

UNIVERSITY OF MANITOBA FACULTY and UNIT YEAR-END CALENDAR - MARCH 31, 2021

Process Legend: AR - Accounts Receivables PAY - Payroll RA - Revenue Accounting TRUST - Trust & Endowment BUD - Budget Management PP - Purchasing and Payables TRAV - Travel & Expense * Informational Only

Activity/Task	Process	Action Item (A) Informational (I)	February							March							April							May	Visible in FAST By (if applicable)	Notes		
			5	17	19	12	17	19	26	27	29	30	31	1	2	5	6	7	8	9	10	12	13	21			June	
* Fiscal Year End schedule available	*	I	X																							N/A	The Year End schedule is available	
1.02 Request for quotes/proposals Deadline	PP	A		X																						N/A	Last day to submit requests to Purchasing Services to obtain quotes/bids/proposals related to Old Year funding. Requests must be provided to Purchasing Services by 4:30pm.	
1.03 Old Year Contract Requests (EPIC) Deadline	PP	A		X																						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 4:30pm.	
1.05 Letters to Financial/Business Managers	PP	I			X																					N/A	Communications to Financial/Business Managers related to old year invoices, PO's/Contracts commitments, and potential accruals to be distributed by this date	
1.08 Foreign Payment Requests (wires, drafts) Deadline	PP	A				X																				Wednesday, March 31, 2021	All foreign payment requests (wires, drafts) requiring payment prior to end of March must be received in Supplier Payment Services by 4:30pm	
6.03 Capital-related Transfer Requests Deadline	BUD	A				X																				N/A	All requests to transfer funds to capital must be received by end of day on the related provision and transfer form.	
1.10 Purchase Orders for Old Year Deadline	PP	A					X																			N/A	Purchase Orders for <u>readily available product</u> must be ordered by this date to ensure delivery prior to March 31. NOTE: Creating a purchase order does not guarantee the expense will be old year. Goods & Services that are not received and invoiced on or before March 31 will be processed as new year.	
1.13 Supplier Invoices Deadline	PP	A						X																		Wednesday, April 7, 2021	All supplier invoices received in departments related to expenditures on or before March 31 must be provided to Supplier Payment Services no later than 4:00pm on this date. *Invoices require accurate information to be processed, ensure your PO or Contract number is recorded on the invoice.	
2.01 Final Bi-Weekly Payroll & Accrual for March available in FAST	PAY	I							X																		Saturday, March 27, 2021	The final Bi-Weekly payroll expenses and accrual will be visible by this date in FAST
6.04 ID Charges from Ancillaries visible in FAST	BUD	I								X																	Monday, March 29, 2021	All charges from Bookstore, Pharmacy & Post Office will be visible in FAST
8.02 Ancillaries Inventory Counts Completed	RA	A									X																N/A	All inventory counts for Bookstore, Pharmacy & Postal Outlet completed by end of day.
2.03 Final Semi-Monthly Payroll for March available in FAST	PAY	I										X															Tuesday, March 30, 2021	Semi-Monthly payroll expenses for pay period ending March 31 will be visible in FAST on March 30.
5.01 Cash Receipts Deadline (deposits)	AR	A											X														Thursday, April 1, 2021	Guaranteed recording of deposit to FOP in OLD YEAR if received no later than 3:00pm in Cashiers Office. All cheques must be forwarded to 315 Administration Building or delivered to 138 University Centre (Cashiers Office Drop Box). In person deposits can only be accommodated for cash deposits and pick up. Contact 204-474-8222 or 204474-8716 to arrange an appointment.
1.16 VISA Purchasing Card Reconciliation Deadline	PP	A												X													Thursday, April 8, 2021	VISA Purchasing Card Cardholders must reconcile March Statements by 3:30pm
8.06 Inventory Counts Completed	RA	A													X												N/A	All inventory counts for Physical Plant Gas & Oil, Central Stores, & UM Press, completed by end of day.
1.17 All Postage and Telephone charges for March available in FAST	PP	I														X											Thursday, April 1, 2021	Final transactions for March postage and telephone expenses will be posted by Financial Services to be visible in FAST on April 1
3.04 Cash Advance Reconciliation Deadline	TRAV	A															X										Friday, April 2, 2021	Cash advances issued prior to March 31 must be reconciled and accounted for on or before April 1 by 4:00pm
3.05 Petty Cash & Change Fund Replenishment and Reconciliation Deadline	TRAV	A																X									Monday, April 5, 2021	All petty cash expenses incurred up to March 31 must be reported on a Petty Cash Fund Replenishment and Reconciliation form with receipts attached. Completed forms must be received in Travel Services no later than 4:00pm ***Appointments are recommended for any Unit requiring replenishment of funds from the Cashiers Office. Contact 204-474-8222 or 204-474-8716 prior to visiting to ensure staff are available to assist you***
3.06 Student/Guest (Non Concur/Paper) Travel Claims Deadline	TRAV	A																	X								Thursday, April 8, 2021	Student/Guest (Non Concur) claims for expenses incurred up to March 31 must be received in Travel Services by 4:00pm
3.07 Concur Expenses Reconciliation Deadline	TRAV	A																		X							Friday, April 2, 2021	Concur expenses to be reconciled and approved within units by 4:00pm
9.07 Moved from May New Year Operating Budget is available in FAST	BUD	I																			X						Friday, May 21, 2021	New year operating budget is anticipated to be loaded by this date and fully visible in FAST.
2.04 Final Hourly Payroll for March available in FAST	PAY	I																				X					Thursday, April 2, 2020	The final Hourly payroll expenses will be recorded and visible in FAST by April 2
3.03 New Year Air Travel is visible in FAST (prepaid)	TRAV	I																				X					Friday, April 2, 2021	New Year Travel will be recorded by Financial Services as prepaid and visible in FAST by this date
1.19 Purchase Order Close Request Deadline	PP	A																					X				Thursday, April 8, 2021	Last day to submit requests to Purchasing Services to close Purchase Order commitments as Old Year.
1.20 EPIC Invoice Reconciliation (IR documents) Deadline	PP	A																						X			Monday, April 6, 2020	All EPIC invoice exceptions on IR's requiring your action and Contract Invoice approvals must be completed by 4:00pm. *Notify SPS of issues related to processing any invoices for payment
1.22 Purchase Order (EPIC & Non-EPIC) Receiving Deadline	PP	A																							X		N/A	All receiving must be completed by 4:00pm. *Please remember to back date all your receipts to March 31.

