

Office of Accounting Services Newsletter



June 2026 Edition

Jump to section

[AP & Travel](#)

[Bursar Operations](#)

[Business Managers' Meeting](#)

[Financial Accounting Reporting](#)

[Payroll](#)

[Sponsored Program Accounting - What's New](#)

[Trainings](#)

Accounts Payable & Travel

INVOICE PROCESSING

Important Dates for Invoice Processing

Tuesday, June 30, 2026

- Final AP Settlement Run
- All supplier invoices, especially punchout supplier invoices, must be approved
- Any supplier invoices, including punchout invoices, not approved by 4:00 pm will be placed in “Draft” status
- There will be no accrual entries for punchout supplier invoices

- “Procurement Roll Forward” will be initiated to close FY26 after 4:00 pm.

Wednesday, July 1, 2026

- Invoices in Draft status will be released for approvals
- Invoices/payment requests submitted after Tuesday, June 30, 2026, must have the following:
 - Check **Yes** or **No** in the “Fiscal Year End Accrual” box on AS forms to indicate if the invoice/document should be accrued

Thursday, July 9, 2026, at noon

- Final date for supplier invoice accruals

Purchase Order Receipts

- There is no deadline for receipts
- Items must be physically received by June 30
- Receipts must be dated on or before June 30 to determine accruals
- Invoices should be sent to aptravel@lsu.edu and **not** attached to purchase order invoices

Helpful Tips for a Successful Yearend!

1. E-mail invoices to aptravel@lsu.edu.
2. Departments are encouraged to contact suppliers for invoices.
3. Run the **Aged Listing of Outstanding Encumbrances** report to show remaining obligations and to ensure payments have been processed.

Job Aid, AP & Travel FY25-26 Processing Procedures will be available June 15, 2026, on the Accounts Payable & Travel website under Manuals

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.

Monday, July 6, 2026

- Final date for FY26 Expense Reports routed to Accounts Payable & Travel by 4:30 pm cob
- Expense Reports processed against FY26 budgets must have the following criteria:
 - Special meal transactions paid for with LaCarte must be linked/imported
 - Special meal expense reports must be dated on or before June 30, 2026
 - All required cost documentation, especially fully completed and approved AS499 form, must be attached
 - All approvals must be secured

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

Important Dates for Expense Reports

Monday, July 6, 2026

- Final date for FY26 LaCarte/Travel expense reports to be routed to Accounts Payable & Travel by 4:30 pm, close of business.
- LaCarte expense reports processed against FY26 budgets must have the following criteria:
 - LaCarte/Transactions must be linked/imported
 - Expense report must be dated on or before June 30, 2026
 - All required supporting cost documentation must be attached
 - All approvals must be secured
 - Routed to and awaiting action by an Expense Partner (by Monday, July 6 at 4:30 pm, COB)

Note: Expense reports not meeting the criteria will be charged in FY27

Helpful Tips related to LaCarte Expense Reports for a Successful Yearend!

1. Assess your procurement needs early and plan accordingly.
2. Reconcile LaCarte procurement transactions and transactions related to completed travel on a weekly basis. As a reminder, the 30-day reconciliation requirement is reduced to **5 days** during June.
3. Run the “**Find Credit Card Transactions – Condensed**” and “**Find Credit Card Transactions – Detailed**” reports daily in the month of June to monitor for “New” or “Draft” LaCarte transactions by cardholders and review expanded reporting detail.
4. Run the “**Find Expense Report for Cost Center**” report to view the status of expense reports.
5. Run the “**Find Credit Card Transactions – Outstanding Count by Cardholder**” report to review a summary count by cardholder and transaction status of credit card transactions awaiting expense report submission.

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

Helpful Tips related to Travel Expense Reports for a Successful Yearend!

