Office of Accounting Services Monthly Newsletter

LOUISIANA STATE UNIVERSITY

204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321 Issue 404 June 2018
www.lsu.edu/administration/ofa/oas/

Accounts Payable & Travel

State Sales Tax Rate Decrease Reminder

Effective July 1, 2018, the state sales tax for admissions to amusement events, athletic entertainment events, and recreational events of schools, colleges, and universities will decrease from 3% to 0% under R-1002 (10/17) LA. R.S. 47:301(14)(b)(i)(aa). If you have any questions, please contact Valery Sonnier at (225) 578-1531 or vsonnier@lsu.edu.

Fiscal Yearend Reminders

- All supplier invoices, including punch-out invoices processed on or before June 30 must be approved by Cost Center Managers (CCM's).
- In order for direct charge invoices/documents to be charged to FY18 budgets, the **"Fiscal Year End Accrual"** box added to the AS forms (i.e., AS580, Direct Charge Worksheet, AS02, Miscellaneous Check Request, AS116, University-Prepared Invoice) must be marked "YES" which will indicate that the direct charge invoices/documents should be accrued. ***The FYE box should be marked on any of the AS forms listed above that are submitted during the period of July 2 – July 10.*** For questions, please contact Valery Sonnier at vsonnier@lsu.edu.
- In order to have purchase order invoices charged to FY18 budgets, departments must create *Receipts dated on or before June 30*. ***There is no cutoff for Receipts.***
- Without an invoice from the suppliers, expenditures for the items received and/or services rendered cannot be recorded to FY18 budgets. ***Departments are encouraged to assist in contacting suppliers for invoices to ensure the expense will be charged to FY18.***
- Punch-out Supplier Invoices must be approved by CCM's on or before **June 30,** in order to be charged to FY18 budgets. ***No accruals will be processed for punch-out supplier invoices.***
- AP & Travel will create the accrual journal entries as the Supplier Invoices (i.e., direct charge and purchase orders) are approved by the CCM's. ***Departments should not create any accrual journal entries.***

June Business Managers' Meeting

Financial Topics

- Visual Identity
- Uniform Guidance

HRM Topics

- To Be Announced

Tuesday, June 12, 2018
9:30 am—12:00 pm
Royal Cotillion - 250 LSU Union

Inside this Issue

LaCarte	2
Travel	3
SPA	4
Payroll	6
FAR	7
LSU Acronyms	11

- ❖ The accrual journal entries will be created daily, starting on July 3 - July 10 (at noon) and will be reflected as a **"Supplier Invoice Accrual Journal Source"** on the departmental ledgers/reports.
- ❖ Any supplier invoice accrual corrections needed must be sent to Valery Sonnier at vsonnier@lsu.edu.
- ❖ Supplier Invoices processed and approved after July 10 will be charged to FY19 budgets.

Helpful – Report!

Find Supplier Invoice by Worktag

- ❖ Provides the capability to locate supplier invoices for a particular worktag
- ❖ Select only "**In Progress**" status for tentative transactions

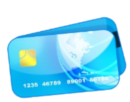
Job Aid, AP & Travel FYE Processing Procedures is published on the Accounts Payable & Travel website.

Purchase Order Receipts

Please ensure Purchase Order receipts in a "draft" status are submitted. There are currently several receipts in a draft status awaiting action.

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

- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
- Sandy Pavlick 578-1545 or spavlick@lsu.edu



LACARTE

An Expense Report should be created for LaCarte procurement transactions with complete cost documentation no later than 30 days from the date of the purchase. Cardholders/departments are encouraged to stay current by submitting Expense Reports on a weekly basis, especially during the month of June, as the 30-day reconciliation requirement is reduced to 5 days.

Cardholder Suspension

Cardholders who fail to adhere to the 30-day requirement will experience having their card privileges suspended.

Cost Center Managers are encouraged to do the following:

- ❖ Run the **"FIND OUTSTANDING CREDIT CARD TRANSACTION"** report on weekly basis (or daily in the month of June 30) to monitor for "new" or "in Draft" LaCarte transactions by cardholders.
- ❖ Reach out to the faculty/cardholders to ensure their transactions will be expensed by the July 6 deadline to avoid card suspensions.
- ❖ Review the Expense Reports in "Draft" status to investigate why the Expense Report hasn't been submitted. The reason may be there is an error and the faculty member decided to give up rather than ask for help.
- ❖ Review Expense Reports "In Progress" status by clicking on the Business Process to see where it stands for approvals. If the Expense Report is awaiting action by an Approver (other than a LaCarte or Travel auditor), send the Approver an e-mail to nudge him/her to review/approve the Expense Report for it to continue routing.
- ❖ Run the "**Find Expense Reports for Cost Center & Find Credit Card Transactions by Employee Cost Center" report** which displays both "**Awaiting Action"** and "**Comments"** from the Business Process to monitor the progress of the expense reports.

