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-Apr 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

### 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 5** 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

### 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

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