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## CAMPUS CORRESPONDENCE

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

**Date:** April 14, 2020

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

**Subject:** Schedule for Closing Accounts for FY 19-20

The end of the fiscal year is once again quickly approaching and we must settle FY 19-20 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 19-20 appropriations must be received by **June 30, 2020** in order to be paid from funds budgeted in the current fiscal year. Payments on orders received after June 30, 2020 will be charged to departmental funds budgeted for FY 20-21. All purchases on restricted sources must also be paid for or accrued at fiscal yearend if received by June 30.

**Due to the Governor's extended stay-at-home order through April 30 and without a clear return to work date, the Office of Accounting Services will not present its annual FISCAL YEAREND SEMINAR.**

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. **All Accounting Services employees are working remotely and are available to assist you.** An employee directory is included on the last page for reference.

Your cooperation in complying with the procedures and deadlines outlined in this memo is essential to a successful yearend closeout. The dates and information provided in this memo are subject to change as we navigate the fluidity of the COVID-19 situation. We hope you and your family remain healthy and safe.

Attachments

**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 - 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 1	Invoices & Miscellaneous Check Requests for direct charge purchases received for <b>May 25-May 31</b> due in AP
June 8	Invoices & Miscellaneous Check Requests for direct charge purchases received for <b>June 1-7</b> due in AP
June 15	Invoices & Miscellaneous Check Requests for direct charge purchases received for <b>June 8-14</b> due in AP
June 22	Invoices & Miscellaneous Check Requests for direct charge purchases received for <b>June 15-21</b> due in AP
June 29	Invoices & Miscellaneous Check Requests for direct charge purchases received for <b>June 22-28</b> due in AP
June 30	Invoices & Miscellaneous Check Requests for direct charge purchases received for <b>June 29-30</b> 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, 2020. 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 1	Create Purchase Order Receipts for merchandise received or services rendered by <b>May 31</b>
June 8	Create Purchase Order Receipts for merchandise received or services rendered by <b>June 7</b>
June 15	Create Purchase Order Receipts for merchandise received or services rendered by <b>June 14</b>
June 22	Create Purchase Order Receipts for merchandise received or services rendered by <b>June 21</b>
June 29	Create Purchase Order Receipts for merchandise received or services rendered by <b>June 28</b>
June 30	Create Purchase Order Receipts for merchandise received or services rendered by <b>June 30</b>

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 or not fully invoiced as of June 30. The **Procurement Roll Forward** (which is the process in Workday to carryforward PO encumbrance balances) will be completed on or before **Wednesday, July 1**. ***There will be no PO supplier invoices processed until the Procurement Roll Forward is completed.***

**Aged Listings of Outstanding Encumbrances**

Deadline	Description
June 16	Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and correct as necessary
July 2	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 19-20 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 “FY20” 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 19-20 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 “FY20” 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 19-20.**

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 9 and will be reflected on the departmental ledgers/reports. **Supplier Invoices processed and approved after July 9 will be charged to FY 20-21 budgets.**

**Punch-out Supplier Invoices**

Punch-out Supplier Invoices must be approved by CCM’s on or before **June 30**, in order to be charged to FY 19-20 budgets. Any Punch-out Supplier Invoices for FY 19-20 not approved by CCM’s by 4:30 pm on June 30, 2020, will be charged to FY 20-21 budgets. **The Manual Journal EIB FY20 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**

<b>Supplier</b>	<b>Invoice Turnaround</b>
Airgas Inc	6 days
America To Go LLC	2 days
Ameriprint LLC	16 days
B & H Photo & Electronics Corp	4 days
CDW Government LLC	4 days
Dell	9 days
Fisher Scientific Co LLC	5 days
Frost Barber Inc	62 days
Grainger Industrial Supply	2 days
Home Depot	5 days
McKesson Medical Surgical Inc	4 days
Medline Industries Inc	8 days
Office Depot Inc	2 days
SHI International Corp	15 days
United Rentals	67 days
VWR International	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 20-21 should 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 Expense Reports (including CBA's), 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
May 29	Expense Reports through May 25 with all secured approvals awaiting action by an Expense Partner
June 5	Expense Reports through June 1 with all secured approvals awaiting action by an Expense Partner
June 12	Expense Reports through June 8 with all secured approvals awaiting action by an Expense Partner
June 19	Expense Reports through June 15 with all secured approvals awaiting action by an Expense Partner
June 26	Expense Reports through June 22 with all secured approvals awaiting action by an Expense Partner
June 29	Last day FY20 LaCarte/CBA transactions will be loaded into Workday
July 6	Final Date for FY20 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 20-21 budgets.

