

Office of Accounting Services

Monthly Newsletter



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

September 2024
Issue 478

September Business Managers' Meeting

- Total Rewards
- Graduate Assistant Health Insurance Allocation
- LaCarte Card Program Policy (PM-78)
- FIN Resources
- Special Meals

September 10, 2024
9:30—11:00 am
Online via Zoom



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What's New?

Accounts Payable & Travel Acronyms

We are all guilty of using acronyms in e-mails, forms, or documents, but we must respect each other's level of expertise by writing out the full meaning and reference the acronym. This will allow the reader to understand the request and/or question to avoid having to seek clarification or delaying in a response/approval.

REAL ID extended to MAY 7, 2025

Louisiana residents must provide a federally recognized form of identification, such as the Real ID license or a passport, to board domestic flights. A gold circle with a star cutout in the right top corner of the license confirms it is Real ID compliant.

Payroll

Faculty and Staff Merit Raises

Raises for professional and professional hourly employees for the LSU A&M Campus and the LSU Ag Center Campus are effective **07/01/2024**. The retroactive increase will be reflected in the payroll check paid on 09/30/2024 for professional employees and the payroll check paid on 09/13/2024 for professional hourly employees.

Raises for the LSU A&M Campus and the LSU Ag Center Campus employees paid on an academic year basis will be effective 08/15/2024 and will be reflected in the payroll check paid on 09/20/2024.

Financial Accounting & Reporting

Reports

Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the Workday Training website under Training Materials, [Finance Training, Reporting](#).

Some of the most useful reports most used by departments are:

- * Revenue & Expense by “Driving Worktag Chosen”
- * Journal Line Details with Employee Name
- * Trial Balance

Cost Transfers

The following are tips when completing cost transfers:

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

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

Credit Card Merchants

Please contact Jen Richard at jgendr1@lsu.edu with any questions on procedures or how to record.

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 and How-to Video can be found on the [Workday Training](#) webpage at Financial Accounting, Create Journal Entry: Internal Billing

Important Reminders

- * Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- * Internal Billings should be initiated by the rendering department
- * Appropriate documentation, including detailed information about the services or merchandise, must be attached
- * There should be no travel spend categories on Internal Billings
- * Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- * **Verify the Company on the line matches the Driving Worktag used** – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Bank Reconciliation

Contact us at bankrecon@lsu.edu for questions/requests related to the following:

- * Stop payment requests
- * Check copy requests
- * Check status requests
- * Unclaimed property
- * Unrecorded deposits
- * Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at [FAR forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Vendor ACH Form Request

Vendors may require an ACH Enrollment Forms or Wire Transfer Information to be completed in order to send funds. These forms/requests should be forwarded to bankrecon@lsu.edu. We will work with the department requesting the information to get these requests completed. Please include Brenda Wright (bwright4@lsu.edu) for all W-9 requests.

** Unclaimed Deposits/Wire Transfers **

Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or bankrecon@lsu.edu. Please be able to provide estimated date of deposit and amount. If you wish to be added to the monthly unclaimed deposit notifications that are e-mailed, please e-mail your name and contact information to Stephanie.

Sponsored Program Accounting

LA Board of Regents (BOR)

Results of recruitment activities and information on students recruited (if applicable), status reports, and invoices are due to BOR by October 1, 2024, for continuing LEQSF **Graduate Fellowship** and **Doctoral** contracts. Please submit the status reports and recruitment reports (if applicable) to Sponsored Program Accounting by Wednesday, September 11 as they are needed for invoice preparation. This due date will allow for timely submission of reports and invoices. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu.

Final expenditure reports for BOR **R&D** and **Enhancement** contracts which expired June 30, 2024, are due electronically to BOR by September 30, 2024. In order to expedite the reporting process, please ensure cost sharing

requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR. Questions should be directed to the SPA contact.

Annual and final project reports for BOR contracts must be submitted by the due date specified in the contract. BOR will withhold payment until the reports are submitted.

Subrecipients Invoices

In accordance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "**Uniform Guidance**"), subrecipient invoices must be paid within 30 days of receipt. If you receive a subrecipient invoice in the department, please forward to SPA immediately. Also, please verify that technical reports and deliverables have been submitted before approving the final invoice. Other requirements that must be followed when approving subrecipient invoices can be found in the [Post Award Manual](#) on SPA's webpage.

Auditors

If an auditor from a sponsoring agency requests information, please contact Jaime Estave at jestav1@lsu.edu or 578-2204 in SPA. No notification is needed if an auditor from the LA Legislative Auditor Office or the LSU Internal Auditor Office is requesting information.

Travel expenditures charged to a sponsored agreement must benefit/relate to the project. Please ensure that the expense report includes a description of the travel noting its benefit to the project.

Cost Sharing

Salary cost sharing is documented on a separate award line/grant in Workday and costing allocations must be processed to add the cost sharing grant.

