

Office of Accounting Services Monthly Newsletter



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

April 2023
Issue 461

April Business Managers' Meeting

Suggestion Box Comments

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



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What's New?

Monthly Business Managers' Meeting

Interested in joining the monthly virtual Business Managers' meetings, but are not on the e-mail list, please click [Office Administration | LSU Accounting Services](#) to send an e-mail request to join the group. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

Business Manager Suggestion Box

In an effort to provide Business Managers' meetings that are relevant and effective, we are seeking feedback for future topics. If interested in providing a topic, please complete the survey and include your name and e-mail information or simply leave the boxes blank if you prefer to remain anonymous. The [Suggestion Box](#) can be found on the AS website. We appreciate your continued support!

Expense Reports Send Back

Starting **April 1, 2023**, expense reports with incomplete information will be sent back to the initiators. AP & Travel auditors will continue to identify the issue(s) in the Comments on the Business Process. Only the identified issues should be addressed on the expense reports sent back. No changes should be made to the attachments or expense items, etc. As the expense reports are re-routed to AP & Travel, they will be added to end of the queue for processing.

Sponsored Program Accounting

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 12, 2023. 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, 2023 must be received by BOR no later than **April 29, 2023**. Please allow time for reviewing and processing. If you have any questions regarding your account, please contact the SPA contact.

Industrial Match commitment letters

- Due to BOR on March 31, 2023.
- PIs should have forwarded the original Industrial Match letters directly to BOR with a copy to SPA as long as there are no changes to the sponsor, amount or terms.

If changes are necessary, the PI must contact their respective Sponsored Program Office.

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 23, please check with the sponsor or PI on the status of the agreement. Normally FY 23 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 [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.

Financial Accounting & Reporting

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 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. Please contact Henri Smith at henrismith@lsu.edu for any questions related to deposits to sponsored agreement and gift accounts.

Reminders

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 3
April	Monday, May 1
May	Thursday, June 1

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
- ◆ 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

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
- ◆ The [Payroll Accounting Adjustment](#) job aid can be found on the Finance Training webpage.

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 at 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)

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 First Data/Bank of America or 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.

Bursar Operations

Important Deadlines

Deferred Payment Plan for Spring 2023 Semester

For semester students that selected Deferred Payment Plan for Spring 2023, the second payment was due April 1. Payments are considered late after 4PM CST on April 11. The final payment will be due on May 1 and considered late after 4PM CST on May 11.

Deferred Payment Plan for Second Spring Module 2023

Module students that selected Deferred Payment Plan for Second Spring Module 2023, payment is due Monday, April 10 and considered late after 4PM CST on Friday, April 14.

Reminders

International Payment

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

1098-T forms

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

Credit Card Merchants

Elavon has started converting how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon will show one deposit for all credit card transactions. After conversion, merchants will no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or Daniel Butcher dbutch1@lsu.edu.

Cashnet eMarkets

eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to Daniel Butcher (dbutch1@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 signatures and have the signature clearly visible.
- * The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary e-mail account.

University Cashier

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

Accounts Payable & 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.

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 vsonnier@lsu.edu or 578-1531.

Purchase Order Invoices

Please do not attach purchase order invoices to the Receipt. The purchase order invoice should be forwarded

to the respective Accounts Payable office to be matched against the PO and Receipt.

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

Direct Charge:

- ☎ Jessica Prather 578-1536 or jmor116@lsu.edu
- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Arlyn Becnel 578-3697 or abecnel1@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

Delinquent LaCarte Card Transactions

Cost Center Managers recently received an e-mail notifying them of cardholders with delinquent LaCarte transactions. As a reminder, transactions must be reconciled on an expense report and submitted to AP & Travel within 30 days of the purchase date. To avoid suspension of card privileges, immediate attention should be given to delinquent LaCarte transactions. Also, any outstanding LaCarte transactions related to future business travel must be reconciled **after the trip is completed.**

Special Meal supplies

When reconciling expenses for supplies related to a special meal, please attach a copy of the approved AS499 form and reference the expense report or supplier invoice number of the special meal purchase. The LaCarte auditors must confirm the special meal is approved prior to approving the supplies related to the special meal.

