CAMPUS CORRESPONDENCE

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

Date: **May 1, 2015**

From: **Donna K. Torres, CPA**
Associate Vice President for Accounting Services

Subject: **Schedule for Closing Accounts for FY 14-15**

The end of the fiscal year is once again quickly approaching and we must settle FY 14-15 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 2014-2015 appropriations must be received by **June 30, 2015** in order to be paid from funds budgeted in the current fiscal year. Payments on orders received after June 30, 2015 will be charged to departmental funds budgeted for FY 15-16. 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 12, 2015
LSU Union – Atchafalaya Room
9:30 to 11:00 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.

Attachments

Memo AS-15-08

PROCUREMENT
213 Thomas Boyd Hall, 578-2176

FY15 Requisitions

All remaining FY15 requisitions, *complete* in all respects and ready for processing, are to be released to the Procurement as soon as possible and no later than **Friday, June 5, 2015. Goods and services must be received and/or rendered by June 30th to ensure payment with FY15 funds.** Departments are advised of their responsibility and need to aggressively track their FY15 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required. **Departments must take into consideration the vendor's quoted delivery times when submitting orders for processing.** ***Procurement does not assume responsibility for or guarantee the timely processing of late or incomplete FY15 requisitions.***

Departments may purchase in-stock items from University Stores by going to the showroom on Skip Bertman Drive until **4:00pm June 30, 2015**. University Stores will assist departments in receiving goods by offering extended hours upon request.

Purchase Order Alterations (PO Alterations)

Deadline	System	Description
June 12	PRO	All PRO PO Alterations should be processed by departments and released to Procurement
June 12	LSU GeauxShop	All requests to alter LSU GeauxShop Purchase Orders for items that will not be received or to cancel the order must be submitted to the GeauxShop Help Desk. ***Departments must request alteration via the comments section of the PO in GeauxShop, attach email/fax confirmation from the vendor regarding the cancellation of the item and select the GeauxShop Help Desk as the email recipient of the comment.***

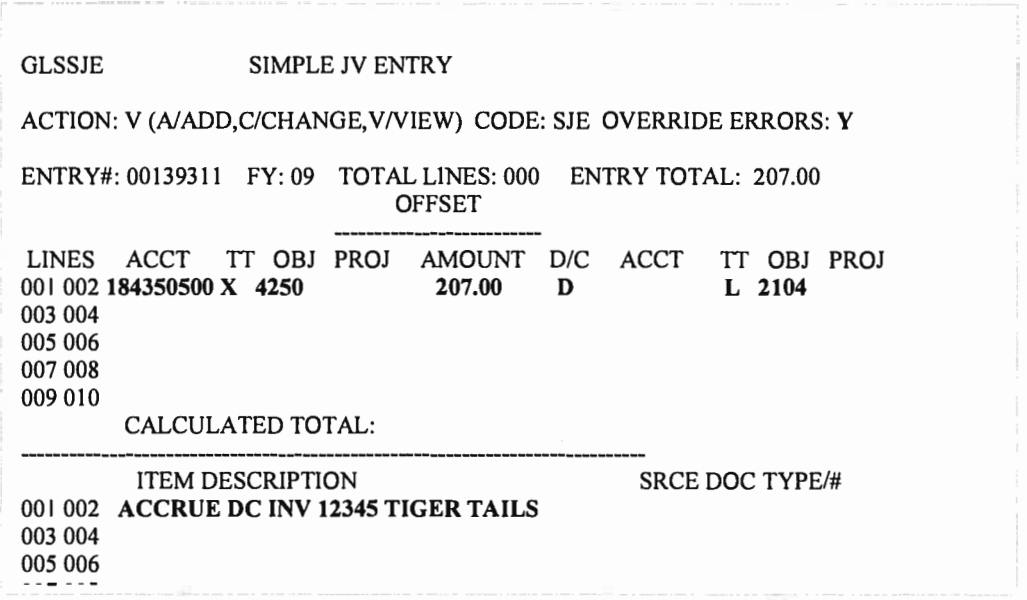
ACCOUNTS PAYABLE & TRAVEL
217 Thomas Boyd Hall, 578-1550

Expenditures should be reported in the period in which they are incurred so it is critical to review ledgers to identify any expenditures incurred but not paid. This is especially important during the month of June as the fiscal yearend closeout process approaches.

