Date:        April 5, 2019
To:          All Finance Users (FFM’s, FFO’s, FST’s)
Subject:     Fiscal Year-End April 30, 2019

The University’s fiscal year-end of April 30, 2019 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, 2019 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 2018-19 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 FRIDAY, APRIL 5, 2019.

- 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 17, 2019.

- 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 local 8090 or email ani.kotchounian@mcgill.ca

Dara Wall, Senior Finance Officer - Restricted & Endowment Accounting local 5999 or email dara.wall@mcgill.ca


- 9 A.M.: Posting rights to BANNER removed Starting at 12:00 P.M.:
  - Financial Services rolls the G/L balances and Encumbrances
  - Period 12 closes
  - Period 14 (accrual period) opens for authorized users

- 2nd CUT-OFF: TUESDAY, MAY 21, 2019 Starting at 7:30 A.M. remove posting rights to Period 14 from authorized users

New Fiscal Year 20 Open: FRIDAY, APRIL 12, 2019 at 9:00 A.M.
3) REQUISITIONS AND PURCHASE ORDERS

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

PURCHASE REQUISITIONS FOR 2018-19:

- Ensure that FY19 purchase requisitions are completed and submitted no later than 3:00PM THURSDAY, APRIL 25, 2019.

- Ensure that FY19 requisitions approved locally no later than 3:00PM FRIDAY, APRIL 26, 2019. 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 FY19 purchase requisitions on or prior to 12:00PM TUESDAY, APRIL 30, 2019.

- Procurement Services will issue FY19 purchase orders by 3:00PM TUESDAY, APRIL 30, 2019.

- The MMP system will be unavailable from 3:00PM FRIDAY, APRIL 26, 2019 and will re-open at 9:00AM WEDNESDAY, MAY 1, 2019.

- All 2018-19 Standing Orders with a unit of measure “YR” will automatically be closed at first cut-off and the encumbrance will be released.

OUTSTANDING PURCHASE ORDERS FOR 2018-19 (FY19):

- Review all outstanding purchase orders (i.e. orders placed in 2018-19 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 TUESDAY, APRIL 23, 2019. If you have outstanding balances pertaining to your purchase orders where all invoices have been paid and no more invoices are expected, then you must complete the PO Liquidation Form no later than 4:30PM MONDAY, APRIL 15, 2019.

- 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/

- 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 WEDNESDAY, APRIL 10, 2019.
PURCHASE REQUISITIONS FOR 2019-20 (FY20):

- All purchase requisitions created on or after MAY 1, 2019 will be encumbered to the fiscal year 2019-20. Requestors/Shoppers may choose to prepare MMP carts prior to MAY 1, 2019; however, they will need to ensure that the transaction date and delivery date are set for MAY 1, 2019 or later. These carts must be kept in pending mode in MMP and can only be submitted on or subsequent to MAY 1, 2019.

- At 1st Cut-Off: All POs with an encumbrance of less than a $1.00 will be closed and the encumbrance will NOT roll into the new fiscal year. Exceptions apply as follows: POs on Plant Funds, POs with a pending invoice, POs with a Change Order.

STANDING ORDERS FOR 2019-20 (FY20):

- All Standing Orders for 2019-20 may be prepared prior to MAY 1, 2019; however, must be future dated to MAY 1, 2019 or later and delivery date must be set to no later than APRIL 30, 2020. These carts must be kept in pending mode in MMP and can only be submitted on or subsequent to MAY 1, 2019.

- 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.

- At 1st Cut-Off: All Standing Orders with a remaining encumbrance will be closed and therefore the remaining encumbrance will NOT roll into the new fiscal year. Exceptions apply: POs on Plant Funds, POs with a pending invoice, POs with a Change Order.
4) PCARD TRANSACTIONS

**Contact:** Central PCard Administration Team – local 1518 or email pcardadministration@mcgill.ca

**PCARD TRANSACTIONS:**

- Please note that MOPS is updated daily with the prior day’s transactions. For FY19, the last upload to MOPS will be for transactions charged to you Pcard on April 23rd or prior.

**RECONCILIATION AND APPROVAL DEADLINES:**

- The deadline to **reconcile APRIL 1, 2019** to **APRIL 24, 2019** PCard transactions using MOPS is **8:00PM THURSDAY, APRIL 25, 2019**.

- For Research Grants/Contracts (2F/2M fund type) ONLY: If the reconciler is an employee other than the FST Manager, the deadline to **approve April 1, 2019** to **April 24, 2019** P-Card transactions using MOPS is **8:00PM FRIDAY, APRIL 26, 2019**.

- For all other Fund types or for Research Grants/Contracts (2F/2M fund type) reconciled by the FST Manager, the deadline to **approve April 1, 2019** to **April 24, 2019** P-Card transactions using MOPS is **8:00PM MONDAY, APRIL 29, 2019**.

- Transactions approved on or after **APRIL 30, 2019** will be recorded in fiscal 2019-20.

