

Office of Accounting Services

Monthly Newsletter



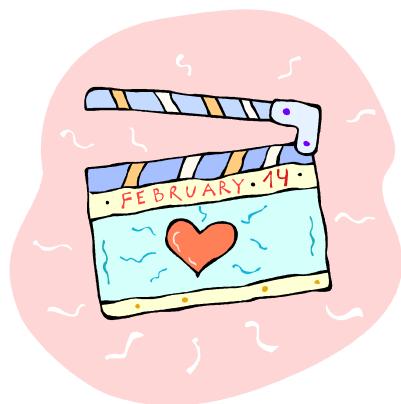
204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321
www.lsu.edu/administration/ofa/oas/

February 2022
Issue 448

February Business Managers' Meeting

- Updates from ITS
- Educational Benefits from LSU Online & Continuing Education
- Supplier Diversity

February 8, 2022
9:30 - 11:00 am
Online via Zoom



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Accounts Payable & Travel

Invoice Processing

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at jhodgkins1@lsu.edu or 578-1541 or Valery Sonnier at vsonnier@lsu.edu or 578-1531.

Direct Charge Invoices

Normal processing time for Direct Charge invoices is 10 business days. If a payment is needed sooner than that, please attach the **Special Handling Form (AS209)** to the top of the invoice or document in order for the special handling request to be handled timely and properly. Please make sure the due date is specified in the Priority Handling section of the form. The **AS209** can also be used when an enclosure must be mailed with the payment or when the department wants to pick up the check. For questions, please contact Catherine Herman at cherman@lsu.edu or 578-1549.




International Visitors

Payments to international visitors must be in accordance with *FASOP: AS-04, NRA Consultant, Contractor, Scholarship & Fellowship Payments* and are subject to federal tax withholding at the rate of 30% unless a reduced withholding or an exemption from withholding is provided by a tax treaty. The tax treaty benefits must be claimed by the international visitor prior to payment.

It is critical to determine if the visa classification and other circumstances related to the international visitor allow for payment of any kind. If the visa classification does not allow the international visitor to receive payment or reimbursement of expenses, no payment request will be processed.

Please note, if the visitor does not have a SSN or ITIN, he or she will have to apply for an Individual Tax Id number (ITIN) via the W-7 form in order to claim tax treaty benefits and the W-7 form must be signed in person in the Accounts Payable & Travel office. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531.

For questions concerning direct charge supplier invoices, please contact the DC Invoice Processing staff:

-  Jessica Morris jmor116@lsu.edu or 578-1536
-  Deana Clement-Delage dcleme2@lsu.edu or 578-1539
-  Catherine Herman cherman@lsu.edu or 578-1549

Aged Listing of Outstanding Encumbrances Report



Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the report:

- Search by worktag or multiple worktags
- Search by supplier
- Search by purchase order date
- Ability to remove “zero” dollar lines from the report

Purchase Order Invoices

Please do not attach purchase order invoices to the Receipt. The purchase order invoice should be forwarded to the respective Accounts Payable office to be matched against the PO and Receipt.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

-  Maci Jones macijones1@lsu.edu or 578-1620
-  Jessica Hodgkins jhodgkins1@lsu.edu or 578-1541



LACARTE

Expense Reports should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder’s privilege.

Safeguard LaCarte Cards

LaCarte cards should be safeguarded in a safe place at all times. Card numbers should never be written on any supporting documentation communicated through e-mail correspondence, or given to a supplier/merchant to keep on file. Cardholders experiencing any issues when using their card should contact DeAnna Landry at deannal@lsu.edu or 578-8593.

