Finance & Administration

IMPORTANT DATES

06/15/2023: Board of Supervisors Meeting

08/19/2023: Annual Evaluations Due

09/08/2023: Board of Supervisors Meeting

YEAREND REMINDERS

Accounting Yearend Preparation

The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget adjustments, cost transfers, and internal billings for services rendered
- Process needed correcting entries and payroll accounting adjustments
- Request inactive worktags to be closed

Monthly Close Dates

Month End	Close Date
April	Monday, May 1
May	Thursday, June 1

In order for the monthly closeout process to be completed in Workday, all "In Progress" manual journal entries must be approved.

Procurement Deadlines

- Goods and services must be received and/or rendered by Friday, June 30th. Departments must aggressively track their FY23 purchasing transactions and perform timely follow-up. **Departments must take into consideration the supplier's quoted delivery times when submitting orders for processing.**

- April 28 - Requisitions for goods and operating services contracts ≥ $50,000

- April 28 - Requisitions for consulting services contracts ≥ $75,000

- May 10 - Requisitions for goods and operating services contracts < $50,000 requiring a competitive quotation process be completed by Procurement Services

- May 29 - Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid/ quotation process

- June 23 - **Department's request to cancel supplier website (punch-out) POs that will not be delivered by June 30th.** *Request must be made via email to purchase@lsu.edu and include written documentation from the supplier confirming cancellation of the goods ordered in their system.*

- June 27 - **Deadline to submit and approve Punch-out Requisition/Purchase Orders.**

For a complete list of Procurement-related fiscal year end deadlines & dates, CLICK HERE.

ACCOUNTING SERVICES

Expense Reports Send Back

Starting April 1, 2023, expense reports with incomplete information will be sent back to the initiators. AP & Travel auditors will continue to identify the issue(s) in the Comments on the Business Process. Only the identified issues should be addressed on the expense reports sent back. No changes should be made to the attachments or expense items, etc. As the expense reports are re-routed to AP & Travel, they will be added to end of the queue for processing.

Business Manager Suggestion Box

In an effort to provide Business Managers' meetings that are relevant and effective, Accounting Services is seeking feedback for future topics. The survey can be completed anonymously if the person does not want to provide their name. The survey can be found at the Suggestion Box on the Accounting Services website.

For the latest updates and information in Accounting Services, review the newsletter.

HUMAN RESOURCE MANAGEMENT

Updated Location Protocol

No remote work locations will be created in Workday through the Create Request framework action any longer. All out-of-state and in-state remote work locations should be updated on the worker's Alternate Work Location field which is done in the Contact tab in the employee's profile. If a remote work location needs to be enabled as shipping, a Create Request would be initiated simply to list the address and select "Enable as Shipping." The address will not be created in Workday. The Alternate Work Location should be added instead.

The **employee-as-self** can add/modify their Alternate Work Location by going to "Change My Contact Information" in Workday. For **students and GA's**, the SEP will be an approver to ensure the address is correct. For **all other employee types**, the HR Analyst will be an approver to ensure that the address is correct.

INFORMATION TECHNOLOGY SERVICES

Cybersecurity Nuggets

Nuggets are short, computer-based training modules designed to teach you basics about a variety of cybersecurity topics. The modules are not graded and there is no limit to the number of times a module may be completed. You will find additional resources at the end of each module.

For more information and to enroll, please visit the Cybersecurity Nuggets.

Removable Media Best Practices

Only insert trusted removable media into your device. "Baiting" is a type of phishing tactic where an attacker may leave a usb device loaded with malicious software in public locations. If the source is unknown, do not insert it into your device. Here are some helpful tips:

- Avoid storing sensitive information on removable storage
- Install, run, and update anti-malware/anti-virus software on your devices
- Do not enable auto-run features
- Delete data on your devices once it is no longer necessary
- When traveling, use your own charging blocks

FACILITY AND PROPERTY OVERSIGHT

LSU Kiwanis Distinguished Service Award

Congratulations to Tammy Millican for being chosen for this award! Tammy is an Executive Director with Facility and Property Oversight and been with LSU for many years. Her dedication to service, leadership and involvement around the LSU campus makes her a wonderful choice for this award.

> **REMINDER:** Email any information for the next newsletter to Ashley Territo at aterrito@lsu.edu.