LSU OFFICE OF ACCOUNTING SERVICES

204 Thomas Boyd Hall ~ Baton Rouge, LA 70803-2901

Office: 225-578-3321 Fax: 225-578-7217

Administration	Accounts Payable & Travel	Bursar Operations	Financial Accounting & Reporting	Payroll	Sponsored Program Accounting
204 Thomas Boyd	217 Thomas Boyd	125 Thomas Boyd	204 Thomas Boyd	204 Thomas Boyd	240 Thomas Boyd
Front Desk 578-3321	Front Desk 578-1550	Front Desk 578-3357	Front Desk 578-3321	Front Desk 578-3321	Front Desk 578-5337
Fax 578-7217	Fax 578-2052	Fax 578-3969	Fax 578-7217	Fax 578-7217	Fax 578-7217

Who We Are and What We Do

The Office of Accounting Services performs accounting, reporting, and record keeping functions for LSU, LSU Law Center, LSU AgCenter, LSU at Alexandria, LSU at Eunice, LSU System Office, and Pennington Biomedical Research Center. **Elahe Russell** is the **Associate Vice Chancellor for Accounting Services & Controller** and reports to the Chief Financial Officer of the Flagship Institution. The Associate Vice Chancellor & Controller is responsible for overall management of the office and accounting for all financial transactions in accordance with applicable State and Federal laws as well as University regulations, policies, and procedures.

The Office of Accounting Services has approximately 80 employees and 30 student workers organized into the divisions above. Each division is described on the back of this page and an alphabetized **Services Index** below provides contact information for specific issues.

Services Index

Description	Name	Ext
A		
Account Numbers (New)		
Restricted	Hope Rispone	8-7462
University Foundation	Keri Tweed	8-2032
Unrestricted	Tommy Smith (B&P)	8-1231
Accounts Receivable - SPA		
	Jessica Leblanc	8-2144
ACH Payments (Incoming)	Stephanie Laquerre	8-1450
Archive Requests	Jesshantre Bryant	8-1439
AS Forms	Danita King	8-1432
AS Newsletters & Website	Danita King	8-1432
B		
Bank Recon	Stephanie Laquerre	8-1450
Billings (see SPA)		
Board of Regents		
Budget Adjustments		
Sponsored Programs	Jessica LeBlanc	8-2144
	Keri Tweed	8-2032
Other	Tommy Smith (B&P)	8-1231
Budgets		
Sponsored Programs	Jessica LeBlanc	8-2144
Unrestricted	Helen Reaux (B&P)	8-1253
Business Managers' Meetings		
	Patrice Gremillion	8-3366
C		
Checks		
Cancelled/Stop Payments		
	Stephanie Laquerre	8-1450
Check Requests	Carly Carpenter	8-7828
	Deana Clement-Delage	8-1539
Check Copy	Stephanie Laquerre	8-1450
Lost	Stephanie Laquerre	8-1450
Supplier Refunds	Valery Sonnier	8-1531
Centrally Billed Accounts (CBAs)		
	Jennifer Driggers	8-1538
Closings		
Entries	Hope Rispone	8-7462
Yearend	Hope Rispone	8-7462
Yearend - AP & Travel	Patrice Gremillion	8-3366
Complaints	Elahe Russell	8-1639
Credit Card Merchants	Kaleb Taylor	8-7852
D		
Declining Balance Cards	Valery Sonnier	8-1531
Deferred/Prepaids	Laurie Wales	8-2016
Deposit Accounts	Jennifer Richard	8-1454
Disaster Accounting	Janet Parks	8-4878
E		
Employee Reimbursement	DeAnna Landry	8-8593
Encumbrances - Liquidations/Corrections/Inquiries		
	Jessica Hodgkins	8-1541
Encumbrances - Salary	Kade Kieschnick	8-2026
Exemptions - Sponsored Programs		
	Janet Parks	8-4878
F		
Fellowships	Janet Parks	8-4878
G		
Gifts	Veronica Brooks	8-3706
I		
Imaging	Jesshantre Bryant	8-2131
Internal Transactions (ITs)		
	Jennifer Richard	8-1454
Invoices		
Construction	Austin Ledet	8-1545
Direct Charge	Carly Carpenter	8-7828
	Jessica Hodgkins	8-1541
Purchase Order	Austin Ledet	8-1545
	Maci Jones	8-1620
	Jessica Hodgkins	8-1541
Special Meals	DJ Morgan	8-7886
L		
LA State/City Sales Tax	Jessica Hodgkins	8-1541
LaCarte P-Card Auditors	DeAnna Landry	8-8593
	Theresa Oubre	8-1543
	Christian O'Brien	8-1544
LaCarte P-Card Enrollment		
	Jessica Hodgkins	8-1541
Letters of Credit - SPA	Jaime Estave	8-2204