Fiscal Yearend Reminders

1. The final date for FY18 LaCarte transactions loaded into Workday is **Monday, July 2** for Expense Reports to be created by the deadline of **Friday, July 6**.
2. **LaCarte Expense Reports** can be initiated after June 30 to include transactions that should be charged to FY18 budgets. In order to have **Expense Reports** processed against FY18 budgets, the following criteria must be met:
   a. LaCarte/CBA Transactions must be linked/imported
   b. Expense Report Date = **June 30, 2018**
   c. All "Approvals must be Secured"
   d. Routed to and awaiting action by an Expense Partner

   Please note: Expense Reports not meeting all of the above criteria will be charged to FY19 budgets.
3. **No accrual journal entries** should be created for any FY18 LaCarte procurement transactions.

Helpful – Reports!

Find Credit Card Transactions by Employee Cost Center

- ❖ Provides a list of all employees with credit card transactions for all statuses

Find Outstanding Credit Card Transactions by Employee Cost Center

- ❖ Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report

Find Expense Report by Worktag

- ❖ Provides the users expense reports by employee and/or by a particular worktag
- ❖ Select only "**Draft**" and "**In-Progress**" statuses to view tentative transactions.

LaCarte Reminders

1. Due to the volume of Expense Reports, please do not send e-mails or make phone calls to inquire on the status of Expense Reports. Please be assured that the LaCarte & Travel auditors are working diligently and Expense Reports will be approved once the audit work is completed. The only e-mails that should be sent are those with responses to auditor questions and/or to provide missing documentation.
2. Incomplete/Pending issues will be listed under "Comments" which can be found on the Business Process tab of the Expense Report. Please review the Comment section for the reason why the expense report is not approved (or maybe returned).
3. Respond to e-mails in a timely manner. If supporting documents and/or forms are requested, please send the information to the LaCarte or Travel auditor via e-mail. The auditor will attach the information to the Expense Report.
4. Please do not withdraw Expense Reports in "Save for Later" status to edit or make changes. The Expense Reports have been audited by the LaCarte or Travel auditors with their comments documented. The approval process starts over from the beginning whenever an Expense Report is withdrawn.

LaCarte Purchases Requiring Prior Approvals

While we appreciate departments seeking prior approvals before making LaCarte purchases to ensure compliance; however, we do not want to cause "duplicate work" for the Compliance Reviewers if the prior approval has been granted. Also, we do not want to delay the final approval of the Expense Reports, especially with fiscal yearend approaching and the volume of Expense Reports pending final audit.

If prior approvals (i.e., from Strategic Communications, Procurement, HR, Facility Services, Trademark Licensing, Mailing Services, etc.) have been obtained prior to the LaCarte purchase**, please include that prior approval documentation in the supporting documentation attached to the Expense Repor**t. If the prior approval documentation is not attached, the LaCarte auditors will add the compliance review worktag along with the Compliance Reviewer for the Expense Report to route to the Reviewer. We have been informed by the Compliance Reviewers that prior approvals have been granted, but they are still receiving Expense Reports to review/approve because the prior approval documentation is not attached to the Expense Reports.

We appreciate your assistance with this requirement to ensure an efficient and successful fiscal yearend. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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

- ☎ Theresa Oubre 578-1543 or talber3@lsu.edu
- ☎ Catherine Herman 578-1544 or cherman@lsu.edu
- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu

TRAVEL

Short's Travel Online Traveler's Survey

Short's Travel strives for continuous improvement in its services and products to better serve LSU. As a result, LSU and Short's Travel have partnered together to offer LSU travelers a tool to provide feedback on their booking experience. Short's Travel has developed an online survey to assess their customer service standards which provides an opportunity to address any experience that does not meet their desired service level.

LSU travelers are encouraged to share their booking experience via the online survey and for any occurrence which requires more in depth information, travelers can provide their name and/or itinerary number for Short's Travel to investigate the situation. The online survey can be found in Short's Travel Online (i.e., STO) and on the

Accounts Payable & Travel continued...

