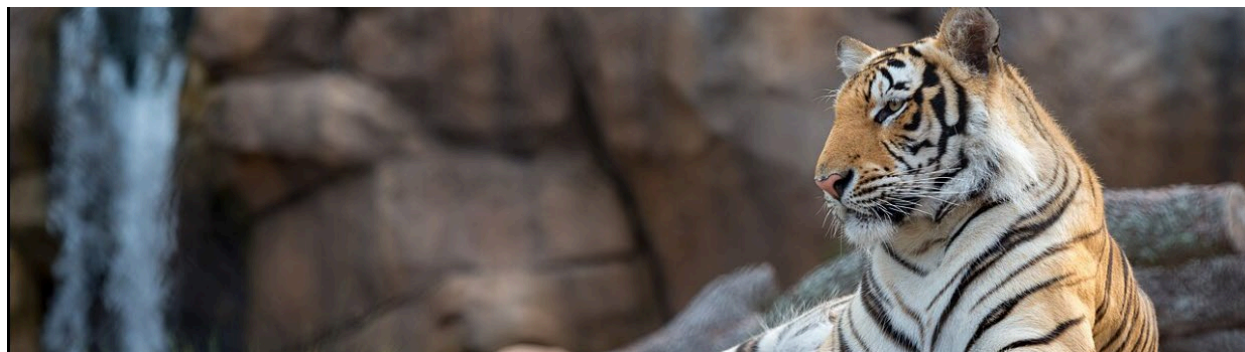


# Office of Accounting Services Newsletter



## July 2026 Edition

### Jump to section

[AP & Travel](#)

[Bursar Operations](#)

[Financial Accounting Reporting](#)

[Payroll](#)

[Sponsored Program Accounting](#)

## Accounts Payable & Travel

### INVOICE PROCESSING

#### Important Dates for Invoice Processing

##### 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](mailto:aptravel@lsu.edu) and **not** attached to receipts

## Helpful Tips for a Successful Yearend!

1. E-mail invoices to [aptravel@lsu.edu](mailto: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.
4. Approve supplier invoices promptly to ensure the expense will be applied to the correct fiscal year.

**Job Aid, AP & Travel FY26 Processing Procedures is available on the LSU Workday Finance Training website.**

**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](mailto:dcleme2@lsu.edu)
- Carly Carpenter, 578-7828 or [ccarp32@lsu.edu](mailto:ccarp32@lsu.edu)
- Anna Le, 578-8911 or [ale29@lsu.edu](mailto:ale29@lsu.edu)
- Jessica Hodgkins, 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)

### Purchase Order:

- Maci Jones, 578-1620 or [macijones1@lsu.edu](mailto:macijones1@lsu.edu)
- Austin Ledet, 578-1545 or [aledet@lsu.edu](mailto:aledet@lsu.edu)
- Jessica Hodgkins, 578-1541 or [jhodgkins1@lsu.edu](mailto: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 4:30pm 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:

- Maci Jones, 578-1620 or [macijones@lsu.edu](mailto:macijones@lsu.edu)
- Jessica Hodgkins, 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)
- Valery Sonnier, 578-1531 or [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu)

### Travel-related Special Meals:

- DeAnna Landry, 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)
- Jennifer Driggers, 578-1538 or [jdrigg@lsu.edu](mailto: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 4:30pm, close of business.
- LaCarte/Travel expense reports processed against FY26 budgets must have the following criteria:
  - 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 4:30pm, COB)

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

***Helpful Tips for a Successful Yearend!***

1. Reconcile all transactions on a weekly basis. As a reminder, the 30-day reconciliation requirement is reduced to **5 days** during June.
2. Review Spend Authorizations for completed travel to ensure expense reports have been submitted timely.
3. Spend Authorizations
  - a. Must have correct travel dates
  - b. Must include the destinations
  - c. Must include purpose of travel
4. Cash Advances issued are not charged to departmental budgets until an expense report is processed and approved. Cash advances should not be accrued.

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

- Theresa Oubre, 578-1543 or [talber3@lsu.edu](mailto:talber3@lsu.edu)
- Christian O'Brien, 578-1544 or [cobrien2@lsu.edu](mailto:cobrien2@lsu.edu)
- Peyton Delatte, 578-1406 or [pdelatte@lsu.edu](mailto:pdelatte@lsu.edu)
- DeAnna Landry, 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)

## **TRAVEL**

University Travel Regulations, PM-13, have been updated to reflect changes to the travel policy effective **July 1, 2026**. These revisions are intended to enhance clarity and improve the efficiency of travel-related processes across all LSU institutions.

