

## Year End Deadlines - for the fiscal year ended March 31, 2025

Business Day	Calendar Date	Time	Description of Activity
-14	Mar 12	4:30 pm	<ul style="list-style-type: none"> <li>Final day to submit a project creation/amendment request to project maintenance, including all signatures from Research Services/CSM Legal review process</li> <li>IRNA and Operating Project (OPPRJ) transfer requests must be submitted to Research Accounting (through <a href="mailto:finance@ucalgary.ca">finance@ucalgary.ca</a>)</li> </ul>
-13	Mar 13	4:30 pm	<ul style="list-style-type: none"> <li>Asset Management cut-off date for the following transaction requests: <ul style="list-style-type: none"> <li>Asset completion forms on projects</li> <li>Transfer of capital assets between chart-fields</li> <li>Disposal of capital assets</li> <li>Set up of new Gift-in-Kind assets</li> </ul> </li> <li>Final day to submit a salary and benefit allocation request to Research Accounting (through <a href="mailto:finance@ucalgary.ca">finance@ucalgary.ca</a>)</li> </ul>
-10	Mar 18	4:30pm	<ul style="list-style-type: none"> <li>All salary and benefit allocation requests sent to Payroll Operations from Research Accounting</li> <li>Final day to submit a journal correction/ transfer and IDB requests to Research Accounting (through <a href="mailto:finance@ucalgary.ca">finance@ucalgary.ca</a>)</li> </ul>
-9	Mar 19	4:30 pm	<ul style="list-style-type: none"> <li>IRNA and OPPRJ transfers are sent to VP for approvals</li> </ul>
-8	Mar 20	4:30 pm	<ul style="list-style-type: none"> <li>Final day to submit an expense claim</li> <li>Final day to submit Payment Request Form for payments to non-employees and low dollar invoices</li> </ul>
-6	Mar 24	8:30 am	<ul style="list-style-type: none"> <li>Accounts Receivable cut-off date for: <ul style="list-style-type: none"> <li>Project Invoice eForm – Invoice request eForms must be submitted and approved by the Project Holder or Finance delegate</li> </ul> </li> <li>Final day to submit write-off request forms for uncollectible invoices</li> </ul>
-4	Mar26	4:30 pm	<ul style="list-style-type: none"> <li>Final day to enter timesheets up to and including March 31 before timesheet lock at 8am on Thursday, March 27</li> <li>Final day to submit vendors' invoices to Accounts Payable</li> </ul>

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Business Day	Calendar Date	Time	Description of Activity
-3	Mar 27	8:00 am	<ul style="list-style-type: none"> <li>▪ Timesheet lock</li> </ul>
		4:00 pm	<ul style="list-style-type: none"> <li>▪ Approval of all timesheets completed in PeopleSoft</li> </ul>
		4:30 pm	<ul style="list-style-type: none"> <li>▪ Accounts Receivable cut-off for receiving cheques to deposit.</li> <li>▪ Final day to complete T&amp;E Card reconciliations for current transactions and prior statements</li> <li>▪ Final day to complete PCard reconciliations for current transactions and prior statements</li> </ul>
-2	Mar 28	12:00 Noon	<ul style="list-style-type: none"> <li>▪ Reviewer Groups' approval of all Expense Reports, Payment Request Forms, PCards vouchers/reconciliations, T&amp;E expense claims, cash advances in PeopleSoft</li> </ul>
		4:00 pm	<ul style="list-style-type: none"> <li>▪ Advancement cut-off date for receiving donations</li> </ul>
		4:30 pm	<ul style="list-style-type: none"> <li>▪ Final day to record (i.e. receive) delivery of goods and services in PeopleSoft</li> <li>▪ All Salary recoveries must be entered and approved in PeopleSoft</li> </ul>
-1	Mar 31	8:30am	<ul style="list-style-type: none"> <li>▪ Preliminary un-posted Voucher Report (&gt; \$10,000) submitted to Finance Partners (from Financial Reporting) (initial review)</li> </ul>
		10:00 am	<ul style="list-style-type: none"> <li>▪ Campus Service Centre cut-off for receiving cash and cheque deposits related to March 30<sup>th</sup> and prior.</li> </ul>
		4:30 pm	<ul style="list-style-type: none"> <li>▪ Project and Department budget owner approval of Expense Reports, PCard vouchers, T&amp;E expense claims and non-PO vouchers</li> <li>▪ Completion of all cash register, point of sale reports, Moneris batch reports and record into PeopleSoft</li> <li>▪ Completion of cash float counts. Floats are to be counted at end of day and completed float certificates and count sheets to be sent to Accounts Receivable</li> <li>▪ Completion of inventory counts</li> <li>▪ Accounts Payable module close</li> <li>▪ Payroll file (March 16-31) received at GL Administration</li> </ul>

