

**LSU HEALTH SCIENCES CENTER IN NEW ORLEANS
FISCAL YEAR 2018-2019
SUMMARY CLOSING SCHEDULE**

Ref #	TASK	DUE DATE	Day
A	CASH RECEIPTS VOUCHERS (CRV) CLOSE	7/5/19	Fri
B	INTERNAL BILLINGS CLOSE	7/15/19	Mon
C	ACCOUNTS PAYABLE CLOSE	7/8/19	Mon
D	PAYROLL SYSTEM CLOSE	7/12/19	Fri
E	NORMAL MONTHLY JOURNAL ENTRIES CLOSE	7/19/19	Fri
F	CLOSING JOURNAL ENTRIES (WEEK ONE)	8/12/19	Mon
G	EXTERNAL BILLING CLOSE	7/26/19	Fri
H	CLOSING JOURNAL ENTRIES (WEEK TWO)	8/2/19	Fri
J	CLOSING JOURNAL ENTRIES (FINAL)	8/16/19	Fri
K	FINANCIAL STATEMENT PREPARATION	8/30/19	Fri
L	SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)	8/23/2019 *	Fri
M	CLOSE FISCAL YEAR 2019 in PEOPLESOFT	9/16/19	Mon

* Subject to change pending notification from OSRAP (usually notified in June).

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Ref #	TASKS	DUE (Close of Business)	ASSIGNED TO	x
A	CASH RECEIPTS VOUCHERS (CRV) CLOSE	Friday, July 05, 2019	N/A	
A01	GASB 61 and 39 Questionnaire and Decision Tree	Thursday, May 09, 2019	D Alvarez	X
A02	Asset Mgmt send email to Departments to notify of any un-tagged equipment via email to: NOInventory@LSUHSC.edu	Friday, June 21, 2019	C Baiamonte	
A03	Manage 6/30/19 Bank Account Balance	Monday, June 24, 2019	A Wehle / D DePaula	
A04	Bursar Operations	Friday, July 05, 2019	J Cuevas	
A05	General Accounting Deposits	Friday, July 05, 2019	D DePaula / L Hansen	
A06	Auxiliary Enterprises Deposits	Friday, July 05, 2019	J Matthews	
A07	Allied Health Deposits	Friday, July 05, 2019	D DePaula / A Copping	
A08	Dental Student Clinics Deposits	Friday, July 05, 2019	A Jones	
A09	Faculty Dental Practice Deposits	Friday, July 05, 2019	A Capo	
A10	Ensure all LSU System cash is recorded based on Check Date not Receipt Date	Friday, July 05, 2019	D DePaula	
A11	Departments to notify of any un-tagged equipment via email to: NOInv@LSUHSC.edu	Friday, July 05, 2019	Business Mgrs	
B	INTERNAL BILLINGS CLOSE	Monday, July 15, 2019	N/A	
B01	Service Centers – Send Invoices to Departments - Animal Care (S Curtis) - EpiData Center (L Eller) - Morphology (J Ellis) - LCRC Service Centers (R Granen) - Proteomics (J Baisier) - IT Service Centers (D Cunningham) - Bioinformatics (P D' Arensbourg) - Cardiovascular Service Centers (M Lane) - Mail Room (D Bethley)	Friday, July 05, 2019	Service Center Business Managers	
B02	Deadline for departments to return internal invoices to the applicable Service Center	Wednesday, July 10, 2019	Business Mgrs	
B03	Deadline for Service Centers to forward internal invoices to Accounting Services	Friday, July 12, 2019	Service Center Business	
B04	Complete processing of Internal Transfers	Monday, July 15, 2019	L Hansen	
C	ACCOUNTS PAYABLE CLOSE	Friday, July 12, 2019	N/A	
C01	Adjust AP Journal Template	Friday, June 28, 2019	A Wehle	
C02	Last day to submit Direct Pay and Travel Vouchers	Monday, July 08, 2019	Various	
C03	Last day to submit Accounts Payable invoices	Monday, July 08, 2019	Various	
C04	Auxiliary Enterprise AP Close	Tuesday, July 09, 2019	A Do	
C05	Vendor AP Close	Friday, July 12, 2019	L Bourgeois	