The correct source of cost sharing funding must be indicated on the Request for Cost Sharing Grant form. This form should be submitted prior to award line/grant set up and can be found on SPA's [AS forms](#) webpage.

Key Personnel

If you receive an Outlook/Workday Notification for Key Personnel, it is notifying you of an expiring budget period (within 90-120 days) that has unmet effort to date and needs attention. The notifications are sent to both the Key Personnel on the report and the Cost Center Sponsored Program Manager (CCSPM) associated with the award.

Training Class

Our Post Award Management Report Training class has been released for the fall of 2024. If interested, please register online at [Training & Event Registration](#).

Work Study

- Job Profile **must** match award
- ⇒ Costing Allocations **must** be loaded at the Worker-Position level only using the department account. This account will be used for amounts that are over the award limit. *(No worker position earnings needed for Work Study)*
 - Costing should be effective the beginning of a pay period
- ⇒ Work Study job **must** be **primary** job if the student has multiple jobs
- ⇒ Work Study job must have a compensation end date.
- ⇒ Compensation End Date based on the Work Study year assigned by Student Aid.
- ⇒ Student must be hired **TIMELY** for process to work correctly

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the WS earning. LSUA, LSUE, & LSUS campuses must also have a Worker-Position-Earning level for Work Study to ensure charges apply to the appropriate campus.

Reports to Assist in Determining Student Charges:

Data Audit- Programs- Related Worktag	Report will give PG# needed for each cost center for PSA and WS	Search Field- Type in Report Name
Payroll Accounting for Worker by Pay Period	Provides payroll accounting detail by worker	Search Field- Type in Report Name or Payroll Accounting in Search Field
Journal Line Details with Employee Name	Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned. <i>In Worktag field put employee.</i>	Search Field- Type in Report Name or Journal Detail in Search Field

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.

Payroll

Tips for Processing President’s Student Aid (PSA) & Work Study (WS)

President Student Aid

Job Profile **must** match award

- ⇒ Costing:
 - Allocations should be loaded at the Worker Position level using the department account. This account will be used for amounts that are over the award limit.
 - **President Student Aid also requires costing allocation of the PSA account to be loaded at the Worker-Position-Earning level**
 - **Start date of costing should be beginning of pay period**

Note: Hire may have to be completed before WD system will allow Worker Position Earning level to be added to student costing.

- ⇒ President Student Aid job **must** be primary if student has multiple jobs.
- ⇒ President Student Aid job **must** have an end date on the compensation and costing.
- ⇒ Compensation End Date should be 05/17/2025 for the Work Study year
- ⇒ Student must be hired **TIMELY** for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the PSA earning.

Federal Withholding Changes

Due to the federal tax law changes made by the *2018 Tax Cuts and Jobs Act*, all employers must use the new W-4 form for **New Employees**. This includes anyone rehired on or after January 1, 2020. The IRS does not require all current employees to complete the revised form.

If a current employee who has completed a previous W-4 wants to make changes to their 2024 withholding tax, the new form must be used.

The new form has five steps. Employees must fill out step 1 and step 5. Steps 2, 3, and 4 are optional, but completing them will ensure that your tax withholding will more accurately match your tax liability.

LSU Payroll staff can only answer general questions about Form W-4. It is recommended that employees use the IRS's [Tax Withholding Estimator](#) for assistance. Also on the IRS website are [Frequently Asked Questions](#) that you may find beneficial as you complete the new form. The IRS recently released an updated [Tax Withholding Estimator](#) to help employees determine the proper withholding amount for 2024 to avoid unexpected over/under withholding when filing their tax return in 2024.

W-4 Updates

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. Please see the [Withholding Elections](#) job aid for further instructions. Changes will take effect within two business days.

International Tax Treaty

Blank Tax Treaty forms can be found on the payroll website under International Employees. Please complete the 8233 form and the Attachment to the 8233 for your country of residence based on your Student or Teacher Researcher status. An example of a completed tax treaty can be found at [Tax Treaties | LSU Payroll](#).

The completed Tax Treaty forms should be e-mailed to taxtreaty@lsu.edu using the secure Files to Geaux Link through MyLSU. The [Files to Geaux](#) job aid provides more details on using files to geaux to submit the tax treaty form.

Costing Allocations

There are two types of costing allocations. Position Restriction costing allocations and Worker costing allocations. Position Restriction costing allocations follows the position regardless of the worker filling the position.

Position Restriction costing allocation is assigned on the Create Position transaction and must have a begin date equal to the date the position is created.

Position Restriction cost allocations **should not have an end date**. End dates could cause the Position Restriction costing allocation to expire and expired or missing Position Restriction costing allocations **will prevent payment to an employee**. Funding sources such as grants or other temporary funding sources should not be used on a costing allocation for Position Restrictions. The Position Restriction costing allocation should be viewed as the commitment budget for the position and must cover the entire life of the position.

