

Task Ref	Task	START DATE	DUE DATE	Department
A	Cash Receipts Vouchers (CRV) Close	Tuesday, July 1, 2025	Thursday, July 3, 2025	Dental School; Auxiliary; Accounting Services
B	Internal Transactions Close	Thursday, July 3, 2025	Monday, July 14, 2025	Business Managers; Service Centers
C	Accounts Payable/Purchasing Close	Tuesday, July 1, 2025	Thursday, July 10, 2025	Dental School; Accounting Services; VCAF
D	Payroll System Close	Tuesday, June 17, 2025	Tuesday, July 15, 2025	Departments; Accounting Services
E	Normal Monthly Journal Entries Close	Thursday, July 3, 2025	Monday, July 21, 2025	Auxiliary; Departments; Human Resources; Accounting Services
F	Closing Journal Entries (week 1)	Thursday, June 12, 2025	Tuesday, July 15, 2025	Auxiliary; Accounting Services; VCAF
G	Closing Journal Entries (week 2)	Tuesday, July 1, 2025	Thursday, July 24, 2025	Departments; Accounting Services; VCAF
H	Closing Journal Entries (final) External Billings Close	Thursday, July 3, 2025	Tuesday, August 12, 2025	Accounting Services; VCAF
I	Asset Management Closing	Thursday, July 3, 2025	Thursday, August 7, 2025	Departments; Accounting Services
K	Schedule of Expenditures of Federal Awards (SEFA)	Friday, June 27, 2025	Friday, August 29, 2025	Accounting Services
L	Financial Statement Final Preparation & Submission	Tuesday, July 1, 2025	Friday, August 29, 2025	Accounting Services
NFS	Non-Financial Statement Item	Tuesday, July 1, 2025	Friday, August 15, 2025	Accounting Services

