Subject: IMPORTANT: Accounts Receivable, Receipt of Payments, & Deposits 2020-2021

Accounts Receivable

New Invoices
- New invoices, Invoice Request Form, and invoice adjustments must be submitted by **4:30 pm Wednesday, March 31, 2021**.

Invoice Payments
- Invoice payments received on or before March 31\textsuperscript{st} must be received in AR by **4:30 pm Wednesday, March 31, 2021**.

Bad Debt Expense
- If you have information indicating that the University will not be able to collect on any of your outstanding invoices, submit the AR Write Off Form, PS invoice number and Customer ID to AR by **4:30 Wednesday, March 31, 2021**.

Receipting
- All receipts must be dated for the day the transaction occurred (including manual receipts)
- All cash register reports, point of sale reports and Moneris batch reports must be run by the end of day **Wednesday, March 31, 2021**.
- All cash register reports, point of sale reports and Moneris batch reports must recorded into PeopleSoft by the end of day **Wednesday, March 31, 2021**.

Depositing
- All payments received before 11:59 pm on March 31 must be deposited at the Campus Services Desk by **12:00pm (noon) Thursday, April 1, 2021**.
- Bookstore and Parking reconciliations must be delivered to Accounts Receivable by **12:00pm (noon) Thursday, April 1, 2021**.
- Old year and New Year payments must be deposited separately.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

**UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries.** Visit ucalgary.ca/uservice, call 403-210-9300 or use one of the following email addresses:
- it@ucalgary.ca (formerly itsupport@ucalgary.ca)
- finance@ucalgary.ca (formerly RTAHelp/SCMHelp/ARHelp/Cardhelp@ucalgary.ca)
- hr@ucalgary.ca
- RMSHelp@ucalgary.ca
- iriss.support@ucalgary.ca
- onboarding@ucalgary.ca (formerly isconboarding@ucalgary.ca)

*Please do not respond to the sender email address as it is not monitored.*

*Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2020/2021 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.*