Financial Accounting & Reporting

December Close
The monthly closeout is scheduled to take place the first working day of the new month.

- December 2018 is scheduled to be closed on January 2, 2019.

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 https://uiswcmsweb.prod.lsu.edu/training/finance/find_journal.pdf
- 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

Reporting
A new report is available in Workday:

- Journal Line Details with Employee Name and Type – Provides a list of detail journal entries by period which includes the employee name for salary and expense report transactions as well as employee type and a total column (which sums the Debit and Credit columns).

Credit Card Merchant Procedures
ALL CARD entries with debit/credit card MOPs will be required to have Bank of America Transaction Listing as backup documentation
Payroll

Insurance
It is important for employees to review their December and January payslips to ensure the coverage options elected during Annual Enrollment are reflected correctly. If there is a discrepancy, it should be reported to Human Resources (HR) immediately. Employees should also report to HR if they have not received ID cards for newly elected coverage. This will ensure benefits are available when needed.

2018 W-2's Delivered Through Workday
The 2018 W-2 forms will be delivered electronically through Workday for all current employees who have access to a Workday account. Paper copies of W-2's will be generated for current employees who do not have access to a Workday account, and for terminated or retired employees. The electronic W-2 forms will be available on or before January 31. Paper copies for terminated and retired employees or employees with no access will be mailed directly to the employee by January 31.

The W-2 will be located under the Pay Worklet in Workday under My Tax Documents.

Duplicate W-2 Requests
W-2 forms are available on line through myLSU back to 2001 and can be printed as needed. Should a W-2 not be accessible through myLSU, requests for duplicate W-2 forms can be made by completing form AS387 found at

Financial Accounting & Reporting continued...

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.
- 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.
- The total amount of each method of payment (MOP) should be calculated and written on the documentation.
- A copy of the Transaction Listing from Bank of America/First Data must be used as the backup for bankcard MOPS.
- There needs to be an additional copy of the Bank of America/First Data statement per bankcard MOP/AMEX MOP and an additional copy of the bank statement for DPS

Additional copies of DPS and bankcard back up need to be attached to the entry even if copies have been attached in CARD.

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.

1099 Tax Forms
1099 forms issued to LSU should be forwarded to Jen Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall.

Workday Security Access
Workday Access can be requested through myLSU:
  - Financial Services
    - Workday Security Access Request

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

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

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at http://www.lsu.edu/administration/ofa/oas/far/forms.php. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.
the following link: http://www.lsu.edu/administration/ofa/oas/pay/pdfs/as387.pdf 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 through myLSU and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet
Federal
http://www.irs.gov/Forms-&-Pubs

State
http://www.rev.state.la.us/Forms

Please process terminations for any students or graduate assistants who graduated in December or who did not return to work after the semester break.

Tips for Processing Work Study (WS) & President’s Student Aid (PSA)

President Student Aid
Job Profile must match award
◆ Costing:
  ◇ Allocations should be loaded at the Worker Position level using the department account. This account will be used for amounts that are over the award limit.
  ◇ President Student Aid also requires costing allocation of the PSA account to be loaded at the Worker-Position-Earning level
  ◇ Start date of costing should be beginning of pay period

Note: Hire may have to be completed before WD system will allow Worker Position Earning level to be added to student costing.
◆ President Student Aid job must be primary if student has multiple jobs.
◆ President Student Aid job must have an end date on the compensation and costing. Compensation End Date should be 05/10/2019 for the Work Study year.
◆ Student must be hired TIMELY for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the PSA earning.

Work Study:
◆ Job Profile must match award
◆ Costing Allocations must be loaded at the Worker-Position level only using the department account. This account will be used for amounts that are over the award limit. (No worker position earnings needed for Work Study)
  ◇ Costing should be effective the beginning of a pay period
◆ Work Study job must be primary job if the student has multiple jobs.
◆ Work Study job must have a compensation end date.
◆ Compensation End Date based on the Work Study year assigned by Student Aid.
◆ Student must be hired TIMELY for process to work correctly.