Supporting Cost Documentation

All LaCarte transactions must have the appropriate supporting cost documentation that “tells the story”. It is important that the receipt is itemized with a detailed description of the item. If a detailed description is not provided, an explanation of the item should be provided. Cardholders should not alter any cost documentation using Adobe software. If additional information must be provided, please include a comment within the expense report on one of the following: Header memo, Expense Item line memo, Business Process tab, or attach a separate memo under the Attachments tab. This will help the LaCarte/Travel auditor expedite the review and approval process. Insufficient supporting cost documentation will delay the audit process and may affect the cardholder’s privileges.




Itemized receipts should include:

- Vendor name
- Description of item purchased
- Quantity of items purchased
- Total dollar amount of purchase
- Transaction date
- Ship to address

Supporting documents may include:

- Sales receipt
- Packing slip
- Cash register receipt
- Copy of order form or application
- E-mail notification confirming order placed, item ordered, and amount purchased
- Accounting Services forms – the most current version should be used

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

-  Theresa Oubre talber3@lsu.edu or 578-1543
-  Christian O’Brien cobrien2@lsu.edu or 578-1544
-  DeAnna Landry deannal@lsu.edu or 578-8593



TRAVEL

Effective Jan. 1, 2022, international travel approvals reverted back to the standard process in accordance with FASOP AS-18, High Risk Travel to Restricted Regions.

As University business travel continues, please be advised of the following:

- Travelers are strongly encouraged to be fully vaccinated which includes the booster prior to any travel.
- It is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related travel expenses for quarantine and/or testing while on University business travel will be a University expense; however, departments are encouraged to assess the travel risk since many countries have implemented sudden changes in their management of travelers which may ban entry or extend quarantine and testing requirements that results in even higher travel expenses.

For more information, please refer to the **[“Important Information Regarding International Travel”](#)** link on the AP & Travel website. FASOP AS-18 and the related high risk travel forms are also available on the **[AP & Travel website](#)**. For questions, please contact Patrice Gremillion at **pgremill@lsu.edu** or 578-3366.

Change in Mileage Rate

Effective January 10, 2022, the mileage rate increased to **58 cents** per mile (up from 56 cents). A mileage odometer log or website mileage calculator is required documentation.

PM-13, University Travel Regulations and the **Travel Orientation Brochure** located on the Accounts Payable & Travel website have been updated to reflect the mileage rate change.

Travel Agency

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday

7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: **Statelauniv@CBTravel.com**

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00 am to 7:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24**.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

CBT Concur Online Booking System is available on myLSU!

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, *Book a Trip* on the left-hand side of the screen to be taken into the Concur site. The online booking fee is **\$7**.

Employee Travel Expense Reports should be submitted by the fifteenth of the month following the trip. CBA/LaCarte transactions paid on behalf of a non-employee traveler must be created with complete cost documentation and submitted for approvals **no later than 30 days** from the date of the purchase/transaction.

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

- ➔ Arlyn Becnel **abecnel1@lsu.edu** or 578-3697
- ➔ Andrea Chu **andreachu@lsu.edu** or 578-3698
- ➔ Kathleen Patrick **kelder1@lsu.edu** or 578-3699

Bursar Operations

Deferred Payment Plan for Spring 2022

The first installment is due March 1 for students who selected the Deferred Payment Plan for Spring 2022.

International Payments

International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill. Flywire commits to providing the best exchange rates.

Payroll

University Cashier

Departmental deposits can be dropped off in person between 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.

Scanned CARD Entries

CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu.

All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
- The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary e-mail account.

1098-T forms

2021 1098-T forms were mailed January 28, 2022. The forms will be posted online to the customer's account in February. They can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to Bursar@lsu.edu

Cashnet eMarkets

eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to Daniel Butcher at dbutch1@lsu.edu.

W-2's Delivered Through Workday

The 2021 W-2 forms were delivered electronically through Workday for all current employees who have a Workday account. Paper copies of W-2's were generated for current employees who do not have a Workday account as well as terminated and retired employees. Paper copies were mailed directly to the employee address on file.

