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Controller
Financial Services

3465 Durocher Street, Room 413
Tel: (514) 398-5999

Date: April 6, 2018

To: All Finance Users (FFM's, FFO's, FST's)

Subject: Fiscal Year-End April 30, 2018

The University's fiscal year-end of April 30, 2018 is almost upon us. Enclosed are procedures to follow with critical timelines to ensure that all charges pertaining to the current fiscal year are included in the April 30, 2018 results. Please note that there is no assurance that documents or requests received subsequent to the enclosed deadlines will be processed against the current fiscal year.

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The deadlines outlined in this Year-End Memo pertaining to the fiscal year 2017-18 must be respected to ensure accurate reporting. Please make certain that the individual(s) responsible for administering your funds receives a copy of this Memo.

1) MARCH MONTH-END DEADLINES

The MARCH month-end is scheduled to close on **MONDAY, APRIL 9, 2018.**

- To ensure accurate year-end financial reports, we suggest that you make a first assessment based on your MARCH financial reports in order to minimize the adjustments required after the year-end close.
- Review all transactions carefully and report all discrepancies to your fund administrator in the appropriate Financial Services office for investigation and correction no later than **4:00PM Wednesday, April 18, 2018.**
- Notification of any required corrections must be made in writing to your fund administrator by email. To confirm who your fund administrator is, refer to the FTMFUND form in Banner or use the Minerva Financial Statement entitled 'Summary of Free Balances by User'.

2) YEAR-END CONTACT & CUT-OFF DEADLINES

Year-End Contacts: Ani Kotchounian, Senior Finance Officer - Unrestricted Accounting, Office of the Controller
local 8090 or email ani.kotchounian.mcgill.ca

Alan Moskovic, Senior Finance Officer - Restricted and Endowment Accounting, Office of the Controller
local 1308 or email alan.moskovic@mcgill.ca

Year-End Cut-Off Dates: **1st CUT-OFF: MONDAY, MAY 7, 2018.**
 2nd CUT-OFF: TUESDAY, MAY 22, 2018.

New Fiscal Year 19 Open: **FRIDAY, APRIL 13, 2018.**

3) REQUISITIONS AND PURCHASE ORDERS

Contact: Procurement Services – e-mail feedback.purchasing@mcgill.ca

PURCHASE REQUISITIONS FOR 2017-18:

- Ensure that FY18 purchase requisitions are completed and submitted no later than **3:00PM THURSDAY, APRIL 26, 2018**.
- Ensure that FY18 requisitions approved locally no later than **3:00PM FRIDAY, APRIL 27, 2018**. It is the responsibility of the Requestor to ensure that local approvals are in place in a timely fashion.
- Financial Services will ensure central approval of all FY18 purchase requisitions on or prior to **12:00PM MONDAY, APRIL 30, 2018**.
- Procurement Services will issue FY18 purchase orders by **3:00PM MONDAY, APRIL 30, 2018**.
- The MMP system will be unavailable from **12:00PM THURSDAY, APRIL 26, 2018** and will re-open at **9:00AM TUESDAY, MAY 1, 2018**.
- All **2017-18 Standing Orders** with a unit of measure “YR” will automatically be closed at first cut-off.

OUTSTANDING PURCHASE ORDERS FOR 2017-18 (FY18):

- Review all outstanding purchase orders (i.e. orders placed in 2017-18 but goods not yet received). If the items are no longer required and need to be cancelled, please complete the following [PO Cancellation Form](#) no later than **4:00PM MONDAY, APRIL 23, 2018**.

To help you with your review, you may use the following Banner Form: FGIOENC – Organization Encumbrance List. Warehouse users may view the Crystal Report ‘Non-Salary Encumbrance Statement’ at the following address:

<http://www.mcgill.ca/financialservices/reporting/miscellaneous/>

PURCHASE REQUISITIONS FOR 2018-19 (FY19):

- All purchase requisitions created **on or after MAY 1, 2018** will be encumbered to the fiscal year **2018-19**. Requestors/Shoppers may choose to prepare MMP carts prior to **MAY 1, 2018**; however, they will need to ensure that the transaction date and delivery date are set for **MAY 1, 2018** or later. These carts must be kept in pending mode in MMP and can only be submitted on or subsequent to **MAY 1, 2018**.

