



MONTHLY BUSINESS MANAGER'S MEETING

FISCAL YEAREND SEMINAR

Monday, May 11, 2026

9:30-11:00 am

Presented by Accounting Services





OFFICE OF BUDGET &
PLANNING

Amanda Marshall





Budget Analyst



LSU Yearend Operating Budget

➤ LaCarte Card Audit Recommendation

- FY 25 – 26 Adjustments by Ledger Account
- Funds must match
- After June 30th – make sure to change the amendment date to 06/30/2026.

Budget Name	LSUAM FY 2025-2026 Annual Financial Budget
Years	FY 2025-2026 - Fiscal Year
Currency	USD
Budget Start Date	07/01/2025
Budget	LSUAM FY 2025-2026 Annual Financial Budget
Organizing Dimension Type	(empty)
Amendment Date	* 06 / 30 / 2026 
Description	* PG003003/6200 to 6050; 7/3/26 akm
Amendment Type	*  Budget Adjustment - Financial  
Entry Type	Financial
Balanced Amendment	<input checked="" type="checkbox"/>

➤ Yearend Budget Adjustments Processed by Budget & Planning

- Classified & Unclassified Salary Ledger Accounts
- Self-generated Revenue Closeout



Operating Budget Application

- Budget Development Process Using LOBA
 - Must have a designated Cost Center Manager or Department Head security access in Workday
 - Realign financial support budget (ADD COMMENT)
 - ✓ \$### to/from PG00#####/ledger account #####
 - Review Position Budget – any corrections to Position Budget processed by B&P through Workday:
 - Request must include:
 - ✓ Name & Position number
 - ✓ Current AND proposed Program number/driving work tag and dollar amount for each split
 - ✓ Source of funds if needed

LSU Position Budget vs Costing Allocation

- Position budget is not the same as costing allocation
- Position budget is not updated automatically to reflect costing allocation changes
- Position Budget will reflect the last permanent changes that have been tracked in Workday
 - Position Budgets are only updated if unit identifies a transaction as permanent and provides source of fund information in the memo field in Workday

LSU Institutional Pay Adjustments

- Institutional pay adjustments (promotion, tenure, merits, etc.) are based on Position Budgets NOT costing allocations
- Position budgets must be reviewed to ensure the budget reflects the permanent splits and amounts on a position since this will be used to load the Operating Budget



Current Compensation and Costing

- By Cost Center - Current Compensation and Costing Report
- By Individual – Employee Profile; Select ‘Pay’ in left column; choose Current Compensation Plans and Costing Allocations tab
- Compare to Position Budget to ensure both are accurate
- Process Costing Allocation change for corrections to costing
 - Email B&P for corrections to Position Budget
 - Contact HR Analyst for changes to compensation



Current Compensation and Costing

LSU

Mike T. Tiger (00079403)

Employer Development Coordinator

Actions

Email Team

Summary

Job

Compensation

Benefits

Pay

Time Off

Contact

Personal

Career

[Less \(5\)](#)

Results Input Pay Group Costing Allocations **Current Compensation Plans and Costing Allocations** Tax Elections Tax Documents Tax Treaties

Mike T.

This screen displays costing and compensation in one place. The total salary & allowances amount is an annualized or hourly total based on the employee type. Student employees and those without compensation will display "No Data". If the total amount does not match the total salary and allowances amount, a costing allocation is missing. For details, please visit the job aid below.

https://uiswcmsweb.prod.lsu.edu/training/specialist/current_compensation_plans_and_costing_allocations_jobaid.pdf