See [Accessing Your W-2 Form](#) for directions on accessing W-2s in Workday. Employees with questions related to W-2 information, should contact the Payroll Office at (225) 578-3321 or payroll@lsu.edu.

Duplicate W-2 Requests

W-2 forms are available online through myLSU for calendar years 2001– 2015 and can be printed as needed. To access W-2 forms through myLSU, select Financial Services, then Tax Documents. For 2016 - 2020, the W-2 forms are available through Workday. See [Accessing Your W-2 Form](#) for directions on accessing prior W-2s in Workday.

Should a W-2 not be accessible through myLSU or Workday, requests for duplicate W-2 forms can be made by completing form [AS387](#) online or in the Payroll Office. There is a \$10.00 charge for **each** duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2.

Employees can access their W-2 form electronically and avoid the fee charged for paper copies generated through Payroll.

2021 Tax exempt status expires Feb 15th for U.S. citizens and resident aliens who claimed exempt from federal withholding and/or state withholding for 2021. Employees who are eligible for exemption for 2022 and wish to continue their exemption must complete new W-4 and/or new L-4E forms to claim exempt for 2022.



Exemption for any calendar year expires on February 15th of the following year. Regulations prohibit a refund of taxes withheld to any employee who is eligible, wants to claim exemption for 2022, but does not complete a new W-4 or L-4E for 2022 before the February 15th deadline.

If employees are eligible, and wish to continue the exemption in 2022, they must complete a 2022 W-4 form and/or a 2022 L-4E form ASAP. Please use an effective date of 02/16/2022 or greater for the new form. Employees can complete and update their W-4, L-4 or L-4E forms through Workday. Please refer to the [Withholding Elections](#) job aid for detailed instructions on updating your W-4 and L-4 in Workday. Changes will take effect within two business days. W-4 and L-4E forms are also available on the Payroll website.

Tax Forms and Instructions Available on Internet

[Federal](#)

[State](#)

Current tax forms can also be found under the Tax forms section of each employee type on Payroll's webpage.

IRS Individual Taxpayer ID (W-7) and SSN

International students on scholarship who are not eligible for a social security number should apply for an Individual Taxpayer Identification Number (ITIN). **Important: If the US TIN on your 1042-S begins with a 999# you need to apply for an Individual Taxpayer ID.** LSU is a Certified Acceptance Agent with authority to collect and submit to the IRS the appropriate paperwork necessary to apply for the identification number. Students that need to apply for an ITIN must make an appointment with Yolanda Clark yvalle1@lsu.edu in the Payroll Office. The ITIN application must be submitted with the applicant's 2022 tax return, so bring your 2022 tax return as well as your travel documents, to the Payroll Office when you are ready to apply.

International employees who claimed tax treaty benefits in 2022 will receive a 1042-S form no later than March 15, 2022. Both forms are needed before tax returns can be filed. Questions may be directed to Yolanda Clark at 578-2592 or yvalle1@lsu.edu.

International employees who are considered **non-resident aliens** should complete federal forms 1040NR or 1040NREZ and 8843. All other international employees must consider their particular situation to determine the appropriate forms to file.

Tax Software for Non Resident Aliens

There are two software programs available for international taxpayers considered nonresident aliens to purchase and use to prepare their required U.S. Federal tax return. [GLACIER Tax Prep](#) is provided through ARCTIC INTERNATIONAL, which is a company that has provided international tax training to employers for many years. Another recent addition of software for this group of taxpayers can be found at [Sprintax](#). These software programs do not prepare State tax returns.

