January Business Managers’ Meeting

There will be no meeting in January due to the winter holidays.

The next meeting will be held Tuesday, February 14, from 9:30 - 11:00 am online via Zoom.

Financial Accounting & Reporting

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

- **December 2022** is scheduled to be closed on January 3, 2023.

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. Entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:
- Approve any entries in your inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month

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

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.

Outstanding Receivable or Payment Due
If anyone is due or missing a payment for $605.00, please contact Stephanie (slaquer@lsu.edu). We have a check deposit in General Fund that is outstanding with no payee information.

Payroll
Wage Deadline Extension

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Period Ending</th>
<th>Time Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Wage</td>
<td>December 30, 2022</td>
<td>Tuesday, January 03, 2023 at Midnight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This is day we return from University Holidays</td>
</tr>
<tr>
<td>♦ Wage</td>
<td>January 13, 2023</td>
<td>Tuesday, January 17, 2023 at Midnight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University Closed on Monday, January 16, 2023 for MLK Holiday</td>
</tr>
</tbody>
</table>

Insurance
It is important for employees to review their December and January pay slips to ensure the coverage options elected during Annual Enrollment are reflected correctly. If there is a discrepancy, it should be reported to Human Resources (HR) immediately. Employees should also report to HR if they have not received ID cards for newly elected coverage. This will ensure benefits are available when needed.

2022 W-2’s Delivered Through Workday
The 2022 W-2 forms will be delivered electronically through Workday for all current employees who have access to a Workday account. Paper copies of W-2’s will be generated for current employees who do not have access to a Workday account, and for terminated or retired employees. The electronic W-2 forms will be available on or before January 31. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31.

The W-2 will be located under the Pay Worklet in Workday under My Tax Documents.

Duplicate W-2 Requests
W-2 forms are available online through myLSU for calendar years 2001 - 2015 and can be printed as needed. To access W-2 forms through my LSU, select Financial Services, then Tax Documents. For 2016 - 2019, the W-2 forms are available through Workday. To access prior W-2s in Workday, see Accessing Your W-2 Form.

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

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

Tax Forms and Instructions Available on Internet

Federal

State

GA & Student Terminations
Please process terminations for any students or graduate assistants who graduated in December or who did not return to work after the semester break. Note:
Payroll continued...

The termination date should be the last day worked not the day entered for student employees. Verifications of student employment have shown discrepancies between the dates students indicated worked and the date the system shows worked.

Tips for Processing Work Study (WS) & President’s Student Aid (PSA)

President Student Aid:
Job Profile must match award
♦ Costing:
◊ Allocations should be loaded at the Worker Position level using the department account. This account will be used for amounts that are over the award limit.
◊ President Student Aid also requires costing allocation of the PSA account to be loaded at the Worker-Position-Earning level
◊ Start date of costing should be beginning of pay period
◊ Note: Hire may have to be completed before WD system will allow Worker Position Earning level to be added to student costing.
♦ President Student Aid job must be primary if student has multiple jobs.
♦ President Student Aid job must have an end date on the compensation and costing.
♦ Compensation End Date should be 05/19/2023 to reflect updated end of AY.
♦ Student must be hired TIMELY for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the PSA earning.

Work Study:
♦ Job Profile must match award.
♦ Costing Allocations must be loaded at the Worker-Position level only using the department account. This account will be used for amounts that are over the award limit. (No worker position earnings needed for Work Study)
♦ Costing should be effective the beginning of a pay period
♦ Work Study job must be primary job if the student has multiple jobs.
♦ Work Study job must have a compensation end date of 05/19/2023—the updated end of AY.
♦ Compensation End Date based on the Work Study year assigned by Student Aid.
♦ Student must be hired TIMELY for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the WS earning. LSUA, LSUE, & LSUS campuses must also have a Worker-Position-Earning level for Work Study to ensure charges apply to the appropriate campus.

Reports to Assist in Determining Student Charges

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DEFINITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Audit-Programs-Related Worktag</td>
<td>Report will give PG# needed for each cost center for PSA and WS</td>
<td>Search Field-Type in Report Name</td>
</tr>
<tr>
<td>Payroll Accounting for Worker by Pay Period</td>
<td>Provides payroll accounting detail by worker</td>
<td>Search Field-Type in Report Name or Payroll Accounting in Search Field</td>
</tr>
<tr>
<td>Journal Line Details with Employee Name</td>
<td>Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned. In Worktag field put employee.</td>
<td>Search Field-Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>

Work Authorization for Employment of Minors
For departments employing minors, work authorization is a required attachment under the documents tab. The correct attachment for this field is the Minor Employment Certificate. The application to Employ Minors Under Age 18 is not an acceptable attachment. The hiring department is responsible for attaching the minor employment certificate online and keeping the certificate on file in the department for a period of 14 days after the termination of the minor’s employment.

