The LSU Workday Project remains on track for its July 1, 2016 implementation. Workday will modernize the human resources, financial and payroll systems for all of the LSU campuses excluding the Health Sciences Centers. There will be opportunities to preview the look, feel and functionality of this new service through presentations at the various campuses in the next few months. Information on the LSU Workday Project may be found online at www.lsu.edu/workday. Questions may be directed to www.lsu.edu/wdfeedback.

Payroll

TAX TOPICS - International Employees

Tax treaty benefits expire December 31, 2015. Any employee or student who is eligible for treaty benefits for 2016 should attend the tax treaty workshop on one of the following days:

   Tuesday, November 10
   Wednesday, November 11
   8:30 am to 4:00 pm
   Lobby of Thomas Boyd Hall

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

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 pm on Friday, December 11, 2015.

Address Changes or Corrections

Please verify that the address is correct on the HRS Directory tab for employees who work in your department. Having a correct address is important when payroll information has to be mailed to an employee. The employee can update their address information via myLSU by selecting the Personal Preferences Link and amending the address on the Directory Information Link.
Payroll continued...

Note: Employees will need to submit a written request to change an address for any insurance carrier. The change of address form needed can be found on the Payroll or HRM websites.

Insurance Coverage at Retirement
Health premiums for retirees are determined by health participation as an active employee prior to retirement. Employees are encouraged to contact Human Resources for a vesting participation audit prior to retirement in order to ensure continuation in the OGB or LSU First Health plans are affordable and fit their changing needs due to retirement. Retiring employees who do not wish to keep their insurance coverage must cancel the coverage by completing a GB01 with Human Resources within 30 days of retirement. If the GB01 is not complete, insurance coverage will continue and the retiree will be billed for premiums.

Pay basis 13 academic employees must either be separated or continued for the Spring semester NOW. It is imperative that separation forms be loaded timely as Payroll must notify Insurance providers via separation form if the employee has health insurance. Insurers have a small window to offer COBRA insurance to the employee.

Graduate Assistants on a fiscal assistantship with an end date in December must have a form processed either to terminate their employment or to continue their status for the Spring. Please make a note to load the appropriate documents in a timely manner so that employees are paid correctly.

Minimum Wage
All hourly employees must be paid at least the federally required minimum rate of $7.25 per hour. The minimum wage law also applies to lump sum payments. The lump sum amount to be paid must equal or exceed $7.25 per hour for hours expected to be expended working on the project.

XCSF for Student, Classified and Transient Employees
Please be mindful of payroll run dates when loading XCSF forms that are effective at the very end of the current pay period or the beginning of the subsequent pay period. The account number on the form in current status on the payroll run date must match the account entered on ETA in order for the employee to be paid. Please delay loading XCSF forms with those effective dates until after the payroll run date related to that pay period. Payroll run dates can be found on the Payroll web site under Pay Schedules.

Timesheets for Additional Compensation and for WAE Employees:
Please do not put a voucher number on the timesheets as these payments will be made on the next available supplemental payroll.

Wage, Student & Supplemental Deadline Changes For Holidays

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Voucher #</th>
<th>Timesheets Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>055-17</td>
<td>Monday, November 09, 2015 at 10:00 a.m.</td>
</tr>
<tr>
<td>Student</td>
<td>055-27</td>
<td>Friday, November 20, 2015 at 10:00 a.m.</td>
</tr>
<tr>
<td>November 30, 2015 Supplement</td>
<td>055-46</td>
<td>Friday, November 20, 2015 at 10:00 a.m.</td>
</tr>
<tr>
<td>Wage</td>
<td>065-30</td>
<td>Monday, December 14, 2015 at 10:00 a.m.</td>
</tr>
<tr>
<td>Student</td>
<td>065-27</td>
<td>Tuesday, December 15, 2015</td>
</tr>
<tr>
<td>Wage</td>
<td>065-45</td>
<td>Thursday, December 17, 2015 at 10:00 a.m.</td>
</tr>
<tr>
<td>December 21, 2015 Supplement (Final for FY 2015)</td>
<td>065-26</td>
<td>Wednesday, December 16, 2015 at 10:00 a.m.</td>
</tr>
</tbody>
</table>

Special Delivery
Timely submission of ETA timesheets is especially important when there are holidays in the pay period. Calculations for overtime and holiday pay are performed automatically when ETA timesheets are submitted correctly by the due date. When adjustments are received for prior pay periods, payroll personnel must spend valuable time to manually ascertain if overtime earnings are due, what rate should be used for overtime, etc.