At the time payroll is processed the above elements must be in place for the Award to apply to the student and pay on the WS earning. LSUA, LSUE, & LSUS campuses must also have a Worker-Position-Earning level for Work Study to ensure charges apply to the appropriate campus.

Reports to Assist in Determining Student Charges

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DEFINITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Audit-Programs-Related Worktag</td>
<td>Report will give PG# needed for each cost center for PSA and WS</td>
<td>Search Field-Type in Report Name</td>
</tr>
<tr>
<td>Payroll Accounting for Worker by Pay Period</td>
<td>Provides payroll accounting detail by worker</td>
<td>Search Field– Type in Report Name or Payroll Accounting in Search Field</td>
</tr>
<tr>
<td>Journal Line Details with Employee Name</td>
<td>Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned. In Worktag field put employee.</td>
<td>Search Field– Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>
International student employees, including GAs, must not work over 20 hours per week while school is in session. To ensure compliance with this federal regulation, international graduate assistants are typically not allowed to receive additional amounts above their assistantship. All additional compensation for international graduate assistants must be approved by the Graduate School BEFORE the work is performed. This is a formal condition of the international student’s visa status. Violations typically occur for International GAs who hold a 50% effort assistantship. 50% effort assistantships are formally considered 20 hours per week of employment which is the maximum amount of hours allowed under federal regulations. Providing them with additional work beyond their assistantship would exceed the 20 hours per week limitation, and the student would be in violation of their status in the United States. Any questions about the work eligibility of international students or Graduate Assistants should be directed to International Services.

Cost Allocations Notes
Accounts for Cost Allocations must be included in the Details portion of the transaction and not just listed in comments. This occurs frequently when the cost allocation is a sub process of another transaction.

Cost Allocations on the Create Position transaction must have a begin date equal to the date the position is created.

Position Restriction Cost Allocations should not have an end date unless there is a corresponding Compensation End Date. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Cost Allocations can be updated as needed but should typically not have an end date.

When adding a new Cost Allocation be sure to end the old allocation and add an additional record. Just updating the Start and End dates of the current allocation will not preserve the audit trail.

Cost Allocation Tips:
- Expired Cost Allocations will prevent an employee from being paid

Work Authorization for Employment of Minors
For departments employing minors, work authorization is a required attachment under the documents tab. The correct attachment for this field is the Minor Employment Certificate. The application to Employ Minors Under Age 18 is not an acceptable attachment. The hiring department is responsible for attaching the minor employment certificate online and keeping the certificate on file in the department for a period of 14 days after the termination of the minor’s employment.

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 web site http://youthrules.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.

SSA Requirements for International Students
Any F-1 or J-1 student who will be employed by LSU must apply for a social security number (SSN) if they have not received one previously. Detailed instructions and documents required for applying for a SSN can be found at http://www.lsu.edu/intlpro/is/current-students/social_security.php.
missing Position Restriction cost allocations will prevent Payroll Commitments from posting
- Cost Allocations that end mid pay period where there is not a corresponding Compensation End Date will prevent an employee from being paid and will prevent Payroll Commitments from posting.

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.

Ensure Compensation End Dates for Employees Match Job End Dates
Employees with a compensation plan end date in Workday will continue to receive payments until the actual end of the compensation plan. The compensation will be reflected as a zero amount as of the end date which will result in zero pay for an employee. It is imperative that HR Analyst and Student Employment Partners perform an ongoing audit ensure that the actual end date of the compensation plans are updated. The report – Compensation Ending Within Date is available to help identify what employees have upcoming compensation end dates.

To continue the employee, a change job transaction must be processed using the reason code of Change Job Details to ensure it routes to Payroll.

Accounts Payable & Travel

1099-MISC and 1042-S reporting
Forms 1099 MISC will be mailed by January 31, 2019 to recipients of non-employee compensation (personal and professional services), other income and royalty payments. IRS Forms 1042-S will be mailed by the University in mid-February 2019, to all foreign visitors receiving income, to all non-resident foreign students receiving exemptions and cash awards, and to all tax treaty benefit recipients. Internationals that plan to file a tax return claiming a refund of taxes withheld on income received will be required by the IRS to file with a valid SSN or ITIN (Individual Tax Identification Number). The IRS will not accept tax returns filed under an international student LSUID (“89-” number).