1. Review Spend Authorizations for completed travel to ensure expense reports have been submitted timely.
2. Spend Authorizations
 - a. Must have correct travel dates
 - b. Must include the destinations
 - c. Must include purpose of travel

3. Cash Advances issued are not charged to departmental budgets until an expense report is processed & approved. Cash advances should not be accrued.
4. Travel Expense Reports
 - a. Spend Authorization must be linked
 - b. LaCarte/Travel transactions must be linked/imported
 - c. Itemized receipts and related cost documentation must be attached
 - d. Prior approvals must be attached
 - e. Must use correct travel expense report business purpose

Additional Reminders:

1. Reach out to the cardholders to ensure their transactions will be expensed by the July 6 deadline to ensure transactions will be charged to FY26 budgets.
2. Review the expense report in “Draft” status to investigate why the expense report has not been submitted and assist cardholders, when applicable, to ensure expense reports are submitted by the deadline.
3. Review expense reports “in progress” status by clicking the Business Purpose to see its status. If the expense report is awaiting action by an Approver (other than a LaCarte or Travel auditors) send the Approver an e-mail to expedite the approval process.
4. Final approval by the Expense Partner (i.e., AP auditor) will be delayed if an expense report is missing or has incomplete documentation.
5. The AP auditor will send an e-mail to request any missing information.
6. Documentation/information must be received by the deadline for the expense report to be processed in FY26.
7. Please respond to e-mails timely to expedite final approvals.
8. Please do not Edit or Withdraw any expense reports awaiting final approval by the auditors.

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

Bursar Operations

Important Deadlines

Summer 2026

- LSU Undergrad & Grad
 - **June 22:** Final Day to Drop with “W” Grade for 1st Summer
 - **June 29:** Charge Due Date for 2nd Summer
 - **June 29:** Last Day of Classes for 1st Summer
- LSU Online
 - **June 22:** Final Day to Drop with “W” Grade for 1st Summer
 - **June 29:** Charge Due Date for 2nd Summer
 - **June 29:** Last Day of Classes for 1st Summer
- LSU Law
 - **June 2:** First Day of Classes for Summer
 - **June 5:** Final Day to Drop without Record End for Summer
 - **June 5:** Last Add Date for Summer
 - **June 5:** Final Day for 100% Charge Adjustment for Summer

- **June 8:** Final Day for 50% Charge Adjustment for Summer
- **June 19:** Final Day to Drop with “W” Grade for Summer

Reminders

CARD Entries

FY26 CARD Entries must be submitted by June 30 at 4:00 pm.

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 10:00 am – 11:30 am and 12:30 pm – 4:00 pm, 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 is still open. Please complete it by June 15, 2026. 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

- Export Control Policy and Requirements
- Embedded Reports for Awards and Grants
- Tips for a Successful Fiscal Year-End
- Key Clarifications and Takeaways
 - Outdated vs. Current AS Forms
 - International Travel: High-Risk Destinations and Foreign Adversary Countries
 - Louisiana Ethics Disclosure Requirements
 - Effective Departmental Communication

Tuesday, June 9, 2026
9:30 am - 11:00 am
Online via Teams

Financial Accounting & Reporting

Yearend Preparation

Procedures and deadlines pertinent to each of the sections of Accounting Services are detailed in the [Schedule for Closing Accounts for FY 25-26 Memo](#), which can be found on the Accounting Services website.

Copies of this memo should be distributed to all staff having responsibilities related to the University's yearend closing process. An employee directory is included on the ninth page of the memo for reference.

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile reports/ledgers
- Monitor budget to actual expenses by account and ledger on a quarterly basis
- Process budget amendments, cost transfers, payroll accounting adjustments and internal billings for services rendered as needed
- Request closure of accounts that are inactive or are no longer needed
- Record CARD entries in a timely manner: **FY26 CARD entries must be in approved status from departments by 4:00 PM on June 30. No exceptions will be made.**

Internal Billing Deadlines and Reminders

Deadlines for submission:

- **June 1** - For materials or services rendered through May 31
- **June 16** - For materials or services rendered through June 15
- **July 1** - For materials or services rendered during FY26

Important Reminders:

- 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

- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Cost Transfers/Ledger Corrections/Adjustments

Deadlines for approval:

- **June 8** - All Manual Journals for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through May 31
- **June 19** - All Manual Journals for corrections to ledgers and transfers of expenditures through June 15
- **July 10** - FINAL Manual Journals for corrections to ledgers for FY26

