

Task Ref	Task	DUE DATE
A	Preliminary Activities	Wednesday, June 30, 2021
B	Cash Receipts Vouchers (CRV) Close	Tuesday, July 6, 2021
C	Internal Billings Close	Wednesday, July 14, 2021
D	Accounts Payable Close	Friday, July 9, 2021
E	Payroll System Close	Tuesday, July 27, 2021
F	Normal Monthly Journal Entries Close	Thursday, July 22, 2021
G	Closing Journal Entries (week 1)	Friday, July 16, 2021
H	Closing Journal Entries (week 2)	Thursday, August 5, 2021
I	Closing Journal Entries (final)	Tuesday, August 10, 2021
J	Asset Management Closing	Thursday, August 5, 2021
K	Budget for New Fiscal Year 2021 in PS	Tuesday, July 20, 2021
L	Schedule of Expenditures of Federal Awards (SEFA)	Monday, August 16, 2021
M	Financial Statement Final Preparation & Submission	Wednesday, September 15, 2021
N	Close Fiscal Year 2021 in PS	Tuesday, September 14, 2021

Task Ref	Task	Ref #	FY 2021 CLOSING SCHEDULE TASKS	DUE DATE (Close of Business)	RESPONSIBLE PERSON(S)
E	Payroll System Close	10	All Departmental Payroll Items Request Cutoff	Friday, June 25, 2021	Departments
C	Internal Billings Close	18	Service Centers – Send Invoices to Departments	Friday, July 2, 2021	Service Center Business Managers / Cost Accounting
B	Cash Receipts Vouchers (CRV) Close	23	Dental Student Clinics Deposits	Tuesday, July 6, 2021	Dental School - Student Clinic
B	Cash Receipts Vouchers (CRV) Close	24	Faculty Dental Practice Deposits	Tuesday, July 6, 2021	Dental School - FDP
B	Cash Receipts Vouchers (CRV) Close	25	Ensure all LSU System cash is recorded based on Check Date not Receipt Date	Tuesday, July 6, 2021	General Accounting / Billing & Accounts Receivable
F	Normal Monthly Journal Entries Close	26	Auxiliary Enterprises Interface	Tuesday, July 6, 2021	Auxiliary Enterprises
H	External Billings Close	28	Submission of State Facility Contract (SFC) Invoice Billing Support (Including JEs, ITs, related to SFCs)	Thursday, July 8, 2021	Business Mgrs
H	External Billings Close	29	Notification of unposted or inaccurately posted State cost reimbursement contract expenses to Billing and AR	Tuesday, July 6, 2021	Business Mgrs
J	Asset Management Close	30	Departments to notify of any un-tagged equipment via email to: NOInv@LSUHSC.edu	Tuesday, July 6, 2021	Business Mgrs
D	Accounts Payable Close	31	Last day to submit Direct Pay and Travel Vouchers	Wednesday, July 7, 2021	Departments
D	Accounts Payable Close	32	Last day to submit Accounts Payable invoices and accompanying desk audits if invoices are from a subawardee on a federal grant	Wednesday, July 7, 2021	Departments
D	Accounts Payable Close	33	Auxiliary Enterprise AP Close	Wednesday, July 7, 2021	Auxiliary Enterprises
C	Internal Billings Close	35	Deadline for departments to return internal invoices to the applicable Service Center	Thursday, July 8, 2021	Business Mgrs
D	Accounts Payable Close	36	P-Card and CBA Interface for June	Thursday, July 8, 2021	Direct Pay
F	Normal Monthly Journal Entries Close	37	Deadline for PERs related to RETRO Changes in Source of Funds ONLY - Fiscal Deans to submit to SPA via email.	Thursday, July 8, 2021	Fiscal Deans
D	Accounts Payable Close	38	Vendor AP Close	Friday, July 9, 2021	Accounts Payable
D	Accounts Payable Close	39	Direct Pay Close	Friday, July 9, 2021	Direct Pay
D	Accounts Payable Close	40	Travel Close	Friday, July 9, 2021	Travel
F	Normal Monthly Journal Entries Close	42	Beeper Fee-(FINAL)	Friday, July 9, 2021	General Accounting
F	Normal Monthly Journal Entries Close	43	Admin Fee-(FINAL)	Friday, July 9, 2021	General Accounting
C	Internal Billings Close	47	Deadline for Service Centers to forward internal invoices to Accounting Services	Monday, July 12, 2021	Service Center Business Managers
G	Closing Journal Entries (week 1)	48	Auxiliary Payables (Manual)	Monday, July 12, 2021	Auxiliary Enterprises

G	Closing Journal Entries (week 1)	50	Provide Auxiliary Enterprise Inventory results to Accounting Services	Monday, July 12, 2021	Auxiliary Enterprises
E	Payroll System Close	57	Final Bi-Weekly Payroll 06/28/21 - 7/11/21 (21.4286%) (Accrual and for late PERs)	Thursday, July 15, 2021	General Accounting
F	Normal Monthly Journal Entries Close	58	Department Initiated Journal Entries	Thursday, July 15, 2021	Departments
G	Closing Journal Entries (week 1)	62	Deadline for all grant related adjustments	Friday, July 16, 2021	Departments
F	Normal Monthly Journal Entries Close	66	Deadline for RETRO PERs related to the Final Bi-Weekly Payroll ONLY (see task E, # 56) - Departments deliver to SPA via email.	Monday, July 19, 2021	Fiscal Deans
F	Normal Monthly Journal Entries Close	70	FRINGE BENEFIT ALLOCATION	Wednesday, July 21, 2021	General Accounting
F	Normal Monthly Journal Entries Close	94	INDIRECT COST ALLOCATIONS	Thursday, July 22, 2021	General Accounting
H	Closing Journal Entries (week 2)	96	All Schools Dean's Offices JE Cutoff	Friday, July 23, 2021	Fiscal Deans
H	External Billings Close	97	SPA & AR System Cutoff for the BMs	Friday, July 23, 2021	Business Mgrs
M	Financial Statement Final Preparation & Submission	145	Receive LSUHN Statements and Notes	Friday, August 13, 2021	LSU Healthcare Network
M	Financial Statement Final Preparation & Submission	146	Additions to Permanent Endowments - HSCNO Foundation	Friday, August 13, 2021	LSUHSC-NO Foundation