

Financials Year-end Schedule - Fiscal 2019

Key Processing Deadlines

Any changes to this schedule will be communicated via FS-bulletin.

See the Detailed Year-end Schedule (page 4) for a complete list of year-end requirements.

A condensed year-end schedule for research projects is provided on page 7. Senior Financial Officers (SFO) must ensure the condensed schedule is communicated to all researchers.

Unless otherwise stated below, refer to the Regular System Availability section of the Additional Year-end Information (page 3) for processing and system availability deadlines.

The deadlines below are based on the external deadline set by the Ministry of Advanced Education for submission of the university's financial statements and other financial information.

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which the processing unit must receive the transaction
1	Budget input (Fiscal 2020)	Mar 15	Fri	4:00 PM Deadline for entry of finalized budget submissions for Fiscal 2020 into uPlan. <i>Changes to in-year budgets can only be made to Budget Allocation Accounts (4300XX).</i>
2	Wire payment requests	Mar 21	Thu	4:30 PM Deadline for submission of invoices, payment requests and non-employee claims to be paid by wire transfer to Payment Services.
3	Employee Self Service (ESS) Time Entry & Approval (Monthly payroll)	Mar 22	Fri	4:30 PM Deadline for entry and approval of online timesheet entries or submissions to HRS.
4	Monthly payroll	Mar 26	Tue	March monthly payroll available in the General Ledger.
5	Temporary and flex budget transfers (Fiscal 2019)	Mar 27	Wed	Deadline for entry of temporary and flex budget transfers into uPlan. March budget journals will appear on units' interim reports on April 2.
6	Cashier	Mar 29	Fri	3:30 PM Deadline for deposits to Cashier.
7	ESS Time Entry & Approval (Semi-monthly payroll)	Mar 31	Sun	4:30 PM Deadline for entry and approval of online timesheet entries or submissions to HRS.
8	Travel & expense claims	Mar 31	Sun	7:30 PM Online travel & expense claims must be entered and approved by this date for processing in fiscal 2019. <i>If not approved, the claim will be processed in the next fiscal year.</i>
9	Semi-monthly payroll	Apr 2	Tue	Semi-monthly payroll available in the General Ledger in the morning. A production notice will advise that semi-monthly payroll has been posted.
10	General ledger journal entry (GLJE Requests)	Apr 2	Tue	4:00 PM Deadline for submission to Financial Services and Research Services Office for processing. Note: Refer to Additional Year-end Information section regarding accruals.
11	Non-employee travel expense claims	Apr 2	Tue	4:30 PM Deadline for submission of non-employee travel claims payable in CAD or USD to Payment Services (excluding wire payments).
12	Accounts payable invoices and payment request forms	Apr 4	Thu	4:00 PM Deadline for submission of approved paper invoices and payment request forms to Payment Services. <i>All invoices must be for goods or services delivered on or before March 31 for processing in fiscal 2019</i>
13	SupplyNet invoices	Apr 4	Thu	6:00 PM Deadline for online invoices in SupplyNet to be entered and approved (invoice status must be 'approved' in the system). <i>All invoices dated March 31 or prior will be processed in fiscal 2019 if entered, received and approved by April 4. All invoices dated April 1 or after will be processed in the next fiscal year – regardless of when entered and approved.</i>

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Key Processing Deadlines cont'd

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which the processing unit must receive the transaction
14	All online processing by units	Apr 4	Thu	Deadline for online processing (including GL Importing Tool) by units.
15	Salary and benefit adjustments (SBA)	Apr 4	Thu	7:00 PM Deadline for salary and benefit adjustments by units.
16	Transactions in <i>Error</i> status	Apr 5	Fri	11:00 AM Deadline for correction of transactions in <i>Error</i> status (i.e. invalid chartfields). Note: GLJEs in error after this time will be deleted by Financial Services.
17	Final reports	Apr 6	Sat	FS-bulletin will advise that final reports are available.
18	SFO confirmation	Apr 12	Fri	Deadline for submission of confirmation by Senior Financial Officers (SFO) indicating readiness for year-end financial statement preparation and audit. Click here to obtain the form.
19	Opening balances in Fiscal 2020 reports	Apr 15	Mon	Opening balances in Fiscal 2020 reports will reflect the 2019 closing balances.

