



CAMPUS CORRESPONDENCE

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

Date: May 10, 2021

From: Elahe Russell
Interim Associate Vice President for Accounting Services

Elahe Russell

Subject: Schedule for Closing Accounts for FY 20-21

The end of the fiscal year is once again quickly approaching, and we must finalize FY 2021 financial operations. In order to comply with State regulations and provide for timely preparation of financial statements, a schedule for concluding financial activity for the current fiscal year has been developed. This schedule takes into consideration all of the activities that must be coordinated to reconcile funds for the current fiscal year, prepare the annual financial statements, and carryforward restricted balances to FY 2022. In planning for the closeout process, we offer a few important reminders:

- Goods and services must be received by June 30, 2021 in order to be paid or accrued with FY 2021 unrestricted funds.
- Payments for goods and services received after June 30, 2021 will be recorded in FY 2022.
- All purchases, regardless of source, must be paid or accrued at fiscal yearend if received by June 30, 2021.

Due to continued social distancing measures and to accommodate our colleagues across the state, the Fiscal Yearend Seminar will be conducted during the May 2021 Business Manager's meeting via Zoom on Tuesday, May 11, 2021 at 9:30 a.m.

Procedures and deadlines pertinent to each division of Accounting Services are detailed in the attachments. Please disseminate this information to all employees having responsibilities related to the yearend closing process. The Accounting Services team is available to assist with any questions. An employee directory is included on the last page for reference.

While every effort is made to adhere to the information provided in the attached documents, dates are subject to change. Your cooperation in complying with the procedures and deadlines outlined in this memo is essential to a successful yearend closeout. We wish you continued health and safety and look forward to partnering with you to triumphantly complete FY 2021 financial operations.

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
May 31	Invoices & Miscellaneous Check Requests for direct charge purchases received for May 24-May 30 due in AP
June 7	Invoices & Miscellaneous Check Requests for direct charge purchases received for May 31-June 6 due in AP
June 14	Invoices & Miscellaneous Check Requests for direct charge purchases received for June 7-13 due in AP
June 21	Invoices & Miscellaneous Check Requests for direct charge purchases received for June 14-20 due in AP
June 28	Invoices & Miscellaneous Check Requests for direct charge purchases received for June 21-27 due in AP
June 30	Invoices & Miscellaneous Check Requests for direct charge purchases received for June 28-30 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, 2021. 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
May 31	Create Purchase Order Receipts for merchandise received or services rendered by May 30
June 7	Create Purchase Order Receipts for merchandise received or services rendered by June 6
June 14	Create Purchase Order Receipts for merchandise received or services rendered by June 13
June 21	Create Purchase Order Receipts for merchandise received or services rendered by June 20
June 28	Create Purchase Order Receipts for merchandise received or services rendered by June 27
June 30	Create Purchase Order 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 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 at close of business on **Wednesday, June 30**. ***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 20-21 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 “FY21” 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 20-21 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 “FY21” 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 20-21.**

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 21-22 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 20-21 budgets. Any Punch-out Supplier Invoices for FY 20-21 not approved by CCM’s by 4:30 pm on June 30, 2021, will be charged to FY 21-22 budgets. **The Manual Journal EIB FY21 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 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
Genuine Parts Company – NAPA Auto Parts	3 days
Grainger Industrial Supply	2 days
Home Depot PRO	5 days
Howard Technology Solution	59 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 21-22 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 28	Expense Reports through May 24 with all secured approvals awaiting action by an Expense Partner
June 4	Expense Reports through May 31 with all secured approvals awaiting action by an Expense Partner
June 11	Expense Reports through June 7 with all secured approvals awaiting action by an Expense Partner
June 18	Expense Reports through June 14 with all secured approvals awaiting action by an Expense Partner
June 25	Expense Reports through June 21 with all secured approvals awaiting action by an Expense Partner
June 28	Last day FY21 LaCarte/CBA transactions will be loaded into Workday
July 2	Final Date for FY21 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 21-22 budgets.

No Accruals for Expense Reports

Accrual journal entries should not be created for any FY 20-21 LaCarte, CBA or travel transactions. Expense Reports can be initiated after June 30 to include transactions that should be charged to FY 20-21 budgets. In order to have Expense Reports processed against FY 20-21 budgets, the Expense Report must have the transactions linked/imported, the “Expense Report Date = June 30, 2021”, all “approvals secured” and be “routed to and awaiting action” by an Expense Partner on or before the final deadline of **July 2**. **Please note: Expense Reports not meeting these criteria will be charged to FY 21-22 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 20-21 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 20-21 in Bursar Operations will be **June 30**.

