# Office of Accounting Services Monthly Newsletter

LOUISIANA STATE UNIVERSITY

204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321 **Issue 391** **May 2017**

www.fas.lsu.edu/AcctServices


## Accounts Payable & Travel

***Helpful tips to begin preparation for a successful Workday Fiscal Yearend Closeout:***

**Supplier Invoices**

1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP for processing.
2) Monitor purchase orders, make sure the items are received and Receipts are recorded.
3) Respond promptly to any e-mail requests from the PO staff regarding PO invoices received in AP, but are awaiting Receipts to be added.
4) Review the Aged Listings to ensure payments have been processed.
5) Cost Center Managers (CCMs) should review and approve supplier invoices in a timely manner.
6) Review departmental ledgers to ensure documents sent to AP have been processed for payment.

**LaCarte & CBA Transactions**

7) Create Expense Reports for both LaCarte procurement transactions and CBA transactions as the transactions are loaded into Workday. As a reminder, only travel transactions paid with LaCarte should remain non-expensed until the travel has been completed.
8) Respond promptly to any e-mail requests from the LaCarte and Travel auditors on LaCarte or CBA transactions requiring additional information.

**Travel Expense Reports**

9) Account for any travel completed prior to May 1, 2017 and submit the Expense Reports with the appropriate receipts. Going forward, please encourage travelers (or their delegates) to complete Expense Reports as the travelers return from their trips completed on or before June 30, 2017 to ensure all travel expenses are reflected in FY17.

**May Business Managers' Meeting**

### Yearend Seminar

Tuesday, May 23, 2017
9:30 am—11:30 am
Atchafalaya Room, LSU Union

### Inside this Issue

## Summary of AP & Travel Workday Reports:

| Report Name | Brief Description |
|---|---|
| Aged Listing of Outstanding Encumbrances | This report provides a list of open purchase orders with the encumbrance balances. Departments are encouraged to use this report to review purchase order balances to ensure payments have been processed and liquidated appropriately. |
| Find Supplier Invoice by Worktag | This report provides users the capability to locate a supplier invoice using the filter for a particular worktag. |
| Find Credit Card Transactions by Employee Cost Center | This report provides a list of credit card transactions by employee, cost center, billing date, transaction status, for all statuses. |
| Find Expense Reports by Worktag | This report allows users the capability to find expense reports by employee and/or by a particular worktag. |
| Find Expense Reports for Cost Center | This report provides users the capability to find expense reports for a particular cost center. |
| Find Outstanding Credit Card Transactions by Employee Cost Center | This report provides a list of credit card transactions by employee cost center that have not been submitted on an expense report. |
| Find Spend Authorization for Cost Center | This report provides a list of Spend Authorizations by employee cost center. The report also includes all related Expense Reports linked to the spend authorization and the remaining Spend Authorization balance. |

## In Progress/Tentative Transactions:

| | |
|---|---|
| Expense Reports | By using the **Find Expense Reports by Worktag** report, select only the status of "Draft" & "In Progress" to view Expense Reports with tentative transactions for a particular worktag. |
| Supplier Invoices | By using the **Find Supplier Invoice by Worktag** report, select only "In Progress" status to view Supplier Invoices with tentative transactions for a particular worktag. |

# LACARTE

### Do Not Ignore Replacement Card E-mails

Cardholders who receive an e-mail notification from the AP & Travel office that their replacement card is in, should come and pick up the new card within 30 days of the e-mail. Bank of America will cancel the cardholder's original card after 30 days. Cardholders who fail to pick up their new replacement card within the 30-day requirement may experience card declines if the original card has been canceled.

**An Expense Report should be created for LaCarte's procurement and CBA transactions** with 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 after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

### LaCarte transactions must be imported into the Expense Report

In an effort to eliminate expense reports from being created without LaCarte transactions, a custom validation has been added to not allow users to submit expense reports if the business purpose is "LaCarte Procurement Expenses not related to Travel" and there is no amount reflected in the "Company Paid" field. This validation should help users review the expense report and properly import the LaCarte transactions, as well as, alleviate the LaCarte auditors from having to send back expense reports to have the LaCarte transaction(s) imported.

**Expense Report "Comments" can be found on the Business Process tab.** Please review the Comment section for the reason the expense report was sent back.

### Business Purpose on Expense Reports is Important

In order to ensure timely processing of expense reports to the appropriate Expense Partners for final review and approval, please make sure the correct Business Purpose is selected. The Business Purpose drives the routing of the expense report to the appropriate Expense Partner in Accounts Payable. If the incorrect Business Purpose is selected, the expense report will be routed to the incorrect Expense Partner in Accounts Payable resulting in the expense report being sent back. We are still experiencing the incorrect Business Purpose of Employee Reimbursement being used for travel/special meals, conference registration, travel and LaCarte. The Employee Reimbursement business purpose should be used only if a reimbursement is due to an employee for procurement expenses paid with personal funds.

### Disputed or Fraudulent Transactions

Disputed or fraudulent transactions must be reported to Bank of America and the LaCarte Administrator immediately, and the transaction should be coded to the "Disputed Item" expense item along with attaching the Disputed Form. Simply attaching the Disputed Form to the Expense Report and coding the transaction to other expense item is not a notification. Failure to follow the process may result in the University not being able to seek a refund of the transactions within the 60-day requirement.

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

☎ Theresa Oubre 578-1543 or talber3@lsu.edu
☎ DeAnna Landry 578-8593 or deannal@lsu.edu

# TRAVEL

**What's New?**

1. **Expense Reports for Non-Workers can now be created in Workday <u>except for reimbursements to international guests/visitors</u>.**
   - **Non-Workers** are defined as University guests/ visitors or non-employed graduate or undergraduate students.
   - **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper AS300-NW, Travel Expense Reimbursement Request for Non-Workers and/or the AS541-NW, Expense Reimbursement for Non-Workers forms. However, the paper AS-300-NW and/or AS541-NW forms are <u>still required</u> for international guests/visitors and should be sent to the AP & Travel office for reimbursements to be processed via the Supplier Invoice Workflow for the payments to be sent by WIRE.
   - **Payments to Non-Workers via an Expense Report <u>will not</u> require supplier enrollment or SSN.** Payments to non-workers should be for travel and/or procurement reimbursements only and a check will be issued. It is imperative that a valid home address and either an e-mail address or phone number be obtained from the non-workers before adding the individuals in Workday.
   - **How are Non-Workers added in Workday?** University guests/non-employed graduate or undergraduate students must be added in Workday as an **External Committee Member (i.e., ECM)**. Only the **Expense Data Entry Specialist role** has the ability to create External Committee Members and the related expense reports in Workday. University guests or non-employed graduate or undergraduate students <u>will not</u> have access to Workday.

   As a best practice, it is recommended that the Expense Data Entry Specialist search for the External Committee Member to determine whether or not a record already exists before adding a new record. In the Search bar, type in actual name of the non-worker using this format: **ECM: Non-Worker.** It is important that the prefix **<u>ECM:</u>** is used. For example, ECM: Mike the Tiger.

   Please refer to the **Job Aid, Expense Report for Non-Workers** for the step-by-step instructions on how to create an External Committee Member (ECM)/Non-Worker and the related expense report.

2. **Changes to the Expense Reports**
   a. **Change in Order of Approval for Cost Center Manager (CCM) and Manager**
   CCM approvals are now required before the Manager on the Expense Reports, since CCM's are more likely to recognize changes needed and should send the expense report back to the initiators to have the changes made. This change increases the efficiency of approvals. **<u>Please note</u>**: Approvals on the Spend Authorization will remain in the order of Manager and CCM since the CCM's are responsible for securing any additional approvals (i.e., travel greater than 30 days, High Risk Travel, etc.).
   b. **Itemize requirement streamlined**
   When the "lodging" expense item is added on the Expense Report, Workday no longer requires that the expense be itemized, unless for one of the following reasons:
      - Expense need to be charged multiple worktags
      - Lodging cost include other expenses (i.e. Internet, Parking or Room Service, etc.)
      - Portion of the expense is considered personal. Please refer to the "Disallowed Expenses" Job Aid for more information or contact Kathleen Patrick at kelder1@lsu.edu or at 578-3699.

   c. **Expense Item Detail for the travel expense items have been reduced to require at a minimum "destination" (i.e., in-state, out-of-state or foreign).** Only airfare, baggage fee, single day meals and meal per diem and federal meal per diem

Accounts Payable & Travel continued...

expense items will require some additional information.

**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 Patrick 578-3699 or kelder1@lsu.edu

## Sponsored Program Accounting

**Invoicing Sponsors**

Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements. 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 Assigned Roles 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.

**Yearend Reminders:**

⇒ For sponsored program accounts (including associated cost sharing accounts) that end June 30 and all state grants, please ensure all expenditures are recorded and encumbrances liquidated by June 30, 2017. This is crucial for state restricted accounts because of agency imposed deadlines to bill by July 15, 2017 for all FY17 expenditures.

