

<b>Ref #</b>	<b>TASK</b>	<b>DEPARTMENT DUE DATE</b>
A	CASH RECEIPTS VOUCHERS (CRV) CLOSE	7/6/2020
B	INTERNAL BILLINGS CLOSE	7/10/2020
C	ACCOUNTS PAYABLE CLOSE	7/7/2020
D	PAYROLL SYSTEM CLOSE	6/26/2020
E	NORMAL MONTHLY JOURNAL ENTRIES CLOSE	7/15/2020
F	CLOSING JOURNAL ENTRIES (WEEK ONE)	7/10/2020
G	EXTERNAL BILLING CLOSE	7/24/2020
H	CLOSING JOURNAL ENTRIES (WEEK TWO)	7/20/2020
I	CLOSING JOURNAL ENTRIES (FINAL)	Central Admin
J	FINANCIAL STATEMENT PREPARATION	8/14/2020
K	SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)	Central Admin
L	CLOSE FISCAL YEAR 2020 in PEOPLESOFT	Central Admin
M	Budget for New Fiscal Year 2021 in PS	Central Admin

**Sorted By DUE DATE**

<b>Task Ref</b>	<b>Task</b>	<b>FY 2020 CLOSING SCHEDULE TASKS</b>	<b>DUE DATE (Close of Business)</b>	<b>RESPONSIBLE PERSON(S)</b>
D	Payroll System Close	All Departmental Payroll Items Request Cutoff	<b>Friday, June 26, 2020</b>	Departments
A	Cash Receipts Vouchers (CRV) Close	Dental Student Clinics Deposits	<b>Monday, July 6, 2020</b>	A Jones
A	Cash Receipts Vouchers (CRV) Close	Faculty Dental Practice Deposits	<b>Monday, July 6, 2020</b>	A Capo
A	Cash Receipts Vouchers (CRV) Close	Ensure all LSU System cash is recorded based on Check Date not Receipt Date	<b>Monday, July 6, 2020</b>	D DePaula / J Kelly
A	Cash Receipts Vouchers (CRV) Close	Departments to notify of any un-tagged equipment via email to: NOInv@LSUHSC.edu	<b>Monday, July 6, 2020</b>	Business Mgrs
B	Internal Billings Close	Service Centers – Send Invoices to Departments	<b>Monday, July 6, 2020</b>	Service Center Business Managers / S Laurent
C	Accounts Payable Close	Last day to submit Direct Pay and Travel Vouchers	<b>Monday, July 6, 2020</b>	Departments
C	Accounts Payable Close	Last day to submit Accounts Payable invoices	<b>Monday, July 6, 2020</b>	Departments
E	Normal Monthly Journal Entries Close	Auxiliary Enterprises Interface	<b>Monday, July 6, 2020</b>	J Matthews
E	Normal Monthly Journal Entries Close	Deadline for PERs that <b>are not</b> RETRO or PROSPECTIVE Changes in Source of funds specific only - deliver to Human Resources	<b>Monday, July 6, 2020</b>	HR / Departments
E	Normal Monthly Journal Entries Close	Deadline for PERs related to RETRO or PROSPECTIVE Changes in Source of funds only - Departments Finalize PERS for Approval	<b>Monday, July 6, 2020</b>	Departments
G	External Billings Close	Submission of State Facility Contract (SFC) Invoice Billing Support ( <b>Including JEs, ITs, related to SFCs</b> )	<b>Monday, July 6, 2020</b>	Business Mgrs
G	External Billings Close	Notification of unposted or inaccurately posted State cost reimbursement contract expenses to Billing and AR	<b>Monday, July 6, 2020</b>	Business Mgrs
C	Accounts Payable Close	Auxiliary Enterprise AP Close	<b>Tuesday, July 7, 2020</b>	A Do
E	Normal Monthly Journal Entries Close	Deadline for PERs related to RETRO or PROSPECTIVE Changes in Source of funds only - Dean's Approval	<b>Tuesday, July 7, 2020</b>	Departments/Deans
B	Internal Billings Close	Deadline for departments to return internal invoices to the applicable Service Center	<b>Wednesday, July 8, 2020</b>	Business Mgrs
E	Normal Monthly Journal Entries Close	Deadline for PERs related to RETRO or PROSPECTIVE Changes in Source of funds only - Departments deliver to Human Resources	<b>Wednesday, July 8, 2020</b>	Deans' Offices
E	Normal Monthly Journal Entries Close	Deadline for PERs related to RETRO or PROSPECTIVE Changes in Source of funds only - Human Resources deliver to B&AR/SPA	<b>Thursday, July 9, 2020</b>	Human Resources
B	Internal Billings Close	Deadline for Service Centers to forward internal invoices to Accounting Services	<b>Friday, July 10, 2020</b>	Service Center Business Managers
F	Closing Journal Entries (week 1)	Auxiliary Payables (Manual)	<b>Friday, July 10, 2020</b>	A Do
F	Closing Journal Entries (week 1)	Provide Auxiliary Enterprise Inventory results to Accounting Services	<b>Friday, July 10, 2020</b>	A Do
E	Normal Monthly Journal Entries Close	Department Initiated Journal Entries	<b>Wednesday, July 15, 2020</b>	Departments

H	Closing Journal Entries (week 2)	Deadline for all grant related adjustments	<b>Thursday, July 16, 2020</b>	Departments
H	Closing Journal Entries (week 2)	All Schools Dean's Offices JE Cutoff	<b>Monday, July 20, 2020</b>	Fiscal Deans
G	External Billings Close	SPA & AR System Cutoff for the BMs	<b>Friday, July 24, 2020</b>	Business Mgrs
J	Financial Statement Final Preparation & Submission	Receive LSUHN Statements and Notes	<b>Friday, August 14, 2020</b>	A McAvoy / M Butler / D Alvarez
J	Financial Statement Final Preparation & Submission	Additions to Permanent Endowments - HSCNO Foundation	<b>Friday, August 14, 2020</b>	A Wehle / T Hemphill