

Office of Accounting Services Monthly Newsletter



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

February 2024
Issue 471

February Business Managers' Meeting

- ✦ Panel Discussion: FIN Best Practices
- ✦ Demo: My Tasks – The Workday Inbox Redesign

February 6, 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 will be available electronically via the student's myLSU by mid-February. They can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to bursar@lsu.edu.

H-1B Premium Processing Fee increase effective February 26, 2024. For more information, refer to the Invoice Processing Section in Accounts Payable & Travel.

Tax Exempt Merchant ID Numbers have been revised. For more information, refer to the LaCarte Section in Accounts Payable & Travel.

Bursar Operations

Important Deadlines

- **Spring 2024**
 - **February 5:** Final Day for Students to Complete Registration to Avoid Classes Being Purged (All Semester Sessions)
 - **February 19:** Final Day to Drop Courses for Spring Session B (Deadline 4:30pm)
 - **February 20:** Final Day to Receive 50% Refund (Semester Session A)
- **Spring 2024 – Law Campus**
 - **February 6:** Final Day to Receive 50% Refund
- **First Spring Module**
 - **February 19:** Final Day to Drop Courses (Deadline 4:30pm)
- **Second Spring Module**
 - **February 19:** Fee Bills are Available via myLSU

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 as of December 31, 2023 and was due by January 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. Merchants 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 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.

Financial Accounting & Reporting

Monthly Close Dates

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

Month End	Close Date
January	Thursday, February 1
February	Friday, March 1
March	Monday, April 1
April	Wednesday, May 1
May	Monday, June 3



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. 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 your inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month

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 of the same worktags used on the original entry.
- Run the report “Journal Line Details” or “SPA – Journal Lines” 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.

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.

Reports

A list of the recommended reports for departmental use to assist in reconciliations and fund management is available on the [Workday Training](#) webpage at the bottom under Reporting “Finance Reports by Functional Area”.

1099 Tax Forms

1099 forms issued to LSU should be forwarded to Dakota Schoenfield in Financial Accounting & Reporting, 204 Thomas Boyd Hall or by e-mail at dschoe5@lsu.edu.

Credit Card Merchant

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

AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check can be found at [FAR forms](#). Please ensure the most recent version is used when requesting

Accounts Payable & Travel

information and that your contact information is included. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Internal Billings

An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department **rendering** the service or sale.

A step-by-step Job Aid can be found on the [Workday Training](#) webpage.

- Financial Accounting
 - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established Service Center to charge a Grant (excluding fixed price)
- **Verify the Company on the line matches the Driving Worktag used – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College**



Invoice Processing

1099 and 1042-S reporting

Form 1099 will be mailed by January 31, 2024, to recipients of non-employee compensation (personal and professional services), other income and royalty payments. IRS Form 1042-S will be mailed by the University in mid-February 2024, to all foreign visitors receiving income, to all non-resident foreign students receiving exemptions and cash awards, and to all tax treaty benefit recipients. Internationals that plan to file a tax return claiming a refund of taxes withheld on income received will be required by the IRS to file with a valid SSN or ITIN (Individual Tax Identification Number). The IRS will not accept tax returns filed under an international student LSUID ("89-" number).

International Visitors

Payments to international visitors must be in accordance with *FASOP: AS-04, NRA Consultant, Contractor, Scholarship & Fellowship Payments* and are subject to federal tax withholding at the rate of 30% unless a reduced withholding or an exemption from withholding is provided by a tax treaty. The tax treaty benefits must be claimed by the international visitor prior to payment.

It is critical to determine if the visa classification and other circumstances related to the international visitor allow for payment of any kind. If the visa classification does not allow the international visitor to receive payment or reimbursement of expenses, no payment request will be processed.

Please note, if the visitor does not have an SSN or ITIN, he or she will have to apply for an Individual Tax Id number (ITIN) via the W-7 form in order to claim tax treaty benefits and the W-7 form must be signed in person in the Accounts Payable & Travel office. For questions, please contact Valery Sonnier at 578-1531 or vsonnier@lsu.edu.



