

Office of Accounting Services

Monthly Newsletter



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www.fas.lsu.edu/AcctServices

Issue 378

April 2016

The LSU Workday Project is still in the midst of its extensive testing phase. The project team is finalizing the end-to-end testing with a review of the features and functionality that Workday is incorporating into its product as part of its twice a year product upgrades. The final two stages of testing are user acceptance testing, which is scheduled for early to mid-April, and payroll parallel testing, which is scheduled for April through the end of May. One of the objectives of user acceptance testing will be the validation of training material developed to support LSU's July 1, 2016 go live. Any feedback from participants will be incorporated into the training materials in advance of end user training which, consistent with Workday's deployment methodology, is set to launch in late May/early June.

For additional information, please refer to the LSU Workday website: www.lsu.edu/workday. Questions or concerns regarding the LSU Workday Implementation may be directed online to www.lsu.edu/wdfeedback.

Business Managers' Meeting

Workday Update Fiscal Yearend Seminar

Tuesday, April 19, 2016
9:30 am - 12 pm
Royal Cotillion Ballroom, LSU Union

Sponsored Program Accounting

National Science Foundation (NSF)

NSF normally limits salary compensation for senior project personnel on awards made with NSF funds, to no more than two months of their regular salary in any one year. This limit is based on a fiscal year and includes salary received from all NSF funded grants including NSF pass through funds. Salary is to be paid at a monthly rate not in excess of the base salary divided by the number of months in the period for which the base salary is paid. Any compensation for such personnel in excess of two months must be approved internally using OSP-2 Form: Request to Modify Existing Award <http://www.lsu.edu/administration/ofa/oas/spa/asforms/asforms.php>.

Progress Reports

Any financial information included in progress reports to sponsors must be reviewed by SPA. Please allow sufficient time for SPA personnel to review this information before it is submitted to the sponsor. If possible, financial information should not be included in progress reports.

Invention Statements

LSU is required to report inventions to sponsors. In order to ensure inventions are accurately reported, Invention Statements must be certified by the PI and forwarded to their respective Intellectual Property office. If there are no inventions on a particular project, PIs must certify "NONE" on the Invention Statement.



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Retroactive Personnel Forms

Payroll expenditures **cannot** be transferred via journal voucher. Retroactive personnel forms must have an **AS227** (Justification for Retroactive Personnel Form) attached if salary expenditures are being transferred to a sponsored agreement account. The completed AS227 must document why the salary expenditure is being moved to the sponsored agreement account. Only the AS227 form will be accepted as SPA justification. The form can be found on SPA's website at <http://www.lsu.edu/administration/ofa/oas/spa/asforms/asforms.php>.

An AS227 **is** required when the HRS form is prepared more than 30 days after effective date. The completed AS227 must document why the salary expenditure is being moved to the sponsored agreement account. Justifications "to clear an overdraft" or "to spend out the balance" are not acceptable. When answering question #2, on the AS227, the response must include detailed duties the individual performed and how these duties fulfilled the goals and objectives of the project. For example, Mike Tiger is a Research Associate responsible for analyzing samples and compiling data for the ABC (sponsor name) project entitled XXX (grant name).

An AS227 **is not** required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts and state appropriations.

Cost Transfers

Expenditures cannot be charged to a sponsored agreement while waiting on an account number for another sponsored agreement. It is considered a misappropriation of funds and causes an overbilling to the sponsor being charged. The proper procedure is to request a tentative account number. If you are unable to obtain a tentative account number, the expenditure should be charged to non-sponsored agreement account such as a source 9 account.

Proposal Costs

Individuals working on proposal preparation should **not** be appointed 100% to sponsored agreements.

Maintenance/Repair Costs

Equipment maintenance/repair costs are not allowable as a direct charge to federally funded projects, to include federal pass through. There is one exception –

maintenance/repair costs for equipment dedicated to the project through which the equipment was **acquired** 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 PI must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Mobile Devices

Mobile devices and data plans will only be approved on sponsored agreements for which the service is an allowable charge. Once the award is completed, the service will no longer be reimbursed. If the employee requires a mobile device to perform their job duties, then they will have to convert to a stipend.