4 items

Worker	Position	Total Salary & Allowances	Allocation Details							
			Costing Allocation Level	Start Date	End Date	Earning	Costing Worktag	Earning Amount	Distribution Percent	Amount
Mike T. Tiger (00079403)	P00007993 Employer Development Coordinator	47,008.00	Worker Position	04/01/2026			Cost Center: CC00354 LSUAM Student Affairs LSU Olinde Career Center Function: FN60 Student Services Fund: FD251 Restricted Federal Grants and Contracts Grant: GR-00014875 LSUAM Work Study Job Location & Development 2025-2026 003	47,008.00	69.50%	32,672.02
			Worker Position	04/01/2026			Cost Center: CC00354 LSUAM Student Affairs LSU Olinde Career Center Function: FN60 Student Services Fund: FD100 Unrestricted Fund Program: PG002640 LSUAM LSU Olinde Career Center	47,008.00	17.11%	8,041.00
			Worker Position	04/01/2026			Budget Code: BC04 Institutional Account Cost Center: CC00378 LSUAM EM and SS Admissions and Student Aid Function: FN60 Student Services Fund: FD100 Unrestricted Fund Grant: GR-00014876 LSUAM CS Work Study Job Location & Development 2025-2026 (PG008492) 004 Program: PG008492 LSUAM Job Location & Development	47,008.00	13.39%	6,294.98
									Total:	47,008.00



Find Position Budget

Find Position Budgets and Amendments

Companies for Find Position Budget *

Budget Structure *

Year *

Position

Employee

Version Status

OK **Cancel**

Find Position Budgets and Amendments

Filter Criteria

Companies for Find Position Budget Louisiana State University and Agricultural and Mechanical College

Budget Structure Position

Year FY 2026-2027

Position P00007993 Employer Development Coordinator - Mike T. Tiger (00079403)

Company Currency USD

Current Position Budgets 4 items

Position Budget	Position Restrictions	Version	Version Status	Period	Supervisory Org	Employee	Job Title	Compensation Budget	Fringe Benefit Budget	Total Budget
Q	P00007993 Employer Development Coordinator	3	Active	FY 2026-2027 Annual (Louisiana State University and Agricultural and Mechanical College)	LSUAM AA - SA - OCC - ES - Employer Development (Amy F Caillouet (00002150))	Mike T. Tiger (00079403)	Employer Development Coordinator	47,008.00	0.00	47,008.00
Q	P00007993 Employer Development Coordinator	2	Amended	FY 2026-2027 Annual (Louisiana State University and Agricultural and Mechanical College)	LSUAM AA - SA - OCC - ES - Employer Development (Amy F Caillouet (00002150))	Mike T. Tiger (00079403)	Employer Development Coordinator	47,008.00	0.00	47,008.00
Q	P00007993 Employer Development Coordinator	1	Amended	FY 2026-2027 Annual (Louisiana State University and Agricultural and Mechanical College)	LSUAM AA - SA - OCC - ES - Employer Development (Amy F Caillouet (00002150))	Mike T. Tiger (00079403)	Employer Development Coordinator	45,635.00	0.00	45,635.00
Q	P00007993 Employer Development Coordinator	0	Original	FY 2026-2027 Annual (Louisiana State University and Agricultural and Mechanical College)	LSUAM AA - SA - OCC - ES - Employer Development (Amy F Caillouet (00002150))	Mike T. Tiger (00079403)	Employer Development Coordinator	44,304.00	0.00	44,304.00

LSU Position Budget

LSU

Q Mike T.



- Home
- Organization
- Payroll
- Personal
- Procurement
- Recruiting
- Strategy
- Team
- More

Available Budget 0/0

▼ Budget Template

Company [Louisiana State University and Agricultural and Mechanical College](#)

Budget Template [Louisiana State University and Agricultural and Mechanical College : Position](#)

Year [FY 2026-2027 - Fiscal Year](#) ←

Currency [USD](#)

Budget Check Option [\(empty\)](#)

▼ Position Budget

Position Restrictions [P00007993 Employer Development Coordinator - Mike T. Tiger \(00079403\)](#)

Position Budget [04/22/2026 - P00007993 Employer Development Coordinator: FY 2026-2027 Annual - Annual \(Louisiana State University and Agricultural and Mechanical College\)](#)

Version [3](#)

Version Status [Active](#)