Accounts Payable & Travel forms can be found on the website under AS Forms. Please use the current versions available and complete the forms with all information required. Incomplete or outdated forms may delay the processing of your payment request.

Special Handling Form (AS209) must be attached to the top of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

Direct Charge Worksheet (AS580) must be attached to each Direct Charge invoice sent to AP & Travel. Do not use the AS580 form for Purchase Order invoices as this may cause a delay in processing. For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

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 Aged Listing of Outstanding Encumbrances Report:
- Search by worktag or multiple worktags
- Search by supplier
- Search by purchase order date
- Ability to remove “zero” dollar lines from the report
Accounts Payable & Travel continued...

Please note: Credit invoices for purchase orders are applied to the FDM worktag (i.e., account), but the credit invoices do not increase the purchase order encumbrance balances. For questions, please contact Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

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

- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
- Valery Sonnier 578-1531 or vsonnier@lsu.edu

LaCarte

Outstanding FY18 Transactions
There are still FY18 LaCarte/CBA/Travel transactions not expensed. It is imperative that immediate attention is given to create the Expense Reports. Cardholders may experience card suspensions if Expense Reports are not created to expense the transactions. As a reminder, if the travel has not been completed, it is acceptable for the FY18 travel transactions to remain “not expensed”, but if the travel has been completed, an Expense Report must be created. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

An Expense Report should be created for LaCarte’s procurement and CBA transactions with complete cost documentation no later than 30 days from the date of the purchase/transaction. LaCarte transactions related to business travel must be included on the Expense Report for the trip and created after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

Itemized receipts must be attached on LaCarte Expense Reports.

Alcohol is not allowed on LaCarte regardless of the funding source. LaCarte cardholders purchasing alcohol with their LaCarte card may have their cardholder privileges revoked for failure to follow policy regulations. For questions, please contact DeAnna Landry at deannal@lsu.edu or 578-8593.

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 578-8593 or deannal@lsu.edu.

Cardholder Notifications in Workday
On the 2nd day of the month, cardholder notifications are sent in Workday to inform cardholders of any outstanding LaCarte transactions greater than 30 days. The notification will not include LaCarte transactions already added on Expense Reports and submitted for approvals. The notification will also remind the cardholders that if any of the outstanding transactions are related to future business travel, the transactions must be reconciled on Expense Reports after the travel has been completed.

The scheduled notifications are sent to the cardholders regardless of the card status (i.e., suspension, deactivation, etc.). For questions, please DeAnna Landry at 578-8593 or deannal@lsu.edu.

For 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 Management Contact Information:

SHORT’S TRAVEL MANAGEMENT
Toll Free - (888) 846-6810
Fax - (319) 433-0847

E-mail: state@shortstravel.com or international@shortstravel.com
Website: www.shortstravel.com/lsu

Travel Expense Reports must be created once the travel has been completed and must include all expenses related to the trip. It is recommended that Expense Reports be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.
Mileage for relocation expenses is reimbursed at the federal rate in effect at the time of the move. The mileage rate for calendar year 2019 is 20 cents (increase from 18 cents).

Safeguard Payment Information
Travelers should always remove credit card numbers, expiration dates and security codes from all receipts and documentation submitted.

LaCarte can be used to pay for dine-in restaurant special meals. The cost of the meal is subject to the special meal rates listed in PM-13 and no alcohol should be included or paid with LaCarte. An itemized receipt for the total meal amount must be attached to the Expense Report reflecting the transaction. For questions regarding special meal events, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538 or Patrice Gremillion at pgremill@lsu.edu or 578-3366.

For travel related questions, please contact a member of the Travel staff:
- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Kaylen Mayfield 578-3697 or mayfield1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

Unallowable Costs
FASOP: AS-21 Unallowable Costs For Sponsored Agreements has been updated to include procedures for unallowable costs and cost overruns that have not been cleared. If charges are not cleared after proper communication, the new procedures allow the SPA Billing Analyst to transfer the unallowable costs or overdraft amount to a designated SPA-Unallowable Costs (unrestricted) account established in the college. An unrestricted program will be established in each College for each function (research, instruction & public service).

