In this issue...

FAR
Payroll
LaCarte
Travel
SPA
LSU Acronyms

November Business Managers’ Meeting

- nextSource (Employer of Record Services)
- Supplier Diversity Updates
- Invoice Processing Updates
- Travel Updates

Note: The meeting date will be Monday, November 7 since Tuesday, November 8 is Election Day, and some employees may not be available to participate due to school closures.

November 7, 2022
9:30 - 11:00 am
Online via Zoom

Bursar Operations

Deferred Payment Plan for Fall 2022 Semester
For semester students that selected Deferred Payment Plan for Fall 2022, the second payment was due November 1. Payments are considered late after 4PM CST on November 14. The third payment will be due on December 1 and considered late after 4PM CST on December 12.

Deferred Payment Plan for Second Fall 2022 Module
For module students that selected Deferred Payment Plan for Second Fall Module, the payment will be due November 7. Payments are considered late after 4PM CST on November 14.

International Payments
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.

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.
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).

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.

Worktag used – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Cost Transfers  
The following are tips when completing cost transfers:

- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run the report “Journal Line Details” 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.

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- Verify the Company on the line matches the Driving

Reporting  

Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box.

- Data Audit – Provides a list of values for FDM dimensions (various reports)
- Journal Line Details – Provides a list of detail journal entries by period
- Journal Line Details with Employee Name – Provides a list of detail journal entries by period, with employee name included
- Payroll Accounting per Worktag – Provides payroll detail by organization

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

Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box.

- Data Audit – Provides a list of values for FDM dimensions (various reports)
- Journal Line Details – Provides a list of detail journal entries by period
- Journal Line Details with Employee Name – Provides a list of detail journal entries by period, with employee name included
- Payroll Accounting per Worktag – Provides payroll detail by organization
Financial Accounting & Reporting continued...

- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

**Workday Security Access**
Workday Access can be requested through myLSU:
- Financial Services
  - Workday Security Access Request

**Bank Reconciliation**
Contact us at bankrecon@lsu.edu for questions/requests related to the following:
- Stop payment requests
- Check copy requests
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

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

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

**Payroll**

TAX TOPICS

**International Employees**
Tax treaty benefits expire December 31, 2022. Any employee who is eligible for treaty benefits for 2023 should attend the tax treaty workshop on one of the following days:

- **Tuesday, November 8**
- **Wednesday, November 9**
  8:30 am to 4:00 pm
  Lobby of Thomas Boyd Hall

Petty Cash
The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Stephanie Laquerre at slaquer@lsu.edu using Melanie Powell (SPL-44555) as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the CARD application.

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

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), Expense Reports for Non-Workers should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. Expense Report for Non-Workers Job Aid can be found on the Workday Training website.
Employees must bring their Passport, Visa, I-94, I-20 and DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

Invalid or Temporary Social Security Number
A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S. Social Security Number and that the U.S. SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee’s correct SSN on W-2s and other wage reports. If you have questions, contact Dianne Bohn at dbohn1@lsu.edu.

Tax Withholdings
All payments for extra earnings and late pay transactions are made on the regular pay cycle - there are no supplemental payrolls in Workday. Please see the payment of extra earnings job aid. Any late or retro salary increases or late time submission is paid on the next regular payroll and not a supplemental payroll. Since these types of payments are now included with the regular paycheck, the employee’s taxable income, and thus taxes, are increased for any affected payroll. The earnings are being taxed correctly in accordance with the IRS tax withholding tables. The employee can adjust their W-4 and/or L-4 at anytime in Workday to help minimize these tax effects.

The job aid for changing withholding elections can be found on the Workday website.

Address Changes or Corrections
Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The Home and Emergency Contact Info job aid provides instructions on updating address information in Workday.

Note: Employees will need to submit a written request to change an address for any insurance carrier. The Change of Address form can be found on the Payroll or HRM website.

Early Wage Payroll Deadlines Due To Veterans Day Bank Holiday & Thanksgiving Holiday

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Period Ending</th>
<th>Time Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage</td>
<td>November 04, 2022</td>
<td>Monday, November 7, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at 11:59 p.m.</td>
</tr>
<tr>
<td>Wage</td>
<td>November 18, 2022</td>
<td>Sunday, November 20, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at 11:59 p.m.</td>
</tr>
</tbody>
</table>

Timekeepers
The following reports should be run to identify any time that has not been submitted or approved to ensure all time is paid correctly. As always, it is recommended that all timekeepers run these reports weekly.

