

Office of Accounting Services

Monthly Newsletter



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www.fas.lsu.edu/AcctServices

Issue 381

July 2016

LSU Workday is live! Human resource, payroll and financial transactions are now processed through LSU Workday which is easily accessible through myLSU. Training resources are available online, and will be updated regularly to incorporate your feedback. These materials can be accessed with your myLSU credentials at <http://www.lsu.edu/workday/training.php>. Request help, get step-by-step instructions, and see answers to frequently asked questions at <http://www.lsu.edu/servicenow>. Tickets submitted via this new, web-based service tool will be closely monitored to ensure proper attention is given and timely action is provided on any recurring issues.

Employees are encouraged to ensure the accuracy of their data by completing the activities identified in the Day 1 Checklist which is included online: http://www.lsu.edu/workday/getting_started.php.

Business Managers' Meeting

There will be NO meetings held during July & August.

Meetings will resume in September and are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 - 11:00 am.

Payroll

Summer Pay Date Schedule (for summer school teaching faculty—not graduate assistants)

<u>Session</u>	<u>Pay Dates</u>	<u>Allocation of Salary</u>
A (LSU-BR)	07/01/2016	$\frac{1}{3}$ of gross salary on each pay date
A (LSU-A)	07/13/2016	
A (LSU-E)	08/05/2016	
A (LSU-L)		
B (LSU-BR)	07/01/2016	$\frac{1}{2}$ of gross salary on each pay date
	07/13/2016	
B (LSU-A)	07/01/2016	Full salary on pay date
B (LSU-E)	07/01/2016	Full salary on pay date
C (LSU-A)	08/05/2016	Full salary on pay date
C (LSU-E)	08/05/2016	Full salary on pay date



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Payroll continued...

Academic Dates

Beginning with Fiscal Year 16-17 all campuses will use a standard academic year for Payroll purposes. The academic dates are as follows:

<u>Academic Year</u>	08/15 - 05/14
<u>Fall Semester</u>	08/15 - 12/14
<u>Spring Semester</u>	01/15 - 05/14

Campus Federal Deduction Change Notice

The method of allocating funds to CFCU is changing with the implementation of Workday. As of July 1, CFCU **deductions** will no longer be automatic, however employees can re-establish it through Workday's payment election feature that will allow the employee to distribute their pay check into up to four accounts. A video tutorial, as well as step by step instructions on how to complete these tasks within Workday is available on the LSU Workday website under Resources (<http://www.lsu.edu/workday/resources.php>). This change does not affect employees who deposit their net checks to CFCU.

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 Partners and Student Employment Partners perform an ongoing audit of their fixed-term employees to ensure that the actual end date of the salary plan mirrors the job end date.

Expired 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.

Late Time Submission

With the implementation of Workday late time submissions must be made through Time Tracking for

payrolls processed in Workday. Late time submissions will be paid on the next regular payroll run rather than a supplemental payroll run.

For late time submission for pay periods processed in legacy, please use revised form AS 420 Supplemental Timesheet which can be found at <http://www.lsu.edu/administration/ofa/oas/pay/asforms.php>. Amounts due for legacy pay periods paid after 7/1/16 will continue to be paid on a supplemental payroll.

Sponsored Program Accounting

FY 17 Fringe Benefits & Tuition Remission Rates

Proposed rates for FY17 are listed below:

LSU (Including PBRC)	44.0%
Ag	46.0%
Ag Federal	33.0%
GA Tuition Remission	35.0%

Please note that the U.S. Department of Health and Human Services, LSU's cognizant agency, has not approved the above rates.

Key Personnel

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

National Science Foundation (NSF)

NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

Request for Tentative Account Number

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

Cost transfers processed in GLS for FY16 involving sponsored agreement accounts must have a copy of the HTML online ledger or a screen print from GLS of the expenditure being transferred. If GLS is used as backup, please include a printout of EDL in addition to the line item description. All expenditures must be in current status in order to be transferred. In addition, please staple the entry, HTML ledger or GLS backup, and an AS226 (if required) before submitting.