⇒ Since most state sponsors require an accurate June invoice regardless of the expiration date, it is essential that you provide **written documentation** such as copies of invoices or payroll accounting adjustments (PAAs) to your Grant Manager of any items not reflected on the June ledgers. For agreements expiring on 6/30/17, supplies and services must be received or rendered by 6/30/17.

⇒ Several state agencies require that we attach the monitoring/progress report to our invoices. Please ensure that May 2017 and June 2017 Monitoring/ Progress Reports are hand carried to SPA (336 Thomas Boyd Hall) by Tuesday, June 6, 2017 and

Sponsored Program Accounting continued...

Wednesday, July 5, 2017, respectively. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ), Coastal Protection and Restoration Authority (CPRA), and LA Department of Wildlife and Fisheries projects.

**Board of Regents (BOR) Graduate Fellows**

Graduate fellowship annual progress and financial status reports (form 2C-2) are due to SPA by May 12, 2017. These reports are to be included with the Financial Status Reports which are due to the BOR by May 30, 2017.

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

**Fee exemptions for summer programs** supported by a sponsored agreement must be approved by SPA before student awards can be established on the Advance Billing System. Please forward information on summer programs to SPA no later than May 2, 2017. Questions regarding student awards on sponsored agreements should be directed to Janet Parks at 578-4878 or jparks@lsu.edu.

**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 is given to such accounts and appropriate action taken to clear the overdrafts prior to June 30, 2017.

**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.

**Effort**

Effort will now be run on a quarterly cycle for professional, academic, and wage. Less frequent effort cycles will allow for more time to review ledgers and correct payroll accounting errors manually before an effort certification cycle is generated in April (3rd quarter) and July (4th quarter).

If a manual PAA is created and approved (changing an already approved effort certification time period), please send notice to effortassistance@lsu.edu to regenerate an effort certification for the employee.

If you have any questions or concerns about the Workday Effort Certification process please send it to effortassistance@lsu.edu.

# Payroll

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

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

**Work Study and President's Student Aid Student Aid Ending 05/12/2017**

All WS or PSA jobs have a compensation Actual End Date that corresponds with the end of the academic year. Once this date is reached, the compensation will be removed and any time entered on this position will



not be paid. **There will no longer be an automatic termination for these students.**

**One of the following transactions should be performed:**

***If the student continues to work,*** the student should be moved to the Student-LSU Job Profile using the Change Job transaction. No change to the Cost Allocation is required since the Worker-Positon level allocation is already assigned to a department account.

***If the student will not continue working for the WS or PSA department and has an additional job***, use the Switch Primary Job transaction to change the additional job to the primary job. Then the End Additional Job transaction should be processed to end the WS or PSA job.

***Student employees who receive Work Study summer allocations*** can have Change Job transactions with an effective date of 05/29/2016 to change from Student-LSU Job Profile to the Student-Work Study Job profile. Funding for Presidents Student Aid will be not be effective until the fall semester 08/14/2017.

***If the student will no longer work,*** a termination should be processed.

**Diplomas will not be issued** to graduating students who have outstanding wage/salary overpayments. In order to receive their diploma on Commencement Day, students must clear overpayment balances by 4:30 p.m. on Tuesday, May 2, 2017.

**Leaving the University?**

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

1. Update address information via Workday from the **Personal Information** worklet. Click to view current addresses and then click the **Edit** icon in upper left corner to make any needed changes.
2. E-mail Payroll at payroll@lsu.edu

Complete and submit to the Payroll Office a Change of Address form located at the following web address: http//www.lsu.edu/administration/ofa/oas/pay/pdfs/as481.pdf.

**Payroll** continued...

**Summer Sessions Pay Date Schedule**

| Summer Sessions By Campus | Pay Date 1 | Pay Date 2 | Pay Date 3 |
|---|---|---|---|
| LSU Baton Rouge Session A | 06/20/2017 | 07/14/2017 | 08/04/2017 |
| LSUA Session A | 06/20/2017 | 07/14/2017 | 08/04/2017 |
| LSUE Session A | 06/20/2017 | 07/14/2017 | 08/04/2017 |
| LAW Session A | 06/20/2017 | 07/14/2017 | 08/04/2017 |
| | | | |
| LSU Session B | 06/20/2017 | 07/14/2017 | N/A |
| LSUA Session B | 06/20/2017 | 07/14/2017 | N/A |
| LSUE Session B | 06/20/2017 | 07/14/2017 | N/A |
| | | | |
| LSUA Session C | N/A | 07/14/2017 | 08/04/2017 |
| LSUE Session C | N/A | 07/14/2017 | 08/04/2017 |
| | | | |

**FY 2017-2018 Payroll Schedules**

FY 2017-2018 payroll schedules for summer, academic, professional, wage, and student payrolls are now available on the Payroll website.

