

Office of Accounting Services

Monthly Newsletter



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

May 2025
Issue 486

May Business Managers' Meeting

Fiscal Yearend Presentations

- ~ Budget & Planning
- ~ Procurement
- ~ Accounting Services

May 13, 2025
 9:30—11:00 am
 Online via Zoom



In this issue...

LaCarte	4
Travel	5
Payroll	6
Bursar Operations	8
SPA	9
Trainings	10
LSU Acronyms	11



Workday student is live!

Payroll

Costing Allocations for President's Student Aid, page 6

Sponsored Program Accounting

Reminder to Departments, page 9

Financial Accounting & Reporting

Yearend Preparation

FISCAL YEAREND SEMINAR will be held on Tuesday, May 13 during the Business Manager Meeting.

The following are some reminders in preparation for fiscal yearend:

- * Review and reconcile ledgers
- * Monitor budget to actual expenses on a quarterly basis
- * Process budget amendments, cost transfers and Internal Billings for services rendered as needed
- * Process correcting entries and payroll accounting adjustments as needed
- * Request for inactive worktags to be closed
- * All CARD entries should be sent to cardobo@lsu.edu (if not cash) or brought in person to the vault daily. The last day for FY 25 CARD entries will be July 2 to ensure conversion to Workday student.

Monthly Close Dates

The monthly closeout is scheduled to take place the first working day of the new month.

Month End	Close Date
April	Thursday, May 1
May	Monday, June 2

In order for the monthly closeout process to be completed in Workday, all “In Progress” manual journal entries must be approved. Otherwise, the accounting date on the entry must be moved into the next open month. When the accounting date is changed, the entry reroutes through the entire business process.

In an effort to mitigate having entries reroute, initiators of manual journals should:

- * Track entries by following the [Find Journal](#) job aid posted on the Workday Training page to find “In Progress” entries
- * Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Since July 1, 2016, entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

- * Approve any entries in their inbox in a timely manner
- * Make an extra effort to clear inboxes the last week of the month

Just for Faculty

The LSU Workday website, [Just for Faculty](#), provides faculty with a one-stop shop to obtain information that only pertains to faculty.

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](#).

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

- * Financial Accounting
 - Create Journal Entry: Internal Billing

Important Reminders

- * Worktags on Internal Billings must match the attached supporting documentation
- * 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 Grant (excluding 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

Bank Reconciliation

With yearend approaching, departments that are anticipating funds (ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or bankrecon@lsu.edu. Please be able to provide estimated date of deposit and amount.



Accounts Payable & Travel

Important Reminder!!!!

Processing Time

Please allow adequate processing time for review and approvals of the LA Ethics Disclosure (i.e., 413) form, high risk travel requests, group airfare and lodging contracts, as well as cash advance requests. Please plan accordingly, especially since contracts are now under review by the General Counsel Office. For questions, please contact Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

INVOICE PROCESSING

Spring has sprung! The following is a helpful checklist to assist in the preparation for fiscal yearend:

- 1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP & Travel for processing.
- 2) Monitor purchase orders, make sure the items are received, and receipts have been created in Workday.
- 3) Monitor e-mail requests to create receipts to process payments for purchase order supplier invoices.
- 4) Review the Aged Listings of Outstanding Encumbrances to ensure payments have been processed.
- 5) Monitor LaCarte & CBA transactions as they are loaded into Workday. Create Expense Reports to reconcile transactions in a timely manner.
- 6) Respond to any e-mail requests from the LaCarte and Travel auditors on LaCarte/CBA transactions requiring additional information.
- 7) Respond promptly to any pending issue(s) on expense reports sent back to the initiator/department.
- 8) Run the LaCarte reports periodically to monitor for any outstanding LaCarte/CBA transactions not reconciled.
- 9) Ensure Travel Expense Reports are being created promptly with the appropriate receipts as travelers return from their trips.

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 UPS 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 dclleme2@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 invoice, 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

Bank of America’s Global Card Access

The free application offers the same robust security features and utilizes the same user credentials as the website (i.e., Global Card Access Online). The app is a simple-to-use tool which provides security and convenience to cardholders in the palm of their hands. The app offers the following:

- View real-time account information (i.e., unique PIN)
- Manage custom alerts sent via text or email
- Activate new card
- Create a custom PIN

In lieu of using the [Global Card Access](#) website, LaCarte cardholders are encouraged to download the Global Card Access app to register their card, use the PIN Check tool, or even respond to fraud alerts sent by the bank. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Expense Reports should be created for LaCarte transactions (not related to travel) 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.