Issuance of Minor Employment Certificates
Minor work certificates are issued in the Payroll Office. In order to obtain a work permit, students will need to make an appointment with John Pilgrim at j pilgrim1@lsu.edu or Casey Forbes at cforbe1@lsu.edu.
Minor Employment Compliance
State and federal law mandates that persons ages 14-15 and ages 16-17 have distinct limitations on the types of jobs and on the number of hours and time during the day when they may work.

Louisiana guidelines, including limitation for minors under age 17 can be found at Louisiana Workforce Commission. You may also visit the U.S. Department of Labor website Young Workers’ Rights for federal guidelines related to employment of minors.

Please ensure anyone in your area who might supervise minors ages 14 to 17 reviews this information. Any department employing minors may be inspected by an officer of the Louisiana Workforce Commission for compliance. Violations in compliance may result in fines or criminal penalties.

SSA Requirements for International Students
Any F-1 or J-1 student who will be employed by LSU must apply for a social security number (SSN) if they have not received one previously. Detailed instructions and documents required for applying for a SSN can be found at International Services’ Social Security Information webpage.

International student employees, including GAs, must not work over 20 hours per week while school is in session. To ensure compliance with this federal regulation, international graduate assistants are typically not allowed to receive additional amounts above their assistantship. All additional compensation for international graduate assistants must be approved by the Graduate School BEFORE the work is performed. This is a formal condition of the international student’s visa status. Violations typically occur for International GAs who hold a 50% effort assistantship. 50% effort assistantships are formally considered 20 hours per week of employment which is the maximum amount of hours allowed under federal regulations. Providing them with additional work beyond their assistantship would exceed the 20 hours per week limitation, and the student would be in violation of their status in the United States. Any questions about the work eligibility of international students or Graduate Assistants should be directed to International Services.

nextSource Conversion Timeline – Hourly Employees

December 21, 2022 – Final day to enter time or make time corrections in Workday for pay periods prior to 12/17 – 12/30. All time for prior periods must be submitted and approved by close-of-business on this day.

December 30, 2022 – LSU Termination Date. Terminations loaded automatically for all impacted employees. Final day for employee to enter time or time correction for 12/17 – 12/30 pay period in Workday. Employees will not have access to enter or correct time after termination date. All time entries or time corrections for the 12/17 – 12/30 pay period should be sent to HR by noon on Tuesday, January 3, 2023.

December 31, 2022 – nextSource Hire Date. Hires loaded in nextSource automatically. All timekeeping begins in nextSource (Vndly).

January 3, 2023 – Workday Time Entry Locked. All previous time submitted in Workday by the employee must be approved by their manager on this day. Final day to send time entries or corrections for the 12/17 – 12/30 pay period to HR by noon.

January 4, 2023 – Final LSU Workday Payroll Processing.

January 5, 2023 – Hires loaded in Workday as “Non-Employee” employee type with 12/31 effective date.

January 6, 2023 – Final LSU Payday. Will produce a 2023 W-2 if a paycheck is generated.

January 20, 2023 – First nextSource Payday.

Converted Employees Time not Submitted Prior to Established Deadlines
If a department discovers an employee had time prior to the conversion that was not submitted in Workday, a manual timesheet form AS107 will need to be completed and routed to Karen Magee in Human Resources (HR) to load in Workday time tracking. HR will then notify Payroll of the time loaded and Payroll will process an on demand payment for the period the time was due. Remember these employees are no longer current employees in Workday to load retroactive time and receive payment for retroactive time prior to December 30, 2022.
Fee Bills for Spring 2023 Semester
Fee Bills for Spring 2023 are available and may be viewed on the student’s myLSU under Registration Services > Fee Bill > Spring 2023. The registration payment due date was December 19. For students that have not completed registration, payment must be received by 4pm on January 13 or their schedule will be purged. If students are interested in a Deferred Payment Plan for the Spring Semester, the option may be selected on the student’s myLSU under Registration Services > Deferred Payment > Spring 2023.

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.

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 10:00am – 11:45am and 12:30pm – 4:00pm, Monday – Friday.

Accounts Payable & Travel

1099 and 1042-S reporting
Forms 1099 will be mailed by January 31, 2023, to recipients of non-employee compensation (personal and professional services), other income and royalty payments. IRS Forms 1042-S will be mailed by the University in mid-February 2023, to all foreign visitors receiving income, to all non-resident foreign students receiving exemptions and cash awards, and to all tax treaty benefit recipients. Internationals that plan to file a tax return claiming a refund of taxes withheld on income received will be required by the IRS to file with a valid SSN or ITIN (Individual Tax Identification Number). The IRS will not accept tax returns filed under an international student LSUID (“89-" number).

