

Expenditures should be reported in the period in which they are incurred so it is critical to review reports to identify any expenditures incurred but not paid. This is especially important during the month of June as the fiscal yearend closeout process approaches.

SUPPLIER INVOICE PROCESS ON OR BEFORE JUNE 30

Direct Charge Payments

Direct charge payments - **Invoices and Miscellaneous Check Requests** - for the current fiscal year should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags. To ensure timely processing of your department's direct charge expenditures by the final 6/30 Settlement Run, please route direct charge invoices along with the AS580, Direct Charge Worksheet to the respective Accounts Payable (AP) office in accordance with the following schedule:

Deadline	Description
May 26	Direct Charge purchases received for May 19-25 due in AP
June 2	Direct Charge purchases received for May 26-June 1 due in AP
June 9	Direct Charge purchases received for June 2-8 due in AP
June 16	Direct Charge purchases received for June 9-15 due in AP
June 23	Direct Charge purchases received for June 16-22 due in AP
June 30	Direct Charge purchases received for June 23-30 due in AP

Purchase Order Invoices

For merchandise or services to be charged to the current fiscal year, the merchandise must be received, or services rendered, by June 30, 2025. Please create the PO Receipts for merchandise received or services rendered on or before June 30 and verify both restricted and unrestricted encumbrance balances in accordance with the following schedule:

Deadline	Description
May 26	Create Purchase Order Receipts for merchandise received or services rendered by May 25
June 2	Create Purchase Order Receipts for merchandise received or services rendered by June 1
June 9	Create Purchase Order Receipts for merchandise received or services rendered by June 8
June 16	Create Purchase Order Receipts for merchandise received or services rendered by June 15
June 23	Create Purchase Order Receipts for merchandise received or services rendered by June 22
June 30	Create Purchase Order Receipts for merchandise received or services rendered by June 30

If the merchandise is not received or services are not rendered by June 30, no action is required by the department and the purchase order balance will be rolled forward into the next fiscal year. Encumbrance balances should reflect items that were **not** received or not fully invoiced as of June 30. The **Procurement Roll Forward** (which is the process in Workday to carryforward PO encumbrance balances) will be completed at close of business on **Monday, June 30**. ***There will be no PO supplier invoices processed until the Procurement Roll Forward is completed.***

Aged Listings of Outstanding Encumbrances

Deadline	Description
June 16	Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and correct as necessary
July 2	Run the Aged Listings of Outstanding Encumbrances Report as of June 30 for informational purposes only

REVIEWING THE PROCUREMENT ROLL FORWARD ENTRIES ON THE LEDGERS

On the June Encumbrance Ledger, the purchase order encumbrance will reflect as a debit and a credit in FY 24-25.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
Operational Journal: Louisiana State University and Agricultural and Mechanical College - 06/30/20XX	Louisiana State University and Agricultural and Mechanical College	Posted	6/30/20XX	Obligation Roll Forward	Encumbrance	6200:Supplies	0.00	28.40		Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Business Cards (SC0293) Supplier: PRINTING TECH

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
Operational Journal: Louisiana State University and Agricultural and Mechanical College - 06/30/20XX	Louisiana State University and Agricultural and Mechanical College	Posted	6/30/20XX	Obligation Roll Forward	Encumbrance	6200:Supplies	28.40	0.00		Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Business Cards (SC0293) Supplier: PRINTING TECH

On the July Encumbrance Ledger, the purchase order encumbrance will reflect as a debit in FY 25-26.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
Operational Journal: Louisiana State University and Agricultural and Mechanical College - 07/01/20XX	Louisiana State University and Agricultural and Mechanical College	Posted	7/1/20XX	Obligation Roll Forward	Encumbrance	6200:Supplies	28.40	0.00		Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Business Cards (SC0293) Supplier: PRINTING TECH

SUPPLIER INVOICE PROCESS AFTER JUNE 30

Accrual Process for Supplier Invoices

The Accounts Payable & Travel Office will initiate the accrual journal entries for Supplier Invoices, for all campuses, as the Supplier Invoices are approved by the Cost Center Managers (CCM's). **Departments will not create any accrual journal entries for direct charge or purchase order invoices.** The accruals for direct charge and purchase order invoices will be based on the actual expenditures.

