

HCSD Year End Close Schedule SFY 2011

Row	Area	Name	Start	Finish	Responsible Party	Send To
1	Grants	Establish restricted fund appropriations for all projects for New Year.	5/16/11	8/30/11	LM, CFO/1st Asst	Linn McNary
2	Payables	Send letter to all vendors from whom a credit is outstanding. Request that the vendor cut a check to the hospital. VH will send weekly reminder emails. E-mail to Danny Jackson Re: Amerisource Credits	5/16/11	6/30/11	VH, CFO/1st Asst	
3	Purchasing	Review the PO Budgetary Activity Report (formerly known as Procurement Activity Report) and Open Purchase Order Report and process Change Orders or Cancellations as appropriate.	5/3/11	N/A	AP Supervisor at BU, Purchasing Managers	
4	Inventory	Provide form for physical inventory schedule and physical inventory balance reporting form (For Website & E-mail)	5/10/11	5/10/11	MR	
5	Inventory	Memo to CFO's/1st Assistants on Inventory Schedule Submission	5/12/11	5/12/11	WA, AL, MR	
6	Inventory	Provide schedule of Physical Inventory to HCSD	5/18/11	5/18/11	CFO/1st Asst	Mark Robichaux
7	Budget	Spread/adjust any additional Appropriation/Org Budget needed in PeopleSoft Financials between Accounts/Departments and/or Business Units.	6/1/11	7/28/11	TM, WA, MR, PJ CFO/1st Asst	
8	Payables	AP Voucher Terms set to Net 000 (Due Immediately) (To ensure that vouchers have a 6/30 date)	6/1/11	7/22/11	VH, BU AP Supervisor	
9	Payables	All "accounts payable and payroll payable" checks outstanding for over 180 days must be voided and journal entry processed to put expenses back and create liability Due to STO. Send voided list to hospitals for reference. Payroll checks outstanding for	6/1/11	6/15/11	VH, MR, JP	
10	Post Retirement Health & Life Ins	Send reminder to HR Managers regarding number of retirees and post retirement health & life insurance payments	6/1/11	6/1/11	MF, LC	
11	Projects	Send reminder for ADAP, WIC, Tobacco Control & other projects to ensure that prior year claims are filed and payment received before year end close.	6/1/11	6/1/11	MF, LM, and Angie Brown	
12	Asset Management	AM will run Dep Cal, Acct Creation, Dep Close; Mark will J-Gen	6/1/11	6/1/11	HQ AM Team, MR	
12a	Asset Management	Run queries on acquisitions for purchases through May 31 email out to hospitals	6/3/11	6/5/11	HQ AM Team	AM Team
13	Inventory	Provide master schedule of Physical Inventories to Internal Audit and Legislative Auditors	6/1/11	6/1/11	MR	
14	Patient Refunds	Send reminder to CFO/1st Asst, Hospital Patient Accounting Managers & CBO informing them of last day to submit patient refunds for FY11 will be 6/17/11 at 10:00 AM	6/8/11	6/8/11	DL	
15	Asset Management	Each hospital will reconcile Add and Delete Process for May 31, 2011	6/20/11	6/30/11	HQ AM Team, Property Mgrs, Asset Accts	AM Team
16	Purchasing	Review all open requisitions and process in accordance with year-end procedures.	6/13/11	6/17/11	PO, Purchasing	
17	Patient Refunds	Send final reminder that last day to submit patient refunds is 6/17/2011 ; Reminder Email to ACS staff.	6/16/11	6/17/11	DL	

