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## CAMPUS CORRESPONDENCE

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

**Date:** April 18, 2016

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

**Subject:** Schedule for Closing Accounts for FY15-16

The end of the fiscal year is once again quickly approaching and we must settle FY15-16 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 2015-2016 appropriations must be received by **June 30, 2016** in order to be paid from funds budgeted in the current fiscal year. Payments on orders received after June 30, 2016 will be charged to departmental funds budgeted for FY16-17. 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 and Procurement 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, April 19, 2016**  
**LSU Union – Royal Cotillion Ballroom**  
**9:30 am to 12:00 pm**

Please note that this seminar will serve as the April 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

**FY16 Requisitions**

All remaining FY16 requisitions, *complete* in all respects and ready for processing, are to be released to Procurement as soon as possible and no later than **Wednesday, June 1, 2016**. Goods and services **must** be received and/or rendered by **June 30** to ensure payment with FY16 funds. Departments are reminded of their responsibility and need to aggressively track their FY16 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.**

In addition, requisitions for goods and services to be paid with FY17 funds in which are to be received and/or rendered in the month of July and August must be submitted to Procurement in PRO as soon as possible but no later than **Wednesday, June 15, 2016**. Deadlines have been established to ensure purchase orders are issued prior to the Workday conversion process.

**Purchase Order Alterations (PO Alterations)**

Deadline	System	Description
June 27	PRO	All PRO PO Alterations should be processed by departments and released to Procurement
June 27	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. <b>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.</b>

**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 Miscellaneous 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 6	Invoices & MCRs for direct charge purchases received for <b>May 30-June 5</b> due in AP
June 13	Invoices & MCRs for direct charge purchases received for <b>June 6-12</b> due in AP
June 20	Invoices & MCRs for direct charge purchases received for <b>June 13-19</b> due in AP
June 27	Invoices & MCRs for direct charge purchases received for <b>June 20-26</b> due in AP
June 28	Last day for direct charge expenditures to be forwarded to AP <u>without</u> an accrual JV
June 29 & 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, 2016**, 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:

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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
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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.

<b>July 8</b>	Last day for direct charge accrual JVs to be sent to AP for FY16
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**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, 2016. 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 5 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 6	PRO Electronic Receiving Reports for merchandise received or services rendered by June 5
June 13	PRO Electronic Receiving Reports for merchandise received or services rendered by June 12
June 20	PRO Electronic Receiving Reports for merchandise received or services rendered by June 19
June 27	PRO Electronic Receiving Reports for merchandise received or services rendered by June 26
July 1	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 <u>must be on or before June 30, 2016.</u>
July 5	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, 2016** in order to be charged to FY16 budgets. FY16 invoices not approved by SCIINVAPPROVERS by close of business at 4:30 pm on June 30, 2016, will be charged to FY17 budgets unless an **accrual JV dated 06/30/16 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.

As mentioned in Procurement's Fiscal Yearend Memo, dated March 11, 2016, the final date to submit requisitions in LSU GeauxShop is **Wednesday, June 1, 2016**. **NOTE: Certain catalogs may be de-activated sooner due to longer processing time.** Therefore, 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 (3 <sup>rd</sup> 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**

<b>Deadline</b>	<b>Description</b>
<b>June 11</b>	All JVs for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through <b>May 31</b> are due in AP
<b>June 25</b>	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:

<b>Deadline</b>	<b>Description</b>
<b>June 6</b>	AS300s due for all travel completed from <b>May 30-June 5</b>
<b>June 13</b>	AS300s due for all travel completed from <b>June 6-12</b>
<b>June 20</b>	AS300s due for all travel completed from <b>June 13-19</b>
<b>June 24</b>	Last day for AS300s to be forwarded to AP <u>without</u> an accrual JV
<b>June 27 &amp; after</b>	AS300s submitted on these days must have an accrual JV placed on top of the request. <b>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 PM-13 "University Travel Regulations"</b> . The Travel staff will prepare an accrual JV for the Travel Expense Reimbursement Requests not audited for reimbursement by <b>June 30</b> .
<b>July 8</b>	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 27** and after require an accrual JV with the effective date of **June 30, 2016**, 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 FY16-17 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 FY17 LaCarte entry.** In GLS, create an accrual JV, entering an effective date of **June 30, 2016**, 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, 2016, on accrual JVs. Only transactions made on or before June 30, 2016, not reflected on a FY16 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:

<b>Deadline</b>	<b>Description</b>
<b>June 3</b>	LaCarte/CBA entries available in the PCARD system on <b>May 30</b> should be released to AP (RAPS status)
<b>June 10</b>	LaCarte/CBA entries available in the PCARD system on <b>June 6</b> should be released to AP
<b>June 17</b>	LaCarte/CBA entries available in the PCARD system on <b>June 13</b> should be released to AP
<b>June 24</b>	LaCarte/CBA entries available in the PCARD system on <b>June 20</b> should be released to AP
<b>June 27</b>	Last day FY16 LaCarte/CBA entries will be released to the departments

<b>July 8</b>	LaCarte/CBA entries for FY16 should be released to AP. Also, last day to submit accrual JVs for LaCarte purchases not included on any FY16 LaCarte entry. The <b>original itemized receipt should be attached to the accrual JV.</b>
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Entries not received in the AP & Travel Office according to this schedule will be charged to FY 17 departmental budgets.

**IMPORTANT CHANGES for LaCarte and CBA Entries for FY16:**

- **NO FY16 LaCarte or CBA entries will be ROLLED over into FY17.**
- All FY16 LaCarte and CBA entries must be processed in RGLS status in the PCARD system.
- Any entries not processed by the **July 8** deadline will be considered personal and a payroll deduction will be applied to the cardholder's payroll check.

It is imperative that LaCarte and CBA entries are monitored weekly and action is taken to ensure that all cardholders' entries are processed by the mandatory **July 8** deadline. Departments are strongly encouraged to stay current with all LaCarte and CBA entries for the remaining fiscal year, especially during the month of June, as the 30 day requirement will be reduced to 7 days.

**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, 2016**, and a "Y" in the "7/1 Reversal" field. The description line should read: "Accrue Vendor or Merchant CBA 2016". Please follow the same procedure outlined in the Direct Charge Payments section to complete the accrual JV. **Transactions already reflected on FY16 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 FY16 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, 2016**.

**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 FY15-16 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 FY15-16 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 FY15-16 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 FY16 must be received in FAR to be processed as FY15-16 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 FY15-16 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	1 <sup>st</sup> 6/30 GLS Cutoff
July 2	Access online ledgers (from the 1 <sup>st</sup> 6/30 GLS cutoff on July 1)
July 22	FINAL 6/30 GLS Cutoff
July 23	Access online FINAL 6/30 ledgers for the fiscal year ended June 30, 2016

### 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, 2016 month end date should be entered as 20160630 (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 FY15-16 must be entered in HRS and in RHRS status no later than **May 27** to ensure that all such charges are recorded in this fiscal year.

### **Wage Payroll**

The last wage payroll charges for FY15-16 will be posted on Voucher 015-15 which ends **June 24**. Payroll expense through June 30 will be accrued by allocating **40%** of the 015-15 voucher to FY15-16. The accrual will appear on June ledgers on Voucher 145-03. Timesheets for Voucher 015-15 are due by 10:00 am on **June 27**.

### **Student Payroll**

The payroll expense for **June 4 – 17, 2016**, will be paid on Voucher 125-27. Payroll expense through June 30 will be accrued by allocating **90%** of the 125-27 voucher to FY15-16. The accrual will appear on June ledgers on Voucher 145-03. Timesheets for the final student payroll are due by 10:00 am on **June 20**.

### **Supplemental Payroll**

The final supplemental payroll for FY16 will be distributed on Thursday, June 30. Timesheets for the final June supplement are due by close of business on **June 21**. There is no supplemental payroll on Monday, June 27, 2016.

## **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 6<sup>th</sup> digit of the account number) from **July 1, 2016** through **July 15, 2016**. In order to meet these deadlines, Sponsored Program Accounting (SPA) must bill from the official University ledgers generated from the **1<sup>st</sup> 6/30 cutoff (July 1)**.

LSU must accrue all salary, vendor and travel expenditures incurred in FY16. 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 24**.

### **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 7<sup>th</sup> digit of the account number), the account from which the individual cost shares must be a research account (a "1" in the 7<sup>th</sup> 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](mailto: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 9** while June cost transfers are due by **June 23**. Retroactive PAFs must be received in Payroll (i.e., in RPAY status) by **June 17**. 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 2016 and June 2016 Monitoring/Progress Reports are hand carried to SPA (336 Thomas Boyd Hall) by **June 7, 2016** and **July 5, 2016**, 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, 2016**

For sponsored projects expiring on June 30, 2016, the requisitions must state that the sponsored agreement expires on June 30, 2016.

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, 2016 the supplies and services must be received by June 30, 2016.

**FY15-16 YEAREND RECAP OF IMPORTANT DATES AND DEADLINES**

<b>Date</b>	<b>Description</b>	<b>Dept/Online System</b>
Tuesday, April 19, 2016	Fiscal Yearend Seminar, Royal Cotillion Ballroom - LSU Union	-
Friday, May 06, 2016	Final date to submit Frost Barber requisitions in PRO or LSU GeauxShop	PRO/LSU GeauxShop
Friday, May 13, 2016	Last day for Work Study and Chancellor's Student Aid Charges	Payroll
Friday, May 27, 2016	LaCarte/CBA entries dated through 5/23 should be "Released to AP" (RAPS status) FY 16 Personnel Action Forms (PAFs) in RHRS status	PCARD HRS
Wednesday, June 01, 2016	Direct Charge Invoices/MCRs for purchases through 5/31 PRO Electronic Receiving Reports for all merchandise actually received by 5/31 Travel Expense Reimbursement Requests for all travel completed through 5/31 ITs for all services or materials rendered through 5/31 Final date to submit FY16 requisitions in PRO Final date to submit any requisitions in LSU GeauxShop	AP & Travel PRO AP & Travel FAR PRO LSU GeauxShop
Friday, June 03, 2016	LaCarte/CBA entries dated through 5/30 should be "Released to AP"	PCARD
Monday, June 06, 2016	Direct Charge Invoices/MCRs for purchases actually received between 5/30 - 6/5 PRO Electronic Receiving Reports for all merchandise actually received by 6/5 Travel Expense Reimbursement Requests for travel completed between 5/30 - 6/5	AP & Travel PRO AP & Travel
Tuesday, June 07, 2016	May Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall)	SPA
Thursday, June 09, 2016	Requests for Corrections, Adjustments & Transfers through 5/31 Cost Transfers through 5/31	AP & Travel SPA
Friday, June 10, 2016	LaCarte/CBA entries dated through 6/6 should be "Released to AP"	PCARD
Monday, June 13, 2016	Direct Charge Invoices/MCRs for purchases actually received between 6/6 - 6/12 PRO Electronic Receiving Reports for all merchandise actually received by 6/12 Travel Expense Reimbursement Requests for travel completed between 6/6 - 6/12	AP & Travel PRO AP & Travel
Wednesday, June 15, 2016	Final date to submit FY17 requisitions in PRO	PRO
Thursday, June 16, 2016	Aged Listings as of 6/15 sent to departments ITs for all services or materials rendered through 6/15	AP & Travel FAR
Friday, June 17, 2016	LaCarte/CBA entries dated through 6/13 should be "Released to AP"	PCARD
Monday, June 20, 2016	Direct Charge Invoices/MCRs for purchases actually received between 6/13 - 6/19 PRO Electronic Receiving Reports for all merchandise actually received by 6/19 Travel Expense Reimbursement Requests for travel completed between 6/13 - 6/19 Timesheets for Student Voucher 125-27 (by 10:00 am)	AP & Travel PRO AP & Travel Payroll
Tuesday, June 21, 2016	Timesheets for Final 6/30 Supplemental Payroll (by 4:30 pm)	Payroll
Thursday, June 23, 2016	Requests for Corrections, Adjustments & Transfers for June Cost Transfers for June	AP & Travel SPA
Friday, June 24, 2016	LaCarte/CBA entries through 6/20 should be "Released to AP" Travel Expense Reimbursement Requests <u>without</u> an accrual JV	PCARD AP & Travel
Monday, June 27, 2016	Final FY 16 LaCarte/CBA entries will be released to departments Direct Charge Invoices/MCRs for purchases actually received between 6/20 - 6/26 PRO Electronic Receiving Reports for all merchandise actually received by 6/26 Final date for PRO PO alterations Final date for LSU GeauxShop PO alteration requests Timesheets for Wage Voucher 015-15 (by 10:00 am)	PCARD AP & Travel PRO PRO LSU GeauxShop Payroll
Tuesday, June 28, 2016	Direct Charge Invoices/MCRs <u>without</u> an accrual JV	AP & Travel
Thursday, June 30, 2016	Final 6/30 Deposits (by 4:00 pm) Final 6/30 Petty Cash Reimbursement Vouchers Final 6/30 Accounts Receivable (by 4:00 pm) Final 6/30 ITs for all services or materials Final 6/30 APS Checks Last day to receive goods/services in PRO or LSU GeauxShop FY 16 LSU GeauxShop invoices should be approved by SCINVAPPROVERS	Bursar Ops Bursar Ops Bursar Ops FAR AP & Travel PRO/LSU GeauxShop LSU GeauxShop
Friday, July 01, 2016	1st 6/30 GLS Cutoff @ 10:00 am PRO Electronic Receiving Reports for all merchandise received/services rendered by 6/30 LaCarte/CBA entries through 6/27 should be "Released to AP"	FAR PRO PCARD
Saturday, July 02, 2016	Access Online Ledgers - 1st 6/30 GLS Cutoff	Reporting Tools
Tuesday, July 05, 2016	PO accruals available in GLS June Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall) Final 6/30 Aged Listings sent to departments	AP & Travel SPA AP & Travel
Friday, July 08, 2016	FY 16 LaCarte/CBA entries must be in RAPS status Final Accrual JVs for LaCarte/CBA entries Final Accrual JVs for Direct Charge Invoices/MCRs Final Accrual JVs for Travel Expense Reimbursement Requests (AS300s) Final Correction JVs for PO Accruals Final Accrual JVs for LSU GeauxShop FY 16 Service Center Revenue & Expense Reports	PCARD AP & Travel AP & Travel AP & Travel AP & Travel AP & Travel Budget & Planning
Tuesday, July 12, 2016	FY 17 Service Center Rate Sheets	Budget & Planning
Friday, July 22, 2016	Final 6/30 GLS Cutoff	FAR
Saturday, July 23, 2016	Access Online Ledgers - Final 6/30 GLS Cutoff	Reporting Tools