### No Accruals for Expense Reports

Accrual journal entries should not be created for any FY 19-20 LaCarte, CBA or travel transactions. Expense Reports can be initiated after June 30 to include transactions that should be charged to FY 19-20 budgets. In order to have Expense Reports processed against FY 19-20 budgets, the Expense Report must have the transactions linked/imported, the "Expense Report Date = June 30, 2020", 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 20-21 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 19-20 must be recorded by **June 30**. The CARD entries must be fully approved and submitted to the vault **no later than 4:00 pm on June 30**.

### Deposits

The last day for making deposits for FY 19-20 in Bursar Operations will be **June 30**.

**CARD Entries**

A search should be performed on outstanding CARD entries to ensure any FY 19-20 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
<b>June 8</b>	All Manual Journals for corrections to ledgers and transfers of expenditures appearing on appropriated funds and reflected on departmental ledgers through <b>May 31</b> are due
<b>June 22</b>	All Manual Journals for corrections to ledgers and transfers of expenditures through <b>June 15</b> are due
<b>July 10</b>	<b>FINAL</b> Manual Journals for corrections to ledgers for FY20

**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 19-20 business:

Deadline	Description
<b>June 1</b>	All rendering departments must submit Internal Billings through Workday for any services or materials rendered <b>through May 31</b>
<b>June 16</b>	Internal Billings for all services or materials rendered <b>through June 15</b>
<b>July 1</b>	Final Internal Billings for all services and materials rendered <b>during FY20</b>

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 20-21 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 2020, but are collecting revenue and incurring expenses related to that conference in FY 19-20, all of those revenues and expenses from that conference should be recorded in FY 20-21. 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
<b>Deferred Revenue</b>	Used to record Revenue not earned until FY 20-21
<b>Prepaid Expense</b>	Used to record Expenses not incurred until FY 20-21

**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](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](mailto:hope@lsu.edu) or hand delivered to 204 Thomas Boyd Hall.

<b>Deadline</b>	<b>Description</b>
<b>June 22</b>	Inventory procedures due, must include planned method of inventory and dates of expected count
<b>July 6</b>	Inventory count due to FAR

<p><b>PAYROLL</b></p> <p>204 Thomas Boyd Hall, 578-3321</p>
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**Payroll Accounting Adjustment**

Payroll Accounting Adjustments affecting FY 19-20 must be completed by **July 8, 2020**.

**Retro Transactions**

Any Retro transactions should be processed immediately. In order to be charged to FY 19-20 retro personnel transactions, or retro time entry, must be completed by the following dates:

<b>Pay Group</b>	<b>Retro Date</b>	<b>Completion Date</b>
Professional	Pay Period Beginning Prior to <b>June 1</b>	<b>June 17</b>
Wage	Pay Period Beginning Prior to <b>June 6</b>	<b>June 17</b>
Academic	Pay Period Beginning Prior to <b>June 14</b>	<b>June 22</b>
Student	Pay Period Beginning Prior to <b>June 13</b>	<b>June 24</b>

**Wage Payroll**

The last wage payroll period to be processed for FY 19-20 ends **June 19**. Payroll expense through June 30 will be accrued by allocating **70%** of the charges from the June 6 – June 19 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 19 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 23**.

**Student Payroll**

The last student payroll period to be processed for FY 19-20 ends **June 26**. Payroll expense through June 30 will be accrued by allocating **20%** of the charges from the June 13 – June 26 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 26 should be **submitted and approved** in Time Tracking by noon on **Monday, June 29**.

