



CAMPUS CORRESPONDENCE

To: Vice Presidents, Vice Chancellors, Deans, Directors, and
Heads of Budgetary Units and Business Managers

Date: May 1, 2018

From: Donna K. Torres, CPA 
Associate Vice President for Accounting Services

Subject: Schedule for Closing Accounts for FY 17-18

The end of the fiscal year is once again quickly approaching and we must settle FY 17-18 financial operations. To comply with State regulations and provide for timely preparation of financial statements, it is necessary to develop a schedule for concluding financial activity for the current fiscal year. The closing of the accounts for the fiscal year, the preparation of financial statements, and the opening of new accounts for the next fiscal year require a considerable amount of time in the business offices.

All purchases against FY 17-18 appropriations must be received by **June 30, 2018** in order to be paid from funds budgeted in the current fiscal year. Payments on orders received after June 30, 2018 will be charged to departmental funds budgeted for FY 18-19. All purchases on restricted sources must also be paid for or accrued at fiscal yearend if received by June 30.

Procedures and deadlines pertinent to each of the sections of Accounting Services are detailed in the attachments. Copies should be distributed to all staff having responsibilities related to the University's yearend closing process. In order to more fully explain the changes expected this year, and to provide answers to all questions you and/or your staff may have, the Office of Accounting Services will present its annual **FISCAL YEAREND SEMINAR** as follows:

Tuesday, May 8, 2018
LSU Union – Atchafalaya Room
9:30 am to 12:00 pm

Please note that this seminar will serve as the May Business Managers' meeting.

Your cooperation in complying with the procedures and deadlines outlined in this memo is essential to a successful yearend closeout. Dates and information provided in this memo are subject to change due to the first yearend close in Workday.

Attachments

Memo AS-15-08

ACCOUNTS PAYABLE & TRAVEL
217 Thomas Boyd Hall, 578-1550

Expenditures should be reported in the period in which they are incurred so it is critical to review reports to identify any expenditures incurred but not paid. This is especially important during the month of June as the fiscal yearend closeout process approaches.

Supplier Invoice Process

Direct Charge Payments

Direct charge payments - Invoices and Miscellaneous Check Requests (MCRs) - for the current fiscal year should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags. In order to ensure timely processing of your department's direct charge expenditures by the final 6/30 Settlement Run, please route direct charge invoices along with the AS580, Direct Charge Worksheet to the respective Accounts Payable (AP) office in accordance with the following schedule:

| Deadline | Description |
|----------|---|
| June 4 | Invoices & MCRs for direct charge purchases received for May 31-June 3 due in AP |
| June 11 | Invoices & MCRs for direct charge purchases received for June 4-10 due in AP |
| June 18 | Invoices & MCRs for direct charge purchases received for June 11-17 due in AP |
| June 25 | Invoices & MCRs for direct charge purchases received for June 18-24 due in AP |
| June 29 | Invoices & MCRs for direct charge purchases received for June 25-30 due in AP |

Purchase Order Invoices

For merchandise or services to be charged to the current fiscal year, the merchandise must be received or services rendered by June 30, 2018. Please create the PO Receipts for merchandise received or services rendered on or before June 30 and verify both restricted and unrestricted encumbrance balances in accordance with the following schedule:

| Deadline | Description |
|----------|--|
| June 4 | Create PO Receipts for merchandise received or services rendered by June 3 |
| June 11 | Create PO Receipts for merchandise received or services rendered by June 10 |
| June 18 | Create PO Receipts for merchandise received or services rendered by June 17 |
| June 25 | Create PO Receipts for merchandise received or services rendered by June 24 |
| June 29 | Create PO Receipts for merchandise received or services rendered by June 30 |

If the merchandise is not received or services are not rendered by June 30, no action is required by the department and the purchase order balance will be rolled forward into the next fiscal year. Encumbrance balances should reflect items that were **not** received as of June 30. The **Procurement Roll Forward** (which is the process in Workday to carryforward PO encumbrance balances) will be completed on **Monday, July 2**. ***There will be no PO supplier invoices processed until the Procurement Roll Forward is completed.***

Aged Listings of Outstanding Encumbrances

| Deadline | Description |
|----------|---|
| June 15 | Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and correct as necessary |
| July 3 | Run the Aged Listings of Outstanding Encumbrances Report as of June 30 for informational purposes only |

Accrual Process for Supplier Invoices

The Accounts Payable & Travel office will initiate the accrual journal entries for Supplier Invoices, for all campuses, as the Supplier Invoices are approved by the Cost Center Managers (CCM’s). **Departments will not create any accrual journal entries for direct charge or purchase order invoices.** The accruals for direct charge and purchase order invoices will be based on the actual expenditures.

