December Business Managers’ Meeting

- LSU Web & Technology Accessibility Guidelines
- Procurement Updates
- Payroll Tips, Policies, and Best Practices

Tuesday, December 3, 2019
9:30 am - 11:00 am
Magnolia 301, LSU Student Union

Financial Accounting & Reporting

CARD
When completing a CARD entry, please be sure to include attachments in the CARD system so that the approver can easily verify accuracy of the transaction. The attachment should include the purpose and source of deposit.

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 can be found on the Workday Finance Training webpage.

- Financial Accounting
  - Create Journal Entry: Internal Billing

Important Reminders
- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- 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 sponsored agreement account (excluding gift, University Foundation, and expired 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

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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 related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run the report “Journal Line Details” 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.

Reporting
Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box or going to the Business Resource Management Dashboard:

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- **Journal Line Details** – Provides a list of detail journal entries by period
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

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 [Financial Accounting & Reporting Forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Petty Cash
The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Laurie Wales at llamb18@lsu.edu using Beth R. Nettles (SPL-23055) as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the CARD application.

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

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. **Expense Report for Non-Workers** Job Aid can be found on the Workday Training website.
Directory (DIR)
In order to reduce duplicate records in DIR and subsequent merges, departments should verify that an individual does not already have a DIR record prior to adding them. The following search options are available in DIR:

- By Social Security Number (UCHG Screen)
- By 89 ID number (VCHG Screen)
- By PAWS ID (VCHG or VLID screen) if an LSU e-mail already exists
- By name (VNAME Screen)

Any questions related to Directory merge requests or corrections should be directed to M.E. Hart at mehart@lsu.edu.

Questions related to Workday merges should be directed to Human Resources.

Space Surveys
If your department conducts sponsored research, you may be contacted to participate in the University’s space survey. Space surveys are conducted to document the amount of space used for sponsored research or other sponsored activities. This information is used to calculate the Facilities and Administration rate (also known as the indirect cost rate) charged to grants. Please click here for more information on the F&A rate and how it is calculated.

Payroll

TAX TOPICS
W-4 Updates
Employees are reminded to review their withholding status for the new tax year.

The IRS recently released an updated withholding calculator to help employees determine the proper withholding amount. Answers to frequently asked questions about using the calculator also were released with the calculator.

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. The job aid for changing withholding elections can be found on the Workday website, Training for Employees page.

Changes will take effect within two business days.

2020 Contribution Limits
The IRS has announced the dollar limits applicable to pension plan contributions remain unchanged for calendar year 2020. Elective deferral limits are as follows:

- 403(b) Plans - $19,500
- 457 Plans - $19,500

Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution limit is increased from $6,000 to $6,500 for 2020.

403(b) plans allow for a 15 year catch-up with a lifetime maximum of $15,000 and a yearly maximum of $3,000. In order to determine eligibility the employee must contact Payroll or HR.

Employees who wish to change contribution amounts to their supplemental retirement account should refer to the Human Resources website for further instructions.

No Mismatches Please
Employee names as reported on Form W-2 must match Social Security Administration (SSA) files. Employers are subject to a $50 penalty for name mismatches. Additionally, employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual.

The name and Social Security number (SSN) on the employee’s card should match the name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or HRM can make the change.

Invalid or Temporary Social Security Number
A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S. Social Security Number and that the SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee’s correct SSN on W-2s and other wage reports.
Address Changes or Corrections
Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W2 has to be mailed to an employee. The job aid, View/Change Home and Emergency Contact provides instructions on updating address information in Workday.

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

Insurance Premium Changes
Newly elected benefit coverages and premiums for the 2020 plan year will be reflected in December paychecks.

Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in employee January paychecks.

Employees electing to participate in the Health Savings Account must submit a new payroll deduction form each calendar year. The form GB-79 can be found on the LSU HRM Benefits website. The GB-79 form must be routed to Anne Landry’s attention in Payroll, 204 Thomas Boyd Hall. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account. Effective date of deduction will be based on when changes are entered in the OGB enrollment system. Deductions will start based on the effective date assigned by the OGB system.

