

Financials Year-end Schedule - Fiscal 2024

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. Research Partners will make the condensed schedule available to 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	Wire payment requests	Mar 14	Thu	4:30 PM Deadline for submission of invoices, payment requests and non-employee claims to be paid by wire transfer to Payment Services.
2	Travel, Expense and Professional Expense Reimbursements Claims (Submission)	Mar 15	Fri	7:30 PM Online travel, expense and PER claims must be submitted for approval by this date to be processed in F2024. <i>Claims after this date can be accrued via GLJE request if deemed material to the unit. Refer to Additional Year-end Information section regarding accruals.</i>
3	Employee Self Service (ESS) Time Entry & Approval (Monthly payroll)	Mar 18 Mar 19	Mon Tue	6:30 PM Deadline for time entry 6:30 PM Deadline for approval of online timesheet entries or submissions to Shared Services.
4	Severance Accrual (FGM and HRP)	Mar 20	Wed	Compile listing of individuals meeting criteria for a severance accrual. Faculty general managers (FGM) and HR Partners (HRP) to provide listing to their SFP.
5	Monthly payroll	Mar 22	Fri	March monthly payroll available in the General Ledger.
6	ESS Time Entry & Approval (Semi-monthly payroll)	Mar 26 Mar 27	Tue Wed	6:30 PM Deadline for time entry 6:30 PM Deadline for time approval of online timesheet entries or submissions to HRS.
7	Cashier	Mar 28	Thurs	3:00 PM Deadline for deposits to Cashier.
8	Travel, Expense and Professional Expense Reimbursements Claims (Approval)	Mar 31	Sun	7:30 PM Approval deadline for previously submitted online travel, expense and PER claims. <i>If submissions are not approved by the department budget owner or project manager by March 31, 2024, the claim will be processed in the next fiscal year.</i>
9	Temporary and flex budget allocation transfers in uPlan (Fiscal 2024)	Apr 3	Wed	Deadline for entry of temporary and flex budget transfers into uPlan. March budget journals will appear on units' interim reports on April 6.
10	Semi-monthly payroll	Apr 3	Wed	Semi-monthly payroll available in the General Ledger in the morning. A production notice will advise that semi-monthly payroll has been posted.
11	Non-employee reimbursements	Apr 3	Wed	4:30 PM Deadline for submission of non-employee reimbursements payable in CAD or USD to Payment Services (excluding wire payments).

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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
12	Accounts payable invoices and payment request forms	Apr 3	Wed	4:00 PM Deadline for submission of approved electronic 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 2024.</i>
13	SupplyNet invoices	Apr 4	Thur	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 2024 if entered, received <u>and approved</u> 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>
14	Salary and benefit adjustments (SBA)	Apr 4	Thur	7:00 PM Deadline for salary and benefit adjustments by units.
15	General ledger journal entry (GLJE Requests)	Apr 5	Fri	4:00 PM Deadline for submission to the Financial Reporting and Research Services Office for processing. Note: Refer to Additional Year-end Information section regarding accruals and deferrals.
16	All online processing by units	Apr 5	Fri	Deadline for online processing (including GLJE Google Form) by units.
17	Transactions in <i>Error</i> status	Apr 6	Sat	11:00 AM Deadline for providing correcting information of transactions in <i>Error</i> status (i.e. invalid chartfields) to Financial Reporting. Note: This is not a deadline to receive correcting journals. This deadline is for journals processed before the April 5 deadline but are in error status. Financial Reporting will contact units by 9:00 AM if there are journals in error. Responses received after 11:00 AM will not be acted on by Financial Reporting and the journal in error will be deleted.
18	Final reports	Apr 6	Sat	FS-bulletin will advise units that they can run their final reports.
19	SFP confirmation	Apr 15	Mon	Deadline for submission of confirmation by Senior Finance Partner (SFP) indicating readiness for year-end financial statement preparation and audit. Click here to obtain the form.
20	Opening balances in Fiscal 2025 reports (non-budget)	Apr 15	Mon	Opening balances in Fiscal 2025 reports will reflect the 2024 closing balances. <i>This does not apply to budgeted departments and programs, which no longer carry forward from the prior year.</i>
21	Budget input (Fiscal 2025)	Apr 30	Tue	Entry of finalized budget submissions for Fiscal 2025 into uPlan will be no earlier than April 30, 2024. Specific deadline not finalized at the time this schedule was published. <i>Changes to in-year budgets can only be made to Budget Allocation Accounts (4300XX).</i>

