

Office of Accounting Services

Monthly Newsletter



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

April 2024
Issue 473

April Business Managers' Meeting

- ▶ International Visitors Policy
- ▶ Pending FLSA Changes
- ▶ GLBA & PCI DSS Compliance
- ▶ Bank of America's Global Card Access App
- ▶ LaCarte Update & Reminders

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



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What's New?

1098-T forms

2023 1098-T forms were mailed to the home address on file and are available electronically via the student's myLSU. They can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to bursar@lsu.edu.

Bank of America's Global Card Access App!

The app offers the same robust security features and utilizes the same user credentials as Global Card Access Online. This simple-to-use tool provides security and convenience to cardholders in the palm of their hand.

The app offers the following:

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

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

Payroll

FY 2024-2025 Payroll Schedules

FY 2024-2025 payroll schedules for wage, and student payrolls are now available on the [Payroll](#) website, click Payroll Schedules.

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 01/01/2024. Questions may be directed to Candice Lockwood at 578-2023 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 **Contact Information** 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.

President's Student Aid/Work Study Accounts

The last day for student employee earnings to be charged to such accounts is May 17, 2024. The final student pay period for time associated with PSA & WS accounts is the period ending May 24, 2024 for payment on May 31, 2024.

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 or President Student Aid Funds, please contact John Pilgrim at jpilgrim1@lsu.edu for further assistance.

Students Must be Paid for All Hours Worked

PS-33 states that students should not be allowed to work more than 20 hours a week during the fall and spring semesters. However, if the student actually works over 20 hours per week, per the FLSA (Fair Labor Standards Act) the student must be paid for **all** hours worked. Managers and Timekeepers should ensure students enter time actually worked each pay period.

Employee Time Certification

Louisiana Revised Statute 17:3311 (A)(3) requires administrative, professional and academic personnel to certify that they were either present or absent from their usual duty posts during the usual working day. It further requires that the certification be performed monthly.

Civil Service Rule 15.2 requires classified employees and their supervisors to certify the number of hours of attendance or absence from duty on the time and attendance records.

University Policy Statement 33 requires that time be certified by the student employee and their supervisor.

Certification procedures should be performed with each payroll for student and classified employees and on a monthly basis for administrative, professional and academic personnel. At the end of each month, employees in these employment categories receive a **Leave Certification** event in Workday. Time off should be requested and approved as the time off is taken.

Ensuring proper controls are in place is the first step to preventing payroll fraud. Each department should have payroll processing procedures that cover student employment eligibility and completion, processing, approval and submittal of employee time. Additional tips for preventing payroll fraud are listed below:

- * **Employee time** should be entered for hours **actually** worked, including dates and times of work.



- * **Supervisors** should monitor employee work hours and ensure that the time reported is accurate before approving the employee's time.
- * **Never** enter time worked in a previous pay period in the current time period.
- * **Process** termination forms immediately for terminated employees so they can not access time calendars past the termination date.
- * **Investigate** unexplained variances in pay such as a large increase in total pay for an employee or an employee working on non-scheduled work days.
- * **Reconcile** University records such as ledgers and effort certifications on a timely basis and investigate questionable items immediately.
- * **Call Payroll** immediately for instructions regarding a current appointment transaction, if a new employee does not show up to work.

Review Tax Withholding Amounts to Prepare for 2024 Taxes

It's important for employees to check their paycheck withholdings every year, but it's especially important in 2024 if you:

- * Had too much or too little withheld from your paycheck in 2023 and had an unexpected result when you filed your 2023 taxes in early 2024.
- * Performed a "Paycheck Checkup" and adjusted your withholding in 2023. Recheck your withholding for 2024 to make sure you're having the right amount withheld.

Even though the IRS does not require all employees to complete the revised form and even if an employee's tax situation has not changed, we recommend that employees perform a "paycheck checkup" to see if adjustments to their current withholdings are needed. To conduct the checkup, employees can use the IRS's [Tax Withholding Estimator](#). To effectively use the estimator, it is helpful to have a copy of the most recent pay stub and tax return. It is likely that the estimator will be updated to account for the 2024 tax tables in early January.

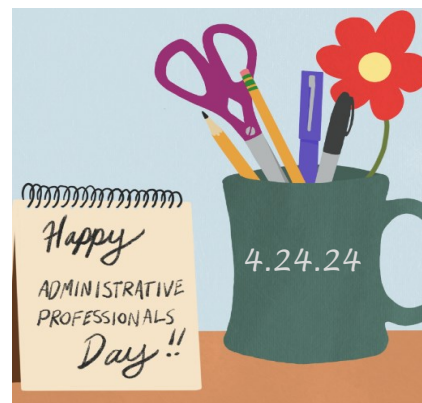
Before completing the 2024 Form W-4, please read the instructions that are included with the form. Employees must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that an employee's federal income tax withholding will more accurately match their tax liability. Step 1 is for personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where the form is signed.