The AS forms (i.e., AS580, Direct Charge Worksheet, AS02, Miscellaneous Check Request, AS116, University Prepared Invoice, etc.) have been updated to include a “Fiscal Year End Accrual” box for departments to mark if the invoice and/or check request is to be accrued.

Direct Charge Accruals

In order to have direct charge payments (invoices and Miscellaneous Check Requests) charged to FY 17-18 budgets, departments must mark “Yes” in the “Fiscal Year End Accrual” box located in the upper right-hand of the AS580, Direct Charge Worksheet and forward the AS580 form along with the direct charge invoice to the respective AP office. The Supplier Invoices will have “FY18” coded in the External Reference field on the Supplier Invoice Header which will be used to identify the direct charge invoices/payments that should be accrued.

Purchase Order Accruals

Upon the completion of the Procurement Roll Forward, the AP office will resume processing PO invoices for payment. In order to have purchase order invoices charged to FY 17-18 budgets, departments must create Receipts dated on or before June 30. **There is no cutoff to create Receipts.** The PO Supplier Invoice will be created with “FY18” coded in the External Reference field on the PO Supplier Invoice Header which will be used to identify the invoices that should be accrued. Departments are encouraged to assist in contacting suppliers for invoices, especially if the goods are received and/or services rendered by June 30 and a receipt has been created. **Please note: Without an invoice from the supplier, expenditures for the items/services cannot be recorded in FY 17-18.**

As the Supplier Invoices (i.e., direct charge and purchase orders) are approved by the CCM’s, AP & Travel will create the accrual journal entries. The accrual journal entries will be created through July 10 and will be reflected on the departmental ledgers/reports. **Supplier Invoices processed and approved after July 10 will be charged to FY 18-19 budgets.**

Punch-out Supplier Invoices

Punch-out Supplier Invoices must be approved by CCM’s on or before **June 29**, in order to be charged to FY 17-18 budgets. Any Punch-out Supplier Invoices for FY 17-18 not approved by CCM’s by 4:30 pm on June 29, 2018, will be charged to FY 18-19 budgets. **The Manual Journal EIB FY18 accrual process will not include any punch-out supplier invoices.**

Departments are encouraged to plan in advance by assessing their procurement needs for any of the punch-out suppliers.

To assist departments with making decisions for placing late June orders, the table below, **Workday Punch-out Supplier Invoice Analysis**, has been developed:

Workday Supplier Invoice Analysis

| Supplier | Invoice Turnaround |
|-------------------------------|---------------------------|
| Airgas | 5-8 days |
| B & H Photo | 5-6 days |
| CDW Government LLC | 3-5 days |
| Dell | 7-8 days |
| Fisher Scientific Co LLC | 5-6 days |
| Grainger Industrial Supply | 2-3 days |
| McKesson Medical Surgical Inc | 3-4 days |
| Medline Industries Inc | 7-8 days |
| Office Depot Inc | 3-4 days |
| VWR International | 5-6 days |

Expense Report Process

Expense Reports for LaCarte

All purchases charged on the university LaCarte procurement card (P-card) with a transaction date on or before June 30 should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags.

Expense Reports for CBA/Travel

All CBA and LaCarte travel transactions (for travel that was completed on or before June 30) should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags. As a reminder, LaCarte travel transactions for travel that will be completed in FY 18-19 will remain "not expensed" and should not be included on an Expense Report until after the trip is completed. Cash advances issued are not charged to departmental budgets until properly supported by an Expense Report for the travel.

