Fiscal year-end March 31, 2019 deadlines

Please ensure that submissions are received in Accounting Services by 4 pm on the dates noted below.

For all enquiries, visit Accounting Services Website

**Accounts Payable**

*Expenses & payment requests*

- **Mar 18** Clearing of accountable advances for expenses incurred to Mar 2018/19
  - NEW accountable advance requests - needed between March 18-April 13
  - Travel claims for all travel substantially completed by Mar 15
  - Business Expense, Pro-D claims & Petty Cash replenishments
  - AP Feeds - for payments to be paid before Mar 31
  - Payment requests - CDN & US payments
  - Wire Payments - all currencies

- **Mar 25** Scholarships/Awards, supplemental files due by Mar 31

**Supplier Invoices**

- **Mar 18** Invoices to be paid in foreign currencies
- **Mar 25** Invoices from suppliers to be routed through APReply
- **Apr 1** APReply workflow notice of discrepancies
- **Apr 1** APReply workflow authorizations for all invoices up to Mar 31

**C-Card**

- **Mar 21** Last day to make purchases & expect to see charges on statement
- **Apr 2** Reallocate C-Card transactions online

**Payroll**

- **Mar 15** Salary reallocation forms to be recorded in 2018/19 forward to Accounting Services
- **Mar 21** Timesheets—additional hours for salaried employees - Mar 16-31
- **Mar 28** Timesheets—hourly/casuals - Mar 16-31

**Accounts Receivable**

- **Mar 22** Requests for AR to produce invoices for goods/services
- **Mar 27** Invoices prepared at department level for goods/services

**Banking**

- **Mar 29** Deposit/reporting of GR/RA payments
- **Apr 1 Noon** DC reporting for all payment card activity per close on Mar 31

**Financial Accounting**

- **Apr 2** Internal charges & adjustments (journal entries) to be recorded in 2018/19
  - Only significant dollar value entries that impact financial results will be posted.
  - Transactions received after this date will be posted in the 2019/20 fiscal year

**Purchasing**

- **Feb 1** Last day to post RFP for 2018/19 award
- **Mar 4** Send requests for extensions, terminations, changes to FAST account numbers or other updates directly to Purchasing.
  - Submit webreqs or purchase requisitions (short lead time & vendors selected)
- **Mar 4** Goods and services with long lead times or that are part of a competitive bid process have to be ordered well before this deadline to be received and recorded in fiscal 2018/19
  - Services have to be contracted before this deadline to be performed and recorded in 2018/19

* To allow AP staff time to record expenses in 2018/19 fiscal year, payments will not be issued between April 1-5, 2019