AP & Travel website at http://www.lsu.edu/administration/ofa/oas/acctpay/travel.php.

Expense Reports

Expense Reports should be created for CBA transactions with complete cost documentation no later than 30 days from the date of the transaction.

Travel transactions paid with LaCarte should be included on Expense Reports created for the trip after the travel has been completed. **Expense Reports should be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.**

Cardholder Privileges

Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel; however, cardholders who fail to submit Expense Reports after the travel has been completed may result in the their card privileges being suspended.

Fiscal Yearend Reminders

1. **Travel/CBA Expense Reports** can be initiated after June 30 to include transactions that should be charged to FY18 budgets. In order to have Expense Reports processed against FY18 budgets, the following criteria must be met:
   a. Travel/CBA Transactions must be linked/imported
   b. Expense Report Date = **June 30, 2018**
   c. All "Approvals must be Secured"
   d. Routed to and awaiting action by an Expense Partner

   Please note: Expense Reports not meeting all of the above criteria will be charged to FY19 budgets.
2. **No accrual journal entries** should be created for any FY18 CBA or Travel transactions.
3. **Cash Advances** issued are not charged to departmental budgets until an Expense Report is processed and approved. **Cash advances should not be accrued.**

Basic Economy Airfares

Basic economy fares are highly restrictive and are not available for booking via Short's Travel Online (i.e., STO). Basic economy airfares are low cost tickets, but they cannot be changed or canceled. They can only be used "as is" or "lost" if there is a change in travel. In addition, basic economy airfares do not allow travelers to select a seat, use the overhead bin and will be the last to board and get off the plane. No exception approvals will be granted to purchase basic economy airfare outside of Short's Travel. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

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

Sponsored Program Accounting

Sponsored Program Accounts that end June 30

- ⇒ Review all state sponsored agreements accounts to ensure all expenditures are recorded and encumbrances are liquidated by June 30, 2018.
- ⇒ This includes cost sharing accounts
- ⇒ The review is crucial for state sponsored agreements because of agency imposed deadlines of billing FY18 activity by July 15, 2018.

Yearend reminders

- ⇒ DNR, DEQ, CPRA, and LA Department of Wildlife & Fisheries monitoring reports are due in Sponsored Program Accounting (SPA) by **July 3, 2018**. Please hand carry or e-mail signed and dated reports to 240 Thomas Boyd Hall. Any past due reports must be in SPA at that time also.
- ⇒ Cost transfers to correct expenditures through the May 31, 2018 ledger are due **by June 7, 2018.** All FY 18 cost transfers are due **by July 10, 2018**.
- ⇒ Restricted accounts should not be in an overdrawn status. However, when due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for additional funding), it is acceptable for some sponsored agreement accounts to be in an overdrawn status.
- ⇒ If there is a tentative account number for a State agency, please route the fully executed agreement through the appropriate Office of Sponsored Programs by **June 22, 2018**. SPA must ensure compliance with the invoice and financial report deadlines.
- ⇒ Any expenditures incurred in FY 2018 but not paid as of June 30, 2018 should be accrued. Please see Accounts Payable & Travel's instructions for yearend

accruals.

Annual and final technical reports for BOR projects are due to BOR **by June 30, 2018**. If the final report is not received by the deadline, the principal investigator is at a great risk of losing any additional scheduled payments. SPA will transmit the required expenditure reports to BOR.

Payroll Accounting Adjustments (PAAs) for retroactive changes in source of funds effecting FY 2018 activity should be processed no later than **July 9, 2018** to guarantee the change will be reflected in FY18. If applicable, a completed AS227: Justification for Retroactive Personnel Form must be attached to document why the expenditure is being moved to the new account. Also, please ensure employee account splits are accurate in order to document time & effort and salary cost sharing.

When loading One Time Payments, please ensure the beginning and ending dates are correct and that the accounts being charged have funds available. This will help eliminate delays in approving.

National Science Foundation (NSF)

Salary paid to senior project personnel on NSF-funded grants (including NSF pass-thru awards) cannot exceed 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.

REU Programs

Students participating in REU programs can only be paid as a student worker if they are working with the PI on his/her research. If the students are at LSU conducting their own research, their payment should be processed as an award through the SAE system.

