

Office of Accounting Services

Monthly Newsletter



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

October 2021
Issue 444

October Business Managers' Meeting

- ★ Phone System Replacement Project
- ★ Annual Open Enrollment
- ★ Cybersecurity Awareness

Online via Zoom
October 12, 2021
9:30—11:00 am



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Financial Accounting & Reporting

Requests for New Workday Dimensions

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

- AS502: Request for Agency/Clearing
- AS505: Request for Program
- AS509: Request to Establish Endowed Scholarship
- AS551: Request for Project
- AS600: FDM Request Form – Expense Items, Ledger Accounts, Revenue or Spend Categories
- AS600-A: FDM Request Form - Cost Center
- AS600-B: FDM Request Form – Budget Code, Classification Type, Debt, Loan Receivable, Transfer Company

Appropriate approvals must accompany any request.

Reporting

Below is a list of commonly used reports in Workday 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 [Financial Accounting and Reporting Forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Petty Cash

The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Stephanie Laquerre at slaquer@lsu.edu using **Beth R. Nettles (SPL-23055)** 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 web site.

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.

Sponsored Program Accounting

SPA Training

SPA offers a Post Award Training Certificate Program. The program is designed to provide in-depth training to campus administrators of sponsored programs. The certificate program offers 6 required courses:

1. Overview of Post Award Administration
2. Cost Transfers
3. Cost Sharing
4. Subawards and Participant Support
5. Effort and Key Personnel
6. Reports, Ledgers and Journals

To earn a certificate, you must complete all 6 courses. You can register through **myLSU** under **Employee Resources**.

Key Personnel

According to Uniform Guidance, federal sponsors must be notified or sponsor approval is required if a PI or Co-PI is disengaged from the project for more than three months or if there is a 25% or more reduction in the time devoted to the project. Please notify SPA in either case.

To assist in monitoring Key Personnel, the following reports are available:

Award Key Personnel & Award Key Personnel Commitments (Report) job aids can be found on the [LSU Workday](#) website under the following sections:

- ◆ [Finance Training](#)
 - ◇ [Grants](#) section
 - ◇ [Effort Certification](#) section
- ◆ [Just for Faculty](#) page
 - ◇ [Grants](#) section
 - ◇ [Effort and Leave Certification](#) section

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. 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.

Sponsor Checks

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

LaCarte Expenses

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

Office Supplies

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

Source Documents

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

Maintenance/Repair Costs

Equipment maintenance/repair costs are not allowable as a direct charge to federally funded projects including federal pass through projects. There is however one exception -when maintenance/repair costs for equipment dedicated to a project which equipment was **acquired for the project** are allowable as direct costs to that project. (AS550 not required.)

Maintenance/repair costs are permitted to be charged as direct costs on non-federal agreements when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The principal investigator (PI) must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Overdrawn Accounts

University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for

additional funding). It is imperative that immediate attention be given to such accounts and appropriate action is taken to clear any overdraft accounts.

Bursar Operations

Annual PCI training

Bursar Operations will be reaching out to merchants over the next few weeks to get an updated list for the annual PCI training course. The training is required for any employee or student worker that is involved in processing payment card transactions. The training course will be available online through CampusGuard, and will open in November.

Did you know some CARD entries can be submitted via e-mail?

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 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.

Social Media

Follow Bursar Operations on social media where we post reminders and tips about registration, payment dates, refunds, and other helpful information.

- * Facebook: LSU Bursar Operations
- * Twitter: lsubursar
- * Instagram: lsubursar

ChatBot

Bursar Operations has a virtual assistant, Nummus, on our webpage. After a few seconds, a dropdown will appear with some common topics of interest and users can type specific questions or keywords to engage with Nummus. Please visit our website at LSU Bursar Operations to chat with Nummus.

International Payments

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

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).

Accounts Payable & Travel

Special Meals Reminder

Food items are not allowed to be purchased through punch-out suppliers other than America to Go.

