

**Subject: IMPORTANT: Journal Corrections, Transfers, IDB Submissions, and General Journal Entries Requests 2023-2024**

**Salary and benefit allocation requests**

- All journal corrections and transfers requests must be received by Research Accounting ([finance@ucalgary.ca](mailto:finance@ucalgary.ca)) by **4:30 pm Wednesday March 13, 2024**.
- All Salary Recoveries must be entered and approved in PeopleSoft by **4:30 pm Wednesday, March 27, 2024**.

**Journal corrections and transfers (including IRNA), and IDB submissions**

- All journal corrections and transfers requests must be received by Research Accounting ([finance@ucalgary.ca](mailto:finance@ucalgary.ca)) by **4:30 pm Monday, March 18, 2024**.
- All Internally Restricted Net Asset (IRNA) fund transfer journal requests must be received by Research Accounting by **4:30 pm Monday, March 18, 2024**.
  - The IRNA fund transfer journal must include the appropriate signatures from Research Services/CSM Legal with the journal request by **4:30 pm Monday, March 18, 2024**.

**Accruals and deferrals – non-IRNA transactions**

- All (non-IRNA) general journal entries requests (accruals and deferrals) must be received by GL Administration & Control by **4:30 pm Monday, April 1, 2024**.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

**UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries.** Visit [ucalgary.ca/uservice](http://ucalgary.ca/uservice), call 403-210-9300 or use one of the following email addresses:

- [it@ucalgary.ca](mailto:it@ucalgary.ca) (formerly itsupport@ucalgary.ca)
- [finance@ucalgary.ca](mailto:finance@ucalgary.ca) (formerly RTAHelp/SCMHelp/ARHelp/Cardhelp@ucalgary.ca)
- [hr@ucalgary.ca](mailto:hr@ucalgary.ca)
- [RMSHelp@ucalgary.ca](mailto:RMSHelp@ucalgary.ca)
- [iriss.support@ucalgary.ca](mailto:iriss.support@ucalgary.ca)
- [onboarding@ucalgary.ca](mailto:onboarding@ucalgary.ca) (formerly isconboarding@ucalgary.ca)

*Please do not respond to the sender email address as it is not monitored.*

*Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2023/2024 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.*