Employees who submitted enrollment changes should report a discrepancy to Human Resources as soon as possible in order to ensure a correction can be made.

Diplomas will not be issued to graduating students who have outstanding wage/salary overpayments. In order to receive their diploma on Commencement Day, students must clear overpayment balances by 4:00 pm on Monday, December 9, 2019.

Wage and Student Early Deadline For Holidays

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Period Ending</th>
<th>Time Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>December 13, 2019</td>
<td>Monday, December 16, 2019 at Noon</td>
</tr>
<tr>
<td>Wage</td>
<td>December 20, 2019</td>
<td>Tuesday, December 17, 2019 at Noon</td>
</tr>
<tr>
<td>Student</td>
<td>December 27, 2019</td>
<td>Thursday, January 2, 2020 at 10 am</td>
</tr>
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</table>

Early Retro Pay Deadlines due to Early Payroll Runs

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Retro Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Pay Period Beginning Prior to November 15, 2019</td>
<td>COB Dec. 6, 2019</td>
</tr>
<tr>
<td>Professional</td>
<td>Pay Period Beginning Prior to December 1, 2019</td>
<td>COB Dec. 10, 2019</td>
</tr>
<tr>
<td>Wage</td>
<td>Pay Period Beginning Prior to December 7, 2019</td>
<td>COB Dec. 13, 2019</td>
</tr>
<tr>
<td>Student</td>
<td>Pay Period Beginning Prior to December 14, 2019</td>
<td>COB Dec. 19, 2019</td>
</tr>
</tbody>
</table>

Special Delivery
Timekeepers please remind employees and managers to submit and approve time by the designated payroll deadlines. Timely submission of time is especially important when there are holidays in the pay period. Calculations for overtime and holiday pay are performed automatically when time is submitted correctly by the due date.

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

Holiday Time for Part-Time Employees
Employees who are less than 50% effort will not see the holidays populated on the time entry calendar. The time keeper will use the Holiday Adjustment to enter the correct number of hours the employee should be paid. Example: if an employee’s regularly scheduled hours are...
Payroll continued...

20 hours per week Monday through Friday, the time keeper will enter 4 hours per day using the Holiday Adjustment for the period of 12/24 through 12/27. Please refer to the Holiday Quick Guide job aid for instructions on adjusting time for part-time employees.

Holiday Trigger
Please note that a time off request initiated through the Time Off calendar (the suitcase worklet) will not trigger the holiday hours to populate on the Time Entry Calendar. To identify employees who requested leave through the Time Off Calendar who need the Holiday trigger loaded, please run the following reports: Time Holiday Hours 0 (zero) and Time Off GT 0 (Greater Than Zero). These reports will be helpful during the weeks of 12/21/19 and 01/03/20 to ensure every classified employee's time is loaded correctly during the Holiday period. Please refer to the Holiday Quick Guide job aid for instructions on using the holiday trigger.

Time Should Be Estimated Carefully
Remember that we are approaching year end when early due dates mean time may have to be estimated. Please be careful as some students chronically overestimate their time and this causes an overpayment. Employee W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.

The Fair Labor Standards Act dictates that employees must be paid for all hours worked and the payment should be made for the pay period in which the work was performed.

Sponsored Program Accounting

Sponsored Program Accounting continued...

All invoices and financial reports must be submitted by SPA. The SPA Director has signature authority to sign these documents on behalf of LSU.

Monthly and quarterly invoices and financial reports are usually due within 10 to 30 days of month-end and final invoices within 10 to 90 days of expiration.

Final invoices will not be revised for additional expenditures. It is essential that departments notify SPA of any pending items in process, such as changes in costing allocations, before the final is billed.

