

Office of Accounting Services Monthly Newsletter



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

January 2024
Issue 470

January Business Managers' Meeting

There will be no meeting in January due to the winter holidays.

The next meeting will be held Tuesday, February 6, from 9:30 - 11:00 am online via Zoom.



In this issue...

FAR	3
LaCarte	4
Travel	5
SPA	5
Payroll	6
LSU Acronyms	10

What's New?

Annual PCI Training

The annual PCI training course is currently available online through CampusGuard. E-mails were sent from CampusGuard with a link to the training and reminder e-mails are sent each week. The training is required for any employee or student worker that is involved in processing or managing payment card transactions and **must be completed by January 31**.

New FASOP

[FASOP: AS-38 "Movable Property Leases"](#) has been published on the Finance & Administration website. If considering leasing movable property, please refer to the new operating procedure.

Updated Report

The Workday report "*Data Audit - Programs - Related Worktags*" has been updated to include filtering options. Users can now choose various filters to narrow down their program lists. Options available include cost center hierarchies, cost center, fund, function, gift, funding source, budget code and program hierarchies. Options to exclude inactive programs or display only inactive programs are also available.

Payment to Johnson Controls

As of January 1, 2024, Johnson Controls will reinstate a surcharge on credit card payments. Please discontinue use of the LaCarte card for payments to Johnson Controls. Payments should be handled via the direct charge process. For questions, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu.

Bursar Operations

Important Deadlines

Winter Intersession 2023

- ◆ January 2: Final Day to Drop Courses
- ◆ January 5: Last Day of Classes

Spring 2024

- ◆ **January 12:** Final Day to Receive 100% Refund (Semester Sessions A & B)
- ◆ **January 16:** First Day of Classes (Semester Sessions A & B)
- ◆ **January 18:** Final Day to Drop without "W" (Semester Session B)
- ◆ **January 18:** Final Day to Receive 90% Refund (Semester Session B)
- ◆ **January 19:** Final Day to Add Courses (Semester Session B)
- ◆ **January 23:** Final Day to Receive 90% Refund (Semester Session A)
- ◆ **January 24:** Final Day to Drop without "W" (Semester Session A)
- ◆ **January 25:** Final Day to Add Courses (Semester Session A)
- ◆ **January 31:** Final Day to Receive 50% Refund (Semester Session B)

Spring 2024 – Law Campus

- ◆ **January 3:** Registration Payment Due Date
- ◆ **January 6:** Final Day to Drop without "W"
- ◆ **January 7:** Final Day to Receive 100% Refund
- ◆ **January 8:** First Day of Classes
- ◆ **January 16:** Final Day to Receive 90% Refund
- ◆ **January 16:** Final Day to Add Courses

First Spring Module 2024

- ◆ **January 8:** Registration Payment Due Date
- ◆ **January 12:** Final Day to Receive 100% Refund
- ◆ **January 15:** First Day of Classes
- ◆ **January 16:** Final Day to Receive 90% Refund
- ◆ **January 17:** Final Day to Drop without "W"
- ◆ **January 19:** Final Day to Receive 50% Refund
- ◆ **January 19:** Final Day to Add Courses

Reminders

Foreign Source Reporting

Section 117 and Act 767 requires LSU and Affiliate Organizations to report any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed to the Department of Education and Board of Regents semi-annually. The upcoming report date is as of December 31, 2023 and is due by January 31, 2024. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at [FASOP: AS-35](#) and questions can be directed to Mary Catherine Gillespie at

mgille7@lsu.edu.

International Payment

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

1098-T forms

2023 1098-T forms will be mailed to the home address on file by January 31, 2024 and posted online to the student's account by the first week of February. They can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to Bursar@lsu.edu

Credit Card Merchants

Elavon has converted how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon now show one deposit for all credit card transactions. Merchants no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or John Milligan at jmilligan@lsu.edu.

eMarkets

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

Scanned CARD Entries

CARD entries that do not contain cash, checks, or money orders can be scanned and e-mailed to cardobo@lsu.edu. All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- ◆ Sign electronically (using phones and/or computer mouse).
- ◆ Provide images of the CARD entry with all supporting documentation that contain clearly visible signatures.
- ◆ The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come

directly from the user's authenticated myLSU account and not a secondary e-mail account.

University Cashier

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

Financial Accounting & Reporting

December Close

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

- **December 2023 is scheduled to be closed on January 2, 2024.**

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

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

- Track entries by following the [Find Journal](#) job aid posted on the Workday Training page to find "In Progress" entries
- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

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

1099 Tax Forms

1099 forms issued to LSU should be forwarded to Dakota Schoenfield in Financial Accounting & Reporting, 204 Thomas Boyd Hall or e-mailed to Dakota at dschoe5@lsu.edu.

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

Accounts Payable & Travel

1099 and 1042-S reporting

Forms 1099 will be mailed by January 31, 2024, 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 2024, 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).

