October Business Managers’ Meeting

- LSU Strategic Plan
- Annual Open Enrollment
- nextSource (Employer of Record Services)
- Copier Management: University Contract Updates
- ORED Internal Funding Opportunities
- Cybersecurity Awareness
- Travel Updates*

October 11, 2022
9:30 - 11:30 am
Online via Zoom

*Note: The meeting time has been extended by 30 minutes to address the 10/1/2022 travel policy changes. Departmental Travel Arrangers/Travel Coordinators are encouraged to attend.

Financial Accounting & Reporting

Requests for New Workday Dimensions
Departments who need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, Financial Accounting & Reporting webpage.

- AS502: Request for Agency/Clearing
- AS505: Request for Program
- AS509: Request to Establish Endowed Scholarship
- AS551: Request for Project
- AS600: FDM Request Form – Expense Items, Ledger Accounts, Revenue or Spend Categories
- AS600-A: FDM Request Form - Cost Center
- AS600-B: FDM Request Form – Budget Code, Classification Type, Debt, Loan Receivable, Transfer Company

Appropriate approvals must accompany any request.

Reporting
Below is a list of commonly used reports in Workday and 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
- 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

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Financial Accounting & Reporting continued...

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.

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.

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.

Sponsored Program Accounting

SPA Training
SPA offers a Post Award Training Certificate Program. The program is designed to provide in-depth training to campus administrators of sponsored programs. The certificate program offers 6 required courses:

1. Overview of Post Award Administration
2. Cost Transfers
3. Cost Sharing
4. Participant Support & Fellowship/Subawards
5. Effort and Key Personnel
6. Post Award Management Reports

To earn a certificate, you must complete all 6 courses. You can register through myLSU under Employee Resources.

Key Personnel
According to Uniform Guidance (UG), federal sponsors must be notified or sponsor approval is required if a PI or Co-PI is disengaged from the project for more than three months or if there is a 25% or more reduction in the time devoted to the project. Please notify SPA in either case.

To assist in monitoring Key Personnel, the following reports are available:

Award Key Personnel & Award Key Personnel Commitments (Report) job aids can be found on the LSU Workday website under the following sections:
- Finance Training
  - Grants section
  - Effort Certification section
- Just for Faculty page
  - Grants section
  - Effort and Leave Certification section

Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to university policy since effort can only be cost-shared if required by the sponsor. LSU’s cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement.
Sponsor Checks
If a check is received for a sponsored agreement in your department, please forward it to Accounting Services, SPA, 204 Thomas Boyd, to be logged in. Please include the following information on the check: award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

LaCarte Expenses
In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be received during the grant period.

Office Supplies
General purpose office supplies (such as computers and toner cartridges) are not normally allowable on federally sponsored agreements. General purpose supplies are part of facilities and administrative costs which are not considered allowable direct cost.

Source Documents
Requested information from sponsors should be routed to the appropriate SPA contact (Grant Manager). The Grant Manager can be found on the Roles tab of the grant in Workday.

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

Tentative Account Number
The AS494 Request to Establish Tentative Grant Form was revised on August 31, 2022. Changes include:

♦ Removal of the 2nd level approver for Industry Sponsors
♦ Check boxes to indicate Current Significant Financial Interest (SFI) disclosures have been made and no pending compliance issues exist.

Please begin to use the new form when requesting a tentative grant. The Department Head or authorized delegated person must sign the form accepting responsibility for all charges if the agreement is not fully executed or if charges are incurred prior to the established begin date. The updated AS494 form can be found on the SPA website. Questions can be directed to Jessica LeBlanc at jleblanc2@lsu.edu.

Deferred Payment Plan for Fall 2022 Semester
For semester students that selected Deferred Payment Plan for Fall 2022, the first payment was due October 1. Payments are considered late after 4PM CST on October 11. The second payment will be due on November 1, and considered late at 4PM CST on November 10.

Deferred Payment Plan for Second Fall 2022 Module
The registration payment due date is October 10. For 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 11.

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.

Payroll

Partial Payments
A partial payment is issued to an employee when the appointment transaction or timesheet is not completed by the payroll processing date. Please refer to the Payroll website for a more detailed explanation of the partial payment procedure. Before departments request a partial payment for the employee be sure that the employee has reviewed and understands the partial payment process and send Payroll an acknowledgement that the employee is actually requesting a partial payment. Partial payments are generally not issued on extra earnings.