Available Budget

Compensation 5 items



Ledger Account	Worktags	Position	Pre-Encumbrance	Encumbrance	Actuals	Balance
5000:Salaries and Wages - Salaried	Cost Center: CC00354 LSUAM Student Affairs LSU Olinde Career Center Function: FN60 Student Services Fund: FD260 Restricted Sales and Services of Educational Departments Program: PG002643 LSUAM Olinde Career Center - Self Generated	0.00	0.00	0.00	0.00	0.00
5000:Salaries and Wages - Salaried	Cost Center: CC00354 LSUAM Student Affairs LSU Olinde Career Center Function: FN60 Student Services Fund: FD100 Unrestricted Fund Program: PG002640 LSUAM LSU Olinde Career Center	8,041.00	0.00	0.00	0.00	8,041.00
5000:Salaries and Wages - Salaried	Budget Code: BC04 Institutional Account Cost Center: CC00378 LSUAM EM and SS Admissions and Student Aid Function: FN60 Student Services Fund: FD100 Unrestricted Fund Grant: GR-00014876 LSUAM CS Work Study Job Location & Development 2025-2026 (PG008492) 004 Program: PG008492 LSUAM Job Location & Development	6,295.00	0.00	0.00	0.00	6,295.00
5000:Salaries and Wages - Salaried	Cost Center: CC00354 LSUAM Student Affairs LSU Olinde Career Center Function: FN60 Student Services Fund: FD251 Restricted Federal Grants and Contracts Grant: GR-00014875 LSUAM Work Study Job Location & Development 2025-2026 003	32,672.00	0.00	0.00	0.00	32,672.00
Total:		47,008.00	0.00	0.00	0.00	47,008.00



Other Reports for Managing Year End

- Revenue & Expense by Ledger
 - Best for determining unrestricted balances at year end
- Revenue & Expense by Program
- Revenue & Expense by Project – No Carry Forward
- Manager Position Budgetary Balance with Employee Name
- Trial Balance
- Salary Savings - Detail



PROCUREMENT

Stephen Walczak

Strategic Sourcing Manager





Important Year End Dates - Procurement

Deadline	Requisition Deadline Criteria
April 6 (Mon)	1.) Title 38 (construction/renovation projects) - Requisitions ≥ \$225,000
April 14 (Tues)	1.) Requisitions for LSU Term Contract (PUR105) renewals and/or re-bidding.
April 24 (Fri)	1.) Requisitions that require negotiating terms & conditions and/or contracts requiring signature (all \$\$) 2.) Goods and Operating Services - Requisitions ≥ \$50,000
May 11 (Mon)	1.) Sole Source – Requisitions (all \$\$)
May 15 (Fri)	1.) Goods and Operating Services - Requisitions < \$50,000 requiring a competitive bid/quotation process be completed by Procurement 2.) Requisitions where Department Solicitations (DSOLs) have been obtained
May 25 (Mon)	1.) Requisitions for the following Procurement transactions that do not require a competitive bid/quotation process: <ul style="list-style-type: none"> • State contract items (excluding vehicles), University contract items, & Professional and Specialty Services > \$2,000 2.) Professional, Specialty, and Consulting Services - Change Orders (all \$\$) 3.) Title 38 (construction/renovation projects) - Requisitions ≥ \$5,000 but < \$225,000
June 10 (Wed)	1.) Title 38 (construction/renovation projects) - Requisitions < \$5,000
June 15 (Mon)	1.) Professional, Specialty, and Consulting Services - Requisitions ≤ \$2,000
June 19 (Fri)	1.) Goods and Operating Services - Department's submission of PO change orders 2.) Punch-Out Requisitions/Purchase Orders - Department's request to cancel POs that <u>will not</u> be delivered by June 30th
June 24 (Wed)	1.) Deadline to submit <u>AND</u> get Cost Center Manager approval for the following Procurement transactions <ul style="list-style-type: none"> • Punch-Out (B2B) Catalog Requisitions/Purchase Orders • PO Change Orders "In Progress" will be denied
June 30 (Mon)	1.) Receipts for goods and services purchased that have been physically received or rendered by June 30th to be paid with 2025-2026 funds must be submitted

