September Business Managers’ Meeting

Diversity 101: A Sneak Peek
Staying Safe at Work during the Pandemic & Q/A
Wrap of FY20 & Start of FY21

Online via Zoom
September 8, 2020
9:30-11:00am

Bursar Operations

Student Payments
Students are encouraged to make payments electronically through myLSU.

Campus Federal Depository
The university has partnered with Campus Federal Credit Union to provide a secure depository for funds.

Student payments and CARD entries including cash, check or money order can be dropped off 24 hours a day/7 days a week to:

Campus Federal Credit Union
Perkins Road Branch ONLY
6230 Perkins Road
Night Deposit Box – Drive Thru – Lane 1

Deposit Instructions

- All deposits must be in a sealed envelope with your initial or signature along the seal for tamper proofing.
- The envelope should clearly and legibly have "LSU Bursar Operations" written on the front.
- Student deposits must include the 89# to ensure they are recorded properly.
- Envelopes thicker than .75” can be placed in the commercial slot. A commercial key will be in the lock for envelopes up to 6” in thickness.

Scanned CARD Entries
CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu.

All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
Bursar Operations continued...

- 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.

Checks Sent to Departments
Additionally, departments who receive checks intended for any division of Accounting Services can also use the CFCU Night Deposit Box.

Deposit Instructions
- Checks should be placed in a sealed envelope with your initial or signature along the seal for tamper proofing.
- The envelope should clearly and legibly have the Accounting Services department name (i.e. LSU Payroll, LSU Accounts Payable, etc.) written on the front.

Late Registration Fee Waivers
The university is waiving the late registration fee for the 2020 fall semester.

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

New Tuition Payment Options
The university is implementing several new payment options as part of its COVID-19 response.

Beginning with the 2020 fall semester, the university will offer three (3) payment plan options for current semester tuition and fees.

1. 50% down, remaining 50% spread over three payments*
2. 25% down, remaining 75% spread over three payments*
3. 10% down, remaining 90% spread over three payments*

*Three payments are due October 1, November 1, December 1

There is a $15 non-refundable enrollment fee for all payment plans

Campus Merchants
Payment Card Transition from First Data to Elavon:
Communication from the Bursar’s office 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 backup to be attached to CARD entries. Bursar Operations will provide job aides and individual training to merchants as they are migrated from the current processor to Elavon.

PCI Compliance: Annual Self-Assessment Questionnaires (SAQs) will be completed by the Bursar’s office this year on behalf of the merchants. With the transition to Elavon, the university will be expected to be PCI compliant. This may require some hardware changes or business process changes for merchants. The Bursar’s office is reaching out to merchants with additional information.

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).

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 Finance Training webpage 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.

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 Jen Richard at jgendr1@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

Rendeing 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 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.
Payroll

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

President Student Aid:
Job Profile must match award

Costing:
- Allocations should be loaded at the Worker Position level using the department account. This account will be used for amounts that are over the award limit.
- President Student Aid also requires costing allocation of the PSA account to be loaded at the Worker-Position-Earning level
- Start date of costing should be beginning of pay period
  Note: Hire may have to be completed before WD system will allow Worker Position Earning level to be added to student costing.
- President Student Aid job must be primary if student has multiple jobs.
- President Student Aid job must have an end date on the compensation and costing.
- Compensation End Date should be 05/15/2021 for the Work Study year
- Student must be hired TIMELY for process to work correctly.

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

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

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

Reports to Assist in Determining Student Charges:

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

Partial Payments
A partial payment is issued to an employee when the appointment transaction or timesheet is not completed by the payroll processing date. Please refer to the Payroll website for a more detailed explanation of the partial payment procedure.

Relocation Incentives
Relocation incentive payments are considered taxable income and are subject to federal, state, and Medicare tax withholding. Faculty who received 70% or 100% of the relocation incentive prior to employment will see the relocation incentive included as taxable income on their first regular paycheck and the appropriate taxes will be withheld, resulting in a higher tax withholding. The 70% option allows for payment of the taxes when the incentive is actually processed through payroll. If the employee elected to receive 100% of the relocation incentive, the required taxes for the incentive are withheld from the employee’s "regular" earnings for the month.
**Federal Withholding Changes**

Due to the federal tax law changes made by the *2018 Tax Cuts and Jobs Act*, effective January 1, 2020, all employers must use the new W-4 Form for *New Employees*. This includes anyone rehired on or after January 1, 2020. The IRS does not require all current employees to complete the revised form.