The AS forms (i.e., AS580, Direct Charge Worksheet, AS02, Miscellaneous Check Request, AS116, University Prepared Invoice, etc.) have been updated to include a **"Fiscal Year End Accrual"** box for departments to mark if the invoice and/or check request is to be accrued.

Direct Charge Accruals


To have direct charge payments (invoices and Miscellaneous Check Requests) charged to FY 24-25 budgets, departments must mark "Yes" in the "Fiscal Year End Accrual" box located in the upper right-hand of the AS580, Direct Charge Worksheet and forward the AS580 form along with the direct charge invoice to the respective AP office. The Supplier Invoices will have "FY25" coded in the External PO Number field on the Supplier Invoice Header which will be used to identify the direct charge invoices/payments that should be accrued.



For accrual correction entries, please contact Valery Sonnier at 225-578-1531 or vsonnier@lsu.edu.

EXAMPLE OF DIRECT CHARGE ACCRUALS USING THE APPROPRIATE AS FORM:

Example 1: AS580 – Direct Charge Worksheet:



Louisiana State University
 Office of Accounting Services
 Accounts Payable & Travel
 217 Thomas Boyd Hall

DIRECT CHARGE WORKSHEET
AS580

This form must be completed to provide the related FDM worktags and spend category for direct charge invoices. **The direct charge invoice must be attached to this form.**

Request Date 4/26/XX

*****Fiscal Year End Accrual**
☒ Yes ☐ No

Company	Louisiana State University	Department	Biological Sciences	Contact	Mike The Tiger
Phone	225-578-1234	Fax		E-Mail	mike@lsu.edu


Supplier/Payee	ABC Office Products Inc/SPL-35882	Document Number	7455623
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Purpose of Purchase Supplies required for research

Spend Category	Amount	Program	Project	Gift	Grant	Cost Center	Fund	Function	Additional Worktags
SCXXXX	\$100.00	PGXXXXXX				CCXXXXX	FDXXX	FNXX	

Invoice Total \$100.00

I certify the attached invoice adheres to *PRO-U525 A, Exceptions to the Competitive Solicitation Process* and will be processed as a Direct Charge payment.


 Authorized Signature

4-575

Example 1: Direct Charge Invoice:

ABC Office Products Inc
 123 River Road
 Baton Rouge, LA 70803
 xyzcompany@gmail.com

INVOICE 7455623


Date: April 26, 20XX
 Client: Louisiana State University
 Project Number: 160501-160508

Product	Unit Cost	Amount Due
200 Research Supplies	\$.50	\$100.00
<u>TOTAL DUE</u>		<u>\$100.00</u>



The AS580, Direct Charge Worksheet, should be stapled, placed on top of the Direct Charge invoice, and mailed to 217 Thomas Boyd Hall or emailed to aptravel@lsu.edu.

Example 2: AS02 – Miscellaneous Check Request form:



LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

MISCELLANEOUS CHECK REQUEST

AS02

This form should be used to request payments for refunds or payments charged to revenue or liability accounts.
Third Party Documentation **MUST** be attached.

Request Date 5/1/20XX

*****Fiscal Year End Accrual**

☒ Yes ☐ No

Department <u>Biological Sciences</u>		
Contact <u>Mike The Tiger</u>		
Phone <u>225-578-1234</u>	Fax	E-mail <u>mike@lsu.edu</u>

Supplier ID # <u>SPL-15964</u>	Payee <u>Ten M Vending</u>
Document # <u>TC1234</u>	Address <u>PO Box 669</u>
Doc Type <u>MC</u>	City <u>Donaldsonville</u> State <u>LA</u> Zip <u>70346</u>
U.S. Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, citizen of _____
Green card holder/ resident alien	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a copy of the card must be attached.

