Office of Accounting Services
Monthly Newsletter

LSU
LOUISIANA STATE UNIVERSITY

Financial Accounting & Reporting

Requests for New Workday Dimensions

Departments who need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, Financial Accounting & Reporting webpage: http://lsu.edu/administration/ofa/oas/far/forms.php

AS502: Request for Agency/Clearing
AS505: Request for Program
AS509: Request to Establish Endowed Scholarship
AS551: Request for Project
AS600: FDM Request Form - Expense, Ledger, Revenue, Spend
AS600-A: FDM Request Form - Cost Center
AS600-B: FDM Request Form - Budget, Classification, Debt, Loan,
          Transfer Company

Departments requesting a restricted accounts must have Board Resolution approval to do so. A standing approval is in place for the following: Restricted accounts can be established for registrations fees associated with training, academic sessions, camps, professional development and conferences. Fees collected for space usage can be restricted to be used exclusively for the operation and maintenance of the venues.

Reporting

Below is a list of commonly used reports in Workday and can be accessed by typing the Report name into the Workday search box.

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- **Journal Line Details** – Provides a list of detail journal entries by period
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for dimensions chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

Business Managers' Meeting

There will Be NO October meeting.

Inside this Issue

♦ **My Accessible Reports** – Provides a list of reports to which you have access

Workday Security Access

Workday Access can be requested through myLSU:
♦ Financial Services
♦ Workday Security Access Request

Internal Billing (Replaces Legacy IT entries)

A step by step Workday Job Aid and How to Video can be found on the Workday Training webpage:
http://www.lsu.edu/workday/finance_training.php
♦ 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)

Bank Reconciliation

Contact us at bankrecon@lsu.edu for questions/requests related to the following:
♦ Stop payment requests
♦ Check copy requests
♦ Check status requests
♦ Unclaimed property
♦ Unrecorded deposits
♦ Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at http://www.lsu.edu/administration/ofa/oas/far/forms.php. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Petty Cash

Effective July 1, 2016, the University's policy on petty cash has changed. The university will no longer accommodate petty cash funds within departments and units.

All employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website. http://uiswcmsweb.prod.lsu.edu/training/finance/emp_reimbursement-expense_rpt.pdf.

For non-employee reimbursements (non-travel related), an AS541-NW: Expense Reimbursement for Non-Workers should be submitted to Accounts Payable and Travel for processing. The AS541-NW is available on the Accounts Payable & Travel website.

In the case of funds needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Crystal Hebert at crystal@lsu.edu using Larry Butcher (Bursar) as the supplier. Once received, the check can be cashed at the vault in the Bursar's office. When the event is over and the cash is no longer needed, you will utilize the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the CARD application. https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf

Any questions related to Petty Cash should be directed to Crystal Hebert at crystalh@lsu.edu or 578-1456.

Directory (DIR)

In order to reduce duplicate records in DIR and subsequent merges, departments should verify that an individual does not already have a DIR record prior to adding them. The following search options are available in DIR:

♦ By Social Security Number (UCHG Screen)
♦ By 89 ID number (UCHG Screen)
♦ By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to Crystal Hebert at crystalh@lsu.edu or 578-1456.

Questions related to Workday merges should be directed to Human Resources.

Payroll

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 Analyst and Student Employment Partners perform an ongoing audit ensure that the actual end date 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.

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

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

Position Restriction Cost Allocations should not have an end date unless there is a corresponding Compensation 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 but should typically not have an end date.

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

Cost Allocation Tips
- Expired Cost Allocations will prevent an employee from being paid
- Missing Position Restriction cost allocations will prevent Payroll Commitments from posting
- Cost Allocations that end mid pay period where there is not a corresponding Compensation End Date will prevent an employee from being paid and will prevent Payroll Commitments from posting.

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.

Issuance of Minor Employment Certificates
Minor work certificates are issued in the Payroll Office, Monday through Friday as follows:

9:00 am - 12:00 pm
1:30 pm - 4:30 pm

Please contact Angie Ogle at aeogle@lsu.edu for more details.

Minor Employment Compliance
State and federal law mandates that persons ages 14-15 and ages 16-17 have distinct limitations on the types of jobs and on the number of hours and time during the day when they may work.