**Summer Research**

Summer research payments for faculty will be processed via One Time Payments. Research activities charged to FY 19-20 will be processed on the June Academic payroll with a payment date of June 28, 2020. 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
5/15/20-6/30/20	5/15/20-6/14/20	6/30/2020	FY 20	5/29/2020	6/25/2020
7/01/20-7/14/20	6/15/20-7/14/20	7/21/2020	FY 21	6/22/2020	7/15/2020
7/15/20 -8/14/20	7/15/20-8/14/20	8/21/2020	FY 21	7/20/2020	8/17/2020

<p><b>SPONSORED PROGRAM ACCOUNTING</b> 240 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, 2020**. In order to meet this deadline, Sponsored Program Accounting (SPA) must bill from the official University ledgers dated **July 2, 2020**.

LSU must accrue all salary, vendor and travel expenditures incurred in FY 19-20. 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 19**.

**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.

**Grant Balances Department** - Use the Grant Balances Department report to review all award/grant balances along with in progress transactions.

- The report can be run by cost center or cost center hierarchy.

**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:

<b>Monitoring/Progress Report</b>	<b>Hand Deliver to 240 Thomas Boyd by:</b>
May 2020	<b>June 5</b>
June 2020	<b>July 6</b>

**Agreements Expiring on June 30, 2020**

For sponsored projects expiring on June 30, 2020, purchasing requisitions must state (within the internal memo section of the requisition) that the sponsored agreement expires on June 30, 2020.

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, 2020 the supplies and services must be received by June 30, 2020.

**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 10**.

**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 **July 8, 2020**. 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](mailto:effortassistance@lsu.edu).

**Effort Certifications**

On a quarterly basis, employees are responsible for certifying 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 accurate pending effort certifications timely.

**Please do not approve effort certifications that do not accurately reflect the correct percentage of workload distribution.** Incorrect certifications should be sent back for correction before approval. If a manual PAA is created and approved after an effort certification was previously approved, please send notice to [effortassistance@lsu.edu](mailto:effortassistance@lsu.edu) to cancel and regenerate a new effort certification for the employee.

**OFFICE OF ACCOUNTING SERVICES  
STAFF DIRECTORY  
Name – Email@lsu.edu**

<b>ACCOUNTING SERVICES ADMINISTRATION</b>		
<b>Donna Torres</b>	dtorres	Associate Vice President
<b>Brenda Wright</b>	bwrigh4	Distribution Supervisor
<b>Danita King</b>	dcking	Administration
<b>Desiree Esnault</b>	desnault	Distribution/Front Desk
<b>Johnelle Scott</b>	jscott13	Document Imaging
<b>Nakisha Butler</b>	nbutler	Document Imaging
<b>Shondriel Myles</b>	smyles	Asst Mgr - Doc Imaging
<b>ACCOUNTS PAYABLE &amp; TRAVEL (AP)</b>		
<b>Patrice Gremillion</b>	pgremill	Director
<b>Amber Tran</b>	atran17	Invoice Processing - PO's
<b>Angie Mann</b>	amann7	Business Solutions Manager
<b>Arianna Elwell</b>	acreech	Travel
<b>Catherine Herman</b>	cherman	Asst Mgr- Direct Charges
<b>Deana Clement-Delage</b>	dcleme2	Invoice Processing - DC's
<b>DeAnna Landry</b>	deannal	LaCarte Expense Manager
<b>Doris Lee</b>	dorislee	Travel
<b>Jennifer Driggers</b>	jdriigg	Asst Dir - Expense Mgmt
<b>Jessica Hodgkins</b>	jhodgkins1	Asst Mgr- Purchase Orders
<b>Jessica Morris</b>	jmor116	Invoice Processing - DC's
<b>Kathleen Elders Patrick</b>	kelder1	Travel Expense Manager
<b>Kalyn Mayfield</b>	mayfield1	Travel
<b>Maci Jones</b>	macijones1	Invoice Processing - PO's
<b>Sierra Mouton</b>	smouton1	LaCarte
<b>Theresa Oubre</b>	talber3	LaCarte
<b>Valery Sonnier</b>	vsonnier	Asst Dir - Invoice Processing
<b>SPONSORED PROGRAM ACCOUNTING (SPA)</b>		
<b>Jaime Estave</b>	jestav1	Director
<b>Brett Davis</b>	bdavis1	Billing
<b>Bronson Hopkins</b>	bhopkins	Billing
<b>Casey Cohoon</b>	cohoon1	Billing
<b>Chantel Brown</b>	cbrown11	Billing
<b>Falynn Rivere</b>	frivere1	Billing
<b>Henri Smith</b>	henrsmith	Distribution/Accts Receivable
<b>Hortensia Hale</b>	hhale10	Billing
<b>Janet Parks</b>	jparks	Associate Director (Billing)
<b>Jennifer Maillet</b>	jmaillet1	Budgeting
<b>Jessica LeBlanc</b>	jleblanc2	Budgeting/Accounts Receivable
<b>Keri Tweed</b>	ktweed	Associate Director (Budgeting)
<b>Kristy Donald</b>	kdonald1	Budgeting
<b>Lakedra Fisher</b>	lfisher	Billing
<b>Laurie Barbier</b>	laurieb	Billing Manager
<b>Matthew Coldiron</b>	mcoldi1	Billing
<b>Morgan Gueho</b>	mgueho3	Billing
<b>Nekisha Cobb</b>	ncobb	Billing Manager
<b>Pamela Ledet Prince</b>	pledet8	Business Solutions Manager
<b>Shelbie Sampson</b>	ssamps4	Billing
<b>Tamara Phillips</b>	tphillips2	Billing
<b>Veronica Nolen Brooks</b>	vnolen1	Effort/Gifts
<b>Yvette LeBlanc</b>	ylebla1	Billing Manager

