Task Ref	Task	START DATE	DUE DATE	Department
A	Cash Receipts Vouchers (CRV) Close	Monday, July 3, 2023	Wednesday, July 5, 2023	Dental School; Auxiliary; Accounting Services
B	Internal Transactions Close	Monday, July 3, 2023	Friday, July 14, 2023	Business Managers; Service Centers
C	Accounts Payable/Purchasing Close	Monday, July 3, 2023	Wednesday, July 12, 2023	Dental School; Accounting Services; VCAF
D	Payroll System Close	Monday, June 19, 2023	Tuesday, July 25, 2023	Departments; Accounting Services
E	Normal Monthly Journal Entries Close	Wednesday, July 5, 2023	Friday, July 21, 2023	Auxiliary; Departments; Human Resources; Accounting Services
F	Closing Journal Entries (week 1)	Wednesday, June 14, 2023	Monday, July 17, 2023	Auxiliary; Accounting Services; VCAF
G	Closing Journal Entries (week 2)	Friday, June 30, 2023	Friday, August 11, 2023	Departments; Accounting Services; VCAF
H	Closing Journal Entries (final) External Billings Close	Friday, June 30, 2023	Friday, August 18, 2023	Accounting Services; VCAF
I	Asset Management Closing	Wednesday, July 5, 2023	Wednesday, August 9, 2023	Departments; Accounting Services
J	New Year Process	Friday, April 21, 2023	Friday, August 4, 2023	Accounting Services; VCAF
K	Schedule of Expenditures of Federal Awards (SEFA)	Friday, June 30, 2023	Thursday, August 31, 2023	Accounting Services
L	Financial Statement Final Preparation & Submission	Thursday, June 29, 2023	Thursday, August 31, 2023	Accounting Services
M	Close Fiscal Year 2023 in PS	Thursday, September 14, 2023	Thursday, September 14, 2023	Accounting Services
NFS	Non-Financial Statement Item	Friday, July 7, 2023	Tuesday, August 15, 2023	Accounting Services

Task Ref	Ref #	Task	FY 2023 CLOSING SCHEDULE TASKS	FY 2023 DUE DATE (Close of Business)	RESPONSIBLE AREA(S)	RESPONSIBLE PERSON(S)
F	2	Closing Journal Entries (week 1)	Subrecipient Desk Audits Due	**Wednesday, June 14, 2023**	Departments	Departments
D	3	Payroll System Close	Reminder - Electronic PER-3 and eCSOF prospectives Deadline for June	**Monday, June 19, 2023**	Departments	Departments
B	15	Internal Transactions Close	Service Centers – Send Invoices to Departments	**Monday, July 3, 2023**	Departments	Service Center Business Managers
A	17	Cash Receipts Vouchers (CRV) Close	Bursar Operations & Departmental Deposits	**Wednesday, July 5, 2023**	Bursar / Departments	J Cuevas
A	18	Cash Receipts Vouchers (CRV) Close	Auxiliary Enterprises Deposits	**Wednesday, July 5, 2023**	Departments	J Matthews/ A Kwanbunbumpen
A	19	Cash Receipts Vouchers (CRV) Close	Allied Health Deposits	**Wednesday, July 5, 2023**	General Accounting / Departments	D DePaula / A Copping
A	20	Cash Receipts Vouchers (CRV) Close	Dental Student Clinics Deposits	**Wednesday, July 5, 2023**	Departments	A Jones / Amanda Silk
A	21	Cash Receipts Vouchers (CRV) Close	Faculty Dental Practice Deposits	**Wednesday, July 5, 2023**	Departments	A.J. DiVincenti
E	22	Normal Monthly Journal Entries Close	Auxiliary Enterprises Internal Billings (Interface)	**Wednesday, July 5, 2023**	Departments	J Matthews/ A Kwanbunbumpen
C	25	Accounts Payable Close	Last day to submit AP Invoices, Direct Pay and Travel Vouchers	**Wednesday, July 5, 2023**	Departments	Departments
H	26	External Billings Close	Notification of unposted or inaccurately posted State cost reimbursement contract expenses to Billing and AR	**Wednesday, July 5, 2023**	Departments	Departments
I	27	Asset Management Closing	Departments to notify of any un-tagged equipment via email to: NOInv@LSUHSC.edu	**Wednesday, July 5, 2023**	Departments	Departments
E	28	Normal Monthly Journal Entries Close	Deadline for PERs that are not RETRO or Prospective changes in source of funds - deliver to Human Resources	**Thursday, July 6, 2023**	Departments	Departments
F	29	Closing Journal Entries (week 1)	Deferred Tuition Revenue Adjustment	**Thursday, July 6, 2023**	Financial Reporting / Departments	C Rodriguez
E	31	Normal Monthly Journal Entries Close	Beeper Fee-(FINAL)	**Friday, July 7, 2023**	General Accounting	D DePaula