The IRS takes employees' privacy seriously and suggests that, if employees are worried about reporting income from multiple jobs in Step 2 or other income in Step 4(a), you check the box in Step 2(c) or enter an additional withholding amount in Step 4(c). To determine the additional withholding amount, employees can use the withholding estimator.

The IRS has also published [Frequently Asked Questions](#) that employees may find helpful as you complete the form.

Employees can update withholdings in Workday at any time

Please refer to the [Withholding Elections](#) job aid for detailed instructions on updating your W-4 and L-4 in Workday. Changes will take effect within two business days. W-4 and L-4E forms are also available on the Payroll website.



Financial Accounting & Reporting

Yearend Preparation

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 adjustments, cost transfers, and internal billings for services rendered
- Process needed correcting entries and payroll accounting adjustments
- Request inactive worktags to be closed

Monthly Close Dates

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

Month End	Close Date
March	Monday, April 1
April	Wednesday, May 1
May	Monday, June 3

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

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 under Reporting. The report is an Excel file called “Finance Reports by Functional Area”. All finance related job aids are available on the [Workday Training](#) webpage.

Payroll Accounting Adjustments (PAA)

The following are some tips when preparing a Payroll Accounting Adjustment:

- Multiple periods can be adjusted at one time
- Please remove any “current journal lines” that are not being corrected
- Verify that correct worktags are populated on the proposed journal lines
- Attach supporting documentation needed
- [Payroll Accounting Adjustment](#) job aid

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

Bursar Operations

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

Credit Card Merchants

Please ensure daily CARD entries are being made to record credit card revenue received. If assistance is needed with obtaining backup documentation from Elavon, please contact Jennifer Richard at jgendr1@lsu.edu.

Bank Reconciliation

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

- Stop payment requests AS32*
- Check copy requests AS500*
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

* Please ensure the most recent version is used when requesting information and ALL check information is provided along with department contact name and number. Forms can be found at [FAR forms](#) and may be scanned and e-mailed to bankrecon@lsu.edu.

Important Deadlines

Spring 2024

- ◆ **April 5:** Final Day to Drop courses or Resign from the University; Deadline 4:30 PM CST (Semester Session A)
- ◆ **April 22:** Final Day to Drop courses or Resign from the University; Deadline 4:30 PM CST (Semester Session C)

Spring 2024 – Law Campus

- ◆ **April 20:** Final Day of Classes for Spring Semester

Second Spring Module

- ◆ **April 22:** Final Day to Drop courses or Resign; Deadline 4:30 PM CST

Reminders

Foreign Source Reporting

Section 117 and Act 767 requires 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 Department of Education and Board of Regents semi-annually. The upcoming report date is June 30, 2024 and is 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.

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.

Sponsored Program Accounting

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

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.



Important Deadlines

LA Board of Regents (BOR) Graduate Fellowships

Principal investigators must forward their annual BOR Graduate Fellowship progress reports to Sponsored Program Accounting by May 13, 2024. SPA will attach the report to the annual financial status reports and forward to BOR. Questions can be directed to Lakedra Fisher at lfisher@lsu.edu.

LA Board of Regents (BOR) Contracts

Requests for no-cost extensions and/or budget revisions for BOR contracts expiring June 30, 2024 must be received by BOR no later than **April 30, 2024**. Please allow time for reviewing and processing. If you have any questions regarding your account, please contact the SPA contact.

Reminders

Tentative Account Number

A tentative account number should be requested when a PI has received notice that an award will be issued, but an official contract has not been processed.

- ⇒ A tentative account number should only be established when a PI is sure of funding.
- ⇒ AS494/AS495/AS496 Tentative Account Number Request - Obtaining a tentative account number will allow a PI to begin working on a project in anticipation of the award and costing allocations can be established.
- ⇒ The tentative account number will be the account number of the agreement when it is received.
- ⇒ The Request Form must be approved by the PI's department chair/director, and OSP.
- ⇒ The Department that certifies the form will be responsible for any unallowable charges, or for costs incurred should the project not be funded.

The tentative request forms can be found on the [SPA](#) website.

If your department has a **tentative account** number with a state sponsor (FD 250) and expenditures have been incurred in FY 24, please check with the sponsor or PI on the status of the agreement. Normally FY 24 expenditures for state accounts must be billed by the state deadline of July 15. Please route fully executed agreements through the appropriate channels so that these accounts may be billed to the state sponsors in a timely manner. Questions can be directed to Jessica LeBlanc at jleblanc2@lsu.edu.

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.