Cost Transfers
Cost transfers must be processed within 90 days from when it was originally recorded. The memo section of the journal must include both the Header Memo and the Line Memo and must reference a unique identifying number i.e. supplier invoice #, expense report #, etc. The detail ledger from the Expense by Award report displays these numbers and can be used for backup. The detail ledger is displayed when drilling down into current expenditures. The SPA Journal Lines report also displays this information and can be used for backup. If a partial charge is being transferred, it must be noted on the backup documentation. All expenditures must be in Posted status in order to be transferred. In addition, an AS226 Request for Non-Payroll Cost Transfer must be attached (if required). 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. The AS226 is not required if transferring to an expired fixed price, gift, or LSU Foundation account.

Fixed Price Agreements
Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

A fixed price agreement can be identified by viewing the Award, select the Award Lines tab and it will be listed under Additional Information, Classification Type. The Classification Type is also found on the Award Lines Overview tab.

Tentative Account numbers
When completing an AS494 Request for Tentative Account Number form, please ensure a contact name and phone number are listed on the form. The contact person will be notified when the account number is established. Please contact Henri Carruthers at henrismith@lsu.edu or 578-2137 with any questions.

Board of Regents (BOR) Graduate Fellows
Status reports and invoices are due to BOR by January 31, 2019, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the
status reports to Sponsored Program Accounting by Friday, January 11\textsuperscript{th} as they are needed for invoice preparation. Status reports must be submitted timely to SPA in order for the financial reports and invoices to be mailed to BOR by the due date. If you have any questions, please contact Lakedra Fisher at 578-4879 or lfisher@lsu.edu or Falynn Rivere at 578-2139 or frivere1@lsu.edu.

**Travel expenditures** charged to a sponsored agreement must benefit the project. Please ensure that a description of the travel is included in the memo section of the Expense Report.

**Source Documents**
All requests from sponsors for source documents must be routed to the appropriate SPA contact. The SPA contact can be found in multiple places:

- on the Award, under the Additional Reports tab
  - Award Header Roles tab (listed as Award Billing Specialist/Manager)
  - Grant Roles tab (listed as Grant Manager)
- On the grant, under the Roles tab (listed as Grant Manager)
- Run **Award/Grant Information** report (listed as Grant Manager).

**Request to Establish Scholarship/Fellowship (AS498)**
must be completed for sponsored agreements paying scholarships and/or fellowships. The form can be found on SPA’s webpage or http://www.lsu.edu/administration/ofa/oas/spa/asforms/as498.pdf. In order to expedite processing, please ensure that the following criteria information is provided:

- Name of Scholarship/Fellowship
- College and Department
- Student classification and major
- GPA for original award and GPA to be retained
- Time frame of scholarship/fellowship and whether part-time or full-time enrollment is required
- Semester(s) awarded
- Other requirements
- Amount

**Business Managers’ Meeting**
Please be reminded that there will be no Business Managers’ meeting in January due to the holiday break. Meetings will resume in February 2019.

**General Reminders:**
\[ \Rightarrow \] Meetings are generally held on the second Tuesday of the month in the Magnolia Room of the LSU Union from 9:30 am to 11:00 am.
\[ \Rightarrow \] 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.
\[ \Rightarrow \] Information on prior meetings can be found at https://www.lsu.edu/administration/ofa/oas/bsmgrmtg.php.

**AS Forms**
The following link http://www.lsu.edu/administration/ofa/oas/asforms.php has a complete listing of all current AS forms used within Accounting Services. These forms are in a user-friendly fillable .pdf format. Please contact Danita King at dcking@lsu.edu with any issues accessing or using these forms.

