

Subject: IMPORTANT: Accounts Receivable, Receipt of Payments, & Deposits 2024-2025**Accounts Receivable****New Project Invoices or Adjustments**

- The Project Invoice eForm for new invoice requests must be submitted and approved by the project holder by **8:30am Monday, March 24, 2025**.
- The Adjust Project Invoice eForm for project invoice adjustments must be submitted and approved by the project holder by **8:30am Monday, March 24, 2025**.

Cheque Payments

- Cheque payments received on or before March 27th must be received in AR by **4:30pm Thursday, March 27, 2025**.

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 **8:30am Monday, March 24, 2025**.

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 **Monday, March 31, 2025**.
- All cash register reports, point of sale reports and Moneris batch reports must be recorded into PeopleSoft by the end of day **Monday, March 31, 2025**.

Depositing

- All payments received before 11:59 pm on March 30th must be deposited at the Campus Service Centre by **10:00am Monday, March 31, 2025**.
- Bookstore and Parking reconciliations must be delivered to Campus Service desk by **10:00am Monday March 31, 2025**.
- Old fiscal year and new fiscal 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 2024/2025 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.