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.


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

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.
Financial Accounting & Reporting continued...

⇒ Run the report “Journal Line Details” and print it to PDF to use as backup. Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines to use or if a partial transfer is being done.
⇒ On partial transfers, note the amount being moved.
⇒ FD940 is not required on an entry – please only use if balancing error is received when submitting the journal.

The “Create Journal Entry: Correcting Journal” job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage: [https://uiswcmweb.prod.lsu.edu/training/cost_center_manager/create_journal_entry.pdf](https://uiswcmweb.prod.lsu.edu/training/cost_center_manager/create_journal_entry.pdf)

Credit Card Merchant Procedures
ALL CARD entries with debit/credit card MOPs will be required to have Bank of America Transaction Listing as backup documentation attached. If the Bank of America report is not attached to the CARD entry, the vault (125 Thomas Boyd) will return the entry to the department for the Bank of America backup to be added.

⇒ CARD entries should be completed each day for the previous day’s activity.
⇒ If there is a difference between the Bank of America report and the point of sale system, the difference should be investigated and an explanation provided.
⇒ Departments should only record what the Bank of America report shows as being received.
⇒ American Express (AMEX) transactions are recorded on a MOP separate from Visa/MasterCard/Discover.
⇒ The total amount of each method of payment (MOP) should be calculated and written on the documentation.
⇒ A copy of the Transaction Listing from Bank of America/First Data must be used as the backup for bankcard MOPS.
⇒ There needs to be an additional copy of the Bank of America/First Data statement per bankcard MOP/AMEX MOP and an additional copy of the bank statement for DPS

Additional copies of DPS and bankcard back up need to be attached to the entry even if copies have been attached in CARD.

Please bring all CARD entries to the cashier in the Bursar’s office in a timely manner. Vault hours are 10:00-11:45 am and 12:30-4:00 pm Monday to Friday.

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

⇒ Data Audit – Provides a list of values for FDM dimensions (various reports)
⇒ Journal Line Details – Provides a list of detail journal entries by period
⇒ Journal Line Details with Employee Name – Provides a list of detail journal entries by period, with employee name included
⇒ Payroll Accounting per Worktag – Provides payroll detail by organization
⇒ Trial Balance – Displays beginning balance, debits, credits, and ending balance for worktags chose
⇒ Revenue & Expense – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

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

Bank Reconciliation
Contact us at bankrecon@lsu.edu for questions/requests related to the following:

⇒ Stop payment requests
⇒ Check copy requests
⇒ Check status requests
⇒ Unclaimed property
⇒ Unrecorded deposits
⇒ Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at [http://lsu.edu/administration/ofa/oas/far/forms.php](http://lsu.edu/administration/ofa/oas/far/forms.php). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.
Payroll

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

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 Laurie Wales at llamb18@lsu.edu using Beth R. Nettles (SPL-23055) 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. https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf

Employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday web site. https://uiswcmsweb.prod.lsu.edu/training/finance/emp_reimbursement-expense_rpt.pdf

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. https://uiswcmsweb.prod.lsu.edu/training/finance/financial_accounting_reporting.pdf

TAX TOPICS
International Employees
Tax treaty benefits expire December 31, 2018. Any employee who is eligible for treaty benefits for 2019 should attend the tax treaty workshop on one of the following days:

**Wednesday, November 14**
8:30 am to 4:00 pm
Lobby of Thomas Boyd Hall

Employees must bring their Passport, Visa, I-94, I-20 or DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

Tax Withholdings
In Workday all payment for extra earnings and late pay transactions are made on the regular pay cycle - there are no supplemental payrolls in Workday. Please see the attached job aid on the payment of extra earnings https://uiswcmsweb.prod.lsu.edu/training/finance/payment_of_extra_earnings.pdf. Any late or retro salary increases or late time submission is paid on the next regular payroll and not a supplemental payroll. Since these type of payments are now included with the regular paycheck, the employee’s taxable income, and thus taxes, is increased for any affected payroll. The earnings are being taxed correctly in accordance with the IRS tax withholding tables. The employee can adjust his W-4 and L-4 at anytime in Workday to help minimize these tax effects. Please note that the more allowances or dependents an employee claims the less in withholdings.