Louisiana guidelines, including limitation for minors under age 17 can be found at http://www.laworks.net/Downloads/WFD/EmploymentOfMinors.pdf. You may also visit the U.S. Department of Labor website http://www.youthrules.dol.gov/index.htm for federal guidelines related to employment of minors.

Please ensure anyone in your area who might supervise minors ages 14 to 17 reviews this information. Any department employing minors may be inspected by an

officer of the Louisiana Workforce Commission for compliance. Violations in compliance may result in fines or criminal penalties.

International Employees

Tax treaty benefits expire December 31, 2016. Any employee who is eligible for treaty benefits for 2017 should attend the tax treaty workshop on one of the following days:

Wednesday, November 9
Thursday, November 10
8:30 am to 4:00 pm
Lobby of Thomas Boyd Hall

Employees must bring their Passport, Visa, I-94, I-20 or DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

Employee Benefits Annual Enrollment

LSU's Annual Enrollment is being held from October 1, 2016 through October 31, 2016. During this time, you are able to make benefit plan changes for an effective date of January 1, 2017. The Office of Group Benefits has extended their annual enrollment through November 15, 2016.

All **eligible** active employees will be routed an Open Enrollment event in Workday on 10/1/2016 for Annual Enrollment. The Open Enrollment event will go to their Workday Inbox around 10 a.m. on October 1, after close of business on October 31, the LSU First and Supplemental products will not be selectable on the Open Enrollment event. Employees will only be allowed to make changes to OGB plans between November 1 and November 15. The Open Enrollment event in employee's inboxes will disappear at close of business on November 15. Retirees will not have access to Workday. Retirees have been mailed an Annual Enrollment change form to be returned to LSU in order to make plan changes.

Employees are encouraged to print a benefits confirmation from their Benefits worklet before completing their Open Enrollment event in Workday. Employees should verify all benefits, contact information, personal information, dependent information, and plans are correctly reflected on their records and review their elections at the completion of the Open Enrollment event in Workday. This process will eliminate not receiving ID cards, tax documents, and desired benefits.

Employees currently participating in the flexible spending and health savings account options must re-enroll for the 2017 plan year. Employees may enroll in flexible spending and the health savings account options through their Workday Open Enrollment event. The maximum contribution limits employees can elect for the 2017 plan year is $2,550 for health care and $5000 for dependent care.

Work Study and President's Student Aid Positions

Many Work Study and President's Student Aid positons are missing the Worker-Position cost allocation. This allocation level is required to cover any amounts earned in excess of the Award amount. Once the Award funds are exhausted this allocation level will also ensure the student is paid.

Job Profiles for Work Study and President's Student Aid must match to the type of Award the student has been given for charges to post correctly. There are several cases where the funding and profile is mismatched. Please review the student's award letter to determine the correct funding type and verify the correct Job Profile has been assigned. If these are not in sync the student wages will be charged to a department account.

Sponsored Program Accounting

Sponsor Checks

If a check is received for a sponsored agreement in your department, please forward it to **Accounting Services, SPA, 204 Thomas Boyd**, to be logged in. Please include the following information on the check; award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

LaCarte Expenses

In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be **received** during the grant period.

Office Supplies

General purpose office supplies (such as computers and toner cartridges) are not normally allowable on federally sponsored agreements. General purpose supplies are part

of facilities and administrative costs which are not considered allowable direct cost.

Source Documents

Requested information from sponsors should be routed to the appropriate SPA contact (Grant Manager). The Grant Manager can be found on the **Roles tab** of the grant in Workday.

Maintenance/Repair Costs

Equipment maintenance/repair costs are not allowable as a direct charge to underlined federally funded projects including underlined federal pass through projects. There is however one exception—when maintenance/repair costs for equipment dedicated to a project which equipment was **acquired for the project** are allowable as direct costs to that project. (AS550 not required.)

Maintenance/repair costs are permitted to be charged as direct costs on non-federal agreements when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The principal investigator (PI) must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Overdrawn Accounts

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

Processing Cost Transfers/Corrections
Helpful hints
1. A copy of the Journal Line Details report must be attached. Also, the memo section of the journal must reference a unique identifying number i.e. supplier invoice #, expense report #, etc. If a partial charge is being transferred, it must be noted on the backup documentation.
2. Process cost transfers for expenditures in **Posted** status only; all other status should not be used.
3. Entries must be processed by **line item.**
4. Transfer request must be processed within **90 days** from the original ledger date.

