INFORMATION FOR YEAR-END

GENERAL
During March please review Finance Self-Serve (FSS) or Eprint and ensure the correct accounts have been used (e.g. travel is charged to travel account not general operating). Please submit adjustments as soon as possible. All documents dated March 31, 2020 (or earlier) and received in Financial Services by April 2, 2020 will be processed for the 2019-20 fiscal year and will appear in the preliminary year-end reports available on April 6, 2020. This includes cash deposits, invoices, journal entries, uploads, cheque requisitions and travel claims. Please ensure that documents are accurate and complete upon submission to ensure timely processing. The final deadline for adjustments to be submitted for the 2019-20 fiscal year is April 13th.

PAYROLL
Review the February Hours & Fringe Benefit Reports and notify Payroll of any corrections. Bi-weekly and monthly payroll adjustments and cheque cancellations should be submitted to Payroll by March 9th. Processing is not guaranteed after this date.

SERVICES RENDERED
Independent Contractor status questionnaires relating to invoices for 2019-20 year must be received in Financial Services by March 20, 2020. This ensures the related invoice will be processed and reflected in the preliminary reports.

CASH DEPOSITS AND ACCOUNTS RECEIVABLE
If deposits after April 1st relate to 2019-20 they should be clearly marked "2019-20 Revenue" to be considered for accrual in the 2019-20 year. Units with accounts receivable should submit supporting documentation to Robin Xia by April 13, 2020. Documentation should include a customer listing, balances owing, and invoice dates. A journal entry should be included to adjust the receivable balance per the list of balances owing.

RECEIVING COPIES OF PO'S AND RELATED SUPPLIER INVOICES
All charges relating to purchase orders must be expensed in the year the goods are received. Please ensure that all receiving copies are dated accordingly. For the 2019-20 year, goods or services must be received by the end of business March 31, 2020. The receiving copy for goods must be submitted to Financial Services by April 2, 2020.

INVOICES, CHEQUE REQUISITIONS AND TRAVEL CLAIMS
All invoices received in Financial Services by end of day on April 2, 2020 will be posted in the 2019-20 fiscal year. If invoices with invoice date after April 1st relate to the 2019-20 year they should be clearly marked “2019-20 Expense” to be considered for accrual in the 2019-20 year. A copy of the document must be forwarded to Kris Whidden and noted “for accrual 2019-20”. Invoices for less than $5,000 will not be considered.

P-CARD BILLING
The final P-Card statement for this fiscal year will be available online April 4, 2020. All transactions appearing on your April statement will be accrued to March 31, 2020. This may include transactions processed up to April 3, 2020. In order for these charges to be applied to the proper accounts within the budget, the P-Card statement must be reconciled no later than 4:00 P.M. April 13, 2020. Charges not reconciled by this time will be applied to your default account.