



## Business Manager Meeting

# Invoice Processing

# Invoice Processing Suppliers

- Suppliers must be registered in Workday
- Foreign suppliers are paid via wire transfer
  - ▣ A completed form AS493, Wire Transfer Request, is required
- International guests – governed by FASOP: AS-04
  - ▣ Contact Jessica Hodgkins or Valery Sonnier for tax implications on Non-Resident Aliens
- Supplier invoice is required for payment
  - ▣ We cannot pay from Quotes/Packing Slips/Proforma invoices

# Direct Charge Invoices

- For suppliers that accept credit card for payments
  - ▣ We encourage department support to use LaCarte to pay the direct charge invoice
  
- Submit all necessary documents with the invoice
  - ▣ One form AS580, Direct Charge worksheet, per supplier invoice
  - ▣ PUR-522 required for awards and trophies, promotional items, and use of LSU Logo
  - ▣ Dean/Department Head approval for Membership dues
  
- Complete the AS580 form in its entirety
  - ▣ Purpose of purchase completed
  - ▣ Signature required

# Purchase Order Invoices

- Do not attach the invoice to the Receipt – we are not notified by Workday.
- Worktags cannot be changed on a PO supplier invoice. A Change Order must be completed on the purchase order.
- Change orders cannot be processed on Punchout POs
  - If the Worktags are incorrect, a Journal Entry will need to be processed after the invoice is approved
- Purchase Order close requests should be sent to [purchase@lsu.edu](mailto:purchase@lsu.edu).

# Special Meals

- AS499 - Request for Approval of Special Meal form is required
  
- Guest List required for the below meals
  - ▣ Breakfast
  - ▣ Lunch
  - ▣ Dinner
  - ▣ Buffet Reception - Dinner

# Special Meals – Business Purpose

Business Purpose	Description
Special Meal – No Travel	Meals for LSU affiliated persons not in travel status
Special Meal – Travel	Meals including interview candidates/speakers/guests

- Business purposes dictate where the Expense Reports route in AP
  - ▣ Selecting the incorrect purpose will cause delay in the audit process

# Special Meals – Spend Categories

SC0070 – Special Meal – Refreshments

SC0103 – Special Meal – Business Meeting/Event

SC0104 – Special Meal - Recruiting

SC0105 – Special Meal – Sponsored Programming

SC0013 – Events Funded by Participant Registration

- SC0061 – Food for Human Consumption
  - This should not be used for a Special Meal

# Final AP Settlement Runs

- Final Settlement Runs for calendar year 2022
  - ▣ Wednesday, December 21
  
- Invoices should be approved by 6:00PM, December 21 to be included in the final run for 2022
  
- Special handling or emergency check requests should be sent to:
  - ▣ Jessica Hodgkins, [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)
  - ▣ Valery Sonnier, [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu)