CAMPUS CORRESPONDENCE

To: **Vice Chancellors, Deans, Directors, Heads of Budgetary Units and Business Managers**

Date: **April 26, 2013**

From: **Donna K. Torres, CPA**
Associate Vice Chancellor for
Accounting and Financial Services Donna K Torres

Subject: **Schedule for Closing Accounts for FY 12-13**

The end of the fiscal year is once again quickly approaching and we must settle FY 12-13 financial operations. To comply with State regulations and provide for timely preparation of financial statements, it is necessary to develop a schedule for concluding financial activity for the current fiscal year. The closing of the accounts for the fiscal year, the preparation of financial statements, and the opening of new accounts for the next fiscal year require a considerable amount of time in the business offices.

All purchases against 2012-2013 appropriations must be received by **June 30, 2013** in order to be paid from funds budgeted in the current fiscal year. Payments on orders received after June 30, 2013 will be charged to departmental funds budgeted for FY 13-14. All purchases on restricted sources must also be paid for or accrued at fiscal yearend if received by June 30.

Procedures and deadlines pertinent to each of the sections of Accounting Services are detailed in the attachments. Copies should be distributed to all staff having responsibilities related to the University's yearend closing process. In order to more fully explain the changes expected this year, and to provide answers to all questions you and/or your staff may have, the Office of Accounting Services will present its annual **FISCAL YEAREND SEMINAR** as follows:

Tuesday, May 14, 2013
Royal Cotillion Ballroom – LSU Union
9:30 to 10:30 am

Please note that this seminar will serve as May's Business Managers' meeting.

Your cooperation in complying with the procedures and deadlines outlined in this memo is essential to a successful yearend closeout.

Attachment

Memo AS-13-05

Direct Charge Invoices

Direct charge invoices for the current fiscal year should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts. Current fiscal year direct charge invoices that are not paid by the final June 30 APS check run may be accrued and charged to current fiscal year budgets via departmentally prepared journal vouchers (JVs). In order to ensure timely processing of your department's direct charge expenditures, please route approved direct charge invoices to Accounts Payable (AP) in accordance with the following schedule:

Deadline	Description
June 3	Invoices for direct charge purchases received by **May 31** due in AP
June 10	Invoices for direct charge purchases received for **June 1 – 9, 2013** due in AP; LSU Foundation Check Requests due at the LSU Foundation
June 17	Invoices for direct charge purchases received for **June 10 – 16, 2013** due in AP
June 26	Last day for direct charge invoices to be forwarded to AP without an accrual JV
June 27 & after	JVs are due from departments for University direct charge accruals. Please process separate JVs for restricted accruals and unrestricted accruals. An entry to accrue direct charge invoices not paid as of June 30 should be made in accordance with the following procedure: In GLS, create an accrual (**SJ**) journal voucher, entering an effective date of **June 30, 2013,** and a **"Y"** in the "7/1 Reversal" field. Add the following information on the accounting information screen: 1. Departmental expenditure account, **debit** for the **amount** of the invoice. 2. In the "Offset" section, enter "**L**" in the "Transaction Type" (TT) field and "**2104**" in the "Obj" field. An example of the accounting information screen follows: GLSSJE SIMPLE JV ENTRY ACTION: V (A/ADD,C/CHANGE,V/VIEW) CODE: SJE OVERRIDE ERRORS: **Y** ENTRY#: 00139311 FY: 09 TOTAL LINES: 000 ENTRY TOTAL: 207.00 OFFSET LINES ACCT TT OBJ PROJ AMOUNT D/C ACCT TT OBJ PROJ 001 002 **184350500 X 4250 207.00 D L 2104** 003 004 005 006 007 008 009 010 CALCULATED TOTAL: ITEM DESCRIPTION SRCE DOC TYPE/# 001 002 **ACCRUE DC INV 12345 TIGER TAILS** 003 004 005 006 007 008 009 010 3. Staple a copy of each direct charge invoice to the JV. 4. Approve the JV and make a copy for department files. 5. Paper clip the original invoices to the JV. 6. Route packet to AP for approval and release in GLS. 7. AP will verify that the original direct charge invoices are attached to the JV accrual received and remove the original invoices and batch them for online payment. The JV will be approved and routed to FAR for release in GLS. 8. July ledgers will reflect a debit to the departmental expenditure account as a result of the actual

	payment of the direct charge invoice in July and a credit to the departmental expenditure account as a result of the automatic reversal (occurring as a result of a "Y" being entered in the "7/1 Reversal" field) of the JV.
July 8	Last day for direct charge accrual JVs to be sent to AP for FY13