In an effort to manage the volume of LaCarte & Travel (including CBA's) Expense Reports, the following is a schedule for reconciling and routing for approvals to ensure all transactions made on or before June 30 are charged to the current fiscal year:

| Deadline | Description |
|----------|---|
| June 1 | Expense Reports through May 28 with all secured approvals awaiting action by an Expense Partner |
| June 8 | Expense Reports through June 4 with all secured approvals awaiting action by an Expense Partner |
| June 15 | Expense Reports through June 11 with all secured approvals awaiting action by an Expense Partner |
| June 22 | Expense Reports through June 18 with all secured approvals awaiting action by an Expense Partner |
| June 29 | Expense Reports through June 25 with all secured approvals awaiting action by an Expense Partner |
| July 2 | Last day FY18 LaCarte/CBA transactions will be loaded into Workday |
| July 6 | Final Date for FY18 Expense Reports with all secured approvals awaiting action by an Expense Partner |

Departments are strongly encouraged to stay current by submitting Expense Reports weekly for the remainder of the fiscal year, especially during the month of June, as the 30-day reconciliation requirement will be reduced to 5 days. Expense Reports not approved by all appropriate approvers and routed to the Expense Partners according to this schedule will be charged to FY 18-19 budgets.

No Accruals for Expense Reports

Accrual journal entries should not be created for any FY 17-18 LaCarte, CBA or travel transactions. Expense Reports can be initiated after June 30 to include transactions that should be charged to FY 17-18 budgets. In order to have Expense Reports processed against FY 17-18 budgets, the Expense Report must have the transactions linked/imported, the "Expense Report Date = June 30, 2018", all "approvals secured" and be "routed to and awaiting action" by an Expense Partner on or before the final deadline of July 6. **Please note: Expense Reports not meeting these criteria will be charged to FY 18-19 budgets.**

BURSAR OPERATIONS
125 Thomas Boyd Hall, 578-3357

Accounts Receivable

Excluding restricted auxiliaries, departments knowing of amounts due the University as of the end of the fiscal year must record such amounts by submitting a CARD entry. Receivables should be recorded regardless of the source of the indebtedness (i.e., Federal government, State of Louisiana or its subdivisions, faculty, staff, students, or others). All accounts becoming due during FY 17-18 must be recorded by **June 29**. The CARD entries must be fully approved **no later than 4:00 pm on June 29**.

Deposits

The last day for making deposits for FY 17-18 in Bursar Operations will be **June 29**.

CARD Entries

A search should be performed on outstanding CARD entries to ensure any FY 17-18 entries have been approved and are in Current status.

FINANCIAL ACCOUNTING & REPORTING
204 Thomas Boyd Hall, 578-3321

Cost Transfers, Ledger Corrections, Adjustments

| Deadline | Description |
|----------------|--|
| June 7 | All Manual Journals for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through May 31 are due |
| June 21 | All Manual Journals for corrections to ledgers and transfers of expenditures through June 15 are due |
| July 10 | FINAL Manual Journals for corrections to ledgers for FY18 |

Internal Billings

In order to provide maximum flexibility to all departments for managing their appropriated funds, the following schedule has been established for processing Internal Billings related to FY 17-18 business:

| Deadline | Description |
|----------------|--|
| June 1 | All rendering departments must submit Internal Billings through Workday for any services or materials rendered through May 31 |
| June 18 | Internal Billings for all services or materials rendered through June 15 |
| June 29 | Final Internal Billings for all services and materials rendered during FY18 |

The only exceptions allowed will be for services rendered through June 30 (e.g., monthly copy machine charges) or for purchases that actually occur on June 30. Internal Billings for these type exceptions will be accepted by FAR for processing as FY 17-18 business until **12 noon on July 2**.

All Internal Billings must be properly completed with appropriate documentation attached, including any special approvals that are required. Incomplete Internal Billings received must be returned to the department for further processing, and this may cause the transactions not to be recorded until next fiscal year. Thus, please ensure that all necessary documentation and approvals are attached.

