



FISCAL YEAR 2022 YEAR END INSTRUCTIONS

Office of Financial Services

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2022 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, 2022** 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 18** **Receivables.xlsx** website at <https://financialservices.louisiana.edu/media/169>.
- If applicable, please inform Angie Smith immediately of any **credit card transactions that were processed on or before June 30, 2022** and not deposited with Departmental Cashiers prior to July 1, 2022 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, 2022** and not deposited with