Business Managers’ Meeting

Please note that there will be no meeting held in August. Meetings will resume in September.

Accounts Payable & Travel

Invoice Processing
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.

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

- Jessica Morris 578-1536 or jmor116@lsu.edu
- Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- Catherine Herman 578-1549 or cherman@lsu.edu

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

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

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

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

- Amber Tran 578-1545 or atran17@lsu.edu
- Maci Jones 578-1620 or macijones1@lsu.edu
- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
**LACARTE**

**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 privileges.

**Non-Expensed FY21 LaCarte Transactions**

There are still 1,100 LaCarte procurement transactions outstanding for FY21. Cardholders may experience a suspension of card privileges for not adhering to the July 2 deadline. It is imperative that immediate action is taken by creating expense reports and attaching the completed AS900 form if applicable, to have the transactions reconciled. No cardholder privileges will be affected for outstanding transactions related to future travel. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

**Supporting Cost Documentation**

All LaCarte transactions must have the appropriate supporting cost documentation that “tells the story”. It is important that the receipt is itemized with a detailed description of the item. If a detailed description is not provided, an explanation of the item should be provided. This will help the LaCarte/Travel auditor expedite the review and approval process. Insufficient supporting cost documentation will delay the audit process and may affect the cardholder’s privileges.

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**

**Reminder: Important Information regarding University Business Travel**

- Travelers are strongly encouraged to be fully vaccinated prior to any travel.
- It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related travel expenses for quarantine and/or test while on University business travel will be considered a University expense.

**Travel Approvals**

**Domestic Travel (In-state & Out-of-State):**

- Spend Authorization must be completed and approved prior to making travel arrangements (booking airfare, securing lodging, paying conference registration, etc.)

**International Travel (Out of the U.S.):**

- Non-essential international business travel is prohibited
- Only essential international travel should be requested via the TEMP2, Request for International Travel during COVID-19 Outbreak form which requires approval of the Department Head, Dean, and Provost
- Spend Authorization must be completed and approved prior to making any travel arrangements (i.e., booking airfare, securing lodging, paying conference registration, etc.). The approved TEMP2 form must be attached.

**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 New Travel Agency section on the Accounts Payable & Travel website.

**CBT UNIVERSITY TRAVEL TEAM**

- Monday – Friday
- 7 am – 7 pm CT
- P: 800-961-0720
- E: Statelauniv@CBTravel.com
Accounts Payable & Travel continued...

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00 am to 7:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is $24.
3. Any calls to (800) 961-0720 made between 7 pm and 7 am CST will roll over to the After-Hours Service Provider. After-Hour services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System is available on myLSU!
The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, Book a Trip on the left-hand side of the screen to be taken into the Concur site. The online booking fee is $7.

Unused Tickets Update
American Airlines has finally acknowledged the State Travel’s refund request. At this time, we are in the process of accounting for the eligible unused tickets and will process a journal entry to credit the original accounts once the refund is received. For questions regarding unused tickets, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Unused Tickets purchased through Short’s Travel
The additional assistance with unused tickets by Short’s Travel Management expired on June 30, 2021. Any employee traveling during this time that has an eligible unused ticket must contact Christopherson Business Travel (CBT) directly at 1-800-961-0720 to seek assistance with reissuance of his/her unused ticket. The CBT agent fee will be $49 (not $24) since the ticket was not purchased originally with CBT and the processing time will take a little longer for the agent to reissue the ticket. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu or Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

Enterprise, National or Hertz are the available options for the mandatory in-state vehicle rentals. The contract rates and associated discount codes are available on the Accounts Payable & Travel website.

The Travel Orientation Brochure is a tri-fold document that provides a brief summary of pertinent information of the PM-13, University Travel Program. The tri-fold brochure makes a great resource for employees, especially new hires, who may travel on behalf of the University. Departments are encouraged to make sure their employees are made aware and/or given a copy of the brochure. The brochure can be found on the AP & Travel website.

Safeguard Payment Information
Travelers should always remove credit card numbers, expiration dates and security codes from all receipts and documentation submitted.