Description	Name	Ext
M		
Microfilm	Jesshantre Bryant	8-2131
Microfische	Jesshantre Bryant	8-2131
MOT Accounts	Danielle Lavergne	8-3847
N		
Nonresident Alien Payments/Procedures		
(Non-employee)	Jessica Hodgkins	8-1541
P		
Participant Payments	Jessica Hodgkins	8-1541
	Valery Sonnier	8-1531
Payroll		
Commitments	Kade Kieschnick	8-2026
Direct Deposit	Jacanda Martin	8-2128
Fringe Benefits	Kiana Bradley	8-1530
Garnishments	Jasmine Capers	8-8130
GA's	Kiana Bradley	8-1530
Insurance	Katie Maglone	8-2161
	Candice Lockwood	8-2023
Insurance Deductions & LWOP		
	Anne Landry	8-6242
Insurance - Retirees	Caleb Brown	8-6205
Nonresident Alien Tax Treaties		
	Candice Lockwood	8-2023
	Diane Bohn	8-4891
PAP, OTP, PIA	Lorin Oliver	8-8670
Professional & Academic	Lorin Oliver	8-8670
	Kiana Bradley	8-1530
Retirement Averages/Refund Requests		
	Kade Kiesnick	8-2161
Social Security/Medicare Tax		
	Candice Lockwood	8-2023
Student Payroll	John Pilgrim	8-1457
	Tracey Johnson	8-1559
Summer School Pay	Lorin Oliver	8-8670
Tax Shelter Annuities	Je'Sela Jones	8-3939
Time & Absence	HRM	8-8200
Wage Payroll	Jacanda Martin	8-2128
	Tracey Johnson	8-1559
Perkins Loan	Tamela Dickerson	8-3092
	Rosalyn Lacey	8-5898
Petty Cash	Stephanie Laquerre	8-1450
PO Alterations	Procurement	8-2176
Prepaid/Deferred	Jennifer Richard	8-1454
Project Accounting	Hope Rispone	8-7462
R		
Receipts		
Purchase Orders	Jessica Hodgkins	8-1541
Reconciliation (Accts/Ledgers)	Hope Rispone	8-7462
Records Retention	Desiree Esnault	8-0397
Reporting Tools	Jennifer Richard	8-1454
Returned Checks/Bank Drafts	Danielle Lavergne	8-3847
S		
Security Access Request		
ABS, SAE	Melanie Powell	8-3378
DIR, GLS, IPM, RCN	Elahe Russell	8-1639
INS, PAY	Karen Jenkins	8-1638
FMS	Elahe Russell	8-1639
TIS	Melanie Powell	8-3378
Shredder	Jesshantre Bryant	8-2131
	Desiree Esnault	8-0397
SPA	Keri Tweed	8-2032
Account Numbers	Jessica LeBlanc	8-2144
	Keri Tweed	8-2032
Accounts Receivable	Jessica Leblanc	8-2144
Billings		
	Casey Cohoon	8-6327
	Culley Shannon	8-6771
	Emily Richards	8-2140
	Falynn Serio	8-2139
	Hannah Sonnier	
	Janet Parks	8-4878
	Lakedra Fisher	8-4879
	Matthew Coldiron	8-6913
	Morgan Burkhalter	8-0750
	Nekisha Cobb	8-1783
	Leah Njeri	8-3976
	Andrew Ditcharo	8-6685

