# UNIVERSITY OF MANITOBA FACULTY YEAR-END CALENDAR - MARCH 31, 2019 (By Date)

<table>
<thead>
<tr>
<th>Activity/Task</th>
<th>Process Legend</th>
<th>(A) Informational (I)</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>Visible in FAST By (if applicable)</th>
<th>Notes</th>
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**January**

- 2018-19 Fiscal Year End schedule available
  - COMM: I X
  - Notes: N/A

  The Year End schedule for FY 2018-19 will be available on the Financial Services website.

**February**

1.00 Request for quotes/proposals Deadline
   - PP: A X
   - Notes: N/A

   Last date to submit requests to Purchasing Services to obtain quotes/bids/proposals related to Old Year funding. Requests must be provided to Purchasing Services by 4:10pm.

1.01 Old Year Contract Requests (EPIC) Deadline
   - PP: A X
   - Notes: N/A

   Last date to submit requests to Purchasing Services to create new Contracts for Old Year expenditures. Requests must be provided to Purchasing Services by 4:10pm.

1.02 Letters to Business Managers
   - PP: I X
   - Notes: N/A

   Purchasing Services to begin sending notifications to Business Managers related to submitting all invoices for POs/Contracts for entry and completing reconciliations.

**March**

1.03 Foreign Payment Requests (wires, drafts) Deadline
   - PP: A X
   - Visible in FAST By: March 31, 2019

   All foreign payment requests (wires, drafts) requiring payment prior to end of March must be received in Supplier Payment Services by 4:30pm.

5.00 Cash Receipts Deadline (deposits) - Bannatyne Campus
   - AR: A X
   - Visible in FAST By: April 1, 2019

   For deposits to be received at the Fort Garry Campus Cashiers’ Office for the March 31 deadline as noted below in 5.02, deposits from the Bannatyne campus or for cheques forwarded direct via internal mail: must be received at Fort Garry Cash Office no later than Thursday, March 30 for OLD YEAR deposit must be submitted to the Bannatyne Bookstore by March 27.

2.00 Final Bi-Weekly Payroll for March 22 available in FAST
   - PAY: I X
   - Visible in FAST By: March 28, 2019

   Bi-Weekly payroll expenses for pay period ending March 23 will be recorded on March 27 and visible in FAST on March 28.

2.01 Final Semi-Monthly Payroll for March 31 available in FAST
   - PAY: I X
   - Visible in FAST By: March 28, 2019

   Semi-Monthly payroll expenses for pay period ending March 31 will be recorded on March 27 and visible in FAST on March 28.

5.01 Cash Receipts Deadline (deposits) - Fort Garry Campus
   - AR: A X
   - Visible in FAST By: April 1, 2019

   Guaranteed recording of deposit to FOP in OLD YEAR if received no later than 3:00pm in Cashiers Office. *All funds received by University departments must be receipted & deposited at the Cashiers' Office 4:00pm.

2.02 Bi-Weekly Accrual is available in FAST
   - PAY: I X
   - Visible in FAST By: March 29, 2019

   The Bi-weekly accrual will be estimated based on the March 22 pay period and posted on March 28. The entry will be visible in FAST on March 26. Note: Payroll accruals appear in FAST with a prefix of ACC.

1.04 EPIC Requests for Purchase Orders/Contracts for Old Year Deadline
   - PP: A X
   - Visible in FAST By: March 31, 2019

   Requests to create Old Year Purchase Orders and Contracts in EPIC must be fully approved by end of day. *The creation of an order does not guarantee the expense is old year. Orders and contracts that are not invoiced on March 31 or earlier will become a new year expenditures.

8.01 Final Deadline for Bookstore, Pharmacy and Post Office ID charges
   - RA: I X
   - Visible in FAST By: April 1, 2019

   Final date for ID Charges from Bookstore, Pharmacy & Post Office to be processed for charges to Faculties/Units.

**April**

Week 1

3.00 Student/Guest (Non-Concur/Paper) Travel Claims Deadline
   - TRAV: A X
   - Visible in FAST By: April 8, 2019

   Guest/Student (non-Concur) claims for expenses incurred up to March 31 must be received in Travel Services by 4:00pm.

3.01 Petty Cash & Change Fund Confirmation Deadline; Petty Cash Reimbursement (Replenishment) Deadline
   - TRAV: A X
   - Visible in FAST By: April 6, 2019

   Petty Cash reimbursement forms incurred up to March 31 must be submitted to Travel Services by 4:00pm.

3.02 Cash Advance Reconciliation Deadline
   - TRAV: A X
   - Visible in FAST By: April 6, 2019

   Cash advances issued prior to March 31 must be reconciled and accounted for on or before April 1 by 4:00pm.

3.03 Concurs Expenses Reconciliation Deadline
   - TRAV: A X
   - Visible in FAST By: April 6, 2019

   Concurs expenses to be reconciled and approved within units by 4:00pm.

1.05 All Postage and Telephone charges for March available in FAST
   - BUD: I X
   - Visible in FAST By: April 9, 2019

   Final transactions for March postage and telephone expenses will be posted by Financial Services on April 2 and visible in FAST on April 3.

