

Office of Accounting Services Newsletter



September 2026 Edition

Jump to section

[AP & Travel - New Information](#)
[Bursar Operations](#)
[Financial Accounting & Reporting](#)
[Payroll - New Information](#)
[Sponsored Program Accounting](#)
[Business Managers' Meeting Topics](#)
[Training Opportunities](#)

AP & Travel

WHATS NEW?

Guest Mileage

Effective August 20, 2026, the following expense items are available for guest mileage:

- Guest Travel – Mileage (Google Maps)
- Guest Travel – Mileage (Manual)

Google Maps: Use when guest mileage is calculated using Workday's integrated Google Maps feature. **Supporting mileage documentation is not required.**

Manual: Use when it is preferable to manually calculate the guest mileage reimbursement using the actual number of miles. **Supporting mileage documentation is required.**

INVOICE PROCESSING

Protecting the University's Sales Tax Exemption Status

The University's sales tax exemption is provided solely for eligible University business purchases and should never be used for personal purchases. Employees are reminded that using the University's sales tax exemption for personal purchases may result in disciplinary action, up to and including termination of employment.

The sales tax exemption form is available upon request and should be safeguarded to ensure it is used only for its intended purpose. For a copy of the University's sales tax exemption form, please contact Deana Delage at 578-1539 or dcleme2@lsu.edu.

Supplier Invoices

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For 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.

Special Handling

As a reminder, LSU outsourced the check-printing function to JP Morgan. If special handling is requested for a check, the check is returned to LSU via UPS overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

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 for 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 PO and Receipt.

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

Direct Charge:

- Deana Clement-Delage, 578-1539 or dcleme2@lsu.edu
- Anna Le, 578-8911 or ale29@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu

Purchase Order:

- Maci Jones, 578-1620 or macijones1@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu

SPECIAL MEALS

Special Meal Clarification

Special meal events are subject to the requirements of PM-13, University Travel Regulations. The policy is intended to ensure that special meal events meet one or more of the allowable criteria established in PM-13 and that the associated expenses are reasonable, properly documented, and within the established meal allowances.

The special meal audit relies on the AS499 form as the primary source document for determining the allowability of a special meal event. The purpose/justification section should be completed with sufficient detail to support an appropriate evaluation during the initial review. Providing clear, complete, and descriptive information helps minimize follow-up questions and avoid delays in the approval process.

Helpful Guidelines

- When planning a special meal event, departments should consider the scheduled time of the event and select menu options that are appropriate for the meal type. Before making any commitments, departments should ensure the estimated cost per attendee is within the applicable meal allowance.
- Departments are encouraged to obtain vendor quotes that identify costs by meal type, including beverages, before finalizing arrangements. This practice helps ensure the proposed expense is reasonable, appropriately classified, and within the established meal allowance.
- Complete the AS499 form with sufficient detail in the Purpose/Justification section to clearly explain the business purpose of the event and support the allowability of the expense during the audit review.

Types of Meals & Allowances:

- **Breakfast** (7:00 a.m. – 10:30 a.m.) – **\$18.00 per person**, including beverages
Typical breakfast items may include pastries, fresh fruit, breakfast sandwiches, coffee, juice, and other breakfast selections.
- **Lunch** (11:00 a.m. – 3:00 p.m.) – **\$25.00 per person**, including beverages
Typical lunch options may include boxed lunches, buffets, or plated meals.
- **Dinner** (5:00 p.m. – 9:00 p.m.) – **\$45.00 per person**, including beverages
Dinner service typically consists of a plated meal; however, a reception (\$8.00 per person, including beverage) may also be appropriate depending on the nature and setting of the event.
- **Refreshments** – **\$5.50 per person**
Refreshments consist of light snacks and beverages (e.g., coffee, water, cookies, fruit, chips, or similar items).
- **Reception** – **\$8.00 per person**, including beverages
Reception menus may be scheduled at any time and typically feature light hors d'oeuvres or other easy-to-eat items appropriate for a standing or networking event.

