

Year End Deadlines - for the fiscal year ended March 31, 2024

Business Day	Calendar Date	Time	Description of Activity
-13	Mar 12	4:30 pm	<ul style="list-style-type: none"> Asset Management cut-off date for asset completion forms on projects
-12	Mar 13	4:30 pm	<ul style="list-style-type: none"> Final day to submit a project creation request to project maintenance, including all signatures from Research Services/CSM Legal review process. Final day to submit a salary and benefit allocation request to Research Accounting
-9	Mar 18	4:30 pm	<ul style="list-style-type: none"> All salary and benefit allocation requests sent to Payroll Operations from Research Accounting Final day to submit a journal correction/ transfer and IDB requests to Research Accounting. IRNA transfer requests must include all signatures from Research Services/CSM Legal review process. Asset Management cut-off date for the following transaction requests: <ul style="list-style-type: none"> Transfer of capital assets between chart-fields Disposal of capital assets Set up of new Gift-in-Kind assets
-6	Mar 21	4:30 pm	<ul style="list-style-type: none"> Final day to submit an expense claim Final day to submit Payment Request Form for payments to non-employees and low dollar invoices
-5	Mar 22	8:30 am	<ul style="list-style-type: none"> Accounts Receivable cut-off date for: <ul style="list-style-type: none"> Project Invoice eForm – Invoice request eForms must be submitted and approved by the Project Holder or Finance delegate Submitting Write-off request forms for uncollectible invoices
		4:30 pm	<ul style="list-style-type: none"> IRNA transfers are sent to VP for approvals
-4	Mar 25	4:30 pm	<ul style="list-style-type: none"> Final day to enter timesheets up to and including March 31 before timesheet lock at 8am on Tuesday, March 26
-3	Mar26	8:00 am	<ul style="list-style-type: none"> Timesheet lock
		4:00 pm	<ul style="list-style-type: none"> Approval of all timesheets completed in PeopleSoft
		4:30 pm	<ul style="list-style-type: none"> Final day to complete T&E Card reconciliations for current transactions and prior statements Final day to complete PCard reconciliations for current transactions and prior statements Final day to submit a vendors' invoice to Accounts Payable

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Business Day	Calendar Date	Time	Description of Activity
-2	Mar 27	12:00 Noon 4:30 pm	<ul style="list-style-type: none"> ▪ Reviewer Groups' approval of all Expense Reports, Payment Request Forms, PCards vouchers/reconciliations, T&E expense claims, cash advances in PeopleSoft ▪ Final day to record (i.e. receive) delivery of goods and services in PeopleSoft ▪ All Salary recoveries must be entered and approved in PeopleSoft ▪ Accounts Receivable cut-off for receiving cheques to deposit.
-1	Mar 28	8:30 am 9:00 am 12:00 Noon 4:00 pm 4:30 pm	<ul style="list-style-type: none"> ▪ Preliminary un-posted Voucher Report (> \$10,000) submitted to Finance Partners (from Financial Reporting) (initial review) ▪ Campus Service Centre cut-off for receiving cash and cheque deposits related to March 28th. ▪ Bookstore Administration Office cut-off date for receiving: <ul style="list-style-type: none"> ▪ Completed and authorized General Cash Count and General Cash Fund Certificate forms and reconciliations ▪ Cash deposits related to March 28 and related PeopleSoft entries if applicable ▪ Account Receivable cut-off for receiving (for Bookstore & Parking): cash deposits related to March 31 and reconciliations ▪ Advancement cut-off date for receiving donations ▪ Project and Department budget owner approval of Expense Reports, PCard vouchers, T&E expense claims and non-PO vouchers ▪ Completion of all cash register, point of sale reports, Moneris batch reports and record into PeopleSoft ▪ Completion of cash float counts. Floats are to be counted at end of day and completed float certificates and count sheets to be sent to Accounts Receivable ▪ Completion of inventory counts ▪ Payroll file (March 16-31) received at GL Administration
	Mar 31	4:30 pm	<ul style="list-style-type: none"> ▪ Accounts Payable module close

