

PeopleSoft IR- 56

LSUSH - Fiscal Year 2006 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
Hosp Inv	Hospital Inventory week: CMS / Warehouse / Dietary (EA Conway)	6/23/2006
Aux Inv	Auxiliary Inventory: Gift Shop	6/26 - 6/30/2006
Hosp Inv	Hospital Inventory week: General Service Store	6/26 - 6/30/2006
Hosp Inv	Hospital Inventory week: Ambulatory Care	6/27/2006
Hosp Inv	Hospital Inventory week: CMS	6/27 - 6/29/2006
Hosp Inv	Hospital Inventory week: Warehouse	6/27 - 6/29/2006
Payroll	B/W PPE 6-18-06; 100% in FY06; posted	6/28/2006
Payroll	PER 3's from Departments to HR deadline	6/28/2006
Closing Entry	Capital lease EOY adjustment entry posted	6/28/2006
Hosp Inv	Hospital Inventory week: Pharmacy (EA Conway)	6/28/2006
Closing Entry	Firststar Service Charges entry posted	6/29/2006
Hosp Inv	Hospital Inventory week: Pharmacy (SHV)	6/29/2006
Closing Entry	Student Union Fund Transfer entry posted	6/29/2006

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Revision Date:

Originator: LSUSH Accounting Services

Rescind Date:



Aux Inv	Auxiliary Inventory: Bookstore	6/29 - 7/2/2006
Aux Inv	Auxiliary Inventory: Copy Service	6/30/2006
Aux Inv	Auxiliary Inventory: Micro Computer Svcs	6/30/2006
Aux Inv	Auxiliary Inventory: Print Shop	6/30/2006
Aux Inv	Auxiliary Inventory: Telephone	6/30/2006
Hosp Inv	Hospital Inventory week: Manufactured (crash carts)	6/30/2006
Hosp Inv	Hospital Inventory week: Special	6/30/2006
Closing Entry	All Accounts Payable invoices due to AP	7/1/2006
Closing Entry	All Direct Pay/Travel requisitions due to A/P	7/1/2006
Departments	All processes will be open for 2007 business	7/1/2006
Monthly Entry	General Service Store Subsystem feed posted	7/3/2006
Monthly Entry	Phone System Subsystem feed posted	7/3/2006
Payroll	Supplemental payroll dated 06-30-06 - 100% in FY06 posted	7/5/2006
Monthly Entry	Medical Communication Subsystem Feed due to Acctg	7/5/2006
Monthly Entry	Student Registrations upload to General Ledger	7/5/2006
Monthly Entry	FY06 Cash Receipts Vouchers posted	7/6/2006
Closing Entry	General Fund Interest Accrual entry posted	7/6/2006
Payroll	Post Monthly Payroll: FY06	7/6/2006
Closing Entry	Record June wires	7/6/2006
Closing Entry	Library Capitalization entry posted	7/7/2006
Monthly Entry	Medical Communications Subsystem feed posted	7/7/2006
Monthly Entry	Physical Plant Subsystem feed posted	7/7/2006
Monthly Entry	Procurement Card file to Acctg Services	7/10/2006
Payroll	Post split Payroll (final FY06 B/W payroll, 12 days)	7/12/2006
Monthly Entry	Final Supplemental Payroll posted	7/13/2006
Hosp Inv	Hospital Inventory Entries DEADLINE	7/13/2006
Closing Entry	Micro Computer Services Inventory entry posted	7/13/2006
Hosp Inv	Special Order Inventory due to Acctg Services	7/13/2006

Monthly Entry	Bursar Entries posted	7/14/2006
Closing Entry	Internal Transactions-posted to General Ledger	7/14/2006
Monthly Entry	Procurement Card upload posted	7/14/2006
Closing Entry	Retro Payroll adjustments posted	7/14/2006

Questions/Comments:

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