To provide a quick reference and promote the consistent application of university travel regulations across all LSU institutions, PM-13 includes the following appendices:

- Appendix A: Summary of travel rates
- Appendix B: Summary of institutional approval authorities for certain travel expenses

Below is a summary of the key policy changes:

1. **International Travel**
  - International travel, as defined in PM-13, must be approved by the Entity Head (or designee).
  - Prior approval of international travel is in addition to the prior approval requirement for travel to high-risk countries, including foreign adversaries
  - Travel approvals must also include the traveler's supervisor (or designee) and/or the person with fiscal responsibility, unless the campus or department requires a higher level of approval.
  - Requests for approval must include a detailed estimate of anticipated expenses, including airfare, lodging, meals, local transportation, and other known travel costs.
  - Documentation of all approvals must be maintained by the institution.
2. **Pre-Travel Authorization**

- All official University travel, regardless of funding source, must have an approved authorization to travel before travel begins.
  - Institutions must establish procedures to address instances where travel expenses are incurred before obtaining a fully approved travel authorization, including the potential denial of reimbursement.
3. **Contracted Travel Services**  
Use of the contracted travel agency remains mandatory for airfare reservations unless an exemption is approved prior to travel. To qualify for an exemption, the alternate airfare must provide at least **10%** savings and a minimum cost savings of **\$200**, excluding the travel agency service fee.
  4. **In-State Vehicle Rentals**  
Box trucks are now available under the Enterprise/National and Hertz contracts as a value-added service with insurance included. Use of this service is optional and not mandatory.
  5. **Uber or Lyft Services**  
Uber Priority, in addition to Uber Black, Uber Black XL, and Uber Premier are not reimbursable.
  6. **Registration Fees for Conferences and Conventions**  
Membership fees included as part of the conference registration are allowable expenses when directly associated with the conference registration. Any meals included in the conference registration fee are not eligible for reimbursement.
  7. **Special Meals**  
Special meals are allowable for workshops, faculty or staff retreats, training sessions, and similar events. A detailed meeting agenda is required. The reference to an "all-day" event has been removed.

**Key Travel Reminders:**

1. Christopherson Business Travel (CBT) remains the State of Louisiana contract travel agency and use is mandatory for university business travel. Travelers are encouraged to use CBT Concur Online Booking System when making travel arrangements. For more information on CBT, please refer to the Accounts Payable & Travel website.
2. International travel to a region with a U.S. Department of State Travel Advisory Level 3 or 4, or to a foreign adversary country, requires prior approval by the designated individual within the institution's central administrative office, as identified in PM-13, Appendix B.
3. Travel to the 48 continental US and District of Colombia is subject to GSA rates for mileage, lodging, and meal per diem and incidentals (M&IE).
4. Travel to foreign countries is subject to U.S. Department of State rates for lodging, and M&IE.
5. Travel to Alaska, Hawaii and US territories are subject to the M&IE rates as published in PM-13. Refer to Appendix A for the rates.
6. Hotel lodging, including Airbnb, should have only the first night lodging paid to secure the reservation. Lodging should not be prepaid in total; payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a university expense. The other prepaid lodging days will be the responsibility of the traveler.
7. Driver Authorization is required for official University business when traveling by motor vehicle, including rental or personal vehicles if driving is part of the employee's written job description, is assigned by a department as a routine duty, or when otherwise required by institutional procedures. The Driver Authorization process is managed by each institution. Records of the Driver Authorization must be retained in a central location during the period of active authorization.
8. Enterprise, National and Hertz remain the in-state and out-of-state travel state contract vendors for rental vehicles in which use is mandatory for employees. Use of the contracted vendors is encouraged by non-employee University students, guests, and contractors. It is at the traveler's discretion which rental company is utilized.

9. Personal destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
10. Travelers/departments should always monitor unused tickets every 30 days and take them into consideration when making travel arrangements.
11. It is the responsibility of the university and the employee to comply with all ethics laws and requirements. Refer to the Louisiana Board of Ethics website for more information.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. Questions or concerns regarding any of the changes should be directed to the institution's central administrative office.

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

- Jonathan Fresina, 578-3672 or [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)
- Henry Woodard, 578-8928 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- Kalyn Lewis, 578-2007 or [mayfield1@lsu.edu](mailto:mayfield1@lsu.edu)
- Julian White, 578-2780 or [jwhite22@lsu.edu](mailto:jwhite22@lsu.edu)
- DeAnna Landry, 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)