5) ACCOUNTS PAYABLE

**Contact:**

- General Inquiries: apinfo@mcgill.ca
- Accruals & Prepaids: Kimberley-Ann Renaud – local 1065 or email kimberley.renaud@mcgill.ca

**ACCURALS AND PREPAIDS:**

**Accruals:**

- Prior to second cutoff, on **May 21, 2019**
  
  i. 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.

  ii. 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.

  iii. Accounts Payable will be processing all accruals based on invoices received and process in Banner.

  iv. As such, Faculties/departments/units are no longer required to book any accruals.
Prepaids:

- Effective April 1st, 2019, 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, 2019, please forward them by June 17th to Accounts Payable via email to accountspayable@mcgill.ca

PAYMENT REQUESTS:

- Payment requests to be processed in fiscal year 2018-19 must be received in Accounts Payable by 5:00PM FRIDAY, APRIL 12, 2019.

POSITIVE APPROVALS:

- Invoices greater than $10,000 CAD with a due date prior to April 30, 2019 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.

ACCOUNTS PAYABLE FEEDS:

- Accounts Payable feeds must be received by Accounts Payable by 2:00PM FRIDAY, APRIL 26, 2019.

- Transaction date of the feed file must be APRIL 2019

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 TUESDAY, APRIL 30, 2019, units must submit their requests using the Award Processing Form from the Minerva “FAA Admin” tab by 5:00PM FRIDAY, APRIL 26, 2019.
7) TRAVEL (ADVANCES AND EXPENSE REPORTS)

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

ADVANCES AND EXPENSE REPORTS:
- Expense Reports must be received in Financial Services by **5:00PM FRIDAY, APRIL 5, 2019** and will be processed in fiscal 2019.
- Expense Reports processed by units with a local FST must be received in Financial Services by **5:00PM TUESDAY, APRIL 16, 2019**.
- 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:
- General Inquiries: banking@mcgill.ca
- Other: Peter Guertin, Supervisor, Banking Services – local 3353 or email peter.guertin@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 23, 2019**.
- Cheques sent to Financial Services for deposit and recording in fiscal year 2018-19, must be received by **9:00AM TUESDAY, APRIL 30, 2019**.
- 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 TUESDAY, APRIL 30, 2019**.
- 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 2018-19 sales are booked in fiscal 2018-19.
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 2018 - 19 fiscal year is to submit POPS for the pay-period ending **APRIL 6, 2019**, with a pay date of **APRIL 18, 2019**, by **TUESDAY, APRIL 9, 2019** 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 6, 2019**, and a pay date of **APRIL 18, 2019**, will be the last one charged to the 2018 – 19 fiscal year. Any MINERVA appointment form adjustments for this pay must be transmitted by **TUESDAY, APRIL 9, 2019** 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 9, 2019** 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 **TUESDAY, APRIL 16, 2019** 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 12, 2019**. These payroll journals must pertain to salary adjustments already booked in Banner

<table>
<thead>
<tr>
<th>PAY FREQUENCY</th>
<th>PAY TYPE</th>
<th>PAY PERIOD ENDING</th>
<th>PAY DATE</th>
<th>SUBMIT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly</td>
<td>Casual</td>
<td>April 6</td>
<td>April 18</td>
<td>Tues. April 9</td>
</tr>
<tr>
<td>Bi-Weekly</td>
<td>Student Appt Form</td>
<td>April 6</td>
<td>April 18</td>
<td>Tues. April 9</td>
</tr>
<tr>
<td>Bi-Weekly Hourly</td>
<td>Overtime &amp; Misc</td>
<td>April 6</td>
<td>April 18</td>
<td>Tues. April 9</td>
</tr>
<tr>
<td>Bi-Weekly Salaried</td>
<td>Overtime &amp; Misc</td>
<td>April 27</td>
<td>April 26</td>
<td>Tues. April 16</td>
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<tr>
<td><strong>ALL</strong></td>
<td><strong>Payroll Journals</strong></td>
<td></td>
<td></td>
<td><strong>Fri. April 12</strong></td>
</tr>
</tbody>
</table>
Payroll Accruals:
- 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.

<table>
<thead>
<tr>
<th>PAY TYPE</th>
<th>PAY REF</th>
<th>START DATE</th>
<th>END DATE</th>
<th>PAY DATE</th>
<th>ACCRUAL IN FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried</td>
<td>B0-10</td>
<td>April 28</td>
<td>May 11</td>
<td>MAY 10</td>
<td>20%</td>
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<tr>
<td>Hourly</td>
<td>B2-09</td>
<td>April 7</td>
<td>April 20</td>
<td>MAY 2</td>
<td>100%</td>
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<tr>
<td>Hourly</td>
<td>B2-10</td>
<td>April 21</td>
<td>May 4</td>
<td>MAY 16</td>
<td>70%</td>
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</tbody>
</table>

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 McCullough, Director, Student Accounts – local 2315 or email mary.mccullough@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 TUESDAY, APRIL 30, 2019. 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 WEDNESDAY, May 1, 2019.