April 2019 (New Fiscal Year) Processing:

April 2019 is open for transaction processing on Monday, April 1, 2019. Users of the GL Importer tool will need to ensure they enter in the correct journal date in the journal header to ensure the transaction is processed to the correct fiscal year. Because the April 2019 month is available for processing, **the system will process transactions with an April date to the new fiscal year, even if it was intended to go to the old fiscal year.**

DO NOT SUBMIT new fiscal year 2020 GLJE Requests to Financial Services or the Research Services Office **until after April 8, 2019.**

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Additional Year-end Information

The University's fiscal year-end is March 31; all business transacted up to and including March 31, 2019 must be included in the financial records for the 2019 fiscal year.

Unit Accountability	All units are responsible for ensuring financial records are up-to-date and ready for the annual year-end audit. It is strongly recommended that processing, or submissions for processing, be completed in advance of the deadlines. Processing units should have the majority of March processing complete by March 31 in order for interim reports to be as complete as possible.
Who to Contact	Questions about year-end planning and the year-end schedule should be directed to the Senior Financial Officer (SFO).
Regular System Availability	Financials Production: Sun-Fri 7:30am to 7:30pm (including statutory holidays) Sat 7:30am to 7:00 pm HCM Production: Sun-Sat 7:30am to 7:00pm (including statutory holidays)
Accruals (revenue and expense)	Revenue and expenditure accruals are generally not required as units have additional time to process external billings and to submit payments to Payment Services. The GLJE Request process for accruals deadline is prior to both the external billing and the Payment Services deadlines. There are however some limited circumstances when an accrual may be required and units are required to accrue revenue/expenses equal to or greater than \$10,000.00 or an accumulation of items totaling \$10,000.00 or more. At the discretion of the SFO, a lower threshold may be applied. For more information on accruals please refer to: Guide: Chapter 7 / Revenue and Banking / External Sales and External Cost Recoveries In first section titled: Recording External Sales Revenue in the Appropriate Fiscal Period – Accrued Revenue Guide: Chapter 8 / Payments / Specific Payment-Related Topics / Accrued Expenses
Payroll Deadlines	Refer to Pay Administration for all payroll deadlines.
Fiscal 2019 Transaction Dates	To be included in fiscal 2019, transactions must represent products and services received and delivered to customers on or before March 31, 2019 and must be supported by source documents dated on or before March 31, 2019. When processing fiscal 2019 transactions after March 31, users must ensure that the accounting date is entered as <i>March 31, 2019</i> for all transactions being processed. If you are processing a March 2019 (old fiscal year) using the GLJE Importer Tool, you must ensure that the journal date in the journal header is March 31, 2019.
Reporting discrepancies	<ul style="list-style-type: none"> Discrepancies between nVision reports and nVision drills may occur between the interim (March 31) and final processing deadlines as a result of year-end transactions posted after March 31, which are not reflected on interim nVision reports. To avoid discrepancies, nVision reports and drills should be generated on the same day. If running fiscal 2020 reports in the month of April, opening balances will not reflect the 2019 closing balances until April 15.
Annual Audit	The annual audit by the Auditor General of Alberta will be conducted by the Auditor General's agent, PricewaterhouseCoopers (PwC). 1 st interim audit: November 13-23 Focus on University processes and testing of April – September transactions. 2 nd interim audit: February 11-22 Focus on University processes and testing of October – December transactions. Year-end audit: April 17 - May 10 Audit of the consolidated financial statements. Auditors may contact units to review processes, source documents, or other information. IT IS IMPORTANT THAT ALL REQUESTS BE TREATED AS A HIGH PRIORITY. THE UNIVERSITY HAS AGREED TO A TWO BUSINESS DAY RESPONSE TIME FOR AUDIT REQUESTS. Auditors will direct requests to the Senior Financial Officer (SFO) who can contact Financial Services should they have any questions regarding audit requests.

