University Fiscal Year-End, April 30, 2025

Department: Controller's Office

The following information relates to the University's April 30, 2025 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 2024/25 University Financial Statements.

A) Accounting Deadlines

Please note the following accounting deadlines for fiscal year 2024/25. These deadlines need to be met to ensure the correct accounting data is included in the 2024/25 Financial Statements.

Document	Due To	Deadline Date	Time
Budget position changes for 2024/25 Fiscal year	Budget Office	April 18, 2025	10:00 am
Purchase Order de-commitment request for 2024/25 fiscal year	Purchasing Services	April 18, 2025	4:30 pm
Budget journal entry changes for 2024/25 fiscal year	Budget Office	April 23, 2025	10.00 am
Requisitions for good to be received by end of day April 30, 2025	Purchasing Services	April 23, 2025	12:00 pm
Revenue Remittance Vouchers (RRVs)	Treasury Operations	May 1, 2025	10:00 am
Treasury Operations Invoices	Treasury Operations	May 1, 2025	10:00 am
Expense Claims in Concur (fully approved claim submitted for processing)	Payment Services	May 1, 2025	4:30 pm
Petty Cash	Payment Services	May 1, 2025	4:30 pm
Requisitions for After-Fact HVPOs (for goods/services already received by April 30, 2025)	Payment Services	May 5, 2025	10:00 am
Perceptive Content (WebNow) electronic routing for approval	Payment Services	May 6, 2025	10:00 am
Coded Invoices	Payment Services	May 6, 2025	10:00 am

Payment requisitions	Payment Services	May 6, 2025	10:00 am
ADI - Journal Entries	Controller's Office	May 12, 2025	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 2024/25 fiscal year to Budget Office by April 18th, 2025 at 10:00 am.
2. Requests for Budget Journal Entry changes for 2024/25 fiscal year must be sent to Budget Office by April 23th, 2025 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. Requisitions with all approvals and correct documentation included that are received before the deadline are guaranteed to be flipped to HVPOs for fiscal 2024/25. Reqs received after the deadline will be processed on a first come, first served basis and are not guaranteed to be processed in this fiscal.
5. 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 2024/25 fiscal year should also include a copy of the invoice.
6. Purchase orders issued for the new 2025/26 fiscal year will not generate commitments in FRS until the Year-End accounting process is over.
7. For Invoice payment, if the commitment is 2025/2026 fiscal however the invoice should be paid in fiscal 2024/2025, please contact Purchasing Services to have the HVPO updated. If the HVPO is for future period 2025/26 fiscal, which is the same as the commitment on the HVPO, please hold the invoice until after Year-end processing is complete.
8. Cheque requisitions relating to the 2025/26 fiscal year must be noted as such in the "Purpose of Payment" section of the document.
9. Revenue received up to and including April 30th, 2025 must be submitted to Treasury Operations by 10:00 am on May 1st, 2025.

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]
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Links
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