3) REQUISITIONS AND PURCHASE ORDERS (CONT'D)

STANDING ORDERS FOR 2018-19 (FY19):

- All Standing Orders for **2018-19** may be prepared **prior to MAY 1, 2018**; however, must be future dated to **MAY 1, 2018** or later and **delivery date must be set to no later than APRIL 30, 2019**. These carts must be kept in pending mode in MMP and can only be submitted **on or subsequent to MAY 1, 2018**.
- It is important to establish standing orders for the total amount of your budgeted spending for the entire 12-month fiscal year (if applicable). Increasing the amount of your standing orders several times throughout the year contravenes the University's signing authority by-laws.
- Standing Orders on MMP can only be created for non-catalog vendors. Regular MMP purchase requisitions must be created using the electronic catalogs available on MMP as the goods are required.
- When creating a Standing order in MMP, ensure to select **"YR"** as the unit of measure. "Internal Notes" is to be used for communicating additional information to Procurement Services.
- It is always recommended to include your Supplier Customer/Account# in the Vendor Note section, which will help the supplier to match the PO# on invoices for your account.

4) PCARD TRANSACTIONS

Contact: PCard Administrator – local 1518 or email pcardadministration@mcgill.ca

PCARD TRANSACTIONS:

- To ensure that APRIL PCard transactions are available in MOPS (**McGill Online PCard System**) for reconciliation and approval, purchases on PCards must be made by **5:00PM TUESDAY, APRIL 17, 2018**. After this date, there is a high probability that the PCard transactions will not appear on MOPS.
- Please note that MOPS is updated daily with the prior day's transactions.

RECONCILIATION AND APPROVAL DEADLINES:

- The deadline to reconcile **APRIL 1, 2018 to APRIL 23, 2018** PCard transactions using MOPS is **8:00PM TUESDAY, APRIL 24, 2018**.
- For Research Grants/Contracts (2F/2M fund type) ONLY: If the reconciler is an employee other than the FST, the deadline to approve **April 1, 2018 to April 23, 2018** P-Card transactions using MOPS is **8:00PM WEDNESDAY, APRIL 25, 2018**.

4) PCARD TRANSACTIONS (CONT'D)

- For all other Fund types or for Research Grants/Contracts (2F/2M fund type) reconciled by the FST, the deadline to approve **April 1, 2018 to April 23, 2018** P-Card transactions using MOPS is **8:00PM THURSDAY, APRIL 26, 2018**.
- Transactions approved on or after **APRIL 27, 2018** will be recorded in fiscal 2018-19.

5) ACCOUNTS PAYABLE

Contact: Kimberley-Ann Renaud – Accounts Payable – local 1065 or email accountspayable@mcgill.ca

Please read this section attentively as there are changes with respect to Accruals.

ACCRUALS AND PREPAIDS:

Accruals: NEW

- Prior to second cutoff, **on May 22, 2018**
 - a. For invoices received in Accounts Payable with an invoice date of April 30th or prior, regardless of amount, Accounts Payable **will book ALL accruals** via a Feed to the respective FOAPAL.
 - b. For invoices received in Accounts Payable with an invoice date of May 1st or later, valued at \$25,000 or greater before taxes, Accounts Payable will review and accrue, if necessary, via a Feed **to the respective FOAPAL**. You may be contacted to validate the date the services were rendered.
- Faculties/departments/units are no longer required to book any accruals.

Prepays:

- Effective April 1st, 2018, Accounts Payable will review all invoices greater than \$10,000, to assess if they should be reclassified as a Prepaid and book the corresponding entries.