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.

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!

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.

AS Forms
As a reminder, please use the current versions of Accounting Services (AS) forms. Some of the AS forms were updated in recent months with improvements and additional information. Use of the current versions will streamline department processes and avoid processing delays. The current versions of the AS forms can be found on the Accounts Payable & Travel website.

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

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 deannal@lsu.edu.

LaCarte Card Distribution
We are still holding LaCarte cards that have been awaiting pickup greater than 30 days. If the LaCarte card is no longer required, please contact DeAnna Landry. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail of available dates and times to pick up the card at the location designated in the e-mail. It is imperative that cardholders take the correct training. If the correct training is not taken, the cardholder will be unable to receive his/her new/replacement card. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

Expense Reports should be created for LaCarte transactions not related to travel and CBA transactions with complete cost documentation and submitted for approval 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.

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

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**

**Christopherson Business Travel (CBT)**

CBT is the State of Louisiana contracted travel agency. **As a reminder, faculty, staff and LSU students are required to use CBT for airfare bookings.** The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

**CBT UNIVERSITY TRAVEL TEAM**

Monday – Friday  
7a.m. – 7p.m. CT

**Contact Information**

Toll Free Phone: 1.800.961.0720  
Local Phone: 205.874.8538  
E-mail: Statelauniv@CBTravel.com  
After Hours: 1.800.961.0720  
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 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is **$24** for domestic and **$31** for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

**CBT Concur Online Booking System 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.

**Guest Airfare Booking**

When booking guest travel, please ensure that the guests’ mobile phone number and e-mail address are added as this pertinent information is required by the travel agency and/or airline to contact the traveler if necessary.

**Safeguard Payment Information**

Travelers should always remove credit card numbers (except for the last four digits), expiration dates and security codes from all receipts and documentation submitted.

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

- Andrea Chu 578-3698 or andreachu@lsu.edu  
- Caitlin Cox 578-6052 or ccox40@lsu.edu  
- Jonathan Fresina 578-1550 or jfresi1@lsu.edu  
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

**Sponsored Program Accounting**

**Board of Regents (BOR) Graduate Fellows**

Status reports and invoices are due to BOR by January 31, 2023, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Monday, January 9 as they are needed for invoice preparation. Status reports must be submitted timely to SPA in order for the financial reports and invoices to be mailed to BOR by the due date. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu.
Sponsored Program Accounting continued...

Sponsor Invoices and Source Documents
All invoices and financial reports submitted to sponsors must be prepared by the Sponsored Program Accounting (SPA) office. If a sponsor is requesting an invoice, please contact the Grant Manager assigned to the grant or Award Billing Specialist/Manager assigned to the award. If an award or grant has not been established, please contact Janet Parks at 578-4878 or jparks@lsu.edu.

Invoices to sponsors (especially final invoices) are time sensitive. If you plan to be out of the office, please ensure your Workday inbox is delegated to someone that can approve entries, PAAs, invoices, etc. and there is a point of contact for the billing analysts to consult with if issues arise.

All requests from sponsors for source documents must be routed to the appropriate SPA contact.

The SPA contact can be found in multiple places:

- On the Grant,
  - Under the Roles tab (listed as Grant Manager)
  - Preview of grant from related action lists the Grant Manager.
- On the Award, under the Additional Reports tab
  - Award Header Roles tab (listed as Award Billing Specialist/Manager)
  - Grant Roles tab (listed as Grant Manager)
- Run Award/Grant Information report (listed as Grant Manager).

Request to Establish Scholarship/Fellowship (AS498) must be completed for sponsored agreements paying scholarships and/or fellowships. The form can be found on SPA’s AS Forms webpage. In order to expedite processing, please ensure that the following criteria information is provided:

- Name of Scholarship/Fellowship
- College and Department
- Student classification and major
- GPA for original award and GPA to be retained
- Time frame of scholarship/fellowship and whether part-time or full-time enrollment is required
- Semester(s) awarded
- Other requirements
- Amount

Fellowships
Fellowships that include a future work requirement with a penalty if not fulfilled are taxable and must be paid through payroll. For questions regarding fellowships paid on sponsored agreements, contact Janet Parks at 578-4878 or jparks@lsu.edu.