To facilitate the special meal audit and minimize processing delays, departments should work with the vendor before the event to ensure the final invoice includes a detailed breakdown of charges by meal type (e.g., breakfast, lunch, dinner, refreshments, or reception), including beverages, as applicable. For questions concerning special meals and/or events, please contact one of the following:

Special Meals/Events:

- Maci Jones, 578-1620 or macijones@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu
- Valery Sonnier, 578-1531 or ysonnier@lsu.edu

Travel-related Special Meals:

- DeAnna Landry, 578-8593 or deannal@lsu.edu
- Jennifer Driggers, 578-1538 or jdrigg@lsu.edu

LACARTE

Annual Cardholder Review

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. This month, AP & Travel will be providing 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 23, 2026, where the information will be centrally filed.

Non-Expensed FY26 LaCarte Transactions

Cost Center managers recently received a list of cardholders with outstanding FY26 LaCarte transactions that are not related to future travel. In accordance with the LaCarte Card Program Policy (PM-78), cardholders with outstanding transactions are at risk of having their card privileges suspended. **Please reconcile any outstanding FY26 transactions that are not related to future travel immediately to avoid an interruption in card usage.** For questions, please 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
- Peyton Delatte, 578-1406 or pdelatte@lsu.edu
- DeAnna Landry, 578-8593 or deannal@lsu.edu

TRAVEL

New Hires

Departments are advised to make sure all new employees traveling on behalf of the University are familiar with PM-13, University Travel Regulations, especially the requirement for booking airfare through Christopherson Business Travel (CBT) and contracted rental vehicle vendors. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday

7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

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.

Unused Tickets

Departments should have a business process in place to monitor unused tickets and reuse them when applicable.

- For unused tickets where the original traveler will not travel before the ticket expiration date, departments are strongly encouraged to apply the eligible unused ticket to another traveler's airfare.
- Call an agent for assistance in booking airfare when an unused ticket must be applied. The online booking tool should not be used.
- A summary of the unused tickets is published monthly on the AP & Travel website.

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

Mileage Rate Increase

Effective July 1, 2026, the IRS mileage rate increased from .725 per mile to .76 per mile. All travel occurring prior to January 1, 2026, should use the mileage rate in effect at the time of travel.

Spend Authorization Approval Clarification

When a Spend Authorization (Authorization to Travel) is pending approval only for a cash advance, the Spend Authorization is considered approved for travel purposes, provided all other required approvals have been secured. Travel arrangements may be made, and travel expenses may be paid, while the cash advance approval remains pending. The Spend Authorization will remain in “pending” status until the Spend Authorization can be approved to fund the cash advance. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Expense Data Entry Specialist (i.e., EDES) Role

The EDES role can be assigned to a department person with the responsibility to create spend authorizations and/or expense reports on behalf of another worker or non-worker (i.e., ECM). The EDES role is preferable in comparison to Delegation because employees do not have to delegate task (i.e., spend authorization or expense report). The EDES role allows access to employees’ transactions. The EDES role will be assigned to the designated person by submission of a Security Access Request in myLSU. The security request routes to Patrice Gremillion for review/approval prior to assignment. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu or Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

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

- Jonathan Fresina, 578-3672 or jfresi1@lsu.edu
- Henry Woodard, 578-8928 or hwooda4@lsu.edu
- Kalyn Lewis, 578-2007 or mayfield1@lsu.edu
- Julian White, 578-2780 or jwhite22@lsu.edu
- DeAnna Landry, 578-8593 or deannal@lsu.edu

Bursar Operations

Important Deadlines

Fall 2026

- LSU Undergrad & Grad
 - **September 2:** 100% Charge Adjustment Date for Undergraduate and Graduate Fall
 - **September 2:** Final Day to Drop without Record End Fall
 - **September 2:** Last Add Date for Fall
 - **September 7:** University Closed for Labor Day Holiday
 - **September 11:** 50% Charge Adjustment Date for Fall
 - **September 29:** Final Day to Drop with “W” Grade for 1st Fall
- LSU Online
 - **September 29:** Final Day to Drop with “W” Grade for Online 1st Fall
- LSU Law
 - **September 3:** 50% Charge Adjustment for Fall

Reminders

CARD Entries

CARD entries are no longer manually scanned into CARDOBO@lsu.edu. The system now automatically routes non-cash entries to FAR. It is recommended that you retain supporting documentation in your files for audit purposes. Cash CARD entries (including Cash, Checks, and Money Orders) must be **hand-delivered to the University Cashier**, and the carrier is required to **wait until the entry is confirmed** before leaving. All CARD entries must be **approved, signed, and submitted with the proper supporting documentation** to be accepted for processing. For questions about CARD entries or procedures, you may contact CARDOBO@lsu.edu.