Accrual Process in the PRO System

Unrestricted Purchase Orders

All purchases and services received against unrestricted purchase orders must be either (1) paid by June 30, or (2) charged to your current budget via a system accrual prepared by the AP Office. Expenditures should be reported in the period in which they are incurred so it is critical to review ledgers to identify expenditures incurred and not paid by the final June 30 APS check run. For merchandise and services to be charged to the current fiscal year, the merchandise or service must be delivered by June 30. If a vendor cannot firmly promise delivery by the June 30 deadline, there is no action required by the department because the purchase order balance will be *carried forward* into the next fiscal year. A PO Alteration must be processed in PRO in order to cancel the balance on the unrestricted encumbrances. The deadline for PO Alterations to be released by the Procurement Office is **June 14**. Unrestricted encumbrance balances after the final June 30 APS check run and after the accrual JV is prepared will be *carried forward* into the next fiscal year. AP will send the final 6/30 Aged Listings to the departments on **July 3** for informational purposes only. The Aged Listing will not be used to process the accruals. The accrual will be programmatically calculated based upon the merchandise received as of June 30 and not paid as of June 30.

Restricted Purchase Orders

All purchases and services received against restricted purchase orders must be either (1) paid by June 30, or (2) charged to your current budget via a system accrual prepared by the AP Office. GASB 34 and 35 require full accrual accounting effective FYE 06/30/2002. This means that expenditures should be reported in the period in which they are incurred so it is critical to review ledgers to identify expenditures incurred and not paid by the final June 30 APS check run. For merchandise and services to be charged to the current fiscal year, the merchandise or service must be delivered by June 30. Balances on restricted encumbrances after the final June 30 APS check run and after the accrual voucher is prepared should reflect items that were not received as of June 30. These balances will be carried forward into the next fiscal year. AP will send a Final 6/30 Aged Listing to the departments on **July 3** for informational purposes only. The Aged Listing will not be used to process the accruals. The accrual will be programmatically calculated based upon the merchandise received as of June 30 and not paid as of June 30.

Please create the PRO Electronic Receiving Reports for merchandise received by June 30 and verify both restricted and unrestricted encumbrance balances in accordance with the following schedule:

Deadline	Description
June 3	PRO Electronic Receiving Reports for merchandise and services received by **May 31** against restricted and unrestricted encumbrances should be processed
June 10	PRO Electronic Receiving Reports for merchandise and services received by **June 9** against restricted and unrestricted encumbrances should be processed
June 17	PRO Electronic Receiving Reports for merchandise and services received by **June 16** against restricted and unrestricted encumbrances should be processed
June 24	PRO Electronic Receiving Reports for merchandise and services received by **June 23** against restricted and unrestricted encumbrances should be processed
July 2	Last day to enter PRO Electronic Receiving Reports for merchandise and services received by **June 30** against restricted and unrestricted encumbrances. **In order for the accrual to be calculated, the received date on the PRO Electronic Receiving Report must be prior to or on June 30, 2013.**
July 3	PO Accrual entries will be available in GLS for review (after 3:00 pm)
July 8	PO Accrual JV corrections are due to AP

Balances of unrestricted accruals not paid by the statutory deadline will be refunded to the State and will be charged against next fiscal year's departmental budgets when paid. Accruals on restricted encumbrances will be reversed and re-encumbered in July.

Purchase Order Alterations (PO Alterations)

Deadline	Description
June 14	All PO Alterations to be released by the Procurement Office on unrestricted and restricted encumbrances. It is critical that PO Alterations be processed as early as possible in order to ensure accurate encumbrance balances on GLS to accommodate invoice payment and expenditure transfers.

Ledger Corrections, Adjustments and Transfers

Deadline	Description
June 13	All JVs for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through **May 31** are due in AP
June 27	All JVs for corrections to ledgers and transfers of expenditures for **June** are due

LaCarte Procurement Card BFs

All purchases charged on the university LaCarte procurement card (p-card) that are included on BFs dated prior to June 30 should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts.

LaCarte transactions dated in June that are not included on the final June BF will be charged against FY 13-14 budgets unless departments process accrual JVs. Accrual JVs for LaCarte purchases must be prepared on a separate JV (**do not include LaCarte accruals on your direct charge accrual JV**) **and must be supported by an original itemized receipt. Please attach a copy of the accrual JV and receipts as documentation when the transaction appears on a FY13 LaCarte BF entry.**

In GLS, create an accrual JV, entering an effective date of **June 30, 2013** and a "**Y**" in the "7/1 Reversal" field and follow the same procedure outlined in the direct charge invoice accrual section. **Do not include transactions already reflected on LaCarte BFs dated prior to June 30, 2013 on accrual JVs. Only transactions made on or before June 30, 2013 not reflected on a FY13 LaCarte BF entry should be accrued.**

In an effort to manage the volume of LaCarte BF entries, the following is a proposed schedule for reconciling and releasing to AP (via the online *PCARD* system) the departmental weekly LaCarte BF entries to ensure all purchases made on or before June 30 are charged to this current fiscal year:

Deadline	Description
May 31	LaCarte/CBA BFs dated through **May 27** should be released to AP (RAPS status)
June 7	LaCarte/CBA BFs dated through **June 3** should be released to AP
June 14	LaCarte/CBA BFs dated through **June 10** should be released to AP
June 21	LaCarte/CBA BFs dated through **June 17** should be released to AP
June 28	LaCarte/CBA BFs dated through **June 24** should be released to AP
July 1	Last day FY13 LaCarte/CBA BFs will be released to the departments (dated 6/30/13)
July 8	LaCarte/CBA BFs for FY13 should be released to AP. Also, last day to submit accrual JVs for LaCarte purchases not included on any FY13 LaCarte BF entry. The original itemized receipt should be attached to the accrual JV.

BFs not received in AP according to this schedule will be charged to FY 13-14 departmental budgets.

Travel Expenditures

Travel advances issued are not charged to departmental budgets until properly supported Travel Expense Reimbursement Requests (TERRs) are filed with Accounting Services. In order to ensure all travel expenses are recorded against current fiscal year budgets, please adhere to the cutoffs identified below:

Deadline	Description
June 3	TERRs due for all travel completed through **May 31**
June 10	TERRs due for all travel completed from **June 1 – 9, 2013**
June 17	TERRs due for all travel completed from **June 10 – 16, 2013**
June 21	Last day for TERRs to be forwarded to AP without an accrual JV
June 24 & after	TERRs submitted on these days **must** have an accrual JV placed on top of the request. **In order to process the accrual JV, the Travel Expense Reimbursement Request must have the required original AS292 "Request for Authorization to Travel" form or AS516 "Request for Authorization to Reimburse Expenses" form and all original itemized receipts as required by FASOP: AS-02, "University Travel Regulations".** The Travel staff will prepare an accrual JV for the Travel Expense Reimbursement Requests not audited for reimbursement by **June 30**.
July 8	Last day to submit accrual JVs for TERRs

TERRs not submitted in accordance with the above cutoffs will be charged to departmental budgets in the new fiscal year.

Travel on Personal, Professional and Consulting Services (PPCS) Contracts

Personal, Professional and Consulting Services (PPCS) Contracts in PRO require travel to be authorized on the receiving report, but the actual TERR must be sent to the Travel Office to be processed. TERRs received in AP on **June 24** and after require an accrual JV with the effective date of **June 30, 2013** and a "Y" in the 7/1 Reversal field. Please follow the same procedure outlined in the direct charge invoice accrual section to complete the accrual JV.

Centrally Billed Accounts (CBAs)

All CBA transactions (airfare and/or conference registration fees) made in June that do not appear on the final June CBA BF entry should be accrued by the department.

In GLS, create an accrual JV, entering an effective date of **June 30, 2013** and a "**Y**" in the "7/1 Reversal" field. The description line should read: "Accrue Vendor or Merchant CBA 2013". Follow the same procedure outlined in the direct charge invoice accrual section to complete the accrual JV. **Transactions already reflected on FY13 CBA BFs should not be accrued.**

The appropriate cost documentation that should be attached to the accrual entries is a copy of the **AS292** "Request for Authorization to Travel" or **AS516** "Request for Authorization to Reimburse Expenses" and the flight itinerary or conference registration form.

Please see the proposed schedule listed under LaCarte BFs for processing all FY13 CBA BFs to ensure all transactions are charged to the current fiscal year.

BURSAR OPERATIONS

125 Thomas Boyd Hall, 578-3357 Director: Larry Butcher, CPA

Petty Cash

Departments must clear petty cash funds of all invoices, receipts, etc., leaving only cash in these funds at the end of the fiscal year. Petty Cash Reimbursement Vouchers must be received no later than **June 28, 2013**.

Accounts Receivable

Excluding restricted auxiliaries, departments knowing of amounts due the University as of the end of the fiscal year must record such amounts by submitting a Departmental Transmittal (DT) to Bursar Operations. Receivables should be recorded regardless of the source of the indebtedness (i.e., Federal government, State of Louisiana or its subdivisions, faculty, staff, students, or others). All accounts becoming due during FY 12-13 must be recorded by **June 30**. This information must be received by Bursar Operations **no later than 4:00 pm on June 27**. Restricted auxiliaries will be advised by separate correspondence when to report their accounts receivable.

Deposits

The last day for making deposits for FY 12-13 in Bursar Operations will be **June 28**.

FINANCIAL ACCOUNTING & REPORTING

204 Thomas Boyd Hall, 578-3321 Director: Elahe Russell

Internal Transactions (ITs)

In order to provide maximum flexibility to all departments for managing their appropriated funds, the following schedule has been established for processing IT billings related to FY 12-13 business:

Deadline	Description
May 31	All rendering departments must submit ITs to Financial Accounting & Reporting (FAR) for any services or materials rendered **through May 31.**
June 17	ITs for all services or materials rendered **through June 14** must be received in FAR.
June 28	Final ITs for all services and materials rendered **during FY13** must be received in FAR to be processed as FY 12-13 business.

The only exceptions allowed will be for services rendered through June 30 (e.g., monthly copy machine charges) or for purchases that actually occur on June 30. ITs for these type exceptions will be accepted by FAR for processing as FY 12-13 business until **12 noon on July 1**.

All ITs must be properly completed with appropriate documentation attached, including any special approvals that are required. Incomplete ITs received in FAR must be returned to the department for further processing, and this may cause the transactions not to be recorded until next fiscal year. Thus, please ensure that all necessary documentation and approvals are attached.

Multiple June 30 Cutoffs & Ledgers

The following dates have been established for the GLS cutoffs and distribution of June 30 ledgers:

Deadline	Description
July 1	1st 6/30 GLS Cutoff
July 2	Access online ledgers (from the 1st 6/30 GLS cutoff on July 1)
July 24	FINAL 6/30 GLS Cutoff
July 25	Access online FINAL 6/30 ledgers for the fiscal year ended June 30, 2013 (from the final 6/30 GLS cutoff on July 24)

Reporting Tools

Online ledgers/reports can be accessed by:

- Logging into myLSU
- Selecting Financial Services
- Selecting Reporting Tools

Important Notes

- Populate all parameters marked with an asterisk (*).
- Verify the data being entered is in the proper parameter format – for example June 30, 2013 month end date should be entered as 20130630 (YYYYMMDD).
- Verify mainframe access for that account, department or college.
- Adjust the print area through the Print Preview toolbar function when printing reports.

PAYROLL

204 Thomas Boyd Hall, 578-3321 Director: Donna Dewailly, CPA

Personnel Actions Forms (PAFs)

Personnel Action Forms (PAFs) affecting expenditures in FY 12-13 must be processed through HRM and received by Payroll (RPAY status in HRS) no later than **June 20** to ensure that all such charges are recorded in this fiscal year. Forms routed to Payroll after June 20 will be charged to FY 13-14.

Wage Payroll

The last wage payroll charges for FY 12-13 will be posted on Voucher 015-15 which ends **June 28**. There will be no accrual since Voucher 015-15 covers charges through the end of June. Timesheets for Voucher 015-15 are due by 10:00 am **June 28**.

Student Payroll

The payroll expense for **June 8 – 21, 2013** will be paid on Voucher 125-27. Payroll will accrue the payroll expense through June 30 by allocating **50%** of the 125-27 Voucher to FY 12-13. The accrual will appear on June ledgers on Voucher 145-03; on the July ledgers, the accrual will be reversed. Timesheets for the final student payroll are due by **June 21**.

Supplemental Payroll

The final supplemental payroll for FY13 will be distributed on June 28. Timesheets for the final June supplement are due by **June 21**.

SPONSORED PROGRAM ACCOUNTING

336 Thomas Boyd Hall, 578-5337 Director: Patricia Territo, CPA, CRA

Billings/Invoices

Due to agency imposed deadlines, LSU must submit June invoices on state accounts (a "4" in the 6th digit of the account number) from **July 1, 2013** through **July 15, 2013**. In order to meet these deadlines, Sponsored Program Accounting (SPA) must bill from the official University ledgers generated from the **1st 6/30 cutoff (July 1).**

LSU must accrue all salary, vendor and travel expenditures incurred in FY13. Since most state sponsors require an accurate June invoice regardless of expiration date, it is essential that you provide written documentation to your SPA Analyst of any items not reflected on the ledgers available on **July 2** including any items requested for accrual.

State tentative projects must be invoiced by the required deadline indicated in the agreement. Ensure that SPA has the fully executed agreement as soon as possible but no later than **June 28**.

Ledgers

Please review your ledgers to ensure expenditures are recorded and encumbrances are liquidated. If necessary, process PRO Electronic Receiving Reports. Also, hand carry invoices, Travel Expense Reimbursement Requests and check requests to AP. Ensure PAFs for both expenditures chargeable directly to a sponsored agreement or used for cost sharing are processed. Overdrafts on sponsored agreements and associated cost sharing and program income accounts must be eliminated. If an account is in an overdraft status, it slows the billing process. However, it is acceptable for some accounts to be in an overdraft status due to extenuating circumstances, such as multi-year agreement, incrementally funded agreement, or a pending request for additional funds.

Cost Sharing

Cost sharing must be documented from an account with the same function. If an individual is cost sharing to a research account (a "1" in the 7th digit of the account number), the account from which the individual cost shares must be a research account (a "1" in the 7th digit of the account number).

Use the following reports in Reporting Tools to help manage cost sharing commitments and documented cost sharing:

- Cost Sharing Detail by Account
- Cost Sharing Detail by LSUID

Besides documenting an employee's time and effort, the PAR is the mechanism used to document cost sharing. Ensure that PARs are certified and returned promptly to the SPA Office. Questions can be directed to Keri Tweed at 578-2032 or ktweed@lsu.edu.

Cost Transfers

A fully completed AS226 form, copy of the HTML online ledger and journal voucher with the correct description must accompany your cost transfer request. Retroactive PAFs are considered cost transfers and an AS227 form must be attached to the form providing an explanation of how this cost benefits the project receiving the charge.

Cost transfers must be processed within **90 days** from the end of the month originally recorded. However, May and prior month cost transfers are due in Accounting Services no later than **June 13** while June cost transfers are due by **June 27**. Retroactive PAFs must be received in Payroll (i.e., in RPAY status) by **June 20**. Please allow time for routing through all of the necessary University channels.

Monitoring/Progress Reports

Several state agencies require that we attach the monitoring/progress report to our invoices. Please ensure that May 2013 and June 2013 Monitoring/Progress Reports are hand carried to SPA (336 Thomas Boyd Hall) by **June 5, 2013** and **July 2, 2013,** respectively. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ) and LA Department of Wildlife & Fisheries projects.

ARRA (American Recover and Reinvestment Act)

ARRA spreadsheets for the quarter ending June 30, 2013 will be sent to PIs at the beginning of June and are due back to SPA by **June 25, 2013**. Please ensure the following data elements are updated as of June 30, 2013:

- Project Status
- Description of Jobs Created
- Quarterly Activities/Project Description
- Primary Place of Performance

Agreements Expiring on June 30, 2013

For sponsored projects expiring on June 30, 2013, the requisitions must state that the sponsored agreement expires on June 30, 2013.

As at any other time, supplies and services must be received on or before the sponsored agreement expires. In particular, if a sponsored agreement expires on June 30, 2013, the supplies and services must be received by June 30, 2013.

FY 12-13 YEAREND RECAP OF IMPORTANT DATES AND DEADLINES

Date	Description	Dept/*Online System*
Tuesday, May 14, 2013	Fiscal Yearend Seminar, Royal Cotillion Ballroom - LSU Union	-
Friday, May 17, 2013	Last day for Work Study and Chancellor's Student Aid Charges	Payroll
Friday, May 31, 2013	LaCarte/CBA BFs dated through 5/27 should be "Released to AP" (RAPS status)	*PCARD*
	ITs for all services or materials rendered through 5/31	FAR
Monday, June 03, 2013	Direct Charge invoices for purchases through 5/31	AP & Travel
	PRO Electronic Receiving Reports for all merchandise actually received by 5/31	*PRO*
	Travel Expense Reimbursement Requests for all travel completed through 5/31	AP & Travel
Wednesday, June 05, 2013	May Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall)	SPA
Friday, June 07, 2013	LaCarte/CBA BFs dated through 6/3 should be "Released to AP"	*PCARD*
	Procurement's Deadline for FY13 POs	Purchasing
Monday, June 10, 2013	Direct Charge Invoices for purchases actually received between 6/1 - 6/9	AP & Travel
	PRO Electronic Receiving Reports for all merchandise actually received by 6/9	*PRO*
	Travel Expense Reimbursement Requests for travel completed between 6/1 - 6/9	AP & Travel
Thursday, June 13, 2013	Requests for Corrections, Adjustments & Transfers through 5/31	AP & Travel
	Cost Transfers through 5/31	SPA
Friday, June 14, 2013	LaCarte/CBA BFs dated through 6/10 should be "Released to AP"	*PCARD*
	PO Alterations released in GLS by Purchasing	*PRO*
Monday, June 17, 2013	Direct Charge Invoices for purchases actually received between 6/10 - 6/16	AP & Travel
	PRO Electronic Receiving Reports for all merchandise actually received by 6/16	*PRO*
	Aged Listings as of 6/15 sent to departments	AP & Travel
	Travel Expense Reimbursement Requests for travel completed between 6/10 - 6/16	AP & Travel
	ITs for all services or materials rendered through 6/14	FAR
Thursday, June 20, 2013	Personnel Action Forms (PAFs) in RPAY status	*HRS*
Friday, June 21, 2013	LaCarte/CBA BFs dated through 6/17 should be "Released to AP"	*PCARD*
	Travel Expense Reimbursement Requests without an accrual JV	AP & Travel
	Timesheets for Student Voucher 125-27	Payroll
	Timesheets for Final 6/30 Supplemental Payroll	Payroll
Monday, June 24, 2013	PRO Electronic Receiving Reports for all merchandise actually received by 6/23	*PRO*
	Direct Charge Invoices for purchases actually received between 6/17 - 6/23	AP & Travel
	Travel Expense Reimbursement Requests for travel completed between 6/17 - 6/23	AP & Travel
Tuesday, June 25, 2013	ARRA Spreadsheets	SPA
Wednesday, June 26, 2013	Direct Charge Invoices without an accrual JV	AP & Travel
Thursday, June 27, 2013	Requests for Corrections, Adjustments & Transfers for June	AP & Travel
	Cost Transfers for June	SPA
	Final 6/30 Accounts Receivable (by 4:00 pm)	Bursars Ops
Friday, June 28, 2013	Final 6/30 Deposits (by 4:00 pm)	Bursars Ops
	Final 6/30 APS Checks	AP & Travel
	Final 6/30 ITs for all services or materials	FAR
	Final 6/30 Petty Cash Reimbursement Vouchers reimbursed by check via Acct Svcs	AP & Travel
	Final 6/30 Petty Cash Reimbursement Vouchers	Bursars Ops
	Timesheets for Wage Voucher 015-15	Payroll
	LaCarte/CBA BFs through 6/24 should be "Released to AP"	*PCARD*
Monday, July 01, 2013	1st 6/30 GLS Cutoff @ 10:00 am	FAR
	Final FY13 LaCarte & CBA entries (dated 6/30) generated	*PCARD*
Tuesday, July 02, 2013	PRO Electronic Receiving Reports for all merchandise actually received by 6/30	*PRO*
	Access On-line Ledgers - 1st 6/30 GLS Cutoff	*Reporting Tools*
	June Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall)	SPA
Wednesday, July 03, 2013	Final 6/30 Aged Listings sent to departments	AP & Travel
	PO accruals available in GLS	AP & Travel
	FY13 Service Center Revenue & Expense Reports	Budget & Planning
Monday, July 08, 2013	FY13 LaCarte/CBA BFs must be in RAPS status	*PCARD*
	JVs for LaCarte/CBA BFs Accruals	AP & Travel
	JVs for Direct Charge Invoices Accruals	AP & Travel
	JVs for Travel Expense Reimbursement Requests Accruals	AP & Travel
Thursday, July 11, 2013	FY14 Service Center Rate Sheets	Budget & Planning
Wednesday, July 24, 2013	Final 6/30 GLS Cutoff	FAR
Thursday, July 25, 2013	Access On-line Ledgers - Final 6/30 GLS Cutoff	*Reporting Tools*

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