Once it is determined that the sponsored agreement will support the mobile device, a request for an exception should be sent to Dan Layzell, Vice President for Finance and Administration/CFO.

For existing awards that support mobile devices, sponsor approval should be obtained to charge the new monthly cell phone stipend. For new proposals, the monthly stipend should be clearly stated in the budget justification.

Expired fixed price accounts cannot be used to pay for mobile devices or data plans. Stipends can be paid from expired fixed price accounts.

Unallowable Costs

The following expenditures are normally not allowable on federal or federal pass-through sponsored agreements as a direct cost. They are part of facilities and administrative (F&A) costs and are considered indirect costs.

- General Office Supplies (including toner cartridges)
- Postage (excluding Federal Express)
- Subscriptions
- Memberships
- Maintenance/Repair Costs
- Monthly Telephone Line Charges
- General Purpose Equipment (e.g. PCs, printers, etc.)

LA Board of Regents (BOR) Contracts

Requests for no-cost extensions and/or budget revisions for BOR contracts expiring June 30, 2016 must be received by BOR no later than April 30, 2016. Please allow time for reviewing and processing. If you have any questions regarding your account, please contact the SPA contact.

Industrial Match commitment letters on BOR contracts were due on March 31, 2016. The PI should have forwarded the original Industrial Match letters directly to BOR with a copy to SPA as long as there are no changes to the sponsor, amount or terms. If changes are necessary, the PI must contact their respective Sponsored Program Office.

LA Board of Regents (BOR) Graduate Fellowships

Principal investigators must forward their annual BOR Graduate Fellowship progress reports to Sponsored Program Accounting by May 15, 2016. SPA will attach the report to the annual financial status reports and forward to BOR. Questions can be directed to Ashley Dugas at aduga@lsu.edu or 578-2139.

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 the PI's respective Sponsored Programs Office 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).

Tentative Account Number

A tentative account number should be requested when a PI has received notice that an award will be made, but an official award or contract has not been issued. A tentative account number should only be established when a PI is sure of funding. Obtaining a tentative account number will allow a PI to begin working on a project in anticipation of the award. The tentative account number will be the account number of the agreement when it is received.

To obtain a tentative account number, a PI must complete and submit a Tentative Account Number Request Form (AS494). The Request Form must be approved by the PI's department chair/director, who certifies that the department will be responsible for any unallowable charges, or for costs incurred should the project not be funded.

If your department has a tentative account number with a state sponsor (source 4) and expenditures have been incurred in FY 16, please check with the sponsor or PI on the status of the agreement. Normally FY16 expenditures for state accounts must be billed by July 15. Please route fully executed agreements through the appropriate channels so that these accounts may be billed to the state sponsors in a timely manner. Questions can be directed to Marley Fechter at 578-3786 or spaga@lsu.edu.

Checks Received for Sponsored Agreements

Payments received for sponsored agreements and gifts payable to LSU should be forwarded to Sponsored Program Accounting (SPA) for deposit. Any associated backup should also be forwarded along with the check. SPA will deposit the payment, prepare the entry to record the deposit to the General Ledger System (GLS), and also prepare the GLS entry to increase the budget if it is necessary. Please contact Henri Carruthers at 578-2137 or henrismith@lsu.edu for any questions related to deposits to sponsored agreement and gift accounts.

Cost Sharing

Cost Sharing letters are sent to the contact in the department in which the account is set up. If cost sharing is being provided by another department, the department receiving the cost sharing letter must coordinate with the other department. Departments are responsible for reviewing the Cost Sharing Detail by Account in Reporting Tools and notifying Sarah Ulkins at 578-1430 or sulkins@lsu.edu if anything is incorrect.

Personnel Activity Reports (PARs)

Please return the Non-Salary Cost Sharing forms to Budget & Planning.

Wage PARs G & H were due March 28, 2016.

Also, please certify and return all outstanding PARs, if applicable document cost sharing.

PARs should be certified by the employee or someone having first-hand knowledge of the employee's activities

Sponsored Program Accounting continued...

with the exception of graduate assistants. Graduate assistants must have their PARs certified by their supervisor.

Questions regarding PARs can be directed to Sarah Ulkins at 578-1430 or sulkins@lsu.edu.

