Office of Accounting Services Monthly Newsletter

LSU
LOUISIANA STATE UNIVERSITY

204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321 **Issue 387** **January 2017**
www.fas.lsu.edu/AcctServices

Financial Accounting & Reporting

Important Changes to End of Month Process
The deployment of Workday has brought about changes to the monthly closeout process. The monthly closeout is scheduled to take place the first working day of the new month.

- **December 2016 is scheduled to be closed on January 3, 2017.**

In our legacy systems, the monthly closeout process was completed within the central accounting offices. However, in order for the monthly closeout process to be completed in Workday, all "In Progress" manual journal entries must be approved. Otherwise, the accounting date on the entry must be moved into the next open month. When the accounting date is changed, the entry reroutes through the entire business process.

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

- Track entries by following the Find Journal job aid posted on the Workday Training page to find "In Progress" entries https://uiswcmsweb.prod.lsu.edu/training/finance/find_journal.pdf
- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Since July 1, 2016, entries initiated in the last five days of the month typically end up having their accounting date changed to the next month.

Cost Center Managers and all other approvers on journals should:

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

Workday Error Reports
Currently, "Revenue and Expense with No Driving Worktag" and "Expense Transactions with No Function" have been distributed to cost center managers. Just a reminder that all correcting entries need to be made as soon as possible. Please date all entries for the last calendar day of the month (i.e. December 31, 2016). Once correcting entries are complete and posted, please send correcting journal entry numbers to Katie Maglone (kmaglone1@lsu.edu) or Crystal Hebert (crystalh@lsu.edu).

January Business Managers' Meeting

There will be NO January meeting due to the holiday break. The next meeting will be held Tuesday, February 14 from 9:30 am - 11:00 am in the Atchafalaya Room, LSU Student Union.

Inside this Issue

Recent Workday Updates/Changes

There have been many updates and changes made to the visibility of financial information in Workday. All employees can now view the following:

Requisitions, Purchase Orders, Receipts and Supplier Invoices
Business Processes
Programs
Endowments
Journals
Expense Report
Suppliers
Grants
Budgets
Spend Authorizations and Expense Reports

Reporting

Award reports are now available to reconcile Grants and Awards:

- Expense by Award
- Expense by Award – by Ledger Account

Job Aids for the reports can be found on the Workday website under Training Materials, Finance Training, Grants http://www.lsu.edu/workday/finance_training.php.

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.
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period which includes the employee name for salary and expense report transactions. *This report was recently enhanced to add purchase order numbers, journal header memo, and supplier name.*
- **Find Spend Authorization for Cost Center** – Provides the ability to find spend authorizations by an employee's cost center or by worktags.
- **Find Credit Card Transactions by Employee Cost Center** – Provides the ability to find credit card transactions by employees in a cost center or cost center hierarchy based on the organization assignment.
- **Find Events** – Provides the ability to search for a transaction by business process type.
- **Revenue & Expense Transactions with No Driving Worktag** – Provides a list of detail revenue and expense journal entries by period that have no driving worktag (program, project, grant, gift, loan receivable, funding source, or agency/clearing).
- **Expense Transactions with No Function** – Provides a list of detail expense journal entries by period that have no function.
- **Payroll Accounting per Worktag** – Provides payroll detail by organization.
- **Payroll Accounting for Worker by Pay Period** – Provides payroll detail for worker by pay period.
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for dimensions chosen.
- **Revenue & Expense** – Provides budget, current month actuals, cumulatives, encumbrances, tentative and balance (various reports by dimension chosen).
- **My Accessible Reports** – Provides a list of reports to which you have access.

Credit Card Merchant Procedures

Those units who accept Credit Cards for sale of merchandise or services should be completing a ***daily*** CARD entry for their previous day's transactions. Please include the transaction date and merchant name in the description and comments. Once approved, the CARD entry and supporting documentation should be brought to the vault in the Bursar's Office, 125 Thomas Boyd Hall.

1099 Tax Forms

1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall.

Petty Cash

The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Crystal Hebert at crystal@lsu.edu using Laurence S. Butcher (SPL-11564) as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for

Financial Accounting & Reporting continued...

the CARD application. https//uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf

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. https://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.

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

Workday Security Access

Workday Access can be requested through myLSU:

- Financial Services
- Workday Security Access Request

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.

