

Office of Accounting Services

Monthly Newsletter



204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321
www.lsu.edu/administration/ofa/oas/

February 2026
Issue 495

February Business Managers' Meeting

- ⇒ Administrative Process Improvement Committee (APIC)
- ⇒ Office of Global Engagement Update: Global Travel, Safety & Security Introduction
- ⇒ International Travel Insurance and Assistance Services Update
- ⇒ Miscellaneous Updates from Accounts Payable & Travel
- ⇒ FIN Resources

February 10, 2026
9:30–11:00 am
Online via Teams



Penny Shortage, page 3

AP & Travel, page 4

- ~ Bank of America—Step-up Authentication for Ecommerce Purchases
- ~ Mileage Rate Increase

In this issue...

Bursar	3
LaCarte	5
Travel	6
SPA	7
Payroll	8
LSU Acronyms	11

Financial Accounting & Reporting

Monthly Close Dates

The monthly closeout is scheduled to take place the first working day of the next month.

Month End	Close Date
January	Monday, February 2
February	Monday, March 2
March	Wednesday, April 1
April	Friday, May 1
May	Monday, June 1

In order for the monthly closeout process to be completed in Workday, all “In Progress” manual journal entries must be approved. Otherwise, the accounting date on the entry must be moved into the next open month. When the accounting date is changed, the entry reroutes through the entire business process.

In an effort to mitigate having entries reroute, initiators of manual journals should:

- Track entries by following the [Find Journal](#) job aid posted on the Workday Training page to find “In Progress” entries
- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

- Approve any entries in your inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month

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 of the same worktags used on the original entry.
- Run the report “Journal Line Details” or “SPA – Journal Lines” 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.

Reports

A list of the recommended reports for departmental use to assist in reconciliations and fund management is available on the [Workday Training](#) webpage at the bottom under Reporting “Finance Reports by Functional Area”.

1099 Tax Forms

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

Credit Card Merchant

Please ensure daily CARD 2.0 entries are being made to record credit card revenue received. If assistance is needed with obtaining backup documentation from Elavon please contact Jennifer Richard at jgendr1@lsu.edu.

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

AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check can be found at [FAR forms](#). Please ensure the most recent version is used when requesting information **and that your contact information is included**. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

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 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
- 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 Grant (excluding 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**

amount is out of balance at close due to the above rounding, the debit or credit difference should be recorded on an additional line on the CARD entry to Ledger **6300: Other Charges** using Spend Category **Cash Over/Short (SC0098)**.



Penny Shortage
 In the absence of authoritative guidance (state or federal), the Office of Statewide Reporting and Accounting Policy (OSRAP) acknowledged the need for state agencies to adjust cash handling procedures in the new penny-free environment. If an LSU merchant is unable to distribute correct change in a cash transaction, please follow the below rounding procedures distributed by OSRAP.

Cash-Handling Requirements
 State agencies are **not required** to accept or distribute pennies in cash transactions. It is recommended that agencies use standardized rounding to the nearest five cents for all **cash-only** transactions – applied to the **total transaction amount** (after adding any applicable state or local sales taxes) – using the rules below:

Amount Ending In	Round To
\$0.01 or \$0.02	Down to \$0.00
\$0.03 or \$0.04	Up to \$0.05
\$0.06 or \$0.07	Down to \$0.05
\$0.08 or \$0.09	Up to \$0.10

It is also recommended that signage be displayed at cash collection points to notify customers of rounding policy.

Non-Cash transactions
 No rounding should be applied to non-cash transactions, including checks, Automated Clearing House (ACH) payments, debit cards, credit cards, or online payments, which should continue to be processed to the exact cent.

LSU Merchant Accounting Treatment
 Revenues should be recorded based on the **transaction total** regardless of payment tender. If a merchant’s cash

Bursar Operations

Important Deadlines

Spring 2026

- ◆ LSU Grad & Undergrad
 - **February 16 - 18:** Mardi Gras Holiday (Classes Resume February 18 at 12:30PM)
 - **February 19:** Drop with Grade “W” End For Undergraduate, Graduate and Online First Spring Courses
- ◆ LSU Law – Spring 2026
 - **February 16 - 17:** Mardi Gras Holiday (Law Center Offices closed February 17 only)
- ◆ LSU Vet Med –Spring 2026
 - **February 16 - 17:** Mardi Gras Holiday

Reminders

CARD Entries

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

University Cashier

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

Foreign Source Reporting

Federal and state requirements mandate that LSU and Affiliate Organizations report on any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed with the respective agencies semi-annually. The next report date is December 31, 2025, and is due by January 31, 2026. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at FASOP: AS-35 and questions can be directed to John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

Credit Card Merchants

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

eMarkets

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

International Payment

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



Accounts Payable & Travel

NEW INFORMATION

Bank of America – Step-up Authentication for Ecommerce Purchases

Bank of America is enhancing security for online purchases made with the LaCarte card. Eligible “card-not-present” transactions (online orders) in North America will require step-up authentication using a One-Time Passcode (OTP). Please see the LaCarte section for more information.