Deferred Revenue or Prepaid Expense

Those units that need to defer revenue or prepay expenses into FY 18-19 should use the Accounting Recognition Worktag on those transactions. Accounting principles require the University to recognize revenue or expenses when incurred. For example, if a department is holding a conference in July 2019, but are collecting revenue and incurring expenses related to that conference in FY 17-18, all of those revenues and expenses from that conference should be recorded in FY 18-19. The Accounting Recognition Worktag enables departments to defer revenue or prepay expenses and can be found in the Additional Worktags prompt.

| Accounting Recognition Worktag | Description |
|--------------------------------|---|
| Deferred Revenue | Used to record Revenue not earned until FY 18-19 |
| Prepaid Expense | Used to record Expenses not incurred until FY 18-19 |

Reports and Multiple June 30 Cutoffs

Workday allows users to view reports/transactions in real-time. As soon as transactions are processed, the activity is displayed in reports available in Workday. A list of reports can be found on the Workday Training website under Training Materials, Finance Training, Reporting: http://www.lsu.edu/workday/finance_training.php

Some of the most useful reports most used by departments are:

- Revenue & Expense by "Driving Worktag Chosen"
- Journal Line Details with Employee Name
- Trial Balance

Merchandise for Resale (Inventory)

Cost centers that hold merchandise for resale are required to submit inventory procedures and inventory counts for fiscal year end. The following due dates have been established. Procedures and counts should either be emailed to hope@lsu.edu or hand delivered to 204 Thomas Boyd Hall.

| Deadline | Description |
|----------|--|
| June 18 | Inventory procedures due, must include planned method of inventory and dates of expected count |
| July 5 | Inventory count due to FAR |

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|--|
| PAYROLL 204 Thomas Boyd Hall, 578-3321 |
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Payroll Accounting Adjustment

Payroll Accounting Adjustments affecting FY 17-18 must be completed by **July 9, 2018**.

Retro Transactions

Any Retro transactions should be processed immediately. In order to be charged to FY 17-18 retro personnel transactions, or retro time entry, must be completed by the following dates:

| Pay Group | Retro Date | Completion Date |
|--------------|--|-----------------|
| Wage | Pay Period Beginning Prior to June 9 | June 20 |
| Student | Pay Period Beginning Prior to June 16 | June 27 |
| Academic | Pay Period Beginning Prior to May 15 | June 21 |
| Professional | Pay Period Beginning Prior to June 1 | June 19 |

Wage Payroll

The last wage payroll period to be processed for FY 17-18 ends **June 22**. Payroll expense through June 30 will be accrued by allocating **50%** of the charges from the June 9 – June 22 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 22 should be **submitted and approved** in Time Tracking by 11:59 pm on **Monday, June 25**.

Student Payroll

The last student payroll period to be processed for FY 17-18 ends **June 29**. Payroll expense for the period ending June 29 will post to the June ledger, therefore no accrual will be required for FY 17-18. Time for the period ending June 29 should be **submitted and approved** in Time Tracking by 11:59 pm on **July 2**.

Summer Research

Summer research payments for faculty will be processed via One Time Payments. Research activities charged to FY 17-18 will be processed on the June Academic payroll with a payment date of June 29, 2018. Due dates for summer research personnel transactions are as follows:

| One Time Payment – Summer Research Processing & Pay Dates | | | | | |
|---|----------------------|-----------|-----------------|-------------------------|------------------------|
| Coverage Date Range | Effective Date Range | Pay Date | Accounting Year | Due to HR Partner (HRM) | Successfully Completed |
| 5/15/18-6/30/18 | 5/15/18-6/14/18 | 6/29/2018 | FY 18 | 5/30/18 | 6/25/2018 |
| 7/01/18-7/14/18 | 6/15/18-7/14/18 | 7/20/2018 | FY 19 | 6/27/18 | 7/13/2018 |
| 7/15/18 -8/14/18 | 7/15/18-8/14/18 | 8/21/2018 | FY 19 | 8/1/18 | 8/14/2018 |

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|---|
| <p>SPONSORED PROGRAM ACCOUNTING 336 Thomas Boyd Hall, 578-5337</p> |
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Billings/Invoices

Due to agency imposed deadlines, LSU must submit June invoices on state accounts by **July 15, 2018**. In order to meet this deadline, Sponsored Program Accounting (SPA) must bill from the official University ledgers dated **July 3, 2018**.

LSU must accrue all salary, vendor and travel expenditures incurred in FY 17-18. Since most state sponsors require an accurate June invoice regardless of expiration date, it is essential that you provide written documentation to your SPA Analyst of any items not reflected on the ledgers.

State tentative projects must be invoiced by the required deadline indicated in the agreement; therefore, ensure that SPA has the fully executed agreement as soon as possible but no later than **Friday, June 22**.