Final Expenditure Reports for Board of Regents (BOR) contracts due September 30, 2016

Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2016 are due to BOR by Friday, September 30, 2016. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR and submitted with the final financial report. If you have any questions, please contact your SPA grant contact.

For new BOR Contracts starting 6/1/16, it is recommended that a tentative account number is requested. The form can be found on our webpage at <http://www.lsu.edu/administration/ofa/oas/spa/index.php>. Otherwise, an account number will not be assigned until we receive the fully executed contract from BOR.

Extensions/Rebudgeting/Amendments

Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be **routed through the Office of Sponsored Programs (OSP)**. OSP will forward the documents to our office.

Please certify and return all outstanding PARs. If applicable, ensure cost sharing is documented before returning the PARs.

Classified PARs K & L will be distributed on July 18 and are due back to SPA by August 8.

Academic PAR 2 will be distributed on July 18 and is due back to SPA by August 15.

Financial Accounting & Reporting

YEAREND CUTOFF REMINDERS

The following schedule will be observed for the multiple June 30 ledger cutoffs:

July 1	First 6/30 GLS cutoff
July 22	Final 6/30 GLS cutoff

Service Centers & Recharge Operations

FY 2016 Service Center Revenue and Expense Reports are due to Budget and Planning by July 8, 2016. All final accruals should be included in the report.

Instructions and forms can be found at the Budget and Planning website: http://www.lsu.edu/bgtplan/Budget_Information/service-centers.php.

FY 2017 rate sheets are due to Budget and Planning by July 12, 2016. Internal billing journals will not be processed until Accounting Services receives notification that the new rates have been approved.

Petty Cash

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

All employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website 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.

In the case of funds needed for an event, an AS02: Miscellaneous Check Request should be submitted to Accounts Payable requesting the funds. You will have the option to cash the check at the vault in the Bursar's office. When the event is over and the cash is no longer needed, you will utilize the Customer Accounts Receivable and Deposit (CARD) application to record the

deposit of the funds. A job aid is available for the CARD application. https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf

Internal Billing (Replaces Legacy IT entries)

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

- Financial Accounting
 - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established Service Center to charge a Grant (excluding fixed price)

Bank Reconciliation

Contact us at bankrecon@lsu.edu for questions/requests related to the following:

- Stop payment requests
- Check copy requests
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

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

Accounts Payable & Travel

AP & Travel AS Forms have been updated for the FDM worktags. The forms are available on the AP & Travel website at <http://www.lsu.edu/administration/ofa/oas/acctpay/>.

Effective July 1, 2016, **petty cash reimbursements** will be processed by AP & Travel. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531 or Jackie Chen at jchen@lsu.edu or 578-1536.

One of the respective forms should be used to request reimbursements to non-workers, including non-employed students:

- ♦ **AS541-NW, Expense Reimbursement for Non-Workers**
 - ◊ This form should be used to reimburse for out-of-pocket procurement purchases.
- ♦ **AS300-NW, Travel Expense Reimbursement for Non-Workers**
 - ◊ This form should be used to reimburse for out-of-pocket travel expenses.
 - ◊ The AS516, Request for Authorization to Reimburse Expenses must be completed and attached.

Effective July 1, 2016, the direct charge stamp has been discontinued and replaced with the AS580, Direct Charge Worksheet. The AS580 form should be completed and placed on top of the direct charge invoices prior to submitting to AP & Travel. The AS580 form can be found on the AP & Travel website.

Fiscal Yearend Reminder:

- ♦ The last day to submit any direct charge and/or purchase order accrual JV's is **Friday, July 8, 2016.**

The **Online AP FYE 2016 Accrual Procedure Training** and the **AP FYE Accrual Procedure manual** is now available on the AP & Travel website. These trainings are great resources for a successful fiscal yearend.