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
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

Financial Accounting & Reporting

Service Centers & Recharge Operations
FY 2022 rate sheets were due to Budget and Planning on July 20, 2021. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2022 rates have been approved.

Instructions and forms can be found on the Budget and Planning website.

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
Update to “Revenue & Expense by Program” report
⇒ “Revenue & Expense by Program” report now provides a check box in the report parameters to exclude inactive worktags.

⇒ Internal Billings should be initiated by the rendering department
⇒ Appropriate documentation, including detailed information about the services or merchandise, must be attached
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⇒ 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
⇒ Verify Additional Worktags on each line. For example, if budget code or funding source is listed, verify budget code or funding source is appropriate on the given line.

**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

⇒ 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
⇒ Verify Additional Worktags on each line. For example, if budget code or funding source is listed, verify budget code or funding source is appropriate on the given line.

**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 Financial Accounting & Reporting Forms. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

**Unclaimed Deposits/Wire Transfers**
Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or 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.

E-mail Attachments in Workday
When e-mails are attached to operational transactions in Workday, be sure to save and attach the e-mails as a .pdf file extension. Saving the e-mails as a .msg extension would require anyone attempting to view the attachment to have the Outlook client installed locally, which is often not the case. Please visit the job aid “Saving an E-mail as a PDF” for more information.

Bursar Operations

Bursar Operations renovations
Renovations are nearing completion in the University Cashier and Customer Service Representative (CSR) areas of Bursar Operations. We are very excited about the changes and invite you to stop by any time to see the improvements!

Annual SAQ completion for PCI compliance
Bursar Operations will be reaching out to merchants as needed to gather additional information related to SAQ completion. Bursar Operations will complete the SAQ’s on behalf of the merchants again this year.

Tuition Insurance
LSU has partnered with GradGuard to provide families with tuition insurance featuring special plans and rates not available to the general public. Tuition insurance can reimburse up to 100% of a student’s cost after an unexpected withdrawal for a covered illness, injury, mental health condition, COVID-19 and more. Students can learn more at www.GradGuard.com or call 1-877-794-6603.

Did you know some CARD entries can be submitted via e-mail?
CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardbo@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.

University Cashier
Departmental deposits can be dropped off in person between 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.

Social Media
Follow Bursar Operations on social media where we post reminders and tips about registration, payment dates, refunds, and other helpful information.

- Facebook: LSU Bursar Operations
- Twitter: lsusbursar
- Instagram: lsusbursar

ChatBot
Bursar Operations has a virtual assistant, Nummus, on our webpage. After a few seconds, a dropdown will appear with some common topics of interest and users can type specific questions or keywords to engage with Nummus. Please visit our website at LSU Bursar Operations to chat with Nummus.

International Payments
International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill. Flywire commits to providing the best exchange rates.

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).

Campus Merchants Payment Card Transition from First Data to Elavon: Communication from Bursar Operations is ongoing to merchant contacts regarding information
needed to migrate credit card processing from Bank of America/First Data to US Bank/Elavon. The conversion of merchant processes to Elavon will require new back-up to be attached to CARD entries. Bursar Operations will provide job aids and individual training to merchants as they are migrated from the current processor to Elavon.

Payroll

Academic Dates
All campuses now use a standard academic year for Payroll purposes. The academic dates are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>08/15 – 05/14</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>08/15 – 12/14</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>01/15 – 05/14</td>
</tr>
</tbody>
</table>

Tips for Processing Work Study (WS) & President’s Student Aid (PSA)
- Work Study (WS) or President’s Student Aid (PSA) is designated with a Specific Job Profile
  - Job Profile MUST match award
  - For example student with PSA award must be in PSA Job Profile not Work Study Profile
- PSA or WS must ALWAYS be the PRIMARY job for the student.
  - Work for any other department will ALWAYS be an ADDITIONAL job or jobs
- Student must be hired TIMELY.
  - Late hire/data changes will not retroactively pay on the correct earning and retro corrections cannot be made.
- Work Study cost allocations MUST be loaded at the Worker-Position level ONLY using the department account where any amounts over the limit will be charged.
  - No Worker Position Earning for WS
- President’s Student Aid cost allocations must be loaded at the Worker-Position-Earning level using the PSA account established for the hiring department. The Worker Position MUST be the department account and NOT a PSA account

All of the above elements must be in place at the time payroll is processed for the Award to apply to the student and pay on the correct PSA/WS earning.