* Time Not Submitted
* Time Not Approved
* Workers with No Time Entry

Insurance Coverage at Retirement
Health premiums for retirees are determined by health participation as an active employee prior to retirement. Employees are encouraged to contact Human Resources for a vesting participation audit prior to retirement in order to ensure continuation in the OGB or LSU First Health plans are affordable and fit their changing needs due to retirement. Retiring employees must complete form GB-01 with Human Resources within 30 days of retirement or coverage will be terminated. Employees who do not continue benefits into retirement will not be eligible to return to state coverage as a retiree.
Mark your calendars...

The final AP Settlement run for 2022 will be **Wednesday, December 21, 2022**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

Invoice Processing

Direct charge and purchase order invoices should be sent to [aptravel@lsu.edu](mailto:aptravel@lsu.edu). Please respond to Direct Charge and 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](mailto:jhodgkins1@lsu.edu) or Valery Sonnier at 578-1531 or [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu).

Non-Purchase Order/Direct Charge Invoices

In an effort to optimize the payment process, please ensure that LaCarte is used to pay for non-purchase order/direct charge invoices from suppliers who accept credit cards as a means of payment. We appreciate your continued support!

Special Handling

As a reminder, LSU outsourced the check printing function to JPMorgan. If special handling is requested for a check, the check is returned to LSU via FedEx overnight. There is a 24-hour delay for the check to be available for pick up. Please plan accordingly.

For questions concerning direct charge supplier invoices, please contact the Direct Charge Invoice Processing staff:

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

Aged Listing of Outstanding Encumbrances Report

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

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

Purchase Order Invoices

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

For questions concerning purchase order supplier invoices, please contact the Purchase Order Invoice Processing staff:

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

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

**Expense Report Business Purpose Options**

The business purpose options on the spend authorization and expense report have been streamlined and are listed below:

<table>
<thead>
<tr>
<th>ACTIVE BUSINESS PURPOSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics - Administration</td>
</tr>
<tr>
<td>Athletics - Recruiting</td>
</tr>
<tr>
<td>Athletics - Recruiting (International)</td>
</tr>
</tbody>
</table>
Accounts Payable & Travel continued...

| Athletics - Recruiting Supplies |
| Athletics - Team Travel       |
| Athletics - Team Travel (International) |
| Procurement - LaCarte - No Travel |
| Procurement – Reimbursement - No Travel |
| Special Meal Events - No Travel |
| Special Meal Events - Travel  |
| Travel - In State (Louisiana) |
| Travel - Out of State (Domestic)* |
| Travel - Out of State (International) |
| Travel - Public Service/Extension (Ag Center) |
| Travel - Reimbursement - Non-Employee** |

*Includes District of Columbia, Puerto Rico, U. S. Virgin Islands, America Samoa, Guam & Saipan
**Includes all non-employee travel paid by CBA, LaCarte or reimbursement

If an inactive business purpose has already been selected, users may receive an error message when creating, editing, or approving spend authorizations and expense reports. An active business purpose must be selected to resolve the error. However, for expense reports only, approvers should disregard the error message and continue with the approval. As a reminder, the Athletics Business Purpose options apply only to the LSUBR Athletics Department.

LaCarte Card Suspensions
We still have some cardholders with suspended card privileges due to delinquent FY22 procurement transactions. For the card privileges to be restored, immediate action should be taken to reconcile the LaCarte transactions. For questions, please contact DeAnna Landry at 578-8593 or at deannal@lsu.edu.

Annual Cardholder Review
As a reminder, each Department Head is required to conduct an annual review of their unit’s LaCarte cardholder profiles, spending limits, and last usage date to determine if each employee should retain his/her card and/or if the cardholder’s spending limit should be adjusted. AP & Travel provided a list of the unit’s cardholders that must be reviewed and certified by the Department Head. The deadline was **October 14, 2022**. Department Heads should review, sign, and return the original document to **217 Thomas Boyd Hall** where the information will be centrally filed.

LaCarte Reminders:
1. **Purchases utilizing PayPal** - If PayPal is in the “Charge Description” field on the expense report line, the cost documentation must include the itemized receipt from the seller. The PayPal receipt will be also required whenever the seller’s receipt does specifically indicate payment was processed by PayPal.
2. **Purchase Credits** - Expense reports that include credit transactions must cross reference the expense report numbers of the original purchase to verify the appropriate expense items are being used.
3. **Expense Report Attachments** - Please attach all receipts in a single document (.pdf format) on the Attachments tab. Receipts should be in the order of the expense items.
4. **Account Statements** are not an acceptable form of cost documentation. An Itemized invoice/receipt must be provided.
5. **Prior Approvals** - Please include all prior purchasing approvals with the cost documentation.
6. **Foundation Purchases** - Please remember, purchases to be paid directly by the Foundation should not be paid with the LaCarte card. Payment should be processed directly through the Foundation.
7. **Edit/Withdraw** - Please do not edit or withdraw expense reports when additional information is requested by a LaCarte auditor. Please e-mail the documentation directly to the LaCarte auditor.