Important Reminders:

- Appropriate documentation, including journal line detail report is required
- Ensure all worktags are visible on the documentation
- Do not select adjustment journal or create reversal when creating manual journals
- Only FD940 can be used as the balancing fund

Deferred Revenue/Prepaid Expense Reminders

- Deferred Revenue is revenue collected in FY26 but not earned until FY27.
- Prepaid Expenses are expenses paid in FY26 but not incurred until FY27.
- Accounting Recognition Worktag should be used
- Found in “Additional Worktags” prompt in CARD

Reports

Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the [Workday Training](#) website under:

- Training Materials
 - Finance Training
 - Reporting: Finance Reports by Functional Area

Some of the most useful reports commonly used by departments are:

- Revenue & Expense by “Driving Worktag Chosen”
- Journal Line Details with Employee Name
- Trial Balance

Journal Memos

Line breaks in the journal header or line memo should not be used. This can occur when copying and pasting from Excel into a journal and/or hitting <Enter> when entering the memo to create a separate line. The line breaks result in errors when information is extracted from Workday.

Merchandise for Resale

For those units that carry inventory of merchandise for resale:

- **June 19** - Inventory procedures are due and must include planned method of inventory and dates of expected counts
- **July 6** - Final inventory counts are due

Inventory procedures and final inventory counts should be e-mailed to Jennifer Richard, jgendr1@lsu.edu (which is preferred), or hand-delivered to 204 Thomas Boyd Hall.

Bank Reconciliation

Unclaimed Deposits/Wire Transfers

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.

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 [FAR forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Payroll

Early Wage Payroll Deadlines

Payroll	Period Ending	Time Locked
Wage	June 12, 2026	Monday, June 15, 2026, at 11:59 pm. <i>Friday, June 19, 2026, is a bank holiday.</i>
Wage	June 26, 2026	Monday, June 29, 2026, at 11:59 pm. <i>University closed on Friday, July 3, 2026, for 4th of July holiday.</i>

Payroll Accounting Adjustment

Payroll Accounting Adjustments (PAA) affecting FY 2026 must be **completed** by COB on **Tuesday, July 08, 2026**. The status of the PAA must be successfully completed.

Retro Pay Transactions

Any Retro pay transactions should be processed immediately. In order to be charged to FY 2026, retro personnel transactions or retro time entry must be completed by the following dates:

Pay Group	Retro Date	Completion Date
Professional	Pay Period Beginning Prior to June 1, 2026	June 18, 2026
Wage	Pay Period Beginning Prior to June 13, 2026	June 24, 2026
Academic	Pay Period Beginning Prior to May 15, 2026	June 22, 2026
Student	Pay Period Beginning Prior to June 06, 2026	June 17, 2026

Payroll Forward Accruals/Reversals — Fiscal Year End

The payroll forward accrual amounts represent the number of workdays in June that are paid in July—in other words, the wage and benefit amounts that were earned in FY 2026 but paid in FY 2027.

The payroll forward accrual is dated 06/30/2026 and estimated using the wage payments made on the last biweekly payrolls of the fiscal year.

The accrual reversal process is required in FY 2027 to back out the FY 2026 payroll forward accrual charges. The biweekly payroll accrual reversal reflects the credit(s) for the exact amount of the payroll forward accrual(s) charged to your account on June 30, 2026 (FY 2026).

Final Wage and Student Payrolls for Fiscal Year End

Wage Payroll

The last wage payroll period to be processed for FY 2026 ends **June 26**. Payroll expenses through June 30 will be accrued by allocating 20% of the charges from the June 13 – June 26 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 26 should be **submitted and approved** in Time Tracking by **11:59 pm on Monday, June 29**. Departments will not see these charges on ledgers until after payroll is processed on **Tuesday, June 30**.

Student Payroll

The last student payroll period to be processed for FY 2026 ends **June 19**. Payroll expenses through June 30 will be accrued by allocating 70% of the charges from the June 6-June 19 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 19 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 23**.