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			5	17	19	12	17	19	26	27	29	30	31	1	2	5	6	7	8	9			10	12	13	21	June		
5.02	Priced Inventory List Deadline	AR	A															X										N/A	Unit priced inventory listings from Physical Plant, UMPress and Ancillaries must be received in GENERAL ACCOUNTING by end of day.
2.07	Payroll Adjustments (Salary JVs) Deadline	PAY	A																X									Friday, April 9, 2021	All adjustments to payroll requiring a Salary Journal Voucher must be finalized by 4:00pm. *All approved updates will be visible in FAST by April 9
3.10	All Old Year Airfare charges will be visible in FAST	TRAV	I																X									Tuesday, April 6, 2021	Anticipated date all Old Year airfare charges will be available in FAST
1.24	Physical Plant Work Order charges for work to March 31 in FAST	PP	A																X									Wednesday, April 7, 2021	Final date for Physical Plant to process ID Charges to Facilities/Units related to work orders completed on or before March 31
1.26	Final EPIC Contract Commitment adjustments visible in FAST	PP	I																X									Wednesday, April 7, 2021	The final EPIC Contract commitment adjustments for old year invoicing and amendments by Financial Services will be processed on this date and visible in FAST the next day
5.03	Deposit Holding Account reconciliations due	AR	A																X									N/A	Faculty cutoff to provide Deposit Holding Account reconciliations to General Accounting for review by 4:00pm on this date
6.06	Journal Entries requiring Financial Services Approvals Deadline (e.g. IFTs)	BUD	A																X									Monday, April 12, 2021	on this date
3.12	All March VISA Purchasing Cards charges will be visible in FAST	TRAV	I																X									Thursday, April 8, 2021	Anticipated date all VISA Purchasing Card charges will be available in FAST
1.21	Prepaid Expenses are visible in FAST	PP	I																	X								Friday, April 9, 2021	Financial Services will record the prepaid expenses transaction and ensure it is visible in FAST by April 9
1.29	Purchasing & Payables Accrual available in FAST	PP	I																	X								Friday, April 9, 2021	Purchase Orders, Contracts and invoices which are being accrued will be posted & reversed. These transactions will be visible in FAST on April 9.
4.00	Trust and Endowment Fund Transfer request Deadline	TRUST	A																	X								Monday, April 12, 2021	Last day to request Trust and Endowment fund transfers. All requests must be received prior to 3:00pm
6.08	Journal Entries (JV) and Interdepartmental charges (IDC) Deadline	BUD	A																	X								Monday, April 12, 2021	Last day for Faculty Units to process journal entries and ID charges for Old Year. JVs & IDCs must be completed and posted by 4:30pm
7.11	Reminder: The Aurora Finance systems will be unavailable	COMM	I																		X							N/A	As part of the Year End processing required in Banner many of the financial systems will be inaccessible or have limited functions during this weekend. Banner and FAST will be unavailable. Concur can continue to be used normally. UMPPlan will be accessible but to updates from other financial systems will be made until the process is complete. EPIC requisitions can be created and approved however during this period no Purchase Orders will be created.
6.11	Operating/Research Budget Transfers Deadline by 12:00 Noon	BUD	A																			X						Tuesday, April 13, 2021	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.
5.04	External Invoice Deadline (FAST AR)	AR	A																				X					Wednesday, April 14, 2021	4:00pm
9.07	New Year Operating Budget is available in FAST	BUD	I																					X				Friday, May 21, 2021	New year operating budget is anticipated to be loaded by this date and fully visible in FAST.
9.08	Carry Over is available in FAST	BUD	I																						X			June 2021.	Carry Over will be available in FAST in June 2021