

TENTATIVE SCHEDULE – YEAR END DEADLINES SUBJECT TO CHANGE DUE TO COVID-19 CIRCUMSTANCES

TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS
FROM: Carter Scott, Controller
DATE: April 16, 2020
SUBJECT: YEAR END DEADLINES

The University's year end is **Thursday, April 30, 2020**. All transactions occurring before year end must be dated **April 30, 2020** or earlier to be included in the 2019/2020 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 2019/2020 budget year.

CASH RECEIPTS

The Central Cashier will not be open for deposits prior to year end. Cheques can be sent via inter-campus mail and must be received by Thursday, April 30th. Cash cannot be deposited as it must not be sent in the inter-campus mail.

PETTY CASH

The Central Cashier will not be open for petty cash reimbursements prior to year end.

ACCOUNTS RECEIVABLE INVOICES

All April dated invoices for external customers must be finalized and printed **by 3:00 p.m. on April 30, 2020**.

INVENTORIES

No inventory to be counted for year end.

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered on or before **April 30, 2020** must be dated (and approved if Mustang Market forms/journals) **April 30, 2020** or prior and journaled no later than **Friday, May 1, 2020**. Ensure the Accounting Date on the Journal Entry Header Panel is changed to **April 30, 2020**.

TRAVEL EXPENSES/TRAVEL ADVANCES

Paper travel claims for expenses incurred prior to **April 30, 2020** must be submitted no later than **Thursday, April 23, 2020** for processing. Online expense reports must be approved by the final approver no later than **Thursday, April 30, 2020** to be included in the 2019/2020 budget year. Expense claims related to outstanding travel advances must be submitted and approved no later than **Thursday, April 30, 2020**.

PAYROLL INSTRUCTIONS

Regular and vacation pay for part-time employees and any overtime owed to employees should be paid in April. The payroll from April 12 to 18, 2020 will be processed April 27, 2020. Financial Services will **NOT** be processing a payroll accrual.

PROCUREMENT & PCARD INSTRUCTIONS

Purchase orders for goods and services received in the 2019/2020 budget year and invoiced before **May 1, 2020** must be approved and released in Mustang Market by **April 30, 2020** to be processed in the 2019/2020 budget year.

Purchase orders for goods and services shipped, received and invoiced after **April 30, 2020** will be committed against the 2020/2021 budget year.

PCard transactions from **April 16 to 30, 2020** will be available for reconciliation on **May 1, 2020** and must be submitted and approved by **May 4, 2020 at 5:00 p.m.** to be included in the 2019/2020 budget year.

Suppliers' invoices must be in Accounts Payable, apinvoice@uwo.ca or SSB 6100, no later than **May 1, 2020**. Invoices received after this date will be processed in the 2020/2021 budget year.