E	32	Normal Monthly Journal Entries Close	Admin Fee-(FINAL)	**Friday, July 7, 2023**	General Accounting	D DePaula
H	33	External Billings Close	Submission of State Facility Contract (SFC) Invoice Billing Support **(Including JEs, ITs, related to SFCs)**	**Friday, July 7, 2023**	Departments	Departments
B	34	Internal Transactions Close	Deadline for departments to return internal invoices to the applicable Service Center	**Friday, July 7, 2023**	Departments	Departments
C	35	Accounts Payable Close	Invoices for subrecipients due to SPA	**Friday, July 7, 2023**	Departments	Departments
C	36	Accounts Payable Close	**Due by Noon:** LaCarte users allocation of P-Card charges due in Works	**Friday, July 7, 2023**	Departments	Pcard Holders
E	37	Normal Monthly Journal Entries Close	**Deadline for PERs related to electronic submission of RETRO Changes in Source of Funds ONLY - Fiscal Deans to submit to SPA.**	**Monday, July 10, 2023**	Departments	Fiscal Deans
J	39	New Year Process	Budget Load to PS for wages & salaries	**Tuesday, July 11, 2023**	VCAF	V Apostolakis
C	43	Purchasing Close	Purchasing Close	**Wednesday, July 12, 2023**	Purchasing	B Lauziere
F	44	Closing Journal Entries (week 1)	Auxiliary AP Close (Manual)	**Wednesday, July 12, 2023**	Departments	J Matthews/ A Kwanbunbumpen
F	45	Closing Journal Entries (week 1)	Provide Auxiliary Enterprise Inventory results to Accounting Services	**Wednesday, July 12, 2023**	Departments / Financial Reporting	J Matthews / A Kwanbunbumpen / N Arthur
C	46	Accounts Payable Close	Pcard Scans from Departmental Approver	**Wednesday, July 12, 2023**	Departments	Departments
E	49	Normal Monthly Journal Entries Close	Deadline for Prospective PERs to be processed by B&AR/SPA	**Wednesday, July 12, 2023**	Billing & Acct Receivable / Sponsored Projects	J Kelly / L Tardiff
B	50	Internal Transactions Close	Deadline for Service Centers to forward internal invoices to Accounting Services	**Wednesday, July 12, 2023**	Departments	Service Center Business Managers
D	51	Payroll System Close	Final Bi-Weekly Payroll 06/26/2023 - 07/09/2023 (35.71%) (Accrual and for late PERs)	**Wednesday, July 12, 2023**	Executive Director Accounting	Exec. Dir. AS
E	62	Normal Monthly Journal Entries Close	**FRINGE BENEFIT ALLOCATION for JUNE**	**Friday, July 14, 2023**	General Accounting	K Bonura
E	64	Normal Monthly Journal Entries Close	**Deadline for RETRO PERs related to the Final Bi-Weekly Payroll ONLY - Fiscal Deans to submit SPA.**	**Friday, July 14, 2023**	Departments	Fiscal Deans

F	65	Closing Journal Entries (week 1)	Deadline for all grant related adjustments	**Friday, July 14, 2023**	Departments	Departments
E	67	Normal Monthly Journal Entries Close	Department Initiated Journal Entries	**Monday, July 17, 2023**	Departments	Departments
H	73	External Billings Close	Subrecipient Invoices for Accrual Due to SPA	**Wednesday, July 19, 2023**	Departments	Departments
E	85	Normal Monthly Journal Entries Close	**INDIRECT COST ALLOCATIONS for JUNE**	**Friday, July 21, 2023**	General Accounting	K Bonura
H	87	Closing Journal Entries (final)	Record LSU HSC Foundation Endowment	**Friday, July 21, 2023**	Financial Reporting	S Laurent / Foundation
H	88	External Billings Close	SPA & AR System Cutoff for the BMs	**Friday, July 21, 2023**	Departments	Departments
G	92	Closing Journal Entries (week 2)	All Schools Dean's Offices JE Cutoff	**Monday, July 24, 2023**	Departments	Fiscal Deans
L	141	Financial Statement Final Preparation & Submission	Receive LSU - HSCNO Foundation Financial Statements	**Tuesday, August 15, 2023**	Financial Reporting	Foundation CFO / S Laurent
L	142	Financial Statement Final Preparation & Submission	Receive LSU HCN Statements and Notes	**Tuesday, August 15, 2023**	Financial Reporting	A McAvoy / Olivia Lulei / S Laurent
NFS	143	Non-Financial Statement Item	TRSL - RET Annual Salary File	**Tuesday, August 15, 2023**	Human Resources	Human Resources