Early Termination
If an agreement is terminated for any reason, please notify OSP and SPA in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, including e-mails, it must also be forwarded to both offices. Our offices will work with the PI, department, and sponsor to close the project.

Participant Travel
Travel for participants is not subject to F&A. In order for F&A to calculate correctly on Participant Support Costs please use the correct ledger/spend category.

- Ledger Account - 6270: Participant Support Costs
- Spend Category - SC0289:Participant Travel

Travel Expense Reimbursement Requests
When charging travel expenditures to a sponsored agreement account, the purpose stated on the expense report must relate to and/or benefit the sponsored project and the travel must be within the time frame of the agreement.

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).
Board of Regents (BOR) Graduate Fellows
Please forward Graduate Fellowship Status Reports to SPA. SPA must include the reports with the invoices which are due to the BOR by **January 31, 2020**.

Service Centers
Salary for employees charged to accounts established as a service center cannot be used as cost sharing on a sponsored agreement. If the employee was committed to cost share on a project, one of the following actions must occur:

1. Assign a replacement person who will work on the project to fulfill the cost sharing obligation. If the person is considered key personnel, the sponsor must be notified of the change in personnel. The request must be routed through OSP.
2. Request a reduction in the cost sharing commitment. A letter would have to be submitted to the sponsor and routed through OSP.
3. Process a costing allocation and PAA (if needed) to change the source of funds for the employee to put them on the appropriate departmental funds. In this case, the charge rate for the service center will be reduced.

Internal No-Cost Extensions
LSU can only grant one no-cost extension up to 12 months on certain grants and cooperative agreements using the OSP-2 Form. If a PI requests a six-month extension internally and additional time is subsequently required, another request must be submitted by the PI to the sponsor through your campus OSP.

Accounts Payable & Travel
Mark your calendars
The final AP Settlement run for 2019 will be **Friday, December 20, 2019**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

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.

**Direct Charge Worksheet (ASS80)** requires an authorized signature. The authorized signature indicates that the department certifies the goods/services billed adhere to **PRO-U525.A, Exceptions to the Competitive Solicitation Process** and that the invoice can be processed as a direct charge. For questions, please contact Catherine Herman at 578-1549 or cherman@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 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:**

 Amber Tran 578-1545 or atran17@lsu.edu
 Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
Outstanding FY19 Transactions
There are still FY19 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 transactions. As a reminder, if the travel has not been completed, it is acceptable for the FY19 travel transactions to remain “not expensed,” but if the travel has been completed, an Expense Report must be created. For questions, please contact DeAnna Landry at deannal@lsu.edu or at 578-8593.

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.

Cardholder Notifications
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 card transactions already added on Expense Reports and submitted for approvals. The notifications 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 trip is completed.

Safeguard LaCarte cards
LaCarte cards should be safeguarded in a safe place at all times. LaCarte card account 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.

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

- Theresa Oubre 578-1543 or talber3@lsu.edu
- Sierra Mouton 578-1544 or smouton1@lsu.edu
- DeAnna Landry 578-8593 or deannal@lsu.edu

**LACARTE**

**TRAVEL**

**IMPORTANT INFORMATION REGARDING OUT-OF-STATE VEHICLE RENTALS**
Effective November 13, 2019, the Enterprise/National out-of-state vehicle rental contract was signed. The rental contract rates have been updated and are available on the AP & Travel website. Short’s Travel Management has been informed of the contract rates and has resumed booking out-of-state vehicle rentals with Enterprise/National. As a reminder, the Enterprise/National reservation links are also available on the AP & Travel website. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

The Travel Orientation Brochure located on the Accounts Payable & Travel website has been updated to reflect the Enterprise/National changes for out of state vehicle rentals.