Report Reconciliation

- **Expense by Award** - Review the Expense by Award report to ensure expenditures are recorded and encumbrances are liquidated.
 - Ensure costing allocations or Payroll Accounting Adjustments (PAAs) for both expenditures chargeable directly to a sponsored agreement or used for cost sharing are processed.
 - Overdrafts on sponsored agreements and associated cost sharing and program income accounts must be eliminated. If an account is in an overdraft status, it slows the billing process. An overdraft status is acceptable for extenuating circumstances, such as multi-year agreement, incrementally funded agreement, or a pending request for additional funds.

- **Trial Balance** - Use the Trial Balance report to review tentative grant accounts.
 - Expense by award cannot be used on tentative grants because they are not connected to an award.
 - Select the Encumbrance Ledger, rather than the Actual Ledger, to review encumbrances on tentative grants.

Monitoring/Progress Reports

Several state agencies require that we attach the monitoring/progress report to the invoices. Please ensure that the Principal Investigator signs and dates his/her technical report. Note that the cover letter is not considered part of the report. This is especially critical for LA Department of Natural Resources (DNR), LA Department of Environmental Quality (DEQ), Coastal Protection and Restoration Authority (CPRA) and LA Department of Wildlife & Fisheries projects.

Monitoring/Progress Reports should be **hand carried to SPA** (240 Thomas Boyd Hall) by the noted dates:

| Monitoring/Progress Report | Hand Deliver to 336 Thomas Boyd by: |
|-----------------------------------|--|
| May 2018 | June 5 |
| June 2018 | July 3 |

Agreements Expiring on June 30, 2018

For sponsored projects expiring on June 30, 2018, purchasing requisitions must state (within the internal memo section of the requisition) that the sponsored agreement expires on June 30, 2018.

As at any other time, supplies and services must be received on or before the sponsored agreement expires. In particular, if a sponsored agreement expires on June 30, 2018 the supplies and services must be received by June 30, 2018.

Cost Transfers

A copy of the PDF version of the ledger and a fully completed **AS226: Request for Non-payroll Cost Transfer** form (if applicable) must be attached to the manual journal. The memo section of the journal must reference the memo section of the original transaction and a unique identifying number i.e. supplier invoice #, expense report #, etc.

Retroactive PAAs are considered cost transfers and an **AS227: Justification for Payroll Accounting Adjustment** form must be attached to the form providing an explanation of how this cost benefits the project receiving the charge.

Cost transfers must be processed within **90 days** from the original transaction date. However, May and prior month cost transfers are due in Accounting Services no later than **June 8**, while June cost transfers are due by **July 11**.

Cost Sharing

If an award requires cost sharing, it must be documented on a separate grant/award line. If a cost sharing line is needed on an award, please contact the Grant Manager in SPA (found on the Roles tab). Please use the Expense by Award report in Workday to help review cost sharing that has been documented. For cost sharing commitment detail, select the cost sharing award line/grant and view the award line notes. If PAAs are needed to move salaries to a cost sharing grant, they must be completed by 7/10/18. If any effort certifications were approved before costing allocations or PAAs were loaded, a request to cancel and regenerate the effort certification should be made. All communication should be sent to effortassistance@lsu.edu.

Effort Certifications

Employees are responsible for certifying on a quarterly basis that their salary distribution is an accurate reflection of the time worked for the period. Failure to complete and certify effort correctly and in a timely manner could result in loss of funds to the University. Therefore, it is imperative to certify all pending effort certifications timely.

| FY 18 Effort Certification | | |
|-----------------------------------|------------------------|----------------------|
| Period | Initiation Date | Due Date |
| Q1 (Jul – Sep) | 10/31/17 | **11/30/17 ** |
| Q2 (Oct – Dec) | 2/1/18 | **03/01/18 ** |
| Q3 (Jan – Mar) | 4/30/18 | 05/30/18 |
| Q4 (Apr – Jun) | 7/31/18 | 08/31/18 |