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

Costing Allocations for Period Activity Pay (PAP)
When processing costing overrides for period activity pay, please be aware that those overrides are not supported in the retroactive pay process. If the period activity pay is submitted late the costing will revert to the worker position costing allocations. In these cases the department will be required to complete a Payroll Accounting Adjustment to correct the costing.

Address Changes or Corrections
Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The following job aid https://uiswcmsweb.prod.lsu.edu/training/employee/home_and_emergency.pdf provides instructions on updating address information in Workday.

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

Student Deadline Changes For Thanksgiving Holiday

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Period Ending</th>
<th>Time Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>November 16, 2018</td>
<td>Sunday, November 18, 2018 at 11:59 pm</td>
</tr>
</tbody>
</table>

Accounts Payable & Travel

Mark your calendars...
The final AP Settlement run for 2018 will be Thursday, December 20, 2018. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

Direct Charge Worksheet (AS580) has been updated to include an authorized signature. The authorized signature indicates that the department certifies the goods/services billed adhere to PRO-U525.A, Exceptions to the Competitive Solicitation Process and that the invoice can be processed as a direct charge. Please ensure to utilize the current version of the form. Also, as a reminder, all fields on the AS580 form must be completed to avoid processing delays. For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

Status of an Invoice Payment
In an effort to allow the Invoice Processing staff to expedite invoices in Workday, departments are reminded to refer to the Job Aid, Find Supplier Invoices for the instructions on how to locate a particular supplier invoice to review the invoice and/or payment status. The Job Aid can be found on the Workday website under Training Materials/Finance Training listed under Suppliers.

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 Aged Listing of Outstanding Encumbrances 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 PO and Receipt.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:
Accounts Payable & Travel continued...

Jessica Hodgkins  578-1541 or jhodgkins1@lsu.edu
Meghan Sharp  578-1545 or mshar16@lsu.edu

IMPORTANT MESSAGE FOR ALL LACARTE CARDHOLDERS
Bank of America implemented PIN & CHIP cards for the LaCarte Card Program in December 2015. Starting in 2016 all new, renewal or replacement cards were assigned a PIN. As cardholders receive their new, renewal or replacement cards, they are also given the Bank of America Instructions to obtain their PINs at the time the card is picked up.

As merchants transition into implementing the PIN requirement, cardholders are required to provide their PIN at the point of sale/payment. As a result, we are experiencing an issue with cardholders not knowing their PIN or failed to complete the instructions to obtain their PIN. **It is important that cardholders obtain their PIN and secure their PIN. AP & Travel cannot obtain PINs for cardholders.**

In an effort to assist cardholders in obtaining their PIN, the following steps should be taken:

1. At link: https://cardportal.works.com/gar/, type in your Username and Password. If you forgot your Username, only Bank of America can assist you. Please call 1-888-449-2273 which is the number on the back of the card.
2. You will be asked a few questions before the Bank will give you your Username. The anticipated questions are as follows:
   1) **Verification ID** => Your LSUID
   2) **Billing Address** => Office of Accounting Services, 204 Thomas Boyd Hall
   3) **Phone Number associated with your card** => Your office phone number (It should be the phone number listed on your LaCarte Enrollment or LaCarte Agreement forms)
   4) **Program Administrator Name** => DeAnna Landry or Patrice Gremillion
   5) **Name of another person with a card for your organization** => Patrice Gremillion
   6) **Card Limits:**
      a. Single Transaction Limit => $1,000; Monthly Limit => $30,000 (Procurement only)

3. Once you receive your Username, if you do not know your password, click the “Forgot your Password” at the http://cardportal.works.com/gar. Bank of America will send you a secure e-mail with a temporary password that should be changed. It is recommended that you complete the process immediately upon receipt of the temporary password since it will expire. If it expires, you will have to repeat the Forgot you Password process.