Post Award Training Dates for Spring Semester 2016

Training dates can be found on SPA's webpage at <http://www.lsu.edu/administration/ofa/oas/spa/Training.php>.

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 ITs for services rendered as needed
- Request for inactive accounts to be closed

Internal Transactions (ITs)

An IT is an entry type in GLS that enables departments to bill other departments or campuses for services rendered or merchandise sales. ITs should be initiated by the **rendering** department.

Important Reminders

- Appropriate documentation including detailed information about the services or merchandise must be attached to the IT
- There should be no travel object codes on an IT
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Reporting Tools

Online ledgers/reports can be accessed by:

- Logging into myLSU
- Selecting Financial Services
- Selecting Reporting Tools

Financial Accounting & Reporting continued...

Important Notes

- Populate all parameters marked with an asterisk (*).
- Verify the data being entered is in the proper parameter format – for example March 31, 2016 month end date should be entered as 20160331 (YYYYMMDD).
- Verify mainframe access for that account, department or college.
- Adjust the print area through the Print Preview toolbar function when printing reports.

Access to these reports is granted based on GLS authorization. To update or acquire access, an online Security Access Request must be submitted. Instructions for the new Security Access Request system can be found at <http://www.lsu.edu/administration/ofa/fss/forms.php>.

Security Access – GLS

Individuals requiring access to GLS must submit a request through the online Security Access Request System. The View and Initiate GLS Entries (GLSVIEW) function will allow individuals to view information in GLS and Reporting Tools and bring an entry to incomplete status for their designated account scope. The View/Initiate/Balance GLS Entries (GLSUPDATE) function will provide all of the functions of GLSVIEW and allow an individual to bring an entry to pending status (F3).

Petty Cash

Petty cash funds are governed by FASOP: AS-03 which can be found at <http://www.lsu.edu/administration/ofa/policies.php>. All petty cash entries must include documentation of items purchased including, but not limited to, the following:

- Date of purchase
- Clear description of item purchased
- Name of vendor
- Amount paid
- Signature and printed name of employee making purchase
- Description of purpose

Petty cash is intended for small, miscellaneous purchases which are less than \$100 per vendor. Petty cash should not be used for meals and refreshments. These purchases should be approved on an AS499 and submitted to Accounts Payable & Travel.

Annual confirmation letters for petty cash funds have been distributed. Please ensure all of the information is accurate and return the letter to Crystal Hebert at crystalh@lsu.edu or campus mail by Friday, April 15, 2016. As part of the confirmation process, we are urging departments to evaluate the need for petty cash funds. If the fund is no longer needed, please contact us to close the fund. As an alternative to holding a cash fund, departments can submit petty cash reimbursement entries to Bursar Operations.

Bank Reconciliation

Contact us at bankrecon@lsu.edu for questions/requests related to bank reconciliation to include 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.

Payroll

Academic Graduate Assistant (GA) Separation forms effective 05/13/2016 were programmatically loaded to the HRS system on **March 21st**. Departments can now view these forms on HRS. The forms will become current on 05/13/2016. If a GA is separating prior to 05/13/2016 or is due a merit prior to 05/13/2016, please contact Lorin Oliver at lolive7@lsu.edu or Mindy Bergeron at mbergero@lsu.edu to have the 05/13/2016 XSEP nulled.

May Academic Pay

The final academic payroll for this year will be paid on Friday, May 13, 2016, Commencement Day.

Work Study and Chancellor's Student Aid student separation forms will be programmatically loaded on HRS with an effective date of 05/13/2016. Student employees with work study money for the summer can be reappointed with an effective date of 05/30/2016. Funding for Chancellor's Student Aid for the new year will be effective 08/15/2016.

Chancellor's Student Aid/Work Study Accounts

The last day for student employee earnings to be charged to such accounts is May 13, 2016. Please balance student allocations now and process any XCSF forms required. The final student pay period for time associated with CSA & WS accounts is VO115-27 for payment on May 27, 2016. The final date that payroll will accept late supplemental timesheets for WS and CSA is Tuesday, May 24, 2016. Work Study and Chancellor Student Aid timesheets received after May 24, 2016 will be charged to departmental funds.

