



Suggestion Box Feedback

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Suggestion Box

- Implemented in March 2023
- Located on [Accounting Services website](#)
- Comments are welcomed
- Enhance topics in the Accounting Services newsletters and Business Managers' meetings



A screenshot of the Accounting Services website. The header includes navigation links like 'LSU.edu', 'myLSU', 'Employee Hub', 'Directories', 'Give', 'Visit', 'Apply', 'Employment', and 'Contact Us'. The main content area features a 'Welcome to Office Administration' section with sub-sections for 'Distribution', 'Imaging', and 'Monthly Business Managers' Meeting'. A right-hand sidebar contains 'CONTACT US' information and 'USEFUL LINKS' such as 'News Archive', 'Unclaimed Property Notifications', and 'Imaging Retrieval Job Aid'. At the bottom, there are three buttons: 'BUSINESS MANAGERS' MEETING ARCHIVE', 'BUSINESS MANAGERS' SUGGESTION BOX', and 'JOIN THE BUSINESS MANAGER GROUP'.

A Year in Review: Highlights

- A few key adjustments made in response to feedback:
 - ▣ *New: Business Managers' meeting recordings*
 - ▣ *New: Update to 'Purchase Order Lines not Received' report in Workday*
 - ▣ *Accounting Services Newsletter – What's New section*
 - ▣ *Workday Report – Expense Report Worktag Summary*
 - ▣ *AS499, Request for Approval of Special Meal, form updates*