For questions or issues with PSA/WS earnings, please contact John Pilgrim at j pilgrim1@lsu.edu.

Reports to Assist in Determining Student Charges
Please monitor ledgers monthly for any WS/PSA errors. Errors found at the end of the fiscal year are difficult to correct since the WS/PSA year has ended and allocations have been zeroed.

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DEFINITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<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.</td>
<td>Search Field-Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>

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 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.
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 compensation. 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.

Overpayment FASOP
The university has published a Salary and Wage Overpayment Prevention and Recoupment Policy. This procedure is to establish policies and procedures to prevent overpayments and to recoup overpayments to ensure compliance with the Louisiana Constitution and Louisiana Laws. All departments should review to ensure compliance with the procedure.

Late Time Submission
Late time submissions must be made through Time Tracking in Workday. Late time submissions will be paid on the next regular payroll run. Beginning with the first wage and student payrolls in FY 2022, the Close Time Entry date is being changed from 6 months to 90 days so late time submissions must be done within this 90 day period. The 90 days will coincide with the cost transfer timeline for sponsored agreements. Requests for time entry adjustments to be processed beyond 90 days must be submitted using the AS420: Supplemental Timesheet and must include an explanation of the extenuating circumstances that prevented the time being entered or adjusted within the 90 day period.

Compensation End Dates
Student and Graduate Assistants who are graduating in December should be loaded with a compensation end date in order to avoid a potential salary overpayment. This practice should be used each semester with graduating students. Departments should run the Employee Compensation Status report in order to catch employees with compensation end dates that need to be continued. This will avoid surprises on Pay day when an employee is expecting a check and does not get paid.

Ensure Compensation End Dates for Employees Match Job End Dates
Employees with a compensation plan end date in Workday will continue to receive payments up until the actual end of the compensation plan. The compensation will be reflected as a zero amount as of the end date which will result in zero pay for an employee. It is imperative that HR Analyst and Student Employment Partners perform an ongoing audit to ensure that the actual end date of the compensation plans are updated. The report – Compensation Ending Within Date is available to help identify the employees that have upcoming compensation end dates.

To continue an employee a change job transaction must be processed using the reason code Change Job Details to ensure it routes to Payroll.

Timely Termination of Employees
Employees who are no longer working should be terminated in the Workday system. If you have a student or WAE employee who is no longer working, please process a termination immediately. Leaving employees active in the system who are no longer working increases the risk of Payroll fraud or loss of assets.

Payroll Accounting Adjustments
Departments should contact the Payroll office if a Payroll Accounting Adjustment (PAA) needs to be cancelled or rescinded. Requests should be e-mailed to Karen Jenkins kjenkins@lsu.edu

Manage Payment Elections (Direct Deposit)
Setting up a Payment Election involves first setting up bank accounts for direct deposit and then distributing particular pay types to these accounts. This function can be managed in Workday for LSU A&M campus employees only since LSU A&M is the only campus that has implemented multi-factor authentication. All other campuses should submit the AS35: Authorization Agreement for Direct Deposit to LSU A&M Payroll at payroll@lsu.edu or the employee campus HR Office. The link to a job aid providing more details may be accessed at LSU International Services.
Training for Employees (Employee as Self). Please Note: If elections are changed/updated in Workday, a paper form does not need to be forwarded to Payroll.

Sponsored Program Accounting

FY 22 Fringe Benefits & Tuition Remission Rates
The following rates are effective for July 1, 2021 through June 30, 2022. The approved letter is posted on the SPA website.