For all deadlines related to LSU Procurement, please review the FY26 Requisition Deadline Memo at:
https://www.lsu.edu/administration/ofa/procurement/pdfs/fy26_requisition_deadlines_memo.pdf

Purchases using FY26 funds

- **If a purchase doesn't require bidding**, it is the department's responsibility to ensure that delivery deadline can be met before submitting requisition.
 - By submitting the requisition, you are acknowledging that you have confirmed delivery date deadline with the supplier.
 - Procurement **will not** contact the supplier to reconfirm before processing the PO & we will not cancel the purchase order after issuance unless you have it in writing from the supplier that delivery was to be made prior to June 30th. **You will have to use FY27 funds for payment.**
- **Deadlines associated with funding must be communicated in advance** because in the case of a bid, which takes an extended period of time, this is just one of the factors that must be considered when planning out all aspects of a purchase.
- ***A note in the internal memo section must be added to any requisition/bid specifications that require a firm delivery date before June 30th. (Workday validation added - Yellow)***
 - If Procurement is not informed of a deadline in advance, it becomes very difficult on the back end to meet a deadline.
- Additionally, LSU departments **should begin following up** with suppliers on their open purchase orders to determine if the goods/services will be delivered/rendered by June 30th or if they should begin the steps to cancel the purchase orders before the deadline of June 19th.

FY27 Requisitions

- **Requisition Type:** Next FY Purchase/Contract (NFY) – *Cannot use any other RQ Type*
- Delivery and/or payments cannot be made prior to **July 1st**
- Punch-out (*B2B catalog*) requisitions cannot be future dated; Orders are placed in real-time.
 - **HOLD ORDERS UNTIL 7/1, IF NFY using FY27 funds.**
- **All term contracts require a new requisition**
 - Must select **Next FY Purchase/Contract (NFY)** as the Requisition Type
 - **Must enter a request date of 7/1/2026 or after**
 - If you are copying a requisition for a term contract from a previous FY, make sure the prices match the current PO prices prior to submitting the requisition.
 - If a term contract renewal, below are additional requirements:
 - Must add **Term Contract Renewal for FY27 – RFQ-000000XXXX** in Internal Memo
 - Must include **Term Contract Renewal Documentation** OR **Supplier Bid/Quote/Proposal** as an Attachment Category

Procurement's efforts to streamline Purchase Order closure:

1. "Auto Close" Purchase Orders

- "Fully Received" and "Fully Paid" purchase orders are closed in real-time throughout the fiscal year without manual involvement. The auto close functionality is not applicable to the "Contract – Construction" purchase order type.
- Departments are encouraged to create receipts on all POs, including B2B, to facilitate the auto close process when invoices are paid.

2. Mass Close Punchout (B2B) Catalog Purchase Orders

- "Fully Paid" purchase orders from Punchout (B2B) Catalogs are mass closed by Procurement on a quarterly basis per the "Workday Mass Cleanup Actions" webpage: https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/mass_cleanup.php

Clarifying Notes:

1. PO cancellation/closure requests are processed within Procurement's normal turnaround times (7-10 business days). Please plan accordingly.
2. Departments must request closure on non-catalog purchase orders that are complete or no longer needed.
3. Closure requests for "Contract – Construction" purchase orders must come from Facility Services or Accounts Payable & Travel.

Suggested Reports to Identify PO's for Cancellation/Closure

Prior to submitting requests to cancellation/closure, departments are reminded to check for pending transactions related to the PO. Workday will not allow PO cancellation/closure until pending transactions are processed. Below are a few tips to check for pending transactions:

- **Find Receipts:** report with filters for your company (campus) and status (draft) to see list of draft POs which must be submitted or canceled before PO cancellation/closure can occur.
- **Find Supplier Invoices by Worktag:** report with filters for your worktag (program, project, gift, or grant) and invoice status (approved and in progress) and payment status (unpaid) to see list of POs with pending supplier invoices which must be approved and paid before PO cancellation/closure can occur.
- **Supplier Retention Balances:** report to see the list of construction POs still holding retainage which must first be cleared before PO cancellation/closure can occur.