NOTE:

- If you are in possession of any invoices for goods and/or services received/rendered on or before April 30, 2018, please forward them by June 17th to Accounts Payable via email to accountspayable@mcgill.ca

5) ACCOUNTS PAYABLE (CONT'D)

PAYMENT REQUESTS:

- Payment requests to be processed in fiscal year 2017-18 must be received in Accounts Payable by **5:00PM THURSDAY, APRIL 12, 2018.**

ENCUMBRANCES:

- Standing orders are automatically cancelled and the encumbrance will be released.
- To assist you in reconciling your open PO's a crystal report will be e-mailed to your Faculty/Unit Finance/Budget Officer by **8:00AM MONDAY, APRIL 9, 2018.**
- Pay particular attention to the residual encumbrance on MMP orders. To liquidate encumbrances, please fill out the PO Liquidation Request Form found [here](#) on the Financial Services Website by **4:30PM MONDAY, APRIL 16, 2018.**

POSITIVE APPROVALS:

- Invoices greater than \$10,000 CAD with a due date prior to **April 30, 2018** are put on hold for payment until Positive Approval is received.
- Positive Approvals are sent by Accounts Payable via email to the Fund Financial Manager/Principal Investigator requesting confirmation that the goods/services were received/rendered and were furnished exactly as referenced in the Purchase Order.
- Fund Financial Managers/Principal Investigators must respond via email to Accounts Payable by **2:00PM WEDNESDAY APRIL 25, 2018** in order to meet the last APRIL cheque run.

ACCOUNTS PAYABLE FEEDS:

- Accounts Payable feeds must be received by Accounts Payable by **2:00PM FRIDAY, APRIL 27, 2018.**
- Transaction date of the feed file must be APRIL 2018.

6) STUDENT FINANCIAL AID AND AWARDS PAID FROM BSA

Contact: Email student.funding@mcgill.ca for undergraduate and graduate award processing questions

Scholarships and Student Aid Office (SSAO) use BSA (Banner Student Aid) for disbursing financial aid and awards to undergraduate and graduate students. For award payments to be disbursed to the student and charged to your FOAPAL by **MONDAY, APRIL 30, 2018**, units must submit their requests using the Award Processing Form from the Minerva "FAA Admin" tab by **5:00PM MONDAY, APRIL 23, 2018.**

7) Travel (Advances and Expense Reports)

Contact: Finance Help Desk – local 3463 or email traveldeskhelp.acct@mcgill.ca

ADVANCES AND EXPENSE REPORTS:

- Expense Reports must be received in Financial Services by **5:00PM FRIDAY, APRIL 6, 2018** and will be processed in fiscal 2018.
- Expense Reports processed by units with a local FST must be received in Financial Services by **5:00PM MONDAY, APRIL 16, 2018**.
- For units using the Reviewer function in the Advances and Expense reports Minerva Menu, you must ensure that your request is approved sufficiently in advance so that it is received by the Travel Desk.

8) Deposits (CASH, CHEQUE and CREDIT/DEBIT CARD transactions)

Contact: Peter Guertin, Supervisor, Banking Services – local 3353 or email banking@mcgill.ca

- Cash and cheque deposits made via the Macdonald campus security box (Laird Hall, Room 104) must be done by **12:00PM (noon) TUESDAY, APRIL 24, 2018**.
- Cheques sent to Financial Services for deposit and recording in fiscal year 2017-18, must be received by **9:00AM MONDAY, APRIL 30, 2018**.
- Departments that deposit cash/cheques directly at the bank must do so by **the closing time of the bank branch, which (in most cases) is 5:00PM on MONDAY, APRIL 30, 2018**.
- **For all deposits:**
 - One of the following on-line Banner forms must be completed:
FGADCSR: Deposit form for Canadian currency (generates “H” documents)
FGAJVCD: Cash Receipt form for U.S. currency with no taxes (generates “J” documents).
 - Departments which are assigned bank deposit slips must complete their documents with the appropriate deposit slip number. Departments which do not have assigned bank deposit slips, must leave the “H” or “J” documents with a status of “in process” so a deposit slip number can be entered by Financial Services.
 - Departments accepting credit/debit cards must ensure their fiscal year 2017-18 sales are booked in fiscal 2017-18.

