



# FY25 Reminders

***DeAnna Landry***

***Accounts Payable & Travel***

# Fiscal Year-End Checklist

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- Review and reconcile transactions in Workday
- Submit required documentation by posted deadlines
- Use helpful Workday reports to monitor activity
- Refer to resources (e.g., Elahe Russell's Schedule for Closing Accounts, Accounting Services June Newsletter, job aids, etc.)

# June 30 – Key FY25 Cutoffs

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- Final AP Settlement Run – Invoices must be approved by 4:00 PM
- Supplier invoices must be approved by 4:00 PM
- Final FY25 LaCarte/Travel transactions load in Workday
- CARD entries and deposits due to Bursar Operations by 4:00 PM

# Supplier Invoices

- Use updated AS forms and mark **Fiscal Year End Accrual** if applicable for invoices processed after June 30 but before the July 9 deadline
- Must be approved by 4:00 PM on June 30
- Email invoices to [aptravel@lsu.edu](mailto:aptravel@lsu.edu)

# Expense Reports

- Must be dated **June 30 or prior** and routed to AP & Travel by July 3
- Ensure all documentation and approvals are attached
- No accruals allowed

# Manual Journals & Corrections

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- Use Manual Journal for ledger corrections
- Final deadline is July 10
- Internal Billings due by July 1

# Deposits and CARD Entries

- June 30 – Last day to submit FY25 CARD entries
- July 2 at noon – Late FY25 CARD entries must be submitted – there will be NO EXCEPTIONS as CARD will be disabled
- Email scanned entries to [cardobo@lsu.edu](mailto:cardobo@lsu.edu)

# Helpful Reports to Monitor Year-end

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- Revenue & Expense by “Driving Worktag Chosen”
- Journal Line Details with Employee Name
- Outstanding Credit Card Transactions by Employee Cost Center
- Aged Listing of Outstanding Encumbrances



# Communication and Monitoring

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- Respond promptly to emails
- Monitor Business Process comments
- Route documents early to avoid delays

# Clarification from Procurement

- Tuesday, June 24 – Last day to submit requisitions for punchout catalog
- Date was mistakenly listed as Monday, June 24 on the “Important Year End Dates – Procurement” slide in the Accounting Service’s yearend presentation



# Other Items

# CBT Breach Update!

- Bank of America determined the risk level does not warrant card compromises or replacements. This is the protocol of the bank.
- **LaCarte cards will not be replaced.**
- Bank of America will continue to monitor all card activity and will replace any card they determine to be at risk.
- LSU will not bear any liability for the unauthorized transactions.
- Cardholders are reminded to monitor all LaCarte transactions on a weekly basis and take action on any unauthorized transactions.

# Clarification from LA Board of Ethics

## Electronic Signature Acceptance

Adobe Fill & Sign – not accepted unless the time/date stamp confirmation page is included with the complimentary disclosure and Adobe textbox/typed font signature – not accepted



Samantha Smith

Accepted e-Signatures (just a few e-sign providers)

### Adobe Acrobat



Casey Jones

Digitally signed by Casey Jones  
Date: 2017-09-02 10:26:15-07:00

Edit Signature

### ReadySign

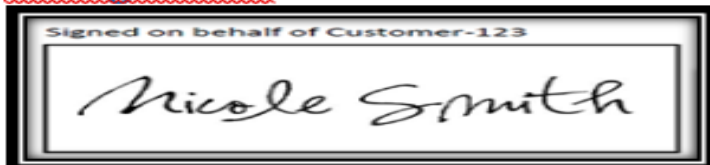


ReadySigned by:

Louisa Edwards

42368620981-267326752376

### WeSignature



Signed on behalf of Customer-123

Nicole Smith

### DocuSign (most popular)



DocuSigned by:

Sam Wood

898DFA06F8D44E1...

### AdobeSign



John Smith

### SignNow



Your Signature

Kelsie Rogers

Digitally signed by Kelsie Rogers  
DN: cn=Kelsie Rogers, o=SignNow, ou=SignNow, email=Kelsie.Rogers@signnow.com  
Please keep a copy for your records.