International Employees
Tax treaty benefits expire December 31, 2022. Departments and affected employees will be receiving detailed instructions soon on the renewal process.

Edit Passport and Visa Task
Please ensure that all employees are completing the Edit VISA and Passport Task. The payroll office uses the VISA information to monitor when an international employee reaches substantial presence. Once an employee reaches substantial presence, they may be eligible for a retirement plan or mandated to pay OASDI and Medicare. Payroll cannot effectively capture this population and coordinate with Human Resources to ensure that the employees taxes and retirement are coded correctly without the VISA information. An alert similar to the ones received for personal information change and onboarding will be added. We are asking the departments to review and make certain that all employees are completing this task in a timely manner.

Employee Benefits Annual Enrollment
LSU’s Annual Enrollment is being held from October 1, 2022 through November 15, 2022. During this time, employees are able to make benefit plan changes for an effective date of January 1, 2023.

All eligible active employees will be routed an Open Enrollment event in Workday in October for Annual Enrollment. The Open Enrollment event will go to their Workday Inbox. The Open Enrollment event in employees inboxes will disappear at close of business on November 15. Retirees will not have access to Workday. Retirees will receive an Annual Enrollment change form in the mail to be returned to LSU in order to make plan changes.

Employees are encouraged to print a benefits confirmation from the Benefits worklet after completing their Open Enrollment event in Workday. Employees should verify all benefits, contact information, personal information, dependent information, and plans are correctly reflected on their records and review their elections at the completion of the Open Enrollment event in Workday. This process will eliminate not receiving Id cards, tax documents, and desired benefits.

Employees currently participating in the flexible spending and health savings account options must re-enroll for the 2023 plan year. Employees may enroll in flexible spending account options through their Workday Open Enrollment event. The maximum contribution limits employees can elect for the 2023 plan year is $2,850 for health care and $5,000 for dependent care.

Employees may enroll in Health Savings Account by completing a HSA Enrollment Form GB-79 which can be found on the LSU HRM Benefits website. The GB-79 form must be routed to Anne Landry’s attention in Payroll, 204 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account.
Accounts Payable & Travel

Invoice Processing
Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and Purchase Order staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

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:

👩 Jessica Prather  578-1536 or jmor116@lsu.edu
👩 Deana Clement-Delage  578-1539 or dcleme2@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
👩 Austin Ledet  578-1545 or aledet@lsu.edu
👩 Jessica Hodgkins  578-1541 or jhodgkins1@lsu.edu

Expense Report Business Purpose Options
The business purpose options on the spend authorization and expense report have been streamlined and are listed below:

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<th>ACTIVE BUSINESS PURPOSES</th>
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<td>Procurement - LaCarte - No Travel</td>
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<td>Travel - Public Service/Extension (Ag Center)</td>
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<td>Travel - Reimbursement - Non-Employee**</td>
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</table>

*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
the Athletics Business Purpose options apply only to the LSUBR Athletics Department.

**LACARTE**

**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.

**Business Purpose Clarification**

⇒ “Procurement - LaCarte - No Travel” business purpose should be used when there is no travel involved for the procurement transactions paid with LaCarte.

⇒ “Procurement - Reimbursement - No Travel” business purpose should be used when there is no travel involved for procurement purchases paid with personal funds.

**Delinquent FY22 Procurement Transactions**

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 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 listing should be returned to AP & Travel no later than October 14, 2022, where the information will be centrally filed.

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**

**Rental Vehicle Rate changes effective September 15, 2022**

Enterprise, National and Hertz are the vehicle rental vendors for both in-state and out-of-state travel, and use is mandatory for university employees, students, and/or authorized travelers on official university business. The use is also encouraged for university guests and contractors. It is at the traveler’s discretion which rental company is utilized. Please refer to the AP & Travel website for the updated contract rates and for the vendor’s rental reservation links. Also, the State rental vehicle contracts are not allowed for personal use.