Invoice Processing

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

For questions concerning direct charge supplier invoices, please contact the DC Invoice Processing staff:

- 📧 Jessica Morris 578-1536 or jmor116@lsu.edu
- 📧 Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- 📧 Catherine Herman 578-1549 or cherman@lsu.edu

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 purchase order supplier invoices, please contact the PO Invoice Processing staff:

- 📞 Maci Jones 578-1620 or macijones1@lsu.edu
- 📞 Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu



LACARTE

Expense Reports should be created for LaCarte 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.

Annual Cardholder Review

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. Cardholder listings were recently sent by AP & Travel to departments for review and certification by the Department Head. The listing should be returned to AP & Travel no later than October 15, 2021, where the information will be centrally filed.

Non-Expensed FY21 LaCarte Transactions

There are still **364** LaCarte procurement transactions outstanding for FY21. Cardholders may experience a suspension of card privileges for not adhering to the deadline. It is imperative that immediate action is taken by creating expense reports and attaching the completed AS900 form, if applicable to have the transactions reconciled. No cardholder privileges will be affected for outstanding transactions related to future travel. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

LaCarte Card Distribution

LaCarte card distribution is being handled by appointment only. Cardholders will be notified by e-mail of available dates, times, and location to pick up the card. **It is imperative that cardholders take the**

correct training prior to card distribution. For questions or special requests concerning the LaCarte card, please contact DeAnna Landry at deannal@lsu.edu.

Safeguard LaCarte cards

LaCarte cards should be safeguarded in a safe place at all times. Card numbers should never be written on any supporting documentation, communicated through e-mail correspondence, or given to a supplier/merchant to keep on file. Cardholders experiencing any issues when using their card should contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Supporting Cost Documentation

All LaCarte transactions must have the appropriate supporting cost documentation that “tells the story”. It is important that the receipt is itemized with a detailed description of the item. If a detailed description is not provided, an explanation of the item should be provided. If the date on the supplier invoice does not coincide with the payment date on the credit card transaction in Workday, please include the order confirmation with the cost documentation to confirm the purchase date. This will help the LaCarte/Travel auditor expedite the review and approval process. Insufficient supporting cost documentation will delay the audit process and may affect the cardholder’s privileges.

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

What’s New?

Parking at the New Orleans Airport

Effective immediately, travelers will now have the option to park at [New Orleans Airport Parking](#) and are no longer required to use US Park due to limited availability and hours of operation. The reimbursable options are listed below for a maximum of **\$18 per day**. (This does not include the short-term or long-term garages.)

Options:

1. **Surface Parking Lot** - \$18.00/day- located on airport property

2. **Economy Parking Garage** - \$12/day- off property. The method of payment is credit card only.

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. 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 web-site.

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 7:00 am to 7:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24**.
3. Any calls to (800) 961-0720 made between 7:00 pm and 7:00 am 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.

Non-Use of Christopherson Business Travel (CBT)

The use of CBT is mandatory for LSU faculty, staff and students. Non-use of CBT will cause a delay in the final approval of the traveler’s expense report. Also, travelers should be advised that airfare purchases outside of CBT may result in loss of funds. For questions, please contact Jennifer Driggers at 578-15385 or jdrigg@lsu.edu.

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**.

Safeguard payment information by removing credit card numbers, expiration dates and security codes from all receipts and documentation submitted.

Final Airfare Itinerary

The final airfare itinerary is the official document that must accompany the travel expense reports. The final

itinerary provides the ticket number and payment information. The final itinerary (pdf version) should be printed from CBT Concur. The e-mail confirmation with the itinerary sent by CBT is not acceptable since it does not provide all of pertinent required information. For questions, please contact Kathleen Patrick at 578-3699 or kelder1@lsu.edu.

Unused Tickets purchased through Short's Travel

The additional assistance with unused tickets by Short's Travel Management expired on June 30, 2021. Any employee traveling during this time that has an eligible unused ticket must contact Christopherson Business Travel (CBT) directly at 1-800-961-0720 to seek assistance with reissuance of his/her unused ticket. The CBT agent fee will be \$49 (not \$24) since the ticket was not purchased originally with CBT and the processing time will take a little longer for the agent to reissue the ticket. **Please ensure that the expense report number for the original airfare is referenced on the expense report for the new airfare along with a justification for the original flight cancellation.** For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu or Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

AS499, Request for Approval of Special Meal

The AS499 form is still a requirement and must be approved by either the Dean, Director or Department Head/Chair. A guest list including name, organization and affiliation with LSU must be provided for breakfast, lunch, dinner and buffet reception dinner. The approved AS499 form should be included in the supporting documentation attached to the expense report or to the supplier invoice.

1. Special meals charged to sponsored program accounts, please make sure the special meal is allowable prior to making any arrangements.
2. Special meal rates apply for catered events. Additional information related to catering services can be found on the [Procurement Services](#) webpage.

LaCarte can be used to pay for dine-in restaurant special meals. The cost of the meal is subject to the special meal rates listed in PM-13 and no alcohol should be included or paid with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction. For questions regarding special meal events, please contact Jennifer

Driggers at jdrigg@lsu.edu or 578-1538 or Patrice Gremillion at pgremill@lsu.edu or 578-3366.

Travel Audit Quick Tips!

Please see guidance below to help avoid a delay in processing travel expense report reimbursements:

- 1) A fully completed Spend Authorization must be linked to the Expense Report with the following information:
 - a. Dates of Travel
 - b. To and From Destinations
 - c. Justification field is completed with a detailed purpose of travel
- 2) An AS292-A, Spend Authorization Attachment form should be attached to the Spend Authorization if one of the following criteria applies:
 - a. Disclosure of personal travel dates and destinations
 - b. Request for US Department of State Rates
 - c. Request for High Risk Travel to a Restricted Region Approval
 - d. Approval of Travel for a period that exceeds 30 days in one business location
- 3) All expenses that require a receipt must have an itemized receipt attached in the Attachment tab of the expense report.
- 4) Cost documentation for lodging receipts should have a zero balance hotel folio or include payment information.
- 5) For reimbursement of mileage, a mileage calculator or odometer reading is considered sufficient supporting documentation.
- 6) Conference agenda/documentation are needed for supporting documentation to confirm the conference itinerary and conference lodging rate.
- 7) When meal per diem is claimed, the exact dates and times of departure/return must be provided – preferably at the line item details on the expense item.
- 8) When a student study trip is processed, the final student list of who attended the trip should be provided on the expense report.
- 9) When multiple expense reports pertain to one trip, a cross reference of all expense reports is best, especially when the expenses are paid by another person.
- 10) Single day meals have a separate expense item than standard per diem. Please refer to PM-13 Appendix A for Single Day Meal reimbursement rates and time requirements.

Payroll

11. When airfare is cancelled/changed or a hotel “no-show” fee occurs, a justification should be provided in the supporting documentation.
12. Personal travel should not be included in business travel, but when it happens, the personal destinations and dates must be provided on the AS292-A, Spend Authorization Attachment form. Also, the airfare reimbursement will be reduced. Please see PM-13, Section V.A.4, for more information. Also, an airfare quote from CBT for LSU business days/destination along with a justification must be attached to the expense report.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Arlyn Becnel 578-3697 or abecnel1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu



Partial Payments

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

International Employees

Tax treaty benefits expire December 31, 2021. Departments and affected employees will be receiving detailed instructions soon on the renewal process.

Edit Passport and Visa Task

Please ensure that all employees are completing the **Edit VISA and Passport Task**. The Payroll Office uses the VISA information to monitor when an international employee reaches substantial presence. Once an employee reaches substantial presence, they may be eligible for a retirement plan or mandated to pay OASDI and Medicare. Payroll cannot effectively capture this population and coordinate with Human Resources to ensure that the employees taxes and retirement are coded correctly without the VISA information. An alert similar to the ones received for personal information change and onboarding will be added. We are asking the departments to review and make certain that all their employees are completing this task in a timely manner.