Description	Name	Ext
Billings		
	Pamela Prince	8-3956
	RachelGuillory	8-2542
	Susan Buzbee	8-4762
	Kelli Speyrer	8-5443
	Tanner Thibodeaux	8-6347
	Tina Constantin	8-1430
	William Blanchard	8-1068
	Allyson Alexander	8-3786
Budgets	Jessica LeBlanc	8-2144
	Keri Tweed	8-2032
Closings	Janet Parks	8-4878
Cost Sharing	Kristy Donald	8-3513
Cost Transfers/Corrections	Janet Parks	8-4878
Deposits	Jennifer Martel	8-1781
Distribution	Jennifer Martel	8-1781
Effort/Gifts	Veronica Brooks	8-3706
Financial Reports	Janet Parks	8-4878
Space Survey	Laurie Wales	8-2016
Sponsors	Tanya Jackson	8-3371
Student Jobs in Acct Svcs	Danita King	8-1432
Supplier Payments		
Direct Charge	Carly Carpenter	8-7828
Purchase Orders	Jessica Hodgkins	8-1541
T		
Tax Exempt Cert's (Sales Tax)		
	Deana Clement-Delage	8-1539
Teacher Tuition Exemptions		
	Tanya Jackson	8-3371
Training	*See AS Newsletter or HRM Website*	
Travel	Julian White	8-2780
	Jonathan Fresina	8-3672
	Henry Woodard	8-2007
	Kalyn Lewis	8-8929
	Jennifer Driggers	8-1538
U		
Unclaimed Property	Stephanie Laquerre	8-1450
University Cashier	Natasha Porch	8-3376
W		
W-9 Requests	Jesshantre Bryant	8-2131
	Desiree Esnault	8-0397
Wire Transfers	Jessica Hodgkins	8-1541
	Maci Jones	8-1620
Wires (Incoming)	Stephanie Laquerre	8-1450
Workday Reports		
Accounts Payable	Angie Mann	8-3761
FAR	Laurie Wales	8-2016
Payroll	Katie Maglone	8-2161
SPA	Pamela Prince	8-3956

STAFF CONTACTS

Administration

Elahe Russell, Associate Vice Chancellor 8-1639

Accounts Payable & Travel Division

Patrice Gremillion, Sr. Director 8-3366
Jennifer Driggers, Assoc Dir 8-1538
Valery Sonnier, Assoc Dir 8-1531
DeAnna Landry, Asst Dir 8-8593
Jessica Hodgkins, Asst Dir 8-1541

Bursar Operations Division

Melanie Powell, Director 8-3378
Mary Catherine Smiley, Director 8-7546
Rosalyn Lacey, Asst Director 8-5898
Perkins Loan Collection 8-3092

Financial Accounting & Reporting Division

Hope Rispone, Director 8-7462
Laurie Wales, Assoc Dir 8-2016
Jennifer Richard, Asst Dir 8-1454

Payroll Division

Karen Jenkins, Director 8-1638
Katie Maglone, Assoc Dir 8-2161
Jacanda Martin, Asst Dir 8-2128

Sponsored Program Accounting Division

Jaime Estave, Director 8-2204
Janet Parks, Assoc Dir 8-4878
Keri Tweed, Assoc Dir 8-2032

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ADMINISTRATION

Administration (ADM) consists of all Distribution/Front Desk and Imaging personnel. Distribution/Front Desk personnel are responsible for printing and distributing checks. Additionally, this section is responsible for the sorting and distribution of all incoming and outgoing mail of Accounting Services.

Imaging manages all document imaging activities related to responsibility for the physical maintenance and custody of University financial documents in accordance with approved record retention schedules. Imaging activities include the organizing, indexing, processing, reproduction, filing, retrieving, distribution, imaging, preservation and disposal of documents and records.

ACCOUNTS PAYABLE & TRAVEL

This division processes all disbursement requests other than payroll, is responsible for paying invoices for goods and services furnished by the University by companies and organizations. Accounts Payable (AP) & Travel issues travel advances, reimburses authorized travel expenses, issues checks for credit balances on student accounts, sales taxes, consultant fees, registration fees, plant fund payments for construction and renovation, non-employee nonresident alien payments, and all other University disbursement obligations, with the exception of payroll.

AP administers the LaCarte Procurement Card program and audits all purchases for compliance with University and State procurement regulations. AP provides training and support for Christopherson Business Travel (CBT) Concur Online Booking System.

AP ensures compliance with Federal regulations regarding payments made to or fee exemptions processed on behalf of international nonresident alien students and payments made to visiting non-employee nonresident alien scholars. AP administers tax withholding on payments and establishes student Accounts Receivable as required by Federal law. AP monitors and ensures compliance with income tax treaty benefits claimed by international students and visitors.