4. You can keep the Bank of America issued PIN or change it to a personal PIN.

Reminder: Annual Cardholder Reviews were due October 15, 2018
Departments were provided a list of LaCarte cardholders for Department Heads to perform an annual review of the cardholder profiles, spending limits and last usage date to determine if the cardholder should retain his/her card and/or if the cardholder’s spending limit should be adjusted. The list should be certified by the Department Head and returned to AP & Travel where the information will be centrally filed.

Expense Reports should be created for LaCarte 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 privilege.

Disputed Transactions
The cardholder should always attempt to resolve any disputes or billing errors directly with the merchant/vendor. If an agreement cannot be reached with the merchant/vendor, the cardholder **must** inform the following of the dispute:

1. Bank of America using the phone number on the back of the LaCarte card (i.e., 1-888-449-2273)
2. Program/LaCarte Administrator who will monitor for the final decision from Bank of America
3. Departmental LaCarte Contact/Accountant who will request the cardholder to complete the AS704, LaCarte Disputed Item form, and ensure the form is
attached to the cardholder’s expense report. The AS704 form can be found at: https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/as704.pdf.

Bank of America operates its dispute process in accordance with bank card industry rules and customer service standards. Disputed charges will be processed in accordance with the applicable Visa rules. **Disputed charges must be processed within sixty days of the transaction date.** Failure to notify the bank during the sixty-day window will result in the University having to absorb the cost of the transaction.

**What cardholders should expect when contacting Bank of America:**

1. Cardholders will be required to provide the details of the conservation with the merchant/vendor and provide any pertinent documentation as requested by Bank of America.
2. Cardholders will be required to review with the bank any other pending transactions to determine whether or not the transactions are valid.

The following describes the bank’s process for handling merchant charge-backs according to VISA rules as supported by Bank of America on behalf of its clients:

1. Upon notification of the dispute by the cardholder, Bank of America places the disputed transaction in a disputed status and collects the information necessary to support the charge-back, according to the association rules with the cooperation of the cardholder.
2. Bank of America initiates the charge-back and the cardholder’s account is credited. The item is removed from the dispute status. The merchant’s bank receives the charge-back and resolution period begins. If the dispute is accepted, the merchant’s bank will debit its merchant and the matter is closed. If the dispute is not accepted, the merchant’s bank will return the charge-back with their accompanying supporting documentation.
3. After reviewing the disputed charge documentation, Bank of America will inform the Program/LaCarte Administrator of the final decision, which will result in either a credit to the cardholder’s account or an indication that no recourse will be taken, causing LSU to be responsible for the charge.

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

- Theresa Oubre 578-1543 or talber3@lsu.edu
- Catherine Herman 578-1544 or cherman@lsu.edu
- DeAnna Landry 578-8593 or deannal@lsu.edu

**TRAVEL**

**Changes to Lodging Rates for Tier I & II effective 10/1/18**

Please be advised that Tier I & II lodging rates changed effective 10/1/18. The BR rate decreased to $100 from $105. All other Tier prices remain unchanged. For all other rates, please see Appendix A of PM-13, University Travel Regulations. PM-13 can be found on AP & Travel website at: http://www.lsu.edu/administration/ofa/oas/acctpay/travel.php.

The Travel Orientation Brochure also located on the AP & Travel website has been updated to reflect the 10/1/18 changes in lodging rates for Tier I & II.

**Short’s Travel Management Contact Information:**

**SHORT’S TRAVEL MANAGEMENT**

Toll Free - (888) 846-6810  
Fax - (319) 433-0847

E-mail: state@shortstravel.com or international@shortstravel.com 
Website: www.shortstravel.com/lsu

Travel Expense Reports should be created once the travel has been completed and should include all expenses related to the trip. **It is recommended that Expense Reports be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.**

**Reminders:**

1. Expense Report “Comments” can be found on the Business Process tab. Please review the Comment section for the reason the expense report is not approved (or maybe returned).
Accounts Payable & Travel continued...

2) Respond to e-mails in a timely manner. If supporting documents and/or forms are requested, please send the information to the Expense Partner (i.e., LaCarte or Travel auditor) via e-mail. The auditor will attach the information to the Expense Report.

3) Please do not withdraw Expense Reports in “Save for Later” status to edit or make changes. The Expense Reports have been audited by the LaCarte or Travel auditors with their comments documented. The approval process starts over from the beginning whenever an Expense Report is withdrawn.

4) Approvers are encouraged to review the expense items on the Expense Reports and verify that the correct information is provided (i.e. Spend Authorization and/or Attachments) prior to approving the Expense Report.

5) AS499, Request for Special Meal form must be completed, approved and attach to the Expense Report, when applicable. Blanket AS499 forms should be updated to include the actual event’s information.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Kaylen Mayfield 578-3697 or mayfield1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

Sponsored Program Accounting continued...

to the appropriate equipment spend category and ledger account. It is not necessary to transfer line item by line item. In this case, a lump sum transfer can be done.

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

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

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

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

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

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

Subawards
Subrecipient invoices should be forwarded to SPA immediately. The Uniform Guidance requires that subaward invoices are paid within 30 days of receipt. SPA will log the subaward invoice and ensure payment is made within 30 days. Also, a separate grant line is established under the award for each subaward. Please note that these grants are for subaward invoice payments only.

Cost Transfers
Cost transfers must be processed within 90 days from when it was originally recorded. The memo section of the journal 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 numbers and can be used for backup.
The detail ledger is displayed when drilling down into current expenditures. 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.

Closeout Period
The closeout period for sponsored agreements is usually 30 to 90 days after the expiration date of the award. It is less than 30 days for some agreements. This period is intended for paying outstanding bills. All work must have been completed and all items purchased must have been received by the expiration date of the award.

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

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

Also, prior approval must be obtained from BOR to reduce the amount of salaries for graduate assistants. If approval to rebudget funds from the graduate student category is not received, the remaining balance in the graduate student category will have to be refunded to BOR along with the associated F&A costs.

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

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

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

Tentative Accounts
Projects with tentative account numbers should be monitored and the fully executed agreements for sponsored agreements should be forwarded to OSP upon receipt. Other campuses should route to SPA through their own sponsored programs office. Invoices for expenditures on the tentative account are not prepared until the executed agreements are received. If it is subsequently determined that an award will not be received, please notify Henri Carruthers in writing so that the account can be deactivated. Questions concerning tentative account numbers should be directed to Henri Carruthers at 578-2137 or henrismith@lsu.edu.

Multi-Company Grants
All grants with MC-DNU (multi-company - Do Not Use) in the grant name must be cleared and closed as soon as possible. These grants cannot be tied to an award and any spend on a MC-DNU grant is not billable to the sponsor. Please process appropriate transfers to move charges to the grant that is tied to the award so that the sponsors can be billed.

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

Other relevant sections have been omitted due to the length of the text.
Finance Trainings
Below is a list of Finance classes that are currently available on the Training and Event Registration website at training.lsu.edu. Please monitor training.lsu.edu as additional classes will be continuously added.

<table>
<thead>
<tr>
<th>Start/End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable &amp; Travel Instructor Led Business Policies/Processes Training Tuesday, November 13, 2018 1:30 pm - 4:00 pm 225 Peabody</td>
<td></td>
</tr>
<tr>
<td>Bid Types</td>
<td></td>
</tr>
<tr>
<td>Thursday, November 1, 2018 11:00 am - 12:00 pm 225 Peabody</td>
<td></td>
</tr>
<tr>
<td>Budget Instructor Led Workday Training Wednesday, November 28, 2018 1:30 pm - 3:30 pm 205 Coates</td>
<td></td>
</tr>
<tr>
<td>Complex Specifications</td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 28, 2018 11:00 am - 12:00 pm 225 Peabody</td>
<td></td>
</tr>
<tr>
<td>Customer Accounts Receivable and Deposit (CARD) Drop-In Lab Wednesday, November 14, 2018 10:30 am - 11:30 am 169 Coates</td>
<td></td>
</tr>
<tr>
<td>Customer Accounts Receivable and Deposit (CARD) Instructor Led Workday Training Wednesday, November 14, 2018 9:30 am - 10:30 am 169 Coates</td>
<td></td>
</tr>
<tr>
<td>Methods of Procurement</td>
<td></td>
</tr>
<tr>
<td>Thursday, November 1, 2018 9:00 am - 10:00 am 225 Peabody</td>
<td></td>
</tr>
<tr>
<td>Financial Data Model (FDM) and Reporting Instructor Led Workday Training Monday, November 5, 2018 1:30 pm - 3:30 pm 225 Peabody</td>
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</tr>
<tr>
<td>Professional, Specialty &amp; Consulting Services</td>
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</tr>
<tr>
<td>Thursday, November 1, 2018 10:00 am - 11:00 am 225 Peabody</td>
<td></td>
</tr>
<tr>
<td>Post Award Administration</td>
<td></td>
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<tr>
<td>Thursday, November 15, 2018 9:00 am - 11:00 am 235 Thomas Boyd</td>
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<tr>
<td>Sole Source Procurements</td>
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<tr>
<td>Wednesday, November 28, 2018 10:00 am - 11:00 am 225 Peabody</td>
<td></td>
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<tr>
<td>Specifications</td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 28, 2018 9:00 am - 11:00 am 225 Peabody</td>
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</tr>
</tbody>
</table>

To register for LSU Finance training classes:
- Log in to myLSU
- Click on 'Employee Resources'
- Click on 'LSU Training and Event Registration'
- Locate the appropriate training then click on 'View Classes'
- Click on the appropriate Training Date
- Click 'Register'
- E-mail confirmation of the registered course will be immediately received
Common Acronyms at LSU
Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

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

<table>
<thead>
<tr>
<th>Financial Systems</th>
<th>Department &amp; Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS Advanced Billing System</td>
<td>AP Accounts Payable &amp; Travel</td>
</tr>
<tr>
<td>CARD Customer Accounts Receivable &amp; Deposit</td>
<td>AS Accounting Services</td>
</tr>
<tr>
<td>DIR Directory System</td>
<td>BOR Board of Regents</td>
</tr>
<tr>
<td>FAMIS Facility Services’ Computerized Maintenance Management System</td>
<td>BOS Board of Supervisors</td>
</tr>
<tr>
<td>FMS File Management System</td>
<td>DOE Department of Energy</td>
</tr>
<tr>
<td>SAE Student Award Entry System</td>
<td>FAR Financial Accounting &amp; Reporting</td>
</tr>
<tr>
<td>SPS Sponsored Program System</td>
<td>FBI Federal Bureau of Investigation</td>
</tr>
<tr>
<td>SWC Workers’ Compensation System</td>
<td>FDN LSU Foundation</td>
</tr>
<tr>
<td>TIS Treasurer Information System</td>
<td>FEMA Federal Emergency Management Agency</td>
</tr>
<tr>
<td>WD Workday</td>
<td>NIH National Institutes of Health</td>
</tr>
<tr>
<td></td>
<td>NSF National Science Foundation</td>
</tr>
<tr>
<td></td>
<td>ORED Office of Research and Economic Development</td>
</tr>
<tr>
<td></td>
<td>OSP Office of Sponsored Programs</td>
</tr>
<tr>
<td></td>
<td>OBO Office of Bursar Operations</td>
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<tr>
<td></td>
<td>PAY Payroll</td>
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<td></td>
<td>PROC Procurement</td>
</tr>
<tr>
<td></td>
<td>PROP Property Management</td>
</tr>
<tr>
<td></td>
<td>SACS-COC Southern Association of Colleges and Schools Commission on Colleges</td>
</tr>
<tr>
<td></td>
<td>SPA Sponsored Program Accounting</td>
</tr>
<tr>
<td></td>
<td>SSA Social Security Administration</td>
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<td></td>
<td>TAF Tiger Athletic Foundation</td>
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<td></td>
<td>UAS Auxiliary Services</td>
</tr>
<tr>
<td></td>
<td>USDA States Department of Agriculture</td>
</tr>
</tbody>
</table>