Go to http://www.lsu.edu/administration/ofa/oas/pay/index.php and click "Payroll Schedules".

**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 ongoing audits to 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.

## Financial Accounting & Reporting

**Yearend Preparation**

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses by account number and object code on a quarterly basis
- Process budget adjustments, cost transfers and Internal Billings for services rendered as needed
- Process correcting entries (see Workday Error Reports below)
- Request for inactive accounts to be closed

**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. May 31, 2017). 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).

**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.

| Month End | Close Date |
|---|---|
| April | Monday, May 1 |
| May | Thursday, June 1 |

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

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

- Track entries by following the Find Journal job aid posted on the Workday Training page to find "In Progress" entries 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

**LSU Workday Website Changes**

A link has been added to the LSU Workday Website "Just for Faculty." This link will provide faculty with a one stop shop to obtain information that only pertains to faculty. https://www.lsu.edu/workday/just-for-faculty.php

**Reports**

A list of the most common reports that are recommended for departmental use has been compiled. In order to make the list most comprehensive, both FDM and some HCM reports are included. The list can be found on the Workday Training webpage (link below) at the bottom under "Reporting" and is named Finance Reports by Functional Area. http//www.lsu.edu/workday/finance_training.php

**Internal Billing Deadlines and Reminders**

All Internal Billings for materials or services rendered during fiscal year 2017 should be processed by June 30, 2017. Entries received after this date can be disapproved. Internal Billings should always be completed in a timely manner, but the below table displays deadlines for sales/services rendered and when Internal Billings should be processed:

| Date sales or Services are rendered | Due Dates of Internal Billings |
|---|---|
| through April 30 | May 1 |
| through May 31 | June 1 |
| through June 15 | June 16 |
| through June 30 | June 30 |

Internal Billings should be initiated by the department **rendering** the service or sale.

A step-by-step Job Aid and How-to Video can be found on the Workday Training webpage at 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)
- **Verify the Company on the line matches the Driving Worktag used – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College**

**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.

**Unclaimed Deposits/Wire Transfers**

With yearend approaching, departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or

**Financial Accounting & Reporting** continued...

slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount.

# Administration

## Employee Scoop

**Financial Accounting & Reporting**

Welcome **Kelli Griffin** to FAR. She joins the team as an Accounting Analyst and can be reached at kgrif27@lsu.edu or 578-4956.

**Sponsored Program Accounting**

SPA welcomes **Chantel Brown**. She is a recently hired Analyst and can be reached at cbrown11@lsu.edu or 578-1625.



**Administration** continued...

Additional Finance Trainings have been added and are now available on the LSU Training and Event Registration website at training.lsu.edu. The following is a list of Finance Trainings that will be offered in May:

| | | |
|---|---|---|
| **Accounts Payable & Travel Instructor Led Business Policies/Processes Training** | | |
| | Start/End Time | Location |
| Thursday, May 11, 2017 | 9:00am - 11:30am | 225 Peabody |
| **Accounts Payable & Travel Workday Drop-In Lab** | | |
| | Start/End Time | Location |
| Thursday, May 11, 2017 | 1:30pm - 3:30pm | 133 Himes |
| **Budget Instructor Led/Practice Lab Training** | | |
| | Start/End Time | Location |
| Wednesday, May 17, 2017 | 9:30am - 11:30am | 230E Middleton |
| **Financial Data Model (FDM) and Reporting Instructor Led Workday Training** | | |
| | Start/End Time | Location |
| Monday, May 1, 2017 | 9:30am - 11:30am | 225 Peabody |
| **Financial Data Model (FDM) and Reporting Drop-In Lab** | | |
| | Start/End Time | Location |
| Wednesday, May 10, 2017 | 9:30am - 10:30am | 133 Himes |
| **Procurement Instructor Led Workday Training** | | |
| | Start/End Time | Location |
| Wednesday, May 31, 2017 | 9:30am - 12:00pm | 225 Peabody |
| **Sponsored Program Accounting (SPA) Instructor Led Workday Training** | | |
| | Start/End Time | Location |
| Tuesday, May 16, 2017 | 9:00am - 11:30am | 225 Peabody |

To register for LSU Finance training classes:

◊ Log in to myLSU
◊ Click on 'Employee Resources'
◊ Click on 'LSU Training and Event Registration'
◊ Locate the appropriate training then click on 'View Classes'
◊ Click on the appropriate Training Date
◊ Click 'Register'

You will immediately receive an e-mail confirmation of the registered course. For questions, please contact Lindsay Berthelot at lberthe@lsu.edu.

## 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 |