University Cashier

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

Foreign Source Reporting

Federal and state requirements mandate that LSU and Affiliate Organizations report on any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed with the respective agencies semi-annually. The next report date is December 31, 2026 and is due by January 31, 2027. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at FASOP: AS-35 and questions can be directed to John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

Credit Card Merchants

Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or John Milligan at jmilligan@lsu.edu.

eMarkets

eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

International Payment

Transact International Payments offers international students and their parents a secure and seamless way to pay for tuition and fees in your currency of choice. Without leaving the student portal, you can quickly and conveniently make an international payment from over 160 countries, using more than 130 currencies.

Financial Accounting & Reporting

Reports

Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the [Workday Training](#) website under Training Materials, Finance Training, Reporting.

Some of the most useful reports most used by departments are:

- Revenue & Expense by “Driving Worktag Chosen”
- Journal Line Details with Employee Name
- Trial Balance

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 a journal line details report 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.

- Payroll expenses must be transferred via a Payroll Accounting Adjustment-not a manual 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.

Credit Card Merchants

Please contact Christopher Poore at cpoore1@lsu.edu with any questions on procedures or how to record.

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 and How-to Video can be found on the [Workday Training](#) webpage at

- Financial Accounting
 - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – 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 Worktag used** – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

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.

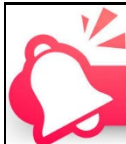
Vendor ACH Form Request

Vendors may require ACH Enrollment Forms or Wire Transfer Information to be completed in order to send funds. These forms/requests should be forwarded to bankrecon@lsu.edu. We will work with the department requesting the information to get these requests completed. Please include Jesshantre Bryant (jbryant@lsu.edu) for all W-9 requests.

**** Unclaimed Deposits/Wire Transfers ****

Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Jen Richard at 578-1454 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 bankrecon@lsu.edu.

Payroll



NEW UPDATE

Updated Minor Employment Certificate Process

During the 2026 Legislative Session, [HB 232](#) changed the process for issuing Employment Certificates. Beginning May 11, 2026, Employment Certificates are now issued by the employer of any youth aged 14-17. Effective July 24, 2026, school access to the Louisiana Works Employment Certificate System was discontinued. This change has two significant impacts for LSU:

- For LSU-employed minors, the Employment Certificate must be completed and e-mailed to Louisiana Works.
 - Before this change, Payroll submitted the certificate directly through the Louisiana Works portal.
 - Under the new process, LSU will need to fill out the attached form.
 - LSU will also need to retain:
 - A copy of the completed Employment Certificate.
 - A copy of the confirmation email showing that the certificate was accepted by Louisiana Works.
- **LSU will no longer issue Employment Certificates for minors who are not being hired by LSU.**
 - Students seeking employment off campus will need to have their employer complete and submit the required form.

The verbiage on the Personal Information Change has been updated as follows:

For workers who are minors starting to work at LSU, there are a few easy steps you need to follow to get started.

- **Print out the Application to Employ Minors Form attached in this step.**
- **Complete the Employer section. (Industry (NAICS Code) = G)**
- **Give the form to the worker, instructing them to have their parent or legal guardian sign it.**
- **Attach the completed document to this business process. Then have the minor reach out to John Pilgrim (jpilgrim1@lsu.edu) to set up an appointment to verify the document used as proof of age.**

There is also an acknowledgement that the department has read the Minor Labor Law Placards.

The updated forms and other minor labor law information can be found at [Youth Employment Programs - Louisiana Works](#).

Partial Payments

A **partial payment** may be issued when an employee's appointment transaction or timesheet is not completed by the payroll processing deadline.

Before a department requests a partial payment, please ensure that:

- The employee has reviewed and understands the partial payment process.
- The employee has confirmed that they are requesting a partial payment.
- The department sends Payroll an acknowledgment confirming the employee's request.

For more information, please review the **Partial Payments** procedure on the [LSU Payroll website](#) or [Partial Payments procedure](#).

Federal Withholding Changes

Federal tax law changes resulting from the **2018 Tax Cuts and Jobs Act** require employers to use the current Form W-4 for **new employees**, including employees rehired on or after January 1, 2020. Current employees are not required to complete a new W-4 unless they choose to make changes to their federal tax withholding.

If a current employee who has not previously completed the updated W-4 wants to change their federal tax withholding, they must use the current Form W-4.

The form includes five steps:

- **Step 1:** Required
- **Step 5:** Required
- **Steps 2–4:** Optional, but completing these steps may help ensure federal tax withholding more closely matches the employee's tax liability.

LSU Payroll can provide general information about Form W-4 but cannot provide individual tax advice. Employees who need assistance determining their withholding should use the [IRS Tax Withholding Estimator](#) and review the [IRS FAQs for Form W-4](#).

W-4 Updates

Employees can complete or update their **W-4, L-4, and L-4E** forms through Workday.

For instructions, please review the Workday Employee job aid for [Withholding Elections](#).

Important: Changes to tax forms will take effect within **two business days**.

International Tax Treaties

International employees who are eligible for a tax treaty benefit must complete the appropriate tax treaty forms based on their **student or teacher/researcher status** and country of residence.

Blank tax treaty forms and additional information are available on the [LSU Payroll International Employees](#) website.

What to Submit

Employees should complete:

- Form 8233
- Attachment to Form 8233 for their country of residence

An example of a completed tax treaty form is also available on the LSU Payroll website.

How to Submit

Completed tax treaty forms should be e-mailed to taxtreaty@lsu.edu using a secure Box link.

For instructions on using transferring data using a secure Box link, please review the [Box grok article](#).

Questions or requests for assistance with Form 8233 may be directed to taxtreaty@lsu.edu.

Costing Allocations

There are two types of costing allocations in Workday:

1. **Position Restriction costing allocations**
2. **Worker costing allocations**

Understanding the difference between these two types is important because incorrect or expired costing allocations can affect an employee's payment.

Position Restriction Costing Allocations

A Position Restriction costing allocation follows the position, regardless of which employee fills the position.

When creating a position:

- The costing allocation is entered as part of the **Create Position** transaction.
- The **begin date must match the position creation date**.
- A Position Restriction costing allocation should not have an end date.

An expired or missing Position Restriction costing allocation **can prevent payment to an employee**. Departments should not use temporary funding sources, such as grants, as the Position Restriction costing allocation. The Position Restriction costing allocation should represent the commitment budget for the position and provide funding for the entire life of the position.

Worker Costing Allocations

Worker costing allocations are assigned during the hire process and can be updated as needed. When adding a new costing allocation to an existing worker:

- **End the old allocation.**
- **Add a new costing allocation record.**
- Do not simply change the start and end dates on the existing allocation.

Creating a new record preserves the required audit trail.

HR Partners, Cost Center Managers, and Student Employment Partners should regularly review costing allocation expiration dates and make necessary updates **before payroll processing deadlines**.

The **Costing Allocations Ending Within Prompt Date** report can help identify employees with Worker costing allocations that are approaching their expiration dates.

Because the Payroll calculation engine does not recognize when a grant has expired, departments must keep costing allocations current to ensure salary charges are posted correctly.

Costing Allocations for Period Activity Pay (PAP)

When processing costing overrides for **Period Activity Pay (PAP)**, pay close attention to the **Activity End Date** and **Payment End Date**.

If the **Activity End Date falls in the middle of a pay period**, the **Payment End Date should be the end of the pay period for the employee's pay group**.

