



# FINANCIAL SERVICES

## MARCH 31, 2012 YEAR END GUIDELINES

UNIVERSITY  
OF MANITOBA

January 30, 2012

Below is a list of important dates, guidelines, and phone numbers to assist you in completing our fiscal year end. In order to meet our reporting deadlines to the Board of Governors it is critical that all deadlines be strictly adhered to. Please inform staff in your area of these deadlines. We appreciate your cooperation.

Transactions recorded after these deadlines will be reported in the new fiscal year 2012-13.

**1. Cash Advances, Travel Expense Accounts & Petty Cash Reimbursements: Telephone 474-7944**

Cash advances issued prior to March 31, 2012 must be accounted for by April 1, 2012. Petty Cash reimbursement forms and Non-Concur Travel and business expense claims for expenses incurred to March 31 must be **received** by Travel Services by 4:00 pm on April 2, 2012. Concur expense reports must be reconciled and authorized by April 4<sup>th</sup>, 2012.

**2. Journal Entries**

**Operating Funds - Fort Garry Campus Telephone 474-9574**  
**Research Funds - Bannatyne Campus Telephone 789-3724**  
**Research Funds - Fort Garry Campus Telephone 474-9421**

The deadline for entering journal entries into the old fiscal year is 5:00pm Friday, April 13, 2012. Staff are encouraged to review their January and February reports and make any corrections in advance. Staff are also asked to review the [In Progress Journal Voucher Report](#) located on the Aurora Finance webpage under "Reports" and take the required action to complete or delete.

Journal entries entered between April 1 and April 13 must be dated March 31, 2012 to be recorded in 11-12.

**3. Cash Receipts: Telephone 474-8222**

All funds received by University departments relating to the year-end March 31, 2012 must be receipted and deposited at the Cashiers' Office in Room 138 University Centre or P001 Pathology Bldg. no later than 4:00 pm on March 30, 2012.

**4. Inter-Departmental Charges: Telephone 474-9574**

Inter-Departmental charges for services, transfers of expenditures, etc. rendered up to March 31, 2012 must be entered and completed in Banner no later than April 13, 2012. ID charges must be dated March 31, 2012 to be recorded in 11-12.

**5. Payrolls: Telephone 474-6632**

Please adhere to the established cut-off times for each of the payroll cycles. Support staff pay periods disbursed in April which include salaries and wages earned in both March and April will be allocated by the Payroll Services Department between the 2011-12 and 2012-13 fiscal years accordingly.

**6. Purchase Requisitions or General Enquiries / Customer Services Telephone 474-8348**

Requisitions for purchases against the 2011-12 fiscal year must be **received** by Purchasing Services no later than February 24th, 2012 in order to allow sufficient time for normal purchasing procedures (e.g. bidding processes), order placement, and receipt of the goods or services prior to 4:30 pm March 31, 2012.

Goods and/or services received after March 31, 2012 will be considered charges against the 2012-2013 budget.

Note: purchase orders for the new fiscal year (2012-13) entered prior to March 31, 2012 will appear as commitments in 2012-2013 in FAST and any reports you receive.

**Important: Receipt Notification of the Purchase Orders must be signed to acknowledge the date of receipt for goods and/or services received on or before March 31, 2012 and received by Purchasing Services no later than April 4, 2012 for allocation to the 11-12 fiscal year.**

- 7. Standing Orders:** **Telephone 474-8348**  
Standing Orders expire on March 31, 2012 and cannot be automatically renewed. Requisitions for renewal and/or new Standing Orders should be forwarded to Purchasing Services prior to February 24, 2012 allowing sufficient time for normal purchasing procedures (e.g. bidding processes) to be followed.
- 8. University Accounts Receivable Invoices** **Telephone 474-8362**  
All invoices to outside organizations and individuals for goods or services supplied to March 31, 2012, must be entered and completed online by end of day on April 13, 2012. Invoices created must be dated March 31, 2012 to be recorded in 11-12. Departments should bill customers throughout the year as goods or services are provided and not wait until April to process billings.
- 9. Suppliers' Accounts Payable Invoices:** **Telephone 474-8033**  
All suppliers' invoices must be received in Supplier Payment Services by 4:00 pm on April 2, 2012 for processing. To ensure the expenses are recorded in the proper fiscal year, all invoices received during April should clearly indicate either "OLD FISCAL YEAR" for goods and services received on or prior to March 31, 2012 or "NEW FISCAL YEAR" for goods and services received on or after April 1, 2012.  
  
Any invoices received by departments after April 2, 2012 relating to the old fiscal year must be immediately forwarded to Supplier Payment Services for inclusion in the old fiscal year. Departments should not hold invoices for any reason.
- 10. Book Store/Pharmacy/Post Office:** **Telephone 474-8321**  
The year-end cut-off date in the Book Store, Pharmacy and Post Office is March 30, 2012. As a result, March 30 is the last day to charge merchandise to your 2011-12 budget. All inter-departmental charges subsequent to that date will be charged against your 2012-2013 budget.
- 11. Budget Entries:** **Telephone 474-8750**  
The deadline for entering Operating Fund budget transfers into the old fiscal year is April 3, 2012. All budget entries must be submitted by April 3, 2012.
- 12. Capital Assets** **Telephone 474-8179**  
The deadline for receipt of Capital Equipment Verification forms is April 2, 2012 for equipment purchased prior to March 31, 2012.
- 13. Monthly Reports:** **Telephone 480-1001**  
The monthly reports will be distributed after April 19, 2012. Please review your FOPs online using FAST Reporting in advance of year end deadlines to allow sufficient time for adjustments to be made. If you have any questions, please contact the appropriate department at the telephone number provided.

**Please ensure you and your staff review your Operating and Grant reports throughout the period January to March in order to avoid last minute corrections, or possible errors. Any transactions processed after the 2011-12 stipulated deadlines will be entered and recorded in Aurora Finance in the new fiscal year 2012-13.**

**Your assistance and cooperation in meeting these deadlines is sincerely appreciated.**  
**To view the detailed year end schedule please go to [www.umanitoba.ca/admin/financial\\_services](http://www.umanitoba.ca/admin/financial_services)**