Document Date <u>4/29/20XX</u>
LSU Employee <input type="checkbox"/> Yes <input type="checkbox"/> No
Separate Check <input type="checkbox"/> Yes <input type="checkbox"/> No
Due Date

Remit Message <small>(limited to 40 characters)</small>


Sales Tax
Freight
Additional Cost
Document Total 300.00

Spend Category	SCXXXX		
Program	PGXXXXXX		
Project			
Gift			
Grant			
Cost Center	CCXXXXX		
Fund	FDXXX		
Function	FNXX		
Additional Worktags			
Amount	300.00		

Purpose of Payment Vending Sales February - March

Rev 3/21

Example 3: AS116 – University-Prepared Vendor Invoice form:



LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

UNIVERSITY-PREPARED VENDOR INVOICE

AS116

Third Party documentation MUST be attached to this form to support the payment.

Request Date 5/23/20XX

*****Fiscal Year End Accrual**

☒ Yes ☐ No

Department Biological Sciences			
Contact Mike The Tiger			
Phone (225) 578-1234	Fax	E-mail mike@lsu.edu	


Supplier New York University - Office of Global Programs			
Address 383 Lafayette St			
4th Flr			
City New York	State New York	Zip 10003	
U.S. Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, citizen of _____	
Green card holder/ resident alien	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a copy of the card must be attached.	

Description	Quantity	Unit	Unit Price	Total Price
Studio Fee				250.00
Total Due to Supplier				250.00

Justification: ☒ Government does not prepare invoices
☐ Other _____

Supplier #	SPL-26354	Amount	250.00	
Document #	NYU1234	Spend Category	SCXXXX	
PO	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Program	PGXXXXXX	
If Yes, PO #		Project		
Sales Tax		Gift		
Freight		Grant		
Usage Tax		Cost Center	CCXXXXX	
Additional Cost		Fund	FDXXX	
Document Total	250.00	Function	FNXX	
		Additional Worktags		

REQUIRED FOR DIRECT CHARGE INVOICES ONLY:
I certify the attached invoice adheres to PRO-U525.A, *Exceptions to the Competitive Solicitation Process* and will be processed as a Direct Charge payment.



Authorized Signature

Rev 7/19

DIRECT CHARGE INVOICES PROCESSED AND ROUTED FOR APPROVAL

From the Cost Center Manager's inbox, please see the example supplier invoice with "FY25" coded in the "External PO Number" field which indicates the direct charge invoice will be accrued.

Review
Supplier Invoice: SI-0000834899, ABC Office Products Inc on 05/14/2025 for \$100.00

For
Supplier Invoice: SI-0000834899

Overall Process
Supplier Invoice: SI-0000834899, ABC Office Products Inc on 05/14/2025 for \$100.00

Overall Status
In Progress

Due Date
05/16/2025

Details to Review

Supplier Invoice
Invoice Number
SI-0000834899
Status
In Progress
Payment Status
Unpaid

Invoice Information

Terms and Taxes

Invoice Reference Information

Company
Louisiana State University and Agricultural and Mechanical College

Supplier
ABC Office Products Inc

Currency
USD

Invoice Date
05/14/2025

Invoice Received Date
(empty)

Total Invoice Amount
100.00

Amount Due
100.00

Payment Terms
Immediate

Discount Date
(empty)

Due Date
05/14/2025

Default Payment Type
Check

Ship-To Address
Office of Accounting Services Baton Rouge, LA 70803 United States of America

Handling Code
(empty)

On Hold
☐

Supplier's Invoice Number
★ 7455623

External PO Number
FY25

Referenced Invoices
(empty)

Supplier Contract
(empty)

Total Contract Amount
0.00

Approve
Send Back
Add Approvers
...

REVIEWING THE DIRECT CHARGE ACCRUAL AND REVERSAL ON THE LEDERS

On the June Actuals Ledger, the supplier invoice accrual will reflect as a debit in FY 24-25.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
JE-0000XXXXX - Louisiana State University and Agricultural and Mechanical College - 06/30/20XX - Supplier Invoice Accruals Approved 7/6/XX	Louisiana State University and Agricultural and Mechanical College	Posted	6/30/20XX	Supplier Invoice Accrual	Actuals	6200: Supplies	100.00	0.00	ABC Office Products Inc, Supplier Invoice: SI-0000XXXXX	Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Scientific & Research Supplies and Materials (SC0342)

On the July Actuals Ledger, the supplier invoice accrual reversal will reflect as a negative debit (same as a credit) in FY 25-26.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
JE-0000XXXXX - Louisiana State University and Agricultural and Mechanical College - 07/01/20XX - Supplier Invoice Accruals Approved 7/6/XX (Reversal)	Louisiana State University and Agricultural and Mechanical College	Posted	7/1/20XX	Supplier Invoice Accrual	Actuals	6200: Supplies	(100.00)	0.00	ABC Office Products Inc, Supplier Invoice: SI-0000XXXXX	Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Scientific & Research Supplies and Materials (SC0342)

On the July Actuals Ledger, the supplier invoice will reflect as a debit and will result in a net effect of zero (\$0.00) in FY 25-26.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
Operational Journal: Louisiana State University and Agricultural and Mechanical College - 07/01/20XX	Louisiana State University and Agricultural and Mechanical College	Posted	7/1/20XX	Supplier Invoice	Actuals	6200: Supplies	100.00	0.00		Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Scientific & Research Supplies and Materials (SC0342) Supplier: ABC Office Products Inc

Purchase Order Accruals

Upon the completion of the Procurement Roll Forward, the AP office will resume processing PO invoices for payment. To have purchase order invoices charged to FY 24-25 budgets, departments must create Receipts dated on or before June 30. **There is no cutoff to create Receipts.** The PO Supplier Invoice will be created with "FY25" coded in the External PO Number field on the PO Supplier Invoice Header which will be used to identify the invoices that should be accrued. Departments are encouraged to assist in contacting suppliers for invoices, especially if the goods are received and/or services rendered by June 30 and a receipt has been created. **Please note: Without an invoice from the supplier, expenditures for the items/services cannot be recorded in FY 24-25.**

As the Supplier Invoices (i.e., direct charge and purchase orders) are approved by the CCM's, AP & Travel will create the accrual journal entries. The accrual journal entries will be reflected on the departmental ledgers/reports. **Supplier Invoices processed and approved after July 9 will be charged to FY 25-26 budgets.**



For accrual correction entries, please contact Valery Sonnier at 225-578-1531 or vsonnier@lsu.edu.

CREATE RECEIPT

Example: Workday Receipt for goods or services received on or before June 30:

Create Receipt

RC-0000343987 for PO-0000262475

Purchase Orders PO-0000262475	Supplier Baton Rouge Printing Co Inc	Status Draft	Total Amount \$0.00	Currency USD
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Information

Attachments

Lines

Summary

Company

Louisiana State University and Agricultural and Mechanical College

Supplier

Baton Rouge Printing Co Inc

Receipt Date *

06/30/2025

Memo

Instructions

Always accurately receive the items delivered.

Additional Information

Requester

Mike The Tiger (00004696)

Requisition

RQ-0000267983

Requisition Type

Purchase Services/Goods (PSG) (Inactive)

Purchase Order

PO-0000262475

Purchase Order Type

Term Contract

Currency

USD

Created by

Mike The Tiger

Tracking Number

Save

Cancel


Submit

Save for Later

Cancel

Note: It is imperative that the Receipt be **submitted** for the process to be “Successfully Completed.” Once a receipt is Successfully Completed, the receipt will be in an Approved status.

RC-0000343987 for PO-0000262475



Process Successfully Completed

Details and Process

For

RC-0000343987 for PO-0000262475

Overall Process

RC-0000343987 for PO-0000262475

Overall Status

Successfully Completed



As a reminder, the **Receipt Date must be on or before June 30, 2025.**

PURCHASE ORDER INVOICES PROCESSED AND ROUTED FOR APPROVAL

From the CCMs inbox, please see the example invoice with “FY25” coded in the “External PO Number” field which indicates the PO invoice will be accrued.

Review
Supplier Invoice: SI-0000834866, Baton Rouge Printing Co Inc on 05/13/2025 for \$5,000.00

ForSupplier Invoice: SI-0000834866

Overall ProcessOverall Process: Supplier Invoice: SI-0000834866, Baton Rouge Printing Co Inc on 05/13/2025 for \$5,000.00

Overall StatusIn Progress

Due Date05/15/2025

Details to Review

Supplier Invoice

Invoice NumberSI-0000834866

StatusIn Progress

Match StatusMatched

Payment StatusUnpaid

Invoice Information

CompanyLouisiana State University and Agricultural and Mechanical College

SupplierBaton Rouge Printing Co Inc

CurrencyUSD

Invoice Date05/13/2025

Invoice Received Date(empty)

Total Invoice Amount5,000.00

Amount Due5,000.00

Terms and Taxes

Payment TermsNet 30

Discount Date(empty)

Due Date06/12/2025

Default Payment TypeePayables

Invoice Reference Information

Ship-To AddressLSU 1104 Pleasant Hall Baton Rouge, LA 70803 United States of America

Handling Code(empty)

On Hold☐

Supplier's Invoice Number * BRP1234

External PO Number FY25

Referenced Invoices(empty)

Supplier Contract(empty)

Total Contract Amount0.00

Memo(empty)

Approver(empty)

Requisition TypePurchase Services/Goods (PSG) (Inactive)

Invoice Lines 1 item

Invoice Line	Company	Line Item Description	Business Document	Spend Category	Ship-To Address	Ship-To Contact	Tax
1	Louisiana State University and	DM Fulfillment Term Contract	SI-0000834866	Printing, Binding, and	LSU 1104 Pleasant Hall	Mike The Tiger	Tax Exempt/Non-taxable

Approve

Send Back

Add Approvers

...

REVIEWING THE PURCHASE ORDER ACCRUAL AND REVERSAL ON THE LEDGERS

On the June Actuals Ledger, the supplier invoice accrual will reflect as a debit in FY 24-25.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
JE-0000XXXXX - Louisiana State University and Agricultural and Mechanical College - 06/30/20XX - Supplier Invoice Accruals Approved 7/6/XX	Louisiana State University and Agricultural and Mechanical College	Posted	6/30/20XX	Supplier Invoice Accrual	Actuals	6050: Operating Services	5,000.00	0.00	Baton Rouge Printing Co Inc, Supplier Invoice: SI-0000XXXXX, PO-0000XXXXX	Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Printing, Binding, and Duplication (SC0003)

On the July Actuals Ledger, the supplier invoice accrual reversal will reflect as a negative debit (same as a credit) in FY 25-26.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
JE-0000XXXXX - Louisiana State University and Agricultural and Mechanical College - 07/01/20XX - Supplier Invoice Accruals Approved 7/6/XX (Reversal)	Louisiana State University and Agricultural and Mechanical College	Posted	7/1/20XX	Supplier Invoice Accrual	Actuals	6050: Operating Services	(5,000.00)	0.00	Baton Rouge Printing Co Inc, Supplier Invoice: SI-0000XXXXX, PO-0000XXXXX	Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Printing, Binding, and Duplication (SC0003)

On the July Actuals Ledger, the supplier invoice will reflect as a debit and will result in a net effect of zero (\$0.00) in FY 25-26.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
Operational Journal: Louisiana State University and Agricultural and Mechanical College - 07/01/20XX	Louisiana State University and Agricultural and Mechanical College	Posted	7/1/20XX	Supplier Invoice	Actuals	6050: Operating Services	5,000.00	0.00		Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Printing, Binding, and Duplication (SC0003) Supplier: Baton Rouge Printing Co Inc

REVIEWING THE PURCHASE ORDER ENCUMBRANCE AND REVERSAL ON THE LEDGERS

On the June Encumbrance Ledger, the supplier invoice accrual will reflect as a credit to the encumbrance in FY 24-25.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
JE-0000XXXXX - Louisiana State University and Agricultural and Mechanical College - 07/01/20XX - Supplier Invoice Accruals Approved 7/6/XX	Louisiana State University and Agricultural and Mechanical College	Posted	6/30/20XX	Supplier Invoice Accrual	Encumbrance	6050: Operating Services	0.00	5,000.00	Baton Rouge Printing Co Inc, Supplier Invoice: SI-0000XXXXXX, PO-0000XXXXXX	Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Printing, Binding, and Duplication (SC0003)

On the July Encumbrance Ledger, the supplier invoice will reflect as a credit to the encumbrance in FY 25-26.