Unallowable Costs
FASOP: AS-21 Unallowable Costs for Sponsored Agreements includes procedures for unallowable costs and cost overruns that have not been cleared. If charges are not cleared after proper communication, the SPA Billing Analyst will transfer the unallowable costs or overdraft amount to a designated SPA-Unallowable Costs (unrestricted) account established in the college. An unrestricted program will be established, as needed, in each College for each function (research, instruction & public service).

Cost Transfers
Cost transfers must be processed within 90 days from when it was originally recorded. The memo section of the journal lines must include both the Header Memo and the Line Memo and must reference a unique identifying number, i.e. supplier invoice #, expense report #, etc. The detail ledger from the Expense by Award report displays these fields and can be used for backup. The detail ledger is displayed when drilling down into current expenditures. The SPA - Journal Lines report also displays this information and can be used for backup. If a partial charge is being transferred, it must be noted on the backup documentation. All expenditures must be in Posted status in order to be transferred. In addition, an AS226 Request for Non-Payroll Cost Transfer must be attached (if required). An AS226 must be completed if expenditures are being transferred to a sponsored agreement. An explanation of how the cost benefits the project receiving the charge must be provided. The AS226 is not required if
transferring to an expired fixed price, gift, or LSU Foundation account.

**Tentative Account numbers**
When completing an AS494 Request for Tentative Account Number form, please ensure a contact name and phone number are listed on the form. The contact person will be notified when the account number is established. Please contact Henri Smith at henrsmith@lsu.edu or 578-2137 with any questions.

To the following employees who have completed the SPA Post Award Administration Certification Program:
Amber Bonner  
Cassandra Johnson  
Julia Pfeifer  
Katelyn Richard

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**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

<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Institute</td>
<td>Procurement</td>
<td>Wed, 1/18</td>
<td>9:00 am—10:30 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Workday Reporting &amp; Financial Data Model (FDM)</td>
<td>FAR</td>
<td>Wed, 1/25</td>
<td>10:00 am—12:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Specs and More Specs</td>
<td>Procurement</td>
<td>Wed, 1/25</td>
<td>1:30 pm—3:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Sole Source Procurements</td>
<td>Procurement</td>
<td>Fri, 1/27</td>
<td>10:00 am—11:00 am</td>
<td>Online via Zoom</td>
</tr>
</tbody>
</table>

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**Administration**

**Business Managers’ Meeting**

**General Reminders:**

⇒ To submit an idea for a future topic, submit specific questions on topics announced for future meetings, or to be added to the mailing list, please contact Patrice Gremillion at pgremill@lsu.edu.

⇒ Information on prior meetings can be found on the Accounting Services webpage.