Sponsored Program Accounting

Cost Transfers

Cost transfers must be processed within **90 days** from when it was originally recorded. The memo section of the journal must reference a unique identifying number i.e. supplier invoice #, expense report #, etc. The detail ledger from the new Expense by Award report displays these numbers and can be used for backup. The detail ledger is displayed when drilling down into current expenditures. If a partial charge is being transferred, it must be noted on the backup documentation. All expenditures must be in Posted status in order to be transferred. In addition, an AS226 Request for Non-Payroll Cost Transfer must be attached (if required). An AS226 must be completed if expenditures are being transferred to a sponsored agreement. An explanation of how the cost benefits the project receiving the charge must be provided. The AS226 is not required if transferring to an expired fixed price, gift, or LSU Foundation account.

Fixed Price Agreements

Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

A fixed price agreement can be identified by viewing the Award, select the Award Lines tab and it will be listed under Additional Information, Additional Worktags, Classification Type.

Tentative Account Numbers

When completing an AS494 Request for Tentative Account Number form, please ensure a contact name and phone number are listed on the form. The contact person will be notified when the account number is established. Please contact Sam Phillips at spaga@lsu.edu or 578-5337 with any questions.

Board of Regents (BOR) Graduate Fellows
Status reports and invoices are due to BOR by January 31, 2016, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Friday, January 9 as they are needed for invoice preparation. Status reports must be submitted timely to SPA in order for the financial reports and invoices to be mailed to BOR by the due date. If you have any questions, please contact Ashley Dugas or Lakedra Fisher. Ashley can be reached at 578-2139 or aduga28@lsu.edu. Lakedra can be reached at 578-4879 or lfisher@lsu.edu.

Travel expenditures charged to a sponsored agreement must benefit the project. Please ensure that a description of the travel is included in the memo section of the Expense Report.

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

Source Documents
All requests from sponsors for source documents must be routed to the appropriate SPA contact. The SPA contact can be found under the Roles tab on the grant (listed as Grant Manager) or the Assigned Roles tab on the award (listed as Award Billing Specialist/Manager). The SPA contact can also be found by accessing the Award/Grant Information (listed as Grant Manager).

Request to Establish Scholarship/Fellowship (AS498) must be completed for sponsored agreements paying scholarships and/or fellowships. The form can be found on SPA's webpage or http://www.lsu.edu/administration/ofa/oas/spa/asforms/as498.pdf. In order to expedite processing, please ensure that the following criteria information is provided:

- Name of Scholarship/Fellowship
- College and Department
- Student classification and major
- GPA for original award and GPA to be retained
- Time frame of scholarship/fellowship and whether part-time or full-time enrollment is required
- Semester(s) awarded
- Other requirements
- Amount

Effort Report
Effort Certifications for Academic, Professional, and Wage employees were initiated for the first time in Workday on December 9. After initiation, an error with wage certifications was discovered. Therefore, all wage certifications were cancelled and removed from effort certification reviewer and employee inboxes. SPA is in the process of reconfiguring wage effort certifications in Workday. They will be reinitiated once configured correctly. Academic and Professional certifications were not affected by the wage error; therefore, they can be reviewed and certified at this time.

Please see the Effort Certification job aids listed under the Workday Finance Training webpage. The address is: www.lsu.edu/workday/finance_training.php.

The Effort Certification Schedule can be found on the SPA website under PAR Schedule/Effort Certification Schedule. The address is: http://www.lsu.edu/administration/ofa/oas/spa/par.php.

Accounts Payable & Travel

1099-MISC and 1042-S reporting
Forms 1099 MISC will be mailed by January 31, 2017 to recipients of non-employee compensation (personal and professional services), other income and royalty payments. IRS Forms **1042-S** will be mailed by the University in mid-February 2017, to all **foreign visitors receiving income,** to all **non-resident foreign students receiving exemptions and cash awards,** and to all **tax treaty benefit recipients**. Internationals that plan to file a tax return claiming a refund of taxes withheld on income received will be required by the IRS to file with a valid SSN or ITIN (Individual Tax Identification Number). The IRS **will not** accept tax returns filed under an international student LSUID ("89-" number).

Direct Charge Worksheet (AS580)
When completing the AS580, "Direct Charge Worksheet", please ensure the spend categories and driving worktags contain all digits (i.e., zeroes in the correct place). An error could cause the invoice to be paid to the wrong account.

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.

Please note: Credit invoices for purchase orders are applied to the FDM worktag (i.e., account), however, the credit invoices **do not** 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.