Journal	Company	Status	Accounting Date	Source	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Worktags
Operational Journal: Louisiana State University and Agricultural and Mechanical College - 07/01/20XX	Louisiana State University and Agricultural and Mechanical College	Posted	7/1/20XX	Spend Obligation Liquidation	Encumbrance	6050: Operating Services	0.00	5,000.00		Cost Center: CCXXXXX Function: FNXX Fund: FDXXX Program: PGXXXXXX Spend Category: Printing, Binding, and Duplication (SC0003) Supplier: Baton Rouge Printing Co Inc



The June encumbrance ledger adjustment for supplier invoices accrued in FY 24-25 will reflect the actual amount of the supplier invoice.

Punch-out Supplier Invoices

Punch-out Supplier Invoices must be approved by CCM's on or before **June 30**, to be charged to FY 24-25 budgets. Any Punch-out Supplier Invoices for FY 24-25 not approved by CCM's by 4:30 pm on June 30, 2025, will be charged to FY 25-26 budgets. ***The Manual Journal EIB FY25 accrual process will not include any punch-out supplier invoices.***

Departments are encouraged to plan in advance by assessing their procurement needs for any of the punch-out suppliers. To assist departments with making decisions for placing late June orders, the table below, **Workday Punch-out Supplier Invoice Analysis**, has been developed:

Workday Supplier Invoice Analysis

Supplier	Invoice Turnaround
Airgas Inc - Airgas USA LLC	10 days
America To Go LLC	7 days
Ameriprint LLC	6 days
Associated Office Systems of Louisiana Inc - Baton Rouge, LA	53 days
CDW LLC - CDW Government LLC	4 days
Dell - Dell USA LP	7 days
Fisher Scientific Co LLC - Pittsburgh, PA	7 days
Frost-Barber of Louisiana LLC - Steelcase	54 days
Genuine Parts Company - NAPA Auto Parts	4 days
Home Depot USA INC - The Home Depot PRO	4 days
Howard Industries Inc - Howard Technology Solutions	21 days
McKesson Medical Surgical Inc - Richmond, VA	9 days
Medline Industries Inc	11 days
MWI Veterinary Supply	7 days
Office Depot Business Solutions LLC - ODP Business Solutions LLC	3 days
SHI International Corp	7 days
Thomas Scientific Holdings LLC - Thomas Scientific LLC	13 days
United Rentals North America Inc - United Rentals	23 days
VWR International LLC - Suwanee, GA	7 days
W W Grainger Inc - Grainger - Southaven, MS	2 days
World Wide Technology LLC	28 days

EXPENSE REPORT PROCESS

Expense Reports for LaCarte

All purchases charged on the university LaCarte procurement card (P-card) with a transaction date on or before June 30 should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags.

Expense Reports for Travel

All LaCarte travel transactions (for travel that was completed on or before June 30) should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags. As a reminder, LaCarte travel transactions for travel that will be completed in FY 25-26 should remain “not expensed” and should not be included on an Expense Report until after the trip is completed. Cash advances issued are not charged to departmental budgets until properly supported by an Expense Report for the travel.

To manage the volume of Travel Expense Reports, the following is a schedule for reconciling and routing for approvals to ensure all transactions made on or before June 30 are charged to the current fiscal year:

Deadline	Description
May 23	Expense Reports through May 19 with all secured approvals awaiting action by an Expense Partner
May 30	Expense Reports through May 26 with all secured approvals awaiting action by an Expense Partner
June 6	Expense Reports through June 2 with all secured approvals awaiting action by an Expense Partner
June 13	Expense Reports through June 9 with all secured approvals awaiting action by an Expense Partner
June 20	Expense Reports through June 16 with all secured approvals awaiting action by an Expense Partner
June 27	Expense Reports through June 23 with all secured approvals awaiting action by an Expense Partner
June 30	Last day FY25 LaCarte transactions will be loaded into Workday
July 3	Final Date for FY25 Expense Reports with all secured approvals awaiting action by an Expense Partner

Departments are strongly encouraged to stay current by submitting Expense Reports weekly for the remainder of the fiscal year, especially during the month of June, as the 30-day reconciliation requirement will be reduced to 5 days. Expense Reports not approved by all appropriate approvers and routed to the Expense Partners according to this schedule will be charged to FY 25-26 budgets.