April 2024 (New Fiscal Year) Processing:

April 2024 is open for transaction processing on Monday, April 1, 2024. Users of the GLJE Google Form 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 2024 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 2025 GLJE Requests to Financial Reporting or the Research Services Office **until after April 15, 2024.**

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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, 2024 must be included in the financial records for the 2024 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 or when items are due should be directed to the Finance Partner (FP). Questions about the year-end schedule timelines may be directed to Financial Reporting.
Regular System Availability	Financials Production: Sun-Fri 7:30am to 7:30pm (including statutory holidays) Sat 7:30am to 7:00 pm GLJE Google Form: Sun-Sat 8:00am to 7:00pm (including statutory holidays) HCM Production: Sun-Sat 7:30am to 7:00pm (including statutory holidays)
Accruals (revenue and expense) and Deferrals	Revenue and expenditure accruals are generally not required as units have additional time to process external billings and to submit payments to Payment Services. 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 or an accumulation of items totaling \$10,000 or more. At the recommendation of the SFP, a lower threshold may be applied. Deferral of externals sales revenue is required if revenues are received in advance and the related products or services will not be provided until a future fiscal year. Deferred revenue journal entries for revenue exceeding \$100,000 may be submitted. At the recommendation of the SFP, a lower threshold may be applied. For more information on accruals and deferrals 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 2024 Transaction Dates	To be included in fiscal 2024, transactions must represent products and services received and delivered to customers on or before March 31, 2024 and must be supported by source documents dated on or before March 31, 2024. When processing fiscal 2024 transactions after March 31, users must ensure that the accounting date is entered as <i>March 31, 2024</i> for all transactions being processed. If you are processing a March 2024 (old fiscal year) using the GLJE Google Form, you must ensure that the journal date in the journal header is March 31, 2024.
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. Tableau will be refreshed the evening of April 2nd and April 4th and the morning of April 7th. If running fiscal 2025 reports in the month of April, opening balances will not reflect the 2024 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, Ernst & Young (EY). 1 st interim audit: November 28 – December 08 2 nd interim audit: January 22 – February 2 Year-end audit: April 17 - May 10 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 Finance Partners (SFP) who can contact Financial Reporting should they have any questions regarding audit requests.

Financials Year-end Schedule - Fiscal 2024

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 Finance Partner (SFP) reviews the year-end schedule and updates internal year-end plans.
2	Purchase requisitions – goods & services ≥ \$75,000	Jan 26	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 23	Fri	Airfare bookings made with the University travel agent using a TAP on or before February 23 will be expensed in fiscal 2024. Fees for new tickets or changes to existing tickets made after February 23 will appear in fiscal 2025.
4	Wire payment requests	Mar 14	Thu	4:30 PM Deadline for submission of invoices, payment requests and non-employee claims to be paid by wire transfer to Payment Services.
5	Travel, Expense and Professional Expense Reimbursements Claims (Submission)	Mar 15	Fri	7:30 PM Online travel, expense and PER claims must be submitted for approval by this date to be processed in F2024. <i>Claims after this date can be accrued via GLJE request if deemed material to the unit. Refer to Additional Year-end Information section regarding accruals.</i>
6	Corporate purchasing card (P-Card & Diners) transactions are available to reconcile	Mar 17 to Mar 31		March credit card transactions are available to reconcile in MyWallet each day after they are posted to the credit card. Cardholders are reminded to submit online PCard Statement claims prior to March 31, 2024. For unreconciled transactions, Shared Services-Payment Services submits an estimated expense accrual to Financial Reporting. This accrual will be at the department level.
7	Employee Self Service (ESS) Time Entry & Approval (Monthly payroll)	Mar 18 Mar 19	Mon Tue	6:30 PM Deadline for time entry 6:30 PM Deadline for approval of online timesheet entries or submissions to Shared Services.
8	Severance Accrual (FGM and HRP)	Mar 20	Wed	Compile listing of individuals meeting criteria for a severance accrual. Faculty general managers (FGM) and HR Partners (HRP) to provide listing to their SFP.
9	Monthly payroll	Mar 22	Fri	March monthly payroll available in the General Ledger.
10	ESS Time Entry & Approval (Semi-monthly payroll)	Mar 26 Mar 27	Tue Wed	6:30 PM Deadline for time entry 6:30 PM Deadline for time approval of online timesheet entries or submissions to HRS.
11	Travel advance clearing	Mar 28	Thurs	12:00 PM deadline for email submission to Travel Management of proof of claimant repayment.
12	Travel and Expense, P-Card journal entries	Mar 28	Thurs	4:00 PM deadline for submission of approved journal entries to Payment Services.
13	Cashier	Mar 28	Thurs	3:00 PM Deadline for deposits to Cashier.
14	Travel, Expense and Professional Expense Reimbursements Claims (Approval)	Mar 31	Sun	7:30 PM Approval deadline for previously submitted online travel, expense and PER claims. <i>If submissions are not approved by the department budget owner or project manager by March 31, 2024, the claim will be processed in the next fiscal year.</i>
15	P-Card & Diners expense reconciliation	Mar 31	Sun	7:30 PM Online P-Card & Diners statement claims must be submitted and <u>approved</u> by this date for processing in fiscal 2024. <i>If not approved, the claim will be processed in the next fiscal year.</i>