Example:

If the Activity End Date is **October 5** and the employee is in the **academic pay group**, the Payment End Date should be **October 14**, which is the end of that pay period.

Sponsored Program Accounting

LA Board of Regents (BOR)

Results of recruitment activities and information on students recruited (if applicable), status reports, and invoices are due to BOR by October 1, 2026, for continuing LEQSF **Graduate Fellowship** and **Doctoral** contracts. Please submit the status reports and recruitment reports (if applicable) to Sponsored Program Accounting by Thursday, September 10 as they are needed for invoice preparation. This due date will allow for timely submission of reports and invoices. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu.

Final expenditure reports for BOR **R&D** and **Enhancement** contracts which expired June 30, 2026, are due electronically to BOR by September 30, 2026. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR. Questions should be directed to the SPA contact.

Annual and final project reports for BOR contracts must be submitted by the due date specified in the contract. BOR will withhold payment until the reports are submitted.

Subrecipients Invoices

In accordance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "**Uniform Guidance**"), subrecipient invoices must be paid within 30 days of receipt. If you receive a subrecipient invoice in the department, please forward it to SPA immediately. Also, please verify that technical reports and deliverables have been submitted before approving the final invoice. Other requirements that must be followed when approving subrecipient invoices can be found in the Post Award Manual on the [SPA](#) webpage.

Auditors

If an auditor from a sponsoring agency requests information, please contact Jaime Estave at jestav1@lsu.edu or 578-2204 in SPA. No notification is needed if an auditor from the LA Legislative Auditor Office or the LSU Internal Auditor Office is requesting information.

Travel expenditures charged to a sponsored agreement must benefit/relate to the project. Please ensure that the expense report includes a description of the travel noting its benefit to the project.

Cost Sharing

Salary cost sharing is documented on a separate award line/grant in Workday and costing allocations must be processed to add the cost sharing grant.

The correct source of cost sharing funding must be indicated on the Request for Cost Sharing Grant form. This form should be submitted prior to award line/grant set up and can be found on the [SPA Forms](#) webpage.

Key Personnel

If you receive an Outlook/Workday Notification for Key Personnel, it is notifying you of an expiring budget period (within 90-120 days) that has unmet effort to date and needs attention. The notifications are sent to both the Key Personnel on the report and the Cost Center Sponsored Program Manager (CCSPM) associated with the award.

Training Class

Our Post Award Management Report Training class has been released for the fall of 2026. If interested, please register online at the [Training](#) website.

ACCOUNTING SERVICES SCHEDULE

September 2026

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Student time for period ending 8/28/26 locked @ 11:59 am GLS c/o 10 am	2 Access Online Ledgers	3	4 Student Payday period ending 8/28/26
7  Bank & University Holiday	8 Wage time for period ending 9/4/26 locked @ 11:59 am	9	10	11 Wage Payday period ending 9/4/26
14	15 Student time for period ending 9/11/26 locked @ 11:59 am	16	17	18 Student Payday period ending 9/11/26
21 Academic Payday period ending 9/14/26	22 Wage time for period ending 9/18/26 locked @ 11:59 am  Autumn begins	23	24	25 Wage Payday period ending 9/18/26
28	29 Student time for period ending 9/25/26 locked @ 11:59 am	30 Professional Payday period ending 9/30/26		

BUSINESS MEETING TOPICS

- Insights from the Office of Legal Affairs & General Counsel
- New Report from Budget & Planning:
Budget to Actuals by Cost Center Hierarchy
- Post Deployment of New Copiers
- Workday Updates
- FIN Resources