For 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

Mileage Rate
The mileage rate is currently 62.5 cents per mile. As of October 1, 2022, the mileage rate is based on the U.S. General Services Administration (GSA) mileage rate. The GSA mileage rate can be found on the GSA website.

Reimbursement for Lodging and Meal Per Diem and Incidentals (M&IE) will be as follows:

Domestic Travel
Travel to one of the 48 continental United States, including District of Columbia Lodging and M&IE rates can be found:
- Per Diem Rates

Travel to Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan) can be found in PM-13 (University Travel Regulations):
- Appendix A1 (rates July 1, 2022 – September 30, 2022)
- Appendix A2 (rates October 1, 2022 - June 30, 2023)

International Travel
- Lodging and M&IE Rates
- Breakdown of Daily Meal Rates

Cook Hotel & Conference Center
The lodging rate for the Cook Hotel & Conference Center is $116 (GSA rate of $106 plus the $10 full breakfast).

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
7 a.m. – 7 p.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

Domestic and International Travel Advisors*
- Darryl Truelove: 720.200.4118
- Ericka Krzykwa: 801.327.7724
- Kelley Kokes: 801.327.7678
- Kelly Arens: 801.327.7707
- Jay Rowley: 801.327.7634
- Michelle Yanez Newcomb: 801.327.7635

Group Travel Agents*
- Tonja Smith: 205.874.8540
- Charlotte Liner: 205.874.8530

*Note: Travelers/Departments are encouraged to send e-mails to the main CBT e-mail address, but it is also acceptable to contact one of the Advisors directly. However, please do not send an e-mail to all Advisors at once as it will delay the respond time for other requests.

Summary of pertinent information:
1. Christopherson Business Travel normal business hours are 7:00 am to 7:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is $24 for domestic and $31 for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.
CBT Concur Online Booking System is available on myLSU!
The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, Book a Trip on the left-hand side of the screen to be taken into the Concur site. The online booking fee is $7.

Centrally Billed Account (CBA)
The CBA should be used only for guests and students’ airfare bookings. Faculty and staff cannot use the CBA. Their airfare should be charged to either their LaCarte card or a personal credit card. In an effort to better assist with CBA bookings, the CBAs are shown with yellow highlight on the CBT Concur booking tool payment screen and should not be used to purchase airfare for faculty and staff.

Travel Reminders
1. LaCarte Card — An LSU employee cannot use their LaCarte card to purchase travel expenses for another LSU employee except for an employed LSU student
2. Spend Authorizations — Must include the following detailed information:
   ◦ Start Date Field — must be the first actual date of travel
   ◦ End Date Field — must be the last actual date of travel
   ◦ Description Field — must include the departure destination and business destination in the format of “Departure City, State to Destination City, State or City, Country
3. Purpose of Travel Spend Authorization/Expense Report — The description of the trip should be clear, detailed and state the benefit to LSU
4. Receipts — must be itemized and show payment
5. Lodging Receipts — must be itemized and show payment, a hotel confirmation is not a receipt
6. Conference Agenda/Conference Lodging — The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided. This documentation may be attached to the spend authorization or expense report
7. Meals & Incidental — Receipts are not required. Please use the AS350 as supporting documentation to show amounts requested

For travel related questions, please contact a member of the Travel staff:
✓ Arlyn Becnel 578-3697 or abecnels@lsu.edu
✓ Andrea Chu 578-3698 or andreachu@lsu.edu
✓ Caitlin Cox 578-6052 or ccoxx40@lsu.edu
✓ Kathleen Patrick 578-3699 or keldes1@lsu.edu

Sponsored Program Accounting

Checks
Departments should promptly forward checks for sponsored agreements to Accounting Services, 204 Thomas Boyd, Attn: SPA. Checks for sponsored agreements on the Ag campus should be sent to Ag Center’s Sponsored Programs Office who will forward to SPA. Please include all identifying documentation with the check, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact, if necessary.