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU (Including PBRC)</td>
<td>44%</td>
</tr>
<tr>
<td>2-Year Post-Doctoral Researchers</td>
<td>22%</td>
</tr>
<tr>
<td>Contingent/WAE labor</td>
<td>7.65%</td>
</tr>
<tr>
<td>GA Tuition Remission</td>
<td>38%</td>
</tr>
<tr>
<td>Non-student employees with “F” or “J” visa</td>
<td>44%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU Agricultural Center Employees</td>
<td>53%</td>
</tr>
<tr>
<td>Federal Employees</td>
<td>33%</td>
</tr>
<tr>
<td>2-Year Post-Doctoral Researchers</td>
<td>22%</td>
</tr>
<tr>
<td>Contingent/WAE labor</td>
<td>7.65%</td>
</tr>
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</tr>
<tr>
<td>Non-student employees with “F” or “J” visa</td>
<td>53%</td>
</tr>
</tbody>
</table>

Key Personnel
For federal and federal pass-thru awards,

* SPA must be notified if key personnel will be disengaged from the project for more than three months, or if there will be a 25 percent reduction in time devoted to the project.
* Key Personnel is tracked on the Key Personnel Commitments tab located on the award under the Additional Data tab. Please note, the “Documented” column is manually updated by the SPA Analyst so be aware of the date in the “Last Updated” column to ensure the amounts listed are current.
* Departments should run the “Award Key Personnel Commitments” report to monitor key personnel. This report can be prompted by cost center, award, worker and date range.
* Workday notifications are sent to PIs and CCSPMs for key personnel that are not on track to meet their committed effort for the current project year.

Cost Sharing
For cost sharing funded by FD100 or FD101, all expenditures must be tagged with both worktags: the cost sharing grant and the program.

All cost sharing must be documented in the project period of the award. Cost sharing expenditures that are incurred outside of the project period are unallowable and cannot be reported to the sponsor.

LA Board of Regents (BOR) graduate fellowship status reports and invoices are due to BOR by October 1, 2021, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting as they are required for invoice preparation. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu, or Falynn Rivere at 578-2139 or frivere1@lsu.edu. The SPA Contact can be found on the Award on the Assigned Roles tab or on the Grant on the Roles tab.

The Department of Natural Resources (DNR) requires approval of all professional services purchases (both subcontracts and vendor contracts for services) on their sponsored agreements. Note that if the subcontractor or vendor is specified in the proposal/award budget, this serves as DNR’s approval. Any subcontractor or professional services consultant not specified in the proposal/award budget will require DNR’s approval.

Tuition and Fees
A breakdown of tuition and fees for the 2021 Fall Semester (15/2022) is available at Fee Schedules on Budget & Planning’s website. Please use these figures in all future proposals to sponsors when applicable.

Lump Sum Payments
Lump Sum Payments for students and contingent/transient employees are normally not allowable on sponsored agreements. Lump sum payments should only be used if compensation cannot be derived from a calculation of an hourly rate of pay, or when standard timesheets are not an appropriate method of payment. Allowability of lump sum payments will be determined on a case by case basis.

Sponsor Checks
If a check is received for a sponsored agreement in your department, please forward it to Accounting Services,
SPA, 204 Thomas Boyd, to be logged in. Please include a note with the check or make a notation on the check stub, identifying as much information as available, such as the LSU award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

Travel on Sponsored Agreements
Cancelled airline tickets should not be charged to sponsored agreements. The unused tickets should be charged to state funds, rebate accounts, gift accounts or expired fixed price accounts. The only time a cancelled airline ticket should be charged to a sponsored agreement is when the ticket is reissued on the same sponsored agreement. Exceptions may be granted for extenuating circumstances and will be reviewed on a case by case basis. Cancellations due to COVID-19 is considered an extenuating circumstance and should be charged to the grant where the travel was to occur.

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 Interim 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.

AS Forms
A complete listing of all current AS forms used within Accounting Services can be found at AS Forms. These forms are in a user-friendly fillable .pdf format. Please contact Danita King at dcking@lsu.edu with any issues accessing or using these forms.