Direct Charge Payments

Direct charge payments (invoices and Misc Check Requests) 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 expenditures 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 & Travel (AP) in accordance with the following schedule:

Deadline	Description
June 1	Invoices & MCRs for direct charge purchases received by **May 31** due in AP
June 8	Invoices & MCRs for direct charge purchases received for **June 1 – 7, 2015** due in AP; LSU Foundation Check Requests due at the LSU Foundation
June 15	Invoices & MCRs for direct charge purchases received for **June 8 – 14, 2015** due in AP
June 22	Invoices & MCRs for direct charge purchases received for **June 15 – 21, 2015** due in AP
June 26	Last day for direct charge expenditures to be forwarded to AP without an accrual JV
June 27 & after	Accrual JVs are due from departments for University direct charge accruals. Please process separate accrual JVs for restricted accruals and unrestricted accruals. An entry to accrue direct charge expenditures 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, 2015,** 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 expenditure. 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 3. Staple a copy of each direct charge invoice or MCR to the accrual JV. 4. Approve the accrual JV and make a copy for department files. 5. Paper clip the original invoices to the accrual JV. 6. Route packet to the AP & Travel Office for approval and release in GLS. 7. AP will verify that the original direct charge invoices or MCRs are attached to the accrual JV received and remove the original invoices or MCRs and batch them for online payment. The accrual 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 payment 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 accrual JV.
July 8	Last day for direct charge accrual JVs to be sent to AP for FY 15

Purchase Order Invoices

For merchandise or services to be charged to the current fiscal year, the merchandise must be received or services rendered by June 30, 2015. If the merchandise is not received or services are not rendered by June 30, no action is required by the department and the purchase order balance will be *carried forward* into the next fiscal year. Encumbrance balances should reflect items that were not received as of June 30. AP will send the final 6/30 Aged Listings to the departments on **July 2** for informational purposes only. The Aged Listing will not be used to process the accruals. For restricted purchase orders, GASB 34 and 35 require full accrual accounting effective FYE 06/30/2002 (expenditures should be reported in the period in which they are incurred).

Accrual Process in PRO

Accruals for PRO purchase orders will be system-generated based upon the merchandise received or services rendered as of June 30 and not paid as of June 30.

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

Deadline	Description
June 1	PRO Electronic Receiving Reports for merchandise received or services rendered by **May 31**
June 8	PRO Electronic Receiving Reports for merchandise received or services rendered by **June 7**
June 15	PRO Electronic Receiving Reports for merchandise received or services rendered by **June 14**
June 22	PRO Electronic Receiving Reports for merchandise received or services rendered by **June 21**
June 29	PRO Electronic Receiving Reports for merchandise received or services rendered by **June 28**
July 2	Last day to enter PRO Electronic Receiving Reports for merchandise received or services rendered by **June 30. In order for the accrual to be calculated, the received date on the PRO Electronic Receiving Report must be on or before June 30, 2015.**
July 6	PO accrual entries will be available in GLS for review (after 3:00 pm)
July 8	PO accrual JV corrections are due to AP

Accrual Process in LSU GeauxShop

No system-generated accruals will be processed for LSU GeauxShop purchase orders. LSU GeauxShop invoices must be approved by SCIINVAPPROVERs on or before **June 30, 2015** in order to be charged to FY 15 budgets. FY 15 invoices not approved by SCIINVAPPROVERs by close of business at 4:30 pm on June 30, 2015 will be charged to FY 16 budgets unless an **accrual JV dated 06/30/15 is processed by the department**. Please follow the same procedure outlined in the Direct Charge Payments section to complete the accrual JV. A copy of the LSU GeauxShop invoice should be attached to the accrual entry. The accrual JVs should be processed only for invoices with a "Matched" status.

PO Alterations and invoice payments will not be processed during July 1 – 9, 2015 in either PRO or LSU GeauxShop to allow for fiscal yearend closeout including encumbrance carryforward. During this period, departments will not receive any LSU GeauxShop invoices to approve.

Departments must plan in advance by assessing their procurement needs for any of the LSU GeauxShop suppliers. To assist departments when making decisions for placing late June orders, the below table, **LSU GeauxShop Supplier Invoice Analysis**, has been developed:

LSU GeauxShop Supplier Invoice Analysis

Supplier	Standard Delivery Time	Invoice Turnaround
Agilent Technologies Inc.	2 days	1-3 days
Bio Rad Laboratories Inc.	1-2 days	1-11 days
CDW Government Inc.	1-3 days	1-7 days
Dell	5-7 days	1-4 days
Fisher Scientific Co LLC	1-3 days	1-2 days
Frost Barber Inc.	4-8 weeks	45-50 days
Grainger Industrial Supply	1-3 days	1-9 days
Graybar Electric Co	Depends on the time and availability of items	2-3 days
Hewlett Packard Co	3 business days (3rd party item - 3 weeks)	3-4 days
Life Technologies Corporation	2 days	1-2 days
Office Depot	24 hour delivery	2-7 days
QIAGEN Inc.	2 days	1 day
SIGMA ALDRICH INC	1-3 days	1-2 days
Thomas Scientific	3 days	1-7 days
VWR INTERNATIONAL	1-2 days	1-2 days

Balances of unrestricted accruals made in either PRO or LSU GeauxShop 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.

Ledger Corrections, Adjustments and Transfers

Deadline	Description
June 11	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 25	All JVs for corrections to ledgers and transfers of expenditures for **June** are due

Travel Expenditures

Travel advances issued are not charged to departmental budgets until properly supported Travel Expense Reimbursement Requests (AS300s) 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 1	AS300s due for all travel completed through **May 31**
June 8	AS300s due for all travel completed from **June 1 – 7, 2015**
June 15	AS300s due for all travel completed from **June 8 – 14, 2015**
June 19	Last day for AS300s to be forwarded to AP without an accrual JV
June 20 & after	AS300s submitted on these days **must** have an accrual JV placed on top of the request. In **order to process the accrual JV, the AS300 must have the required original AS292 or AS516 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 AS300s

AS300s 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 AS300 must be sent to the Travel Office to be processed. AS300s received in AP on **June 20** and after require an accrual JV with the effective date of **June 30, 2015** and a "Y" in the 7/1 Reversal field. Please follow the same procedure outlined in the Direct Charge Payments section to complete the accrual JV.

LaCarte Procurement Card Entries

All purchases charged on the university LaCarte procurement card (p-card) that are included on entries 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 entry will be charged against FY 15-16 budgets unless departments process accrual JVs. Accrual JVs for LaCarte purchases must be prepared on a separate accrual JV **(do not include LaCarte accruals on other accrual entries) 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 FY 16 LaCarte entry.** In GLS, create an accrual JV, entering an effective date of **June 30, 2015** and a **"Y"** in the "7/1 Reversal" field and follow the same procedure outlined in the Direct Charge Payments accrual section. **Do not include transactions already reflected on LaCarte entries dated prior to June 30, 2015 on accrual JVs. Only transactions made on or before June 30, 2015 not reflected on a FY 15 LaCarte entry should be accrued.**

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

Deadline	Description
May 29	LaCarte/CBA entries dated through **May 25** should be released to AP (RAPS status)
June 5	LaCarte/CBA entries dated through **June 1** should be released to AP
June 12	LaCarte/CBA entries dated through **June 8** should be released to AP
June 19	LaCarte/CBA entries dated through **June 15** should be released to AP
June 26	LaCarte/CBA entries dated through **June 22** should be released to AP
June 29	Last day FY 15 LaCarte/CBA entries will be released to the departments

July 8	LaCarte/CBA entries for FY 15 should be released to AP. Also, last day to submit accrual JVs for LaCarte purchases not included on any FY 15 LaCarte entry. **The original itemized receipt should be attached to the accrual JV.**

Entries not received in the AP & Travel Office according to this schedule will be charged to FY 16 departmental budgets.

Important FY15 Change:

AP & Travel will no longer contact departments and/or cardholders for outstanding LaCarte or CBA entries. Departments are responsible for LaCarte and CBA entries not processed in the appropriate fiscal year. **The consequence for noncompliance will be loss of funds to the departmental budgets.** During the month of June, the 30-day requirement is reduced to 7 days.

An additional rollover of LaCarte and CBA entries will be implemented at the end of FY 15. The rollovers will be completed as follows:

Rollover #1: LaCarte entries not released to AP (i.e., RAPS status) by close of business on the **final due date (July 8)** will be rolled over into the next fiscal year. **No accrual entries will be accepted for any LaCarte entries that were rolled over.**

Rollover #2: LaCarte entries in RAPS status by the final due date with incomplete cost documentation that cannot be resolved by AP & Travel's final completion date will also be rolled over into the next fiscal year. Cardholder privileges may be suspended or revoked for cardholders with entries that roll over into the next fiscal year.

Departments are strongly encouraged to stay current with all LaCarte and CBA entries throughout the year, especially during the month of June.

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 entry should be accrued by the department. In GLS, create an accrual JV, entering an effective date of **June 30, 2015** and a **"Y"** in the "7/1 Reversal" field. The description line should read: "Accrue Vendor or Merchant CBA 2015". Please follow the same procedure outlined in the Direct Charge Payments section to complete the accrual JV. **Transactions already reflected on FY 15 CBA entries 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 schedule listed under LaCarte entries for processing all FY 15 CBA entries to ensure all transactions are charged to the current fiscal year.

BURSAR OPERATIONS

125 Thomas Boyd Hall, 578-3357

Petty Cash Reimbursement Vouchers

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 30, 2015**.

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 14-15 must be recorded by **June 30**. This information must be received by Bursar Operations **no later than 4:00 pm on June 30**.

Deposits

The last day for making deposits for FY 14-15 in Bursar Operations will be **June 30**.

FINANCIAL ACCOUNTING & REPORTING

204 Thomas Boyd Hall, 578-3321

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 14-15 business:

Deadline	Description
June 1	All rendering departments must submit ITs to Financial Accounting & Reporting (FAR) for any services or materials rendered **through May 31**
June 16	ITs for all services or materials rendered **through June 15** must be received in FAR
June 30	Final ITs for all services and materials rendered **during FY 15** must be received in FAR to be processed as FY 14-15 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 14-15 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 availability 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 23	FINAL 6/30 GLS Cutoff
July 24	Access online FINAL 6/30 ledgers for the fiscal year ended June 30, 2015 (from the final 6/30 GLS cutoff on July 23)

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, 2015 month end date should be entered as 20150630 (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

Personnel Actions Forms (PAFs)
Personnel Action Forms (PAFs) affecting expenditures in FY 14-15 must be processed through HRM and received by Payroll (RPAY status in HRS) no later than **June 19** to ensure that all such charges are recorded in this fiscal year. Forms routed to Payroll after June 19 will be charged to FY 15-16.

Wage Payroll
The last wage payroll charges for FY 14-15 will be posted on Voucher 015-15 which ends **June 26**. Payroll expense through June 30 will be accrued by allocating **20%** of the 015-15 voucher to FY 14-15. The accrual will appear on June ledgers on Voucher 145-03; on the July ledgers, the accrual will be reversed. Timesheets for Voucher 015-15 are due by 10:00 am on **June 29**.

Student Payroll
The payroll expense for **June 6 – 19, 2015** will be paid on Voucher 125-27. Payroll expense through June 30 will be accrued by allocating **70%** of the 125-27 voucher to FY 14-15. 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 10:00 am on **June 22**.

Supplemental Payroll
The final supplemental payroll for FY 15 will be distributed on Tuesday, June 30. Timesheets for the final June supplement are due by close of business on **June 22**.

SPONSORED PROGRAM ACCOUNTING
336 Thomas Boyd Hall, 578-5337

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, 2015** through **July 15, 2015** 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 FY 15. 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 26**.

Ledgers
Please review your ledgers to ensure expenditures are recorded and encumbrances are liquidated. If necessary, process PRO Electronic Receiving Reports and approve LSU GeauxShop invoices. 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 Sarah Ulkins at 578-1430 or sulkins@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 11** while June cost transfers are due by **June 25**. Retroactive PAFs must be received in Payroll (i.e., in RPAY status) by **June 19**. 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 2015 and June 2015 Monitoring/Progress Reports are hand carried to SPA (336 Thomas Boyd Hall) by **June 5, 2015** and **July 2, 2015,** respectively. Please ensure that the Principal Investigator signs and dates his/her technical report. Note that the cover letter is not considered part of the report. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ), Coastal Protection and Restoration Authority (CPRA) and LA Department of Wildlife & Fisheries projects.

Agreements Expiring on June 30, 2015

For sponsored projects expiring on June 30, 2015, the requisitions must state that the sponsored agreement expires on June 30, 2015.

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, 2015, the supplies and services must be received by June 30, 2015.

FY 14-15 YEAREND RECAP OF IMPORTANT DATES AND DEADLINES

Date	Description	Dept/*Online System*
Tuesday, May 12, 2015	Fiscal Yearend Seminar, Atchafalaya Room - LSU Union	-
Friday, May 15, 2015	Last day for Work Study and Chancellor's Student Aid Charges	Payroll
Friday, May 29, 2015	LaCarte/CBA entries dated through 5/25 should be "Released to AP" (RAPS status)	*PCARD*
Monday, June 01, 2015	Direct Charge Invoices/MCRs 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
	ITs for all services or materials rendered through 5/31	FAR
Friday, June 05, 2015	LaCarte/CBA entries dated through 6/1 should be "Released to AP"	*PCARD*
	May Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall)	SPA
	Procurement's Deadline for FY 15 POs	Procurement
Monday, June 08, 2015	Direct Charge Invoices/MCRs for purchases actually received between 6/1 - 6/7	AP & Travel
	PRO Electronic Receiving Reports for all merchandise actually received by 6/7	*PRO*
	Travel Expense Reimbursement Requests for travel completed between 6/1 - 6/7	AP & Travel
Thursday, June 11, 2015	Requests for Corrections, Adjustments & Transfers through 5/31	AP & Travel
	Cost Transfers through 5/31	SPA
Friday, June 12, 2015	LaCarte/CBA entries dated through 6/8 should be "Released to AP"	*PCARD*
	PO Alterations released in GLS by Purchasing	*PRO*
	LSU GeauxShop PO Alterations	*LSU GeauxShop*
Monday, June 15, 2015	Direct Charge Invoices/MCRs for purchases actually received between 6/8 - 6/14	AP & Travel
	PRO Electronic Receiving Reports for all merchandise actually received by 6/14	*PRO*
	Travel Expense Reimbursement Requests for travel completed between 6/8 - 6/14	AP & Travel
Tuesday, June 16, 2015	Aged Listings as of 6/15 sent to departments	AP & Travel
	ITs for all services or materials rendered through 6/15	FAR
Friday, June 19, 2015	LaCarte/CBA entries dated through 6/15 should be "Released to AP"	*PCARD*
	Travel Expense Reimbursement Requests without an accrual JV	AP & Travel
	FY 15 Personnel Action Forms (PAFs) in RPAY status	*HRS*
Monday, June 22, 2015	Direct Charge Invoices/MCRs for purchases actually received between 6/15 - 6/21	AP & Travel
	PRO Electronic Receiving Reports for all merchandise actually received by 6/21	*PRO*
	Travel Expense Reimbursement Requests for travel completed between 6/15 - 6/21	AP & Travel
	Timesheets for Student Voucher 125-27 (by 10:00 am)	Payroll
	Timesheets for Final 6/30 Supplemental Payroll (by 4:30 pm)	Payroll
Thursday, June 25, 2015	Requests for Corrections, Adjustments & Transfers for June	AP & Travel
	Cost Transfers for June	SPA
Friday, June 26, 2015	LaCarte/CBA entries through 6/22 should be "Released to AP"	*PCARD*
	Direct Charge Invoices/MCRs without an accrual JV	AP & Travel
Monday, June 29, 2015	Final FY 15 LaCarte/CBA entries will be released to departments	*PCARD*
	Direct Charge Invoices/MCRs for purchases actually received between 6/22 - 6/28	AP & Travel
	PRO Electronic Receiving Reports for all merchandise actually received by 6/28	*PRO*
	Travel Expense Reimbursement Requests for travel completed between 6/22 - 6/28	AP & Travel
	Timesheets for Wage Voucher 015-15 (by 10:00 am)	Payroll
Tuesday, June 30, 2015	Final 6/30 Deposits (by 4:00 pm)	Bursar Ops
	Final 6/30 Petty Cash Reimbursement Vouchers	Bursar Ops
	Final 6/30 Accounts Receivable (by 4:00 pm)	Bursar Ops
	Final 6/30 ITs for all services or materials	FAR
	Final 6/30 APS Checks	AP & Travel
	FY 15 LSU GeauxShop invoices should be approved by SCIINVAPPROVERs	*LSU GeauxShop*
Wednesday, July 01, 2015	1st 6/30 GLS Cutoff @ 10:00 am	FAR
Thursday, July 02, 2015	Access Online Ledgers - 1st 6/30 GLS Cutoff	*Reporting Tools*
	June Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall)	SPA
	PRO Electronic Receiving Reports for all merchandise received or services rendered by 6/30	*PRO*
	Final 6/30 Aged Listings sent to departments	AP & Travel
Monday, July 06, 2015	PO accruals available in GLS	AP & Travel
Wednesday, July 08, 2015	FY 15 LaCarte/CBA entries must be in RAPS status	*PCARD*
	Accrual JVs for LaCarte/CBA entries	AP & Travel
	Accrual JVs for Direct Charge Invoices/MCRs	AP & Travel
	Accrual JVs for Travel Expense Reimbursement Requests (AS300s)	AP & Travel
	Correction JVs for PO Accruals	AP & Travel
	Accrual JVs for LSU GeauxShop	AP & Travel
	Rollover to FY16 of LaCarte/CBA entries not in RAPS status	AP & Travel
	FY 15 Service Center Revenue & Expense Reports	Budget & Planning
Friday, July 10, 2015	FY 16 Service Center Rate Sheets	Budget & Planning
Thursday, July 23, 2015	Final 6/30 GLS Cutoff	FAR
Friday, July 24, 2015	Access Online Ledgers - Final 6/30 GLS Cutoff	*Reporting Tools*