2.03 Final Hourly Payroll for March 30 available in FAST
   - PAY: I X
   - Visible in FAST By: April 5, 2019

   Hourly payroll expenses for pay period ending March 30 will be recorded on April 3 and visible in FAST on April 5.

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*All funds received by University departments must be receipted & deposited at the Cashiers' Office 4:00pm.*
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<tr>
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<tr>
<td>Supplier Invoices Deadline</td>
<td>PP A</td>
<td>All supplier invoices received in departments related to expenditures on or before March 31 must be provided to Supplier Payment Services by 4:00pm. Please ensure your invoices include a valid PO or Contract number. Invoices received without accurate information or after the stated date are not guaranteed entry. It is important that all invoices are recorded in the correct fiscal year, contact SPS if there is an issue with processing payment.</td>
</tr>
<tr>
<td>Trust and Endowment Fund Transfer request Deadline</td>
<td>TRUST A</td>
<td>Last day to request Trust and endowment fund transfers. All requests must be received prior to 4:00pm.</td>
</tr>
<tr>
<td>Deposit Holding Account reconciliations due</td>
<td>AR A</td>
<td>Faculty cutoff to provide Deposit Holding Account reconciliations to General Accounting for review by 4:00pm.</td>
</tr>
<tr>
<td>Deadline for Receipt of Priced Inventory Lists</td>
<td>AR A</td>
<td>Unit priced inventory listings from Physical Plant, UNPress and Ancillaries must be received in GENERAL ACCOUNTING by end of day.</td>
</tr>
<tr>
<td>All Old Year Airfare charges will be visible in FAST</td>
<td>TRAV I</td>
<td>Anticipated date all Old Year airfare charges will be available in FAST Reporting.</td>
</tr>
<tr>
<td>Purchase Order Close Request Deadline</td>
<td>PP A</td>
<td>Last day to submit requests to Purchasing Services to close Purchase Order commitments as Old Year.</td>
</tr>
<tr>
<td>Purchase Order (EPIC &amp; Non-EPIC) Receiving Deadline</td>
<td>PP A</td>
<td>All PO receiving must be completed by 4:00pm. Please remember to back date your receipts to March 31.</td>
</tr>
<tr>
<td>Payroll Adjustments (Salary JVs) Deadline</td>
<td>PAY A</td>
<td>All adjustments to payroll requiring a Salary Journal Voucher must be finalized by 4:00pm.</td>
</tr>
<tr>
<td>Last date for Physical Plant to charge Faculties/Units for Work Orders completed in Old Year</td>
<td>BUD A</td>
<td>All EPIC invoice exceptions on IR's requiring your action and Contract Invoice approvals must be completed by 4:00pm.</td>
</tr>
<tr>
<td>Journal Entries requiring Financial Services Approvals Deadline (e.g. IFTs)</td>
<td>BUD A</td>
<td>All Journal Vouchers requiring approval from Financial Services must be completed and submitted by 4:00pm on this date.</td>
</tr>
<tr>
<td>Journal Entries (JV) and Interdepartmental charges (IDC) Deadline</td>
<td>BUD A</td>
<td>Last day for Faculty Units to complete &amp; post all journal entries and ID charges for Old Year. JVs &amp; IDCs Must be completed and posted by 4:30pm.</td>
</tr>
<tr>
<td>VISA Purchasing Card Reconciliation Deadline</td>
<td>PP A</td>
<td>VISA Purchasing Card holders must reconcile March Statements by 3:30pm.</td>
</tr>
<tr>
<td>Purchasing &amp; Payables Accrual available in FAST</td>
<td>PP I</td>
<td>Purchase Orders, Contracts and invoices which are being accrued will be posted &amp; reversed on April 10. These transactions will be visible in FAST on April 12.</td>
</tr>
<tr>
<td>Operating/Research Budget Transfers Deadline by 12:00 Noon</td>
<td>BUD A</td>
<td>All Budget Transfers for March must be submitted by 12:00 Noon to be posted to old year. Budget Transfers submitted after this deadline are not guaranteed to be posted by Financial Services.</td>
</tr>
<tr>
<td>Final EPIC Contract Commitment load visible in FAST</td>
<td>PP I</td>
<td>All EPIC Contract commitments will be adjusted for all invoicing and amendments by Financial Services and visible in FAST on April 12.</td>
</tr>
<tr>
<td>External Invoice Deadline (FAST AR)</td>
<td>AR A</td>
<td>Final day to create, approve and batch external invoices through FAST AR. All invoices must be finalized by 4:00pm.</td>
</tr>
<tr>
<td>Reminder The Aurora Finance systems will be unavailable on weekend while Year End processing is finalized.</td>
<td>COMM I</td>
<td>To complete the Year End processing Banner and FAST will be inaccessible until Sunday. Concur can continue to be used normally, EPIC requisitions can be created and approved however during this period no Purchase Orders will be created until the Year End process is complete.</td>
</tr>
<tr>
<td>New Year Operating Budget to be loaded</td>
<td>BUD I</td>
<td>New year operating budget is anticipated to be loaded by this date and fully visible in FAST.</td>
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