**January 21, 2019**
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.

<table>
<thead>
<tr>
<th>Common Terms &amp; Documents</th>
<th>Workday Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAF</td>
<td>AG Agency Clearing</td>
</tr>
<tr>
<td>CBA</td>
<td>AIP Accounting Journal</td>
</tr>
<tr>
<td>CR</td>
<td>AWD Award</td>
</tr>
<tr>
<td>CSWS</td>
<td>AWDC Award Conversion</td>
</tr>
<tr>
<td>CWSP</td>
<td>BG Basic Gift</td>
</tr>
<tr>
<td>DT</td>
<td>BP Business Process</td>
</tr>
<tr>
<td>EMV</td>
<td>CC Cost Center</td>
</tr>
<tr>
<td>ER</td>
<td>CCH Cost Center Hierarchy</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>CCM Cost Center Manager</td>
</tr>
<tr>
<td>E&amp;O</td>
<td>CI Customer Invoice</td>
</tr>
<tr>
<td>EMV</td>
<td>CO Change Order</td>
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<tr>
<td>FASOP</td>
<td>EG Endowed Gift</td>
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<tr>
<td>FB</td>
<td>FD Fund</td>
</tr>
<tr>
<td>F&amp;I</td>
<td>FDM Financial Data Model</td>
</tr>
<tr>
<td>GL</td>
<td>FN Function</td>
</tr>
<tr>
<td>IPARF</td>
<td>FS Funding Source</td>
</tr>
<tr>
<td>ITIN</td>
<td>GR Grant</td>
</tr>
<tr>
<td>LSUID</td>
<td>GRC Grant Conversion</td>
</tr>
<tr>
<td>NCE</td>
<td>PAP Period Activity Pay</td>
</tr>
<tr>
<td>OTP</td>
<td>PG Program</td>
</tr>
<tr>
<td>PAWS</td>
<td>PJ Project</td>
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<tr>
<td>PRAF</td>
<td>SO Supervisory Organization</td>
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<tr>
<td>PO</td>
<td>TC Transfer Company</td>
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<tr>
<td>PO ALT</td>
<td>AG Agency Clearing</td>
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<tr>
<td>PPCS</td>
<td>AS Accounting Services</td>
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<tr>
<td>PRAF</td>
<td>BOR Board of Regents</td>
</tr>
<tr>
<td>PS</td>
<td>BOS Board of Supervisors</td>
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<tr>
<td>PSAP</td>
<td>DOE Department of Energy</td>
</tr>
<tr>
<td>RFP</td>
<td>FAR Financial Accounting &amp; Reporting</td>
</tr>
<tr>
<td>RFQ</td>
<td>FBI Federal Bureau of Investigation</td>
</tr>
<tr>
<td>SSN</td>
<td>FDN LSU Foundation</td>
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<tr>
<td>STO</td>
<td>FEMA Federal Emergency Management Agency</td>
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<tr>
<td>WAE</td>
<td>NIH National Institutes of Health</td>
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<tr>
<td>SACS-COC</td>
<td>NSF National Science Foundation</td>
</tr>
<tr>
<td>SSA</td>
<td>ORED Office of Research and Economic Development</td>
</tr>
<tr>
<td>SPCS</td>
<td>OSP Office of Sponsored Programs</td>
</tr>
<tr>
<td>SPA</td>
<td>OBO Office of Bursar Operations</td>
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<tr>
<td>TAF</td>
<td>PAY Payroll</td>
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<tr>
<td>USC</td>
<td>PROC Procurement</td>
</tr>
<tr>
<td>USD</td>
<td>PROP Property Management</td>
</tr>
<tr>
<td>USDA</td>
<td>SACS-COC Southern Association of Colleges and Schools</td>
</tr>
<tr>
<td>USF</td>
<td>Commission on Colleges</td>
</tr>
<tr>
<td>USDI</td>
<td>SPA Sponsored Program Accounting</td>
</tr>
<tr>
<td>USS</td>
<td>SSA Social Security Administration</td>
</tr>
<tr>
<td>UAIC</td>
<td>TAF Tiger Athletic Foundation</td>
</tr>
<tr>
<td>UCIC</td>
<td>UAS Auxiliary Services</td>
</tr>
<tr>
<td>UST</td>
<td>USDA States Department of Agriculture</td>
</tr>
<tr>
<td>UTIC</td>
<td>USTM United States Military Academy</td>
</tr>
</tbody>
</table>

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

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
- SSA Social Security Administration
- TAF Tiger Athletic Foundation
- UAS Auxiliary Services
- USDA States Department of Agriculture