C06	Direct Pay Close	Friday, July 12, 2019	D Burlison	
C07	Travel Close	Friday, July 12, 2019	D Burlison	
D	PAYROLL SYSTEM CLOSE	Friday, July 12, 2019	N/A	
D01	Final Bi-Weekly Payroll 06/17/19 -06/30/19	Friday, July 05, 2019	A Wehle / D DePaula	
D02	Final Off-Cycle Payroll	Friday, July 12, 2019	A Wehle / S Parks	
D03	Reclassify Balance Sheet Entries created by the Crossover Bi-Weekly Payroll	Friday, July 12, 2019	D Alvarez	
D04	Health Insurance reclass entry	Friday, July 12, 2019	S Laurent	

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E	NORMAL MONTHLY JOURNAL ENTRIES CLOSE	Friday, July 19, 2019	N/A	
E01	Auxiliary Enterprises Interface	Friday, July 05, 2019	J Matthews	
E02	Deadline for PERs that are not RETRO or PROSPECTIVE Changes in Source of funds specific only - deliver to Human Resources	Friday, July 05, 2019	Various	
E03	P-Card and CBA Interface for June	Tuesday, July 09, 2019	D Burlison	
E04	Deadline for PERs related to RETRO or PROSPECTIVE Changes in Source of funds only - deliver to Human Resources	Thursday, July 11, 2019	Various	
E05	Deadline for PERs received above from HR to deliver to Sponsored Projects /AR	Friday, July 12, 2019	Various	
E06	Tuition Entry	Friday, July 12, 2019	D DePaula	
E07	Wire Transfers	Monday, July 15, 2019	D DePaula	
E08	Post Final Retro Adjustment	Monday, July 15, 2019	D DePaula	
E09	FRINGE BENEFIT ALLOCATION	Monday, July 15, 2019	A Wehle / D Alvarez	
E10	Beeper Fee-(FINAL)	Wednesday, July 17, 2019	D DePaula	
E11	Admin Fee-(FINAL)	Wednesday, July 17, 2019	D DePaula	
E12	Department Initiated Journal Entries	Thursday, July 18, 2019	Various	
E13	Indirect Cost Allocations	Friday, July 19, 2019	A Wehle / D Alvarez / D DePaula	
F	CLOSING JOURNAL ENTRIES (WEEK ONE) (See Ref# G02)	Monday, August 12, 2019	N/A	
F01	Interest Expense Accrual-Bond	Friday, June 28, 2019	D Alvarez	
F02	Auxiliary Payables (Manual)	Friday, July 12, 2019	A Do	
F03	Debt Reclassification between Current & Non-current Liabilities entries	Friday, July 12, 2019	D Alvarez	
F04	Provide Auxiliary Enterprise Inventory results to Accounting Services	Friday, July 12, 2019	A Do	
F05	Preliminary Reconciliation Pre-closing Net Asset Balance (Roll-forward of Net Assets)	Friday, July 12, 2019	J McLemore	
F06	Review prior year audit adjustments to ensure that all prior year work paper adjustment are recorded prior to closing	Friday, July 12, 2019	A Wehle/ D Alvarez (ALL)	
F07	Verify 25% Matching for CWS & SEOG	Monday, July 15, 2019	V Apostolakis	
F08	Reconcile Charge-out accounts (530XXX Internal Billings see B)	Friday, July 19, 2019	S Laurent	
F09	Capital Lease review (including review of fund classification)	Friday, July 26, 2019	S Laurent	
F10	Reclass Entries in Incorrect Program or Class/Reclass all entries separately identifiable as excluded in F&A	Monday, August 12, 2019	Cost Acctg	
G	EXTERNAL BILLING CLOSE	Friday, July 26, 2019	N/A	
G01	Manage AR Closing Accounts (Dental School & Allied Health)	Friday, June 28, 2019	A Wehle / J McLemore	
G02	Submission of State Facility Contract (SFC) Invoice Billing Support (Including JEs, ITs, related to SFCs)	Friday, July 05, 2019	Business Mgrs	