Sensitive Information (i.e., Social Security Numbers)



Please ensure sensitive information (i.e., Social Security numbers) are not included in e-mail correspondence. Security measures such as encrypted password-protected and or FilesToGeaux should be used for providing sensitive information in e-mail correspondence. For questions, please contact Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

H-1B Premium Processing Fee




Effective February 26, 2024, the H-1B premium processing fee increased to \$2,805 (from \$2,500). Hiring departments are encouraged to submit the miscellaneous check request for the correct amount. For questions, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu.

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
-  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

Safeguard LaCarte cards

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

Tax Exempt Merchant ID Numbers

Effective immediately, the State Travel Office will no longer manage tax-exempt merchant ID numbers for vendors when using the LaCarte card. Each agency is required to set up their own tax-exempt merchant ID number with all vendors, including Walmart, Home Depot, Lowes, etc.

The tax-exempt merchant ID numbers are listed below:

Merchant	Tax Exempt ID Number
Walmart	3726307
Home Depot	9186468453 & QR code available on AP's website
Lowes	105400005 (no change)
Office Depot	18201070 (no change)

Also, Best Buy recently updated their process for obtaining sales tax-exemption. LaCarte cardholders will be required to set up individual sales tax-exemption accounts.





As a reminder, the University's state sales tax-exemption is only valid for business-related purchases made in the State of Louisiana. For questions and/or instructions to set up Best Buy accounts, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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

Delinquent LaCarte Card Transactions

Cost Center Managers were sent a list of cardholders with delinquent transactions. **Immediate attention is required to avoid cardholder suspension.** 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
-  Taylar Anderson 578-1977 or tayloranderson@lsu.edu
-  DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

Mileage Rate Increase

Effective January 1, 2024, the IRS mileage rate has increased from .6655 per mile to .67 per mile. All travel occurring prior to January 1, 2024, should use the rate in effect at the time of travel.

Christopherson Business Travel (CBT)

CBT is the State of Louisiana contracted travel agency.

As a reminder, faculty, staff and LSU students are required to use CBT for airfare bookings. 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

Contact Information

Toll Free Phone: 1.800.961.0720
Local Phone: 205.874.8538

E-mail: Statelauniv@CBTravel.com

After Hours: 1.800.961.0720
-Reference ID code 9AW

International After Hours: 801.327.7742
-Reference ID code 9AW

Summary of pertinent information:

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

CBT Concur Online Booking System was updated to change e-mail addresses which will allow employees from other campuses access to the booking tool using their campus e-mail address (i.e., @LSUA.edu, @LSUE.edu, etc.). If login issues are experienced, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Safeguard payment information by removing credit card numbers (except last 4-digits), expiration dates and security codes from all receipts and documentation submitted.

Meal Per Diem vs. Special Meal Clarification

When an employee is on university business travel, the meal per diem at the GSA rates for the destination should be used to determine the meal rate for

reimbursement. Meals for student field trips while in travel status should also use the meal per diem at the GSA rates for the destination, and not the special meal rates.

Special Meal rates should be applied for approved university events that meet the special meal criteria as referenced in PM-13, University Travel Regulations. The special meal rates would apply.

Occasionally, there may be a special meal event conducted while in travel status in which the special meal rate for the respective meal would apply. Some examples of a special meal events while in travel status:

1. Meeting with collaborators to discuss research.
2. Recruitment and/or interviews.
3. Working business meeting.
4. University-hosted events (i.e., conference, workshop, seminar, and trainings)

For meal per diem or special meal questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

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

Payroll

W-2's Delivered Through Workday

The 2023 W-2 forms were delivered electronically through Workday for all current employees who have a Workday account. Paper copies of W-2's were generated for current employees who do not have a Workday account as well as terminated and retired employees. Paper copies were mailed directly to the employee address on file.

See [Accessing Your W-2 Form](#) for directions on accessing W-2s in Workday.

Employees with questions related to their W-2 form information, should contact the Payroll Office at 225-578-3321 or payroll@lsu.edu.

Duplicate W-2 Requests

W-2 forms are available online through myLSU for calendar years 2001— 2015 and can be printed as needed. To access W-2 forms through my LSU, select Financial Services, then Tax Documents. For 2016 - 2020, the W-2 forms are available through Workday. For directions on accessing prior W-2s in Workday, see [Accessing Your W-2 Form](#).