If a current employee who has completed a previous W-4 wants to make changes to their 2020 withholding tax, the new form must be used.

The new form has five steps. Employees must fill out step 1 and step 5. Steps 2, 3, and 4 are optional, but completing them will ensure that your tax withholding will more accurately match your tax liability.

LSU Payroll staff can only answer general questions about Form W-4. It is recommended that employees use the IRS’s Tax Withholding Estimator, [www.irs.gov/w4App](http://www.irs.gov/w4App) for assistance. Also on the IRS website are *Frequently Asked Questions* that you may find beneficial as you complete the new form. The IRS recently released an updated Tax Withholding Estimator to help employees determine the proper withholding amount for 2020 to avoid unexpected over/underwithholding when filing their tax return in 2020.

**W-4 Updates**

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. Please see the job aid *Withholding Elections* for further instructions. Changes will take effect within two business days.

**International Tax Treaty:**

Blank Tax Treaty forms can be found on the payroll website under International Employees. Please complete the 8233 form and the Attachment to the 8233 for your country of residence based on your Student or Teacher Researcher status. An example of a completed tax treaty can be found at ____________

The completed Tax Treaty forms should be e-mailed to Candice@lsu.edu using the secure Files to Geaux Link through MyLSU. The job aid, *Files to Geaux*, provides more details on using files to geaux to submit the tax treaty form.

**Time Adjustments for Prior Period**

Time for a prior period must be adjusted in Time Tracking on the corresponding time calendar. Time worked for a prior period cannot be included on the current period time calendar. Mangers and Timekeepers should ensure the time reported for a period is actually worked in the period indicated. Inaccurate time reporting should be returned to the employee for correction. Time entry will be closed permanently for adjustments after 6 months.

Any adjustments needed for closed time periods should be submitted on a manual timesheet with any necessary supporting documentation. The timesheet should be completed as a full replacement for the pay period.

**Cost Allocations Notes:**

Accounts for Cost Allocations must be included in the Details portion of the transaction and not just listed in comments. This occurs frequently when the cost allocation is a sub process of another transaction.

Cost Allocations on the Create Position transaction must have a begin date equal to the date the position is created. This typically defaults to the date the transaction is processed.

Position Restriction Cost Allocations should not have an end date. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Position Restriction Cost Allocations can be updated as needed but should typically not have an end date.

When adding a new Cost Allocation be sure to end the old allocation and add an additional record. Just updating the Start and End dates of the current allocation will not preserve the audit trail. This will also result in time periods without costing, which will cause an error record for the employee when payroll is processed.

**Cost Allocation Tips:**

- Expired Cost Allocations will prevent an employee from being paid
- Missing Position Restriction cost allocations will prevent Payroll Commitments from posting
- Cost Allocations that end mid pay period will result in incorrect costing. Even if the employee is only paid thru mid period, costing must cover the entire 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, 2020, for continuing LEQSF Graduate Fellowship and Doctoral contracts. Please submit the status reports and recruitment reports (if applicable) to Sponsored Program Accounting by Monday, September 14 as they are needed for invoice preparation. This due date will allow for timely submission of reports and invoices. Final project reports can be sent directly to the Office of Sponsored Programs (OSP) since no invoice has to be submitted at the end of the project. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu or Falynn River at 578-2139 or frivere@lsu.edu.

Final expenditure reports for BOR R&D and Enhancement contracts which expired June 30, 2020, are due electronically to BOR by September 30, 2020. 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 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 SPA’s 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.

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

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

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

Award Key Personnel Commitments report job aid is listed on:
* Finance Reports by Functional Area XLSX list under Reporting (Finance Training).

Workday Roles
Please ensure that the role of PI on grants has the correct person assigned. This role is included in business processes (BPs) and transactions can be held up if there is no PI role on the grant. PI changes that have to be approved by the sponsor must be routed through OSP.
If a PI or Co-PI terminates, please remove the PI or Co-PI role from the position. If this is not done, the new hire will automatically be added to any grants/awards that have that position assigned. Since sponsor approval is needed, in most cases, to replace PIs and Co-Pis, the new PIs and Co-Pis cannot be replaced by filling a position.