9) PAYROLL (CASUAL, MISCELLANEOUS AND OVERTIME PAYROLL REQUISITIONS)

Contact: HR Service Centre – local 4747 or email pops.hr@mcgill.ca

Bi-Weekly Casual Payroll

- The last opportunity to charge casual payments to the 2017-18 fiscal year is to submit POPS for the pay-period ending **APRIL 7, 2018**, with a pay date of **APRIL 19, 2018**, by **TUESDAY, APRIL 10, 2018** at midnight.

Bi-Weekly Student Appointment Form Payroll

- Similar to the casual payroll above, the regular payroll with a pay period ending date of **APRIL 07, 2018**, and a pay date of **APRIL 19, 2018**, will be the last one charged to the 2017-18 fiscal year. Any MINERVA appointment form adjustments for this pay must be transmitted by **TUESDAY, APRIL 10, 2018** at midnight.

Overtime and Miscellaneous Payments for Bi-Weekly Hourly

- We recommend that you submit these payments as early as possible, but no later than **TUESDAY, APRIL 10, 2018** by midnight to give all parties enough time to review and approve these special payments.

Overtime and Miscellaneous Payments for Bi-Weekly Salaried

- We recommend that you submit these payments as early as possible, but no later than **THURSDAY, APRIL 19, 2018** by midnight to give all parties enough time to review and approve these special payments.

Payroll Journals

- The deadline for submitting payroll related journals is **5:00PM FRIDAY, APRIL 13, 2018**. These payroll journals must pertain to salary adjustments already booked in Banner

PAY FREQUENCY	PAY TYPE	PAY PERIOD ENDING	PAY DATE	SUBMIT BY
Bi-Weekly	Casual	April 7	April 19	Tues. April 10
Bi-Weekly	Student Appt Form	April 7	April 19	Tues. April 10
Bi-Weekly Hourly	Overtime & Misc	April 7	April 19	Tues. April 10
Bi-Weekly Salaried	Overtime & Misc	April 28	April 27	Thurs. April 19
ALL	Payroll Journals			Fri. April 13

9) PAYROLL (CASUAL, MISCELLANEOUS AND OVERTIME PAYROLL REQUISITIONS)

Payroll Accruals: **NEW**

- The table below indicates the bi-weekly pays paid in May for work performed in April and May. A payroll accrual is required for the work performed during April. The accrual will be booked by Enterprise Application Services (EAS, formerly ISR) via a Feed **to the respective FOAPAL before second cutoff**.

PAY TYPE	PAY REF	START DATE	END DATE	PAY DATE	ACCRUAL IN FY18
Salaried	B2-10	April 29	May 12	MAY 11	10%
Hourly	B0-9	April 8	April 21	MAY 3	100%
Hourly	B0-10	April 22	May 5	MAY 17	60%

Should you have any questions about the payroll accruals, please contact Ani Kotchounian.

10) ACCOUNTS RECEIVABLE – STUDENT AND FINANCE

Contact: **Student Accounts Receivable**

Mary Jo McCulloch, Director, Student Accounts – local 2315 or email mary.mcculloch@mcgill.ca

Contact: **Finance Accounts Receivable**

Maria Anania, Supervisor, Accounts Receivable – local 2311 or email maria.anania@mcgill.ca

- All departments who have online access to Banner Accounts Receivable forms should complete their sessions by **4:30PM MONDAY, APRIL 30, 2018**. Accounts Receivable will finalize and close all sessions after that time so that transactions are reflected on the finance ledgers that night.
- Do not open a new session until **8:00AM TUESDAY, May 1, 2018**.
- For departments that utilize the Finance Accounts Receivable "Request for Invoice" on the WEB, submit all requests by **12:00PM, MONDAY, APRIL 23, 2018**.
- All departments who submit feeds to:
 - Finance Accounts Receivable must submit them by **5:00PM MONDAY, APRIL 23, 2018**.
 - Student Accounts Receivable must submit them by **5:00PM FRIDAY, APRIL 27, 2018**