Closeout Period
Closeout periods for sponsored agreements is usually 30 to 90 days (some awards are less than 30 days) after the expiration date of the award. The 30 to 90 day period is intended for paying outstanding bills. All work must have been completed and all items purchased must have been received by the expiration date of the expiring award.

Fabrication
When fabricating a piece of equipment, spend category SC0142: Equipment Components purchased for Fabrication and ledger account 6200: Supplies should be used for all components.

Once the fabrication is completed, departments must process a manual journal to transfer the fabrication costs to the appropriate equipment spend category and ledger account. It is not necessary to transfer line item
by line item. In this case, a lump sum transfer can be done.

If the value of the fabricated equipment will be less than $5,000, the journal should:

credit - SC0142/ledger account 6200: Supplies
debit - the appropriate equipment spend category/ledger account 6200: Supplies.

If the fabricated equipment will be more than $5,000, the journal should:

credit - SC0142/ledger account 6200: Supplies
debit - the appropriate equipment spend category/ledger account 6350: Equipment/Major Repairs

Once the journal is posted a notification will be sent to Property Management so the item can be tagged.

Invention/Patent Certifications
All invention/patent certifications must be sent to Andrew J. Maas, Office of Innovation & Technology Commercialization, 206 Louisiana Emerging Technology Center after being signed by the Principal Investigator. For Ag Center, the certifications must be sent to Wade Baumgartner, LSU Agriculture Center, Office of Intellectual Property.

LA Board of Regents ENH and R&D awards
Rebudgeting requests must be submitted to BOR for expenditures in line items not included in the original budget. These requests must be routed through the appropriate Sponsored Program office.

Prior approval of the Board of Regents (BOR) is required for the purchase of equipment not listed in the approved budget, unless the change in equipment involves no more than a change in make or model number.

Also, prior approval must be obtained from BOR to reduce the amount of salaries for graduate assistants. If approval to rebudget funds from the graduate student category is not received, the remaining balance in the graduate student category will have to be refunded to BOR along with the associated F&A costs. Rebudget requests reducing graduate student support must include the associated tuition remission cost sharing reduction. Note, tuition remission is not calculated on the Student Allowance therefore, if a graduate assistant is paid a Student Allowance during the summer when they are not enrolled, a request to reduce the tuition remission cost sharing must be submitted if tuition remission cost sharing was committed.

A complete list of the categories requiring prior approval can be found in Section IX of the contract from BOR titled Rebudgeting. Please be aware that the BOR does not approve such requests after the expiration date of the contract.

No Cost Extensions
PIs should request no cost extensions if the work (including deliverables) is not completed on sponsored agreements. It does not matter if the agreement is cost reimbursable or fixed price. Requests for extensions must be routed through the appropriate Sponsored Programs Office before submitting to the sponsor. Requests for no cost extensions must be made before the expiration date in accordance with the agency’s guidelines.

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

Mindy Bergeron
Emily Boimare
Susan Buzbee
Culley Shannon
Devyn Singleton
Kelli Speyrer
Amy Senegal-Trahan
Jolie Cornay
Tanner Thibodeaux
<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>AP &amp; Travel</td>
<td>Wed, 11/2</td>
<td>9:00 am - 1100 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Procurement Institute</td>
<td>Procurement</td>
<td>Thurs, 11/3</td>
<td>9:00 am - 10:30 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Customer Accounts Receivable and Deposit (CARD)</td>
<td>Bursar Operations</td>
<td>Thurs, 11/3</td>
<td>10:00 am - 11:30 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Business Managers’ Meeting</td>
<td>—</td>
<td>Mon, 11/7</td>
<td>9:30 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Special Meals</td>
<td>AP &amp; Travel</td>
<td>Mon, 11/7</td>
<td>1:00 pm - 2:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Budget Instructor Led Workday Training</td>
<td>Budget &amp; Planning</td>
<td>Tues, 11/8</td>
<td>10:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Participant Support &amp; Fellowships/Subawards</td>
<td>SPA</td>
<td>Wed, 11/9</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Diversifying Spend</td>
<td>Procurement</td>
<td>Wed, 11/9</td>
<td>10:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Intro to Post Award</td>
<td>SPA</td>
<td>Thurs, 11/10</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Invoice Processing</td>
<td>AP &amp; Travel</td>
<td>Tues, 11/15</td>
<td>1:00 pm - 2:30 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Effort and Key Personnel</td>
<td>SPA</td>
<td>Wed, 11/16</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Workday Reporting &amp; Financial Data Model (FDM)</td>
<td>FAR</td>
<td>Wed, 11/16</td>
<td>10:00 am - 12:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Supplier Management</td>
<td>Procurement</td>
<td>Wed, 11/16</td>
<td>2:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>LaCarte Card</td>
<td>AP &amp; Travel</td>
<td>Thurs, 11/17</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Post Award Management Reports</td>
<td>SPA</td>
<td>Wed, 11/30</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Specs and More Specs</td>
<td>Procurement</td>
<td>Wed, 11/30</td>
<td>1:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
</tr>
</tbody>
</table>

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
## 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.