The online training can be accessed by clicking the "Online Training" link. All users will be required to:

- 1) Login through *myLSU*
- 2) Under Topic 2, select the training session - "Fiscal Yearend Accrual Procedures"



The online training lasts approximately 30-45 minutes and there is no multiple choice questions asked throughout the training. All business managers and/or departmental personnel responsible for the AP fiscal yearend close-out procedures are encouraged to participate in the training. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531 or Patrice Gremillion at pgremill@lsu.edu or 578-3366.

State Sales Tax

The state sales tax for admissions to amusement events, athletic entertainment events, and recreational events of colleges and universities pursuant to La. R.S. 47:301(14)(b)(i) decreased from 5% to 3%, effective July 1, 2016. This decrease applies only to these event types which were excluded from collecting state sales tax prior to April 1, 2016.

This decrease does not apply to departments subject to 4% state sales tax prior to April 1, 2016, these departments will continue to collect 5% state sales tax.

The LA Department of Revenue provided the Frequently Asked Questions to clarify on the College and University Compliance with Acts 25 and 26 of the 2016 First Extraordinary Session of the Louisiana Legislature.

1. How much sales tax will be imposed upon tickets to college and university events?

Prior to April 1, 2016, there was a sales tax exclusion from state sales tax for admissions to amusement events, athletic entertainment events, and recreational events of colleges and universities pursuant to La. R.S. 47:301(14)(b)(i).

Acts 25 and 26 of the First Extraordinary Session of the Louisiana Legislature have imposed a state sales tax on the cost of admissions to amusement events, athletic entertainment, and recreational events of colleges and universities at the following rates:

Period State Sales Tax Rates:

4/1/2016— 6/30/2016 5%

7/1/2016— 6/30/2018 3%

7/1/2018 — 3/31/2019 0%

Tickets sold or invoiced to the ticket holder before April 1, 2016 or postmarked before April 1, 2016

are not subject to state sales taxes. Tickets sold on or after April 1, 2016 through June 30, 2016 are subject to 5% state sales tax. Tickets sold on or after July 1, 2016 are subject to 3% state sales tax. Tickets sold on or after July 1, 2018 will not be subject to state sales tax.

2. What events qualify as amusement events, athletic entertainment events, and recreational events?

Qualifying events include but are not limited to plays, band performances, ballet and dance performances, choir performances, and sporting events.

3. Are donations to private, nonprofit corporations dedicated to supporting a college or university and its athletic program subject to state sales tax?

A donation to a non-profit corporation is not a sale as defined in La. R.S. 47:301(13) and is not subject to state sales tax.

4. Are membership dues or fees paid to a private non-profit athletic booster club or non-profit foundation subject to state sales tax?

Revenue Information Bulletin 16-028 Page 2 of 4 Louisiana Revised Statute 47:301(14)(b)(i) provides a sales tax exclusion for membership fees or dues paid to nonprofit, civic organizations granting access to clubs or the privilege of having access to amusement, entertainment, athletic, or recreational facilities. However, this sales tax exclusion is not operative and in effect for purposes of Acts 25 and 26. Therefore, membership fees and dues paid to these organizations will be subject to state sales tax. Membership fees or dues paid to nonprofit, civic organizations such as the Young Men's Christian Association, which grant members the privilege of having access to workout facilities, clubs, and swimming pools will be subject to state sales tax. Membership fees or dues that entitle the member to use the organization's clubs, or amusement, entertainment, athletic, or recreational facilities will be subject to state sales tax. Membership fees or dues paid to a club, which does not grant its members access to a club or the privilege of accessing amusement, entertainment, athletic, or recreational facilities will not be subject to state sales. If the non-profit athletic booster club or non-profit foundation does not grant its members access to a club or the privilege of accessing amusement, entertainment, athletic or recreational facilities, then its membership fees or dues will not be subject to state sales tax.

5. Are meal plans sold to college and university students as part of bed and board subject to state sales tax?

If the meal is part of room and board and is included with tuition or fees, then it is considered to be part of the educational services provided by the college or university. An educational service is not one of the defined sales of services pursuant to La. R.S. 47:301(14); therefore, it is a non-taxable service. Sales of single meals to students, which are not included as a part of tuition or fees, will be subject to state sales tax.