Special Handling

As a reminder, LSU outsourced the check-printing function to JP Morgan. If special handling is requested for a check, the check is returned to LSU via FedEx overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

Invoice Processing

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

Non-Purchase Order/Direct Charge Invoices

To optimize the payment process, please ensure that LaCarte is used to pay for non-purchase order/direct charge invoices from suppliers who accept credit cards as a means of payment. We appreciate your continued support!

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 supplier invoices, please contact a member of the Invoice Processing staff:

Direct Charge:

- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Arlyn Gamble 578-3697 or abecnel1@lsu.edu

Purchase Order:

- ☎ Maci Jones 578-1620 or macijones1@lsu.edu
- ☎ Austin Ledet 578-1545 or aledet@lsu.edu
- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu



LACARTE

Expense Reports should be created for LaCarte transactions not related to travel and CBA transactions with complete cost documentation and submitted for approval 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 privileges.

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.

Delinquent FY23 LaCarte Card Transactions

As a reminder, to avoid suspension of cardholder privileges, all LaCarte Card transactions must be reconciled and submitted to AP & Travel within 30 days of the purchase date. If the outstanding transactions are related to future travel, please do not submit until after the travel has been completed. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

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

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

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



TRAVEL

Workday Spend Authorization

A Spend Authorization is an Authorization to Travel with electronic routing for approval process. The approval allows reimbursements to or payments on behalf of the traveler. There are two types of Spend Authorizations:

- Spend Authorization - Worker
- Spend Authorization - Non-Worker (ECM)

Spend Authorization (ECM) is required for university guests (i.e., non-employee student, interviewee, speaker, etc.) when there is travel involved. A Spend Authorization (ECM) is not required for local guests (i.e., no travel involved).

A special meal for a guest who traveled, a copy of the Spend Authorization (ECM) should be attached to the AS499 form. A special meal for a guest with no travel, no spend authorization should be attached to the AS499 form. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Mileage Rate Increase

Effective January 1, 2024, the IRS mileage rate has increased from .655 per mile to .67 per mile. All travel occurring prior to January 1, 2024, should use the rate in effect at the time of travel.

Christopherson Business Travel (CBT) booking tool was updated to change e-mail addresses which will allow employees from other campuses access to the booking tool using their campus e-mail address (i.e., @LSUA.edu, @LSUE.edu, etc.).

High Risk Travel Requests Approved by the Other Campuses

High Risk Travel requests, including travel to foreign adversary countries approved by the other campuses, as indicated in PM-13, Appendix B, must forward a copy of the approved request to Patrice Gremillion for reporting

purposes. For questions, please contact Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

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

- Caitlin Cox 578-6052 or ccox40@lsu.edu
- Jonathan Fresina 578-3672 or jfresi1@lsu.edu
- Henry Woodard 578-2007 or hwooda4@lsu.edu
- Kalyn Lewis 578-8928 or mayfield1@lsu.edu

Sponsored Program Accounting

Board of Regents (BOR) Graduate Fellows

Status reports and invoices are due to BOR by January 31, 2023, for continuing LEQSF graduate fellowship and doctoral contracts. Please submit the status reports to Sponsored Program Accounting by Monday, January 8 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.

Sponsor Invoices and Source Documents

All invoices and financial reports submitted to sponsors must be prepared by the Sponsored Program Accounting (SPA) office. If a sponsor is requesting an invoice, please contact the Grant Manager assigned to the grant or Award Billing Specialist/Manager assigned to the award. If an award or grant has not been established, please contact Janet Parks at 578-4878 or jparks@lsu.edu.

Invoices to sponsors (especially final invoices) are time sensitive. If you plan to be out of the office, please ensure your Workday inbox is delegated to someone that can approve entries, PAAs, invoices, etc. and there is a point of contact for the billing analysts to consult with if issues arise.

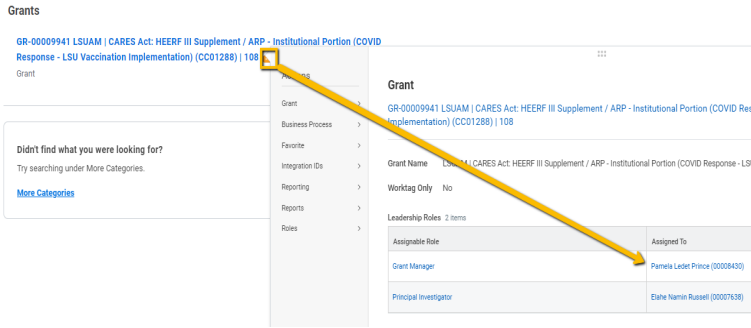
All requests from sponsors for source documents must be routed to the appropriate SPA contact.

The SPA contact can be found in multiple places:

- On the Grant, under the *Roles* tab (listed as Grant Manager)
 - Preview of grant from related action lists the

Sponsored Program Accounting continued...

Manager.



- * 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)
- * 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 [AS498](#) form can be found on SPA's webpage. 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

Fellowships

Fellowships that include a future work requirement with a penalty if not fulfilled are taxable and must be paid through payroll. For questions regarding fellowships paid on sponsored agreements, contact Janet Parks at 578-4878 or jparks@lsu.edu.

Unallowable Costs

FASOP: AS-21 UNALLOWABLE COSTS FOR SPONSORED AGREEMENTS includes procedures for unallowable costs and cost overruns that have not been cleared. If charges are not cleared after proper communication, the SPA Billing Analyst will 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, as needed, 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 lines 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 fields 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.

Payroll

Wage Deadline Extension

Payroll	Period Ending	Time Locked
Wage	December 29, 2023	Tuesday, January 02, 2024 at 11:59 p.m. This is day we return from University Holidays
Wage	January 12, 2024	Tuesday, January 16, 2024 at 11:59 p.m. University Closed on Monday, January 15, 2024 for MLK Holiday

Insurance

It is important for employees to review their December and January pay slips 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.

2023 W-2's Delivered Through Workday

The 2023 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 online through myLSU for calendar years 2001— 2015 and can be printed as needed. To access W-2 forms through my LSU, select Financial Services, then Tax Documents. For 2016 - 2022, the W-2 forms are available through Workday. To access prior W-2s in Workday, see [Accessing Your W-2 Form](#).

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

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

Tax Forms and Instructions Available on Internet

[Federal](#)

[State](#)

GA & Student Terminations

Please process terminations for any students or graduate assistants who **graduated in December** or who did not return to work after the semester break. **Note: The termination date should be the last day worked not the day entered for student employees. Verifications of student employment have shown discrepancies between the dates students indicated worked and the date the system shows worked.**

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 **05/17/2024** to reflect updated end of AY
- 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 need-ed 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 of **05/17/2024**—the updated end of AY.
- 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

Data Audit-Programs-Related Worktag	Report will give PG# needed for each cost center for PSA and WS	Search Field- Type in Report Name
Payroll Accounting for Worker by Pay Period	Provides payroll accounting detail by worker	Search Field- Type in Report Name or Payroll Accounting in Search Field
Journal Line Details with Employee Name	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.	Search Field- Type in Report Name or Journal Detail in Search Field

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. In order to obtain a work permit, students will need to make an appointment with John Pilgrim at jpilgrim1@lsu.edu.

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 [Louisiana Workforce Commission](#). You may also visit the U.S. Department of Labor website [Young Workers' Rights](#) 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 International Services' [Social Security Information](#) webpage.

International student employees, including GAs, must not work over 20 hours per week

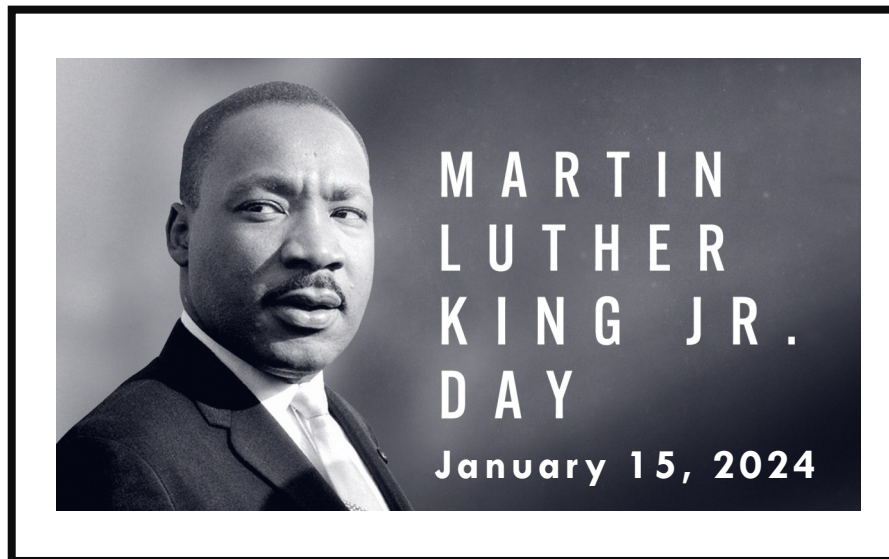
while school is in session. To ensure compliance with this federal regulation, international graduate assistants are typically not allowed to receive additional amounts above their assistantship. *All additional compensation for international graduate assistants must be approved by the Graduate School 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.

TRAININGS

To register for LSU Finance training classes:

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

Description	Division	Date	Time	Location
Procurement Institute	Procurement	Wed, 1/17	9:00 am—10:30 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 1/19	10:00 am—11:00 am	Online via Zoom
Specs and More Specs	Procurement	Wed, 1/24	1:30 pm—3:00 pm	Online via Zoom



COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

Common Terms & Documents

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CBT	Christopherson Business Travel
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
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
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
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
BA	Budget Adjustment
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
PAA	Payroll Accounting Adjustment
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