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 myLSU under Personal Preferences / Directory Information
2. E-mail Payroll at payroll@lsu.edu
3. 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/asforms.php>

HRS TIP

Cleanup

Please check HRS for forms in **INIT** (initial) and **INC** (incomplete) status. Incorrect forms should be deleted using the **Delete Button** found on the **Approve** tab.

ETA Reminders

Copies of student time documentation should only be submitted to payroll for those students paid on work study accounts (accounts ending in '5490'). All other documentation should be maintained by the department.

The PF-6 copy of the ETA timesheet is the departmental copy. The PF-8 copy of the ETA timesheet is the copy

Payroll continued...

that is to be forwarded to payroll for release.

All pages of the PF-8 ETA timesheet (including blank pages) must be signed by the appropriate supervisor and submitted to payroll,

Supervisors are required to approve supplemental timesheets and should ensure the timesheets are accurate.

FY 2016-2017 Payroll Schedules

FY 2016-2017 payroll schedules for academic, salary, wage, and student payrolls are now available on the Payroll website.

Go to <http://www.lsu.edu/administration/ofa/oas/pay/payrollschedules.php> and click the appropriate schedule.

Academic Insurance Premium Changes

Academic employees may see insurance premium adjustments in their March, April, or May checks in order to adjust summer accrual balances for newly elected coverage during Annual Enrollment or rate changes that were effective 01/01/2016.

Accounts Payable & Travel

Increase in State Sales Tax

HB 62, Act 26 of the 2016 First Extraordinary Session of the Louisiana Legislature enacted La. R.S. 47:321.1 imposed an additional state sales tax in the amount of one percent (1%). **Effective April 1, 2016**, the state sales tax increases from 4% to 5%. New object codes have been assigned for departments to collect the appropriate sales tax percentage and record the tax to the corresponding object code as follows:

Object Code	Description
2143	Sales Taxes Collected – 5% (State)
2156	Sales Taxes Collected – 10% (5% -State, 5%-City Parish)

For questions, please contact Angie Mann at 578-1620 or amann7@lsu.edu.

Aged Listings of Outstanding Encumbrances as of March 31, 2016 will be distributed. Please review each

Accounts Payable & Travel continued...

purchase order balance on the listing.

- ◇ If an outstanding balance exists for items that will not be received on a purchase order in **PRO**, a purchase order alteration should be processed in the **PRO** system. The system will liquidate the encumbrance balance once the PO alteration is complete in **PRO**.
- ◇ If an outstanding balance exists for items that will not be received on a purchase order in **LSU GeauxShop**, a purchase order alteration request must be submitted via e-mail to geauxshophelp@lsu.edu.
- ◇ Travel advance encumbrances are also included on the Aged Listings. For questions concerning travel advance encumbrances, please contact the Travel staff at 578-1550.

PRO Assistance

Departments are encouraged to contact a member of the PO Invoice Processing staff to assist with questions regarding pending invoices, creating a receiving report in PRO and/or viewing attached vendor invoices:

☎ Angie Mann 578-1620 or amann7@lsu.edu
☎ Laquinta Lee 578-1541 or laquinta@Lsu.edu

LSU GeauxShop Assistance

Departments are encouraged to contact a member of the PO Invoice Processing staff to assist with questions regarding pending invoices and/or creating receiving reports. All other questions should be submitted to geauxshophelp@lsu.edu.

☎ Angie Mann 578-1620 or amann7@lsu.edu
☎ Laquinta Lee 578-1541 or laquinta@Lsu.edu

For all other LSU GeauxShop questions, please e-mail geauxshophelp@lsu.edu.

It is spring time...which also means it is time to start preparing for fiscal yearend.

This is a helpful checklist to assist in the preparation:

- 1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP & Travel for processing.
- 2) Monitor purchase orders, make sure the items are received and have been recorded in the PRO or LSU GeauxShop.
- 3) Monitor PRO for any Pending Invoices, confirm if the items have been received and create the

Receiving Reports.