G03	Notification of unposted or inaccurately posted State cost reimbursement contract expenses to Billing and AR	Friday, July 05, 2019	Business Mgrs	
G04	State Agency Invoice Cutoff	Monday, July 08, 2019	AR	
G05	Ensure cost reimbursement project expense reclassification journals are complete	Friday, July 19, 2019	N Hammill / AR	

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Ref #	TASKS	DUE (Close of Business)	ASSIGNED TO	x
G06	Send Foundation Invoice Out	Tuesday, July 23, 2019	B Landry	
G07	AR System Cutoff	Friday, July 26, 2019	AR	
H	CLOSING JOURNAL ENTRIES (WEEK TWO)	Friday, August 02, 2019	N/A	
H01	Acceptance Deposits reclass	Friday, June 28, 2019	J McLemore / D Alvarez	
H02	Update Fraud Risk Assessment	Tuesday, July 09, 2019	A Wehle	
H03	Reconciliation of Stock owned by LSUHSC-NO	Friday, July 12, 2019	D Alvarez	
H04	Recon. Bank Accts & record correcting entries	Friday, July 19, 2019	J McLemore / AD General Accounting	
H05	Accrued Payroll (Retros, etc)	Friday, July 19, 2019	D DePaula	
H06	Manual AP Accruals	Friday, July 19, 2019	AD General Accounting	
H07	Identify projects with earned interest and determine proper application of interest	Monday, July 22, 2019	N Hammill	
H08	School of Medicine Dean's Office JE Cutoff	Tuesday, July 23, 2019	B Lousteau	
H09	Manual Fringe Benefit Allocation	Tuesday, July 23, 2019	D DePaula	
H10	Sponsored Projects JE's	Tuesday, July 23, 2019	N Hammill	
H11	Record LSU Foundation Endowment activity	Tuesday, July 23, 2019	D Alvarez / S Laurent	
H12	Record LSU-BR (Peltier) Endowment activity	Tuesday, July 23, 2019	D Alvarez / S Laurent	
H13	Record Patient Billings AR	Tuesday, July 23, 2019	J McLemore / D Alvarez	
H14	Record Dental Inventories	Tuesday, July 23, 2019	J McLemore / D Alvarez	
H15	Record Auxiliary Enterprise Inventories	Tuesday, July 23, 2019	J McLemore / D Alvarez	
H16	Reconcile and adjust Transfer among fund accounts	Tuesday, July 23, 2019	D Alvarez	
H17	Review Projects with expenses and no revenue	Tuesday, July 23, 2019	S Laurent	
H18	Federal AR Reclass	Tuesday, July 23, 2019	A Wehle / J Kelly	
H19	Complete Reconciliation of all Key Accounts	Tuesday, July 23, 2019	Various	
H20	Federal, State, & Private Sponsored Programs Accrual - Credit Account 113340, 113330, 113320	Tuesday, July 23, 2019	N Hammill	
H21	Record US Bank Statement balance	Tuesday, July 23, 2019	J McLemore / D Alvarez	
H22	Auxiliary Enterprise internal sale elimination	Tuesday, July 23, 2019	S Laurent	
H23	Student Loan Distribution (ECSI)	Tuesday, July 23, 2019	J Cuevas	
H24	Reclass P-Card to AP	Tuesday, July 23, 2019	AD General Accounting	
H25	Agency Fund Close	Tuesday, July 23, 2019	D Alvarez / S Laurent	
H26	Reclass long-term and current portions of applicable accounts (Notes Receivables)	Tuesday, July 23, 2019	D Alvarez	
H27	FEMA Project Worksheet Close	Tuesday, July 23, 2019	V Apostolakis	
H28	Record and reclassify any prior period adjustments	Tuesday, July 23, 2019	A Wehle	
H29	OPEB Entries	Tuesday, July 23, 2019	S Laurent	