ACCOUNTS PAYABLE & TRAVEL

Jessica Hodgkins

Assistant Director

Invoice Processing &
Special Meal Expense Reports





Final AP Settlement Run

Tuesday, June 30, 2026

- All supplier invoices, especially punch-out supplier invoices must be approved
- Any supplier invoices, including punch-out invoices, not approved by 4:00pm will be placed in Draft status
- “Procurement Close in Progress” will be initiated to close FY26 after 4:30pm close of business

Wednesday, July 1, 2026

- Invoices in Draft status will be released for approvals



Invoice Processing – Direct Charge

Invoices/Payment requests submitted after June 30 must have the following:

- Check Yes or No in the **“Fiscal Year End Accrual”** box on AS forms to indicate if the invoice/document should be accrued

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

*****Fiscal Year End Accrual**
 Yes No

- Use the current version of every AS form on the Accounts Payable & Travel website



Invoice Processing – Purchase Orders

➤ June 30, 2026

- Punch-out supplier invoices need to be approved for FY26
 - There will be no accrual entries for punch-out supplier invoices

➤ Purchase Order Receipts

- There is no deadline for Receipts
 - Items must be physically received by June 30
 - Receipts must be dated on or before June 30 to determine accruals
 - Do not attach invoices to receipts, send to aptravel@lsu.edu
- Run the **Aged Listing of Outstanding Encumbrances** report to show remaining obligations

LSU Invoice Processing Reminders

- **July 9, 2026 at noon**
 - Deadline for supplier invoice accruals

- Email invoices to aptravel@lsu.edu
 - Departments are encouraged to contact suppliers for invoices

- Job Aid, **AP & Travel FY25-26 Processing Procedures**, will be available on the website

LSU Special Meal Expense Reports

➤ Monday, July 6, 2026

- Final date for FY26 Expense Reports routed to Accounts Payable & Travel by 4:30 pm close of business
- No accruals for Expense Reports
- To have expense reports processed against FY26 budget:
 - Special Meal transactions paid with LaCarte must be linked/imported
 - Special Meal Expense Reports must be dated on or before **June 30, 2026**
 - All required cost documentation attached, especially fully completed and approved AS499 forms
 - All approvals must be secured

LSU Tips for a Successful Year End!

- Review and approve invoices in a timely manner.
- Contact suppliers directly for invoice copies.
- Monitor Aged Listing report to ensure invoices have been approved and obligations liquidated.



ACCOUNTS PAYABLE & TRAVEL

DeAnna Landry

Assistant Director

LaCarte & Travel Programs



LSU LaCarte/Travel Expense Reports

- **Monday, July 6, 2026**
 - Final date for FY26 LaCarte/Travel Expense Reports to be routed to Accounts Payable & Travel by 4:30pm, close of business
- **Expense Reports processed against FY26 budgets must meet the following criteria:**
 - LaCarte/Travel transactions must be linked/imported
 - Expense Report date = On or before **June 30, 2026**
 - All required supporting cost documentation must be attached
 - All “approvals must be secured”
 - Routed to and awaiting action by an Expense Partner (by Monday, July 6 at 4:30pm, COB)

***Note: Expense Reports not meeting the criteria will be charged to FY27**

- **No accruals for expense reports**

LSU LaCarte Expense Reports

- Assess your procurement needs early and plan accordingly.
- Reconcile LaCarte procurement transactions weekly.
- Reconcile travel transactions if the travel has been completed.
- During the month of June, the 30-day reconciliation requirement is reduced to **5 days**
- Status as of **May 5, 2026**:
 - Outstanding FY25 LaCarte transactions – 169
 - Outstanding FY26 LaCarte transactions – 16,716

LSU Travel Expense Reports

- **Expense Report**
 - Spend Authorization must be linked
 - LaCarte/Travel transactions must be linked/imported
 - Itemized receipts and related cost documentation must be attached
 - Prior approvals must be attached
 - Correct business purpose must be used
- **Spend Authorization**
 - Must have correct travel dates
 - Must include the destinations
 - Must include purpose of travel

LSU Expense Report Reminders

- Final approval by the Expense Partner will be delayed if an expense report has missing or incomplete documentation.
- The AP auditor will send an email to request any missing information.
- Respond to auditor's email in a timely manner.
- Documentation/information must be received by the deadline for the expense report to be processed in FY26.