- 4) Process PRO PO Alterations when applicable and/or contact AP & Travel if an adjustment is required.
- 5) Submit e-mail requests to geauxshophelp@lsu.edu for LSU GeauxShop PO alterations to cancel items ordered that will not be delivered.
- 6) Review the Aged Listings to ensure payments have been processed.
- 7) Monitor LaCarte & CBA entries as they are created and reconcile them timely in the PCARD system.
- 8) Respond to any e-mail requests from the LaCarte and Travel auditors on LaCarte or CBA transactions requiring additional information.
- 9) Monitor the PCARD system periodically for any outstanding LaCarte & CBA entries not released to AP.
- 10) Submit all Travel Expense Reimbursement Requests with the appropriate receipts timely as the travelers return from their trips.
- 11) Review departmental ledgers to ensure documents sent to AP & Travel have been processed for payment.



LACARTE

Attention LaCarte Cardholders!!

Bank of America has transitioned their Corporate Card Programs to the Chip and PIN Technology to help prevent fraud and make it more difficult to copy or counterfeit transactions.

All LSU LaCarte cards have been issued a new Chip and PIN card. Accounts Payable & Travel will have a bulk distribution of the LaCarte cards and will e-mail the Department's Business Manager to have the cards picked up. For questions, please contact Kathleen Elders at kelder1@lsu.edu or 578-8593.

When the cardholders receive their new card, they will be required to register the card at www.baml.com/PINCheck to obtain their PIN. Cardholders will need the following information to register:

- ⇒ Verification code (provided to cardholder upon issuance of card)
- ⇒ Card expiration date
- ⇒ CVV number (3-digit security code located on the back of your card)
- ⇒ Cardholders must enter their name exactly as it

appears on the card.

The "PINCheck" website can be accessed by computer or mobile device. The cardholder's PIN will be securely displayed one digit at a time. For additional information regarding the Chip and PIN technology, please refer to www.baml.com/globalcardus.

LaCarte and CBA BF entries must be released to AP using the online PCARD system with complete cost documentation no later than 30 days from the date of the purchase/transaction. Please make sure all entries are released to AP (RAPS status) when the final approvals are made. The LaCarte card will be suspended for any outstanding entries past 30 days.

Cardholders leaving the University




Supervisors should be certain to retrieve LaCarte cards from employees leaving the university prior to their last day of work. More importantly, supervisors are advised to make sure all LaCarte purchases are reconciled prior to the employee's last day. This includes obtaining receipts/supporting cost documentation for purchases that are not reflected on a LaCarte entry. For questions, please contact Kathleen Elders at kelder1@lsu.edu or 578-8593.

Helpful tip for LaCarte Users!

The Search Screen in the PCARD system should be used to monitor outstanding entries. The search options are as follows:

- 1) The first five digits of the department account number
- 2) Status of entries (NOTF, RAPR, RAPP, and RAPS)
- 3) Cardholder's myLSU ID or LSUID

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
 Kathleen Elders	578-8593 or kelder1@lsu.edu



TRAVEL

Update from the Lod Cook Hotel

Lod Cook will begin renovations for all 128 guest rooms that is scheduled to begin November 21, 2016. The renovation will be one floor at a time, taking no more than

30 rooms at a time and working down from the fifth floor, taking approximately 4 and a half months. Two mock rooms will be installed in late June for everyone to view the options. There will also be an expanded fitness center.

AS499, "Request for Special Meals" form must be approved prior to the event. Please submit the form at least 7-10 business days prior to the event to allow enough time for processing. Please make sure the form is approved, all sections completed and any required supporting documentation (i.e., agenda, flyers, etc.) is attached.

CBA Approval Reminders

1. Travelers should be conscientious of the days and time when making airfare bookings. Airfare bookings should not be made late on Friday afternoons or on the weekends if the department's CBA is to be used to pay for the airfare. The e-mail notifications are sent out immediately and the CBA approvers may not be aware of the requests within the 24 hour period to provide a response.
2. All departments must have a primary and secondary approver assigned to the CBA. The e-mail notifications are sent to both individuals, the person who is primarily responsible should take action of either approving or denying the requests. If the primary approver is out of the office, the secondary approver should take action on the request to ensure a response is provided within the 24 hour period. No request should go into a "No Response" status.
3. CBA approvers should always make sure that they have the approved travel authorization form prior to approving the airfare request. If the approved travel authorization form is not provided to the CBA approver, the request to purchase the airfare should be denied and the reason documented in the Notes section.