<b>BURSAR</b>		
<b>Elahe Russell</b>	erussell	Assistant Vice President
<b>Beth Nettles</b>	studbr	Associate Bursar
<b>BreAnn Vicknair</b>	bvicknair1	University Cashier
<b>Brenna LeDay</b>	leday1	Collections
<b>Britney Mounds</b>	bgraves1	Call Center
<b>Brittney Leahman</b>	bleahman1	Asst Mgr - Call Center
<b>Daniel Butcher</b>	dbutch1	Assistant Director
<b>Kattie Gregoire</b>	gregoire1	Asst Mgr - Cash/Cust Svc
<b>Laurie Zalfen Meyer</b>	lzalfe1	MOT Accounts, NSF Checks
<b>Melanie Powell</b>	melaniep	Assistant Bursar
<b>Monica Esnault</b>	mesnault	Associate Bursar
<b>Precious Edwards</b>	pedwards	Customer Service Rep
<b>Rosalyn Lacey</b>	rlacey	Mgr - Sponsor Agrmts
<b>Tamela Dickerson</b>	tamelaj	Perkins Loan
<b>Tanya Jackson</b>	tjacks	Sponsors
<b>Tonya Davis Harvey</b>	tdav112	Customer Service Rep
<b>Tyler French</b>	tfrench1	Credit Card Merchant Svcs
<b>Yetiv Knight</b>	yknight	Customer Service Rep
<b>FINANCIAL ACCOUNTING &amp; REPORTING (FAR)</b>		
<b>Justin Thornton</b>	jthorn5	Director
<b>Christopher Poore</b>	cpoore1	Fixed Assets
<b>Collin Boudreaux</b>	cboudr1	ITs
<b>Hope Rispone</b>	hope	Associate Director
<b>Jennifer Richard</b>	jgendr1	ITs
<b>Katie Maglone</b>	kmaglone1	Assistant Director
<b>Laurie Wales</b>	llamb18	Assistant Director
<b>Stephanie Laquerre</b>	slaquer	Bank Recon
<b>PAYROLL</b>		
<b>Sheantel Baker</b>	sbaker6	Director
<b>Angie Ogle</b>	aeogle	Student Supervisor
<b>Anne Landry</b>	alan114	Insurance
<b>Ashlyn Caldwell</b>	acaldwell1	SME
<b>Candice Lockwood</b>	candice	Tax, Nonresident Aliens
<b>Caleb Brown</b>	cbrown13	BSM/Transfers
<b>Chandra Daniel</b>	cdaniel1	Retirement, Garnish, NRA
<b>Jacanda Martin-Holland</b>	jcmartin	Wage Supervisor
<b>John Pilgrim</b>	jpilgrim1	Student/Wage
<b>Karen Jenkins</b>	kjenkins	Assistant Director
<b>Kristin Delaughter</b>	kristind	System Benefits Acct'g
<b>Lorin Oliver</b>	lolive7	Salary/GA's/Add Comp
<b>Mallory Davis</b>	mdavi49	Asst Mgr - Insurance
<b>Mindy Bergeron</b>	mbergero	Mgr - Salary, Student, Wage
<b>Rhett Sabadie</b>	rsabadie1	Manager - Insurance
<b>Vijaya Balachandran</b>	vigi	Retirement
<b>Yolanda Clark</b>	yvalle1	Assistant Director

