The University's year end is Monday, April 30, 2018. All transactions occurring before year end must be dated April 30, 2018 or earlier to be included in the 2017/2018 budget year. It is the responsibility of each department to submit its accounting records before the deadlines listed below. The transactions received before these deadlines will be included in the 2017/2018 budget year.

CASH RECEIPTS
All cheques and cash must be deposited by the central cashier on or before Monday, April 30, 2018 in order to be processed with an April date. All deposits made after April 30 will be May dated. In order to accommodate year end processing, the cashier hours will be extended as follows: April 27 & 30 9:00 a.m. – 12:00 p.m. and 12:30 p.m. – 3:30 p.m.

PETTY CASH
Expenses incurred prior to April 30, 2018 must be submitted through the central cashier no later than Wednesday May 2, 2018 to be processed with an April date. It is strongly encouraged that petty cash claims be submitted prior to April 30 where possible to ensure your claim will be processed in the 2017/2018 budget year. The cashier will be accepting petty cash reimbursements up to and including May 2, 2018.

ACCOUNTS RECEIVABLE INVOICES
All April dated invoices for external customers must be finalized and printed by 3:00 p.m. on April 30, 2018.

INVENTORIES
The last day for submission of the physical inventory sheets is Wednesday, May 2, 2018.

INTERDEPARTMENTAL CHARGES
Interdepartmental charges for goods received or services rendered on or before April 30, 2018 must be dated (and approved if Mustang Market forms/journals) April 30, 2018 or prior and journaled no later than Tuesday, May 1, 2018. Ensure the Accounting Date on the Journal Entry Header Panel is changed to April 30, 2018.

TRAVEL EXPENSES/TRAVEL ADVANCES
Paper travel claims for expenses incurred prior to April 30, 2018 must be submitted no later than Monday, April 23, 2018 for processing. Online expense reports must be approved by the final approver no later than Monday, April 30, 2018 to be included in the 2017/2018 budget year. Expense claims related to outstanding travel advances must be submitted and approved no later than Monday, April 30, 2018.

PAYROLL INSTRUCTIONS
Regular and vacation pay for part-time employees and any overtime owed to employees should be paid in April. Financial Services will accrue payroll from April 15 to 21, 2018.

PROCUREMENT & PCARD INSTRUCTIONS
Purchase orders for goods and services received in the 2017/2018 budget year and invoiced before May 1, 2018 must be approved and released in Mustang Market by April 30, 2018 to be processed in the 2017/2018 budget year. Purchase orders for goods and services shipped, received and invoiced after April 30, 2018 will be committed against the 2018/2019 budget year.

PCard transactions from April 16 to 30, 2018 will be available for reconciliation on May 1, 2018 and must be submitted and approved by May 2, 2018 at 5:00 p.m. to be included in the 2017/18 budget year.

Suppliers' invoices must be in Accounts Payable, apinvoice@uwo.ca or SSB 6100, no later than May 1, 2018. Invoices received after this date will be processed in the 2018/2019 budget year.