**Travel Policy Changes effective October 1, 2022**

PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective October 1, 2022. In an effort to better serve the travelers, departments and all LSU institutions, the following are a summary of the PM-13 Appendices:

1) Appendix A1 is a Summary of Policy Rates from July 1, 2022 - September 30, 2022
2) Appendix A2 is a Summary of Policy Rates from October 1, 2022 - June 30, 2023
3) Appendix B is a Summary of Approval Authority specific to each institution for certain travel expenses

The following are the October 1 policy changes:

**A. The mileage rate will be based on the U.S. General Services Administration (GSA) mileage rate which is currently 62.5 cents per mile.** The GSA mileage rate can be found on the GSA website. A mileage odometer log or website mileage calculator is required documentation.

**B. Reimbursement for Lodging and Meals and Incidental Expenses (M&IE) will be as follows:**

1. **Domestic Travel (Travel to one of the 48 continental United States, including District of Columbia)**
   - **Lodging and M&IE Rates**
     - Meals and incidental expenses (M&IE) rates will be based on the GSA meal rates.
     - Meals and incidental expenses (M&IE) are inclusive of taxes and tips, receipts not required.
     - Incidental expenses (IE) include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
iii. First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination. Note: Departure/Arrival time of travel is no longer applicable, except student group trips.

iv. If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.

v. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.

b. The lodging rate will be $175 and does not include taxes/fees. An itemized paid hotel folio is required. A hotel reservation confirmation is not a receipt.

i. There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

3. International Travel

➢ Lodging and M&IE Rates

➢ Breakdown of Daily Meal Rates

a. Meals and incidental expenses (M&IE) rates will be based on the U.S. Department of State meal rates. The U.S. Department of State rates can be found using one of the related links listed above.

i. Meals and incidental expenses (M&IE) are inclusive of taxes and tips, receipts not required.

ii. Incidental expenses (IE) include tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and laundry/cleaning services.

iii. First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination. Note: Departure/Arrival time of travel is no longer applicable, except for student group trips.

iv. If a third-party meal (i.e., conference meal), the respective meal rate for the meal must be subtracted from the daily M&IE rate.

v. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.

b. The lodging rate will be $175 and does not include taxes/fees. An itemized paid hotel folio is required. A hotel reservation confirmation is not a receipt.

i. There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

C. Reimbursements for single day travel must not exceed 75% of the meals and incidental expenses (M&IE) rate for the travel destination and Department Head approval is required. The GSA meal rates can be found...
on the GSA website. Travelers must be in travel status for more than 12 hours but less than 24 hours (no overnight stay). Single day travel M&IE are considered taxable income.

AS350, Travel Supplemental Form
Departments are encouraged to use the AS350 form to assist in determining the total M&IE allowances for reimbursement. The AS350 form should include the dates of travel and M&IE allowances claimed, less any meal allowances (i.e., conference meals, etc.) that were provided to the traveler while in travel status. The AS350 form can be found on the AP & Travel website.

The Travel Orientation Brochure will be updated to reflect the 10/1/2022 changes and made available on the AP & Travel website.

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 AP & 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

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

*Note: Travelers/Departments are encouraged to send e-mails to the main e-mail address, but it is 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 response time for other requests.

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 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.

Final Airfare Itinerary
The final airfare itinerary is the official document that must accompany airfare transactions. When the CBA is used as the payment method, the CBA approval e-mail sent from Christopherson Business Travel (CBT) is not acceptable documentation. The final itinerary is required as it provides more detailed information such as ticket number and payment information and must be attached to the travel expense report.

Business Purpose Clarification
A travel business purpose should be selected whenever an expense report is created with travel transactions related to a trip paid with LaCarte or with personal funds. As a reminder, the business purpose drives the routing to the appropriate expense partner (i.e., auditors) in AP & Travel. If the incorrect business purpose is selected, it will cause a delay in reimbursements.
For travel related questions, please contact a member of the Travel staff:

- Arlyn Becnel 578-3697 or abecnel1@lsu.edu
- Andrea Chu 578-3698 or andreachu@lsu.edu
- Caitlin Cox 578-6052 or ccox40@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

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### Trainings

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<tr>
<td>LaCarte Card</td>
<td>AP &amp; Travel</td>
<td>Thurs, 10/13</td>
<td>1:00 pm – 3:00 pm</td>
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<td>AP &amp; Travel</td>
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<td>Strategic Sourcing 101</td>
<td>Procurement</td>
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<td>Cost Sharing</td>
<td>SPA</td>
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<td>Post Award Management Reports</td>
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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
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 Administrative Operating Procedure
- **FA** - 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)
- **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

### 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