** In progress certifications for Q1 and Q2 need to be approved immediately.

FY 17-18 YEAREND IMPORTANT DATES AND DEADLINES

| Date | Description | Unit |
|-------------------------|---|-------------|
| Tuesday, May 08, 2018 | Fiscal Yearend Seminar, Atchafalaya Room - LSU Union | |
| Friday, May 25, 2018 | Expense Reports through May 21 with all secured approvals awaiting action by an Expense Partner | AP/Travel |
| Wednesday, May 30, 2018 | Summer Research payments for 5/15-6/30 due to HR Partner | Payroll |
| Friday, June 01, 2018 | Internal Billings for services or materials rendered through May 31 should be initiated | FAR |
| | Expense Reports through May 28 with all secured approvals awaiting action by an Expense Partner | AP/Travel |
| Monday, June 04, 2018 | Invoices & MCRs for direct charge purchases received for May 31-June 3 due in AP | AP/Travel |
| | Create PO Receipts for merchandise received or services rendered by June 3 | AP/Travel |
| Tuesday, June 05, 2018 | May Monitoring/Progress Reports (hand carry to SPA - 336 Thomas Boyd Hall) | SPA |
| Thursday, June 07, 2018 | Manual Journals for corrections/cost transfers for activity through May 31 should be initiated | FAR/SPA |
| Friday, June 08, 2018 | Expense Reports through June 4 with all secured approvals awaiting action by an Expense Partner | AP/Travel |
| Monday, June 11, 2018 | Invoices & MCRs for direct charge purchases received for June 4-10 due in AP | AP/Travel |
| | Create PO Receipts for merchandise received or services rendered by June 10 | AP/Travel |
| Friday, June 15, 2018 | Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and correct as necessary | AP/Travel |
| | Expense Reports through June 11 with all secured approvals awaiting action by an Expense Partner | AP/Travel |
| Monday, June 18, 2018 | Internal Billings for services or materials rendered through June 15 should be initiated | FAR |
| | Invoices & MCRs for direct charge purchases received for June 11-17 due in AP | AP/Travel |
| | Create PO Receipts for merchandise received or services rendered by June 17 | AP/Travel |
| | Inventory Procedures for Merchandise for Resale should be submitted | FAR |
| Thursday, June 21, 2018 | Manual Journals for corrections/cost transfers for activity through June 15 should be initiated | FAR/SPA |
| Friday, June 22, 2018 | Expense Reports through June 18 with all secured approvals awaiting action by an Expense Partner | AP/Travel |
| Monday, June 25, 2018 | Invoices & MCRs for direct charge purchases received for June 18-24 due in AP | AP/Travel |
| | Create PO Receipts for merchandise received or services rendered by June 24 | AP/Travel |
| | Final date for PO change orders | Procurement |
| | Final date to Cancel Punch-out Requisitions | Procurement |
| | Wage Payroll - Time for period ending June 22 should be submitted and approved in Time Tracking by 11:59pm | Payroll |
| Friday, June 29, 2018 | Invoices & MCRs for direct charge purchases received for June 25-30 due in AP | AP/Travel |
| | Create PO Receipts for merchandise received or services rendered by June 30 | AP/Travel |
| | Expense Reports through June 25 with all secured approvals awaiting action by an Expense Partner | AP/Travel |
| | Final 6/30 AP Settlement Run | AP/Travel |
| | Final 6/30 Deposits (by 4:00 pm) | Bursar |
| | Final 6/30 Accounts Receivable (by 4:00 pm) | Bursar |
| Monday, July 02, 2018 | Final Internal Billings for all services and materials rendered during FY18 should be initiated | FAR |
| | Last day FY18 LaCarte/CBA transactions will be loaded into Workday | AP/Travel |
| Tuesday, July 03, 2018 | Student Payroll - Time for period ending June 29 should be submitted and approved in Time Tracking by 11:59pm | Payroll |
| | Run the Aged Listings of Outstanding Encumbrances Report as of June 30 for informational purposes only | AP/Travel |
| Thursday, July 05, 2018 | June Monitoring/Progress Reports (hand carry to SPA - 336 Thomas Boyd Hall) | SPA |
| Friday, July 06, 2018 | Merchandise for Resale inventory counts should be submitted | FAR |
| Monday, July 09, 2018 | Final Date for FY18 Expense Reports with all secured approvals awaiting action by an Expense Partner | AP/Travel |
| Tuesday, July 10, 2018 | Final Payroll Accounting Adjustments (PAA) for FY18 | Payroll |
| | Final Manual Journals for corrections to ledgers for FY18 | FAR/SPA |