

Office of Accounting Services Newsletter



May 2026 Edition

Jump to section

[AP & Travel](#)

[Bursar Operations](#)

[Business Managers' Meeting](#)

[Financial Accounting & Reporting](#)

[Payroll](#)

[Sponsored Program Accounting](#)

[Trainings](#)

Accounts Payable & Travel

INVOICE PROCESSING

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. As a reminder, memos on payment are limited to 40 characters. 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
- Anna Le: 578-8911 or ale29@lsu.edu
- Jessica Hodgkins: 578-1541 or jhodgkins1@lsu.edu

Purchase Order:

- Maci Jones: 578-1620 or macijones1@lsu.edu
- 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

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

Cardholder Notifications

Cardholder notifications are sent on the 2nd day of the month to inform cardholders of any outstanding LaCarte transactions greater than 30 days. The notification will not include LaCarte transactions already added on Expense Reports and submitted for approvals. The notifications will remind the cardholders that if any of the outstanding transactions are related to future business travel, the transactions must be reconciled after the trip has been completed/cancelled.

Outstanding FY25 LaCarte Transactions

There are still **199** outstanding transactions (mostly travel-related) for FY25. **It is imperative that immediate attention is given to reconcile any delinquent transactions.** For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

New Credit Card Transaction Reports

The following new credit card transaction reports are available in Workday:

- Find Credit Card Transactions – Details
- Find Credit Card Transactions – Condensed
- Find Credit Card Transactions – Outstanding Count by Cardholder

A detailed job aid can be found on the [Finance Training](#) webpage under the Expense section.

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

Travel Assistance & Questions

We have been receiving travel-related questions with limited information, with additional details often provided in follow-up responses. To ensure accurate and timely guidance, please include all pertinent details when seeking travel assistance or submitting travel-related questions, as responses are based solely on the information provided.

Christopherson Business Travel (CBT) is the state of Louisiana's 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

Group P: 866-371-3580

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.
4. The dedicated group booking phone number is for travel parties consisting of 10 or more travelers.

University Guest Airfare

It is imperative that the guest's mobile phone number and a valid e-mail address are included in the booking to ensure the airline can contact the guest directly in case of an emergency or flight changes.

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.

Rental Vehicle Contracts

Rental vehicle contracts are mandatory and must be used for all university-related travel. ***It is imperative that employees and students use the contracted rental vendors, as the rates include insurance coverage. Reserving a rental vehicle outside of the contract places the university at financial risk in the event of an accident.***

Please see Rental Vehicle reminders below:

- **Enterprise/National** reservations must be made through the dedicated link provided on the AP & Travel website. A corporate discount code is unnecessary, as the link automatically applies the contracted rates to the reservation. If the dedicated link is not used, the Louisiana State University (LSU) corp. discount code is required.

- **Hertz** reservations use a standard link provided on the AP & Travel website. A corporate discount number is required because the link does not automatically apply contracted rates.
- Contact a Travel employee in AP & Travel to obtain the contracted rental vehicle vendor's corporate discount number for your campus.
- Christopherson Business Travel (CBT) can also be used for rental vehicle reservations.
- A justification is required for the rental of any vehicle exceeding a mid-size/intermediate/standard car class, and this documentation must be included with the expense report.
- Guests, candidates, and contractors are encouraged to use the contracts but are not required.
- Only authorized (i.e., an approved spend authorization) travelers conducting official LSU business may be transported in a rental vehicle.
- The rental vehicle contracts only apply only within the 50 United States. Please refer to PM-13 (University Travel Regulations) for guidance on international rentals.
- The rental vehicle contracts may not be used for personal travel, as the base rate includes insurance coverage for university business travel only.

Unused Tickets

Departments are encouraged to monitor unused tickets and reuse eligible tickets as applicable. For unused tickets where a traveler will not travel prior to the ticket expiration date, departments should use the eligible unused ticket on another traveler. **Departments are encouraged to have a business process to analyze eligible unused tickets on a monthly basis and work with a CBT Travel Advisor to reuse tickets on airfare bookings, regardless of the originator of the unused ticket.** A summary of the unused tickets is published monthly on the AP & Travel website. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538.