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 jmont41@lsu.edu
- Valery Sonnier 578-3699 or vsonnier@lsu.edu
- Jennifer Driggers 578-1531 or jdrigg@lsu.edu

Administration

Business Managers' Meeting

General Reminders:

- * To be added to the Business Managers Mailing List, submit an idea for a future topic, or submit specific questions on topics announced for future meetings, please contact Danita King at dcking@lsu.edu.
- * Information on prior meetings can be found at <http://www.lsu.edu/administration/ofa/oas/bsmgrmtg.php>.

Document Imaging

Various documents that route to Accounting Services, Purchasing and HRM are scanned by the Document Imaging section of Accounting Services to be stored as official University documents. Since these documents are oftentimes retrieved by Accounting Services personnel and/or auditors, it is extremely important that the documents are legible. The workflow involved in imaging documents is a very tedious and time consuming process. In an effort to keep the workflow steady and avoid having to manually edit images, please use the following tips:

- * Use white paper.
- * Tape receipts to 8 ½ x 11 paper. The tape should not cover the amounts on the itemized receipts since it tends to fade the ink which may make it harder to read once the document is imaged. Do not staple the receipts to the 8 ½ x 11 white sheet of paper.
- * Use fluorescent yellow highlighter. Other highlighters such as pink, blue, purple, etc. cause the information to be "blacked out" when imaged which causes Imaging personnel to manually adjust each individual page.
- * Use blue or black ink when writing on documents. Avoid using red or other colored ink pens.
- * Ensure that the document you are sending to be processed is legible. If an original is already difficult to read, the imaged version will be even harder. Signatures should be legible.
- * Ensure that copiers and desktop printers have dark ink/toner.
- * Replace ribbon on adding machines as soon as it becomes light.
- * Send originals when available (no carbon copies).
- * Only send pages that are relevant to the document being processed. For example, if an e-mail is used as back-up and only a phone number or a graphic is printed on the second page, the second page serves no relevant purpose and should not be scanned.
- * Mark page numbers accordingly such as page 1 of 3, page 2 of 3, and page 3 of 3.

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
BA	Budget Adjustment
BF	Batch Feed
CBA	Central Billed Account
CJ	Compound Journal Voucher
CR	Cost Reimbursable
CS	Cash Journal Voucher
CSAP	Chancellor Student Aid Program
CWSP	College Work Study Program
DJ	Departmental Journal Voucher
DT	Departmental Transmittal
EI	Encumbered Internal Transaction
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administrative Services Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
GLS	General Ledger System
HRS AUTH	HRS Authority
IPARF	Internal Prior Approval Request Form
IT	Internal Transaction
ITB	Invitation to Bid
ITIN	Individual Taxpayer Identification Number
JV	Journal Voucher
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
MC	LaCarte entry (similar to CS, DT, IT, JV)
NCE	No Cost Extension
PAF	Personnel Action Form
PAR	Personnel Activity Report
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
PROAUTH	PRO Authority
PS	Policy Statement
RAPS	Released to AP status
RFP	Request for Proposal
RGE	Record of Grant Establishment
SJ	Simple Journal Voucher
SSN	Social Security Number
STO	Short's Travel Online
TERR	Travel Expense Reimbursement Request

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
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
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	University Auxiliary Services
USDA	United States Department of Agriculture



Financial Systems

ABS	Advanced Billing System
APS	Accounts Payable System
BGT	Budget
COA	Chart of Accounts
DIR	Directory
ETA	Employee Time & Attendance
FMS	File Management System
GLS	General Ledger System
GSP	GeauxShop
HRS	Human Resources System
INS	Insurance
IPM	Investment Portfolio Management
LVT	Leave Tracking
PAR	Personnel Activity Reporting
PAY	Pay Control
PCARD	Procurement Card
PRO	Procurement
RCN	Bank Reconciliation
SAE	Student Award Entry
SPS	Sponsored Program System
SWC	Workers' Compensation
TIS	Treasurer Information System
USM	University Stores Management