If a PI or Co-PI has a position change, please remove the PI or Co-PI role from the position then notify SPA to add the PI back in Workday because their names will automatically be removed from the grant/award when the position number changes.

Payroll Accounting Adjustments (PAAs) must have an AS227: Justification for Retroactive Personnel Form attached stating why the transfer is being made. It is essential to stress the benefit to the project receiving the cost. An AS227 is not required for transfers to the following accounts: Foundation, unrestricted (state) funds, gift and expired fixed price accounts. In addition, any retroactive personnel forms must comply with Payroll guidelines before they are processed. The AS227 can be found on SPA’s webpage and can be attached to the PAA. Only the AS227 form will be accepted for the SPA Justification.

Cost Transfer Justifications
In audits, the federal government scrutinizes cost transfers closely for indications of cost misallocation on sponsored agreements, therefore, an AS226/AS227 is required to ensure compliance with federal guidelines. The AS226/AS227 were designed to support the justification for the cost transfer to satisfy audit inquiries i.e. why is the transfer needed, what is the benefit to the project, reason for delayed correction and corrective action plan. Below are some guidelines for completing the AS226/AS227 forms.

Section 1 (must be completed on all transfers)

Q1: Why is the transfer being done retroactively? Please explain how the error occurred.

*Explain why the charge is being transferred. Why was it not originally charged to the account? Was the incorrect account number provided? Was an account not established? Etc. Once the why is explained, state that the transfer is being done to properly allocate the charge or the person’s time. Reason cannot be to clear an overdraft or spend out the remaining balance.*

Q2: What is the benefit to the account being charged? Describe how this charge is a proper and allowable cost to the sponsored project. (include the sponsor’s name and project title) to which the charge is being transferred.

*Explain how the item was used or what type of work the person performed on the project. Simply stating it is used for the project or that the person was budgeted on the project does not tell how it/they benefit the project.*

Section 2 (must be completed if the transfer is being processed more than 90 days after the original charge)

Q3: What were the extenuating circumstances which prevented this transfer from being processed timely?

*Explain why it took so long to process the transfer. Were ledgers reviewed regularly? Etc.*

Q4: What corrective actions have been taken to eliminate future needs for cost transfers of this type?

*State how the situation will be fixed so that it doesn’t happen again in the future.*

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 SPA’s webpage.

Effort
Employees are responsible for certifying on a quarterly basis that their salary distribution is an accurate reflection of the time worked for the period. Failure to complete and certify effort correctly and in a timely manner could result in loss of funds to the University. Therefore, it is imperative to certify all pending effort certifications timely. Effort Schedules can be found on SPA’s website under Schedules.

While timeliness is important, accuracy is also important. Please do not approve effort certifications that do not accurately reflect the correct % of workload distribution. Incorrect certifications should be “sent back” for correction before approving. However, if a manual PAA is created and approved after an effort certification was already approved, please send notice
to effortassistance@lsu.edu to cancel and regenerate an effort certification for the employee.

SPA Website
A tab has been added to the SPA website for COVID-19. It has useful links to COVID-19 related Guidance, Information and Resources.

Accounts Payable & Travel

Mail for Accounts Payable & Travel
Due to restricted office access, all mail deliveries for Accounts Payable & Travel should be dropped off at the Accounting Services front desk located in 204 Thomas Boyd (not 217 T Boyd). All other in-person inquiries to Accounts Payable & Travel will require an appointment. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

Invoice Processing
Supplier invoices are being processed in Workday with routing to the Cost Center Manager for approval. 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 Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

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

¬ Jessica Morris jmor116@lsu.edu
¬ Deana Clement-Delage dcleme2@lsu.edu
¬ Catherine Herman cherman@lsu.edu

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 atran17@lsu.edu
¬ Maci Jones macijones1@lsu.edu

AP & Travel forms can be found on our website under AS Forms. Departments are encouraged to use the current form versions and complete the forms with all requested information. Incomplete or outdated forms may delay the processing of the payment request.