Holiday Pay for Eligible Employees:
If an employee is in a paid status (including paid leave) on the work day before or the work day after the holiday, the employee is due holiday pay for the entire
holiday period. Please call Payroll or HRM if you have a question about an employee receiving holiday pay.

**ETA Holiday Time for Part-Time Employees**

ETA automatically loads holiday hours for all employees listed on ETA. Be sure to remove or adjust holiday hours as needed for part-time employees.

**Classified Leave Without Pay**

When an employee is on leave without pay, make sure to remove the work hours on ETA for the current pay period. For extended periods of LWOP (more than 80 hours), an XLVE form should be processed and the standard work hours removed from ETA.

**Leave Without Pay (LWOP)** forms for Salary employees should be processed as follows: The form dates should reflect the actual dates the employee is on leave without pay. The employee’s work schedule should be included on form remarks. Any partial days of leave should also be noted on form remarks. For example, an employee on LWOP beginning at 1:30 PM on 11/04/15 through 11/05/15 would have a LWOP form loaded for the dates of 11/04-11/05. The form remarks would indicate a work schedule of 8:00 - 4:30 and that 3 hours of leave without pay were taken from 1:30 - 4:30 on 11/04/15. This information will enable Payroll to properly calculate the amount of pay due to the employee. Form remarks can be found under the action button.

**Fund End Date vs Transaction Expire Date**

The Fund End Date is used to control the funding of an employee’s salary for a period of time. This date is generally associated with sponsored projects and should be monitored continuously for needed extensions or changes to the salary funding source. A Change in Source of Funds (XCSF) form is the appropriate form to use when updating the Fund End Date.

The Transaction Expire Date is used to control an action associated with the employee, such as, granting of sabbatical leave, the award of an honorific, or the end of a contract period. There are numerous control date codes associated with the Transaction Expire Date and the personnel actions required to extend this date are various. The HRS Help section has an excellent reference guide for assistance with loading the appropriate action. A XCSF form cannot be used to update the Transaction Expire Date.

**Control Date Report**

The Control Date report (in the ‘Personnel Reports’ section of Reporting Tools) is a very helpful resource to use when monitoring control dates. Any dates entered in “Control Dates” (located under the second, circled A action button) section of the personnel form will appear on the Control Date report. Departments should run this report monthly to check for future expiration dates, and promptly process any personnel action forms needed to update expiring control dates.

**Control Date Tips**

Control dates should be checked on every form that is loaded to ensure the information is being appropriately updated.

Be sure to check for breaks in service when updating control dates. The effective date of the subsequent form should be no later than the next calendar date following the prior form’s control date.

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**University Holidays**

November 26 - 27
Closeout Period
The closeout period for sponsored agreements is usually 30 to 90 days after the expiration date of the award. It is less than 30 days for some agreements. This period is intended for paying outstanding bills. All work must have been completed and all items purchased must have been received by the expiration date of the award.

LA Board of Regents ENH and R&D awards
Prior approval of the Board of Regents (BOR) is required for the purchase of equipment not listed in the approved budget, unless the change in equipment involves no more than a change in make or model number.

Also, prior approval must be obtained from BOR to reduce the amount of salaries for graduate assistants. If approval to rebudget funds from the graduate student category is not received, the remaining balance in the graduate student category will have to be refunded to BOR along with the associated F&A costs.

A complete list of the categories requiring prior approval can be found in Section IX of the contract from BOR titled Rebudgeting. Please be aware that the BOR does not approve such requests after the expiration date of the contract.

Fabrication
When fabricating a piece of equipment that will have a value less than $5,000, object code 7490 should be used for all components. If the item will have a value of $5,000 or greater, object code 7495 should be used for all components.

Once the fabrication is completed, departments must process a journal voucher to transfer the fabrication costs to the appropriate equipment object code. It is not necessary to transfer line item by line item. In this case, a lump sum transfer can be done to credit object code 7490 or 7495 and debit the equipment object code. A copy of the approved journal entry will be forwarded to Property Management so the item can be tagged.

Checks
Departments should promptly forward checks for sponsored agreements to Accounting Services, 204 Thomas Boyd, Attn: SPA. Checks for sponsored agreements on the Ag campus should be sent to Ag Center’s Sponsored Programs Office who will forward to SPA. Please include all identifying documentation with the check, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact, if necessary.

Subrecipient invoices should be forwarded to SPA after the PI has reviewed, approved and signed the invoices. In addition, departments must prepare the receiving report in PRO prior to forwarding the invoice to SPA. When submitting subrecipient invoices, use object code 5705 for the first $25,000 to ensure that F&A costs are charged. After the first $25,000 has been paid, use object code 5706 which is exempt from F&A costs. Also, please ensure the PI has reviewed and signed all subrecipient invoices. The PI Checklist for Subcontractor Invoices can be found on page 30 of the Post Award Administration which can be found in the following link.

Workday
With the transition to Workday, SPA is required to set up separate account numbers for Subawards. Please note, these accounts are for subaward invoice payment only. All other charges should be made to the main account number. In addition, expired accounts should not be converted into Workday. Please work with the SPA contact to close these accounts prior to 07/01/2016. The SPA contact can be found on COA SPA screen or in Reporting Tools, Research Accounting, Grant/Contract Account information.

Cost Transfers
Cost transfers must be processed within 90 days from the end of the month originally recorded. The item description on cost transfers involving sponsored agreement accounts must be entered exactly as it appears in the description on the ledger for the expenditure being transferred. Also, if there is a source document referenced for the expenditure being transferred, it should be entered in the source document section on the cost transfer. A copy of the HTML online ledger or a screen
print from GLS of the expenditure being transferred must also be attached and highlighted. 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 Request for Non-Payroll Cost Transfer (if required) before submitting. An AS226 must be completed if expenditures are being transferred to a sponsored agreement. An explanation of how the cost benefits the project receiving the charge must be provided.

**Invention/Patent Certifications**

All invention/patent certifications must be sent to Andrew J. Maas, Office of Innovation & Technology Commercialization, 206 Louisiana Emerging Technology Center after being signed by the Principal Investigator. For Ag Center, the certifications must be sent to Wade Baumgartner, LSU Agriculture Center, Office of Intellectual Property.

**No Cost Extensions**

PIs should request no cost extensions if the work (including deliverables) is not completed on sponsored agreements. It does not matter if the agreement is cost reimbursable or fixed price. Requests for extensions must be routed through the appropriate Sponsored Programs Office before submitting to the sponsor. Requests for no cost extensions must be made before the expiration date in accordance with the agency’s guidelines.

**Tentative Accounts**

Projects with tentative account numbers should be monitored and the fully executed agreements for sponsored agreements should be forwarded to OSP upon receipt. Other campuses should route to SPA through their own sponsored programs office. Invoices for expenditures on the tentative account are not prepared until the executed agreements are received. If it is subsequently determined that an award will not be received, please notify Marley Fechter in writing so that the account can be deactivated. Questions concerning tentative account numbers should be directed to Marley at 578-3786 or spaga@lsu.edu.

**Personnel Activity Reports (PARs)**

All outstanding FY 15 PARs must be certified and returned now.

If you have any questions regarding wage PARs, please contact Megan Wesson at 578-2144 or mwesso1@lsu.edu. For questions regarding academic and fiscal PARs, please contact Sarah Ulkins at 578-1430 or sulkins@lsu.edu.

**Additional Compensation Forms** should be processed with the appropriate type code. Please review the list provided in the drop down box and select the correct type for the transaction. Additionally, the SP Other-General code should only be used occasionally when no other code is appropriate. Correct coding of add comp forms is imperative to ensure the information contained on an employee’s PAR is correct.

**Financial Accounting & Reporting**

**In Preparation for Workday – Account Review**

In preparation for the conversion to Workday, department codes and accounts are being reviewed to ensure all data is accurate. A new report has been added to Reporting Tools so units can easily review all accounts in their area:

- Log into myLSU
- Select Financial Services
- Select Reporting Tools
- Under Report Category “Administrative Reports”
- Select Legacy Chart of Accounts Report

Many accounts have not been in use for years, yet have remained active. Please review and send a list (in excel format) of any accounts that are no longer required to Helen Reaux in Budget & Planning - hreaux@lsu.edu – by November 30, 2015.

**Financial Statements**

The unaudited financial statements for FY 2015 are now available online at http://www.lsu.edu/administration/ofa/oas/far/supplement-financial-reports/fy2015.php.

**Directory (DIR)**

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

in DIR:

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

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

Reporting Tools
Online ledgers/reports can be accessed by:
- Logging into myLSU
- Selecting Financial Services
- Selecting Reporting Tools

Important Notes
- Populate all parameters marked with an asterisk (*).
- Verify the data being entered is in the proper parameter format – for example November, 30, 2015 month end date should be entered as 20151130 (YYYYMMDD).
- Verify mainframe access for that account, department or college.
- Adjust the print area through the Print Preview toolbar function when printing reports.
- GLS cutoff normally falls on the first working day of the month. Therefore, online ledgers for the entire month can be viewed on the second working day of the month. Please note that some monthly cutoffs may be adjusted due to holidays or fiscal yearend.