Shredder
Accounting Services has an industrial-sized shredder located on the 4th floor of Thomas Boyd Hall that departments can reserve. To reserve the shredder, please send an e-mail to imaging@lsu.edu. The e-mail should include the day and time of your requested appointment. In an effort to allow all departments across campus to utilize the shredder and maintain the work flow internal to our office, we have limited the use to 2-hour increments. Appointments can be made for 8:00 to 10:00 am, 10:00 to 12:00 pm, and 1:00 to 3:00 pm. If a department is more than 15 minutes late, the appointment may be rescheduled. If a department has a project that includes a large amount of paper to be shredded and a timeline to abide by, we will do our best to accommodate. Any departments using the shredder will be trained on how to safely operate the shredder, clean the general area, and proper disposal of the bags of shredded paper. Note that the shredded bags of paper must be transported to the dumpster outside T Boyd & Middleton Library and can be fairly heavy when being moved. Also, due to budget constraints, departments with a large amount of shredding may be required to purchase and replenish shredder bags and oil. Note: this equipment does not dispose of microfilm or microfiche - it is intended for paper only.
Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

### Common Terms & Documents
- AMAF: Award & Award Modification Approval Form
- CBA: Central Billed Account
- CR: Cost Reimbursable
- CSWS: Community Service Work Study
- CWSP: College Work Study Program
- DT: Departmental Transmittal
- EMV: Europay Master Card & Visa
- ERP: Enterprise Resource Planning
- F&A: Facilities & Administrative Costs
- FASOP: Finance and Administration Operating Procedure
- FB: Fringe Benefits
- FP: Fixed Price
- GA: Graduate Assistant
- GL: General Ledger
- IPARF: Internal Prior Approval Request Form
- ITIN: Individual Taxpayer Identification Number
- LSUID: LSU’s Identification Number (replaces SSN in LSU’s computer systems)
- NCE: No Cost Extension
- OTP: One Time Payment
- PAWS: Personal Access Web Service
- PCI DSS: Payment Card Industry Data Security Standard
- PI: Principal Investigator
- PM: Permanent Memorandum
- PO: Purchase Order
- PO ALT: Purchase Order Alteration
- PPCS: Personal, Professional & Consulting Services
- PRAF: Proposal Routing & Approval Form
- PS: Policy Statement
- PSAP: President Student Aid Program
- RFP: Request for Proposal
- RFQ: Request for Quote
- SSN: Social Security Number
- STO: Short’s Travel Online
- WAE: Wages As Earned

### Workday Terms
- AG: Agency Clearing
- AJ: Accounting Journal
- AWD: Award
- AWDC: Award Conversion
- BG: Basic Gift
- BP: Business Process
- CC: Cost Center
- CCH: Cost Center Hierarchy
- CCM: Cost Center Manager
- CI: Customer Invoice
- CO: Change Order
- EG: Endowed Gift
- FD: Fund
- FDM: Financial Data Model
- FN: Function
- FS: Funding Source
- GR: Grant
- GRC: Grant Conversion
- PAP: Period Activity Pay
- PG: Program
- PJ: Project
- SO: Supervisory Organization
- TC: Transfer Company

### Departments & Organizations
- AP: Accounts Payable & Travel
- AS: Accounting Services
- BOR: Board of Regents
- BOS: Board of Supervisors
- DOE: Department of Energy
- FAR: Financial Accounting & Reporting
- FBI: Federal Bureau of Investigation
- FDN: LSU Foundation
- FEMA: Federal Emergency Management Agency
- NIH: National Institutes of Health
- NSF: National Science Foundation
- ORED: Office of Research and Economic Development
- OSP: Office of Sponsored Programs
- OBO: Office of Bursar Operations
- PAY: Payroll
- PROC: Procurement
- PROP: Property Management
- SACS-COC: Southern Association of Colleges and Schools Commission on Colleges
- SPA: Sponsored Program Accounting
- SSA: Social Security Administration
- TAF: Tiger Athletic Foundation
- UAS: Auxiliary Services
- USDA: United States Department of Agriculture