

UNIVERSITY OF MANITOBA FISCAL YEAR-END CALENDAR - MARCH 31, 2021

Date	Task #	Deadline
Friday, February 5, 2021	*	Fiscal Year End schedule available
Wednesday, February 17, 2021	1.02	Request for Quotes/Proposals Deadline
Wednesday, February 17, 2021	1.03	Old Year Contract Requests Deadline
Friday, February 19, 2021	1.05	Letters to Financial/Business Managers sent
Friday, March 12, 2021	1.08	Foreign Payment Requests (wires, drafts) Deadline
Wednesday, March 17, 2021	6.03	Capital-related Transfer Requests Deadline
Friday, March 19, 2021	1.10	Purchase Orders for Old Year Deadline
Saturday, March 27, 2021	8.02	Ancillaries Inventory Counts Completed
Friday, March 26, 2021	1.13	Supplier Invoices Deadline
Saturday, March 27, 2021	2.01	Final Bi-weekly Payroll and Accrual available in FAST
Monday, March 29, 2021	6.04	ID Charges from Ancillaries visible in FAST
Tuesday, March 30, 2021	2.03	Final Semi-Monthly Payroll for March available in FAST
Tuesday, March 30, 2021	5.01	Cash Receipts Deadline (deposits)
Wednesday, March 31, 2021	1.16	VISA Purchasing Card Reconciliation Deadline
Wednesday, March 31, 2021	8.06	Inventory Counts Completed (Physical Plant, UMPress)
Thursday, April 1, 2021	1.17	All Postage and Telephone charges for March available in FAST
Thursday, April 1, 2021	3.04	Cash Advance Reconciliation Deadline
Thursday, April 1, 2021	3.05	Petty Cash & Change Fund Replenishment & Reconciliation Deadlines
Thursday, April 1, 2021	3.06	Student/Guest (Non-Concur/Paper) Travel Claims Deadline
Thursday, April 1, 2021	3.07	Concur Expenses Reconciliation Deadline
Moved from May to April 1, 2021	9.07	New Year Budget is available in FAST
Friday, April 2, 2021	2.04	Final Hourly Payroll for March available in FAST
Friday, April 2, 2021	3.03	New Year Air Travel is visible in FAST (recorded as prepaid)
Monday, April 5, 2021	1.19	Purchase Order Close Request Deadline
Monday, April 5, 2021	1.20	EPIC Invoice Reconciliation (IR documents) Deadline
Monday, April 5, 2021	1.22	Purchase Order (EPIC & Non-EPIC) Receiving Deadline
Monday, April 5, 2021	5.02	Priced Inventory List Deadline
Tuesday, April 6, 2021	2.07	Payroll Adjustments (Salary JVs) Deadline
Tuesday, April 6, 2021	3.10	All Old Year Airfare charges will be visible in FAST
Wednesday, April 7, 2021	1.24	Physical Plant Work Order charges for work to March 31 in FAST
Wednesday, April 7, 2021	1.26	Final EPIC Contract Commitment adjustments visible in FAST
Wednesday, April 7, 2021	5.03	Deposit Holding Account Reconciliations Due
Wednesday, April 7, 2021	6.06	Journal Entries requiring Financial Services Approvals Deadline (e.g. IFTs)
Thursday, April 8, 2021	3.12	All March VISA Purchasing Card charges will be visible in FAST
Friday, April 9, 2021	1.21	Prepaid Expenses visible in FAST (University wide)
Friday, April 9, 2021	1.29	Purchasing & Payables Accrual available in FAST
Friday, April 9, 2021	4.00	Trust and Endowment Fund Transfer Request Deadline
Friday, April 9, 2021	6.08	Journal Entries (JV) and Interdepartmental charges (IDC) Deadline
Saturday, April 10, 2021	7.11	Reminder The Aurora Finance systems will be unavailable for YE rollover
Monday, April 12, 2021	6.11	Operating/Research Budget Transfers Deadline by 12:00 Noon
Tuesday, April 13, 2021	5.04	External Invoice Deadline (FAST AR)
Friday May 21, 2021	9.07	New Year Budget is available in FAST
June 2021.	9.08	Carryover is available in FAST