18	Inventory	Physical inventory set up as a PeopleSoft Inventory Business Unit must be taken, according to instructions that were previously given out (PS Counting Event must be closed and transactions posted by June 30, current year.)	6/18/11	6/28/11	MR, PO,NE, AJ Inventory Manager	
19	Purchasing	Last date for entering new purchase orders and contract requisitions in PeopleSoft. Payment for merchandise and services received for Current Year without a purchase order must be paid by express voucher with proper documentation.	6/17/11	6/17/11	PO, MR, Purchasing/Payables	
20	Patient Refunds	Patient refund entries for June processed in QuickBooks and recorded in PeopleSoft by HCSDA	6/20/11	6/24/11	DL, JP	
21	Travel	Email Hospitals and HQ employees regarding deadline of 6/29/11 for travel expenses	6/22/11	6/22/11	MF, VH, WA	
22	AFR Prep/ PS	Send reminder to CFO/1st Asst, HCSDA & CBO informing them to record postage meter readings at end of day on 6/30/11	6/22/11	6/22/11	DL	
23		Deleted				
24	AFR Prep/SMS	Send reminder to Legal that all TPL payments received must be posted to SMS by 3:30 pm on 6/30/11 (cc: Lanette Buie)	6/23/11	6/30/11	DL	
25	AFR Prep/AP	Inform LSU-NO of HCSD AP cut off for processing checks (begin sending HCSD invoices)	6/24/11	7/21/11	WA, MF, VH	
26		Deleted				
27	Payables	Cutoff Period 12 Current Year AP Vouchers must be entered by noon. The final matching and budget check processes for vouchers will run at noon so that posting can take place.	6/29/11	6/29/11	VH	
28	Travel	Final reminder email to hospitals regarding 6/29/11 travel reimbursement deadline.	6/29/11	6/29/11	MF, WA	
29	AFR Prep	Search prior year AFR for findings that need to be answered (Schedule 8-3)	6/30/11	7/14/11	LM, CFO/1st Asst	
30	AFR Prep	Related Party Questionnaire - Forward to staff/hospitals with due date of 7/21/11 (Note N)	6/30/11	7/21/11	LM, CFO/1st Asst	Linn McNary
31	AFR Prep	Cooperative Endeavor - Email, collect, review (revised statute)	6/30/11	7/21/11	LM, CFO/1st Asst	
32	AFR Prep/ PS	Obtain postage meter readings from hospitals, HCSDA & CBO as of end of day on 6/30/11 and make journal entries into PeopleSoft	6/30/11	7/6/11	CFO/1st Asst., MF, Kathy Barnett	Donnis Loper
33	AFR Prep/SMS	Final reminder email to CBO and hospitals regarding 3:30 PM 6/30/11 deadline for TPL payments posted.	6/30/11	6/30/11	MF	
34	Deposits	All non-Chase bank accounts must be cleared out to the authorized amount through transfer by 3:00 pm June 30th.	6/30/11	6/30/11	MF, JP, Brooke Cummings	
35	Deposits	Send reminder that all deposits and debit memos made at the bank through June 30 must be classified in PeopleSoft by June 30th.	6/30/11	6/30/11	MF,JP, CFO/1st Asst	
36	Imprest/petty Cash	Determine the amount needed to bring the travel/imprest account to the authorized balance. Email Monique by 2:00 pm the amount and a wire transfer will be processed on June 30 th	6/30/11	6/30/11	JP, CFO/1st Asst, MF	
37	Inventory	Enter all Current Year receipts for goods which have been received in Current Year in PeopleSoft by 2 p.m.	6/30/11	6/30/11	PO, NE, AJ, Receivers, Inventory Managers	
38	Inventory	Process Inventory Transactions using PeopleSoft Inventory Subsystem by 8:00 pm (PS IBU's only for final transactions with June 30, current year)	6/30/11	6/30/11	Inventory Managers, MR, NE, AJ	