11) GENERAL LEDGER FEEDS

Contact: Feeds – local 0183 or email feeds-gl.acct@mcgill.ca

- The deadline for submission of all Finance feeds to be posted in fiscal year 2017-18, with the exception of feeds submitted to Accounts Receivable and Accounts Payable, is **4:00PM THURSDAY, MAY 3, 2018**. Any feeds received after this time will be posted in FY19.
- To allow for a sufficient turn-around time to correct the errors in any rejected feeds and re-submit the data, please submit your feeds in advance of the aforementioned deadline.

12) ONLINE IDC'S AND JOURNALS

Contact: Fund Administrator

- All IDC's and Journal Entries created online (FGAJVCQ, journal type IDC / JE) must be completed by **5:00PM MONDAY, APRIL 30, 2018**. It is the responsibility of the Requestor to ensure that local approvals are in place in a timely fashion.
- All incomplete entries created online such as IDC's and Journal Entries (FGAJVCQ, journal type IDC / JE) for fiscal year 2017-18 will be deleted on **TUESDAY, MAY 22, 2018 at 12:00PM**. Should you have any questions, please contact your fund administrator.

13) BUDGET ADJUSTMENTS

Contact: Ilya Sabino-Ifill, Data & Reporting Officer, Analysis, Planning and Budget – local 3753 or email ilya.sabino-ifill@mcgill.ca

- This deadline applies only to Operating/1A University Allocation and Operating/1B Self-financing funds. Ensure that all online budget adjustments (temporary only) are completed by **5:00PM MONDAY, APRIL 30, 2018** because no further extension is possible. The deadline for permanent budget adjustments was **January 31, 2018**.
- Documents left in incomplete status or initiated but not completed by this deadline will be deleted.

14) RESEARCH SUPPORT FUND (RSF)

Contact: Tara Wilkins, Finance Officer, Office of the Controller, local 6117 or email tara.wilkins@mcgill.ca

The RSF assists McGill and other Canadian universities and their affiliated research hospitals with the expenses associated with managing the research funded by the 3 federal research granting agencies. The 5 eligible expenditure categories for the RSF program are:

- Research Facilities
- Research Resources
- Regulatory Requirements & Accreditation
- Intellectual Property and Knowledge Mobilization
- Management and Administration

As McGill is required to submit an annual outcomes report to the federal government by June 30, 2018, the quantitative summaries must be submitted to Tara via email no later than **May 11th, 2018**. A separate memo will be circulated in early April addressing this.

15) ENDOWMENTS

Contact: Rachida Adamou Diawara, Financial Administrator – local 1427 or email rachida.adamoudiawara@mcgill.ca

Run the Endowment Monitoring report found on the Financial Services website (<http://www.mcgill.ca/financialservices/reporting/endowments>) in order to view the “Available Balance Remaining” for spendable income funds.

The deadline to let Endowment Accounting know which spendable income funds you do **NOT** want to be capped with **justification** is **5:00PM THURSDAY, March 29, 2018**.

The decision to not cap must be made on an annual basis.

The MIP rate for FY19 is \$17.25 per unit.

16) VARIANCE ANALYSIS

Contact: Ani Kotchounian, Senior Finance Officer – Unrestricted Accounting, local 8090 or email ani.kotchounian@mcgill.ca

Run the Variance Analysis reports available on the FS website (see link below) and submit your reports **by Thursday, May 31st, 2018** to Ani. More details to follow at the year-end information session and in the presentation.

<http://www.mcgill.ca/financialservices/reporting/yearendvariances>

17) EQUIPMENT LEASES

Contact: Luana Sorella, Manager, Facilities Accounting – local 2261 or email luana.sorella@mcgill.ca

The University is required to report and disclose capital and operating leases separately. If your unit has entered into an agreement to use equipment for a specified period of time in return for rent, regardless of funds charged, provide the following information to Luana Sorella by **5:00PM FRIDAY, APRIL 27, 2018**.