AP manages the control and clearance of prior year purchase orders, maintains the retainage account for construction projects, processes journal vouchers for correction of unrestricted and auxiliary ledgers, prepares 1099 and 1042 income forms for payments to non-employees and nonresident aliens, and prepares various reports as required by the University and the State.

BURSAR OPERATIONS

This division is the primary service unit for managing students' financial records. Bursar Operations also assists and serves the University's colleges and departments, faculty and staff, parents and guardians, the general public, private and corporate businesses and organizations, and federal and state agencies in performing their financial responsibilities.

Services include, but are not limited to:

- Billing, collection and reconciliation of student and non-student Accounts Receivable
- Preparation and distribution of student registration fee bills
- Coordination of all aspects of student registration
- Distribution of financial aid, scholarships, fellowships and sponsorships
- Collection of student organization deposits and the distribution of those funds to the appropriate student organizations

Bursar Operations has the overall responsibility for maintaining and updating the Advanced Billing System (ABS) and the Treasury Information System (TIS). ABS housing the fee schedules, exemptions and awards for students and validates each student's eligibility for those exemptions and awards. That information is then combined with the student's course selections made through myLSU to calculate the total tuition and fees due for students from which Fee Bills are generated. The TIS system houses the student account history and the accounting information for each Accounts Receivable transaction for more than 50,000 accounts and feeds that information nightly through an integration to Workday.

FINANCIAL ACCOUNTING & REPORTING

A primary responsibility of the Financial Accounting and Reporting (FAR) division is the maintenance of the GLS in which all of the University's financial data is processed and stored. GLS entries are balanced and released daily by FAR, and key elements of the GLS (i.e. object codes, project tables, etc.) are established and maintained by FAR. The division monitors all general ledger transactions, all transactions within the plant, endowment, restricted (other than sponsored programs), and agency funds. In addition, FAR approves and establishes on the Chart of Accounts all new accounts related to these funds.

The division assesses cash flow requirements and manages LSU's investment program, monitors the collateralization of all investments, records all investment transactions, and maintains the Investment Portfolio Management (IPM) System. FAR also coordinates the issuing of bonds for University projects financed with self-generated funds, manages the accounting for all capital construction, and handles all long-term debt accounting records.

FAR reconciles the University General Fund Bank Account including wire transfers, deposits and Payroll & AP checks written. Other duties include stop payments, processing reissues, check copy requests, all checks returned in the mail and unclaimed property.

FAR's responsibilities also include management of the fiscal yearend closing process, preparation of all financial statements, and coordination of the Legislative audit. Two official University reports - the "LSU Financial Report" and the "Supplement to the Financial Report" - are published online annually by FAR. Numerous other reports and the University's tax return are issued by the division. FAR also handles calculations for the annual Fringe Benefit Rates as well as the Facilities and Administrative Costs study for the University.

PAYROLL

The Payroll (PAY) division processes salary & wage payments for all employees – academic, administrative and professional, classifed, students and graduate assistants – and accounts for the salary and wage expenditures by budgetary unit. Payroll administers payroll deductions required by law – federal and state income tax withholding, medicare and social security taxes and retirement contributions, federal and state tax levies, garnishments and child support – as well as employee-authorized deductions such as health & life insurance premium deductions and supplemental retirement account contributions.

Payroll monitors and ensures compliance with income tax treaties between the United States and foreign countries for all nonresident alien employees.

Payroll's Insurance section maintains tax sheltered premium amounts for the LSU Flexible Benefits Plan as well as the records for employee and retiree group insurance coverage and premium deductions.

The Disbursements section of Payroll processes all federal and state tax deposits and payroll tax returns, submits retirement contributions and the employer match with monthly reports of earnings to all retirement systems, and processes payment for all other payroll deductions.

SPONSORED PROGRAM ACCOUNTING

Sponsored Program Accounting (SPA) is responsible for the post-award administration of sponsored programs (federal, state, local and private grants, contracts, and cooperative agreements). SPA establishes and maintains sponsored program accounts, budgets funds upon receipt of sponsored agreements, prepares billings and requests for reimbursement, receives and records payments, records gifts made to LSU, monitors collection of payments from sponsors, prepares financial, property and patent reports, and processes sponsored program budget adjustments and expenditure transfers.

SPA also administers Effort Certifications for the documentation of effort and salary on sponsored projects.