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

Stop payment requests should be initiated by the department that requested the original check for vendor payments. For payroll checks, stop payment requests should be initiated by the employing department. The AS32: Stop Payment Request form can be found at http://www.lsu.edu/administration/ofa/oas/far/pdfs/AS32.pdf. 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

Mark your calendar...
The final APS check run for 2015 will be Tuesday, December 22, 2015. Please plan accordingly to ensure vendor payments (especially construction payments) are made by the final APS check run.

PRO helpful information:
1. PRO Electronic Receiving Reports should be created ONLY when the merchandise is actually received and/or services are rendered. The receiving report serves as the authorization to pay. When invoices are received in AP, they will be processed for payment if the receiving reports have been processed in PRO. Please do not process an electronic receiving report in PRO without verification that the actual items were received.
2. Pending Invoices should be monitored in the PRO system on a regular basis using the Document Search screen. At the Document Search screen, select the Document Type of “Invoice” and the Status as “Pending Receiving Reports”. The search can be limited by one of the following:

- Five digit Dept Code
- Campus
- Business Manager Logon ID

For PRO questions regarding Aged Listings, Pending Invoices or Receiving Reports, please contact one the following Invoice Processing contacts:

- Angie Mann 578-1620 or amann7@lsu.edu
- Valery Sonnier 578-1541 or vsonnier@lsu.edu
**LSU GeauxShop helpful information:**

1. Invoices for equipment purchases with the unit cost of $1,000 or greater and/or with an equipment object code require a receiving report. Receiving reports should be added in LSU GeauxShop only upon confirmation that the items were actually received.

2. Invoices for non-equipment items with the unit cost of $1,000 or greater will also require a receiving report. In the Comment section, please indicate the item is non-equipment. This will help Property Management.

3. Departments should receive and accept only the quantity of items ordered on the PO. Purchase orders cannot be altered to increase the quantity. Departments should return overage items and create a new purchase orders in LSU GeauxShop whenever additional items are needed. If the supplier invoices for overage items, AP will contact the supplier for a corrected invoice that agrees with the quantity on the PO.

4. Departments cannot accept substitute items when an ordered item has been discontinued. If a substitute item is shipped, the item must be returned to the supplier. The University cannot pay for items that are not listed on the PO.

**LSU GeauxShop questions regarding the invoice workflow**, please contact one of the following Invoice Processing contacts:

- Angie Mann 578-1620 or amann7@lsu.edu
- Valery Sonnier 578-1541 or vsonnier@lsu.edu

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

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**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. If entries are not completed within 30 days of the entry date, cardholder privileges will be suspended.

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**Department Head Annual Review of LaCarte Cardholders**

The cardholder reports were provided to the departments with all of the unit’s LaCarte cardholders’ profiles, spending limits and last usage date. The return date was October 15, 2015. There are still many departments that have not completed and returned the Department Head Annual Review by the deadline. **It is imperative that immediate attention is given to complete the request as soon as possible.** If a second copy is needed, please contact Kathleen Elders at kelder1@lsu.edu or at 578-8593.

**LaCarte Renewal Cards**

Please be reminded that LaCarte Renewal Cards should be picked up on a timely basis. Cardholders are notified via e-mail when their Renewal Card is available for pick up. The link to the Online Renewal Certification Training is included in the e-mail notification. Cardholders are required to complete the renewal training before they can be given their renewal card. If cards are not picked up within 60 days of notice, the card may be deactivated.

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

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**Important Announcement from Shorts Travel Management**

Starting **December 1, 2015**, Short’s Travel will begin disabling access to Short’s Travel Online (STO) from browsers that are not supported by SSL versions TLS 1.1 & TLS 1.2. Short’s Travel participates in the Payment Card Industry (PCI) Data Security Standard to provide travelers with a reliable and secure connection to their system. In order for users to continue to access Short’s Travel Online (STO) on December 1, they must be on an approved operating system (O/S) and browser with the proper settings. The chart below shows the O/S and browsers that support TLS 1.1 and TLS 1.2.
Accounts Payable & Travel continued...

<table>
<thead>
<tr>
<th>Operating System / Browser Version</th>
<th>Support TLS 1.1/1.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Windows O/S using last 9 versions of FireFox</td>
<td>YES</td>
</tr>
<tr>
<td>All Windows O/S using last 9 versions of Opera</td>
<td>YES</td>
</tr>
<tr>
<td>All Windows 7 &amp; 8 using last 4 versions of Internet Explorer</td>
<td>YES</td>
</tr>
<tr>
<td>All Windows Vista using Internet Explorer</td>
<td>NO</td>
</tr>
<tr>
<td>All Windows XP using Internet Explorer</td>
<td>NO</td>
</tr>
<tr>
<td>All Mac O/S using the last 2 versions of Safari</td>
<td>YES</td>
</tr>
</tbody>
</table>

Only Windows Vista and XP System users that use Internet Explorer as their browsers will not have the ability to support TLS 1.1 & 1.2.

