

Task Ref	Task	START DATE	DUE DATE	Department
A	Cash Receipts Vouchers (CRV) Close	Monday, July 1, 2024	Wednesday, July 3, 2024	Dental School; Auxiliary; Accounting Services
B	Internal Transactions Close	Tuesday, July 2, 2024	Thursday, July 11, 2024	Business Managers; Service Centers
C	Accounts Payable/Purchasing Close	Wednesday, July 3, 2024	Wednesday, July 10, 2024	Dental School; Accounting Services; VCAF
D	Payroll System Close	Monday, June 17, 2024	Friday, July 12, 2024	Departments; Accounting Services
E	Normal Monthly Journal Entries Close	Wednesday, July 3, 2024	Friday, July 19, 2024	Auxiliary; Departments; Human Resources; Accounting Services
F	Closing Journal Entries (week 1)	Wednesday, June 12, 2024	Thursday, July 11, 2024	Auxiliary; Accounting Services; VCAF
G	Closing Journal Entries (week 2)	Monday, July 1, 2024	Tuesday, July 23, 2024	Departments; Accounting Services; VCAF
H	Closing Journal Entries (final) External Billings Close	Wednesday, July 3, 2024	Friday, July 19, 2024	Accounting Services; VCAF
I	Asset Management Closing	Wednesday, July 3, 2024	Wednesday, August 7, 2024	Departments; Accounting Services
K	Schedule of Expenditures of Federal Awards (SEFA)	Monday, July 1, 2024	Thursday, August 15, 2024	Accounting Services
L	Financial Statement Final Preparation & Submission	Monday, July 1, 2024	Saturday, August 31, 2024	Accounting Services
NFS	Non-Financial Statement Item	Monday, July 1, 2024	Thursday, August 1, 2024	Accounting Services