Employee Benefits Annual Enrollment

LSU's Annual Enrollment is being held from October 1, 2021 through November 15, 2021. During this time, employees are able to make benefit plan changes for an effective date of January 1, 2022.

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

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

Employees currently participating in the flexible spending and health savings account options must re-enroll for the 2022 plan year. Employees may enroll in flexible spending account options through their Workday Open Enrollment event. The maximum contribution limits employees can elect for the 2021 plan year is \$2,750 for health care and \$5,000 for dependent care plan year is \$2,750 for health care and \$5,000 for dependent care.

Employees may enroll in Health Savings Account by completing a HSA_ Enrollment Form GB-79 which can be found on the [LSU HRM Benefits](#) website. The GB-79 form must be routed to Anne Landry's attention in Payroll, 204 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account.

United Way

Employees may elect to contribute to United Way through their Workday Benefits Worklet by selecting the United Way Benefit Event. The effective date of the contribution will be determined by the Benefit Event date inputted by the employee. The current United Way deduction will remain in effect unless a new election is made to change the current election.

Administration

October Business Managers' Meeting

The topics to be presented at the October 12th meeting are as follows:

- ⇒ Phone System Replacement Project
- ⇒ Annual Open Enrollment
- ⇒ Cybersecurity Awareness

The meeting will be held virtually via Zoom at 9:30 - 11:00 am.

General Reminders:

- ⇒ To be added to the Business Managers' Mailing List, please contact Danita King at dcking@lsu.edu.
- ⇒ To submit an idea for a future topic, or submit specific questions on topics announced for future meetings, please contact Patrice Gremillion at pgremill@lsu.edu.
- ⇒ Information on prior meetings can be found at [Newsletter Archives](#).

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 Interim 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.

Vendor Applications

When LSU does business with an organization, the University (department) must enroll or register in that organization's vendor database. This will oftentimes be referred to as the vendor application or enrollment process. During the registration process, various documents may be requested by the vendor such as a vendor application referenced above. It is the responsibility of the department to initiate the vendor application process by completing as much information as possible on the vendor application or enrollment form. This form will vary by vendor and will ask for specific information pertaining to the department, contact information, goods/services, etc. Note: it is common for a W-9 to be requested during this process. Upon completion, forms should be forwarded to Accounting Services, 204 Thomas Boyd Hall. The proper signature will be obtained and the documents will be returned to the requesting department or submitted directly to the vendor.



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
Specs and More Specs	Procurement	Wed, 10/6	1:00 pm - 2:30 pm	Online via Zoom
Department Solicitations	Procurement	Wed, 10/6	2:00 pm - 3:30 pm	Online via Zoom
Business Managers' Meeting	---	Tues, 10/12	9:30 am - 11:00 am	Online via Zoom
Post Award Administration	SPA	Wed, 10/13	9:00 am - 11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM) Training	FAR	Wed, 10/13	10:00 am - 12:00 pm	Online via Zoom
LaCarte Card Training	AP & Travel	Wed, 10/13	1:00 pm - 3:00 pm	Online via Zoom
Travel Training	AP & Travel	Thurs, 10/14	9:00 am - 11:00 am	Online via Zoom
Invoice Processing Training	AP & Travel	Tues, 10/19	9:00 am - 11:00 am	Online via Zoom
Cost Transfers	SPA	Wed, 10/20	9:00 am - 11:00 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Thurs, 10/21	1:00 pm - 2:00 pm	Online via Zoom
Cost Sharing	SPA	Wed, 10/27	9:00 am - 11:00 am	Online via Zoom
Workday Procurement: Tips & Tricks	Procurement	Thurs, 5/20	1:00 pm - 3:00 pm	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

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
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
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
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
STO	Short's Travel Online
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
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
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