CARD Entries

A search should be performed on outstanding CARD entries to ensure any FY 20-21 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 12	FINAL Manual Journals for corrections to ledgers for FY 21

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 20-21 business:

Deadline	Description
June 1	All rendering departments must submit Internal Billings through Workday for any services or materials rendered through May 31
June 16	Internal Billings for all services or materials rendered through June 15
July 1	Final Internal Billings for all services and materials rendered during FY 21

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 21-22 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 2021, but are collecting revenue and incurring expenses related to that conference in FY 20-21, all of those revenues and expenses from that conference should be recorded in FY 21-22. 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 21-22
Prepaid Expense	Used to record Expenses not incurred until FY 21-22

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 21	Inventory procedures due, must include planned method of inventory and dates of expected count
July 6	Inventory count due to FAR

PAYROLL
204 Thomas Boyd Hall, 578-3321

Payroll Accounting Adjustment

Payroll Accounting Adjustments affecting FY 20-21 must be completed by **July 8, 2021**.

Retro Transactions

Any Retro transactions should be processed immediately. In order to be charged to FY 20-21 retro personnel transactions, or retro time entry, must be completed by the following dates:

Pay Group	Retro Date	Completion Date
Professional	Pay Period Beginning Prior to June 1	June 21
Wage	Pay Period Beginning Prior to June 5	June 16
Academic	Pay Period Beginning Prior to June 14	June 22
Student	Pay Period Beginning Prior to June 12	June 23

Wage Payroll

The last wage payroll period to be processed for FY 20-21 ends **June 18**. Payroll expense through June 30 will be accrued by allocating **80%** of the charges from the June 5 – June 18 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 18 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 22**.

Student Payroll

The last student payroll period to be processed for FY 20-21 ends **June 25**. Payroll expense through June 30 will be accrued by allocating **30%** of the charges from the June 12 – June 25 pay period. The accrual will appear on June ledgers with the Journal Source of Forward Accrual. Time for the period ending June 25 should be **submitted and approved** in Time Tracking by noon on **Tuesday, June 29**.

Summer Research

Summer research payments for faculty will be processed via One Time Payments. Research activities charged to FY 20-21 will be processed on the June Academic payroll with a payment date of June 30, 2021. Due dates for summer research personnel transactions are as follows:

One Time Payment – Summer Research Processing & Pay Dates					
Coverage Date Range	Effective Date	Pay Date	Accounting Year	Due to HR Partner (HRM)	Successfully Completed
5/15/21-6/30/21	5/15/21	6/30/2021	FY 21	5/28/2021	6/25/2021
7/01/21-7/14/21	6/15/21	7/21/2021	FY 22	6/22/2021	7/15/2021
7/15/21 -8/14/21	7/15/21	8/20/2021	FY 22	7/21/2021	8/16/2021

SPONSORED PROGRAM ACCOUNTING

240 Thomas Boyd Hall, 578-5337

Billings/Invoices

Due to agency imposed deadlines, LSU must submit June invoices on State sponsored Grants/Contracts (FD250) by **July 15, 2021**. In order to meet this deadline, Sponsored Program Accounting (SPA) must bill from the official University ledgers dated **July 2, 2021**.

LSU must accrue all salary, vendor and travel expenditures incurred in FY 20-21. Since most state sponsors require an accurate June invoice regardless of expiration date, it is essential that written documentation is provided to the Grant Manger in SPA for 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 **Monday, June 21, 2021**.

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 resolved. 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.
- Enter the cost center/cost center hierarchy along with the grant hierarchy: tentative. Display by grant.

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 their 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 received by the noted dates:

Monitoring/Progress Report	Received by SPA:
May 2021	June 4
June 2021	July 6

Agreements Expiring on June 30, 2021

For sponsored projects expiring on June 30, 2021, purchasing requisitions must state (within the internal memo section of the requisition) that the sponsored agreement expires on June 30, 2021.

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, 2021 the supplies and services must be received by June 30, 2021.

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 7**, while June cost transfers are due by **July 12**.

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, 2021**. 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.

Key Personnel

There is a Key Personnel tab in Workday for faculty, department, and central administrators to track effort. Please monitor your key personnel commitments:

1. Meet with faculty when a new award is received and thereafter to plan for appropriate salary distribution consistent with all of the individual's committed effort.
2. Establish a tracking system to ensure key personnel is met by budget period and update costing allocations when needed.
3. Run Award Key Personnel Commitment report to review current commitments by award and identify any shortages early (this report can be run by employee, role, or cost center).
4. Request Sponsor Prior Approval through OSP of any changes to key personnel or disengagement. Approval is supposed to be in advance and timely of the current budget period.

Effort Certifications

On a quarterly basis, employees are responsible for certifying that their salary distribution is an accurate reflection of the direct effort provided to the project(s) for the reporting 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 to cancel and regenerate a new effort certification for the employee.

