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, 2017 and received in Financial Services by 2:00 pm on April 3, 2017 will be processed for the 2016-17 fiscal year and will appear in the preliminary year-end reports available on April 6, 2017. This includes cash deposits, invoices, journal entries, uploads, cheque requisitions and travel claims. The final deadline for adjustments to be submitted for the 2016-17 fiscal year is April 12th by noon.

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 7th for biweekly payroll and March 8th for monthly payroll. Processing is not guaranteed after this date.

SERVICES RENDERED
Independent Contractor status questionnaires relating to invoices for 2016-17 year must be received in Financial Services by March 23, 2017. 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 2016-17 they should be clearly marked "2016-17 Revenue" to be considered for accrual in the 2016-17 year. Units with accounts receivable should submit supporting documentation to Dave Cormier by noon on April 12, 2017. 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 2016-17 year, goods or services must be received by the end of business March 31, 2017. The receiving copy for goods must be submitted to Financial Services no later than 2:00 p.m. on April 3, 2017.

INVOICES, CHEQUE REQUISITIONS AND TRAVEL CLAIMS
All invoices received in Financial Services by 2pm on April 3, 2017 will be posted in the 2016-17 fiscal year. If invoices after April 1st relate to the 2016-17 year they should be clearly marked "2016-17 Expense" to be considered for accrual in the 2016-17 year. A copy of the document must be forwarded to Jessica Corrigan and noted “for accrual 2016-17”. 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, 2017. All transactions appearing on your April statement will be accrued to March 31, 2017. This may include transactions processed up to April 3, 2016. 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 PM, April 12, 2017. Charges not reconciled by this time will be applied to your default account.