Mileage Rate Increase

Effective January 1, 2026, the IRS mileage rate has increased from .70 per mile to .725 per mile. All travel occurring prior to January 1, 2026, should use the rate in effect at the time of travel. Please see the Travel section for more information.

INVOICE PROCESSING

1099 and 1042-S reporting

Forms 1099 will be mailed by **January 31, 2026**, to recipients of non-employee compensation (personal and professional services), other income and royalty payments.

Forms 1042-S will be mailed by **March 15, 2026**, to all foreign visitors receiving income, to all non-resident foreign students receiving exemptions and cash awards, and to all tax treaty benefit recipients. For questions, please contact Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

Supplier Invoices

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

Special Handling

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

Aged Listing of Outstanding Encumbrances Report

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

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

Purchase Order Invoices

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

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

Direct Charge:

- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Carly Carpenter 578-7828 or ccarp32@lsu.edu
- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu

Purchase Order:

- ☎ Maci Jones 578-1620 or macijones1@lsu.edu
- ☎ Austin Ledet 578-1545 or aledet@lsu.edu
- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu

SPECIAL MEALS

AS499, Request for Approval of Special Meal

AS499 form must be completed in its entirety with a detailed event purpose (especially for student events) and approved by the Dean, Director, or Department Head. The AS499 form should be attached to the Expense Report, Direct Charge invoice, or America-To-Go purchase order.

For questions concerning special meals and/or events, please contact one of the following:

Special Meals/Events:

- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
- Valery Sonnier 578-1531 or vsonnier@lsu.edu

Travel-related Special Meals:

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



LACARTE

Bank of America—Step-up Authentication for Ecommerce Purchases

Coming soon, Bank of America is enhancing security for online LaCarte card purchases. Eligible transactions will require step-up authentication using a One-Time Passcode (OTP).

This added layer of protection will:

- ◇ Enable cardholders to make real-time decisions at the point of sale.
- ◇ Reduce transaction declines.
- ◇ Strengthen cardholder security.

To prepare for this rollout:

- ◇ Cardholders should update their contact details via Global Card Access (GCA) to ensure that Bank of America has a current mobile phone number and e-mail address.
- ◇ Contact DeAnna Landry (deannal@lsu.edu) with any questions or concerns.

LaCarte Card Security

The following practices help protect LaCarte card information and maintain the integrity of the LaCarte Card Program:

- ◇ Do not loan or share your LaCarte card or card information.
- ◇ Reset passwords regularly as a security precaution.
- ◇ Avoid sharing passwords with others.
- ◇ Use unique passwords for each application or service.
- ◇ Always keep your card secure.

Expense Reports should be created for LaCarte transactions not related to travel 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.

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

- ☒ Theresa Oubre 578-1543 or talber3@lsu.edu
- ☒ Christian O'Brien 578-1544 or cobrien2@lsu.edu
- ☒ Peyton Delatte 578-1406 or pdelatte@lsu.edu
- ☒ DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

Mileage Rate Increase

Effective January 1, 2026, the IRS mileage rate has increased from .70 per mile to .725 per mile. All travel occurring prior to January 1, 2026, should use the rate in effect at the time of travel.

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

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday

7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24** for domestic and **\$31** for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

Travel Expense Reports should be created once the travel has been completed/cancelled 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 when the trip was completed.*

Spend Authorizations Reminders

- ◇ Spend Authorizations should not be initiated for new employees until the employee is current in Human Resources (HR). The Spend Authorization will not route, and the routing must be done manually.
- ◇ **Spend Authorizations should not be cancelled.** The current and previous fiscal year's spend authorizations are to remain in approved status. AP & Travel will initiate an annual request, Spend Authorization Mass Close to closeout spend authorizations. For spend authorization questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

International Travel

Departments/employees should contact a CBT agent for assistance with booking international travel as the online booking system has limited search capabilities for international travel destinations.