- For departments that utilize the Finance Accounts Receivable "Request for Invoice" on the WEB, submit all requests by 12:00PM, TUESDAY, APRIL 23, 2019.

- All departments who submit feeds to:
  - Finance Accounts Receivable must submit them by 5:00PM TUESDAY, APRIL 23, 2019.
  - Student Accounts Receivable must submit them by 5:00PM MONDAY, APRIL 29, 2019
11) **GENERAL LEDGER FEEDS**

**Contact:** Feeds – local 0183 or email [feeds-gl.acct@mcgill.ca](mailto:feeds-gl.acct@mcgill.ca)

- The deadline for submission of all Finance feeds to be posted in fiscal year 2018-19, with the exception of feeds submitted to Accounts Receivable and Accounts Payable, is **4:00PM FRIDAY, MAY 3, 2019**. Any feeds received after this time will be posted in FY20.

- 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 (FGAJV, journal type IDC / JE) must be completed by **5:00PM TUESDAY, APRIL 30, 2019**. 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 (FGAJV, journal type IDC / JE) for fiscal year 2018-19 will be deleted on **TUESDAY, MAY 21, 2019 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](mailto: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 TUESDAY, APRIL 30, 2019** because no further extension is possible. The deadline for permanent budget adjustments was **January 31, 2019**.

- 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, 2019, the quantitative summaries must be submitted to Tara via email no later than **MONDAY, May 13th, 2019**. A separate memo will be circulated in early April addressing this.

15) ENDOWMENTS

**Contact:** Dara Wall, Senior Finance Officer, Office of the Controller, local 5999 or email dara.wall@mcgill.ca

Run the Endowment Monitoring report found on the Financial Services website ([http://www.mcgill.ca/financialservices/reporting/endowments](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 MONDAY, April 1, 2019**.

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

The MIP rate for FY20 is $16.42 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 30th, 2019** to Ani. More details to follow at the year-end information session and in the presentation. ([http://www.mcgill.ca/financialservices/reporting/yearendvariances](http://www.mcgill.ca/financialservices/reporting/yearendvariances))
17) EQUIPMENT LEASES

Contact: Luana Sorella, Director, Capital Projects – 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 26, 2019.

- 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
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<tr>
<td>5:00pm: Deadline to submit to FS “do-not-cap” requests for spendable income funds</td>
<td>8:00am: Open POs reports e-mailed</td>
<td>12:00pm: Open POs reports e-mailed</td>
<td>8:00am: Open POs reports e-mailed</td>
<td>5:00pm: Expanding reports for non-FST enabled units</td>
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<td>8:00am: Expense reports for non-FST enabled units</td>
<td>5:00pm: Payment requests received by Accounts Payable</td>
<td>5:00pm: Submit all payroll journals</td>
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<td>18:00pm: PO Liquidation request Form for liquidation of encumbrances</td>
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<td>EASTER MONDAY</td>
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<tr>
<td>12:00pm: Submit Finance AR Request for Invoice on WEB</td>
<td>12:00pm: MMP System unavailable until 9:00am May 1st</td>
<td>12:00pm: MMP System unavailable until 9:00am May 1st</td>
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<tr>
<td>12:00pm: Cash &amp; cheque deposits made via Macdonald campus security box</td>
<td>3:00pm: Complete &amp; Submit FY19 PRs</td>
<td>3:00pm: Complete &amp; Submit FY19 PRs</td>
<td>5:00pm: Submit details of equipment leases</td>
<td>5:00pm: Minerva Award Processing Form for BSA payments</td>
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<td>4:00pm: Notify Procurement Services to cancel PRs &amp; POs</td>
<td>8:00pm: Reconciliation of PCard transactions using MOPS</td>
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<td>5:00pm: Submit Finance AR feeds</td>
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<td>5:00pm: Submit Student AR feeds</td>
<td>9:00am: Cheques received by FS for deposit</td>
<td>8:00am: Open online Banner AR forms</td>
<td>4:00pm: Submit FY19 GL feeds</td>
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<tr>
<td>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 M</td>
<td>12:00pm: Central approval of FY19 PR’s</td>
<td>9:00am: MMP re-opens</td>
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<td>3:00pm: POs issued for all approved FY19 PRs</td>
<td>4:30pm: Complete online Banner AR forms</td>
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<td>4:30pm: Complete online IDC &amp; Journals</td>
<td>5:00pm: Complete budget adjustments</td>
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<td>1st CUT-OFF FISCAL 2019 ALL 2018-19 Standing Orders with a unit of measure of “YR” will automatically be closed</td>
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<tr>
<td>5:00pm: Deadline to submit RSF</td>
<td>10:00am: Deadline to submit to FS “do-not-cap” requests for spendable income funds</td>
<td>5:00pm: Variance analysis reports due (after payroll accrual)</td>
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<tr>
<td>VICTORIA DAY</td>
<td>Statutory Holiday</td>
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<td>2nd CUT-OFF FISCAL 2019</td>
<td>12:00pm: Delete incomplete IDC’s and journal entries</td>
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