Should a W-2 not be accessible through myLSU or Workday, requests for duplicate W-2 forms can be made by completing form [AS387](#). There is a \$10.00 charge for **each** duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2.

Employees can access their W-2 form electronically and avoid the fee charged for paper copies generated through Payroll.

2023 Tax exempt status expires February 15 for U.S. citizens and resident aliens who claimed exempt from federal withholding and/or state withholding for 2023. Employees who are eligible for exemption for 2024 and wish to continue their exemption must complete new W-4 and/or new L-4E forms to claim exempt for 2024 by February 18, 2024. The 2023 exemptions are set to be removed on February 19, 2024. Exemption for any calendar year expires on February 15 of the following year. Regulations prohibit a refund of taxes withheld to any employee who is eligible, wants to claim exemption for 2024, but does not complete a new W-4 or L-4E for 2024 before the February 18 deadline.

If employees are eligible, and wish to continue the exemption in 2024, they must complete a 2024 W-4 form and/or a 2024 L-4E form ASAP. Please use an **effective date of 02/16/2024** or greater for the new form.

Employees can complete and update their W-4, L-4 or L-4E form through Workday. 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 forms and L-4E forms are also available online on the Payroll website.

Tax Forms and Instructions Available on Internet

[Federal](#)

[State](#)

Current tax forms can also be found under the Tax forms section of each employee type on Payroll's webpage.

IRS Individual Taxpayer ID (W-7) and SSN

International students on scholarship who are not eligible for a social security number should apply for an Individual Taxpayer Identification Number (ITIN). **Important: If the US TIN on your 1042-S begins with a 999# you need to apply for an Individual Taxpayer ID.** LSU is a Certified Acceptance Agent with authority to collect and submit to the IRS the appropriate paperwork necessary to apply for the identification number. Students that need to apply for an ITIN must make an appointment with Yolanda Clark yvalle1@lsu.edu in the Payroll Office. The ITIN application must be submitted with the applicant's 2024 tax return, so bring your 2024 tax return as well as your travel documents, to the Payroll Office when you are ready to apply.

International employees who claimed tax treaty benefits in 2024 will receive a 1042-S form no later than March 15, 2024. Both forms are needed before tax returns can be filed. Questions may be directed to Yolanda Clark at 578-2592 or yvalle1@lsu.edu.

International employees who are considered **non-resident aliens** should complete federal forms 1040NR or 1040NREZ and 8843. All other international employees must consider their particular situation to determine the appropriate forms to file.

Tax Software for Non Resident Aliens

There are two software programs available for international taxpayers considered nonresident aliens to purchase and use to prepare their required U.S. Federal tax return. [GLACIER Tax Prep](#) is provided through ARCTIC INTERNATIONAL, which is a company that has provided international tax training to employers for many years. Another recent addition of software for this group of taxpayers can be found at [Sprintax](#). These software programs do not prepare State tax returns.

Teachers Retirement Audits

Teachers' Retirement System of LA (TRSL) audits payments made through both Payroll and Accounts Payable. Past audits have found that many contractor payments were made to employees, former state employees, and TRSL retirees, for services that the State of Louisiana deems subject to TRSL retirement contributions. The contractor information form, PUR_CR, required by Procurement Services contains the question "Is the contractor a current or retired member of Teachers' Retirement System of Louisiana?" It has frequently been found that those with audit findings answered 'No' to this question, when the answer should have been "Yes". Once found, the person will be enrolled in TRSL, an accounts receivable will be set up to collect the contributions, and LSU owes interest and penalties on the unreported earnings. When departments consider contracting with a former or current TRSL member, please remember that if the services provided would make the employee eligible for membership in TRSL if provided full-time, the individual must be employed with LSU and not contracted. This will ensure that the person is enrolled in TRSL, following the employment eligibility rules and that retirement contributions are deducted and remitted. Kade Kieschnick in Payroll at kkiesc1@lsu.edu or HR Benefits at hr@lsu.edu can help to determine if the potential contractor needs to be hired and enrolled in TRSL instead of being paid through Accounts Payable.