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 deanna@lsu.edu

Bursar Operations

Important Deadlines

Spring/Summer 2026

- **LSU Undergrad & Grad**
 - May 4: Last Day of Classes for 2nd Spring
 - May 9: Last Day of Classes for Spring
 - May 15: Charge Due Date for Summer & 1st Summer
 - May 26: First Day of Classes for Summer & 1st Summer
 - May 29: 100% Charge Adjustment Date for Summer & 1st Summer
 - May 29: Final Day to Drop without Record for Summer & 1st Summer
 - May 29: Last Add Date for Summer & 1st Summer
- **LSU Online**
 - May 4: Last Day of Classes for Online 2nd Spring
 - May 18: Charge Due Date for Online 1st Summer
 - May 25: First Day of Classes for Online 1st Summer
 - May 29: 100% Charge Adjustment Date for Online 1st Summer
 - May 29: Final Day to Drop without Record for Online 1st Summer
 - May 29: Last Add Date for Online 1st Summer
- **LSU Law**

- May 8: Last Day of Classes for Law Spring
- May 29: Charge Due Date for Law Summer
- **LSU Vet Med**
 - May 9: Last Day of Classes for Vet Med Spring
 - May 15: Charge Due Date for Vet Med Summer
 - May 18: First Day of Classes for Vet Med Summer
 - May 29: Final Day to Drop without Record for Vet Med Summer
 - May 29: Last Add Date for Vet Med Summer

Reminders

CARD Entries

CARD entries are no longer manually scanned into CARDOBO@lsu.edu. The system now automatically routes non-cash entries to FAR. **Attach supporting documentation to all CARD entries** prior to submission for supervisor approval. 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 June 30, 2026, and is due by July 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.

GLBA Training

Annual training runs through May 15. Please be on the lookout for e-mail notifications from our partners at CampusGuard regarding this training. Any questions regarding the training can be sent to John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

Business Managers' Meeting

Fiscal Year-End Presentations:

- Budget & Planning
- Procurement
- Accounting Services

Tuesday, May 12, 2026
9:30 am - 11:00 am
Online via Zoom

Financial Accounting & Reporting

Yearend Preparation

The FISCAL YEAREND SEMINAR will be held on **Monday, May 11**, at 9:30 AM during the Business Manager Meeting.

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget amendments, cost transfers and Internal Billings for services rendered as needed
- Process correcting entries and payroll accounting adjustments as needed
- Request for inactive worktags to be closed

Monthly Close Dates

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

Month End	Close Date
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. Since July 1, 2016, 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 their inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month

Just for Faculty

The LSU Workday website "[Just for Faculty](#)" provides faculty with a one-stop shop to obtain information that only pertains to faculty.

Reports

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

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

Bank Reconciliation

With yearend approaching, departments that are anticipating funds (ACH or wire transfers to LSU) should contact bankrecon@lsu.edu. Please be able to provide the estimated date of deposit and amount.

Credit Card Reconciliation Process

Departments that have been assigned a Merchant account to accept credit card payments must timely (daily or weekly) create CARD2.0 transactions to record the revenue received. FAR monitors the credit card merchant activity to ensure there are no errors in reconciliation and may reach out to resolve any discrepancies. As a reminder, please ensure that your CST number on your CARD2.0 entry matches the activity for the Merchant ID you are recording. There is a job aid for the [reconciliation of merchant customer accounts](#). If you have any additional questions or would like a more detailed explanation, feel free to contact Jen Richard at jgendr1@lsu.edu or Christopher Poore at cpoore1@lsu.edu.

Payroll

Chancellor's Student Aid/Work Study Final Payments and Charges for FY 2026

The last day for student employee earnings to be charged to such accounts is May 22, 2026. The final student pay period for time associated with CSA & WS Accounts is the period ending May 22, 2026, for payment on May 29, 2026.

Departments should run the **Payroll Accounting for Work Study** report to reconcile charges to the special funding accounts.

A Payroll Accounting Adjustment **cannot** be used to move earnings onto Work Study or Chancellor's Student Aid Funds.

If you have student time that is charged to departmental funding that you believe should be charged to Work Study or Chancellor's Student Aid Funds, please contact John Pilgrim at jpilgrim1@lsu.edu for further assistance. The deadline for corrections is **end of day on 6/19/2026**.

Student employees not attending summer school and not on an "F" or "J" visa **will be subject to social security and Medicare taxes** if they work during the summer. Integrations run daily to update the social security and Medicare status in Workday so that taxes will be withheld for those students. Since the integration occurs daily, once the student is shown as enrolled for the fall semester, the retirement code will be changed again so that taxes are not withheld during the fall and spring semesters. The FICA exemption only applies to students attending LSU. Students attending another educational institution and working at LSU will always be subject to social security and Medicare taxes.

Resident alien students who have met the "Substantial Presence Test" are required to pay Social Security and Medicare taxes if employed and not attending summer school. The "F" or "J" visa no longer exempts these individuals from paying FICA taxes when not attending school.

FY 2026-2027 Payroll Schedules

FY 2026-2027 payroll schedules for **summer**, wage, and student payrolls are now available on the [Payroll](#) website; click the "Payroll Schedules" link.

Review Employee Rosters

HR Analysts and Student Employment Partners should review department employee rosters and load termination forms as needed for student, transient, and graduate assistant employees who are no longer working.

It is important that terminations are processed in a timely manner to prevent overpayment of wages, salaries, and benefits to employees who have left the university. An employee's access to the Workday systems is not removed until termination is processed, so there is an additional security risk of fraudulent time being entered.

Termination Process Notices

- A warning will be triggered if a termination date is entered prior to the last date the employee was paid. This warning is to help prevent overpayments.
- In order to expedite leave payouts, please provide Payroll with a program for the costing of leave payouts if applicable to the terminated employee.

Notice of Change to Payment Elections

Employees and students receive a Workday notice when a change to their payment election has been submitted. If the employee or student did not initiate the changes, the notice informs them to contact Direct Deposit immediately.

Employees are encouraged to monitor their Payment Elections via the Pay Worklet in Workday on a regular basis and always just before a payday.

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 Analysts and Student Employment Partners perform ongoing audits to ensure that the actual end dates of the compensation plans are updated. The report—**Employee Compensation Status**—is available to help identify what employees have upcoming compensation end dates.

Expired or Missing Cost Allocations will result in an error in the payroll process and **will prevent payment to an employee**. HR partners, Cost Center Managers and Student Employment Partners must perform ongoing

audits of cost center expiration dates and initiate timely changes prior to payroll run dates. The report—**Costing Allocations Ending Within Prompt Date**—will help identify employees with expiring cost allocations.

Academic Insurance Premium Changes

Academic employees may see insurance premium adjustments in their April and/or May checks in order to adjust summer accrual balances for newly elected coverage during Annual Enrollment or rate changes that were effective 01/01/2026. Questions may be directed to insurancepayroll@lsu.edu.

Benefits

The coverage term date for employee benefits will be determined by the employee’s termination date in the system. For example, employees who terminate employment on May 3rd would have benefits coverage through May 31st. Nine-month faculty and staff who have prepaid for the summer months will be refunded premiums following their termination date or once the termination is completed. If you have questions, please contact the benefits section of Human Resources or Candice Lockwood at 578-2026 or insurancepayroll@lsu.edu.

Leaving the University?

Faculty, staff, and student employees (especially graduating students) leaving the University are reminded to update their mailing addresses. Home addresses can be updated in three ways:

1. Update address information via Workday from the Personal Information worklet. Click to view current addresses, and then click the Edit icon in the upper left corner to make any needed changes.
2. E-mail Payroll at payroll@lsu.edu.
3. Complete and submit to the Payroll Office a [Change of Address](#) form.

