

## FISCAL YEAR 2016 YEAR END INSTRUCTIONS

Please be reminded that the University's fiscal year 2016 has ended. In preparation for the final close, all **revenues earned** and all **goods and services received on or before June 30, 2016** must be reported in the financial records. To ensure that this information is received by Financial Services in a timely manner, please adhere to the following procedures.

### ✦ Revenues/Receivables

- Please submit a list of all revenues earned through June 30 that has not been received. These amounts will be set up as accounts receivable. All receivable information must be submitted by **July 13** on the form, "**Receivables.xlsx**" located on our website at <https://financialservices.louisiana.edu/media/79#overlay-context=monthly-year-end-schedules/fiscal-year-2016>.
- If applicable, please inform Angie Smith immediately of any **credit card transactions that were processed on or before June 30, 2016** and not deposited with Departmental Cashiers prior to July 1, 2016 to ensure those transactions are recorded in the correct period and to the correct accounts.

**NOTE: This involves any department that accepts and processes credit card transactions.**

- If applicable, please inform Angie Smith of any **wires that were received on or before June 30, 2016** and not deposited with Departmental Cashiers prior to July 1, 2016 to ensure those transactions are recorded in the correct period and to the correct accounts.

### ✦ Expenditures/Payables

- Any invoices on hand for goods or services received on or before June 30 must be submitted immediately for payment. Please submit these invoices by **July 8**. If you have not yet received an invoice for goods or services applicable to the 2015-2016 fiscal year, please make every effort to contact vendors to send you an invoice by the **July 8** deadline.
- If a vendor cannot provide you with an invoice before the deadline, an accounts payable entry will be recorded. To facilitate this entry, please complete the form, "**Payables.xlsx**" and submit it by **July 13**. The form is located on our website at <https://financialservices.louisiana.edu/media/80#overlay-context=monthly-year-end-schedules/fiscal-year-2016>.

### ✦ Interdepartmental Charges

- All interdepartmental charge forms applicable to **June 2016 (or prior)** must be submitted to Elaine Arvie by **July 13**.

### ✦ Purchasing Card

- If applicable, please complete the **purchasing card log ("CREDIT CARD LOG.xls")** for all LaCarte purchases made through **June 30**. **The log along with complete supporting cost documentation is due by July 8**. The form is located on our website at <https://financialservices.louisiana.edu/media/81#overlay-context=monthly-year-end-schedules/fiscal-year-2016>.

#### **Important Note:**

Cardholders will have their LaCarte Card privileges suspended if the LaCarte purchasing card log is not received by the July 8 deadline with complete supporting cost documentation.

If you have any questions on any of these year-end procedures, please contact the following:

Operating Fund | Arlene Hoag | 2-1775 | [ahoag@louisiana.edu](mailto:ahoag@louisiana.edu)  
System/Athletics/Alumni | Lynn LeBlanc | 2-6256 | [lleblanc@louisiana.edu](mailto:lleblanc@louisiana.edu)  
General Restricted | Sue Broussard | 2-1245 | [sbroussard@louisiana.edu](mailto:sbroussard@louisiana.edu)  
Restricted/NIRC/Child Development | David Schultz | 2-1497 | [dshultz@louisiana.edu](mailto:dshultz@louisiana.edu)  
Deposits and Credit Cards | Angie Smith | 2-1395 | [angie.smith@louisiana.edu](mailto:angie.smith@louisiana.edu)

This information can also be found on our website at <http://financialservices.louisiana.edu/monthly-year-end-schedules/fiscal-year-2016>.

Thank you for your cooperation.  
Financial Services