- A copy of the lease agreement
- The fund charged for the lease payments
- A description of the equipment leased
- The start date, duration and payment terms of the lease
- If the lease transfers substantially all the benefits and risks incident to ownership of property to the lessee

MARCH/APRIL 2018				
Mon	Tue	Wed	Thurs	Fri
26	27	28	29	30
			5:00pm: Deadline to submit to FS "do-not-cap" requests for spendable income funds	GOOD FRIDAY Statutory Holiday
EASTER MONDAY Statutory Holiday	3	4	5	6
				5:00pm: Expense reports for non-FST enabled units
9	10	11	12	13
8:00am: PO Crystal reports e-mailed 5:00pm: MARCH close	12 midnight: Submit POPS for last Bi-Weekly Casual payroll 12 midnight: Submit Bi-Weekly Student Appt Form payroll 12 midnight: Submit Overtime & Misc payment for Bi-Weekly Hourly payroll		5:00pm: Payment requests received by Accounts Payable	May 2018 (FY19) OPENS 5:00pm: Submit all payroll journals
16	17	18	19	20
4:30pm: PO Liquidation request Form for liquidation of encumbrances 5:00pm: Expense reports for FST enabled units	5:00pm: Complete purchases for approval deadline in MOPS	4:00pm: Notify FS re: financial discrepancies	12 midnight: Submit Overtime & Misc pmts for Bi-Weekly Salaried payroll	
23	24	25	26	27
12:00pm: Submit Finance AR Request for Invoice on WEB 4:00pm: Notify Procurement Services to cancel PRs & POs 5:00pm: Submit Finance AR feeds 5:00pm: Minerva Award Processing Form for BSA payments	12:00pm: Cash & cheque deposits made via Macdonald campus security box 8:00pm: Reconciliation of PCard transactions using MOPS	2:00pm: Positive approvals returned to AP for payment 8:00pm: Approval of PCard transactions using MOPS for Research Grants/Contracts (2F/2M fund types) if Reconciler is not a FST	12:00pm MMP System unavailable until 9:00am May 1 st 3:00pm: Complete & Submit FY18 PRs 8:00pm: Approval of PCard transactions using MOPS for Non-Research Grants/Contracts (ALL fund types except 2F/2M) and for 2F/2M fund types if the Reconciler is a FST	2:00pm: Submit AP Feeds 3:00pm: FY18 PRs local approval 5:00pm: Submit Student AR feeds 5:00pm: Submit details of equip. leases
APRIL/MAY 2018				
Mon	Tue	Wed	Thurs	Fri
30	1	2	3	4
9:00am: Chqs received by FS for deposit 12:00pm: Central approval of FY18 PR's 3:00pm: POs issued for all approved FY18 PRs 4:30pm: Complete online Banner AR forms 5:00pm: Complete online IDC & Journals 5:00pm: Cash/cheque deposits directly at bank 5:00pm: Complete budget adjustments	8:00am: Open online Banner AR forms 9:00am: MMP re-opens		4:00pm: Submit FY18 GL feeds	
7	8	9	10	11
1st CUT-OFF FISCAL 2018 ALL 2017-18 Standing Orders with a unit of measure of "YR" will automatically be closed				5:00pm: Deadline to submit RSF
14	15	16	17	18
21	22	23	24	25
VICTORIA DAY Statutory Holiday	2nd CUT-OFF FISCAL 2018 12:00pm: Delete incomplete IDC's and journal entries			
28	29	30	31	
			5:00 pm: Variance analysis reports due (after payroll accrual)	

ACRONYMS: FS: Financial Services, Appt: Appointment, Misc.: Miscellaneous, AR: Accounts Receivable, AP: Accounts Payable, PR: Purchase Requisition, PO: Purchase Order