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Business Day	Calendar Date	Time	Description of Activity
1	Apr 1	8:30 am	<ul style="list-style-type: none"> <li>Preliminary year end results are available in PeopleSoft, eFin, and Power Bi</li> </ul>
		4:30 pm	<ul style="list-style-type: none"> <li>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</li> <li>All 13xxx account reconciliations and inventory certificates must be completed and submitted to Financial Reporting</li> </ul>
2	Apr 2	8:30 am	<ul style="list-style-type: none"> <li>Cut-off to submit user generated invoices through Express Billing or Standard Billing for Accounts Receivable approval</li> </ul>
		4:30pm	<ul style="list-style-type: none"> <li>Final un-posted Voucher Report (&gt;\$10,000) submitted to Finance Partners (from Financial Reporting)</li> <li>Cut-off to submit Direct Journal Deposits in PeopleSoft</li> </ul>
3	Apr 3	4:30pm	<ul style="list-style-type: none"> <li>Finance Partners submit reviewed Un-posted Voucher Report to Financial Reporting</li> </ul>
4	Apr 4	8:30 am	<ul style="list-style-type: none"> <li>Accounts Receivable module close</li> </ul>
		12:00 noon	<ul style="list-style-type: none"> <li>Capital and IT Reporting submit reviewed Un-posted Voucher Report to Financial Reporting</li> </ul>
		4:30 pm	<ul style="list-style-type: none"> <li>Un-posted Voucher Report accrual posted by Financial Reporting</li> </ul>
	Apr 5	4:30 pm	<ul style="list-style-type: none"> <li>GL Administration will review and post all approved journal entries (with exception of institutional entries)</li> </ul>
	Apr 6	8:30 am	<ul style="list-style-type: none"> <li>Year-end results available in PeopleSoft, eFIN, and Power Bi (with exception of institutional entries)</li> <li>Finance Partners begin variance analysis for Fund 10 &amp; Fund 15</li> <li>Balance sheet reconciliations can begin</li> </ul>
6	Apr 8	12:00 Noon	<ul style="list-style-type: none"> <li>Finance Partners submit fund 10 &amp; fund 15 variance analysis</li> <li>Finance Services begins roll up of variance analysis for Fund 10 &amp; Fund 15</li> <li>Finance Partners begin all-funds variance analysis by general ledger account code</li> </ul>
		4:30 pm	<ul style="list-style-type: none"> <li>Institutional journal entries posted, including investment income, amortization, revenue deferrals, etc. by Financial Reporting.</li> </ul>

## Year End Deadlines - for the fiscal year ended March 31, 2025

Business Day	Calendar Date	Time	Description of Activity
7	Apr 9	12:00 noon  4:30 pm	<ul style="list-style-type: none"> <li>Finance Partners complete all-funds variance analysis by general ledger account</li> <li>Finance Services begins roll up of all-funds variance analysis by general ledger account code</li> <li>All Balance Sheet Account Reconciliations must be completed and submitted to <a href="mailto:acctrecs@ucalgary.ca">acctrecs@ucalgary.ca</a></li> </ul>
8	Apr 10	12:00 noon	<ul style="list-style-type: none"> <li>Roll up variance analysis for Fund 10 &amp; Fund 15, for all-funds variance by general ledger account, and by function finalized and submitted to Financial Reporting</li> </ul>
9	Apr 11	4:30 pm	<ul style="list-style-type: none"> <li>Variance Analysis follow up questions due to Finance Services</li> </ul>
	Apr 12	4:30 pm	<ul style="list-style-type: none"> <li>Variance Analysis response to follow up questions due to Finance Reporting</li> </ul>
	Apr 13	4:30pm	<ul style="list-style-type: none"> <li>Draft Financial Statements prepared by Financial Reporting</li> </ul>
11	Apr 15	4:30 pm	<ul style="list-style-type: none"> <li>Draft Financial Statements reviewed by Director, Financial Reporting</li> <li>Completion of IAE Ministry Consolidation Templates</li> </ul>
12	Apr 16	4:00 pm	<ul style="list-style-type: none"> <li>Financial Statements &amp; Ministry templates reviewed by AVP, Finance</li> <li>IAE Ministry Consolidation templates, reviewed by Director, Financial Reporting</li> </ul>
13	April 17	9:00 am  12:00 pm	<ul style="list-style-type: none"> <li>Financial Statements &amp; Ministry templates reviewed and signed by VP Finance and CFO</li> <li>Submission of IAE Ministry Consolidation Templates</li> </ul>
14	April 18	8:30 am	<ul style="list-style-type: none"> <li>Year-end audit commences – Completed Financial Statements, reviewed and approved lead sheets and supporting documents/schedules provided to external auditors</li> </ul>