Costing Allocations for Period Activity Pay (PAP)

When processing costing overrides for period activity pay, please be aware of mid-period end dates. If the Activity End Date falls mid-period, then the Payment End Date should be the Period End Date for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the payment end date should be loaded as 10/14.

Please be aware that these overrides are not supported in the retroactive pay process. If the period activity pay is submitted late, the costing will revert to the worker position costing allocations. In these cases the department will be required to complete a Payroll Accounting Adjustment to correct the costing.

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 a current or retired member of Teachers' Retirement System of Louisiana?" It has frequently been found that those with audit findings answered "No" to this question when the answer should have been "Yes." If an audit finding is indicated, the contractor will be enrolled in TRSL, an accounts receivable will be set up to collect the retirement contributions that should have applied to the payment, and LSU will owe 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 or Belinda Doyle in Human Resources can help to determine if the potential contractor needs to be hired and enrolled in TRSL instead of being paid through Accounts Payable.

Reports to Assist in Year End Processing

REPORT NAME	DEFINITION	SECURITY ROLE	LOCATION
Payroll Accounting per Worktag	Used to obtain payroll accounting detail by organization for a certain period or pay group.		Search Field—Type in Report Name or Payroll Accounting in Search Field

Payroll Accounting for Worker by Pay Period	Provides payroll accounting detail by worker.		Search Field—Type in Report Name or Payroll Accounting in Search Field
Payroll Accounting for Work Study	Used to obtain the total amount charged to CSA or FWS accounts during the selected pay periods. This report is recommended to be used in conjunction with the Active Employees and Work Study Usage report for balancing purposes.		Search Field—Type in Report Name or Payroll Accounting in Search Field
Active Employees and Work Study Usage	Primarily used to obtain awarded amounts for the Financial Aid Award Year. The amount earned reflects a snapshot of the current semester. This report should be used in conjunction with the Payroll Accounting for Work Study report for balancing purposes.		Search Field—Type in Report Name or Active Employees in Search Field
Time Not Submitted Timekeeper	Will allow a Timekeeper to view all workers in their organization that have entered time on their calendar but have not submitted time to their manager for approval.	Timekeeper	Search Field—Type in Report Name or Timekeeper in Search Field
Time Not Approved Timekeeper	Will allow a Timekeeper to view all workers in their organization that have entered and submitted time for approval, but the manager has not approved the time block.	Timekeeper	Search Field—Type in Report Name or Timekeeper in Search Field
Workers With No Time Entry Timekeeper	Will allow the Timekeeper to view all workers who have no time entry for a specified date range.	Timekeeper	Search Field—Type in Report Name or Timekeeper in Search Field

Sponsored Program Accounting



Embedded Reports for Awards and Grants

Grants and Awards have new tabs that include embedded reports. The Grant view now includes a Budget to Actuals – Grant and Effective Award Line Details. More information can be found on the **How to Search a Grant** job aid. The Award view now includes Budget to Actuals, Award Personnel by Grant, and Subawards PO Summary. More information can be found on the **How to Search and Navigate an Award** job aid.

Job aids can be found on the Workday website under Training Materials/Finance Training/Grants.

The June Business Managers' meeting will include a presentation of these new reports.

Reminders

Sponsored Program Accounts that end June 30:

- Review all state-sponsored agreement accounts to ensure all expenditures are recorded and encumbrances are liquidated by June 30, 2026.
- This includes cost-sharing accounts
- The review is crucial for state-sponsored agreements because of agency-imposed deadlines for billing FY26 activity by July 15, 2026.