****Do not edit or withdraw any Expense Report saved for later by an Expense Partner****

LSU Tips for a Successful Year End!

- Take immediate action for outstanding transactions
- Start running reports now!
 - **Find Credit Card Transactions – Condensed**
 - Includes key summary fields (billing date, charge description, transaction status, and expense report status)
 - **Find Credit Card Transactions – Detailed**
 - Identifies credit card transactions with expanded reporting detail
 - **Find Credit Card Transactions – Outstanding Count by Cardholder**
 - Provides a summary count by cardholder and transaction status of credit card transactions awaiting Expense Report submission

LSU Tips for a Successful Year End!

- Review spend authorizations to check for completed travel and ensure Expense Reports have been submitted.
- Review comments on the Business Process tab for auditor comments and respond promptly.



OFFICE OF BURSAR
OPERATIONS

Emily Turner

Communications Manager





Submitting CARD 2.0 Entries

➤ CARDOBO@lsu.edu

- CARD 2.0 inquires

➤ Vault

- Hours: M-F 10:00-11:30am; 12:30-4:00pm
- Cash Entries (including Cash, Checks, and Money Orders)

➤ Other

FAR (Financial Accounting & Reporting)

- Non-Cash Entries (including Bank Cards (Credit Card Receipts) & Deposit Slips (EFT/ACH))



Common Reasons for Returns

➤ Unapproved Entries

- CARD 2.0 entries should reflect a status of “Pending” before being submitted to the Vault.
- Other statuses such as “Incomplete” or “Awaiting Approval” will be returned.

➤ Incorrect Backup

- If a Cashier finds an issue with a CARD, the University Cashier can “Return to the Department” for editing the entry.

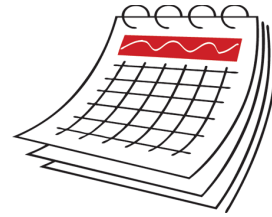
➤ Common Issues

- “Deposit Approval” line missing a signature.
- “Payment Type” and “Count” are imbalanced to the items we have physically received.

LSU CARD 2.0 Notice

Deadline:

Tuesday, June 30 at 4PM



- Entries with Fiscal Year 2026 data must be submitted by June 30th at 4pm.
- Late Fiscal Year 2026 entries must be created in Fiscal Year 2027.
- There are no extensions to this date.

LSU Resources

- Bursar Operations website
 - <https://lsu.edu/administration/ofa/oas/bur/CARD.php>
 - Policies and procedures are under the Departmental Resources - CARD section.
- CARD email
 - cardobo@lsu.edu
- Natasha Porch
 - natashaporch@lsu.edu



FINANCIAL ACCOUNTING & REPORTING

Laurie Wales

Associate Director





To Prepare for Fiscal Year End....

- Review and reconcile ledgers and reports
- Monitor budget to actual expenses
- Record CARD 2.0 entries in a timely manner
- Verify revenues
- Ensure worktags are not overdrawn
- Review in process transactions
- Investigate and correct errors

**Process budget amendments, manual journals,
internal billings and payroll accounting adjustments needed**

LSU Cost Transfers, Ledger Corrections, Adjustments

- Use “Manual Journal” for corrections to ledgers and transfers of expenditures
- Verify all appropriate documentation is attached
 - “Journal Line Details”
 - “SPA – Journal Lines”
- Job Aid: “Create Journal Entry: Correcting Journal”

https://uiswcmsweb.prod.lsu.edu/training/finance/create_journal_correcting_journal.pdf

Final Deadline for FY26 is July 10, 2026

LSU Internal Billings

- Used to bill another unit or company for services
- Should be initiated by the rendering department
- Appropriate documentation must be attached
- No travel items should be charged on internal billings
- Job Aid: “Create Journal Entry: Internal Billing”

https://uiswcmsweb.prod.lsu.edu/training/finance/create_journal_internal_billing.pdf

Final Deadline for FY26 is July 1, 2026

Deferred Revenue/Prepaid Expense


Deferred revenue

Payments customers give you before you provide them with a good or service.