Cardholder Notifications

Cardholder notifications are sent on the 2nd day of the month to inform cardholders of any outstanding LaCarte transactions greater than 30 days. The notification will not include LaCarte transactions already added on Expense Reports and submitted for approvals. The notifications will remind the cardholders that if any of the outstanding transactions are related to future business travel, the transactions must be reconciled after the trip has been completed/cancelled.

Helpful – Reports!

- **Find Credit Card Transactions by Employee Cost Center**
 - Provides a list of all employees with credit card transactions for all statuses
- **Find Outstanding Credit Card Transactions by Employee Cost Center**
 - Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- **Find Expense Report by Worktag**
 - Provides a list of expense reports by employee and/or by a particular worktag
 - Select only “**Draft**” and “**In-Progress**” statuses to view tentative transactions.

LaCarte Card Declines

If a cardholder experiences a card decline, it may be for one of the following reasons:

1. Spending limit has been exceeded
2. Vendor’s industry has been blocked from the card
3. The card was reported lost, stolen, or placed on fraud watch

The cardholder should contact DeAnna Landry at deannal@lsu.edu or 578-8593 for assistance. A written request via e-mail by the cardholder to DeAnna Landry at deannal@lsu.edu is required in order to grant an override for a declined purchase. The e-mail must include the vendor’s name, purchase amount and a description of the purchase. If the purchase is being made outside normal business hours, the employee must, find an alternate payment method or terminate the purchase and contact DeAnna Landry during normal business hours.

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

Travel Expense Reports should be created once the travel has been completed/cancelled and should include all expenses related to the trip. *It is recommended that expense reports be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.*

Unused Tickets

Departments are encouraged to monitor unused tickets and reuse eligible tickets as applicable. For unused tickets where a traveler will not travel prior to the ticket expiration date, departments should use the eligible unused ticket on another traveler. **Departments are encouraged to have a business process to analyze eligible unused tickets on a monthly basis and work**

with a CBT Travel Advisor to reuse tickets on airfare bookings, regardless of the originator of the unused ticket. A summary of the unused tickets is published monthly on the AP & Travel website. For questions, please contact Jennifer Driggers at jdriegg@lsu.edu or 578-1538.

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. As a reminder, faculty, staff and LSU students are required to use CBT. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday

7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24** for domestic and **\$31** for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System is available on myLSU!

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in AirPortal. Users must click, **Book a Trip** on the left-hand side of the screen to be taken into the Concur site. The online booking fee is \$7.

Travel Expense Reports should be created for LaCarte/CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date following the trip.

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

Payroll

NEW INFORMATION

Costing Allocations for President’s Student Aid

Payroll is ending all current PSA costing allocations.

- ◆ The end date for all PSA costing will be 05/16/2025
- ◆ Please make sure all PSA students have departmental costing on both Position restrictions and Worker Position

Starting in Fall 2025, PSA will function same as Federal Work Study does currently

- ◆ Costing will come from the award and will not be seen on the worker’s costing
- ◆ No costing should be added to the student on the PSA Programs

From a costing perspective, Federal Work Study is not changing.

- ◆ Costing will come from the award and not be shown on the worker’s costing

President’s Student Aid/Work Study Final Payments and Charges for FY 2025

The last day for student employee earnings to be charged to such accounts is May 16, 2025. The final student pay period for time associated with PSA & WS accounts is the period ending May 23, 2025 for payment on May 30, 2025.

Departments should run the **Payroll Work Study and President Aid Charges** report to reconcile charges to

the special funding accounts.

Amounts posted to the Base Hourly Earning **cannot** be charged to the Work Study grant or the President Student Aid account. A Payroll Accounting Adjustment **cannot** be processed to move Base Hourly Earnings to Work Study funds or to President Student Aid Funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact John Pilgrim at jpilgrim1@lsu.edu for further assistance.

Student employees not attending summer school and not on a “F” or “J” visa **will be subject to social security and Medicare taxes** if they work during the summer. Integrations run daily to update the social security and Medicare status in Workday so that taxes will be withheld for those students. Since the integration occurs daily, once the student is shown as enrolled for the fall semester the retirement code will be changed again so that taxes are not withheld during the fall and spring semester. The FICA exemption only applies to students attending LSU. Students attending another educational institution and working at LSU will always be subject to social security and Medicare taxes.