BOR Industrial Match

Industrial match commitment letters on LA Board of Regents (BOR) contracts are due to BOR by March 31, 2024. The original commitment letter should be mailed directly to BOR with a copy to SPA as long as there are no changes with sponsor, amount or terms. If a change is necessary, please contact the appropriate Sponsored Programs office.

BOR R&D and Enhancement

Requests for extensions and rebudgeting, which require BOR approval, for contracts expiring June 30, 2024 must be received by BOR by [April 30, 2024](#). Please note that all such requests must have prior institutional approval. In addition, requests for approval of any additional equipment and/or deviations (excluding make and model) from the approved equipment budget must be received by BOR by [April 30, 2024](#). Please review your account to ensure that encumbered items or services will be received by June 30, 2024 and ensure that the required cost sharing will be met by the expiration date. If you have questions about your agreement, please contact the SPA analyst which can be found on the grant roles tab listed as the Grant Manager.

Gifts

[Finance and Administrative Services Operating Procedure \(FASOP\) AS-05](#) can be found on SPA's webpage. It provides a concise, easy-to-follow table to help distinguish between gifts and sponsored agreements. Scholarship donations are not classified as gifts if the donor selects the scholarship recipient. Instead, these types of donations are classified as outside scholarships. Outside scholarships should be directed to Danielle Lavergne in the Bursar's Office instead of SPA. When routing the check and paperwork for an outside scholarship, please indicate the student's name and LSU ID number. Any questions can be directed to Veronica Brooks at 578-3706 or vnolen1@lsu.edu or Danielle Lavergne 578-3847 or dlavergne@lsu.edu.

Maintenance/Repair Costs

- ◆ General purpose equipment maintenance/repair costs are not allowable costs on sponsored agreements.
- ◆ Maintenance/repair costs for specialty equipment purchased on the project or used primarily for the research and benefit of the project, can be a direct cost to a grant. Maintenance/repair costs are typically allowable on sponsored agreements when:
 - it is listed in the *approved budget
 - it is for specialty equipment purchased on the project
 - it is for specialty equipment used to support or advance the work of the project
 - it is not prohibited per the sponsor’s terms and conditions
 - it is reasonable and allocable • Maintenance and repair costs must be
 - proportionately allocated to each project or activity for equipment used on
 - multiple projects (externally or institutionally funded projects including
 - departmental research, instructional activities, or other institutional activities
 - maintenance agreement dates fall within the award period
 - **It is recommended that anticipated maintenance expenses be included in the proposed budget and budget justification.*
 - ***If the maintenance/repair costs are not listed in the approved budget or the maintenance/repair costs are not for specialty equipment purchased on the project, an AS550 must be completed.*
- ◆ Maintenance/repair costs are typically not allowable on sponsored agreements when:
 - it is for general purpose equipment (laptops, desktops, printers, etc.)
 - There is no reasonable method to proportionately allocate the costs to the specific project
 - It is specifically disallowed by the sponsor
 - It does not support or advance the work of the specific project

- The scientific/specialty equipment is in an approved service/recharge center

Monitoring Reports

It is imperative that monitoring reports for DNR, LA Department of Wildlife & Fisheries and DEQ agreements are sent to SPA to be submitted along with the invoice. These sponsors will not pay invoices unless the monitoring reports are attached.

Other sponsors will not pay invoices if technical reports are late. The principal investigators are responsible for submitting technical reports timely. A delay in submitting reports may cause the sponsor not to pay invoices.

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.

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, incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action taken to clear the overdrafts.



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
Business Managers' Meeting	—	Tues, 2/6	9:30 am—11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 2/6	9:30 am—11:00 am	Online via Zoom
Intro to Post Awards	SPA	Wed, 2/7	9:00 am—11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 2/7	10:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 2/8	9:00 am—10:30 am	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 2/15	9:00 am—11:00 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 2/20	2:00 pm—3:00 pm	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 2/21	10:00 am—12:00 pm	Online via Zoom
Supplier Relationship Manager	Procurement	Wed, 2/21	10:30 am—11:30 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Thurs, 2/22	2:00 pm—3:00 pm	Online via Zoom
Post Award Management Reports	SPA	Thurs, 2/22	9:00 am—11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 2/27	1:30 pm— 3:00 pm	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Wed, 2/28	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

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