What Are Prepaid Expenses?

Prepaid expenses are expenses paid for in advance, before receiving the product or service.



- “Accounting Recognition” should be used to record
- Found in the “Additional Worktags” prompt in CARD 2.0 and Workday
- Entry will be processed to reclassify transactions from natural ledger accounts to deferred/prepaid in FY2026
- The reclass entry will be reversed in FY2027 to recognize the revenue or expense

LSU Inventory

- Merchandise for resale
- Inventory procedures
 - Due to Accounting Services by June 19
 - Include planned method of inventory
 - Dates of expected count
- Ending inventory reported to Legislative Auditors
- Email inventory procedures and final counts to Jennifer Richard, jgendr1@lsu.edu

Final Inventory Counts due by July 6, 2026



Merchant Credit Card Reconciliation

- Trial Balance - Ledger 1004:Cash Clearing - TransAct/CARD with CST-#####
 - **Zero balance** = reconciled, all credit card deposits have an associated CARD2.0 entry
 - **Negative (credit) balance** = CARD2.0 entries should be processed to recognize revenue
 - **Positive debit balance** = CARD2.0 entries are greater than deposits
 - ✓ Verify POS system has been settled
 - ✓ Verify all refunds have been recorded
 - ✓ Check for CARD2.0 entries recorded in error or duplicated
- Job Aid: “Merchant Credit Card Reconciliation”
 - https://uiswcmsweb.prod.lsu.edu/training/finance/merchant_credit_card_reconciliation-11-24-25.pdf

Final CARD 2.0 Entries - June 30, 2026, 4:00



Questions/Comments?

Financial Accounting & Reporting

<https://lsu.edu/administration/ofa/oas/far/index.php>

Contact	Email	Phone
Hope Rispone	hope@lsu.edu	225-578-7462
Laurie Wales	llamb18@lsu.edu	225-578-2016
Jennifer Richard	jgendr1@lsu.edu	225-578-1454
Stephanie Laquerre	slaquer@lsu.edu	225-578-1450
Christopher Poore	cpoore1@lsu.edu	225-578-4956
Dakota Schoenfield	dschoe5@lsu.edu	225-578-1456
Cody Knight	cknig25@lsu.edu	225-578-1766



PAYROLL

Katie Maglone

Associate Director





Chancellor's Student Aid & Work Study

- **May 22, 2026** - Last Day for Chancellor's Student Aid (CSA) and Federal Work-Study (FWS) charges for 2025/2026
- **May 26, 2026** - Time must be submitted by noon for student time period ending May 22, 2026
- Summer FWS funds can be used beginning **May 23rd**
 - Must be enrolled at least 6 hours
 - Charged to 2026/2027 FWS grant



Chancellor's Student Aid & Work Study

- To check charges for 2025/2026 FWS grant, Run “Active Employees and Work Study Usage” report and “Payroll Accounting for Work Study” to reconcile charges to the special funding accounts now
- Payroll Accounting Adjustments (PAAs) will not correctly move FWS or CSA Funds ****Only Payroll can correct these charges****
- If you have student time that is not charged to FWS Funds or CSA Funds that you believe should be charged to FWS Funds or CSA Funds contact ***John Pilgrim*** as soon as possible, jpilgrim1@lsu.edu

LSU Payroll Accounting Adjustments

- **July 08, 2026** - last day to process PAA's
- Status must be **Successfully Complete**