**Travel Expense Reports** should be created once the travel has been completed and should 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.**

**Form AS292-A, Spend Authorization Attachment**
The AS292-A form has been updated to include Non-Employee traveler types. When completing the form, please ensure all applicable information is provided. The form is required when the following applies:

- Disclosure of personal travel dates and destination
- Request for U.S. Department State Rates
- High Risk Travel to a Restricted Region
- Travel Greater than 30 days

**AS499, Request for Approval of Special Meal form** is still required and must be approved by the either the Dean, Director or Department Head/Chair. A guest list including name, organization and affiliation with LSU must be provided for breakfast, lunch, dinner and buffet reception dinner. The approved AS499 form should be included in the supporting documentation attached to the expense report, supplier invoice or America To Go requisition. Also, please make sure special meals charged to sponsored programs are allowable expenses on the sponsored program prior to making any arrangements and/or
departmental approval.

The following is a list of commonly used spend categories for special meals, except for Athletics:

**SC0103 Special Meals – Business Meeting/Event**
Used for breakfast, lunch, dinner, buffet reception dinner and reception. Guest list with affiliations is required for all except reception.

**SC0104 Special Meals – Recruiting**
Used for breakfast, lunch, dinner, buffet reception dinner and reception for student recruitment. Guest list with affiliations is required except for a reception.

**SC0105 Special Meals – Sponsored Programs**
Used for Breakfast, Lunch, Dinner, Buffet Reception when the meal is charged to a grant. Guest list with affiliations is required for all except a reception.

**SC0070 Special Meals – Refreshments**
Used for all refreshments except when event is totally funded by participant registration fees (SC0013). Limited to one per morning and one per afternoon. Guest list with affiliations is not required.

**SC0013 Special Meals Funded by Participation Registration**
Used for breakfast, lunch, dinner, buffet reception dinner, reception and refreshments when all expenses incurred for the event are completely supported by participant registration. Guest list with affiliations required for all except reception and refreshments.

**SC0061 Food - Human Consumption**
Used for the purchase of food supplies for human consumption. This is a supply item, example PBRC food/beverage purchased for the use in a clinical trial. Also used for nutrition replacement. Not for supplies purchased for resale.

**SC0369 Supplies/Other**
Used for the purchase of disposable cups, plates, utensils, napkins, tablecloths and ice.

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
- Kayln Mayfield 578-3697 or mayfield1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

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**TRAINING OPPORTUNITIES**

**Finance Trainings**
Below is a list of Finance classes that are currently available on the Training and Event Registration website.

<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Managers’ Meeting</td>
<td>--</td>
<td>Tues, 12/3</td>
<td>9:30 am - 11:00 am</td>
<td>Magnolia Room, 301 LSU Union</td>
</tr>
<tr>
<td>Financial Data Model (FDM)</td>
<td>FAR</td>
<td>Wed, 12/4</td>
<td>9:30 am - 11:30 am</td>
<td>235 Thomas Boyd Hall</td>
</tr>
<tr>
<td>Travel Training</td>
<td>AP &amp; Travel</td>
<td>Thurs, 12/5</td>
<td>1:30 pm - 4:00 pm</td>
<td>225 Peabody Hall</td>
</tr>
<tr>
<td>Invoice Processing Training</td>
<td>AP &amp; Travel</td>
<td>Tues, 12/10</td>
<td>9:00 am - 11:00 am</td>
<td>235 Thomas Boyd Hall</td>
</tr>
<tr>
<td>Specs, Specs and More Workshop</td>
<td>Procurement</td>
<td>Tues, 12/10</td>
<td>9:00 am - 10:30 am</td>
<td>225 Peabody Hall</td>
</tr>
<tr>
<td>LaCarte Training</td>
<td>AP &amp; Travel</td>
<td>Thurs, 12/12</td>
<td>9:30 am - 12:00 pm</td>
<td>225 Peabody Hall</td>
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<tr>
<td>Department Solicitations</td>
<td>Procurement</td>
<td>Thurs, 12/12</td>
<td>1:00 pm - 2:00 pm</td>
<td>225 Peabody Hall</td>
</tr>
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</table>

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

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_Merry Christmas & Happy New Year!_
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
- **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

### 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

### 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