Resident alien students who have met the “Substantial Presence Test” are required to pay social security and Medicare taxes if employed and not attending summer school. The “F” or “J” visa no longer exempts these individuals from paying FICA taxes when not attending school.

Diplomas will not be issued for graduating students who have outstanding wage/salary overpayments. In order to receive access to their diploma, graduating students must have cleared overpayment balances by 4:30 p.m. on Thursday, May **01**, 2025.

FY 2025-2026 Payroll Schedules

FY 2025-2025 payroll schedules for **summer**, wage, and student payrolls are now available on the [Payroll](#) website. Click “Payroll Schedules”.

Summer Research

Summer research payments for faculty will be processed via One Time Payments. **Research activities charged to FY25-25 will be processed on the June Academic payroll with a payment date of June 30, 2025.** Due dates for summer research personnel transactions are as follows:

One Time Payment – Summer Research Processing & Pay Dates					
Coverage Date Range	Effective Date	Pay Date	Accounting Year	Must be to HR Comp Partner (HRM) by	Successfully Completed By
5/15/25-6/30/25	5/15/25	6/30/25	FY 25	5/27/25	6/25/25
7/1/25-7/14/25	6/15/25	7/21/25	FY 26	6/20/25	7/16/25
7/15/25 - 8/14/25	7/15/25	8/21/25	FY 26	7/21/25	8/18/25

Review Employee Rosters

HR Analyst and Student Employment Partners should review department employee rosters and load termination forms as needed for student, transient and graduate assistant employees who are no longer working.

It is important that terminations are processed in a timely manner to prevent overpayment of wages, salaries, and benefits to employees who have left the university. An employee’s access to the Workday systems is not removed until termination is processed, so there is an additional security risk of fraudulent time being entered.

Termination Process Notices

- ◆ A warning will be triggered if a termination date is entered prior to the last date the employee was paid. This warning is to help prevent overpayments.
- ◆ In order to expedite leave payouts, please provide Payroll with a Program for costing of leave payouts if applicable to the terminated employee.

Notice of Change to Payment Elections

Employees and students receive a Workday notice when a change to their payment election has been submitted. If the employee or student did not initiate the changes, the

notice informs them to contact Direct Deposit immediately.

Employees are encouraged to monitor their Payment Elections via the Pay Worklet in Workday on a regular basis and always just before a payday.

Ensure Compensation End Dates for Employees Match Job End Dates

Employees with a compensation plan end date in Workday will continue to receive payments up until the actual end of the compensation plan. ***The compensation will be reflected as a zero amount as of the end date which will result in zero pay for an employee.*** It is imperative that HR Analyst and Student Employment Partners perform ongoing audits to ensure that the actual end date of the compensation plans are updated. The report – **Employee Compensation Status** is available to help identify what employees have upcoming compensation end dates.

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.

Academic Insurance Premium Changes

Academic employees may see insurance premium adjustments in their April and/or May checks in order to adjust summer accrual balances for newly elected coverage during Annual Enrollment or rate changes that were effective 01/01/2025. Questions may be directed to insurancepayroll@lsu.edu

Benefits

Coverage term date for employee benefits will be determined by the employee’s termination date in the system. For example: employees who terminate employment on May 3 would have benefits coverage through May 31. Nine-month faculty and staff who have pre-paid for the summer months will be refunded premiums following their

termination date or once the termination is completed. If you have questions, please contact the benefits section of Human Resources or Candice Lockwood at 578-2025 or insurancepayroll@lsu.edu.

Leaving the University?

Faculty, staff and student employees (especially graduating students) leaving the University are reminded to update their mailing addresses. Home addresses can be updated in three ways:

1. Update address information via Workday from the **Personal Information** worklet. Click to view current addresses and then click the **Edit** icon in upper left corner to make any needed changes.
2. E-mail Payroll at payroll@lsu.edu.
3. Complete and submit to the Payroll Office a [Change of Address](#) form.

