

FISCAL YEAR 2020 YEAR END INSTRUCTIONS

Please be reminded that the University's fiscal year 2020 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, 2020** 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 10** on the form, "**Receivables.xlsx**" located on our website at <https://financialservices.louisiana.edu/media/159>.
- If applicable, please inform Angie Smith immediately of any **credit card transactions that were processed on or before June 30, 2020** and not deposited with Departmental Cashiers prior to July 1, 2020 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, 2020** and not deposited with Departmental Cashiers prior to July 1, 2020 to ensure those transactions are recorded in the correct period and to the correct accounts.

✦ Expenditures/Payables

1. Purchase Orders

- Any invoices (associated with purchase orders) 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 2019-2020 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**" located on our website at <https://financialservices.louisiana.edu/media/158> and submit it by **July 10**.

2. LaCarte Cards

- Any items/invoices purchased on the LaCarte card and received by June 30, 2020 but not paid by the LaCarte card until after July 5, 2020, an accounts payable entry will be recorded. Please complete the "**Payables.xlsx**" form located on our website at <https://financialservices.louisiana.edu/media/158> and submit it by **July 10**.

✦ Interdepartmental Charges

- All interdepartmental charge forms applicable to **June 2020 (or prior)** must be submitted to Financial Services by **July 10**.

✦ 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/70000 Funds/242 Generally Restricted Funds | 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
Interdepartmental Charges | Lorena Castro | 2-2267 | lorena.castro@louisiana.edu
Deposits and Credit Cards Processing | Angie Smith | 2-1395 | angie.smith@louisiana.edu

This information can also be found on our website at <https://financialservices.louisiana.edu/monthly-year-end-schedules/fiscal-year-2020>.

Thank you for your cooperation.
Financial Services