No Accruals for Expense Reports

Accrual journal entries should not be created for any FY 24-25 LaCarte or travel transactions. Expense Reports can be initiated after June 30 to include transactions that should be charged to FY 24-25 budgets. To have Expense Reports processed against FY 24-25 budgets, the Expense Report must have the transactions linked/imported, the “Expense Report Date = June 30, 2025”, all “approvals secured” and be “routed to and awaiting action” by an Expense Partner on or before the final deadline of **July 3**. **Please note: Expense Reports not meeting these criteria will be charged to FY 25-26 budgets.**

Expense Reports can be initiated after June 30 to include transactions that should be charged to FY 24-25 budgets.

To guarantee Expense Reports will be reviewed for approval and charged to FY 24-25 budgets, the Expense Reports must meet **all** of the following criteria:

- 1) Expense Report Date = **June 30, 2025**
- 2) LaCarte and/or CBA Transactions linked/imported
- 3) All “approvals secured”
- 4) Routed to and awaiting action by an Expense Partner
- 5) All supporting cost documentation must be attached

Final date for all FY 24-25 Expense Reports meeting the above criteria is **Thursday, July 3, 2025 at 4:30 PM close of business.**



Expense Reports not meeting this criteria will be charged to FY 25-26 budgets.

To ensure LaCarte/CBA/Travel transactions are expensed in the correct fiscal year, Cost Center Managers are encouraged to do the following:

- 1) Run the **“Find Outstanding Credit Card Transactions by Employee Cost Center”** report on a weekly basis (or daily in the month of June) to monitor for “New” or “Pending” LaCarte transactions by cardholders.
- 2) Reach out to the faculty members/cardholders to ensure their transactions will be expensed by the deadline to avoid card suspensions.
- 3) Review the Expense Reports in “Draft” status to investigate why the Expense Report has not been submitted. The reason may be there is an error, and the faculty member decided to give up rather than ask for help.
- 4) Review Expense Reports in “In Progress” status by clicking on the Business Process to see where it stands for approvals. If the Expense Report is awaiting action by an Approver (other than a LaCarte or Travel auditor), send the Approver an e-mail to nudge him/her to review/approve the Expense Report for it to continue routing.
- 5) Run the **“Find Expense Reports for Cost Center & Find Credit Card Transactions by Employee Cost Center”** report which displays both **“Awaiting Action”** and **“Comments”** from the Business Process.

CREATE EXPENSE REPORT

Step 1: Expense Report Date = June 30, 2025:

Create Expense Report

Expense Report Information

Expense Report For

* Employee: Mike The Tiger (00004696)

Creation Options

☒

Create New Expense Report

☐

Copy Previous Expense Report

☐

Create New Expense Report from Spend Authorization

Memo

*

Company

*

Louisiana State University

X and Agricultural and Mechanical College

Expense Report Date

* 06/30/2025

Step 2: LaCarte and/or CBA Transactions must be selected to link/import into the Expense Report:

Credit Card Transactions

Select All

☐

4 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>		02/06/2025		COURTYARD BY MARRIOTT	COURTYARD BY MARRIOTT	7.02	USD	LaCarte Card Program	3705
<input checked="" type="checkbox"/>		02/13/2025		AMAZON MARK* IT5XQ8S13	AMAZON MARK* IT5XQ8S13	22.53	USD	LaCarte Card Program	3705
<input checked="" type="checkbox"/>		02/18/2025		AMAZON MARK* R91F48WK3	AMAZON MARK* R91F48WK3	259.96	USD	LaCarte Card Program	3705
<input type="checkbox"/>		02/23/2025		MATHERNES MARKET A	MATHERNES MARKET A	51.92	USD	LaCarte Card Program	3705