Task	FY 2024 CLOSING SCHEDULE TASKS	FY 2024 DUE DATE (Close of Business)	RESPONSIBLE AREA(S)	RESPONSIBLE PERSON(S)
Closing Journal Entries (week 1)	Subrecipient Desk Audits Due	Wednesday, June 12, 2024	Departments	Departments
Payroll System Close	Reminder - Electronic PER-3 and eCSOF prospectives Deadline for June	Monday, June 17, 2024	Departments	Departments
Internal Transactions Close	Service Centers – Send Invoices to Departments	Tuesday, July 2, 2024	Departments	Service Center Business Managers
Cash Receipts Vouchers (CRV) Close	Bursar Operations & Departmental Deposits	Wednesday, July 3, 2024	Bursar / Departments	J Cuevas
Cash Receipts Vouchers (CRV) Close	Auxiliary Enterprises Deposits	Wednesday, July 3, 2024	Departments	J Matthews/ A Kwanbunbumpen
Cash Receipts Vouchers (CRV) Close	Allied Health Deposits	Wednesday, July 3, 2024	General Accounting / Departments	D DePaula / TBD
Cash Receipts Vouchers (CRV) Close	Dental Student Clinics Deposits	Wednesday, July 3, 2024	Departments	A Jones / T Towns
Cash Receipts Vouchers (CRV) Close	Faculty Dental Practice Deposits	Wednesday, July 3, 2024	Departments	A.J. DiVincenti
Normal Monthly Journal Entries Close	Auxiliary Enterprises Internal Billings (Interface)	Wednesday, July 3, 2024	Departments	J Matthews/ A Kwanbunbumpen
Accounts Payable Close	Last day to submit AP Invoices, Direct Pay and Travel Vouchers	Wednesday, July 3, 2024	Departments	Departments
External Billings Close	Notification of unposted or inaccurately posted State cost reimbursement contract expenses to Billing and AR	Wednesday, July 3, 2024	Departments	Departments
Asset Management Closing	Departments to notify of any un-tagged equipment via email to: NOInv@LSUHSC.edu	Wednesday, July 3, 2024	Departments	Departments
Normal Monthly Journal Entries Close	Deadline for PERs that are not RETRO or Prospective changes in source of funds - deliver to Human Resources	Friday, July 5, 2024	Departments	Departments
Closing Journal Entries (week 1)	Deferred Tuition Revenue Adjustment	Friday, July 5, 2024	Financial Reporting / Departments	C Rodriguez
Normal Monthly Journal Entries Close	Beeper Fee-(FINAL)	Friday, July 5, 2024	General Accounting	D DePaula
Normal Monthly Journal Entries Close	Admin Fee-(FINAL)	Friday, July 5, 2024	General Accounting	D DePaula
External Billings Close	Submission of State Facility Contract (SFC) Invoice Billing Support (Including JEs, ITs, related to SFCs)	Friday, July 5, 2024	Departments	Departments
Internal Transactions Close	Deadline for departments to return internal invoices to the applicable Service Center	Friday, July 5, 2024	Departments	Departments
Accounts Payable Close	Invoices for subrecipients due to SPA	Friday, July 5, 2024	Departments	Departments
Accounts Payable Close	Due by Noon: LaCarte users allocation of P-Card charges due in Works	Monday, July 8, 2024	Departments	Pcard Holders
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 8, 2024	Departments	Fiscal Deans
Closing Journal Entries (week 1)	Auxiliary AP Close (Manual)	Tuesday, July 9, 2024	Departments	J Matthews / A Kwanbunbumpen
Closing Journal Entries (week 1)	Provide Auxiliary Enterprise Inventory results to Accounting Services	Wednesday, July 10, 2024	Departments / Financial Reporting	J Matthews / A Kwanbunbumpen / N Arthur
Accounts Payable Close	Pcard Scans from Departmental Approver	Wednesday, July 10, 2024	Departments	Departments
Normal Monthly Journal Entries Close	Deadline for Prospective PERs to be processed by B&AR/SPA	Wednesday, July 10, 2024	Billing & Acct Receivable / Sponsored Projects	J Kelly / L Tardiff
Internal Transactions Close	Deadline for Service Centers to forward internal invoices to Accounting Services	Wednesday, July 10, 2024	Departments	Service Center Business Managers
Payroll System Close	Final Bi-Weekly Payroll entry: 06/24/2024 - 07/07/2024 (50%)	Wednesday, July 10, 2024	General Accounting	K Bonura
Purchasing Close	Purchasing Close	Thursday, July 11, 2024	Purchasing	B Lauziere / PS FIN Support
Normal Monthly Journal Entries Close	Deadline for RETRO PERs related to the Final Bi-Weekly Payroll ONLY - Fiscal Deans to submit SPA.	Thursday, July 11, 2024	Departments	Fiscal Deans

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Normal Monthly Journal Entries Close	FRINGE BENEFIT ALLOCATION for JUNE	Friday, July 12, 2024	General Accounting	K Bonura
Closing Journal Entries (week 1)	Deadline for all grant related adjustments	Friday, July 12, 2024	Departments	Departments
Normal Monthly Journal Entries Close	Department Initiated Journal Entries	Monday, July 15, 2024	Departments	Departments
External Billings Close	Subrecipient Invoices for Accrual Due to SPA	Wednesday, July 17, 2024	Departments	Departments
Normal Monthly Journal Entries Close	INDIRECT COST ALLOCATIONS for JUNE	Friday, July 19, 2024	General Accounting	K Bonura
External Billings Close	SPA & AR System Cutoff for the BMs	Friday, July 19, 2024	Departments	Departments
Closing Journal Entries (week 2)	All Schools Dean's Offices JE Cutoff	Tuesday, July 23, 2024	Departments	Fiscal Deans
Closing Journal Entries (final)	Record LSU HSC Foundation Endowment	Thursday, August 1, 2024	Financial Reporting	S Laurent / Foundation
Financial Statement Final Preparation & Submission	Receive LSU - HSCNO Foundation Financial Statements and GASB Notes	Thursday, August 15, 2024	Financial Reporting	Foundation CFO / S Laurent
Financial Statement Final Preparation & Submission	Receive LSU HCN Statements and Notes	Thursday, August 15, 2024	Financial Reporting	A McAvoy / Olivia Lulei / S Laurent
Non-Financial Statement Item	TRSL - RET Annual Salary File	Thursday, August 15, 2024	Human Resources	Human Resources