TRAINING OPPORTUNITIES				
Description	Division	Date	Time	Location
Professional, Specialty & Consulting Services	Procurement	Tues, 9/8	2:00 pm - 3:00 pm	Online via Zoom
Intro to Post Award	SPA	Wed, 9/9	9:00 am - 11:00 am	Online via Zoom
Business Managers' Meeting	---	Thus, 9/10	9:30 am - 11:00 am	Online via Teams
LaCarte	AP & Travel	Thus, 9/10	1:30 pm - 3:00 pm	Online via Zoom
Travel	AP & Travel	Tues, 9/15	1:30 pm - 3:00 pm	Online via Zoom
Effort and Key Personnel	SPA	Wed, 9/16	9:00 am - 11:00 am	Online via Zoom
Payroll 101	Payroll	Wed, 9/16	9:30 am - 11:00 am	Online via Zoom
Specs and More Specs	Procurement	Thurs, 9/17	10:00 am - 11:30 am	Online via Zoom
CARD	Bursar Operations	Thurs, 9/17	2:00 pm - 3:00 pm	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 9/22	1:30 pm - 3:00 pm	Online via Zoom
Strategic Sourcing	Procurement	Tues, 9/22	2:00 pm - 3:00 pm	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 9/23	10:00 am - 11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 9/23	10:00 am - 11:30 am	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Thurs, 9/24	9:00 am - 11:00 am	Online via Zoom
Post Award Management	SPA	Wed, 9/30	9:00 am - 11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 9/30	10:00 am - 11:00 am	Online via Zoom

COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

Common Terms & Documents		Workday Terms	
ASP	Administrators of Sponsored Programs	AG	Agency Clearing
CBA	Central Billed Account	AJ	Accounting Journal
CBT	pherson Business Travel	AWD	Award
CR	Cost-Reimbursable	AWDC	Award Conversion
CSWS	Community Service Work Study	BA	Budget Adjustment
CWSP	College Work Study Program	BG	Basic Gift
DT	Departmental Transmittal	BP	Business Process
EMV	Europay Master Card & Visa	CC	Cost Center
ERP	Enterprise Resource Planning	CCH	Cost Center Hierarchy

F&A	Facilities & Administrative Costs	CCM	Cost Center Manager
FASOP	Finance and Administration Operating Procedure	CI	Customer Invoice
FB	Fringe Benefits	CO	Change Order
FP	Fixed Price	EG	Endowed Gift
GA	Graduate Assistant	FD	Fund
GL	General Ledger	FDM	Financial Data Model
ITIN	Individual Taxpayer Identification Number	FN	Function
JE	Journal Entry	FS	Funding Source
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)	GR	Grant
M&IE	Meals and Incidental Expenses	GRC	Grant Conversion
MyLSU	Personalized online resource center for LSU Faculty, Students, and Staff	PAA	Payroll Accounting Adjustment
NCE	No Cost Extension	PAP	Period Activity Pay
OTP	One-Time Payment	PG	Program
PCI DSS	Payment Card Industry Data Security Standard	PJ	Project
PI	Principal Investigator	SO	Supervisory Organization
PM	Permanent Memorandum	TC	Transfer Company
PO	Purchase Order		
PO ALT	Purchase Order Alteration	Departments & Organizations	
PPCS	Personal, Professional & Consulting Services	AP	Accounts Payable
PS	Policy Statement	AS	Accounting Services
PSAP	President Student Aid Program	BOR	Board of Regents
RFP	Request for Proposal	BOS	Board of Supervisors
RFQ	Request for Quote	DOE	Department of Energy
SSN	Social Security Number	FAR	Financial Accounting & Reporting
WAE	Wages As Earned	FBI	Federal Bureau of Investigation
		FDN	Foundation
		FEMA	Federal Emergency Management Agency
Financial Systems		NIH	National Institutes of Health
ABS	Advanced Billing System	NSF	National Science Foundation
CARD	Customer Accounts Receivable & Deposit	ORED	Office of Research and Economic Development
DIR	Directory System	OSP	Office of Sponsored Programs

FAMIS	Facility Services' Computerized Maintenance Management System	OBO	Office of Bursar Operations
FMS	File Management System	Pay	Payroll
GG	GeauxGrants	Proc	Procurement
SAE	Student Award Entry System	PROP	Property Management
SWC	Workers' Compensation System	SACS-COC	Southern Association of Colleges and Schools Commission Colleges
TIS	Treasurer Information System	SPA	Sponsored Program Accounting
WD	Workday	SSA	Social Security Administration
		TAF	Tiger Athletic Foundation
		UAS	Auxiliary Services
		USDA	United States Department of Agriculture



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