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F	2	Closing Journal Entries (week 1)	Subrecipient Desk Audits Due	Thursday, June 12, 2025	Departments	Departments
D	3	Payroll System Close	Reminder - Electronic PER-3 and eCSOF prospectives Deadline for June	Tuesday, June 17, 2025	Departments	Departments
B	15	Internal Transactions Close	Service Centers – Generate and submit electronic invoices to Departments	Thursday, July 3, 2025	Departments	Service Center Business Managers
A	17	Cash Receipts Vouchers (CRV) Close	Bursar Operations & Departmental Deposits	Thursday, July 3, 2025	Bursar / Departments	J Cuevas
A	18	Cash Receipts Vouchers (CRV) Close	Auxiliary Enterprises Deposits	Thursday, July 3, 2025	Departments	J Matthews/ A Kwanbunbumpen
A	19	Cash Receipts Vouchers (CRV) Close	Dental Student Clinics Deposits	Thursday, July 3, 2025	Departments	A Jones / AJ DiVincenti
A	20	Cash Receipts Vouchers (CRV) Close	Faculty Dental Practice Deposits	Thursday, July 3, 2025	Departments	T Towns / A.J. DiVincenti
E	21	Normal Monthly Journal Entries Close	Auxiliary Enterprises Internal Billings (Interface)	Thursday, July 3, 2025	Departments	J Matthews/ A Kwanbunbumpen
C	24	Accounts Payable Close	Last day to submit AP Invoices, Direct Pay and Travel Vouchers	Thursday, July 3, 2025	Departments	Departments
H	25	External Billings Close	Notification of unposted or inaccurately posted State cost reimbursement contract expenses to Billing and AR	Thursday, July 3, 2025	Departments	Departments
I	26	Asset Management Closing	Departments to notify of any un-tagged equipment via email to: NOInv@LSUHSC.edu	Thursday, July 3, 2025	Departments	Departments
C	27	Accounts Payable Close	Invoices for subrecipients due to SPA	Thursday, July 3, 2025	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	Monday, July 7, 2025	Departments	Departments
F	29	Closing Journal Entries (week 1)	Deferred Tuition Revenue Adjustment	Monday, July 7, 2025	Financial Reporting / Departments	C Rodriguez
H	30	External Billings Close	Submission of State Facility Contract (SFC) Invoice Billing Support (Including JEs, ITs, related to SFCs)	Monday, July 7, 2025	Departments	Departments
C	31	Accounts Payable Close	Due by Noon: LaCarte users allocation of P-Card charges due in Works	Tuesday, July 8, 2025	Departments	Pcard Holders
E	32	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.	Tuesday, July 8, 2025	Departments	Fiscal Deans
C	34	Closing Journal Entries (week 1)	Auxiliary AP Close (Manual)	Wednesday, July 9, 2025	Departments	J Matthews / A Kwanbunbumpen
F	38	Closing Journal Entries (week 1)	Provide Auxiliary Enterprise Inventory results to Accounting Services	Thursday, July 10, 2025	Departments / Financial Reporting	J Matthews / A Kwanbunbumpen / N Arthur
C	39	Accounts Payable Close	Pcard Scans from Departmental Approver	Thursday, July 10, 2025	Departments	Departments
E	42	Normal Monthly Journal Entries Close	Deadline for Prospective PERs to be processed by B&AR/SPA	Thursday, July 10, 2025	Billing & Acct Receivable / Sponsored Projects	J Kelly / L Tardiff
E	43	Payroll System Close	Final Bi-Weekly Payroll entry: 06/23/2025 - 07/06/2025 (57%)	Thursday, July 10, 2025	Payroll / General Accounting	Y Gilmore / K Bonura
F	44	Internal Transactions Close	Deadline for Service Centers to approve internal transaction eForms in PeopleSoft	Friday, July 11, 2025	Departments	Departments
B	45	Purchasing Close	Purchasing Close	Friday, July 11, 2025	Purchasing	B Lauziere / PS FIN Support
F	48	Normal Monthly Journal Entries Close	Deadline for RETRO PERs related to the Final Bi- Weekly Payroll ONLY - Fiscal Deans to submit SPA.	Friday, July 11, 2025	Departments	Fiscal Deans
E	51	Normal Monthly Journal Entries Close	Resident Tracker: Beeper & Adm Fees	Monday, July 14, 2025	General Accounting	D DePaula

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G	55	Normal Monthly Journal Entries Close	FRINGE BENEFIT ALLOCATION for JUNE	Monday, July 14, 2025	General Accounting	K Bonura
L	57	Closing Journal Entries (week 1)	Deadline for all grant related adjustments	Monday, July 14, 2025	Departments	Departments
E	64	Normal Monthly Journal Entries Close	Department Initiated Journal Entries	Tuesday, July 15, 2025	Departments	Departments
H	69	External Billings Close	Subrecipient Invoices for Accrual Due to SPA	Thursday, July 17, 2025	Departments	Departments
H	82	Normal Monthly Journal Entries Close	INDIRECT COST ALLOCATIONS for JUNE	Monday, July 21, 2025	General Accounting	K Bonura
E	84	External Billings Close	SPA & AR System Cutoff for the BMs	Monday, July 21, 2025	Departments	Departments
G	90	Closing Journal Entries (week 2)	All Schools Dean's Offices JE Cutoff	Wednesday, July 23, 2025	Departments	Fiscal Deans
NFS	113	Closing Journal Entries (final)	Record LSU HSC Foundation Endowment	Friday, August 1, 2025	Financial Reporting	S Laurent / Foundation
L	133	Financial Statement Final Preparation & Submission	Receive LSU - HSCNO Foundation Financial Statements and GASB Notes	Friday, August 15, 2025	Financial Reporting	Foundation CFO / S Laurent
K	134	Financial Statement Final Preparation & Submission	Receive LSU HCN Statements and Notes	Friday, August 15, 2025	Financial Reporting	A McAvoy / Olivia Lulei / S Laurent
L	135	Non-Financial Statement Item	TRSL - RET Annual Salary File	Friday, August 15, 2025	Human Resources	Human Resources