

PeopleSoft IR- 42

LSUSH - Fiscal Year 2005 Closing Schedule

Scope:

The PeopleSoft Information Release applies to the LSUSH Financial Community responsible for management and analysis of accounts and responsible for submitting year-end information to Accounting Services.

Purpose:

The purpose is – Accounting Services is communicating to LSUSH management staff fiscal year closing details and dates.

Source:

The source of this IR is a result of a Business Policy.

Information

Category	Task	Deadline
Admin	Information Release to Departments	6/2/2005
Hosp Inv	Hospital Inventory week: CMS / Warehouse	6/20/2005
Hosp Inv	Hospital Inventory week: General Service Store	6/20/2005
Hosp Inv	Hospital Inventory week: Manufactured (crash carts)	6/20/2005
Hosp Inv	Hospital Inventory week: Pharmacy	6/20/2005
Hosp Inv	Hospital Inventory week: Special	6/20/2005
Hosp Inv	Hospital Inventory Entries DEADLINE	6/25/2005
Aux Inv	Auxiliary Inventory: Bookstore	6/27/2005
Aux Inv	Auxiliary Inventory: Copy Service	6/27/2005
Aux Inv	Auxiliary Inventory: Gift Shop	6/27/2005
Aux Inv	Auxiliary Inventory: Micro Computer Svcs	6/27/2005
Aux Inv	Auxiliary Inventory: Print Shop	6/27/2005
Hosp Inv	Inventory Review Begins	6/27/2005
Hosp Inv	Special Order Inventory due to Acctg Services	6/29/2005
Hosp Inv	Inventory Depletion jobs complete (11:55pm)	6/30/2005
Depts Monthly	All processes open for 2006 transactions	7/1/2005
Entry Monthly	General Service Store Subsystem feed posted	7/1/2005
Entry	Phone System Subsystem feed posted	7/1/2005

Retrieval Name: Information Release - 42

Issue Date: June 2, 2005

Revision Date:

Originator: LSUSH Accounting Services

Rescind Date:



Monthly Entry	Physical Plant Subsystem feed posted	7/1/2005
Closing Entry	Record June wires	7/5/2005
Closing Entry	All Direct Pay/Travel requisitions due to A/P	7/6/2005
Monthly Entry	Medical Communication Subsystem Feed due to Acctg	7/6/2005
Closing Entry	All Accounts Payable invoices due to AP	7/7/2005
Monthly Entry	Medical Communications Subsystem feed posted	7/7/2005
Payroll	Post split Payroll (final FY05 B/W payroll)	7/7/2005
Monthly Entry	Procurement Card file to Acctg Services	7/8/2005
Payroll	PER 3's from Departments to HR deadline	7/11/2005
Monthly Entry	Expense Transfers & IT's to Acctg Services	7/12/2005
Monthly Entry	Procurement Card upload posted	7/12/2005
Closing Entry	Accounts Payable/Direct Pay cut-off for FY05 payments	7/13/2005

Questions/Comments:

Refer all questions or comments via e-mail to the **LSUSH Accounting Services Department**.