Checks

Baton Rouge campus departments should promptly forward checks for sponsored agreements to SPA, 204 Thomas Boyd. Checks for sponsored agreements on the Ag campus should be sent to the appropriate Ag Administration office who will forward to SPA. Please include documentation with the check, identifying as much information as available, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

Request for Tentative Account Number (AS494)

Please note that the PI's name listed on the AS494 should be their official name. Do not use nicknames or initials on the documentation so the correct persons can be identified when setting up the award/grant information in SPA.

Pre-award costs should not be requested until after the award is made to the University. If the begin date on the tentative request is before the begin date in the award, a request for pre-award costs can be submitted if permitted by the award.

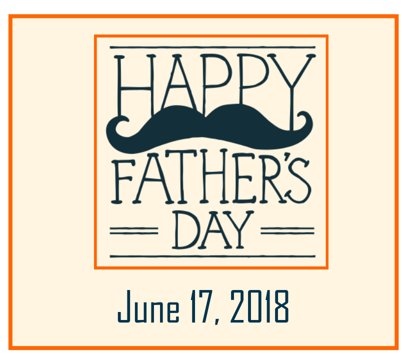
As a general rule, **expenditures on sponsored agreement accounts should occur consistently throughout the life of the sponsored agreement**. Keep this in mind when requesting cost transfers or purchasing equipment at the end of the sponsored agreement. These costs may be questioned and/or disallowed in an audit.

Cost Sharing

If a cost sharing grant needs to be established for an existing award, please notify Sarah Ulkins at sulkins@lsu.edu.

If you add/change cost sharing on someone who has already certified their effort, please notify SPA at effortassistance@lsu.edu to cancel and regenerate the effort certification for the employee.

The Department Quick Reference Guide which contains general guidelines for cost reimbursable, fixed price, federal, and state awards, as well as helpful hints specific to individual sponsors can be found on SPA's website under Manuals or http://www.lsu.edu/administration/ofa/oas/spa/manuals/spaquickreferenceguide.pdf. These are generic rules and should be used as a guide only. Always refer to the agreement and agency regulations for more specific requirements.



Payroll

Issuance of Minor Employment Certificates

Minor work certificates are issued in the Payroll Office, Monday through Friday as follows:

9:00 am - 12:00 pm
1:30 pm - 4:30 pm

Please contact Angie Ogle at aeogle@lsu.edu for more details.

Minor Employment Compliance

State and federal law mandates that persons ages 14-15 and ages 16-17 have distinct limitations on the types of jobs and on the number of hours and time during the day when they may work.

Louisiana guidelines, including limitation for minors under age 17 can be found at http://www.laworks.net/Downloads/WFD/EmploymentOfMinors.pdf. You may also visit the U.S. Department of Labor website http://youth.dol.gov/ for federal guidelines related to employment of minors.

Please ensure anyone in your area who might supervise minors ages 14 to 17 reviews this information. Any department employing minors may be inspected by an officer of the Louisiana Workforce Commission for compliance. Violations in compliance may result in fines or criminal penalties.

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 Balachandran in Payroll or HR Benefits can help to determine if the potential contractor needs to be hired and enrolled in TRSL instead of being paid through Accounts Payable.

Costing Allocations for Period Activity Pay (PAP)

When processing costing overrides for period activity pay, please be aware of mid period end dates. If the Activity End Date falls mid period, then the Payment End Date should be the Period End Date for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the payment end date should be loaded as 10/14.

Please be aware that these overrides are not supported in the retroactive pay process. If the period activity pay is submitted late the costing will revert to the worker position costing allocations. In these cases the department will be required to complete a Payroll Accounting Adjustment to correct the costing.

Payroll Accounting Adjustments

Payroll Accounting Adjustments affecting FY17-18 must be **completed** by **July 09, 2018**.

Retro Pay Transactions

Any Retro pay transactions should be processed immediately. In order to be charged to FY17-18 retro personnel transactions, or retro time entry, must be completed by the following dates:

Pay Group	Retro Date	Completion Date
Wage	Pay Period Beginning Prior to June 09, 2018	June 20, 2018
Student	Pay Period Beginning Prior to June 16, 2018	June 27, 2018
Academic	Pay Period Beginning Prior to May 15, 2018	June 21, 2018
Professional	Pay Period Beginning Prior to June 1, 2018	June 19, 2018

Payroll continued...

