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

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 19th, 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 24th, 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 30th, 2024 must be submitted to Treasury Operations by 10:00 am on May 1st, 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	mchen@uoguelph.ca [1]
Payment Services	Evan Campbell	ecampb13@uoguelph.ca [2]
Purchasing Services	Margaret Warren	mwarre07@uoguelph.ca [3]
Treasury Operations	Eric Hinse	ehinse@uoguelph.ca [4]
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Links
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