Bursar Operations

Important Deadlines

Summer Semester 2025

⇒ LSU Undergraduate & Graduate Students

- **May 1:** Charge Assessment (Fee Bill Publish) for All Summer Sessions
- **May 16:** Charge Due Date (Payment Due Date) for All Summer Sessions
- **May 27:** Start Date (First Day of Classes) for Summer and First Summer Semester Courses
- **May 29:** Drop Without Record End Date (Last Day to Drop Without W) for Summer and First Summer Semester Courses
- **May 30:** Charge Adjustment 100% (Last Day to Receive 100% Refund) for Summer and First Summer Semester Courses
- **May 30:** Last Add Date (Last Day to Add Courses to Student Schedule) for Summer and First Summer Semester Courses

⇒ LSU Law

- **May 1:** Charge Assessment (Fee Bill Publish)
- **May 29:** Charge Due Date (Payment Due Date)

⇒ LSU Vet Med.

- **May 1:** Charge Assessment (Fee Bill Publish)
- **May 5:** Start Date (First Day of Classes)
- **May 16:** Charge Due Date (Payment Due Date)
- **May 29:** Drop Without Record End Date (Last Day to Drop Without W)
- **May 30:** Last Add Date (Last Day to Add Courses to Student Schedule)
- **May 30:** Charge Adjustment 100% (Last Day to Receive 100% Refund)

First Summer Module

⇒ LSU Online

- **May 19:** Charge Due Date (Payment Due Date)
- **May 26:** Start Date (First Day of Classes)
- **May 29:** Drop Without Record End Date (Last Day to Drop Without W)
- **May 30:** Charge Adjustment 100% (Last Day to Receive 100% Refund)

Reminders

GLBA Training

GLBA Training is open and runs through **May 15**. Please be on the lookout for e-mail notifications from our partners at CampusGuard regarding this training. Any questions regarding the training can be sent to John Milligan at jmilligan@lsu.edu.

1098-T forms

2024 1098-T forms were mailed on January 31, 2025 and are available on myLSU. Previous year's forms can be found 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 report date was December 31, 2024 and was due by January 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 mjgille7@lsu.edu.

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

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 10:00 am – 11:45 am and 12:30 pm – 4:00 pm, Monday – Friday.

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.

Sponsored Program Accounting

NEW INFORMATION

Reminder to departments and PIs that have subawards, regarding their responsibility on subaward monitoring under Uniform Guidance. As required by terms and conditions of our Subawards, Subrecipient shall submit technical, performance progress and final reports. It is very important that Principal Investigators are reviewing and keeping copies of these reports so that they are available to auditors when or if they are requested.

Board of Regents (BOR) Graduate Fellows

Graduate fellowship annual progress and financial status reports (form 2C-2) are due to SPA by **May 13, 2025**. These reports are to be included with the Financial Status Reports which are due to the BOR by May 31, 2025.

As a reminder, all requests for revisions to BOR Graduate Fellow Contracts must be reviewed and approved by the Graduate School. The Graduate School will either countersign the request letter or attach a memo of approval. Once Graduate School approval is obtained, OSP can approve the request.

One-Time Payments

When loading one-time payments, please ensure the beginning and ending dates are correct and that the accounts being charged have funds available. This will help eliminate delays in approving.

National Science Foundation (NSF)

As a general policy, NSF limits the salary for senior personnel to no more than two months of their regular salary in any one year.

- One year is defined as LSU’s fiscal year, 07/01/xx-06/30/xx
- This limit includes salary compensation received from all NSF-funded grants, including NSF pass through funds.
- Salary is to be paid using Institutional Base Salary only.
- Due to expanded authorities, and with appropriate justification from the Principal Investigator, LSU can internally approve senior personnel to exceed two months in a fiscal year. Requests should be routed in GeauxGrants or through your Sponsored Programs Office.

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
Travel	AP & Travel	Wed, 5/7	1:00 pm—2:30 pm	Online via Zoom
Intro to Post Awards	SPA	Thurs, 5/8	9:00 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 5/9	10:00 am—11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Mon, 5/12	1:30 pm—3:00 pm	Online via Zoom
Business Managers' Meeting	—	Tues, 5/13	9:30 am—11:00 am	Online via Zoom
Participant Support & Fellowships/Subawards	Procurement	Wed, 5/14	9:00 am—11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 5/14	10:00 am—11:30 am	Online via Zoom
Cost Transfers	SPA	Thurs, 5/15	9:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 5/15	1:00 pm—2:30 pm	Online via Zoom
Cost Sharing	SPA	Wed, 5/21	9:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 5/28	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