If you are using one of the supported OS/Browsers listed above and cannot access the Short’s Travel Online system after the change, please follow the instructions below for the appropriate browser:

Internet Explorer:
1. Open Internet Explorer
2. Press ALT + T, then select “Internet Options”.
3. Select the “Advanced” tab.
4. Scroll down to the “Security” section.
5. Locate and check “Use TLS 1.1 and TLS 1.2”.
6. Then, press the “OK” button.

Google Chrome:
1. Open Google Chrome
2. Click Alt F and select “Settings”.
3. Scroll down and select “Show advanced settings…”
4. Scroll down to the Network section and click on “Change proxy settings…”
5. Select the “Advanced” tab.
6. Scroll down to the “Security” section.
7. Locate and check “Use TLS 1.1 and TLS 1.2”.
8. Then, press the “OK” button.

For travel related questions, please contact a member of the Travel staff:
- Arianna Creech 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Janise Montgomery 578-3697 or mont41@lsu.edu
- Jennifer Driggers 578-3699 or jdrigg@lsu.edu

As reminder, as of July 1, 2015, students are required to book airfare through the state contracted travel agency, Short’s Travel. In order to establish a student profile in Short’s Travel Online (STO), an e-mail request should be sent to Arianna Elwell at acreech@lsu.edu for a profile to be created. For questions, please contact Arianna Elwell at acreech@lsu.edu or at 578-6052.

Please use the most current version of the travel forms to avoid processing delays. The current version of the AP & Travel forms are available at http://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/asforms.php. As a reminder, the Travel Expense Reimbursement Request (AS300) can be obtained in the Office of Accounting Services located in 204 Thomas Boyd Hall. Please note that the AS300 is a pre-numbered document and is not available online.

Happy Veterans Day
November 11
Business Managers’ Meeting
The November meeting will be held on Tuesday, November 10, 2015 in the Rotunda of the School of the Coast and Environment at 9:00—10:30 am. The topic to be presented at the meeting will be PCI Compliance.

PCI DSS (Payment Card Industry Data Security Standards) were developed to protect card information during and after a financial transaction. Representatives from Bank of America will be onsite for the November Business Managers’ meeting to provide the latest best practices for PCI compliance and information on completing the merchant Self Assessment Questionnaire. The meeting is mandatory for all personnel that handle credit card transactions – whether they are online or card present as well as employees who may come into contact with credit card information indirectly through their job duties. Attendance is encouraged so that all business officers of the University have the most up-to-date information on PCI compliance.

Departments Moving Locations
When a department on campus moves from one location/building to another, it is important that the departmental address be updated by informing Hope Rispone at hope@lsu.edu. Hope updates the “Department Address” in COA as this address is pulled for multiple purposes. There is also a web directory of departments on the LSU website that is updated through the “Editor” in each department. Editors may log in to their myLSU account, click Departmental Directory link, click My Listings and edit accordingly. New or additional directory editors should be sent to Tamara Mizell in Communications & University Relations at tmizell@lsu.edu. Departments may also consider the following to “spread the word” and:

- 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 sent to Accounting Services as part of back-up documentation. If “scratch paper” is being used to print documentation, then the pages containing irrelevant text will also be scanned and part of official University documents – so be cautious when recycling paper.
- 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.

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<th>Departments &amp; Organizations</th>
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<td>CJ</td>
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<td>Compound Journal Voucher</td>
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<td>CR</td>
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<td>Cost Reimbursable</td>
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<td>CS</td>
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<td>Cash Journal Voucher</td>
<td>LSU Foundation</td>
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<td>Chancellor Student Aid Program</td>
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<td>CWSP</td>
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<td>College Work Study Program</td>
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<td>DJ</td>
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<tr>
<td>Departmental Journal Voucher</td>
<td>National Science Foundation</td>
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<td>DT</td>
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<td>Departmental Transmittal</td>
<td>Office of Research and Economic Development</td>
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<td>EI</td>
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<td>Encumbered Internal Transaction</td>
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<td>Europay Master Card &amp; Visa</td>
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<td>ERP</td>
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<td>Enterprise Resource Planning</td>
<td>Procurement</td>
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<tr>
<td>F&amp;A</td>
<td>PAF</td>
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<tr>
<td>Facilities &amp; Administrative Costs</td>
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