Yearend reminders

- DNR, DEQ, CPRA, and LA Department of Wildlife & Fisheries monitoring reports are due in Sponsored Program Accounting (SPA) by **June 2, 2026** (May reports) and **July 6, 2026** (June reports). Please e-mail signed and dated reports to the SPA Grant Manager, which can be found in Workday on the roles tab under the grant. Any past-due reports must be submitted to SPA immediately.
- Cost transfers to correct expenditures through the May 31, 2026 ledger are due **by June 8, 2026**. All FY 26 cost transfers are due **by July 10, 2026**.
- Restricted accounts should never be in an overdrawn status. In some cases, when a multi-year agreement or incrementally funded agreement or a pending request for additional funding is in progress, there could be an overdraft. Please review all grant accounts using the **Grant Balances – Department** report to ensure all accounts have an acceptable balance.
- If there is a tentative account number for a State agency, please route the fully executed agreement through the appropriate Office of Sponsored Programs by **June 22, 2026**. SPA must ensure compliance with the invoice and financial report deadlines.
- Any expenditures incurred in FY 2026 but not paid as of June 30, 2026, should be accrued. Please see Accounts Payable & Travel's instructions for yearend accruals.
- **Annual and final technical reports for BOR projects** are due to BOR **by June 30, 2026**. If the final report is not received by the deadline, the principal investigator is at a great risk of losing any additional scheduled payments. SPA will transmit the required expenditure reports to BOR.
- **Payroll Accounting Adjustments (PAAs)** for retroactive changes in source of funds affecting FY 2026 activity should be processed no later than **July 8, 2026**, to guarantee the change will be reflected in FY26. If applicable, a completed AS227: Justification for Retroactive Personnel Form must be attached to document why the expenditure is being moved to the new account. Also, please ensure employee account splits are accurate in order to document time & effort and salary cost sharing.

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)

Salary paid to senior project personnel on NSF-funded grants (including NSF pass-thru awards) cannot exceed 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

REU Programs

Students participating in REU programs can only be paid as a student worker if they are working with the PI on his/her research. If the students are at LSU conducting their own research and are not enrolled in summer classes, their payment should be processed through Workday on a **Non-Student Award Request**.

Checks

Baton Rouge campus departments should promptly forward checks for sponsored agreements to SPA, 204 Thomas Boyd. Checks for sponsored agreements on the Ag campus should be sent to the appropriate Ag Administration office, who will forward to SPA. Please include documentation with the check, identifying as much information as available, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

Request for Tentative Account Number (AS494)

Please note that the PI's name listed on the AS494 should be their official name. Do not use nicknames or initials on the documentation so the correct persons can be identified when setting up the award/grant information in SPA.


Pre-award costs should not be requested until after the award is made to the University. If the begin date on the tentative request is before the begin date in the award, a request for pre-award costs can be submitted if permitted by the award.

As a general rule, **expenditures on sponsored agreement accounts should occur consistently throughout the life of the sponsored agreement.** Keep this in mind when requesting cost transfers or purchasing equipment at the end of the sponsored agreement. These costs may be questioned and/or disallowed in an audit.

Cost Sharing

If a cost sharing grant needs to be established for an existing award, please notify Kristy Donald at kdonald1@lsu.edu.

If you add/change cost sharing on someone who has already certified their effort, please notify SPA at effortassistance@lsu.edu to cancel and regenerate the effort certification for the employee.

ACCOUNTING SERVICES SCHEDULE				
June 2026				
				
Monday	Tuesday	Wednesday	Thursday	Friday
1 GLS c/o 10 am	2 Wage time for period ending 5/29/26 locked @ 11:59 am Access Online Ledgers	3	4	5 Wage Payday period ending 5/29/26
8	9 Student time for period ending 6/5/26 locked @ 11:59 am	10	11 1 st Summer (Session B) Payday 1	12 Student Payday period ending 6/5/26
15 Wage time for period ending 6/12/26 locked @ 11:59 pm*	16 Summer - Full Session Payday 1	17	18 Wage Payday period ending 8/12/26**	19 Juneteenth Bank Holiday
22	23 Student time for period ending 6/19/26 locked @ 11:59 am	24	25	26 Student Payday period ending 6/19/26
29 Wage time for period ending 6/26/26 locked @ 11:59 pm*	30 Academic Payday period ending 6/14/26 Professional Payday period ending 6/30/26			

*Different from Normal Lock Time/Date

** Different from Regular Payment Day

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
Business Managers' Meeting	---	Tues, 6/9	9:30 am–11:00 am	Online via Teams
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 6/24	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		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



Office of Accounting Services
 204 Thomas Boyd Hall
 Baton Rouge, LA 70803

Outlook Newsletters
 Empowering creators to build communities.
[Get started](#)