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Detailed Year-end Schedule

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which processing unit must receive the transaction
1	Unit year-end planning	February		Senior Financial Officer (SFO) reviews the year-end schedule and updates internal year-end plans.
2	Purchase requisitions – goods & services ≥ \$75,000	Feb 1	Fri	Deadline for submission of requisitions for goods and services ≥\$75,000 (legislated threshold for competitive bid process), if the purchase order is to be committed against current fiscal year funding.
3	Travel Authorization Payment (TAP)	Feb 21	Thu	Airfare bookings made with the University travel agent using a TAP on or before February 21 will be expensed in fiscal 2019. Fees for new tickets or changes to existing tickets made after February 21 will appear in fiscal 2020.
4	Budget input (Fiscal 2020)	Mar 15	Fri	Deadline for entry of finalized budget submissions for Fiscal 2020 into uPlan. <i>Changes to in-year budgets can only be made to Budget Allocation Accounts (4300XX).</i>
5	Corporate purchasing card (P-Card) statements are available	Mar 18	Mon	Expenses for February 16 to March 15 are available for reconciliation. Expenses for March 16 to 31 will appear on units' April reports. SMS submits an estimated expense accrual to Financial Services at the institutional level. Senior Financial Officers (SFO) wishing to accrue at a detailed level may provide accrual entries to Financial Services for processing by April 2.
6	Wire payment requests	Mar 21	Thu	4:30 PM Deadline for submission of invoices, payment requests and non-employee claims to be paid by wire transfer to Payment Services.
7	Employee Self Service (ESS) Time Entry & Approval (Monthly payroll)	Mar 22	Fri	4:30 PM Deadline for entry and approval of online timesheet entries or submissions to HRS.
8	Monthly payroll	Mar 26	Tue	March monthly payroll available in the General Ledger.
9	Temporary and flex budget transfers (Fiscal 2019)	Mar 27	Wed	Deadline for entry of temporary and flex budget transfers into uPlan. March budget journals will appear on units' interim reports on April 2.
10	P-Card expense reconciliation	Mar 28	Thu	12:00 PM deadline for units to make changes to P-Card expenses.
11	Travel advance clearing	Mar 29	Fri	12:00 PM deadline for email submission to Travel Management of proof of claimant repayment.
12	Cashier	Mar 29	Fri	3:30 PM Deadline for deposits to Cashier.
13	ESS Time Entry & Approval (Semi-monthly payroll)	Mar 31	Sun	4:30 PM Deadline for entry and approval of online timesheet entries or submissions to HRS.
14	Travel & expense claims	Mar 31	Sun	7:30 PM Online travel & expense claims must be entered and approved by this date for processing in fiscal 2019. <i>If not approved, the claim will be processed in the next fiscal year.</i>
15	Fiscal 2020 processing	Apr 1	Mon	The system is available for processing April 2019 (fiscal 2020) transactions. When processing fiscal 2019 transactions after March 31, users must ensure that the accounting date (journal date when using the GLJE Importer Tool) is March 31, 2019.
16	Semi-monthly payroll	Apr 2	Tue	Semi-monthly payroll available in the General Ledger in the morning. A production notice will advise that semi-monthly payroll has been posted.
17	General ledger journal entry (GLJE Requests)	Apr 2	Tue	4:00 PM Deadline for submission to Financial Services and Research Services Office for processing. Note: Refer to Additional Year-end Information section regarding accruals.
18	Inventory	Apr 2	Tue	4:30 PM Deadline for submission of inventory counts to Financial Services.

Financials Year-end Schedule - Fiscal 2019

Detailed Year-end Schedule cont'd

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which processing unit must receive the transaction
19	Non-employee travel expense claims	Apr 2	Tue	4:30 PM Deadline for submission of non-employee travel claims payable in CAD or USD to Payment Services (excluding wire payments).
20	Accounts payable vendor interfaces (invoices)	Apr 2	Tue	SMS will work with vendors to process transactions to March 31. Where vendors are unable to make this deadline: Units will be advised via FS-bulletin. Financial Services will process an institutional accrual. Senior Financial Officers (SFO) wishing to accrue at a detailed level may submit accrual entries to Financial Services for processing.
21	Accounts payable invoices and payment request forms	Apr 4	Thu	4:00 PM Deadline for submission of approved paper invoices and payment request forms to Payment Services. <i>All invoices must be for goods or services delivered on or before March 31 for processing in fiscal 2019</i>
22	SupplyNet invoices	Apr 4	Thu	6:00 PM Deadline for online invoices in SupplyNet to be entered received and approved (invoice status must be 'approved' in the system). <i>All invoices dated March 31 or prior will be processed in fiscal 2019 if entered, received and approved by April 4. All invoices dated April 1 or after will be processed in the next fiscal year – regardless of when entered and approved.</i>
23	All online processing by units	Apr 4	Thu	Deadline for online processing (including GL Importing Tool) by units.
24	Salary and benefit adjustments (SBA)	Apr 4	Thu	7:00 PM Deadline for salary and benefit adjustments by units.
25	Transactions in <i>Error</i> status	Apr 5	Fri	11:00 AM Deadline for correction of transactions in <i>Error</i> status (i.e. invalid chartfields). Note: GLJEs in errors after this time will be deleted by Financial Services.
26	Final reports	Apr 6	Sat	FS-bulletin will advise that final reports are available.
27	SFO confirmation	Apr 12	Fri	Deadline for submission of confirmation by Senior Financial Officers (SFO) indicating readiness for year-end financial statement preparation and audit. Click here to obtain the form.
28	Errors and omissions	Apr 5 to May 31		Financial Services will monitor for any significant errors or omissions impacting the university's audited consolidated financial statements.
29	Opening balances in Fiscal 2020 reports	Apr 15	Mon	Opening balances in Fiscal 2020 reports will reflect the 2019 closing balances.
30	External audit requirement	Apr 17	Wed	Submission of draft consolidated financial statements and all working papers support to the agent of the Auditor General of Alberta.
31	Annual audit	Apr 17 – May 10		Annual audit of the consolidated financial statements by the agent of the Auditor General of Alberta.
32	Reporting to Advanced Education	Apr 17	Wed	Submission of draft consolidated financial statements for ministry consolidation purposes.
33	Board of Governors (BOG) financial statement approval	May 27	Mon	Presentation of draft audited consolidated financial statements to the BOG for approval.