<table>
<thead>
<tr>
<th><strong>Common Terms &amp; Documents</strong></th>
<th><strong>Workday Terms</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAF Award &amp; Award Modification Approval Form</td>
<td>AG Agency Clearing</td>
</tr>
<tr>
<td>CBA Central Billed Account</td>
<td>AJ Accounting Journal</td>
</tr>
<tr>
<td>CBT Christopherson Business Travel</td>
<td>AWD Award</td>
</tr>
<tr>
<td>CR Cost Reimbursable</td>
<td>AWDC Award Conversion</td>
</tr>
<tr>
<td>CSWS Community Service Work Study</td>
<td>BA Budget Adjustment</td>
</tr>
<tr>
<td>CWSP College Work Study Program</td>
<td>BG Basic Gift</td>
</tr>
<tr>
<td>DT Departmental Transmittal</td>
<td>BP Business Process</td>
</tr>
<tr>
<td>EMV Europay Master Card &amp; Visa</td>
<td>CC Cost Center</td>
</tr>
<tr>
<td>ERP Enterprise Resource Planning</td>
<td>CCH Cost Center Hierarchy</td>
</tr>
<tr>
<td>F&amp;A Facilities &amp; Administrative Costs</td>
<td>CCM Cost Center Manager</td>
</tr>
<tr>
<td>FASOP Finance and Administration Operating Procedure</td>
<td>CI Customer Invoice</td>
</tr>
<tr>
<td>FB Fringe Benefits</td>
<td>CO Change Order</td>
</tr>
<tr>
<td>FP Fixed Price</td>
<td>EG Endowed Gift</td>
</tr>
<tr>
<td>GA Graduate Assistant</td>
<td>FD Fund</td>
</tr>
<tr>
<td>GL General Ledger</td>
<td>FDM Financial Data Model</td>
</tr>
<tr>
<td>IPARF Internal Prior Approval Request Form</td>
<td>FN Function</td>
</tr>
<tr>
<td>ITIN Individual Taxpayer Identification Number</td>
<td>FS Funding Source</td>
</tr>
<tr>
<td>JE Journal Entry</td>
<td>GR Grant</td>
</tr>
<tr>
<td>LSUID LSU’s Identification Number (replaces SSN in LSU’s computer systems)</td>
<td>GRC Grant Conversion</td>
</tr>
<tr>
<td>M&amp;IE Meals and Incidental Expenses</td>
<td>PAA Payroll Accounting Adjustment</td>
</tr>
<tr>
<td>NCE No Cost Extension</td>
<td>PAP Period Activity Pay</td>
</tr>
<tr>
<td>OTP One Time Payment</td>
<td>PG Program</td>
</tr>
<tr>
<td>PAWS Personal Access Web Service</td>
<td>PJ Project</td>
</tr>
<tr>
<td>PCI DSS Payment Card Industry Data Security Standard</td>
<td>SO Supervisory Organization</td>
</tr>
<tr>
<td>PI Principal Investigator</td>
<td>TC Transfer Company</td>
</tr>
<tr>
<td>PM Permanent Memorandum</td>
<td></td>
</tr>
<tr>
<td>PO Purchase Order</td>
<td></td>
</tr>
<tr>
<td>PO ALT Purchase Order Alteration</td>
<td></td>
</tr>
<tr>
<td>PPCS Personal, Professional &amp; Consulting Services</td>
<td></td>
</tr>
<tr>
<td>PRAF Proposal Routing &amp; Approval Form</td>
<td></td>
</tr>
<tr>
<td>PS Policy Statement</td>
<td></td>
</tr>
<tr>
<td>PSAP President Student Aid Program</td>
<td></td>
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<tr>
<td>RFP Request for Proposal</td>
<td></td>
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<tr>
<td>RFQ Request for Quote</td>
<td></td>
</tr>
<tr>
<td>SSN Social Security Number</td>
<td></td>
</tr>
<tr>
<td>WAE Wages As Earned</td>
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</tr>
</tbody>
</table>

### 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 |
| **UAS** Auxiliary Services | **USDA** United States Department of Agriculture |