



FISCAL YEAR 2019 YEAR END INSTRUCTIONS

Office of Financial Services

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Please be reminded that the University's fiscal year 2019 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, 2019** 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 12** on the form, "**Receivables.xlsx**" located on our website at <https://financialservices.louisiana.edu/media/136>.
- If applicable, please inform Angie Smith immediately of any **credit card transactions that were processed on or before June 30, 2019** and not deposited with Departmental Cashiers prior to July 1, 2019 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, 2019** and not deposited with Departmental Cashiers prior to July 1, 2019 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 5**. If you have not yet received an invoice for goods or services applicable to the 2018-2019 fiscal year, please make every effort to contact vendors to send you an invoice by the **July 5** 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 12**. The form is located on our website at <https://financialservices.louisiana.edu/media/135>.

✦ Interdepartmental Charges

- All interdepartmental charge forms applicable to **June 2019 (or prior)** must be submitted to Financial Services by **July 12**.

✦ Purchasing Cards

- Please refer to the Office of Purchasing (<https://purchasing.louisiana.edu/>) for deadlines and more information.

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-2019>.

Thank you for your cooperation.
Financial Services