Summer Research

Summer research payments for faculty will be processed via One-Time Payments. **Research activities charged to FY25-26 will be processed on the June academic payroll with a payment date of June 30, 2026.** Due dates for summer research personnel transactions are as follows:

One-Time Payment—Summer Research Processing & Pay Dates					
Coverage Date Range	Effective Date	Pay Date	Accounting Year	Must be to HR Comp Partner (HRM) by	Successfully Completed By
5/15/26 - 6/30/26	5/15/26	6/30/26	FY 26	5/26/26	6/25/26
7/1/26 - 7/14/26	6/15/26	7/21/26	FY 27	6/17/26	7/16/26
7/15/26 - 8/14/26	7/15/26	8/21/26	FY 27	7/20/26	8/17/26

Sponsored Program Accounting

Board of Regents (BOR) Graduate Fellows

Graduate fellowship annual progress and financial status reports (form 2C-2) are due to SPA by **May 13, 2026**. These reports are to be included with the Financial Status Reports, which are due to the BOR by May 29, 2026.

As a reminder, all requests for revisions to BOR Graduate Fellow Contracts must be reviewed and approved by the Graduate School. The Graduate School will either countersign the request letter or attach a memo of approval. Once Graduate School approval is obtained, OSP can approve the request.


One-Time Payments

When loading one-time payments, please ensure the beginning and ending dates are correct and that the accounts being charged have funds available. This will help eliminate delays in approving.

National Science Foundation (NSF)

As a general policy, NSF limits the salary for senior personnel to no more than two months of their regular salary in any one year.

- One year is defined as LSU’s fiscal year, 07/01/xx-06/30/xx
- This limit includes salary compensation received from all NSF-funded grants, including NSF pass-through funds.
- Salary is to be paid using Institutional Base Salary only.
- Due to expanded authorities and with appropriate justification from the Principal Investigator, LSU can internally approve senior personnel to exceed two months in a fiscal year. Requests should be routed in GeauxGrants or through your Sponsored Programs Office.

ACCOUNTING SERVICES SCHEDULE				
May 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 Student Payday period ending 4/24/26 GLS c/o 10 am
4 Access Online Ledgers	5 Wage time for period ending 5/1/26 locked @ 11:59 am	6	7	8 Wage Payday period ending 5/1/26
11	12 Student time for period ending 5/8/26 locked @ 11:59 am	13	14	15 Student Payday period ending 5/8/26
18	19 Wage time for period ending 5/15/26 locked @ 11:59 am	20	21 Academic Payday period ending 5/14/26	22 Wage Payday period ending 5/15/26
25  Memorial Day Bank Holiday	26 Student time for period ending 5/22/26 locked @ 11:59 am	27	28	29 Student Payday period ending 5/22/26 Professional Payday period ending 5/31/26

Training Opportunities

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
Intro to Post Award	SPA	Thurs, 5/7	9:00 am–11:00 am	Online via Zoom
Business Managers' Meeting	---	Mon, 5/11	9:30 am–11:00 am	Online via Teams
Cost Transfers	SPA	Wed, 5/13	9:00 am–11:00 am	Online via Zoom
Budget Instructor-Led Workday Training	Budget & Planning	Wed, 5/13	10:00 am–11:30 am	Online via Zoom
LaCarte	AP & Travel	Thurs, 5/14	9:30 am–11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 5/19	9:00 am–11:00 am	Online via Zoom
Cost Sharing	SPA	Thurs, 5/21	9:00 am–11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 5/21	9:30 am–11:00 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 5/26	1:30 pm–3:00 pm	Online via Zoom
Post Award	SPA	Thurs, 5/28	9:00 am–11:00 am	Online via Zoom

COMMON ACRONYMS AT LSU

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

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

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

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



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