H30	Reclass Pell Grant Revenue to Non-operating	Tuesday, July 23, 2019	D Alvarez	
H31	Asset Management sends out custody letters to employees	Tuesday, July 23, 2019	J McLemore	

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H32	Reallocate Balance Sheet Accounts by fund inc. Aux Ent	Tuesday, July 23, 2019	A Wehle	
H33	Confirm that All Benefit AR is on the books	Tuesday, July 23, 2019	A Wehle / J Kelly	
H34	Deadline for all grant related adjustments	Wednesday, July 24, 2019	Various	
H35	Manual Indirect Costs	Wednesday, July 24, 2019	J Kelly / N Hammill	
H36	Reconcile and adjust F & A Accounts	Thursday, July 25, 2019	S Laurent	
H37	Record Revenue Due and Corresponding Revenue from LSU Healthcare Network at Year End	Friday, July 26, 2019	D Alvarez	
H38	Reconcile and Close Fund 114	Friday, July 26, 2019	AR	
H39	Solicit Final Accrual Information from Business Managers/Fiscal Deans including Overpayments	Monday, July 29, 2019	A Wehle	
H40	Fund 111 & 113 Closing Entry	Tuesday, July 30, 2019	W Simoneaux	
H41	Reconcile and Close Fund 911	Wednesday, July 31, 2019	D Alvarez	
H42	Reconciled Fund Balance for Funds 414 and 911	Friday, August 02, 2019	D Alvarez	
J	CLOSING JOURNAL ENTRIES (FINAL)	Friday, August 16, 2019	N/A	
J01	Review Grant and Contract Project Balances	Tuesday, July 23, 2019	A Wehle / S Laurent	
J02	Pension Entries	Tuesday, July 23, 2019	S Laurent	
J03	Investment Interest Earned Allocation	Tuesday, July 23, 2019	A Wehle / D Alvarez / S Laurent	
J04	Deferred Tuition Revenue Adjustment	Tuesday, July 23, 2019	S Laurent	
J05	Review Reconciliation of 570XXX accounts (capital purchases)	Wednesday, July 24, 2019	D Alvarez	
J06	Solicit Final Accrual Information (including employee overpayments) from Associate/Assistant Deans for Fiscal Affairs	Friday, July 26, 2019	A Wehle	
J07	Accrue LSUHSC Foundation Payment	Friday, July 26, 2019	AD General Accounting	N/A
J08	Record Construction in Progress	Friday, July 26, 2019	J McLemore / D Alvarez	
J09	Record LSUHSC Foundation Endowment activity	Friday, July 26, 2019	D Alvarez	
J10	Record Office of Facility Planning & Control activity	Friday, July 26, 2019	J McLemore / D Alvarez	
J11	Record Library Book Depreciation	Friday, July 26, 2019	J McLemore	
J12	Asset Management Entries	Friday, July 26, 2019	J McLemore	
J13	Subsequent Event Review including BOR Endowments matching funds	Friday, July 26, 2019	A Wehle / D Alvarez	
J14	Deferred revenue (Including BOR AR reclass)	Friday, July 26, 2019	A Wehle	
J15	Tuition discount adjusting entry	Friday, July 26, 2019	S Laurent	
J16	Compensated Absences adjusting entry	Friday, July 26, 2019	D DePaula	
J17	Review 2 CFR Part 200 (OMB A-133) Compliance Supplement	Friday, July 26, 2019	N Hammill	
J18	Finalize Funding for All Fund 411 Projects	Friday, July 26, 2019	W Simoneaux	
J19	Ensure that all asset entries are recorded prior to closing	Friday, July 26, 2019	J McLemore / D Alvarez	
J20	Review all sponsored projects to ensure that indirect costs are being computed properly.	Friday, July 26, 2019	N Hammill / AR	