LaCarte Reminders:

- 1) **Itemized receipts** must be attached on LaCarte Expense Reports. All receipts should be loaded into one PDF document, preferably in the order of the expense lines, and attached on the Attachment tab. As a reminder, receipts should not be attached at the expense lines. The default sorting of expense lines is by the expense line date.
- 2) Expense Report **“Comments”** can be found on the Business Process tab. Please review the Comment section for the reason the expense report is not approved.

- 3) **Respond to e-mails in a timely manner.** If supporting documents and/or forms are requested, please send the information to the LaCarte or Travel auditor via e-mail. The auditor will attach the information to the expense report.
- 4) **Please do not withdraw Expense Reports in “Save for Later” status to edit or make changes.** The expense reports have been audited by the LaCarte or Travel auditors with their comments documented. The approval process starts over from the beginning whenever an expense report is withdrawn.

Helpful – Reports!

- ⇒ **Find Credit Card Transactions by Employee Cost Center**
 - Provides a list of all employees with credit card transactions for all statuses
- ⇒ **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
- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

Christopherson Business Travel is the State of Louisiana contracted travel agency. For more information, please refer to the AP & Travel website at [Travel | Accounts Payable & Travel \(lsu.edu\)](http://Travel | Accounts Payable & Travel (lsu.edu)).

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 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.

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
 Kathleen Patrick 578-3699 or kelder1@lsu.edu

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 located on the [Payroll](#) website.

President’s Student Aid/Work Study Accounts

The last day for student employee earnings to be charged to such accounts is May 19, 2023. The final student pay period for time associated with PSA & WS accounts is the period ending May 26, 2023 for payment on June 02, 2023.

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 that 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 Statue 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.

Payroll

Important Deadlines

Early Student Payroll Deadline and Pay Date due to Good Friday Holiday

Payroll	Period Ending	Time Locked	Pay Date
Student	Friday, March 31, 2023	Monday, April 3, 2023 @ 11:59 p.m.	Thursday April 6, 2023

FY 2023—2023 Payroll Schedules

FY 2023—2023 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 01/01/2023. 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:

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. Each month, employees in these employment categories receive an e-mail to respond to the requirements of the Leave Policy by certifying their attendance. The e-mail is sent from hr@lsu.edu with the subject: **LSU Leave Certification Required**. 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 per [FASOP AS-25: Student Employment Best Practices](#). 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 2023 Taxes

It's important for employees to check their paycheck withholdings every year, but it's especially important in 2023 if you:

- Had too much or too little withheld from your paycheck in 2022 and had an unexpected result when you filed your 2022 taxes in early 2023.
- Performed a "Paycheck Checkup" and adjusted your withholding in 2022. Re-check your withholding for 2023 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 (www.irs.gov/W4App). 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 2023 tax tables in early January.

Before completing the 2023 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 forms and L-4E forms are also available online on the Payroll website.

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
Intro to Post Awards	SPA	Wed, 4/5	9:00 am—11:00 am	Online via Zoom
Specs and More Specs	Procurement	Wed, 4/5	1:00 pm—3:00 pm	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 4/5	2:00 pm—3:30 pm	Online via Zoom
Travel Policy	AP & Travel	Thurs, 4/6	1:00 pm—3:00 pm	Online via Zoom
Business Managers' Meeting	--	Tues, 4/11	9:30 am—11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 4/12	10:00 am—11:00 am	Online via Zoom
Cost Transfers	SPA	Thurs, 4/13	9:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 4/13	9:00 am—10:30 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 4/18	9:30 am—10:30 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 4/18	2:00 pm—3:00 pm	Online via Zoom
Cost Sharing	SPA	Wed, 4/19	9:00 am—11:00 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 4/19	2:00 pm—3:00 pm	Online via Zoom
Diversifying Spend	Procurement	Wed, 4/26	10:00 am—11:00 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 4/27	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

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CBT	Christopherson Business Travel
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
WAE	Wages As Earned

Financial Systems

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

Workday Terms

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



Departments & Organizations

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