Unused Tickets

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

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

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

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

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

Sponsored Program Accounting

BOR Industrial Match

Industrial match commitment letters on LA Board of Regents (BOR) contracts are due to BOR by March 31, 2026. The original commitment letter should be mailed directly to BOR with a copy to SPA as long as there are no changes with sponsor, amount or terms. If a change is necessary, please contact the appropriate Sponsored Programs office.

BOR R&D and Enhancement

Requests for extensions and rebudgeting, which require BOR approval, for contracts expiring June 30, 2026 must

be received by BOR by April 30, 2026. Please note that all such requests must have prior institutional approval. In addition, requests for approval of any additional equipment and/or deviations (excluding make and model) from the approved equipment budget must be received by BOR by April 30, 2026. Please review your account to ensure that encumbered items or services will be received by June 30, 2026 and ensure that the required cost sharing will be met by the expiration date. If you have questions about your agreement, please contact the SPA analyst which can be found on the grant roles tab listed as the Grant Manager.

Monitoring Reports

It is imperative that monitoring reports for DNR, LA Department of Wildlife & Fisheries and DEQ agreements are sent to SPA to be submitted along with the invoice. These sponsors will not pay invoices unless the monitoring reports are attached.

Other sponsors will not pay invoices if technical reports are late. The principal investigators are responsible for submitting technical reports timely. A delay in submitting reports may cause the sponsor not to pay invoices.

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.

Overdrawn Accounts

University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement, incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action taken to clear the overdrafts.

Payroll

W-2's Delivered Through Workday

The 2025 W-2 forms were delivered electronically through Workday for all current employees who have a Workday account. Paper copies of W-2's were generated for current employees who do not have a Workday account as well as terminated and retired employees. Paper copies were mailed directly to the employee address on file.

See [Accessing Your W-2 Form](#) for directions on accessing W-2s in Workday.

Employees with questions related to their W-2 form information, should contact the Payroll Office at (225) 578-3321 or payroll@lsu.edu.

Duplicate W-2 Requests

For 2016—2024, W-2 forms are available through Workday. For directions on accessing prior W-2s in Workday, see [Accessing Your W-2 Form](#).

Should a W-2 not be accessible through Workday, please have the employee contact payroll@lsu.edu with their legal name and the last 4 digits of their SSN or their LSU ID to request a duplicate W-2.

2025 Tax exempt status expires February 17 for U.S. citizens and resident aliens who claimed exempt from federal withholding and/or state withholding for 2025. Employees who are eligible for exemption for 2026 and wish to continue their exemption must complete new W-4 and/or new L-4E forms to claim exempt for 2026 by February 19, 2026. The 2025 exemptions are set to be removed on February 20, 2026. Exemption for any calendar year usually expires on February 15 of the following year. Regulations prohibit a refund of taxes withheld to any employee who is eligible, wants to claim exemption for 2026, but does not complete a new W-4 or L-4E for 2026 before the February 19 deadline.

If employees are eligible, and wish to continue the exemption in 2026, they must complete a 2026 W-4 form and/or a 2026 L-4E form ASAP. Please use an **effective date of 02/19/2026** or greater for the new form. Employees can complete and update their W-4, L-4 or L-4E form through Workday. Please refer to the [Withholding Elections](#) job aid for detailed instructions on updating your W-4 and L-4 in Workday. Changes will take effect within two business days. W-4 forms and L-4E forms are also available online on the Payroll website.

Tax Forms and Instructions Available on Internet

[Federal](#)

[State](#)

Current tax forms can also be found under the Tax forms section of each employee type on Payroll's webpage.

IRS Individual Taxpayer ID (W-7) and SSN

International students on scholarship who are not eligible for a social security number should apply for an Individual Taxpayer Identification Number (ITIN). **Important: If the US TIN on your 1042-S begins with a 999# you need to apply for an Individual Taxpayer ID.** LSU is a Certified Acceptance Agent with authority to collect and submit to the IRS the appropriate paperwork necessary to apply for the identification number. Students that need to apply for an ITIN must make an appointment with Katie Maglone (kmaglone1@lsu.edu) in the Payroll Office. The ITIN application must be submitted with the applicant's 2025 tax return, so bring your 2025 tax return as well as your travel documents, to the Payroll Office when you are ready to apply.

