

FY 11-12 YEAREND RECAP OF IMPORTANT DATES AND DEADLINES

Date	Description	Dept/Online System
Tuesday, May 01, 2012	Fiscal Yearend Seminar, Atchafalaya Room - LSU Union	-
Friday, May 18, 2012	Last day for Work Study and Chancellor's Student Aid Charges	Payroll
Friday, June 01, 2012	LaCarte/CBA BFs dated through 5/29 should be "Released to AP" (RAPS status) ITs for all services or materials rendered through 5/31	PCARD FAR
Monday, June 04, 2012	Direct Charge invoices for purchases through 6/3 PRO Electronic Receiving Reports for all merchandise actually received by 6/3 Travel Expense Reimbursement Requests for all travel completed through 6/3	AP & Travel PRO AP & Travel
Wednesday, June 06, 2012	May Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall)	SPA
Friday, June 08, 2012	LaCarte/CBA BFs dated through 6/4 should be "Released to AP" Purchasing's Deadline for FY12 PO's	PCARD Purchasing
Monday, June 11, 2012	Direct Charge invoices for purchases actually received between 6/4 - 6/10 PRO Electronic Receiving Reports for all merchandise actually received by 6/10 Travel Expense Reimbursement Requests for travel completed between 6/4 - 6/10 ITs for all services or materials rendered through 6/10	AP & Travel PRO AP & Travel FAR
Thursday, June 14, 2012	Requests for Corrections, Adjustments & Transfers through 5/31 Cost Transfers through 5/31	AP & Travel SPA
Friday, June 15, 2012	LaCarte/CBA BFs dated through 6/11 should be "Released to AP" PO Alterations released in GLS by Purchasing	PCARD PRO
Monday, June 18, 2012	Direct Charge invoices for purchases actually received between 6/11 - 6/17 PRO Electronic Receiving Reports for all merchandise actually received by 6/17 Aged Listings as of 6/15 sent to departments Travel Expense Reimbursement Requests for travel completed between 6/11 - 6/17	AP & Travel PRO AP & Travel AP & Travel
Thursday, June 21, 2012	Personnel Action Forms (PAFs) Timesheets for Final 6/30 Supplemental Payroll	HRS Payroll
Friday, June 22, 2012	LaCarte/CBA BFs dated through 6/18 should be "Released to AP" Travel Expense Reimbursement Requests without an accrual JV	PCARD AP & Travel
Monday, June 25, 2012	PRO Electronic Receiving Reports for all merchandise actually received by 6/24	PRO
Tuesday, June 26, 2012	ARRA Spreadsheets	SPA
Wednesday, June 27, 2012	Direct Charge invoices without an accrual JV	AP & Travel
Thursday, June 28, 2012	Requests for Corrections, Adjustments & Transfers for June Cost Transfers for June Final 6/30 Accounts Receivable (by 4:00 pm)	AP & Travel SPA Bursars Ops
Friday, June 29, 2012	Final 6/30 Deposits (by 4:00 pm) Final 6/30 APS Checks Final 6/30 ITs for all services or materials Final 6/30 Petty Cash Reimbursement Vouchers reimbursed by check via Acct Svcs Final 6/30 Petty Cash Reimbursement Vouchers LaCarte/CBA BFs through 6/25 should be "Released to AP"	Bursars Ops AP & Travel FAR AP & Travel Bursars Ops PCARD
Monday, July 02, 2012	1st 6/30 GLS Cutoff @ 10:00 am PRO Electronic Receiving Reports for all merchandise actually received by 6/30 Final FY12 LaCarte & CBA entries (dated 6/30) generated	FAR PRO PCARD
Tuesday, July 03, 2012	Access On-line Ledgers - 1st 6/30 GLS Cutoff June Monitoring/Progress Reports (hand carry to 336 Thomas Boyd Hall) Final 6/30 Aged Listings sent to departments PO accruals available in GLS FY12 Service Center Revenue & Expense Reports	Reporting Tools SPA AP & Travel AP & Travel Budget & Planning
Friday, July 06, 2012	FY12 LaCarte/CBA BFs must be in RAPS status JVs for LaCarte/CBA BFs Accruals JVs for Direct Charge Invoices Accruals JVs for Travel Expense Reimbursement Requests Accruals	PCARD AP & Travel AP & Travel AP & Travel
Thursday, July 12, 2012	FY13 Service Center Rate Sheets	Budget & Planning
Tuesday, July 24, 2012	Final 6/30 GLS Cutoff	FAR
Wednesday, July 25, 2012	Access On-line Ledgers - Final 6/30 GLS Cutoff	Reporting Tools