Time Deadlines for Fiscal Year End

Payroll	Period Ending	Time Due
◆ Wage	June 22, 2018	Monday, June 25, 2018 @ 11:59 PM
◆ Student	June 29, 2018	Monday, July 2, 2018 @ 11:59 PM

Financial Accounting & Reporting

Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile reports/ledgers
- Monitor budget to actual expenses by account and ledger on a quarterly basis
- Process budget amendments, cost transfers, payroll accounting adjustments and internal billings for services rendered as needed
- Request closure of accounts that are inactive or are no longer needed
- Record CARD entries in a timely manner

Internal Billing Deadlines and Reminders

- **June 1** - For materials or services rendered through May 31
- **June 18** - For materials or services rendered through June 15
- **June 29** - For materials or services rendered during FY18

Important Reminders:

- 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
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Reports

Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the

Financial Accounting & Reporting continued...

activity is displayed in reports available in Workday. A list of reports can be found on the Workday Training website under: http://www.lsu.edu/workday/finance_training.php.

- Training Materials
    - Finance Training
        - Reporting: Finance Reports by Functional Area

Some of the most useful reports most used by departments are:

- Revenue & Expense by "Driving Worktag Chosen"
- Journal Line Details with Employee Name
- Trial Balance

Merchandise for Resale

For those units who carry inventory of merchandise for resale:

- **June 18** - Inventory procedures are due and must include planned method of inventory and dates of expected counts
- **July 5** - Final inventory counts are due

Inventory procedures and final inventory counts should be e-mailed to Hope Rispone, hope@lsu.edu (which is preferred) or hand carried to 204 Thomas Boyd Hall.

UPDATED Credit Card Merchant Procedures

All merchant contacts (employees initiating CARD entries and their Cost Center Managers) should have attended one of the mandatory merchant trainings held at the end of May. If you were unable to attend training, please contact Jen Richard at jgendr1@lsu.edu to schedule training.

Beginning in FY 19, ALL CARD entries with debit/credit card MOPs will be required to have Bank of America backup documentation attached. If the Bank of America report is not attached to the CARD entry, the vault (125 Thomas Boyd) will return the entry to the department for the Bank of America backup to be added.

- CARD entries should be completed each day for the previous day's activity.
- If there is a difference between the Bank of America report and the point of sale system, the difference should be investigated and an explanation provided.

Financial Accounting & Reporting continued...

- Departments should only record what the Bank of America report shows as being received.
- American Express (AMEX) transactions are recorded on a MOP separate from Visa/MasterCard/Discover.

Please bring all CARD entries to the cashier in the Bursar's office in a timely manner. Vault hours are 10:00 - 11:45 am and 12:30 - 4:00 pm Monday to Friday.

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://lsu.edu/administration/ofa/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.

Unclaimed Deposits/Wire Transfers

With yearend approaching, departments that are anticipating funds (ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount.

Administration

Business Managers' Meeting

There will be no meetings held during the summer months of July & August due to fiscal yearend. Meetings will resume on September 11, 2018 and will be held in the Magnolia Room of the LSU Union (room 301) at 9:30 am – 12:00 pm.

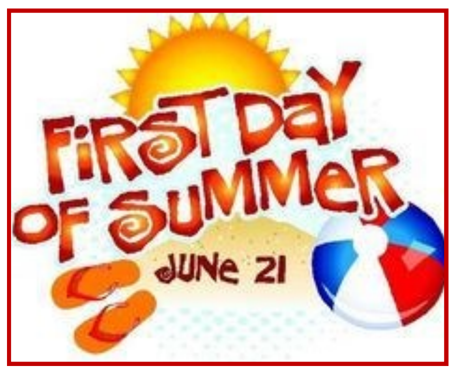
General Reminders:

> To be added to the Business Managers Mailing List, submit an idea for a future topic, or submit specific questions on topics announced for future meetings, please contact Danita King at dcking@lsu.edu.

> Information on prior meetings can be found at http://www.lsu.edu/administration/ofa/oas/bsmgrmtg.php.

W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at bwrigh4@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.



EMPLOYEE SCOOP

Accounts Payable & Travel

Welcome **Kalyn Mayfield** to AP & Travel. She can be reached at mayfield1@lsu.edu or 578-3697.

Financial Accounting & Reporting

Welcome **Collin Boudreaux** to FAR.
He can be reached at cboudr1@lsu.edu.

Bursar Operations

Bursar Operations welcomes **Daniel Butcher** and **Britney Graves**. Daniel can be reached at dbutch1@lsu.edu or 578-3377. Britney can be reached at bgraves1 or 578-0478.

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