LACARTE

An Expense Report should be created for LaCarte's procurement and CBA transactions complete cost documentation no later than 30 days from the date of the purchase/transaction. LaCarte transactions related to business travel must be included on the Expense Report for the trip and created after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

When a LaCarte cardholder leaves the University, departments must have exit procedures in place to account for and destroy cards as well as obtain receipts and any other supporting documentation from the cardholder. The exit procedures should include contacting the LaCarte Administrator, DeAnna Landry at 578-8593 or deannal@lsu.edu to inform her of the employee's termination to ensure the cardholder's Expense Reports are audited prior to the employee's last work day. **Under no circumstances should a LaCarte cardholder tape his/her LaCarte card to a piece of paper and return the card via Campus Mail to AP & Travel.** Departments must ensure procedures are in place to obtain the card and destroy it.

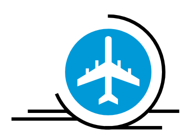
LaCarte Card Declines
If a cardholder experience a card decline, it may be for one of the following reasons:

1. Spending limit has been exceeded
2. Vendor's industry has been blocked from the card
3. The card was reported lost/stolen/fraud watch

If uncertain about the reason of the decline, please contact Bank of America at 1-888-449-2273 for an explanation. If the decline was in error, the cardholder should immediately contact the LaCarte Administrator, DeAnna Landry at (225) 578-8593 for assistance. A written request by the cardholder is required in order to grant an override for a decline purchase. If the purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact DeAnna Landry during normal business hours.

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

- DeAnna Landry 578-1544 or deannal@lsu.edu
- Theresa Oubre 578-1543 or talber3@lsu.edu



TRAVEL

Clarification of the Spend Authorization vs. the AS499, Request for Special Meal form
The Spend Authorization in Workday should not be confused with the AS499, Request for Special Meal form. The approval process for these two transactions are different. The Spend Authorization requires the approval of the traveler's Manager and Cost Center Manager, while the AS499 form requires approvals of the requesting department's Dean/Director/Department Head, Accounts Payable & Travel and Sponsored Program Accounting, if the event is being charged to a

grant or a sponsored agreement.

- ⇒ **The Spend Authorization replaced the AS292, Authorization to Travel form.** The Spend Authorization must be created and fully approved prior to making any travel arrangements. The AS292-A, Spend Authorization Attachment form is required.
- ⇒ **With the implementation of Workday, there are no changes to the prior approval process via the AS499, Request for Approval of Special Meal form.** The AS499 form should be submitted to AP & Travel at least 10 days prior the event to allow for sufficient processing time to review and approve. Oftentimes, the AS499 may require approval by Sponsored Program Accounting if the event is being charged to a grant. It is imperative that the AS499 form be completed and sent to AP & Travel as soon as the event is being coordinated. The AS499 form will be approved and returned to the requesting department upon approval.
- ⇒ **Reimbursements for a special meal paid by a host employee** should be processed via the Expense Report with a Business Purpose of Travel - Special Meal (not Employee Reimbursement). The business purpose drives the routing of the expense reports to the Travel auditors since special meal reimbursements are subject to PM-13, University Travel Regulations.

International Transaction Fee is an associated fee charged on international transactions when LaCarte is used. The international transaction fee should be included on the Expense Report and coded to the associated expense item (ex: taxi receipt should be coded to the related taxi charge). If the international fee is related to lodging transaction, please code the international transaction fee to "Lodging" and include the fee in "Room Tax" expense item.

Re-used airline tickets

When airfare is re-used, the original account number charged should be reflected in the supporting documentation either by including the original legacy LaCarte/CBA entry number (i.e., BF #) or the Expense Report number. This information is important, especially in situations when a grant is charged originally for airfare that is not used, but is later applied toward another airfare. Sponsored Program Accounting will be monitoring re-used tickets charged to a sponsored agreement.

Travel Expense Reports will be delayed if the appropriate supporting documentation is not provided. The following is a list of common travel expense items and the required supporting documentation that should accompany the travel expense reports:

1. **Mileage** – a mileage odometer log or MapQuest is required
2. **Foreign Travel paid in foreign currency** – a copy of the conversion is required if LaCarte was not used
3. **Taxi fares** – a written receipt is required
4. **Lodging** – hotel folio with a zero balance is required
5. **Fuel** – an itemized receipt is required
6. **Vehicle Rental** – an itemized receipt/final invoice from the car company is required
7. **Airfare (if paid with personal funds or CBA)** – traveler's final itinerary is required
8. **Conference travel (i.e. hotel, registration fees)** – conference agenda is required

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

- ✈ Arianna Creech 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

Payroll

Insurance

It is important for employees to review their December and January payslips to ensure the coverage options elected during Annual Enrollment are reflected correctly. If there is a discrepancy, it should be reported to Human Resources (HR) immediately. Employees should also report to HR if they have not received ID cards for newly elected coverage. This will ensure benefits are available when needed.