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Business Day	Calendar Date	Time	Description of Activity
	Apr 1	8:30 am 4:30 pm	<ul style="list-style-type: none"> ▪ Preliminary year end results are available in PeopleSoft, eFin, and Enterprise Reporting ▪ Journal entry request cut-off date (including all adjusting entries, accruals, and deferrals) for GL Administration– accruals and deferrals over \$10,000 will be processed ▪ All 13xxx account reconciliations and inventory certificates must be completed and submitted to Financial Reporting
1	Apr 2	8:30 am 4:30pm	<ul style="list-style-type: none"> ▪ Cut-off to submit user generated invoices through Express Billing or Standard Billing for Accounts Receivable approval ▪ Final un-posted Voucher Report (>\$10,000) submitted to Finance Partners (from Financial Reporting) ▪ Cut-off to submit Direct Journal Deposits in PeopleSoft
2	Apr 3	4:30pm	<ul style="list-style-type: none"> ▪ Finance Partners submit reviewed Un-posted Voucher Report to Financial Reporting
3	Apr 4	8:30 am 12:00 noon 4:30 pm	<ul style="list-style-type: none"> ▪ Accounts Receivable module close ▪ Capital Accounting and IT Reporting submit reviewed Un-posted Voucher Report to Financial Reporting ▪ Un-posted Voucher Report accrual posted by Financial Reporting
4	Apr 5	4:30 pm	<ul style="list-style-type: none"> ▪ GL Administration will review and post all approved journal entries (with exception of institutional entries)
	Apr 6	8:30 am	<ul style="list-style-type: none"> ▪ Year-end results available in PeopleSoft, eFIN, and Enterprise Reporting (with exception of institutional entries) ▪ Finance Partners begin variance analysis for Fund 10 & Fund 15 ▪ Balance sheet reconciliations can begin
5	Apr 8	12:00 Noon 4:30 pm	<ul style="list-style-type: none"> ▪ Finance Partners submit fund 10 & fund 15 variance analysis ▪ Finance Services begins roll up of variance analysis for Fund 10 & Fund 15 ▪ Finance Partners begin all-funds variance analysis by general ledger ▪ Institutional journal entries posted, including investment income, amortization, revenue deferrals, etc.

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Business Day	Calendar Date	Time	Description of Activity
6	Apr 9	12:00 noon 4:30 pm	<ul style="list-style-type: none"> ▪ Finance Partners submit all-funds variance analysis by general ledger account ▪ Finance Services begins roll up of all-funds variance analysis by general ledger ▪ All Balance Sheet Account Reconciliations must be completed and submitted to acctrecs@ucalgary.ca
7	Apr 10	12:00 noon	<ul style="list-style-type: none"> ▪ Roll up variance analysis for Fund 10 & Fund 15, for all-funds variance by general ledger account, and by function finalized and submitted to Financial Reporting
8	Apr 11	4:30 pm	<ul style="list-style-type: none"> ▪ Variance Analysis follow up questions due to Finance Services
9	Apr 12	4:30 pm	<ul style="list-style-type: none"> ▪ Variance Analysis response to follow up questions due to Finance Reporting
	April 13	4:30pm	<ul style="list-style-type: none"> ▪ Draft Financial Statements prepared by Financial Reporting
10	Apr 15	4:30 pm	<ul style="list-style-type: none"> ▪ Draft Financial Statements reviewed by Director, Financial Reporting ▪ Completion of IAE Ministry Consolidation Templates
11	Apr 16	4:00 pm	<ul style="list-style-type: none"> ▪ Financial Statements & Ministry templates reviewed by AVP, Finance ▪ IAE Ministry Consolidation templates, reviewed by Director, Financial Reporting
12	April 17	9:00 am 12:00 pm	<ul style="list-style-type: none"> ▪ Financial Statements & Ministry templates reviewed and signed by VP Finance and CFO ▪ Submission of IAE Ministry Consolidation Templates
13	April 18	8:30 am	<ul style="list-style-type: none"> ▪ Year-end audit commences – Completed Financial Statements, reviewed and approved lead sheets and supporting documents/schedules provided to external auditors