5. Attach an AS226 to the cost transfer when transferring costs to a sponsored agreement. The justification should explain how the cost benefits the project being charged. An AS226 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, or state appropriations.
6. Process a payroll accounting adjustment to transfer salary expenditures. Please attach an AS227 to all retroactive changes for all sponsored agreement accounts. An AS227 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, or state appropriations.
7. Ensure that funds are available in the account that the costs are being transferred to and that the charge is an allowable charge on that account.
8. Ensure the associated FB and F&A costs are calculated when determining costs to be transferred.
9. Cost transfers should underlined not be processed to solely expend the remaining balance in an account.
10. Cost transfers should underlined not be processed to solely move overdrafts from one project to another.

Personnel Activity Reports (PARs)

Please certify and return all outstanding PARs. If applicable, please ensure cost sharing is documented before returning PARs. It is mandatory that departments return completed PARs to SPA by the scheduled date. A noncompliance finding can result in very serious consequences (i.e., loss of current and future funding) since "adequate documentation" is required to support the costs incurred in the performance of sponsored projects.

ALL FY 2016 PARS EXCEPT FOR PAR 3 SHOULD HAVE BEEN RETURNED TO SPA. PLEASE ENSURE THAT THESE PARS HAVE BEEN CERTIFIED AND SUBMITTED TO SPA.

Accounts Payable & Travel

"Aged Listing of Outstanding Encumbrances" report is available in Workday. To run the report: In the Search box, type "Aged Listing of Outstanding Encumbrances". The report can be run for **Cost Center, Fiscal Year, Fund Hierarchies, Spend Category and Supplier**.

Departments are encouraged to utilize the **Aged Listing of Outstanding Encumbrances** report to review Purchase Order balances and ensure payments have been processed.

⇒ If an outstanding balance exists for items that will not be received on a purchase order, a **Change Order** should be processed in Workday. The system will liquidate the encumbrance balance once the change order is complete.

<u>Please note</u>: Credit invoices for purchase orders are applied to the FDM worktag (i.e., account), but the credit invoices **<u>do not</u>** increase the purchase order encumbrance balances. As a result, the Aged Listing report was designed to include an **Adjustment** column to reflect the credits and a **Total Adjusted column** to reflect the encumbrance balance including any adjustments. For questions, please contact Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

Important Reminder!!!
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. Supplier payments will be delayed if the invoices are not received in the respective Accounts Payable offices timely.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

⌨ Angie Mann   578-1620 or amann7@lsu.edu
⌨ Laquinta Lee   578-1541 or laquinta@lsu.edu
⌨ Sandy Pavlick   578-1545 or spavlick@lsu.edu

Special Handling Form (AS209) must be **attached to the top** of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form.

Supporting documentation should always be attached to any check requests and/or to the University Prepared Invoices.

Direct Charge Worksheet (AS580) must be attached to direct charge invoices sent to AP & Travel. **Do not** use the AS580 form for Purchase Order invoices as this may cause a delay in processing. For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

The LSU Workday website provides a wealth of useful information for Employees. On the LSU Workday Homepage, go to the tabs labeled **"Training Materials"** and **"Resources"** to research step-by-step instructions and how-to guides for preparing Workday related employee tasks.

AP & Travel Instructor Led Trainings have been scheduled and are published on the AP & Travel website under Trainings. To register for a particular session, log into **myLSU** => go to **Employee Resources** => select **HRM Training Programs.** Employees should communicate the need for special accommodations during the registration process. The remaining training dates for the Fall Semester 2016 are:

Wednesday, October 5	9 - 11:30 am	225 Peabody
Wednesday, October 19	1 - 3:30 pm	215 Williams
Thursday, November 3	9 - 11:30 am	215 Williams
Thursday, November17	1 - 3:30 pm	225 Peabody
Tuesday, December 6	9 - 11:30 am	225 Peabody

Workday Expenses Drop-In Practice Lab for Faculty to provide one-on-one assistance has been scheduled. These labs are designed to answer faculty questions related to the **Spend Authorization** and/or **Expense Reports** after reviewing online training materials and/or attending the Instructor Led training. The practice labs dates are:

Wednesday, October 26
9:30 – 11:30am
169 Coates Hall

Tuesday, November 1
1:30 – 3:30pm
230E Middleton

LACARTE

An Expense Report should be created for LaCarte's procurement and CBA transactions with complete cost documentation <u>no later than 30 days</u> from the date of the purchase/transaction, unless the transaction is related to travel.