Worker costing allocations are assigned in the hire process and can be updated as needed.

When adding a new costing allocation on an existing Worker, be sure to **end** the old allocation and **add an additional record**. Just updating the Start and End dates of the current allocation will not preserve the audit trail. HR partners, Cost Center Managers and Student Employment Partners must perform ongoing audits of costing allocation 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 Worker costing allocations. The Payroll calculation engine does not recognize when a grant has expired, therefore it is important to keep costing allocations up to date to ensure proper posting of salary charges.

Costing Allocations for Period Activity Pay (PAP)

When processing costing overrides for period activity pay, please be aware of mid period end dates. If the Activity End Date falls mid period, then the Payment End Date should be the Period End Date for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the Payment End Date should be loaded as 10/14.

Bursar Operations

Important Deadlines

◆ Semester Deadlines

◇ Fall 2024 (1S/25)

- **September 3:** Final Day to Receive 90% Refund for Semester Session A
- **September 4:** Final Day to Drop without “W” for Semester Session A (Deadline 4:30 PM CST)
- **September 5:** Final Day to Add Courses via myLSU for Semester Session A (Deadline is 4:30 PM CST)
- **September 13:** Final Day to Receive 50% Refund for Semester Session A
- **September 13:** Second No Pay Purge for Semester Sessions A, B, & C
- **September 30:** Final Day to Drop Courses for Semester Session B (Deadline 4:30 PM CST)

◇ Fall 2024 (1S/25) – Law Campus

- **September 6:** Final Day to Receive 50% Refund

◆ Online Module Deadlines

◇ First Fall Module 2024 (1L/25)

- **September 30:** Final Day to Drop Courses (Deadline 4:30 PM CST)

◇ Second Fall Module 2024 (1P/2025)

- **September 23:** Fee Bills Published for Second Fall Module via myLSU

Reminders

1098-T forms

2023 1098-T forms can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to bursar@lsu.edu.

Foreign Source Reporting

Federal and state requirements require LSU and Affiliate Organizations to report any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed to the respective agencies semi-annually. The most recent report date was June 30, 2024 and was due by July 31,

2024.. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at FASOP: AS-35 and questions can be directed to Mary Catherine Gillespie Smiley at mgille7@lsu.edu.

2025.

International Payment

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

Credit Card Merchants

Elavon has converted how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon now show one deposit for all credit card transactions. Merchants should no longer use the American Express MOP on their CARD entries, as those MOP codes have been deactivated. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or John Milligan at jmilligan@lsu.edu.

eMarkets

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

Scanned CARD Entries

CARD entries that do not contain cash, checks, or money orders can be scanned and e-mailed to cardobo@lsu.edu. All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain clearly visible signatures.

- The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account and not a secondary e-mail account.

University Cashier

Departmental deposits can be dropped off in-person between 10:00am – 11:45am and 12:30pm – 4:00pm, Monday – Friday.

AP & Travel

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 on-demand or special handling requests due to extenuating circumstances, please contact Jessica Hodgkins at jhodgkins1@lsu.edu or 578-1541 or Valery Sonnier at ysonnier@lsu.edu or 578-1531.

Supporting documentation should always be attached to any check requests and/or to the University Prepared Invoices.

Purchase Order Invoices

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

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

Direct Charge:

- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Carly Carpenter 578-7828 or ccarp32@lsu.edu
- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@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

Effective July 1, 2024, special meals should not be served at brief meetings, particularly meetings that could be scheduled at times other than mealtimes. This change is reflected in [PM-13 University Travel Regulations](#), in alignment with the Louisiana Division of Administration's State Travel Policy, PPM-49. Also, dinner-buffet reception is no longer a special meal option.

Special meals provided at student events/programs, activities or functions in support of student enrichment, student engagement, and enhancement of the students' experience are not included in the special meal change. In addition, special meal events funded by grants (i.e., event specifically listed in budget justification and sponsor approved) or participant registration fees are not included in the special meal change.

Just to clarify, the following are the special meal criteria:

1. Candidates for employment at the University who are being hosted at a meal by university personnel. The number of university personnel participating should be kept to a minimum.
2. Guest lecturers, visiting scholars and other visiting dignitaries or executive-level individuals from other governmental units, business, or industry and individuals providing identified gratuity services to the University. This explicitly does not include normal visits, meetings, reviews, etc., by Federal or State representatives.
3. Extraordinary situations when University employees are required by their supervisor to work more than a 12-hour workday or a 6-hour weekend when such are not normal working hours, to meet crucial deadlines or to handle emergencies.
4. All-day events (i.e., workshops, faculty or staff retreats, trainings, etc.) with a detailed agenda which supports the event.