6. If a guest speaker is invited to lecture at a college or university, will admission to this event be taxable?

Typically, a guest speaker is invited to speak on a particular topic. A college or university will facilitate this activity as part of its mission to educate its students and the community at large. The college or university is providing an educational service, which is a non-taxable service.

7. If a college or university holds athletic camps or enrichment classes for elementary or secondary school students during the summer or at other times of the year, will the tuition for the athletic camp or enrichment class be subject to state sales tax? If a meal is included as part of the tuition for the athletic camp or enrichment class, is the sale of the meal subject to tax?

Admission to a class is educational service; an educational service is not one of the enumerated taxable services pursuant to La. R.S. 47:301(14). Therefore, tuition paid for the athletic camp or enrichment class is not subject to state sales tax. If a meal is included as part of the tuition for the athletic camp or enrichment class, then it is part of the educational services provided by the college or university and is not subject to state sales tax.

8. If an amusement, entertainment, or athletic event sponsored by a non-profit corporation or another type of entity is held on a college or university campus, are admissions to this event subject to state sales tax?

Yes. Admissions to this event will be subject to state sales tax. Please see [Revenue Information Bulletin 16-020](#) *Taxability of Admissions to Places of Amusement, Athletic Entertainment, and Recreational Events* for state sales tax rates

applicable to each type of event. Individuals attending an athletic or entertainment event are the "taxpayers", who are liable for paying the sales tax. The non-profit corporation or entity hosting or sponsoring the event on the college or university campus is a "dealer" within the meaning of La. R.S. 47:301(4) and would be responsible for collecting and remitting the state sales taxes to the Louisiana Department of Revenue.

9. If a public college or university student is required to attend or participate in a play, band performance, choir performance, or sporting event as a class requirement and the cost of admission is covered by the public college or university, is this admission subject to state sales tax?

No. If a public college or university student is required to attend or participate in a play, band performance, choir performance, or sporting event as a class requirement and the cost of admission is covered by the public college or university, then there is no state sales tax due on the price of admission, because public colleges and universities are exempt from state sales tax pursuant to La. R.S. 47:301(8) (c).

10. If a college or university provides testing services, is this service subject to state sales tax?

No. Testing is not one of the defined sales of services pursuant to La. R.S. 47:301(14); therefore, it is a non-taxable service.

11. If a college or university provides veterinary services, is this service subject to state sales tax?

No. A veterinary service is not one of the defined sales of services pursuant to La. R.S. 47:301(14); therefore, it is a non-taxable service.

For questions, please contact Valery Sonnier at (225) 578-3699 or vsonnier@lsu.edu.



LACARTE

Departments are encouraged to stay current on all LaCarte and CBA entries for the remaining of the fiscal year. During the month of June, the 30-day requirement is reduced to 7 days for processing entries. Departments can monitor LaCarte/CBA entries using the Search screen by all statuses (NOTF, RAPR and RAPP).

Fiscal Yearend Reminders

- ◆ The final LaCarte entry for FY16 was made available on **June 27, 2016**. All LaCarte entries must be processed and in RAPS status in the PCARD system by **Friday, July 8, 2016**.
- ◆ **No LaCarte/CBA entries will be rolled over for next fiscal year.** Any LaCarte entries not completed and in RAPS status by **July 8, 2016**, the transactions will be subject to payroll deduction.
- ◆ The last day to submit LaCarte/CBA accrual JV's is **Friday, July 8, 2016**.

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 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 the LaCarte Administrator 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
- ☎ Kathleen Elders 578-8593 or kelder1@lsu.edu



PM-13, University Travel Regulations has been updated to reflect the changes to the travel policy effective July 1, 2016. In addition, PM-13 includes Appendices to better serve the travelers, departments and all LSU entities. Appendix A is a Summary of Travel Rates (i.e., mileage rate per mile, meal per diem, lodging

allowances, and other travel expenses), and Appendix B is a Summary of Approval Authority specific to each campus for certain travel expenses.