"Find Credit Card Transaction" report is available in Workday for the **Cost Center Manager** and/or **Accountant -Department roles** to monitor outstanding LaCarte and/ or CBA transactions. Since the report is at the Company level, departments are encouraged to add their

cardholder names in the "Employee" field to streamline the output for only the listed employees. Also, all Workday reports offer a filter feature in which the filters can be titled and saved to allow users the convenience of selecting the saved filter each time the report is needed. This is a great feature in Workday. Try it!

Annual Cardholder Review
Each Department Head is required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits and last usage date to determine if each employee should retain his/her card and/or if the cardholder's spending limit should be adjusted. AP & Travel has provided a list of the unit's cardholders and the list should be reviewed, certified by the Department Head and returned to AP & Travel no later than October 15, 2016 where the information will be centrally filed.

TRAVEL

Best Practice Tips for Travel

1. *What action is required before the travel?*
   Create a Spend Authorization
   Employees who travel on University business must create a **Spend Authorization** via the Expenses worklet in Workday. The Spend Authorization should be submitted and approved prior to making any travel arrangements. The AS292-A, Spend Authorization Attachment form should be completed, saved and attached as a pdf to the Spend Authorization, regardless if the additional information on the AS292-A form is not applicable. Without the AS292-A form attached, the Spend Authorization cannot be submitted to route for approval, in addition to, the processing of the Expense Report will be delayed.

Helpful Tips - Spend Authorization
- Must be created by an employee or his/her delegate
- Required if traveling on University business
- Required regardless if the travel has no cost to the University
- Must have a dollar amount greater than $0.00
- Requires travel expense items to be added
- Includes the functionality to request a cash advance; however, the cash advance request will be subject to

review/approval in accordance with PM-13, University Travel Regulations
- AS292-A, Spend Authorization form is a required pdf attachment
  * Failure to fully complete the form will delay the reimbursement
- Student Group Travel
  * Faculty Lead should create a Spend Authorization and attach the student roster

2. *What action is required after the travel?*
   Create an Expense Report
   An Expense Report should be created after the travel is complete and both travel expenses paid with LaCarte and any out-of-pocket travel expenses should be included on the Expense Report with a travel Business Purpose that best fits the reason for the report. However, if supplies were purchased while in travel status, a separate Expense Report should be created with the Business Purpose assigned to "LaCarte Procurement Expenses Not Related to Travel". This will allow the expense reports to route to the respective LaCarte auditors with the knowledge to audit the transactions in accordance with the University Procurement Policies and Regulations. **Cardholder privileges will not be affected for travel expenses paid with LaCarte and are not expensed until after the travel.** For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Helpful Tips - Expense Report
- ✓ Must be created by an employee or his/her delegate
- ✓ Select a Travel Business Purpose regardless if LaCarte was used to pay for the travel expenses. The appropriate Business Purpose drives the routing to the appropriate Expense Partners to expedite the final review/approval
- ✓ Travel expenses should be reflected on the same Expense Report with the corresponding Spend Authorization linked, regardless if some of the travel expenses were paid with LaCarte and/or personal funds. **Two exceptions***:
  i. *If procurement items were purchased while in travel status, a separate Expense Report should be created to reflect only those procurement expense items*
  ii. *If travel status is greater than 30 days, separate Expense Reports for the travel may be created to simplify the reconciliation process.*

Expense Reimbursements for Non-Workers (i.e., non-employed/University guests and non-employed graduate or undergraduate students)