LSU Wage Accruals

- **Pay Period Ending June 26, 2026**
 - Last period processed for FY26
 - Accrual 20% of expense
 - Journal Source = “Payroll Forward Accrual”
 - Time must be submitted and approved by **11:59 p.m. on Monday, June 29, 2026**
 - Pay Date for payroll is **Thursday, July 2, 2026**
 - Departments will see charges on ledgers late **Tuesday, June 30, 2026**

LSU Student Accruals

- **Pay Period Ending June 19, 2026**
 - Last period processed for FY26
 - Accrual – 70% of expense
 - Journal Source = “Payroll Forward Accrual”
 - Time must be **submitted and approved by Noon on Tuesday, June 23, 2026**
 - Pay Date for payroll is **Friday, June 26, 2026**
 - Departments will see charges posted to ledgers late **Wednesday, June 24, 2026**

LSU Summer Research

- Payment via One-Time Payment
- **May 26, 2026** - FY26 transactions due to HR
- **June 25, 2026** – Successfully completed
- **June 30, 2026** – Payment date

Work Performed (Coverage Dates)	OTP Effective Date
5/15/26-6/30/26	5/15/26



Summer Research Common Error

- The effective date drives when the OTP is paid.
Payment date drives the date the accounting is posted for the OTP.
- OTP Effective dates of 6/15/2026 – 7/15/2026 will charge to **FY27**
 - Example - Coverage dates of 6/20/2026 – 6/30/2026 with effective date of 6/20/2026.
 - This payment would post in **FY27**



Retro Pay Transactions

Pay Group	Retro Dates	Completion Date
Professional	Pay Period Beginning Prior to June 1, 2026	June 18, 2026
Wage	Pay Period Beginning Prior to June 13, 2026	June 24, 2026
Academic	Pay Period Beginning Prior to May 15, 2026	June 22, 2026
Student	Pay Period Beginning Prior to June 06, 2026	June 17, 2026

LSU Helpful Payroll Reports

- Payroll Accounting per Worktag
- Payroll Accounting for Worker by Pay Period
- Payroll Accounting for Work Study
- Time Not Submitted
- Time Not Approved
- Workers with No Time Entry
- Active Employees and Work Study Usage



SPONSORED PROGRAM ACCOUNTING

Jaime Estave

Director



LSU Sponsored Agreements

- Expiring on June 30, 2026
 - Requisition - Purchasing Requisitions must state within the *internal memo section* of the requisition that the agreement is expiring **June 30, 2026**
 - Receiving - Ensure supplies and services are received on or before the sponsored agreement ends on **June 30, 2026**

- Monitoring/Progress Reports
 - Please forward technical reports that must be submitted with invoices timely (by July 6, 2026). State Sponsors (FD250) require all invoices for June to be submitted by July 15, 2026.

LSU Yearend Reconciling

- Review all grant accounts, including cost sharing grants, for completeness and accuracy:
 - Trial Balance
 - ✓ For Tentative Grant activity, enter Tentative Grant Hierarchy and Cost Center or Cost Center Hierarchy in Worktags field
 - Grant Balances - Departments
 - Expense by Award

- Overspent grants should be reviewed and cleared

LSU Yearend Reconciling

- Review Costing Allocations and Key Personnel Commitments
 - Meet with faculty for new awards
 - Review tracking system to ensure key personnel is met by budget period and update costing allocations
 - Run Award Key Personnel Commitments report to review current commitments by award and identify any shortages
 - Request Sponsor Prior Approval through OSP for any changes to Key Personnel or disengagement

LSU Effort Certifications

- Employees are responsible for certifying on a quarterly basis
- Failure to comply could result in loss of funds to the University
- Incorrect certifications should be sent back for correction before approval
- If a PAA is approved after an effort certification was previously approved, please send notice to effortassistance@lsu.edu to cancel and regenerate a new effort certification for the employee

FY25 Effort Certification		
Period	Initiation Date	Due Date
Q1 (Jul-Sep)	11/04/2025	12/04/2025
Q2 (Oct-Dec)	02/03/2026	03/03/2026
Q3 (Jan-Mar)	05/04/2026	06/03/2026
Q4 (Apr-Jun)	08/04/2026	09/03/2026

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Questions?



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