Teachers' Retirement Audits

Teachers' Retirement System of LA (TRSL) audits payments made through both Payroll and Accounts Payable. Past audits have found that many contractor payments were made to employees, former state employees, and TRSL retirees, for services that the State of Louisiana deems subject to TRSL retirement contributions. The contractor information form, PUR_CR, required by Procurement Services contains the question "Is the contractor a current or retired member of Teachers' Retirement System of Louisiana?" It has frequently been found that those with audit findings answered 'No' to this question, when the answer should have been "Yes". Once found, the person will be enrolled in TRSL, an accounts receivable will be set up to collect the contributions, and LSU owes interest and penalties on the unreported earnings. When departments consider contracting with a former or current TRSL member, please remember that if the services provided would make the employee eligible for membership in TRSL if provided full-time, the individual must be employed with LSU and not contracted. This will ensure that the person is enrolled in TRSL, following the employment eligibility rules and that retirement contributions are deducted and remitted. Vigi Balanchandran in Payroll at vigi@lsu.edu or HR Benefits at hr@lsu.edu can help determine if the potential contractor needs to be hired and enrolled in TRSL instead of being paid through Accounts Payable.

Sponsored Program Accounting

BOR Industrial Match

Industrial match commitment letters on LA Board of Regents (BOR) contracts are due to BOR by March 31, 2022. The original commitment letter should be mailed directly to BOR with a copy to SPA as long as there are no changes with sponsor, amount or terms. If a change is necessary, please contact the appropriate Sponsored Programs office.

BOR R&D and Enhancement

Requests for extensions and rebudgeting, which require BOR approval, for contracts expiring June 30, 2022 must be received by BOR by April 30, 2022. Please note that all such requests must have prior institutional approval. In addition, requests for approval of any additional equipment and/or deviations (excluding make and model) from the approved equipment budget must be received by BOR by April 30, 2022. Please review your account to ensure that encumbered items or services will be received by June 30, 2022 and ensure that the required cost sharing will be met by the expiration date. If you have questions about your agreement, please contact the SPA analyst which can be found on the grant roles tab listed as the Grant Manager.

Gifts

Finance and Administrative Services Operating Procedure (FASOP) AS-05 can be found on SPA's webpage. It provides a concise, easy-to-follow table to help distinguish between gifts and sponsored agreements. Scholarship donations are not classified as gifts if the donor selects the scholarship recipient. Instead, these types of donations are classified as outside scholarships. Outside scholarships should be directed to the Bursar's Office instead of SPA. When routing the check and paperwork for an outside scholarship, please indicate the student's name and LSUID number. Any questions can be directed to Veronica Brooks at 578-3706 or vnolen1@lsu.edu.

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 however 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 principal investigator (PI) must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Monitoring Reports

It is imperative that monitoring reports for DNR, LA Department of Wildlife & Fisheries and DEQ agreements are sent to SPA to be submitted along with the invoice. These sponsors will not pay invoices unless the monitoring reports are attached.

Other sponsors will not pay invoices if technical reports are late. The principal investigators are responsible for submitting technical reports timely. A delay in submitting reports may cause the sponsor not to pay invoices.

Auditors

If an auditor from a sponsoring agency requests information, please contact Jaime Estave at jestav1@lsu.edu or 578-2204 in SPA. No notification is needed if an auditor from the LA Legislative Auditor Office or the LSU Internal Auditor Office is requesting information.

Overdrawn accounts

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

Post-Award Training

If you have questions regarding Cost Sharing, Key Personnel, Subawards, Cost Transfers, Effort, or Participant Support Costs, SPA has revamped the Post-Award Training into 6 classes to focus on these topics individually. You can earn a certification if you complete all 6 classes. The Reports class is still being finalized but the following classes are available now. Please visit our [website](#) for dates and times.

- ◇ Intro to Post Award Administration
- ◇ Cost Sharing
- ◇ Cost Transfers
- ◇ Effort and Key Personnel
- ◇ Participant Support & Fellowships/Subawards

Financial Accounting & Reporting

Monthly Close Dates

The monthly closeout is scheduled to take place the first working day of the next month.