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

ACCOUNTING SERVICES ADMINISTRATION		
Elahe Russell	erussell	Interim Associate Vice President
Brenda Wright	bwrigh4	Distribution Supervisor
Danita King	dking	Administration
Desiree Esnault	desnault	Distribution/Front Desk
Shondriel Myles	smyles	Asst Mgr - Doc Imaging
ACCOUNTS PAYABLE & TRAVEL (AP)		
Patrice Gremillion	pgremill	Director
Amber Tran	atran17	Invoice Processing - PO's
Angie Mann	amann7	Business Solutions Manager
Arianna Elwell	acreech	Travel
Catherine Herman	cherman	Asst Mgr- Direct Charges
Deana Clement-Delage	dcleme2	Invoice Processing - DC's
DeAnna Landry	deannal	LaCarte Expense Manager
Doris Lee	dorilee	Travel
Jennifer Driggers	jdriigg	Asst Dir - Expense Mgmt
Jessica Hodgkins	jhodgkins1	Asst Mgr- Purchase Orders
Jessica Morris	jmor116	Invoice Processing - DC's
Kathleen Elders Patrick	kelder1	Travel Expense Manager
Kalyn Mayfield	mayfield1	Travel
Maci Jones	macijones1	Invoice Processing - PO's
Sierra Mouton	smouton1	LaCarte
Theresa Oubre	talber3	LaCarte
Valery Sonnier	vsonnier	Asst Dir - Invoice Processing
SPONSORED PROGRAM ACCOUNTING (SPA)		
Jaime Estave	jestav1	Director
Allyson Alexander	aaalex51	Budgeting
Bronson Hopkins	bhopkins	Billing
Casey Cohoon	cohoon1	Billing
Chantel Brown	cbrown11	Billing
Falynn Rivere	frivere1	Billing
Henri Smith	henrismith	Distribution/Accts Receivable
Hortensia Hale	hhale10	Billing
Janet Parks	jparks	Associate Director (Billing)
Jennifer Maillet	jmaillet1	Billing
Jessica LeBlanc	jleblanc2	Budgeting/Accounts Receivable
Keri Tweed	ktweed	Associate Director (Budgeting)
Kristy Donald	kdonald1	Budgeting
Lakedra Fisher	lfisher	Billing
Laurie Barbier	laurieb	Billing Manager
Matthew Coldiron	mcoldi1	Billing
Morgan Gueho	mgueho3	Billing
Nekisha Cobb	ncobb	Billing Manager
Pamela Ledet Prince	pledet8	Business Solutions Manager
Shelbie Sampson	ssamps4	Billing
Tamara Phillips	tphillips2	Billing
Veronica Nolen Brooks	vnolen1	Effort/Gifts
Yvette LeBlanc	ylebla1	Billing Manager

BURSAR		
Elahe Russell	erussell	Interim Assoc Vice President
Allison McCann	amccan6	Coordinator
Beth Nettles	studbr	Associate Director
Brenna LeDay	leday1	Collections
Britney Mounts	bgraves1	Asst Mgr – Vault/Call Center
Brittney Leahman Grisby	bleahman1	Manager
Courtney Bloch	cbloch4	University Cashier
Daniel Butcher	dbutch1	Assistant Director
Kattie Gregoire	gregoire1	Manager
Laurie Zalfen Meyer	lzalfe1	MOT Accounts, NSF Checks
Mary Gillespie	mgille7	Asst Mgr - Receivables
Melanie Powell	melaniep	Associate Director
Precious Edwards	pedwards	Customer Service Rep
Rosalyn Lacey	rlacey	Assistant Director
Tamela Dickerson	tamelaj	Perkins Loan
Tanya Jackson	tjacks	Sponsors
Tonya Davis Harvey	tdav112	Customer Service Rep
Tyler French	tfrench1	Credit Card Merchant Svcs
Yetiv Knight	yknight	Customer Service Rep
FINANCIAL ACCOUNTING & REPORTING (FAR)		
Hope Risponse	hope	Director
Christopher Poore	cpoore1	Fixed Assets
Collin Boudreaux	cboudr1	ITs
Jennifer Richard	jgendr1	Assistant Director
Johnelle Scott	jscott13	ITs
Katie Maglone	kmaglone1	Assistant Director
Laurie Wales	llamb18	Associate Director
Stephanie Laquerre	slaquer	Bank Recon
PAYROLL		
Charles Wendt	charleswendt	Director
Angie Ogle	aeogle	Student Supervisor
Anne Landry	alan114	Insurance
Ashlyn Caldwell	acaldwell1	Business Solutions Analyst
Candice Lockwood	candice	Tax, Nonresident Aliens
Caleb Brown	cbrown13	Campus Billing/Transfers/ORP
Chandra Daniel	cdaniel1	Retirement, Garnish
Jacanda Martin-Holland	jcmartin	Wage Supervisor
John Pilgrim	jpilgrim1	Student/Wage
Karen Jenkins	kjenkins	Associate Director
Kristin Delaughter	kristind	System Benefits Acct'g
Lorin Oliver	lolive7	Salary/GA's/Add Comp
Mindy Bergeron	mbergero	Mgr - Salary, Student, Wage
Rhett Sabadie	rsabadie1	Manager - Insurance
Vijaya Balachandran	vigi	Retirement
Yolanda Clark	yvalle1	Assistant Director