AS499, Request for Approval of Special Meal 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 form should be attached to the Expense Report, Direct Charge request, or America-To-Go purchase order.

Special Meal Expense Reports

The correct Business Purpose must be selected as the business purpose determines the expense report routing to the AP Expense Partner for final audit. If the incorrect business purpose is selected, the expense report will be reassigned, which will delay the audit time and/or processing time.

- **Special Meal – No Travel:** Meals provided when no travel is involved.
- **Special Meal – Travel:** Meals provided for interviewees/speakers/guests in which travel to campus is involved

Other Special Meal Reminders:

1. LSU Dining and Unique Cuisine invoices should **not** be paid with LaCarte. The direct billing process in place for these two suppliers should be followed.
2. LaCarte can be used to pay for dine-in restaurant special meals. The cost of the meal is subject to the special meal rate listed in PM-13 and no alcohol should be included or paid for with LaCarte. An itemized receipt for the total meal amount must be attached to the expense report reflecting the transaction.
3. A guest list is not required for an event which provides refreshments or receptions.
4. Food for Human Consumption (SC0061) spend category should not be used for special meals.
5. Special Meal Reimbursement requests require proof of payment when the receipt does not include the payment method (i.e., last 4-digit of credit card).

For special meal questions, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu. For travel-related special meal questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu or Jennifer Driggers at 578-1538 or jdrigg@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 the policy may result in cardholder suspension.

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. AP & Travel will be providing 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 by **October 15, 2024**, where the information will be centrally filed.

LaCarte Card Distribution

LaCarte cards are distributed in Room 217 Thomas Boyd Hall. Cardholders who have received a notification e-mail should pick up their cards as soon as possible. If the LaCarte card is no longer needed, please notify a member of the LaCarte staff. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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

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 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.

New Hires

Departments are advised to make sure all new employees traveling on behalf of the University are familiar with the PM-13, University Travel Regulations especially the requirement for booking airfare through Christopherson Business Travel (CBT). For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Travel Reminders

1. **LaCarte Card** - An LSU employee cannot use their LaCarte card to purchase travel expenses for another LSU employee, unless an exception approval has been provided on a case-by-case basis.
2. **Spend Authorizations** - Must include the following detailed information:
 - **Start Date Field** – must be the first actual date of travel.
 - **End Date Field** – must be the last actual date of travel.
 - **Description Field** – must include the departure destination and business destination in the format of “Departure City, State to Departure City, State or City, Country.
 - **PDF Attachment** required if the travel expense is not paid by the traveler (guests, interview candidates and LSU students). A reference of an approved spend authorization number will not be accepted.
3. **Purpose of Travel Spend Authorization/Expense Report** – The description of the trip should be clear, detailed and state the benefit to LSU.
4. **Receipts** – must be itemized and legible with payment amount.
5. **Lodging Receipts** - must be itemized, legible and with payment amount. A copy of a hotel confirmation is not an acceptable receipt.

6. **Conference Agenda/Conference Lodging** – The conference documentation that includes the hotel/ lodging rate and conference agenda/schedule must be provided. This documentation may be attached to the spend authorization or expense report. Links to a host’s website is not acceptable.
7. **Meals & Incidentals** – Receipts are not required. The AS350 is available to provide amounts as supporting documentation.
8. **Individual travel**, where a traveler pays all their travel expenses, there should be one travel expense report that includes both travel LaCarte transactions and paid out of pocket expenses.
9. **LaCarte transactions** should be imported into the expense report and not added manually. If a LaCarte transaction is added manually, it will generate a reimbursement in error. All LaCarte transactions should be reflected as Company Paid.

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 |



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
Strategic Sourcing 101	Procurement	Tues, 9/3	2:00 pm—3:00 pm	Online via Zoom
Intro to Post Awards	SPA	Wed, 9/4	9:00 am—11:00 am	Online via Zoom
Procurement Institute	Procurement	Wed, 9/4	1:30 pm—3:00 pm	Online via Zoom
Supplier Relationship	Procurement	Thurs, 9/5	11:00 am—12:00 pm	Online via Zoom
Business Managers' Meeting	—	Tues, 9/10	9:30 am—11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 9/10	1:30 pm—3:00 pm	Online via Zoom
Effort and Key Personnel	SPA	Wed, 9/11	9:00 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 9/13	10:00 am—11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 9/17	9:30 am—11:00 am	Online via Zoom
Specs and More Specs	Procurement	Wed, 9/18	10:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Wed, 9/18	1:00 pm—2:00 pm	Online via Zoom
LaCarte	AP & Travel	Thurs, 9/19	9:00 am—10:30 am	Online via Zoom
Post Award Management Reports	SPA	Wed, 9/25	9:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 9/25	10:00 am—11:00 am	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Thurs, 9/26	9:00 am—11:00 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Thurs, 9/26	2:00 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

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