

Year End Deadlines - for the fiscal year ended March 31, 2022

Business Day	Calendar Date	Time	Description of Activity
-15	Mar 11	4:30 pm	<ul style="list-style-type: none"> ▪ Final day to submit gift agreements or Terms of Reference to Advancement Services for new endowments
-12	Mar 16	4:30 pm	<ul style="list-style-type: none"> ▪ Final day to submit a project creation request to project maintenance, including all signatures from Research Services/CSM Legal review process ▪ Final day to submit a salary and benefit allocation request to Research Accounting ▪ Final day to submit IRNA transfer requests to Research Accounting, including all signatures from Research Services/CSM Legal review process
-10	Mar 18	4:30 pm	<ul style="list-style-type: none"> ▪ All salary and benefit allocation requests sent to Payroll Operations from Research Accounting
-9	Mar 21	4:30 pm	<ul style="list-style-type: none"> ▪ Final day to submit an journal correction/ transfers (non-IRNA) and IDB requests to Research Accounting ▪ Asset Management cut-off date for the following transaction requests: <ul style="list-style-type: none"> ▪ Transfer of capital assets between chart-fields ▪ Disposal of capital assets ▪ Set up of new Gift-in-Kind assets ▪ Asset completion forms on projects
-6	Mar 24	4:30 pm	<ul style="list-style-type: none"> ▪ Final day to submit Payment Request Form for payments to non-employees and low dollar invoices ▪ Final day to initiate an expense claim on behalf of a claimant
-5	Mar 25	4:30 pm	<ul style="list-style-type: none"> ▪ Final day to submit an expense claim ▪ Final day to complete PCard reconciliations for current transactions and prior statements ▪ Final day to complete T&E Card reconciliations for current transactions and prior statements ▪ IRNA transfers are sent to VP for approvals
-4	Mar 28		<ul style="list-style-type: none"> ▪ Final day to enter timesheets up to and including March 31 before timesheet lock at 8am on Tuesday, March 29
-3	Mar 29	8:00am 4:00 pm	<ul style="list-style-type: none"> ▪ Timesheet lock ▪ Approval of all timesheets completed in PeopleSoft ▪ Final day to submit a vendors' invoice to Accounts Payable

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Business Day	Calendar Date	Time	Description of Activity
-2	Mar 30	12:00 Noon 4:00 pm 4:30 pm	<ul style="list-style-type: none"> ▪ Reviewer Groups' approval of all Expense Reports, Payment Request Forms, PCards vouchers/reconciliations, T&E expense claims, cash advances in PeopleSoft ▪ Advancement Services cut-off date for receiving donations ▪ Final day to record (i.e. receive) delivery of goods and services in PeopleSoft ▪ All Salary recoveries must be entered and approved in PeopleSoft
-1	Mar 31	4:30 pm	<ul style="list-style-type: none"> ▪ Project and Department budget owner approval of Expense Reports, PCard vouchers, T&E expense claims and non-PO vouchers ▪ Accounts Receivable cut-off date for: <ul style="list-style-type: none"> ○ Creating (in Billing module) and submitting (to A/R) requests for customer invoices, invoice adjustments and write-offs ○ Submitting to A/R uncollectible invoices details ○ Receiving invoice payments submitted to the A/R ▪ Completion of all cash register, point of sale reports, Moneris batch reports and record into PeopleSoft ▪ Completion of inventory counts ▪ Accounts Payable module close ▪ Payroll file (March 16-31) received at GL Administration
1	Apr 1	8:30 am 12:00 noon 4:30 pm	<ul style="list-style-type: none"> ▪ Preliminary year end results are available in PeopleSoft, eFin, and Enterprise Reporting ▪ Development Office cut-off date for receiving donations ▪ Bookstore Administration Office cut-off date for receiving: <ul style="list-style-type: none"> ○ Completed and authorized General Cash Count and General Cash Fund Certificate forms and reconciliations ○ Cash deposits related to March 31 and related PeopleSoft entries if applicable ▪ Account Receivable cut-off for receiving (for Bookstore & Parking): cash deposits related to March 31 and reconciliations ▪ Un-posted Voucher Report submitted to Finance Partners (from Financial Reporting) ▪ Journal entry request cut-off date (including all adjusting entries, accruals, and deferrals) for GL Administration– accruals and deferrals over \$10,000 will be processed ▪ All 13xxx account reconciliations and inventory certificates must be completed and submitted to Financial Reporting
	Apr 2	4:30pm	<ul style="list-style-type: none"> ▪ Finance Partners submit reviewed Un-posted Voucher Report to Financial Reporting

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	Apr 3	8:30 am 12:00 noon 4:30pm	<ul style="list-style-type: none"> ▪ Accounts Receivable module close ▪ Capital Accounting and IT Reporting submit reviewed Un-posted Voucher Report to Financial Reporting ▪ Un-posted Voucher Report accrual posted by Financial Reporting
2	Apr 4	4:30 pm	
3	Apr 5	8:30 am	<ul style="list-style-type: none"> ▪ GL Administration will review and post all approved journal entries (with exception of institutional entries)
4	Apr 6	8:30 am	<ul style="list-style-type: none"> ▪ Year-end results available in PeopleSoft, eFIN, and Enterprise Reporting (with exception of institutional entries) ▪ Finance Partners variance analysis by object for Fund 10 & Fund 15 commences
5	Apr 7	4:30 pm	<ul style="list-style-type: none"> ▪ Finance Partners submit variance analysis by object ▪ Institutional journal entries posted, including investment income, amortization, revenue deferrals, etc.
6	Apr 8	12:00 Noon 4:30 pm	<ul style="list-style-type: none"> ▪ Finance Partners variance analysis by general ledger commences ▪ All Balance Sheet Account Reconciliations must be completed and submitted to acctrecs@ucalgary.ca
7	Apr 11	12:00 Noon	<ul style="list-style-type: none"> ▪ Finance Partners submit variance analysis by general ledger account ▪ Finance Services roll up of variance analysis by general ledger and object commences
8	Apr 12	12:00 noon 4:30 pm	<ul style="list-style-type: none"> ▪ Roll up variance analysis by object, function and general ledger account finalized and submitted to Financial Reporting ▪ Variance Analysis follow up questions due to Finance Services
9	Apr 13	4:30 pm	<ul style="list-style-type: none"> ▪ Variance Analysis response to follow up questions due to Finance Reporting ▪ Draft Financial Statements prepared by Financial Reporting
10	Apr 14	4:30 pm	<ul style="list-style-type: none"> ▪ Draft Financial Statements reviewed by Director, Financial Reporting
11	Apr 15	4:30 pm	<ul style="list-style-type: none"> ▪ Financial Statements & Ministry templates reviewed by AVP, Finance ▪ Completion of IAE Ministry Consolidation Templates
	Apr 16	4:00 pm	<ul style="list-style-type: none"> ▪ Financial Statements & Ministry templates reviewed by VP, Finance and Services ▪ IAE Ministry Consolidation templates, reviewed by Director, Financial Reporting

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Business Day	Calendar Date	Time	Description of Activity
12	April 18	9:00 am	<ul style="list-style-type: none"> ▪ Year-end audit commences – Completed Financial Statements, reviewed and approved lead sheets and supporting documents/schedules provided to external auditors ▪ Submission of IAE Ministry Consolidation Templates ▪ Financial Statements & Ministry templates signed by VP, Finance and Services