

FISCAL YEAR 2018 YEAR END INSTRUCTIONS

Please be reminded that the University's fiscal year 2018 is coming to an end. In preparation for the final close, all **revenues earned** and all **goods and services received on or before June 30, 2018** 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 have 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/125#overlay-context=forms>.
- If applicable, please inform Angie Smith immediately of any **credit card transactions that were processed on or before June 30, 2018** and not deposited with Departmental Cashiers prior to July 2, 2018 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, 2018** and not deposited with Departmental Cashiers prior to July 2, 2018 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 6**. If you have not yet received an invoice for goods or services applicable to the 2017-2018 fiscal year, please make every effort to contact vendors to send you an invoice by the **July 6** 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/124#overlay-context=media/125>.

✦ Interdepartmental Charges

- All interdepartmental charge forms applicable to **June 2018 (or prior)** must be submitted to Financial Services by **July 13**.

✦ Purchasing Cards

- If applicable, please complete the **purchasing card log ("CREDIT CARD LOG.xls")** for all LaCarte purchases made through **July 5**. **The log along with complete supporting cost documentation is due by July 15**. The form is located on Purchasing's website at <https://purchasing.louisiana.edu/sites/purchasing/files/CREDIT%20CARD%20LOG%202-28-18%20FILLABLE.pdf>.

Important Note:

Cardholders will have their LaCarte Card privileges suspended if the LaCarte purchasing card log is not received by the July 15 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
Athletics/Alumni Funds | Lynn LeBlanc | 2-6256 | lleblanc@louisiana.edu
Generally Restricted Funds | Sue Broussard | 2-1245 | sbroussard@louisiana.edu
Auxiliary Funds | Andrea Guidry | 2-6264 | andrea.guidry@louisiana.edu
Restricted/NIRC/Child Development Funds | Shannon Gary | 2-1255 | smg0473@louisiana.edu
Deposits and Credit Cards Processing | Angie Smith | 2-1395 | angie.smith@louisiana.edu
LaCarte Purchasing Cards | Josie Mariano | 2-6243 | jmm6783@louisiana.edu

This information can also be found on our website at <https://financialservices.louisiana.edu/monthly-year-end-schedules/fiscal-year-2018>.

Thank you for your cooperation.
Financial Services