International employees who claimed tax treaty benefits in 2025 will receive a 1042-S form no later than March 15, 2026. Both the W-2 form and 1042-S forms are needed before tax returns can be filed. Questions may be directed to Katie Maglone at kmaglone1@lsu.edu.

International employees who are considered **non-resident aliens** should complete federal forms 1040NR or 1040NREZ and 8843. All other international employees must consider their particular situation to determine the appropriate forms to file.

Tax Software for Non Resident Aliens

There are two software programs available for international taxpayers considered nonresident aliens to purchase and use to prepare their required U.S. Federal tax return. [GLACIER Tax Prep](#) is provided through ARCTIC INTERNATIONAL, which is a company that has provided international tax training to employers for many years. Another recent addition of software for this group of taxpayers is [Sprintax](#). These software programs do not prepare State tax returns.

Teachers Retirement Audits

Teachers' Retirement System of LA (TRSL) audits payments made through both Payroll and Accounts Payable. Past audits have found that many contractor payments were made to employees, former state employees, and TRSL retirees, for services that the State of Louisiana deems subject to TRSL retirement contributions. The contractor information form, PUR_CR, required by Procurement Services contains the question "Is the contractor/supplier an actively contributing or retired member of Teachers Retirement System of LA (TRSL)?" It has frequently been found that those with audit findings answered 'No' to this question, when the answer should have been "Yes". Once found, the person will be enrolled in TRSL, an accounts receivable will be set up to collect the contributions, and LSU owes interest and penalties on the unreported earnings. When departments consider contracting with a former or current TRSL member, please remember that if the services provided would make the employee eligible for membership in TRSL if provided full-time, the individual must be employed with LSU and not contracted. This will ensure that the person is enrolled in TRSL, following the employment eligibility rules and that retirement contributions are deducted and remitted. Kade Kieschnick in Payroll at kkiesc1@lsu.edu or HR Benefits at hr@lsu.edu

can help to determine if the potential contractor needs to be hired and enrolled in TRSL instead of being paid through Accounts Payable.

Administration

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 Brenda Wright at bwright4@lsu.edu or Desiree Esnault at desnault@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 & LSU 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**.



TRAININGS

To register for LSU Finance training classes:

- ❖ Log in to myLSU
- ❖ Click on 'Employee Resources'
- ❖ Click on 'LSU Training and Event Registration'
- ❖ Locate the appropriate training then click on 'View Classes'
- ❖ Click on the appropriate Training Date
- ❖ Click 'Register'
- ❖ E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
Budget Instructor Led	Budget & Planning	Wed, 2/4	10:00 am—11:30 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD 2.0)	Bursar Operations	Wed, 2/4	10:00 am—11:00 am	Online via Zoom
Procurement Institute	Procurement	Wed, 2/4	1:30 pm—3:00 pm	Online via Zoom
Business Managers' Meeting	—	Tues, 2/10	9:30 am—11:00 am	Online via Teams
Professional, Specialty & Consulting Services	Procurement	Tues, 2/10	2:00 pm—3:00 pm	Online via Zoom
Intro to Post Award	SPA	Wed, 2/11	9:00 am—11:00 am	Online via Zoom
LaCarte	AP & Travel	Thurs, 2/12	1:00 pm—2:30 pm	Online via Zoom
Specs and More Specs	Procurement	Wed, 2/18	10:00 am—11:30 am	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 2/19	9:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 2/19	1:00 pm—2:30 pm	Online via Zoom
Payroll 101	Payroll	Tues, 2/24	9:00 am—11:00 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 2/24	9:30 am—11:00 am	Online via Zoom
Strategic Sourcing	Procurement	Tues, 2/24	2:00 pm—3:00 pm	Online via Zoom
Participant Support & Fellowships / Subawards	SPA	Wed, 2/25	9:00 am—11:00 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 2/25	10:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 2/25	10:00 am—11:00 am	Online via Zoom

COMMON ACRONYMS AT LSU

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

Common Terms & Documents

ASP	Administrators of Sponsored Programs
CBA	Central Billed Account
CBT	Christopherson Business Travel
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
ITIN	Individual Taxpayer Identification Number
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
MyLSU	Personalized online resource center for LSU Faculty, Students and Staff
NCE	No Cost Extension
OTP	One Time Payment
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
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
WAE	Wages As Earned

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
GG	GeauxGrants
SAE	Student Award Entry System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BA	Budget Adjustment
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
PAA	Payroll Accounting Adjustment
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 Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture