

# Office of Accounting Services

## Monthly Newsletter



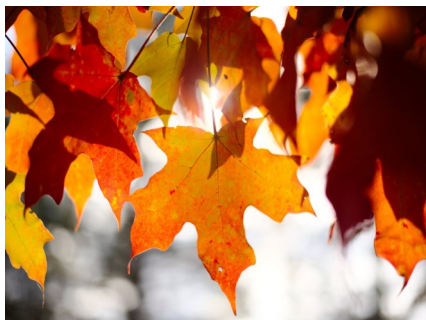
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**October 2023**  
**Issue 467**

### October Business Managers' Meeting

- ✧ Benefits Open Enrollment
- ✧ Cybersecurity Awareness
- ✧ Sponsored Program Accounting (SPA) Award Report

October 10, 2023  
9:30 - 11:00 am  
Online via Zoom



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## What's New?

- \* **Payroll 101 Training** – Payroll is now offering a new training course that is intended to give an overview of Payroll Processing. We will also discuss special requirements for international employees as well as the ramifications of overpayments and ways to prevent overpayments.
- \* **Vehicle Rental changes effective September 15, 2023.** Refer to the Travel section for more information.
- \* **PM-13, University Travel Regulations**, has been updated to reflect changes to the travel policy effective October 1, 2023. Refer to the Travel section for more details.

## Bursar Operations

### Important Deadlines

- **Fall 2023**
  - **October 7:** Last Day of Classes for Fall Session B
  - **October 13:** End of 100% Refund Period for Fall Session C
  - **October 18:** Deadline to Drop without “W” for Fall Session C
  - **October 18:** End of 90% Refund Period for Fall Session C
  - **October 20:** Last Day to Add for Fall Session C
  - **October 31:** End of 50% Refund Period for Fall Session C
- **Fall 2023 – Law Campus**
  - **October 27:** Last Day to Drop
- **First Fall Module 2023**
  - **October 7:** Last Day of Classes
- **Second Fall Module 2023**
  - **October 9:** Registration Payment Due Date
  - **October 13:** End of 100% Refund Period
  - **October 16:** Classes Begin

- **October 17:** End of 90% Refund Period
- **October 18:** Last Day to Drop without “W”
- **October 20:** End of 50% Refund Period
- **October 20:** Last Day to Add

### Reminders

#### International Payment

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

#### 1098-T Forms

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

#### Credit Card Merchants

Elavon has started converting how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon will show one deposit for all credit card transactions. After conversion, merchants will no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) or John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

#### Cashnet eMarkets

eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

#### Scanned CARD Entries

CARD entries that do not contain cash, checks, or money orders can be scanned and e-mailed to [cardobo@lsu.edu](mailto: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.

## Financial Accounting & Reporting

#### Requests for New Workday Dimensions

Departments who 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 and 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](mailto: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](mailto: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](mailto:slaquer@lsu.edu) and Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) using **Melanie Powell (SPL-44555)** as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A [job aid](#) is available for the CARD application.

Employee reimbursements will be processed by submitting an expense report in Workday. A [job aid](#) for this process is posted under Expenses on the Finance Training tab of the Workday website.

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. [Expense Report for Non-Workers Job Aid](#) can be found on the Workday Training website.

## Sponsored Program Accounting

### Key Personnel

Uniform Guidance (UG) regulations require that federal sponsors be notified or approve if a PI or Co-PI becomes disengaged from their project for more than three months or if there will be a 25% or more reduction in their 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's period of performance.

### 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.

### 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.

### Award Report Details

SPA has added a link to Award Report Details on the SPA website under the FY 2024 Sponsored Agreement Monthly reports. This link provides the monthly award report data in Excel format. This data should only be used for departmental internal report purposes. All inquiries for official agreement data should be directed to SPA.

### Fellowships

For a quick-reference guide on how to process a fellowship/scholarship, please refer to the [Fellowship/](#)

[Scholarship Decision Tree](#) which is located on the SPA website under Documents. Additional questions can be forwarded to the Grant Manager assigned to the grant. The Grant Manager can be found on the **Roles** tab of the grant.

### ASP

If you are new to Sponsored Program administration, please consider becoming a member of **LSU Administrators of Sponsored Programs (ASP)**. ASP provides it's members with information and resources regarding administrative policies and regulations that govern sponsored programs. An individual may become a member by subscribing to the [ASP-LISTSERV](#) via the LSU Office of Sponsored Programs website.



To the following employees who have completed the SPA Post Award Administration Certification Program:

Paige Whittington  
Craig Stevens  
Victoria Pfeifer  
Caryl Boyet

Casey Forbes  
Jennifer Marceaux  
Rebecca Reynolds

## Accounts Payable & Travel

AP Appreciation Week  
October 9 thru October 13



The efforts of LSU's AP & Travel office are greatly appreciated!

### Invoice Processing

Direct charge and purchase order invoices should be sent to [aptravel@lsu.edu](mailto: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](mailto:jhodgkins1@lsu.edu) or Valery Sonnier at 578-1531 or [vsonnier@lsu.edu](mailto: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 will be returned to LSU via FedEx overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

### Aged Listing of Outstanding Encumbrances Report

Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the report:

- ◆ Search by worktag or multiple worktags
- ◆ Search by supplier
- ◆ Search by purchase order date
- ◆ Ability to remove "zero" dollar lines from the report

### Purchase Order Invoices

Please do not attach purchase order invoices to the Receipt. The purchase order invoice should be forwarded to the respective Accounts Payable office to be matched against the PO and Receipt.

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

#### Direct Charge:

- ☎ Jessica Prather 578-1536 or [jmor116@lsu.edu](mailto:jmor116@lsu.edu)
- ☎ Deana Clement-Delage 578-1539 or [dcleme2@lsu.edu](mailto:dcleme2@lsu.edu)
- ☎ Arlyn Gamble 578-3697 or [abecnel1@lsu.edu](mailto:abecnel1@lsu.edu)

#### Purchase Order:

- ☎ Maci Jones 578-1620 or [macijones1@lsu.edu](mailto:macijones1@lsu.edu)
- ☎ Austin Ledet 578-1545 or [aledet@lsu.edu](mailto:aledet@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)



## LACARTE

**Expense Reports** should be created for LaCarte transactions not related to travel and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder's privileges.

### Delinquent FY23 Procurement Transactions

We still have some cardholders with suspended card privileges due to delinquent FY23 procurement transactions. For the card privileges to be restored, immediate action should be taken to reconcile the LaCarte transactions. For questions, please contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu).

### Annual Cardholder Review

As a reminder, each Department Head is required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits, and last usage date to determine if each employee should retain his/her card and/or if the cardholder's spending limit should be adjusted. AP & Travel provided a list of the unit's cardholders that must be reviewed and certified by the Department Head. The listing should be returned to AP & Travel no later than October 13, 2023, where the information will be centrally filed.

**For LaCarte related questions, please contact a member of the LaCarte staff:**

- ☎ Theresa Oubre 578-1543 or [talber3@lsu.edu](mailto:talber3@lsu.edu)
- ☎ Christian O'Brien 578-1544 or [cobrien2@lsu.edu](mailto:cobrien2@lsu.edu)
- ☎ DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)



## TRAVEL

### Rental Vehicle Rate changes effective September 15, 2023

Enterprise, National and Hertz are the vehicle rental vendors for both in-state and out-of-state travel, and use is mandatory for university employees, students, and/or authorized travelers on official university business. The use is also encouraged for university guests and contractors. It is at the traveler's discretion which rental company is utilized. Please refer to the Accounts Payable & Travel website for the updated contract rates and for

the vendor's rental reservation links. Also, the State rental vehicle contracts are not allowed for personal use.

### Travel Policy Changes for October 1, 2023

PM-13, University Travel Regulations, has been updated to reflect the following changes to the travel policy effective October 1, 2023.

1. Lod Cook lodging allowance is \$119
2. Travel to Alaska, Hawaii, and U. S. Territories (Puerto Rico, U. S. Virgin Islands, American Samoa, Guam, and Saipan) allowances are as follows:
  - ◇ Meal and Incidental (M&IE):
    - Breakfast—\$18.00
    - Lunch—\$29.00
    - Dinner—\$47.00
    - Incidentals—\$5
    - First and Last day meal and incidental reimbursements—\$74.25
  - ◇ Lodging is \$200

The **Travel Orientation Brochure** also located on the Accounts Payable & Travel website has been updated to reflect the 10/1/2023 changes.

**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](mailto: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** 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 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.

### 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 eligible unused tickets on other traveler's airfare booking. **Departments are encouraged to implement a business process to analyze eligible unused tickets and work with a CBT Travel Advisor to reuse the tickets on airfare bookings, regardless of the originator of the unused ticket.**

#### Reminders:

- 1) Unused tickets for domestic travel will automatically be applied in the CBT Concur Online Booking system for owners of the original unused ticket. The system is configured to apply the unused ticket. The use of the unused ticket will be displayed on the "final ticketed" airfare itinerary. The Concur system will only apply an unused ticket to a new airfare booking if the same airline is being used.
- 2) A CBT Agent must be contacted for the following:
  - a. Unused ticket will be reused toward an international airfare booking.
  - b. Unused ticket will be used toward another traveler booking (i.e., name change).
  - c. Circumstances where the unused ticket should not be applied automatically.
- 3) At any time, an airline may change the rules, and/or there may be certain circumstances where tickets or the residual values cannot be transferred. For example, United Airlines will not apply an unused ticket if the residual value is greater than \$200. It's best to apply an unused ticket toward a new airfare booking that will not leave any residual value.

### International Travel

International travel to a destination that has a U.S. Department of State Travel Advisory or to a Foreign Adversary is subject to prior approvals as referenced in FASOP AS-18, High Risk Travel to Restricted Region and

Foreign Adversaries, regardless of the funding source. **Failure to obtain the required prior approvals will result in the travel being considered personal.** For questions, please contact Patrice Gremillion at 578-3366 or [pgremill@lsu.edu](mailto:pgremill@lsu.edu).

#### Clarification from LA Board of Ethics

Public servants (employees) are not required to disclose all travel/events to the Louisiana Board of Ethics.

- ◆ If the admission, lodging, and/or transportation costs are funded by a private entity or private university, a Complimentary Disclosure (i.e., Ethics 413 form) must be filed with the Louisiana Board of Ethics within 60 days of acceptance of the event/travel.
- ◆ If the admission, lodging, and/or transportation are fully funded by a governmental entity (federal, state, or foreign), a Complimentary Disclosure (Form 413), is not required. This includes public universities (domestic or foreign).

Additional LA Board of Ethics reminders:

1. Always complete the latest version of Form 413 from the Ethics website. Outdated forms are not accepted.
2. Disclosure will be deemed noncompliant if not fully completed.
3. Agency Head (or designee) signature is required before the form can be filed electronically or submitted.
4. A handwritten or an electronic signature is required.
  - a. Only e-Signatures from digital applications such as DocuSign, AdobeSign, SignNow, etc., is accepted.
  - b. Typed signatures with a selected Font is not accepted.
5. Respond to request by LA Board of Ethics by the designated timeline to avoid noncompliance.

For LA Ethics Disclosure questions, please contact Ms. Ashley Wimberly at 219-5600.

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

- Caitlin Cox            578-6052 or [ccox40@lsu.edu](mailto:ccox40@lsu.edu)
- Jonathan Fresina    578-3672 or [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)
- Henry Woodard      578-2007 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- Kalyn Lewis         578-8928 or [mayfield1@lsu.edu](mailto:mayfield1@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. Partial payments are generally not issued on extra earnings.

#### International Employees

**Tax treaty benefits expire** December 31, 2023. 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, 2023 through November 15, 2023. During this time, employees are able to make benefit plan changes for an effective date of January 1, 2023.

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 15. Retirees will not have access to Workday.

# Administration

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 2024 plan year. Employees may enroll in flexible spending account options through their Workday Open Enrollment event.

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 Jennifer Popov’s attention in Human Resources, 110 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA\_775 Medical Plan to participate in the Health Savings Account.

## Business Managers’ Meeting

General Reminders:

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

## Newsletter Mailing List

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

## Unclaimed Property Notifications

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



### SPA

Iyan Carter—Coordinator

### AP & Travel

Kalyn Lewis—Staff Accountant—Travel

### Payroll

Consuella Wilkerson—Staff Accountant—Campus Billing, Transfers, ORP

### Bursar Operations

Jonathan Thompson—Call Center Coordinator

Kaleb Taylor—Staff Accountant—Greek Payments, Mail Payments, Credit Card

Mark Trahan—Staff Accountant—Third Party Sponsors, Guild, Student Health



# 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
Invoice Processing & Special Meals	AP & Travel	Tues, 10/3	9:30 am—11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 10/3	9:30 am—10:30 am	Online via Zoom
Intro to Post Awards	SPA	Wed, 10/4	9:00 am—11:00 am	Online via Zoom
Diversifying Spend	Procurement	Wed, 10/4	10:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 10/5	1:30 pm—3:00 pm	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Mon, 10/9	2:00 pm—3:00 pm	Online via Zoom
Business Managers' Meeting	--	Tues, 10/10	9:30 am—11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 10/10	1:00 pm—3:00 pm	Online via Zoom
Cost Transfers	SPA	Wed, 10/11	9:00 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 10/13	10:00 am—11:00 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 10/17	2:00 pm—3:00 pm	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 10/18	10:00 am—11:30 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 10/18	2:00 pm—3:00 pm	Online via Zoom
Cost Sharing	SPA	Thurs, 10/19	9:00 am—11:00 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD)	Bursar	Fri, 10/20	10:00 am—10:30 am	Online via Zoom
Post Award Management Reports	SPA	Wed, 10/25	9:00 am—11:00 am	Online via Zoom
Procurement Institute	Procurement	Wed, 10/25	9:00 am—10:30 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 10/25	10:00 am—12:00 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
CBT	Christopherson Business Travel
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
WAE	Wages As Earned

### Financial Systems

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

### Workday Terms

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



### Departments & Organizations

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