Financials Year-end Schedule - Fiscal 2024

Detailed Year-end Schedule cont'd

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which processing unit must receive the transaction
16	Fiscal 2025 processing	Apr 1	Mon	The system is available for processing April 2024 (fiscal 2025) transactions. When processing fiscal 2024 transactions after March 31, users must ensure that the accounting date (journal date when using the GLJE Google Form) is March 31, 2024.
17	Temporary and flex budget allocation transfers in uPlan (Fiscal 2024)	Apr 3	Wed	4:30 PM Deadline for entry of temporary and flex budget allocation transfers within uPlan. March budget journals will appear on units' interim reports on April 6.
18	Semi-monthly payroll	Apr 3	Wed	Semi-monthly payroll available in the General Ledger in the morning. A production notice will advise that semi-monthly payroll has been posted.
19	Non-employee reimbursements	Apr 3	Wed	4:30 PM Deadline for submission of non-employee reimbursements payable in CAD or USD to Shared Services-Payment Services (excluding wire payments).
20	Accounts payable invoices and payment request forms	Apr 3	Wed	4:00 PM Deadline for submission of approved electronic 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 2024.</i>
21	Accounts payable vendor interfaces (invoices)	Apr 3	Wed	Shared Services 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 Reporting will process an institutional accrual. Finance Partners (FP) wishing to accrue at a detailed level may submit accrual entries to Financial Reporting for processing.
22	SupplyNet invoices	Apr 4	Thur	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 2024 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	Salary and benefit adjustments (SBA)	Apr 4	Thur	7:00 PM Deadline for salary and benefit adjustments by units.
24	Inventory	Apr 5	Fri	4:30 PM Deadline for submission of inventory counts to Financial Reporting.
25	General ledger journal entry (GLJE Requests)	Apr 5	Fri	4:00 PM Deadline for submission to Financial Reporting and Research Services Office for processing. Note: Refer to Additional Year-end Information section regarding accruals and deferrals.
26	All online processing by units	Apr 5	Fri	Deadline for online processing (including GLJE Google Form) by units.
27	Transactions in Error status	Apr 6	Sat	11:00 AM Deadline for providing correcting information of transactions in Error status (i.e. invalid chartfields) to Financial Reporting. Note: This is not a deadline to receive correcting journals. This deadline is for journals processed before the April 5 deadline but are in error status. Financial Reporting will contact units by 9:00 AM if there are journals in error. Responses received after 11:00 AM will not be acted on by Financial Reporting and the journal in error will be deleted.