- **Non-employed University guests, graduate and undergraduate students** who travel on the University business must complete the AS516, Request to Reimburse Expenses form. LaCarte and the departmental CBA may be used to purchase airfare for non-employed University guests, graduate and undergraduate students. On the Expense Report, the transaction should be assigned to the "non-employee guest travel" expense item and not to airfare. There is no need to itemize the expense for non-employee guest travel, unless the cost is being charged to multiple accounts.
- **Reimbursements to non-employed University guests, graduate and undergraduate students** who use personal funds to pay for:
  - Travel expenses - the **AS300-NW, Travel Expense Reimbursement Request for Non-Workers form** should be completed
  - Procurement expenses - the **AS541-NW, Expense Reimbursement Request for Non-Workers form** should be completed
  - Non-employed University guest, graduate and undergraduate students must have a supplier record in Workday in order to process the AS300-NW and/or AS541-NW reimbursement requests via the Supplier Invoice workflow

The "Edit Spend Authorization" feature is available only if the Spend Authorization is "In Progress" or if there is no Cash Advance being requested. If the Spend Authorization includes a Cash Advance request, the Spend Authorization cannot be changed. If a change is needed, manual approvals will be required. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or at 578-1538.

The **Business Purpose "Travel-Relocation"** should be used on the Expense Report to reimburse relocation expenses and the approved AS521, Request for Authorization to Reimburse Relocation form should be attached. The Spend Authorization is not required for relocation.

The following are links to various AP & Travel Forms:

AS292A: http//lsu.edu/administration/ofa/oas/acctpay/pdfs/as292a.pdf

AS499:   http://lsu.edu/administration/ofa/oas/acctpay/pdfs/as499.pdf

AS516:   http://lsu.ed/administration/ofa/oas/acctpay/pdfs/as516.pdf

AS350:   http://lsu.edu/administration/ofa/oas/acctpay/Pdfs/AS350.pdf

AS300-NW: http://lsu.edu/administration/ofa/oas/acctpay/pdfs/as300nw.pdf

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

- Arianna Elwell   578-6052 or acreech@lsu.edu
- Doris Lee   578-3698 or dorislee@lsu.edu
- Janise Montgomery   578-3697 or mont41@lsu.edu
- Kathleen Elders   578-3699 or kelder1@lsu.edu

AP Appreciation Week
October 10 – 14
Thank You!
The efforts of LSU's AP & Travel office are greatly appreciated!

Employee Scoop

Bursar Operations
Bursar Operations welcomes Caleb Pitcher. He joins the team as a Staff Accountant and can be reached at cpitcher1@lsu.edu or 578-3380.

It's a Boy!
Congrats to:

Theresa Oubre	Kristin Delaughter
on the arrival of	on the arrival of
Odin Paul	Jacob Bradley
7 lbs, 14 ozs, 21 inches	8 lbs, 3 ozs, 20 inches

workday.

WORKDAY EXPENSES DROP-IN PRACTICE LAB FOR FACULTY

Faculty are invited to the **Workday Expenses Drop-In Practice Lab** for one-on-one assistance. These labs are designed to answer questions related to the **Spend Authorization** and/or **Expense Reports** after reviewing online training materials and/or attending Instructor Led training. Please come prepared with specific questions to be addressed during this time.

**This is not a lecture, or structured training class. The practice labs serve as an opportunity to assist you with any specific questions.

Where & When:

Wednesday, October 26
9:30 – 11:30am
169 Coates

Tuesday, November 1
1:30 – 3:30pm
230E Middleton

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

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
STO	Short's Travel Online
WAE	Wages As Earned

Financial Systems

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

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BG	Basic Gift
BP	Business Process
CC	Cost Center
CCH	Cost Center Hierarchy
CCM	Cost Center Manager
CI	Customer Invoice
CO	Change Order
EG	Endowed Gift
FD	Fund
FDM	Financial Data Model
FN	Function
FS	Funding Source
GR	Grant
GRC	Grant Conversion
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
BOS	Board of Supervisors
DOE	Department of Energy
FAR	Financial Accounting & Reporting
FBI	Federal Bureau of Investigation
FDN	LSU Foundation
FEMA	Federal Emergency Management Agency
NIH	National Institutes of Health
NSF	National Science Foundation
ORED	Office of Research and Economic Development
OSP	Office of Sponsored Programs
OBO	Office of Bursar Operations
PAY	Payroll
PROC	Procurement
PROP	Property Management
SACS-COC	Southern Association of Colleges and Schools Commission on Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	States Department of Agriculture