Month End	Close Date
January	Tuesday, February 1
February	Wednesday, March 2
March	Friday, April 1
April	Monday, May 2
May	Wednesday, June 1

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

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

- Track entries by following the [Find Journal](#) job aid posted on the Workday Training page to find “In Progress” entries

- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

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

Cost Transfers

The following are tips when completing cost transfers:

- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all of the same worktags used on the original entry.
- Run the report “Journal Line Details” or “SPA – Journal Lines” and print it to PDF to use as backup. Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines to use or if a partial transfer is being done.
- On partial transfers, note the amount being moved.
- FD940 is not required on an entry – please only use if balancing error is received when submitting the journal.

The [“Create Journal Entry: Correcting Journal”](#) job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage.

Reports

A list of the recommended reports for departmental use to assist in reconciliations and fund management is available on the [Workday Training](#) webpage at the bottom under Reporting “Finance Reports by Functional Area”.

1099 Tax Forms

1099 forms issued to LSU should be forwarded to Jennifer Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall or by e-mail at jgendr1@lsu.edu.

Credit Card Merchant

Please ensure daily CARD entries are being made to record credit card revenue received. If assistance is needed with obtaining backup documentation from First Data/Bank of America or Elavon please contact Jennifer Richard at jgendr1@lsu.edu.

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

AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check can be found at [FAR Forms](#). Please ensure the most recent version is used when requesting information **and that your contact information is included**. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Internal Billings

An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department **rendering** the service or sale.

A step-by-step Job Aid and How-to Video can be found on the [Workday Training](#) webpage at Financial Accounting Create Journal Entry: Internal Billing

Important Reminders

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

- **Verify the Company on the line matches the Driving Worktag used – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College**

Administration

Shredder

Accounting Services has an industrial-sized shredder located on the 4th floor of Thomas Boyd Hall that departments can reserve. To reserve the shredder, please send an e-mail to imaging@lsu.edu. The e-mail should include the day and time of your requested appointment. In an effort to allow all departments across campus to utilize the shredder and maintain the work flow internal to our office, we have limited the use to 2-hour increments. Appointments can be made for 8:00 to 10:00 am, 10:00 to 12:00 pm, and 1:00 to 3:00 pm. If a department is more than 15 minutes late, the appointment may be rescheduled. If a department has a project that includes a large amount of paper to be shredded and a timeline to abide by, we will do our best to accommodate. Any departments using the shredder will be trained on how to safely operate the shredder, clean the general area, and proper disposal of the bags of shredded paper. Note that the shredded bags of paper must be transported to the dumpster outside T Boyd & Middleton Library and can be fairly heavy when being moved. Also, due to budget constraints, departments with a large amount of shredding may be required to purchase and replenish shredder bags and oil. Note: this equipment does not dispose of microfilm or microfiche - it is intended for paper only.

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 Elahe Russell 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.

TRAININGS

To register for LSU Finance training classes:

- ❖ Log in to myLSU
- ❖ Click on 'Employee Resources'
- ❖ Click on 'LSU Training and Event Registration'
- ❖ Locate the appropriate training then click on 'View Classes'
- ❖ Click on the appropriate Training Date
- ❖ Click 'Register'
- ❖ E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
Intro to Post Award	SPA	Wed, 2/2	9:00 am - 11:00 am	Online via Zoom
Business Managers' Meeting	---	Tues, 2/8	9:30 am - 11:00 am	Online via Zoom
Effort and Key Personnel	SPA	Wed, 2/9	9:00 am - 11:00 am	Online via Zoom
Travel	AP & Travel	Wed, 2/9	1:00 pm - 3:00 pm	Online via Zoom
LaCarte Card	AP & Travel	Tues, 2/15	9:00 am - 10:30 am	Online via Zoom
Special Meals	AP & Travel	Tues, 2/15	1:00 pm - 3:00 pm	Online via Zoom
Invoice Processing	AP & Travel	Tues, 2/22	9:00 am - 10:30 am	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Thurs, 2/24	9:00 am - 11:00 am	Online via Zoom

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	United States Department of Agriculture