39	Inventory	Run PS IBU Inventory processes for transactions prior to Current Year end (Scheduled Inventory Cost Process begins @ 9:05 p.m.)	6/30/11	6/30/11	MR,NE, AJ, CG, Inventory Managers	
40	Inventory	Non-PS IBU and Pharmacy inventory must be taken as close to June 30 as practical. Schedule must be provided to and approved by Internal Audit	6/30/11	6/30/11	CFO/1st Asst, Internal Audit	Mark Robichaux
41	Payables	Final check write Period 12 Current Year payables. This will take place after budget and match exceptions are corrected.	6/30/11	6/30/11	LSUHSC-Shreveport, VH,	
42	Payroll Payables	Final Wire Transfers for Current Year Tax Payments	6/30/11	6/30/11	LSUHSC-Shreveport, MF	
43	Projects	Check Trial Balance All BU's against REA to ensure all accounts included.	6/30/11	7/29/11	LM	
44	Purchasing	Run requisition mass cancel for Prior Year requisition	6/30/11	6/30/11	PO	
45	Accounting Services	Proof of cash at June 30, 2011 (physical date) before accrual entries	7/1/11	7/20/11	MF, LS	
46	AFR Prep	Run Compensated Absences and Leave Liability reports (Current Versus Long Term) from LSUHSC-NO HR Support. PPE 06/26/2011 for Bi-Weekly Employees. Ensure that all adjustments are in.	6/30/11	7/5/11	WA, MR, Caroline Crumholt	
47	AFR Prep/SMS	Run SMS reports and adhoc for calculation of Account Receivables.	7/1/11	7/1/11	DL	
48	Inventory	Begin Issues for New Year with an Accounting Date of 7/1 New Year pending approval of appropriation bill for New Year. Please wait for correspondence from HCSDA finance staff.	7/1/11	7/1/11	Inventory Managers, NE, AJ, MR, PO	
49	Inventory	Prepare and process JV entries related to month end Inventory Reconciliation (Returns, Adjustments, and IBU Clearing Accounts - including miscellaneous coding errors)	7/1/11	7/6/11	MR	
50	Operating Leases	Submit to HCSDA a copy of all operating leases (equipment and buildings; not capital leases), including amendments approved before 7/1 Prior Year, with a lease term of more than 12 months, that were in effect during any part of the Prior Year.	7/1/11	7/1/11	CFO/1st Asst, VH	Victor Havard
51	Payroll	Generate and post payroll journals for Pay Period Ending 6/26/2011, Check Date 07/01/2011, Journal Date 06/30/2011	6/28/11	6/30/11	MN	
51a	Payroll	Spread employer portion of taxes and related benefits to departments for Pay Period Ending 06/26/2011, Check Date 07/01/2011, Journal Date 06/30/2011.	6/29/11	7/5/11	MN	
52	Purchasing	Final date for processing PO changes. Review all outstanding "service", "standing" & "blanket" Pos. If final payment has been made, reconcile PO to close it then budget check to reverse the remaining encumbrance.	7/1/11	7/14/11	PO, Purchasing Directors	
53	Purchasing	POs having a status Dispatched where receipts or payments have been made and goods are no longer needed - supply a list to HQ Support staff so that they can reconcile the PO	7/1/11	7/20/11	PO, Payables Staff, Purchasing	
54	Purchasing	Review and process reserved purchase orders in accordance with year end procedures. Reserved purchase orders at initial dated prior to 7-1-11 and not complete will be deleted.	7/1/11	7/20/11	PO, Purchasing	
55	Purchasing	Review all outstanding purchase orders and process in accordance with year-end procedures.	7/1/11	7/20/11	PO, Purchasing	

56	Purchasing	Run query titled RFQ_NOT_AWARDED to identify RFQs not awarded and process the result in accordance with year end procedures.	7/1/11	7/20/11	PO, Purchasing	
57	Travel	Email HQ staff regarding Travel expenses BY 7-14-11	7/1/11	7/1/11	MF, WA	
58	General Ledger	Open Period 01, New Fiscal Year	7/1/11	7/1/11	MR	
59	GL	Add additional Run Controls for Journal Generating for New Year. (AP, AM, INV, HR)	7/1/11	7/1/11	MR	
60	MCLNO Trust Funds	Complete and submit Trust Fund financial statements in GASB 34/35 format	7/1/11	7/29/11	Sue Speegle	CFO/1st Asst.Wanda Allphin
61	Payables	Run Reports & Save for AP. Ensure that Reporting has been refreshed. (Report Books from Reporting Database) * Ensure that the Reporting Database has been refreshed.	7/1/11	7/1/11	VA, CG	
62	Payables	All Prior Year vouchers entered 7/1 and later must have an accounting date of 6/30	7/1/11	7/1/11	VH, Payables Staff	
63	Payables	Change the Journal Date on AP Journal General Templates from Current Date to Accounting Date on Transaction.	7/1/11	7/1/11	AP Support Group, MR	
64	Payables	Run Daily and Monitor: (1) Clearing Match Exceptions, (2) Clearing BCM Errors (Run Query AP_VCHR_BCM_BY_BU), (3) Vouchers are posted (Run Query AP_UNPOSTED_VHCRS_BU) and (4) Payments are posted (Run Query AP_PAYMENTS_NOT_POSTED_BU).	7/1/11	7/22/11	VH, AP Super Users	
65	Payables	Run Query AP_CLOSE_CONTROL to determine vouchers without control groups. All errors must be corrected before 5:30 PM daily.	7/1/11	7/22/11	VH, AP Super Users	
66	Payables	Run Query AP_CLOSEOUT_REGISTER to determine vouchers with budget period of Prior Year, but an accounting date greater than 6/30 Prior Year. All errors must be corrected before 5:30 PM daily.	7/1/11	7/22/11	AP Super Users, VH	
67	Notes Payable	Complete Capital Lease Schedules and Notes	7/1/11	7/15/11	MF, VH	
68	Payroll	Generate and post payroll journals for Off-Cycle Pay Period Ending 06/27/2011, Check Date 07/08/2011, Journal date 6/30/2011.	7/5/11	7/7/11	MN	
69	Payroll Payables	June's Tax Payments Recorded in PeopleSoft.	7/7/11	7/7/11	LS, MF	
70	Asset Management	Run preliminary queries on acquisitions for purchases through June 30, 2011 email out to the hospitals (AP still open)	7/8/11	7/8/11	HQ AM Team	
71	Non-Exchange Transactions (Donations - excluding free meds)	Email CFOs to submit information on Donations (excluding free meds) to HCSD finance staff for inclusion in AFR.	7/8/11	7/15/11	MF, LC	
72	Payroll	Spread employer portion of taxes and related benefits to departments for Off-Cycle Pay Period Ending 06/27/2011, Check Date 07/08/2011, Journal Date 06/30/2011	7/6/11	7/11/11	MN	
73	Post Retirement Health & Life Ins	Submit # Retirees and Amount of post retirement health & life insurance payments in Prior Year to HCSDA for Note R and reconcile to trial balance accounts	7/14/11	7/14/11	CFO/1st Asst HR Managers	Leah Cook
74	Travel	All travel expenses for trips taken prior to July 1 Prior Year must be paid and charged to Prior Year.	7/14/11	7/14/11	CFO/1st Asst, Wanda, MF	
75	AFR Prep	Pharmacy Credit Memos- Obtain credit memo from Amerisource for expired drugs and tiered pricing	7/15/11	8/2/11	MF, WA and Danny Jackson	
76	Contingent Liabilities	Complete contingent liabilities note (coordinate with Wendy Simoneaux at System Office)	7/15/11	7/29/11	MF, LM, Legal	

77	Non-Exchange Transactions (Donations-free meds)	Email Danny Jackson to submit Pharmacy Report of Free Drugs for inclusion in AFR	7/15/11	7/15/11	Danny Jackson, TC Hospital Pharmacists	
78	Payroll	Generate and post payroll journals for Pay Period Ending 07/10/2011 (4 days) with Journal Date 06/30/2011; (10 days) with Journal Date 07/15/2011, Check Date 07/15/2011.	7/12/11	7/14/11	MN	
79	Asset Management	Run preliminary queries on acquisitions for purchases through June 30, 2011 email out to the hospitals (AP still open)	7/15/11	7/15/11	HQ AM Team	
80	Health Ins	Collect # and dollar amount for LSU First Retirees	7/13/11	7/15/11	MF, Leah Cook	
81	Payables	Process wire payment to zero out any Prior Year credit memos. Send email on 7/13/11.	7/15/11	7/15/11	VH,CFO/1st Asst	
82	Projects	Run Mismatch queries and ensure corrections made before year is closed.	7/15/11	7/22/11	LM	
83	Cash Management	Final CR's/PVQ's processed in ISIS.	7/15/11	7/15/11	MF, JP, WA	
84	Bonds	Complete Bond schedules and notes	7/15/11	7/15/11	MR	
85	Funds	Check and correct wrong fund/no fund journals and FY & Budget Period errors	7/17/11	7/25/11	MR	
86	Payroll	Spread employer portion of taxes and related benefits to departments for Pay Period Ending 7/10/2011 (4 days) with Journal date 06/30/2011; Journal Date 07/15/2011 (10 days), Check Date 07/15/2011	7/13/11	7/18/11	MN	
87	Bank Recon	Bank reconciliations must be performed for any non-Chase operating accounts including travel imprest. Reconciliation and Bank Statements must be submitted to HCSDA via fax to 225-922-1452.	7/18/11	7/18/11	MF, LM, CFO/1st Asst	
88	Inter-Fund Journals	Submit inter-fund journals to HCSD (HR/Payroll Adjusting Entries)	7/19/11	7/19/11	HQ-CORRECTING-JRNLS Group; CFO/1st Asst	
89	Accounting Services	Payroll Accrual- enter journals to increase cash for payroll accruals	8/1/11	8/1/11	MF, LC	
90	Accounting Services	Proof of cash accrual based as of June 30, 2011	8/16/11	8/16/11	MF, LS, LC	
91	AFR Prep- Cost Report & DSH	Obtain adjusted amounts from Cost Reporting for Prior Years (i.e., 1993-2010) Medicare, Medicaid and DSH prior to Prior Year. Prior year's figures should be obtained while work is being done on current year's.	7/20/11	7/20/11	Mike Carter, Lillian Laws, WA, AL	Donnis Loper
92	AFR Prep	Final reminder and request for Related Parties Questionnaire due 7/21/11	7/21/11	7/21/11	MF, WA, LM	Linn McNary
93	Payables	Prior Year Voucher Cutoff . Change AP Voucher Terms back to Net 25; noon cut off	7/21/11	7/21/11	MR, VH, CFO/1st Asst	
94	General Ledger	Final AP Journal Generator. Close Fiscal Period 12 Prior Year	7/22/11	7/22/11	MR	
95	Inventory	Submit Inventory Final Counts to HCSD (All counts, whether PS IBU or not, Close of Business 4:30 p.m.)	7/22/11	7/22/11	CFO/1st Asst,MR	Mark Robichaux
96	Projects	Follow-up on ADAP, WIC, Tobacco Control and other projects: prior year claims should be filed and payment received by 7/29/11	7/22/11	7/22/11	MF, LM	
97	AFR Prep	Complete nVision to Ledger Budg Reconciliations for Fund 111	7/24/11	7/31/11	MR	
98	General Ledger	All Prior Year JVs not posted will be Deleted (by Close of Business).	7/29/11	7/29/11	MR,CFO/1st Asst	
99	Inventory	Book to physical adjustments to be made upon completion of reconciliation process in PeopleSoft. Submit figures to Cost Reporting	7/24/11	8/3/11	MR	