Key Personnel

In order to responsibly track Key Personnel on awards, there are some preventative controls that can help the departments monitor these obligations:

- 1) Meet with faculty when a new award is received and thereafter to plan for appropriate salary distribution consistent with all of the individual's committed effort.
- 2) Establishing a tracking system to ensure key personnel is met by budget period and update costing allocations when needed.

- 3) Running **Award Key Personnel Commitment report** in Workday to review current commitments by award and identify any shortages early. (This report can be run by employee, role, or cost center). Job aids are available for [Award Key Personnel](#) and [Award Key Personnel Commitments](#).
- 4) Requesting Sponsor **Prior Approval** through OSP if any changes to key personnel or disengagement if needed.
- 5) Respond timely to SPA Staff when contacted about Key Personnel issues.

Fixed Price Agreements

Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through the PI's respective Sponsored Programs Office to the sponsor.

Normally, a fixed price agreement should have a **10% or less unexpended balance** when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

Progress Reports

Any financial information included in progress reports to sponsors must be reviewed by SPA. Please allow sufficient time for SPA personnel to review this information before it is submitted to the sponsor. If possible, financial information should not be included in progress reports.

Invention Statements

LSU is required to report inventions to sponsors. In order to ensure inventions are accurately reported, Invention Statements must be certified by the PI and forwarded to their respective Intellectual Property office. If there are no inventions on a particular project, PIs must certify "**NONE**" on the Invention Statement.

Proposal Costs

Individuals working on proposal preparation should **not** be

be appointed 100% to sponsored agreements.

Checks Received for Sponsored Agreements

Payments received for sponsored agreements and gifts payable to LSU should be forwarded to Sponsored Program Accounting (SPA) for deposit. Any associated backup should also be forwarded along with the check. SPA will deposit the payment and prepare a budget entry to increase the budget if it is necessary.

AP & Travel



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.

Invoice Processing

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and Purchase Order 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.

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

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

Receipts should be created in a timely manner for the processing of purchase order invoices. As a reminder, 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 purchase order 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



LACARTE

LaCarte cardholders are to be reminded that their LaCarte card should not be shared or loaned to another person. The cardholder will be held responsible for all transactions. No Exceptions!

Expense Reports should be created for LaCarte transactions not related to travel with complete cost documentation and submitted for approval no later than 30 days from the date of the purchase/transaction.

Delinquent LaCarte Card Transactions

Cost Center Managers were recently provided a list of cardholders with delinquent LaCarte transactions not related to travel and/or transactions related to travel that has been completed. A deadline of March 22, 2024, was given to submit the delinquent transactions on an expense report with the required cost documentation. To avoid suspension of card privileges, immediate attention should be given to the delinquent transactions. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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 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
- ☎ Taylor Anderson 578-1977 or tayloranderson@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.*

International Airfare

Travelers are encouraged to contact a CBT Travel Advisor to book international airfares. CBT’s online booking tool should be used for simple international bookings (i.e., roundtrip with no layovers). The CBT contact information is as follows:

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday
7a.m. – 7p.m. CT
P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

CBT Concur Online Booking System

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

- ✈ Caitlin Cox 578-6052 or ccox40@lsu.edu
- ✈ Jonathan Fresina 578-3672 or jfresi1@lsu.edu
- ✈ Henry Woodard 578-2007 or hwooda4@lsu.edu
- ✈ Kalyn Lewis 578-8928 or mayfield1@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
Payroll 101	Payroll	Tues, 4/2	9:30 am—11:00 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD)	Bursar	Tues, 4/2	10:00 am—10:30 am	Online via Zoom
Intro to Post Awards	SPA	Wed, 4/3	9:00 am—11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 4/3	10:00 am—11:00 am	Online via Zoom
GeauxGrants Proposal Development for Manual Proposals	Office of Sponsored Programs	Thurs, 4/4	10:00 am—11:30 am	Online via Zoom
Business Managers' Meeting	—	Tues, 4/9	9:30 am—11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 4/9	1:30 pm—2:30 pm	Online via Zoom
Sponsored Programs New Developments & Important Reminders	Office of Sponsored Programs	Tues, 4/9	2:00 pm—3:30 pm	Online via Zoom
Effort and Key Personnel	SPA	Wed, 4/10	9:00 am—10:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 4/11	9:30 am—11:00 am	Online via Zoom
GeauxGrants Proposal Development for Grants.gov (S2S) Proposal	Office of Sponsored Programs	Thurs, 4/11	9:30 am—11:30 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 4/17	10:00 am—12:00 pm	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 4/17	10:00 am—11:30 am	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Thurs, 4/18	9:00 am—11:00 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Thurs, 4/18	2:00 pm—3:00 pm	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 4/23	1:30 pm—3:00 pm	Online via Zoom
Post Award Management Reports	SPA	Wed, 4/24	9:00 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