**W-9 Requests**

All requests for a W-9 should be forwarded to Brenda Wright at bwrigh4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Elahe Russell on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.
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>Common Terms &amp; Documents</th>
<th>Workday Terms</th>
<th>Departments &amp; Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAF  Award &amp; Award Modification Approval Form</td>
<td>AG  Agency Clearing</td>
<td>AP  Accounts Payable &amp; Travel</td>
</tr>
<tr>
<td>CBA  Central Billed Account</td>
<td>AJ  Accounting Journal</td>
<td>AS  Accounting Services</td>
</tr>
<tr>
<td>CBT  Christopherson Business Travel</td>
<td>AWD  Award</td>
<td>BOR  Board of Regents</td>
</tr>
<tr>
<td>CR  Cost Reimburseable</td>
<td>AWDC  Award Conversion</td>
<td>BOS  Board of Supervisors</td>
</tr>
<tr>
<td>CSWS  Community Service Work Study</td>
<td>BA  Budget Adjustment</td>
<td>DOE  Department of Energy</td>
</tr>
<tr>
<td>CWSP  College Work Study Program</td>
<td>BG  Basic Gift</td>
<td>FEMA  Federal Emergency Management Agency</td>
</tr>
<tr>
<td>DT  Departmental Transmittal</td>
<td>BP  Business Process</td>
<td>NIH  National Institutes of Health</td>
</tr>
<tr>
<td>EMV  Europay Master Card &amp; Visa</td>
<td>CC  Cost Center</td>
<td>NSF  National Science Foundation</td>
</tr>
<tr>
<td>ERP  Enterprise Resource Planning</td>
<td>CCH  Cost Center Hierarchy</td>
<td>ORED  Office of Research and Economic Development</td>
</tr>
<tr>
<td>F&amp;A  Facilities &amp; Administrative Costs</td>
<td>CCM  Cost Center Manager</td>
<td>OSSP  Office of Sponsored Programs</td>
</tr>
<tr>
<td>FASOP  Finance and Administration Operating Procedure</td>
<td>CI  Customer Invoice</td>
<td>OBO  Office of Bursar Operations</td>
</tr>
<tr>
<td>FB  Fringe Benefits</td>
<td>CO  Change Order</td>
<td>PAY  Payroll</td>
</tr>
<tr>
<td>GA  Graduate Assistant</td>
<td>EG  Endowed Gift</td>
<td>FDN  LSU Foundation</td>
</tr>
<tr>
<td>GL  General Ledger</td>
<td>FG  Fixed Gain</td>
<td>FEMA  Federal Emergency Management Agency</td>
</tr>
<tr>
<td>IPARF  Internal Prior Approval Request Form</td>
<td>BP  Business Process</td>
<td>NIH  National Institutes of Health</td>
</tr>
<tr>
<td>ITIN  Individual Taxpayer Identification Number</td>
<td>CI  Change Person</td>
<td>NSF  National Science Foundation</td>
</tr>
<tr>
<td>JE  Journal Entry</td>
<td>FEM  Federal Emergency Management</td>
<td>ORED  Office of Research and Economic Development</td>
</tr>
<tr>
<td>LSUID  LSU’s Identification Number (replaces SSN in LSU’s</td>
<td>FPR  Financial Planning</td>
<td>OSSP  Office of Sponsored Programs</td>
</tr>
<tr>
<td>M&amp;IE  Meals and Incidental Expenses</td>
<td>FN  Function</td>
<td>OBO  Office of Bursar Operations</td>
</tr>
<tr>
<td>NCE  No Cost Extension</td>
<td>FP  Fund</td>
<td>PAY  Payroll</td>
</tr>
<tr>
<td>OTP  One Time Payment</td>
<td>GE  Gift Edition</td>
<td>PROP  Property Management</td>
</tr>
<tr>
<td>PAWS  Personal Access Web Service</td>
<td>HG  Gift Order</td>
<td>SACS-COC  Southern Association of Colleges and</td>
</tr>
<tr>
<td>PCI DSS  Payment Card Industry Data Security Standard</td>
<td>SG  Gift Group</td>
<td>Schools Commission on Colleges</td>
</tr>
<tr>
<td>PI  Principal Investigator</td>
<td>SE  Gifted Employee</td>
<td>SPA  Sponsored Program Accounting</td>
</tr>
<tr>
<td>PM  Permanent Memorandum</td>
<td>SF  Gifted Founder</td>
<td>SSA  Social Security Administration</td>
</tr>
<tr>
<td>PO  Purchase Order</td>
<td>SH  Gifted Student</td>
<td>TAF  Tiger Athletic Foundation</td>
</tr>
<tr>
<td>PO ALT  Purchase Order Alteration</td>
<td>SI  GI Tuition</td>
<td>UAS  Auxiliary Services</td>
</tr>
<tr>
<td>PPCS  Personal, Professional &amp; Consulting Services</td>
<td>SJ  GI Tuition</td>
<td>USDA  United States Department of Agriculture</td>
</tr>
<tr>
<td>PRAF  Proposal Routing &amp; Approval Form</td>
<td>SP  GI Tuition</td>
<td></td>
</tr>
<tr>
<td>PS  Policy Statement</td>
<td>SR  GI Tuition</td>
<td></td>
</tr>
<tr>
<td>PSAP  President Student Aid Program</td>
<td>ST  GI Tuition</td>
<td></td>
</tr>
<tr>
<td>RFP  Request for Proposal</td>
<td>SU  GI Tuition</td>
<td></td>
</tr>
<tr>
<td>RFQ  Request for Quote</td>
<td>SV  GI Tuition</td>
<td></td>
</tr>
<tr>
<td>SSN  Social Security Number</td>
<td>SW  GI Tuition</td>
<td></td>
</tr>
<tr>
<td>WAE  Wages As Earned</td>
<td>SX  GI Tuition</td>
<td></td>
</tr>
</tbody>
</table>

Financial Systems

| ABS  Advanced Billing System                                 | AP  Accounts Payable & Travel                      |
| CARD  Customer Accounts Receivable & Deposit                | AS  Accounting Services                            |
| DIR  Directory System                                       | BOR  Board of Regents                              |
| FAMIS  Facility Services’ Computerized Maintenance          | BOS  Board of Supervisors                          |
| FMS  File Management System                                 | DOE  Department of Energy                          |
| SAE  Student Award Entry System                             | FEMA  Federal Emergency Management Agency           |
| SPS  Sponsored Program System                                | NIH  National Institutes of Health                 |
| SWC  Workers’ Compensation System                           | NSF  National Science Foundation                   |
| TIS  Treasurer Information System                            | ORED  Office of Research and Economic Development   |
| WD  Workday                                                   | OSSP  Office of Sponsored Programs                 |

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