J21	Additional Asset Retirement Procedures	Friday, July 26, 2019	J McLemore	

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J22	Follow-up on "On Behalf Payments"	Friday, July 26, 2019	A Wehle	
J23	Reviewing Aging Report and Record Allowance for Doubtful Accounts	Friday, July 26, 2019	A Wehle / J Kelly	
J24	Lease classification Analysis (Lease Revenue)	Friday, July 26, 2019	S Laurent	
J25	Reclassify Foundation AR to AR	Friday, July 26, 2019	A Wehle / D Alvarez	
J26	Confirm Unusual Accounting Situations with OSRAP	Friday, July 26, 2019	A Wehle	
J27	Allocate Costs from Multidisciplinary Contracts to Instruction	Friday, July 26, 2019	J Kelly / R Landry	
J28	Ensure that operating expenses by SRECNP category equal total operating expenses	Tuesday, August 06, 2019	D Alvarez	
J29	Ensure all costs are functionalized at the program code level	Tuesday, August 06, 2019	A Wehle / D Alvarez	
J30	Legal Contingencies Accrual	Monday, August 12, 2019	A Wehle	
J31	Set up Due from State for Appropriation	Monday, August 12, 2019	D Alvarez	
J32	Follow-up on Schedule SEFA Progress	Monday, August 12, 2019	D Alvarez	
J33	Final Reconciliation Pre-closing Net Asset Balance (Roll-forward of Net Assets)	Friday, August 16, 2019	J McLemore	
K	FINANCIAL STATEMENT FINAL PREPARATION AND SUBMISSION	Friday, August 30, 2019	N/A	
K01	Reconcile Due to/Due from Other Campuses	Tuesday, August 06, 2019	A Wehle / D DePaula / J Kelly	
K02	Ensure there is no depreciation or compensated absences in Scholarships (Func. Vs. Nat.)	Tuesday, August 13, 2019	D Alvarez	
K03	Reconciliation of all intercampus amounts	Tuesday, August 13, 2019	A Wehle / D DePaula	
K04	Reconcile Note 18 nVision Report	Friday, August 16, 2019	D Alvarez	
K05	Reconcile all nVision Reports to GL	Friday, August 16, 2019	A Wehle	
K06	Reconcile cash flow from other on SCF	Friday, August 16, 2019	A Wehle	
K07	Ensure all Due to/Due Form entries are complete	Friday, August 16, 2019	A Wehle	
K08	Receive LSU - HSCNO Foundation Financial Statements	Friday, August 16, 2019	A Wehle	
K09	Receive LSUHN Statements and Notes	Friday, August 16, 2019	A McAvoy / M Butler	
K10	Additions to Permanent Endowments - HSCNO Foundation	Friday, August 16, 2019	T Hemphill	
K11	Complete LSUNO Statements	Monday, August 19, 2019	Various	
K12	Ensure Depreciation Expense on Note E equals SCF	Friday, August 23, 2019	A Wehle / D Alvarez	
K13	Ensure Note T beginning balance equals balance submitted to OSRAP in the prior year	Friday, August 23, 2019	D Alvarez	
K14	Ensure LHN elimination entries are on the SCF	Friday, August 23, 2019	A Wehle / D Alvarez	
K15	Ensure All format and similar changes have been made to the Notes template package before submitting to LSUBR.	Friday, August 23, 2019	D Alvarez	
K16	Complete LSUNO MD&A	Friday, August 23, 2019	A Wehle / S Laurent	
K17	Submit LSUHSC Combined statements and notes to LSU Baton Rouge Office	Friday, August 30, 2019	A Wehle	
L	Schedule of Expenditures of Federal Awards (SEFA)	Friday, August 23, 2019	N Hammill / D DePaula	
M	CLOSE FISCAL YEAR 2019 in PS	Monday, September 16, 2019	N/A	