**FY19-20 YEAREND IMPORTANT DATES AND DEADLINES**

<b>Date</b>	<b>Description</b>	<b>Unit</b>
Thursday, May 28	Summer Research payments for 5/15-6/30 due to HR Partner	Payroll
Friday, May 29	Expense Reports through May 25 with all secured approvals awaiting action by an Expense Partner	AP/Travel
Monday, June 01	Internal Billings for services and materials rendered through May 31 should be initiated	FAR
	Invoices & MCRs for direct charge purchases received for May 25-31 due in AP	AP/Travel
	Create PO Receipts for merchandise received or services rendered through May 31	AP/Travel
Friday, June 05	May Monitoring/Progress Reports (hand carry to SPA - 240 Thomas Boyd Hall)	SPA
	Expense Reports through June 1 with all secured approvals awaiting action by an Expense Partner	AP/Travel
Monday, June 08	Manual Journals for corrections/cost transfers for activity through May 31 should be initiated	FAR/SPA
	Invoices & MCRs for direct charge purchases received for June 1-7 due in AP	AP/Travel
	Create PO Receipts for merchandise received or services rendered through June 7	AP/Travel
Friday, June 12	Expense Reports through June 8 with all secured approvals awaiting action by an Expense Partner	AP/Travel
Monday, June 15	Invoices & MCRs for direct charge purchases received for June 8-14 due in AP	AP/Travel
	Create PO Receipts for merchandise received or services rendered by June 14	AP/Travel
Tuesday, June 16	Internal Billings for services/materials rendered through June 15 should be initiated	FAR
	Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and correct as necessary	AP/Travel
Friday, June 19	Expense Reports through June 15 with all secured approvals awaiting action by an Expense Partner	AP/Travel
Monday, June 22	Manual Journals for corrections/cost transfers for activity through June 15 should be initiated	FAR/SPA
	Inventory Procedures for Merchandise for Resale should be submitted	FAR
	Invoices & MCRs for direct charge purchases received for June 15-21 due in AP	AP/Travel
	Create PO Receipts for merchandise received or services rendered by June 21	AP/Travel
	Final date for PO change orders	Procurement
	Final date to Cancel Punch-out Requisitions	Procurement
Tuesday, June 23	Wage Payroll - Time for period ending June 19 should be submitted and approved in Time Tracking by NOON	Payroll
Friday, June 26	Expense Reports through June 22 with all secured approvals awaiting action by an Expense Partner	AP/Travel
Monday, June 29	Invoices & MCRs for direct charge purchases received for June 23-28 due in AP	AP/Travel
	Create PO Receipts for merchandise received or services rendered by June 28	AP/Travel
	Last day FY20 LaCarte/CBA transactions will be loaded into Workday	AP/Travel
	Student Payroll - Time for period ending June 26 should be submitted and approved in Time Tracking by NOON	Payroll
Tuesday, June 30	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
Wednesday, July 01	Final Internal Billings for all services/materials rendered during FY20 should be initiated	FAR
Thursday, July 02	Run the Aged Listings of Outstanding Encumbrances Report as of June 30 for informational purposes only	AP/Travel
Monday, July 06	June Monitoring/Progress Reports (hand carry to SPA - 240 Thomas Boyd Hall)	SPA
	Merchandise for Resale inventory counts should be submitted	FAR
	Final Date for FY20 Expense Reports with all secured approvals awaiting action by an Expense Partner	AP/Travel
Wednesday, July 08	Final Payroll Accounting Adjustments (PAA) for FY20	Payroll
Friday, July 10	Final Manual Journals for corrections to ledgers for FY20 should be initiated	FAR/SPA