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## Controller's Office Deadlines

The following information relates to the University's April 30, 2024 year-end procedures. These procedures apply to operating and ancillary departments, OMAFRA, grants (*regardless of the Grant's individual year-end date*) and capital and renovation projects. By complying with the following deadlines and procedures, you will be ensuring the completeness and accuracy of the 2023/24 University Financial Statements.

### A) Accounting Deadlines

Please note the following accounting deadlines for fiscal year 2023/24. These deadlines need to be met to ensure the correct accounting data is included in the 2023/24 Financial Statements.

Document	Due To	Deadline Date	Time
Budget position changes for 2023/24 fiscal year	Budget Office	April 19, 2024	10:00 am
Purchase Order de-commitment request for 2023/24 fiscal year	Purchasing Services	April 19, 2024	4:30 pm
Budget journal entry changes for 2023/24 fiscal year	Budget Office	April 24, 2024	10:00 am
Requisitions for good to be received by end of day April 30, 2024	Purchasing Services	April 26, 2024	12:00 pm
Revenue Remittance Vouchers	Treasury Operations	May 1, 2024	10:00 am
Treasury Operations Invoices	Treasury Operations	May 1, 2024	10:00 am
Expense Claims in Concur (fully approved claim submitted for processing)	Payment Services	May 1, 2024	4:30 pm
Petty Cash	Payment Services	May 1, 2024	4:30 pm
Requisitions for After-Fact HVPOs (for goods/services already received by April 30, 2024)	Purchasing Services	May 3, 2024	10:00 am
Perceptive Content (WebNow) electronic routing for approval	Payment Services	May 6, 2024	10:00 am
Coded Invoices	Payment Services	May 6, 2024	10:00 am



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Payment requisitions	Payment Services	May 6, 2024	10:00 am
ADI - Journal Entries	Controller's Office	May 10, 2024	1:00 pm

### B) Year-End Accounting Procedures

The following information provides additional details regarding year-end accounting procedures:

1. Please forward any budget position changes for the 2023/24 fiscal year to Budget Office by April 19<sup>th</sup>, 2024 at 10:00 am.
2. Requests for Budget Journal Entry changes for 2023/24 fiscal year must be sent to Budget Office by April 24<sup>th</sup>, 2024 at 10:00 am.
3. It is the University's policy that an HVPO should be issued prior to the delivery of goods or services of \$5,000 or over. As a result, any invoices of \$5,000 or over must be paid against HVPOs. In cases where there is no HVPO, invoices will be returned and an After-Fact HVPO must be issued before the invoice can be processed.
4. Purchase requisitions for HVPO must include required documents such as multiple quotes or Non-Competitive Procurement Justification where applicable. Requisitions without the required documents will be returned. Purchase requisitions for After-Fact HVPO issued for the purpose of getting invoices paid in current 2023/24 fiscal year should also include a copy of the invoice.
5. Purchase orders issued for the new 2024/25 fiscal year will not generate commitments in FRS until the Year-End accounting process is over.
6. For Invoice payment, if the commitment is 2024/2025 fiscal however the invoice should be paid in fiscal 2023/2024, please contact Purchasing Services to have the HVPO updated. If the HVPO is for future period 2024/25 fiscal, which is the same as the commitment on the HVPO, please hold the invoice until after Year-end processing is complete.
7. Cheque requisitions relating to the 2024/25 fiscal year must be noted as such in the "Purpose of Payment" section of the document.
8. Revenue received up to and including April 30<sup>th</sup>, 2024 must be submitted to Treasury Operations by 10:00 am on May 1<sup>st</sup>, 2024.

Thank you for your co-operation. Please do not hesitate to contact one of the following managers, if you should have any questions:

Contact	Name	Email
Controller's Office	Min Chen	<a href="mailto:mchen@uoguelph.ca">mchen@uoguelph.ca</a> [1]
Payment Services	Evan Campbell	<a href="mailto:ecampb13@uoguelph.ca">ecampb13@uoguelph.ca</a> [2]
Purchasing Services	Margaret Warren	<a href="mailto:mwarre07@uoguelph.ca">mwarre07@uoguelph.ca</a> [3]
Treasury Operations	Eric Hinse	<a href="mailto:ehinse@uoguelph.ca">ehinse@uoguelph.ca</a> [4]
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### Links

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