Financials Year-end Schedule - Fiscal 2024

Detailed Year-end Schedule cont'd

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which processing unit must receive the transaction
28	Errors and omissions	Apr 6 to May 31		Financial Reporting will monitor for any significant errors or omissions impacting the university's audited consolidated financial statements.
29	Final reports	Apr 6	Sat	FS-bulletin will advise units that they can run their final reports.
30	SFP confirmation	Apr 15	Mon	Deadline for submission of confirmation by Senior Financial Partner (SFP) indicating readiness for year-end financial statement preparation and audit. Click here to obtain the form.
31	Opening balances in Fiscal 2025 reports (non-budget)	Apr 15	Mon	Opening balances in Fiscal 2025 reports will reflect the 2024 closing balances. <i>This does not apply to budgeted departments and programs, which no longer carry forward from the prior year.</i>
32	Reporting to Advanced Education	Apr 17	Wed	9:00 AM Submission of draft consolidated financial statements for ministry consolidation purposes.
33	External audit requirement	Apr 17	Wed	8:00 AM Submission of draft consolidated financial statements and all working papers to the agent of the Auditor General of Alberta.
34	Annual audit	Apr 17 – May 10		Annual audit of the consolidated financial statements by the agent of the Auditor General of Alberta.
35	Budget input (Fiscal 2025)	Apr 30	Tue	Entry of finalized budget submissions for Fiscal 2025 into uPlan will be no earlier than April 30, 2024. Specific deadline not finalized at the time this schedule was published. <i>Changes to in-year budgets can only be made to Budget Allocation Accounts (4300XX).</i>
36	Board of Governors (BOG) financial statement approval	May 27	Mon	Presentation of draft audited consolidated financial statements to the BOG for approval.
37	Reporting to Advanced Education	May 30	Tue	Submission of BOG approved audited consolidated financial statements.
38	Consolidated financial statements published	Jun 28	Fri	Publication of audited consolidated financial statements to the VP University Services and Finance website will be communicated via FS-bulletin.

Financials Year-end Schedule - Fiscal 2024

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, 2024.

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 Finance Partner (FP) immediately.
- Goods or services not received by March 31, 2024 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 2024 fiscal year. If your funding expires on March 31, 2024 you will need to obtain an extension in writing from your funding agency in order to access any unspent funds in fiscal 2025.

If you have questions about and/or require help with extending a project please reach out to a Research Administration Specialist, Research Partner Network at rsinfo@ualberta.ca for help.

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 Jan 26		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 14	4:30 PM	Deadline for submission of invoices, payment requests and non-employee claims to be paid by wire transfer to Payment Services.
3	Travel, Expense and Professional Expense Reimbursements Claims (Submission)	Fri Mar 15	7:30 PM	Online travel, expense and PER claims must be submitted for approval by this date to be processed in F2024. <i>Claims after this date can be accrued via GLJE request if deemed material to the unit. Refer to Additional Year-end Information section regarding accruals.</i>
4	ESS Time Entry & Approval (Semi-monthly payroll)	Mar 26 Mar 27	Tue Wed	6:30 PM Deadline for time entry 6:30 PM Deadline for time approval of online timesheet entries or submissions to HRS.
5	Travel, Expense and Professional Expense Reimbursements Claims (Approval)	Sun Mar 31	7:30 PM	Approval deadline for previously submitted online travel, expense and PER claims. <i>If submissions are not approved by the department budget owner or project manager by March 31, 2024, the claim will be processed in the next fiscal year.</i>
6	Non-employee reimbursements	Wed Apr 3	4:30 PM	Deadline for submission of non-employee reimbursements payable in CAD or USD to Payment Services (excluding wire payments).
7	Accounts payable invoices and payment request forms	Wed Apr 3	4:00 PM	Deadline for submission of approved electronic 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 2024.

Financials Year-end Schedule - Fiscal 2024

Key Processing Deadlines for Research Projects cont'd

ITEM		DEADLINE		DETAILS Note: "deadline for submission" indicates date by which processing unit must receive the transaction
8	SupplyNet invoices	Thur Apr 4	6:00 PM	<p>Deadline for online invoices in SupplyNet to be entered, received and approved (invoice status must be 'approved' in the system).</p> <p><i>All invoices dated March 31 or prior will be processed in fiscal 2024 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></p>
9	Salary and benefit adjustments (SBA)	Thur Apr 4	7:00 PM	Deadline for salary and benefit adjustments by units.
10	General ledger journal entry (GLJE Requests)	Fri Apr 5	4:00 PM	Deadline for submission to the Research Services Office for processing. All units are required to accrue as appropriate.