FY 20-21 YEAREND IMPORTANT DATES AND DEADLINES

Date	Description	Unit
Friday, May 28	Summer Research payments for 5/15-6/30 due to HR Partner	<i>Payroll</i>
Friday, May 28	Expense Reports through May 24 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
Monday, May 31	Invoices & MCRs for direct charge purchases received for May 24-30 due in AP	<i>AP/Travel</i>
	Create PO Receipts for merchandise received or services rendered through May 30	<i>AP/Travel</i>
Tuesday, June 01	Internal Billings for services and materials rendered through May 31 should be initiated	<i>FAR</i>
Friday, June 04	May Monitoring/Progress Reports (hand carry to SPA - 240 Thomas Boyd Hall)	<i>SPA</i>
	Expense Reports through May 31 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
Monday, June 07	Manual Journals for corrections/cost transfers for activity through May 31 should be initiated	<i>FAR/SPA</i>
	Invoices & MCRs for direct charge purchases received for May 31-June 6 due in AP	<i>AP/Travel</i>
	Create PO Receipts for merchandise received or services rendered through June 6	<i>AP/Travel</i>
Friday, June 11	Expense Reports through June 7 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
Monday, June 14	Invoices & MCRs for direct charge purchases received for June 7-13 due in AP	<i>AP/Travel</i>
	Create PO Receipts for merchandise received or services rendered by June 13	<i>AP/Travel</i>
Wednesday, June 16	Internal Billings for services/materials rendered through June 15 should be initiated	<i>FAR</i>
	Run the Aged Listings of Outstanding Encumbrances Report as of June 15 to review PO balances and correct as necessary	<i>AP/Travel</i>
Friday, June 18	Expense Reports through June 14 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
Monday, June 21	Manual Journals for corrections/cost transfers for activity through June 15 should be initiated	<i>FAR/SPA</i>
	Inventory Procedures for Merchandise for Resale should be submitted	<i>FAR</i>
	Invoices & MCRs for direct charge purchases received for June 14-20 due in AP	<i>AP/Travel</i>
	Create PO Receipts for merchandise received or services rendered by June 20	<i>AP/Travel</i>
Tuesday, June 22	Wage Payroll - Time for period ending June 18 should be submitted and approved in Time Tracking by NOON	<i>Payroll</i>
Friday, June 25	Expense Reports through June 21 with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
Monday, June 28	Invoices & MCRs for direct charge purchases received for June 21-27 due in AP	<i>AP/Travel</i>
	Create PO Receipts for merchandise received or services rendered by June 27	<i>AP/Travel</i>
	Last day FY21 LaCarte/CBA transactions will be loaded into Workday	<i>AP/Travel</i>
Tuesday, June 29	Student Payroll - Time for period ending June 25 should be submitted and approved in Time Tracking by NOON	<i>Payroll</i>
Wednesday, June 30	Final 6/30 AP Settlement Run	<i>AP/Travel</i>
	Final 6/30 Deposits (by 4:00 pm)	<i>Bursar</i>
	Final 6/30 Accounts Receivable (by 4:00 pm)	<i>Bursar</i>
Thursday, July 01	Final Internal Billings for all services/materials rendered during FY21 should be initiated	<i>FAR</i>
Friday, July 02	Run the Aged Listings of Outstanding Encumbrances Report as of June 30 for informational purposes only	<i>AP/Travel</i>
	Final Date for FY21 Expense Reports with all secured approvals awaiting action by an Expense Partner	<i>AP/Travel</i>
Tuesday, July 06	June Monitoring/Progress Reports (hand carry to SPA - 240 Thomas Boyd Hall)	<i>SPA</i>
	Merchandise for Resale inventory counts should be submitted	<i>FAR</i>
Thursday, July 08	Final Payroll Accounting Adjustments (PAA) for FY21	<i>Payroll</i>
Monday, July 12	Final Manual Journals for corrections to ledgers for FY21 should be initiated	<i>FAR/SPA</i>