Please process terminations for any students who **graduated in December** or who did not return to work after the semester break.

2016 W-2's Delivered Through Workday

The 2016 W-2 forms will be delivered electronically through Workday for all current employees who have access to a Workday account. Paper copies of W-2's will be generated for current employees who **do not** have access to a Workday account, and for terminated or retired employees. The electronic W-2 forms will be available on or before January 31. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31.

The W-2 will be located under the Pay Worklet in Worday under My Tax Documents.

Duplicate W-2 Requests

W-2 forms are available online through myLSU back to 2001 and can be printed as needed. Should a W-2 not be accessible through myLSU, requests for duplicate W-2 forms can be made by completing form AS387 found at the following link: http//www.lsu.edu/administration/ofa/oas/pay/pdfs/as387.pdf or in the Payroll Office. There is a $10.00 charge for **each** duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2. Employees can access their W-2 form electronically through myLSU and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet

Federal http://www.irs.gov/Forms-&-Pubs

State http://www.rev.state.la.us/Forms

Work Authorization for Employment of Minors

For departments employing minors, work authorization is a required attachment under the documents tab. The correct attachment for this field is the **Minor Employment Certificate**. The application to Employ Minors Under Age 18 is not an acceptable attachment. The hiring department is responsible for attaching the minor employment certificate online and keeping the certificate on file in the department for a period of 14 days after the termination of the minor's employment.

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/WDF,EmploymentOfMinors.pdf. You may also visit the U.S. Department of Labor website https://youthrules.dol.gov/ 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.

SSA Requirements for International Students

Any F-1 or J-1 student who will be employed by LSU must apply for a social security number (SSN) if they have not received one previously. Detailed instructions and documents required for applying for a SSN can be found at http://www.lsu.edu/intlpro/is/current-students/social_security.php.

Work Permits for International employees are no longer being processed. In Workday, all international employees are considered eligible to work if they have a valid I-9.

I-9s for International Employees

In Workday, I-9s for international employees are now completed by the department HR analyst or Student Employment Partner.

The I-9 Handbook for Employers should be used for guidance on correctly completing the I-9 for intentional employees. Pages 4-9 of the handbook provides a completed example with detailed instructions. The handbook can be found at the following link: https://www.uscis.gov/sites/default/files/USCIS/Verification/E-verify/E-verify_Native_Documents/E-verify%20Manuals%20and%20Guides/M-274-Handbook-for-Employers.pdf.

Payroll continued...

For detailed instructions on completing the I-9 in Workday, please refer to the I-9 job aid: https://uiswcmsweb.prod.lsu.edu/training/student_employment/i-9_job_aid.pdf.

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.

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.

Administration

Protect Your Identity

Higher Ed and LSU have been targeted by phishing attacks in an attempt to gain employee myLSU credentials. Once the hackers obtain the employee myLSU credentials the banking information is changed to divert the employee direct deposit to an account controlled by the hacker.

Please pay attention to any e-mail you receive stating that your banking information has been changed. If you did not change your banking information you should contact ITS immediately.

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

Always keep network security in mind when checking e-mails. No matter how many layers of defense are placed around the University information systems, e-mail and the internet are required to perform our job functions. You can help protect the network by **NOT** opening e-mails, clicking links, or opening attachments from unknown senders. Even if you do know the sender and the e-mail seems odd, just delete it. If you are unsure about any e-mails please contact ITS before opening.

Some tips in spotting malicious/phishing e-mails are:

* Hover over links in the e-mails to see the actual URL.
* Check the sender's domain in the from address. At times these can be tricky @fedex.com (correct domain) vs. @fed-ex.com (not correct).
* Check the e-mail for grammatical errors.
* Don't download the pictures or attachments in e-mails unless you are sure it is safe.

Accounts Payable & Travel

AP & Travel welcomes **Jessica Hodgkins**, she joins the team as a Staff Accountant and can be reached at jhodgkins1@lsu.edu or 578-1541.

Sponsored Program Accounting

Welcome **Kristy Donald**. She joins SPA as an Analyst and can be reached at kdonald1@lsu.edu or 578-4762.

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