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Detailed Year-end Schedule cont'd

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which processing unit must receive the transaction
34	Reporting to Advanced Education	May 28	Tues	Submission of BOG approved audited consolidated financial statements.
35	Consolidated financial statements published	Jun 28	Fri	Publication of audited consolidated financial statements to the Financial Services website will be communicated via FS-bulletin.

Financials Year-end Schedule - Fiscal 2019

Senior Financial Officers (SFO) must ensure the following condensed year-end schedule is communicated to all researchers.

Key Processing Deadlines for Research Projects

All research projects are subject to the University's fiscal year-end requirements regardless of the award period for the individual grants. Please note the following key processing deadlines for the fiscal year ending March 31, 2019.

IMPORTANT TO NOTE:

- If you have missed any of the following deadlines and the transaction (i.e. equipment purchase) is \$50,000 or more, please notify your Senior Financial Officer (SFO) immediately.
- Goods or services not received by March 31, 2019 will not be charged to a research project until they have been received, and therefore will not be reported to external agencies as expenditures for the 2019 fiscal year. If your funding expires on March 31, 2019 you will need to obtain an extension in writing from your funding agency in order to access any unspent funds in fiscal 2020.

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which processing unit must receive the transaction
		DATE	TIME	
1	Purchase requisitions – goods & services ≥ \$75,000	Fri Feb 1		Deadline for submission of requisitions for goods and services ≥\$75,000 (legislated threshold for competitive bid process), if the purchase order is to be committed against current fiscal year funding.
2	Wire payment requests	Thu Mar 21	4:30 PM	Deadline for submission of invoices, payment requests and non-employee claims to be paid by wire transfer to Payment Services.
3	Employee Self Service (ESS) Time Entry & Approval (Semi-monthly payroll)	Sun Mar 31	4:30 PM	Deadline for entry and approval of online timesheet entries or submissions to HRS.
4	Travel & expense claims	Sun Mar 31	7:30 PM	Online travel & expense claims must be entered and approved by this date for processing in fiscal 2019. <i>If not approved, the claim will be processed in the next fiscal year.</i>
5	General ledger journal entry (GLJE) requests	Tue Apr 2	4:00 PM	Deadline for submission to Research Services Office for processing. All units are required to accrue as appropriate.
6	Non-employee travel expense claims	Tue Apr 2	4:30 PM	Deadline for submission of non-employee travel claims payable in CAD or USD to Payment Services (excluding wire payments).
7	Accounts payable invoices and payment request forms	Thu Apr 4	4:00 PM	Deadline for submission of approved paper invoices and payment request forms to Payment Services. All invoices must be for goods or services delivered on or before March 31 for processing in fiscal 2019
8	Salary and benefit adjustments (SBA)	Thu Apr 4	7:00 PM	Deadline for salary and benefit adjustments by units.
9	SupplyNet invoices	Thu Apr 4	6:00 PM	Deadline for online invoices in SupplyNet to be entered, received and approved (invoice status must be 'approved' in the system). <i>All invoices dated March 31 or prior will be processed in fiscal 2019 if entered, received and approved by April 4. All invoices dated April 1 or after will be processed in the next fiscal year – regardless of when entered and approved.</i>