100	Financial Reporting	Run queries to determine if any journals are posted to "Actuals" ledgers after YE cutoff because we can't close the system right away.	7/25/11	9/6/11	MR, MF	
101	Payroll	Reconcile Retirement Expenses (Employer Portion Expense/Employee Portion Liability) prior to completion of Note X	7/25/11	7/31/11	MR	
102	45-Day Cash	Submit 45-Day Cash Worksheet to HQ	8/1/11	8/1/11	MF,CFO/1st Asst, LC	Leah Cook
103	Accounting Services	Request from BU's any deferred revenue received in FY11 for grants	7/26/11	7/29/11	MF, LC	
104	Accounting Services	Submit a due to/from to other campuses	7/26/11	8/4/11	VH, LC	
105	AFR Prep	Run Compensated Absences and Leave Liability reports (Current Versus Long Term) from LSUHSC-NO HR Support. PPE 06/30/2011 for monthly report. Ensure that all adjustments are in.	7/26/11	7/31/11	MR	
106	Asset Management	Run final queries on acquisitions for purchases through June 30, 2011 email out to the hospitals (AP closed)	7/26/11	7/26/11	HQ AM Team	
107	Due to Recon	Complete Due To /Due From Reconciliation Procedures for Accounts Cash Accounts 110210/110207 Payroll Payable Cash to Operating Cash for June 2011 and Due To /From Accounts 115499, 223499, and 223610 (Including Claim on Cash Account 110201)	7/26/11	8/3/11	MR, VH	
108	Inter-Fund Journals	Submit inter-fund journals to HCSD (NON-HR/Payroll Adjusting Entries)	7/26/11	7/26/11	HQ-CORRECTING-JRNLS Group; CFO/1st Asst	
109	Asset Management	Each hospital will reconcile Add and Delete Process for June 30, 2011	7/26/11	7/29/11	HQ AM Team, Property Mgrs, Asset Accts	
110	Accounting Services	Run new special CREX 111 report to ensure that cash receipts in 208 departments equal revenue	7/29/11	8/5/11	MF	
111	Grants	Submit to HCSDA a detailed listing of all revenues and expenses attributed to or attributable to a sponsored project that have not been reimbursed as a return of appropriation. These expenses will be adjusted on the Cost Report and the AFR.	7/28/11	7/28/11	MF,CFO/1st Asst, LC	Leah Cook
112	Purchasing	Run PO Mass Cancel Process for all remaining Prior Year purchase orders. Eligible POs will be cancelled by this process.	7/29/11	7/29/11	PO	
113	Receivables	Complete invoicing for Non-Patient Account Receivable (BCMC Foundation, Tobacco Control, SPNS, RWJF grant)	7/28/11	7/28/11	MF, LC	
114	Accounting Services	Final date for making and classifying Prior Year deposits	7/29/11	7/29/11	CFO/1st Asst,MF	
115	Grants	Submit Schedule 8's "Schedule of Expenditures of Federal Awards" to HCSDA for inclusion in AFR.	8/8/11	8/8/11	LM, CFO/1st Asst	Linn McNary
	AFR Prep	Request OPBTB Current Annual Payroll Report - HR Support Team	7/15/11	7/15/11		
116	AFR Prep	Prepare journals for compensated absenses liability and expenditures from the Compensated Absences and Leave Liability reports (Current Versus Long Term) from LSUHSC-NO HR Support. Use Copy Journal Function to post reversal for new Fiscal Year as of 07/2011	7/29/11	8/5/11	MR	
117	AFR Prep/Rev Accruals	Open a PHD ticket for reports be available on August 13th so Application Support can request report \$PXGLYE, PXPYA10, PYPY11 (SMS Adhoc Report for Revenue and Accounts Receivable Accruals).	7/31/11	8/14/11	DL	
118	AFP Prep	Last date to record receipt of FEMA reimbursement for FY 11.	7/29/11	7/29/11	MF, LM, CFO/1st Asst	

