Report to the entity's management board, due 45 days after the end of each quarter.
- The report will be generated by the central administrative office responsible for auditing special meals.
- The revised format includes:
 - a. Year and quarter
 - b. Campus and department name
 - c. Name, phone number, and e-mail of report preparer
 - d. Date and title of the event
 - e. Payee or supplier name
 - f. Total number of attendees
 - g. Total cost of the event
 - h. Justification for the special meal

4. Transportation – Use of Privately-Owned Vehicles

- Employees using personal vehicles for university business should ensure they are compliant with the mandatory financial responsibility laws for auto insurance liability in the State of Louisiana or the State in which the vehicle is registered.
 - a. The employee's personal insurance is the primary coverage in the event of an accident.
 - b. The University may provide excess liability coverage, at its discretion, depending on the circumstances.

5. Parking at New Orleans Airport

- a. U.S. Park - **\$16** per day.
- b. Receipts are required for reimbursement.

Also, other key travel reminders:

1. Christopherson Business Travel (CBT) remains the State of Louisiana contract travel agency and use is mandatory for university business travel. Travelers are encouraged to use CBT's Concur Online Booking System which is available through myLSU under Travel Resources. The online booking fee is \$7, in contrast to the agent-assisted service fee at \$24. For more information on CBT, please refer to the Travel

Agency section on the Accounts Payable & Travel website.

2. 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.
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. Travel to the 48 continental US and District of Colombia is subject to GSA rates for mileage, lodging, and meal per diem and incidentals (M&IE).
5. Travel to foreign countries is subject to U.S. Department of State rates for lodging, and M&IE.
6. Travel to Alaska, Hawaii and US territories are subject to the M&IE rates as published in PM-13. Refer to Appendix A for the rates.
7. Hotel lodging, including Airbnb, should have only the first night lodging paid to secure the reservation. Lodging should not be prepaid in total; payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a university expense. The other prepaid lodging days will be the responsibility of the traveler.
8. Enterprise, National and Hertz remain 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.
9. Personal destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
10. Travelers/departments should always monitor unused tickets every 30 days and take them into consideration when making travel arrangements.
11. 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.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. Questions or concerns regarding any of the changes should be directed to the institutional central administrative office.

For 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

SPA Reminders

Key Personnel

LSU's cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement. Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to University policy since effort can only be cost-shared if required by the sponsor.

National Science Foundation (NSF)

NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 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.

Board of Regents (BOR)

Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2025 are due to BOR by Thursday, September 30, 2025. In order to expedite the

reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR and submitted with the final financial report. If you have any questions, please contact your SPA grant contact.

Tentative Account Numbers

A copy of the budget and budget justification should be attached to a Request for Tentative Account Number. This allows SPA to approve expenditures more effectively. For LSU, please forward all requests to Michelle Pennington in the Office of Sponsored Programs. Other Campuses should forward to the Sponsored Programs Office for their campus.

Extensions/Rebudgeting/Amendments

Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be **routed through the Office of Sponsored Programs (OSP) via GeauxGrant**. OSP will forward the documents to Sponsored Program Accounting (SPA). Other Campuses should route through the Sponsored Programs office for their campus.

Invoicing Sponsors

Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements LSUAM and LSUAG. If a sponsor contacts your department for an invoice, please refer the sponsor to the Grant Manager shown on the Roles tab of the grant or the Additional Reports tab of the award. The Grant Manager will work with the departments on getting the information to the sponsor as quickly as possible. If an award or grant has not been established, contact the appropriate Sponsored Programs Office. Additionally, if your department receives a payment from a sponsor, please forward it to SPA for deposit to ensure it is recorded properly.

CARD entries

When grants are processed on CARD entries, revenue categories should **never** be used, only spend categories. Please consult with the Grant Manager before using grants on CARD entries.

Expiration notification letters are e-mailed to Principal Investigators 30 to 60 days before their sponsored agreements expire. These letters serve as a reminder that the agreements are scheduled for close out.

Administration

Shredder

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

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