



Expenditures should be reported in the period in which they are incurred so it is critical to review reports to identify any expenditures incurred but not paid

Accrual Process for Supplier Invoices

The Accounts Payable & Travel office will initiate the accrual journal entries for Supplier Invoices, for all campuses, as the Supplier Invoices are approved by the Cost Center Managers (CCM's). Departments will not create any accrual journal entries for direct charge or purchase order invoices. The accruals for direct charge and purchase order invoices will be based on the actual expenditures.

The AS forms (i.e., AS580, Direct Charge Worksheet, AS02, Miscellaneous Check Request, AS116, University Prepared Invoice, etc.) hav.103 Tw 0 -1.217 TDxn(29)nv29i2929d.2(6 560.2e3 Td[ ])-12.1( )}0.6()3(,)-4( )y4lt9r6rh

## Expense Report Process

### Expense Reports for LaCarte

All purchases charged on the university LaCarte procurement card (P-card) with a transaction date on or before June 30 should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags.

### Expense Reports for CBA/Travel

All CBA and LaCarte travel transactions (for travel that was completed on or before June 30) should be processed as expenditures against current fiscal year departmental budgets for both unrestricted and restricted accounts/worktags. As a reminder, LaCarte travel transactions





Summer Research

Summer research payments for faculty will be processed via One Time Payments. Research activities charged to FY 16-17 will be processed on the June Academic payroll with a payment date of June 30, 2017. Due dates for summer research personnel transactions are as follows:

One Time Payment – Summer Research Processing & Pay Dates					
Coverage Date Range	Effective Date Range	Pay Date	Accounting Year	Due to HR Partner (HRM)	Successfully Completed
5/15/17-6/30/17	5/15/17-6/14/17	6/30/2017	FY 17	5/31/17	6/26/2017
7/01/17-7/14/17	7/01/17-7/14/17	7/21/2017	FY 18	6/28/17	7/14/2017
7/15/17 -8/14/17	7/15/17-8/14/17	8/21/2017	FY 18	8/2/17	8/14/2017

Billings/Invoices

Due to agency imposed deadlines, LSU must submit June invoices on state accounts by

Retroactive PAAs are considered cost transfers and an AS227: Justification for Payroll Accounting Adjustment form must be attached to the form providing an explanation of how this cost benefits the project receiving the charge.

Cost transfers must be processed within 90 days from the original transaction date. However, May and prior month cost transfers are due in Accounting Services no later than June 8, while June cost transfers are due by July 11.

Monitoring/Progress Reports

Several state agencies require that we attach the monitoring/progress report to .



## FY 16-17 YEAREND IMPORTANT DATES AND DEADLINES

Date	Description	Unit
Tuesday, May 23, 2017		