The following is a summary of the changes:

1. Clarification of the U.S. Department of State federal per diem rate meals and incidentals (M&IE) are inclusive of fees and tips given to porters, baggage carriers and hotel staff.
2. For campuses without Risk Management autonomy, unauthorized individuals including, but not limited to, spouses, children, or other family members should not be transported in University-owned vehicles or rental vehicles, unless an exception approval has been granted by the Department Head, if he/she determines that the best interest of the University will be served and the passenger signs an Acknowledgment Agreement form. LSU is exempt from this requirement.
3. Risk Management requires all international travelers, prior to the start date of travel, to complete the online registry at www.lsu.edu/riskmgt/internationaltravelregistry for emergency notification and insurance purposes. International Travel Insurance may be provided to travelers who have completed the registry prior to the start date of travel. Coverage information will be provided to the traveler once the registry information has been submitted online to Risk Management.
4. The routine lodging rate for Baton Rouge increased to \$98. Refer to Appendix A for all other lodging rate changes.
5. Definition section was updated to include suburb which is considered an immediate or adjacent location (overflow of the city) to the higher cost areas which would be within approximately 50 miles of the highest cost area.

Also, the following are key travel reminders:

1. Short's Travel Management remains the State of LA State Travel Agency Services. Travelers are encouraged to make booking arrangements using Short's Travel Online since the service fee is \$2. The agent-assisted service fee is \$19.50.
2. Enterprise Rent-A-Car remains the state contract vendor and use is mandatory for in-state travel. Please refer to the Accounts Payable & Travel website for updated contract rates.

3. Enterprise Rent-A-Car, Hertz and National remain the state contract vendors and use is encouraged for out-of-state travel. It is at the traveler's discretion which rental company is utilized.
4. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
5. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

The AS forms have been updated to reflect changes in LSU's PM-13 "University Travel Regulations". Employees should go to the Accounts Payable & Travel website at <http://www.fas.lsu.edu/AcctServices/acctpay/> for the current versions of documents and forms necessary to assist travelers in processing travel requests and reimbursements.

Effective, July 1, 2016, Centrally Billed Accounts (CBA's) will no longer be used to purchase airfare and/or conference registration for workers. CBA's will continue to be used to pay for non-workers, including non-employed students' airfare and/or conference registration.

The **LaCarte card is an alternative payment option** for any worker who travels on University business.

All **workers must use LaCarte or pay for their own travel expenses** incurred while traveling on University business. **Non-LaCarte cardholders** will be responsible for his/her own travel expenses with personal funds and will be reimbursed for all expenses upon completion of the trip.

Fiscal Yearend Reminders

- ♦ **Travel Advances** issued are not charged to departmental budgets until properly supported travel expense reimbursement requests are filed with Accounts Payable/Travel. **Travel advances should not be accrued.**
- ♦ The last day to submit travel expense reimbursement requests with an accrual JV is **Friday July 8, 2016.**

Final Airfare Itinerary

The final airfare itinerary is the official document that must accompany the Travel Expense Reimbursement Request and/or LaCarte/CBA entry for airfare charges.

The final itinerary provides the ticket number and payment information. Please be advised that the CBA approval e-mail from Short's Travel with the itinerary information is not acceptable documentation. You can access the final airfare itinerary on Short's VI LookUP Website: <https://bizinfo.shortstravel.com/reports/>. To access VI LookUp:

Username: vilookup
Password: lsutigers1

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

- Doris Lee 578-3698 or dorislee@lsu.edu
- Arianna Elwell 578-6052 or acreech@lsu.edu
- Janise Montgomery 578-3697 or jmont41@lsu.edu
- Kathleen Elders 578-8593 or kelder1@lsu.edu
- Jennifer Driggers 578-1531 or jdrigg@lsu.edu

Administration

July & August Business Managers' Meetings

There will be no meetings held during July & August. Meetings will resume in September and are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am. Please keep in mind the following:

- * 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/bsmg_rmtg.php.

W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at bwright4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice President Donna Torres on behalf of the University. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

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