OK

Cancel

LOUISIANA STATE UNIVERSITY WORKDAY TRAINING

FOR ADDITIONAL SUPPORT PLEASE CONTACT:
ACCOUNTS PAYABLE & TRAVEL | 225-578-1550 | APTRAVEL@LSU.EDU

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UPDATED 5/14/2025

For linked/imported LaCarte and/or CBA Transactions, the Credit Card Transaction will be populated on the Expense Report Line:

Header
Attachments
Expense Lines

Add

2 Items
Sort By:

Thu, Feb 13

- Computer Supplies
AMAZON MARK* IT5XQ8S13 22.53 USD

Tue, Feb 18

- Classroom Materials and Supplies
AMAZON MARK* R91F48WK3 259.96 USD

Expense Line

Drop files here
or
Select files

Credit Card Transaction 02/13/2025 AMAZON MARK* IT5XQ8S 22.53 USD

Charge Description AMAZON MARK* IT5XQ8S13

Expense Date 02/13/2025

Expense Item Computer Supplies

Total Amount 22.53

Step 3 & 4: All approvals must be secured and awaiting action by the Expense Partner:

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Expense Report Event	Review Expense Report	Not Required		05/16/2025		0	
Expense Report Event	Approval by Department Head	Not Required		05/16/2025		0	
Expense Report Event	Review Expense Report	Awaiting Action		05/16/2025	Christian OBrien (00070647) (Expense Partner - LaCarte)	4	
					DeAnna Landry (00000971) (Expense Partner - LaCarte)		
					Peyton Gene Delatte (00254805) (Expense Partner - LaCarte)		
					Theresa Alberes Oubre (00007951) (Expense Partner - LaCarte)		



Expense Reports should be created, routed and awaiting action by an Expense Partner on or before the deadline of Thursday, July 3, 2025 at 4:30 PM close of business to be charged to FY 24-25 budgets.

SUMMARY OF AP & TRAVEL WORKDAY REPORTS

Report Name	Brief Description
Aged Listing of Outstanding Encumbrances	This report provides a list of open purchase orders with the encumbrance balances. Departments are encouraged to use this report to review purchase order balances to ensure payments have been processed and liquidated appropriately.
Find Credit Card Transactions by Employee Cost Center	This report provides a list of credit card transactions by employee, cost center, billing date, transaction status, for all statuses.
Find Expense Reports by Worktag	This report allows users the capability to find expense reports by employee and/or by a particular worktag.
Find Expense Reports for Cost Center	This report provides users the capability to find expense reports for a particular cost center.
Find Outstanding Credit Card Transactions by Employee Cost Center	This report provides a list of credit card transactions by employee cost center that have <u>not</u> been submitted on an expense report.
Find Spend Authorization for Cost Center	This report provides a list of Spend Authorizations by employee cost center. The report also includes all related Expense Reports linked to the spend authorization and the remaining Spend Authorization balance.
Find Supplier Invoice by Worktag	This report provides users the capability to locate a supplier invoice using the filter for a particular worktag.
PO Encumbrance	Identifies open PO's and related fields, such as PO Total, Amount Invoiced, Amount Received, Obligation Remaining, etc. There is an 'Is Punchout Order' checkbox that can be marked to filter for only punchout purchase orders. This report can be run by specific cost centers.
Punchout Purchase Order Lines to be Received	Identifies any punchout purchase orders that are awaiting a receipt. There is a 'Receipt Required' checkbox to display PO lines where a receipt is required (i.e., unit cost is greater than \$1,000 or a trackable spend category is used). This report can be run by specific cost centers.
Purchase Order Lines not Received	Identifies any purchase order lines not received and is not limited to only punchout purchase orders. This report can be run by specific cost centers.
Uninvoiced Purchase Orders	Identifies open purchase orders that are still awaiting an invoice. This report can be run by specific cost centers.

In Progress/Tentative Transactions:

Expense Reports	By using the Find Expense Reports by Worktag report, select only the status of "Draft" & "In Progress" to view Expense Reports with tentative transactions for a particular worktag.
Supplier Invoices	By using the Find Supplier Invoice by Worktag report, select only "In Progress" status to view Supplier Invoices with tentative transactions for a particular worktag.