# Bursar Operations

## Important Deadlines

### Summer/Fall 2026

- LSU Undergrad & Grad
  - **July 6:** First Day of Classes for 2nd Summer
  - **July 10:** Final Day for 100% Charge Adjustment for 2nd Summer
  - **July 10:** Final Day to Drop without Record End for 2nd Summer
  - **July 10:** Last Add Date for 2nd Summer
  - **July 13:** Charge Assessment Available for Fall and Wintersession
  - **July 30:** Final Day to Drop with "W" Grade for Summer
  - **July 30:** Final Day to Drop with "W" Grade for 2nd Summer
- LSU Online
  - **July 6:** First Day of Classes for 2nd Summer
  - **July 10:** Final Day for 100% Charge Adjustment for 2nd Summer
  - **July 10:** Final Day to Drop without Record End for 2nd Summer
  - **July 10:** Last Add Date for 2nd Summer
  - **July 27:** Charge Assessment Available for Fall
  - **July 30:** Final Day to Drop with "W" Grade for 2nd Summer
- LSU Law
  - **July 9:** Charge Assessment Available for Fall
  - **July 22:** Last Day of Classes for Summer
- LSU Vet Med
  - **July 9:** Charge Assessment Available for Fall
  - **July 12:** Final Day to Drop with "W" Grade for Summer
  - **July 25:** Last Day of Classes for Summer

## Reminders

### CARD Entries

**FY26 CARD Entries must be submitted by 4:00pm on June 30. This is a hard deadline.**

CARD entries are no longer manually scanned into [CARDOBO@lsu.edu](mailto: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](mailto: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 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](mailto:jmilligan@lsu.edu) or Matthew Nelson at [mnelson1@lsu.edu](mailto: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](mailto:jgendr1@lsu.edu) or John Milligan at [jmilligan@lsu.edu](mailto: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](mailto:jmilligan@lsu.edu) or Matthew Nelson at [mnelson1@lsu.edu](mailto: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.

---

# Financial Accounting & Reporting

### Merchandise for Resale

For those units who carry inventory of merchandise for resale:

- Inventory procedures were due **June 19**.
- **July 6** - Final inventory counts are due.

Inventory procedures and final inventory counts should be e-mailed to Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu).

### Service Centers & Recharge Operations

- FY 2026 Service Center Revenue and Expense Reports are due to Budget and Planning by **July 10**. All final accruals should be included in the report.
- FY 2027 rate sheets are due to Budget and Planning by **July 21**. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2027 rates have been approved.

Instructions and forms can be found on the [Budget and Planning](#) website.

## 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.

## Reconciliation Reminders

The following are some reminders for monitoring revenues and expenditures throughout the year:

- 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.
- Ensure worktags are not overdrawn.
- Investigate and correct errors.

## Cost Transfers

The following are tips when completing cost transfers:

- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run a journal line detail report with all worktags visible 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 are being transferred.
- 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.
- A common source of errors is the “Additional Worktags” box. Verify all worktags listed under “Additional Worktags” prior to submitting.

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.

## 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.

## Bank Reconciliation

Contact us at [bankrecon@lsu.edu](mailto: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](mailto:bankrecon@lsu.edu).

### Unclaimed Deposits/Wire Transfers

Departments that are anticipating funds (ACH or wire transfers to LSU) should contact [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu). Please be able to provide estimated date of deposit and amount.

### Unclaimed Property FASOP

The University has published an [Unclaimed Property operating procedure](#). The Louisiana Uniform Unclaimed Property Act (Louisiana Revised Statutes 9:151-182) requires businesses and others to review their records each year to determine whether they are in possession of any monies, funds, securities, or other intangible personal property that have been unclaimed for the required dormancy period. All departments should review to ensure compliance with the procedure.

# Payroll

### Early Wage Payroll Deadline

Payroll	Period Ending	Payment Date	Time Locked
• Wage	June 26, 2026	Thursday, July 2, 2026	Monday, June 29, 2026, at 11:59 p.m. <b>University closed on Friday, July 3, 2026, for the 4<sup>th</sup> of July holiday</b>

### Close Time Entry

The Close Time Entry date in Workday is 90 days from the payment date for the time period. After this date, no adjustments can be made in Workday for the period. The 90 days coincide with the cost transfer timeline for sponsored agreements. Time entry adjustments submitted more than 90 days after the original entry date require completion of the [AS420: Supplemental Timesheet](#). Each request must include a detailed justification describing the extenuating circumstances that prevented timely entry or correction in Workday. To support this requirement, the AS420 form has been updated to include a required justification field.

### Academic Dates

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

Academic Year	08/15 -- 05/14
Fall Semester	08/15 – 12/14
Spring Semester	01/15 – 05/14

### Civil Service Market Adjustments

The Civil Service Market Adjustments are effective 07/15/2026. The wage checks on 07/31/2026 for the period ending 07/24/2026 will be the first checks to reflect the increase. Any questions related to the Market Adjustments should be directed to HR at 578-8200 or [hr@lsu.edu](mailto:hr@lsu.edu).

**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 before payroll run dates. The report—**Costing Allocations Ending Within Prompt Date** will help identify employees with expiring cost allocations.

### **Cost Allocations Notes**

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

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

When adding a new Cost Allocation, be sure to end the old allocation and add a record. Just updating the Start and End dates of the current allocation will not preserve the audit trail and will cause an error in the payroll result.