119	Asset Management	Reconcile AM June 2011 - create/balance accounting entries, run/post J-GEN process. Run Fund 414 trial balance and verify balance	8/1/11	8/5/11	HQ AM Team	
120	Asset Management	Construction In Progress--Update AM CIP spreadsheet using OFPC reports for all hospitals as of July 31, 2011- using OFPC report No. 2G25)	8/1/11	8/15/11	HQ AM Team	Monique Fisher Wanda Allphin
121	Non-Exchange Transactions (Donations - excluding free meds)	Submit information on Donations (excluding free meds) to HCSD Finance staff for inclusion in AFR.	8/1/11	8/1/11	CFO/1st Asst, LC	Leah Cook
122	Non-Exchange Transactions (Donations - free meds)	Submit information on free meds to HCSDA for inclusion in AFR.	8/1/11	8/1/11	WA, DJ, Hospital Pharmacists, LC	Leah Cook
123	AFP Prep	Meet with HQ management to determine the appropriate amount to establish an A/R from FEMA and amount of expenses to be moved from Fund 116 to Fund 111 (operating). Process spreadsheet loader of expenses to be moved back to operating.	7/29/11	7/29/11	MF, WA, AL, LM, MR	
124	Operating Leases	Complete Operating Lease Note	8/12/11	8/12/11	VH	
125	AFP Prep	FEMA funds reconciliation and move unpaid expenses from Fund 116 to Fund 111	8/4/11	8/4/11	LM, MF, MR	
126	Asset Management	Run depreciation calculation/close for June 2011 AM activity. Run/post J-GEN process. Run Fund 414 trial balance and verify balance	8/12/11	8/12/11	HQ AM Team	
127	Asset Management	Submission of final asset report to appraisal service contractor representatives	8/15/11	8/19/11	HQ AM Team	
128	AFR Prep/ Rev Accruals	Prepare Year End Revenue Accrual and Accounts Receivable Worksheets from adhoc (\$PXGLYE) reports.	8/13/11	8/17/11	DL	Mark Robichaux
129	Accounting Services	Distribution of prior year surplus	8/3/11	8/3/11	MF	
130	AFR Prep	Review Cost Report and DSH Estimates for Reasonableness	8/19/11	8/19/11	LC, Cost Reporting, & Finance Teams	
131	AFR Prep	Audited Statements received from the Foundation	8/15/11	8/15/11	AL	
132	AFR Prep	ACS submit to HCSD hospitals June 30th A/R, Valuation Report	8/15/11	8/15/11	CFO, MF, GL, AL, WA	
133	AFR Prep/ Rev Accruals	Prepare and load YE Revenue Accruals and Prior Year Reversal from worksheets	8/16/11	8/20/11	MR	
134	AFR Prep/ Rev Accruals	Process JVs for adjustment to Dispro Receivables/Payables, and estimated cost reporting settlements for Medicare and Medicaid in PeopleSoft Accruals Ledger. (From Cost Reporting)	8/18/11	8/19/11	DL	
135	Asset Management	Final assets and depreciation completed (Note E). Except for GASB 42 requirements and Fund 116 entries	8/17/11	8/19/11	HQ AM Team	

136	AFR Prep	Hospital CFO's to submit to HQ Director of Financial Services confirmation of professional accounts receivable balance at June 30th.	8/19/11	8/19/11	CFO's, AL	
137	AFR Prep	Preparation of notes	8/25/11	8/31/11	ALL	
138	SMS	SMS General Ledger will close on August 24. Obtain Detail Trial Balance from SMS Patient Accounting System.	8/26/11	8/26/11	DL	
139	AFR Prep	Final review of notes and statements.	8/29/11	8/31/11	ALL	
140	AFR Follow-up	Edit AFR based on LSUHSC-NO & LSU System office analysis	9/1/11	9/16/11	WA, AL, MF	
141	AFR Prep	Financial Statements Completed			All	
142	Budget	Provide Budget Section with budget numbers prior to System Office request	7/31/11		WA	
143	AFR Follow-up	Prepare & submit Supplemental Financial Statements		upon completion of audit	WA, MF, AL	
144	AFR Prep	Run SNA and SRECNA Tree reports		upon completion of financial statements	MF, LM, LC	

NOTES:

Current Year = 2011 (When used for task starting before 7/1)
 Prior Year = 2010 (When used for task starting after 6/30)
 New Year = 2012

LEGEND:

- AJ Alana Johnson
- AL Art Landry
- CG Chester Guidry
- DJ Danny Jackson
- DL Donnis Loper
- WA Wanda Allphin
- MF Monique Fisher
- LC Leah Cook
- LL Lillian Laws
- MR Mark Robichaux
- MN Melissa Nesom
- MC Mike Carter
- NE Natalie Elfert
- PO Peter Omorotionmwan
- HQ AM Team Jaime Estave, Monica Butler
- VH Victor Havard
- LM Linn McNary
- LS Laura Savoy
- JP Joyce Price
- TM Tanisha Morgan
- PJ Phyllis Jackson