LaCarte Card Distribution Resumes by Appointment Only
Ordering and distribution of LaCarte cards has resumed and the distribution of LaCarte cards will be by appointment only. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail of available dates and times to pick up the card at the location designated in the e-mail. Please note, cardholders should not to come to Accounts Payable for LaCarte card pick up. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

Non-expensed FY20 Procurement Transactions
Cardholders may experience suspension of card privileges for any FY20 procurement transactions that were not reconciled via an Expense Report by the deadline of July 6. No cardholders will be affected for transactions outstanding that are related to future travel. For questions, please contact DeAnna Landry at deannal@lsu.edu.

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. 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 16, 2020 where the information will be centrally filed.

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

¬ Theresa Oubre talber3@lsu.edu
Travel Restrictions Continuance

1) All international Travel remains prohibited at this time.

2) Domestic out-of-state travel requires all appropriate approvals via the Temp1, Request for Domestic Travel Due to COVID-19 Outbreak form. The form can be found on the AP & Travel website under Travel's section, Important Travel Updates. The Temp1 form must be attached to the Spend Authorization. In-state travel does not require the Temp1 form, however the Spend Authorization is required to be fully approved prior to travel.

Events/Special Meals Update

All meetings and events over 10 in-person attendees will require Emergency Operations Center (EOC) written approval. The written approval must be attached to the expense report or invoice. Registered Student Organizations should obtain approval through the existing TigerLink event approval process. Departments and off-campus organizations will have a separate EOC approval form. All information about the process can be found on the Roadmap to Fall website. For questions, please contact EOC at EOCevents@lsu.edu.

New Hires

Please make sure all new employees traveling on behalf of the University are familiar with the University travel regulations especially the requirement of booking airfare through Shorts Travel.

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

Short’s Travel Online (STO) is the innovative easy-to-use online self-booking system that is available for University travelers to make their own travel arrangements. The transaction fee for online bookings is $2 per transaction. STO can be accessed through the AP & Travel website or directly at Travel Portal. Upon initial login of the system, the users will need to enter the following information:

Username: Employee’s PAWSID
Password: Lsutigers1

Only upon the initial login, the system will prompt the user to create a new password. All new employees and employees unable to login to the system should contact Arianna Elwell at acreech@lsu.edu. Given the savings per booking, travelers are strongly encouraged to use the system.

Short’s Travel Online Support

Short’s Travel offers Online Support to assist with any issues when making travel arrangements via Short’s Travel Online (STO) and may be reached at onlinesupport@shortstravel.com.

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

- Arianna Elwell acreech@lsu.edu
- Doris Lee dorislee@lsu.edu
- Kalyn Mayfield mayfield1@lsu.edu
- Kathleen Patrick kelder1@lsu.edu

Trainings

Below is a list of Finance classes that are currently available on the Training and Event Registration website.

<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Institute</td>
<td>Procurement</td>
<td>9/3/20</td>
<td>1:00 pm - 4:00 pm</td>
</tr>
<tr>
<td>September Business Managers’ Meeting</td>
<td>———</td>
<td>9/8/20</td>
<td>9:30 am - 11:00 am</td>
</tr>
<tr>
<td>Specs and More Specs</td>
<td>Procurement</td>
<td>9/14/20</td>
<td>1:00 pm - 2:30 pm</td>
</tr>
<tr>
<td>Department Solicitations</td>
<td>Procurement</td>
<td>9/14/20</td>
<td>2:30 pm - 3:30 pm</td>
</tr>
<tr>
<td>Workday Procurement: Tips &amp; Tricks</td>
<td>Procurement</td>
<td>9/22/20</td>
<td>1:00 pm - 2:30 pm</td>
</tr>
</tbody>
</table>

All training sessions will be held virtually via Zoom.
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 Acronyms at LSU

#### 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
- **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

#### Financial Systems
- **ABS**: Advanced Billing System
- **CARD**: Customer Accounts Receivable & Deposit
- **DIR**: Directory System
- **FAMIS**: Facility Services’ Computerized Maintenance Management System
- **FMS**: File Management System
- **SAE**: Student Award Entry System
- **SPS**: Sponsored Program System
- **SWC**: Workers’ Compensation System
- **TIS**: Treasurer Information System
- **WD**: Workday

#### 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