### **Reminder: Review Student and Graduate Assistant Compensation End Dates**

Departments should ensure that Student and Graduate Assistants graduating in December have a compensation end date entered. Establishing an end date helps prevent potential salary overpayments and should be part of the end-of-semester process for all graduating student employees.

Additionally, departments are encouraged to run the **Employee Compensation Status** report to identify employees whose compensation end dates may need to be extended. Reviewing this report proactively can help avoid unexpected pay interruptions for employees and last-minute payroll corrections.

### **Action Items:**

- Add compensation end dates for December graduates.
- Run the Employee Compensation Status report.
- Extend compensation end dates as needed for continuing employees.

Taking these steps now can help ensure a smooth payroll process for both departments and employees.

### **Action Required: Terminate Inactive Employees in Workday**

Departments should promptly process terminations in Workday for employees who are no longer working, including student employees and WAE employees. Keeping inactive workers active in the system can create unnecessary administrative issues and increase the risk of payroll fraud, unauthorized system access, or loss of university assets.

Regularly reviewing employee rosters and submitting terminations as soon as employment ends helps maintain accurate records and strengthens internal controls.

### **Action Items:**

- Review active employee records for your department.
- Identify student and WAE employees who are no longer working.
- Process terminations in Workday immediately for inactive employees.

Timely terminations help protect university resources and ensure the accuracy of payroll and personnel records.

### **Payroll Accounting Adjustments**

Departments should contact the payroll office if a Payroll Accounting Adjustment (PAA) needs to be cancelled or rescinded. The request should be e-mailed to Katie Maglone at [kmaglone1@lsu.edu](mailto:kmaglone1@lsu.edu).

Reminder: Payroll Accounting Adjustments affecting FY 25-26 must be successfully **completed by Tuesday, July 08, 2026**.

---

# Sponsored Program Accounting

## Reminders

### Key Personnel

LSU's cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement. Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to University policy since effort can only be cost-shared if required by the sponsor.

### National Science Foundation (NSF)

NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 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.

### Board of Regents (BOR)

Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2026 are due to BOR by Wednesday, September 30, 2026. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR and submitted with the final financial report. If you have any questions, please contact your SPA grant contact.

### Tentative Account Numbers

A copy of the budget and budget justification should be attached to a Request for Tentative Account Number. This allows SPA to approve expenditures more effectively. For LSU, please forward all requests to Michelle Pennington in the Office of Sponsored Programs. Other Campuses should forward to the Sponsored Programs Office for their campus.

### Extensions/Rebudgeting/Amendments

Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be **routed through the Office of Sponsored Programs (OSP) via GeauxGrant**. OSP will forward the documents to Sponsored Program Accounting (SPA). Other Campuses should route through the Sponsored Programs Office for their campus.

### Invoicing Sponsors

Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements LSUAM and LSUAG. If a sponsor contacts your department for an invoice, please refer the sponsor to the Grant Manager shown on the Roles tab of the grant or the Additional Reports tab of the award. The Grant Manager will work with the departments on getting the information to the sponsor as quickly as possible. If an award or grant has not been established, contact the appropriate Sponsored Programs Office. Additionally, if your department receives a payment from a sponsor, please forward it to SPA for deposit to ensure it is recorded properly.

### CARD entries


When grants are processed on CARD entries, revenue categories should **never** be used, only spend categories. Please consult with the Grant Manager before using grants on CARD entries.

**Expiration notification letters** are e-mailed to Principal Investigators 30 to 60 days before their sponsored agreements expire. These letters serve as a reminder that the agreements are scheduled for close out.

# ACCOUNTING SERVICES SCHEDULE

## JULY 2026



Monday	Tuesday	Wednesday	Thursday	Friday
		1 Summer School- 1st Summer Payday 2 GLS c/o 10 am	2 Wage Payday period ending 6/26/26* Access Online Ledgers	3  Bank & University Holiday
6 Student time for period ending 7/3/26 locked @ 11:59 am	7	8	9	10 Student Payday period ending 7/3/26
13 Wage time for period ending 7/10/26 locked @ 11:59 am	14	15	16	17 Wage Payday period ending 7/10/26
20 Student time for period ending 7/17/26 locked @ 11:59 am Academic Payday period ending 7/14/26	21	22 Summer - Full Session Payday 2 Summer School - 2nd Summer Payday 1	23	24 Student Payday period ending 7/17/26
27 Wage time for period ending 7/24/26 locked @ 11:59 am	28	29	30	31 Wage Payday period ending 7/24/26 Professional Payday period ending 7/31/26

\*Different from Regular Payment Day

### 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	<b>Departments &amp; Organizations</b>	
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
<b>Financial Systems</b>		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