



University
of Manitoba

Financial Services

Guide to Year End Procedures 2020-21



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The following year end guidelines have been prepared by Financial Services.

Updates and communications related to approaching deadlines will be provided through the Aurora Client mailing list. *Not a member?* [Subscribe here today!](#)

The University of Manitoba Fiscal Year End Calendar is available by February each year on the [Year End at the University](#) website.

The University's fiscal year-end is March 31. The year-end accounting processes include important deadlines and cut-off dates. Each year we ask for your assistance to ensure that all transactions related to the closing fiscal year are included in the years financial results.

This guide is a reference to assist you in planning and scheduling departmental activities that will contribute to meeting the deadlines detailed in the fiscal year end schedule.

Understanding Year End

What is Year End?

Year-end is a snapshot in time where we report all assets and liabilities of the University, as well as the revenue, expenses and fund transfers for the year ending March 31st.

Why do Year End?

The University is required to provide an Annual Financial Statement to the Provincial Legislature. The Auditor General of Manitoba audits this information; their audit process begins each fall.

What is cut-off?

Accounting cut-off procedures record transactions in a specific reporting period, April 1 to March 31, to prevent transactions that occurred outside of the specified period of being recorded as "old year". Essentially this means, if an event has occurred during a certain timeframe, the financial impact is recognized in that same period. This includes both expenses and revenues.

Why does cut-off matter?

Cut-off procedures ensure the integrity of our financial information. Without a clear cut-off, errors can occur which can influence the entire University.

Information that contains errors affects the Financial Statements and could be reported to the Board of Governors. When expenses or revenue are reported in the incorrect period:

- The Financial Statements will contain errors
- Your budget available may be impacted
- Your carryover will be incorrectly reflected
- On a research grant, the expense could be deemed an ineligible expense as its outside the timeline of the grant

Financial Services works diligently during year end to review and enter transactions to ensure expenses and revenue are properly captured. This includes processing various transactions, accruals, tracking down large dollar invoicing from suppliers, preparing reports and much more!

How You Can Help....

For the 2020-2021 fiscal year end, we anticipate most of the work will be done remotely for many individuals across our campuses. We encourage you to reach out with questions and we remind everyone to:

- ✓ Plan ahead; prevent waiting until the deadline by anticipating needs as much as possible
- ✓ Stay in touch; communicate with individuals in your Faculty or Unit and with Financial Services regularly
- ✓ Ensure transactions and approvals are done on time
- ✓ Nobody at the office? Make sure office mail is checked in case there are outstanding invoices or cheques waiting for action

Financial Services relies on you throughout the fiscal year and during year-end to provide the details of transactions that have occurred.

You can help ensure year end is accurate and efficient by completing the following tasks:

- Reconcile your FOPs - make all adjustments as soon as possible & before the set deadline
- Remind staff to submit travel claims promptly & on time
- Submit requests for purchases early – late orders may not be expensed as old year
- Send ALL invoices from Suppliers to Supplier Payment Services... do not hang on to these for any reason
- Review your Purchase Order commitments in FAST
 - Ensure all invoices have been recorded for goods and services received on or before March 31
 - Clean up commitments that will not be fulfilled.
 - ✓ Whether its left over taxes on a fully invoiced order or items/services that will never be provided by the Supplier; reporting left over PO commitments to Purchasing Services allows us to close the order to remove the commitment and provides you a better understanding of remaining budget.
- Process all your payroll, including adjustments & changes in source of funds
- Deposit all cheques and cash daily
- Follow up on outstanding cash advances in your area – ensure all old year expenses are accounted for
- Approve Concur expense reports waiting for your review on time
- Approve EPIC Contract invoices before the Invoice Reconciliation deadline
- Reconcile all invoice reconciliations and approve on or before the deadline
 - Did you know an Outstanding Invoice Reconciliations report is available in EPIC's Public Reports and shared with Business Managers weekly? Review this report frequently at year end to stay on top of your invoices
- Make sure revenue contracts have been recorded, if not let us know! Revenue contract cancelled? Let us know!
- Respond to requests for information from Financial Services and/or all Auditors without delay
- Follow the year end deadlines

Frequently Asked Questions

We don't have an invoice yet; can we expense it next year?

Expenses must be allocated to the fiscal year you receive the goods or service. Ensure all invoices are forwarded to Supplier Payment Services [invoice inbox](#) and all invoice reconciliations in EPIC are completed by the specified deadlines.

We are over budget; can we submit the invoice/claim next year?

Expenses must be allocated to the fiscal year they occurred; submit all invoices & claims in the same year the expenditure takes place.

We are under budget; can we charge an invoice from April to old year?

Goods or services received after March 31st are considered New Year expenditures and cannot be allocated to past fiscal years. Despite your instructions, we will charge New Year expenses to the New Year.

We contact suppliers to ensure we have received the invoices. If we see it is not recorded correctly, we will ensure it gets entered.

What do I do if my invoice applies to 2020-21 and 2021-22?

In some cases, an invoice is for an expense that covers a period within more than one fiscal year.

For example, a software agreement worth \$200,000 for the period of August 2020 to July 2021 includes time in two fiscal years (both the 2020-21 and the 2021-22 fiscal years.)

The period of April to July 2021 is treated as a prepaid expense in the 2020-21 fiscal year and the amount must be recorded in the correct period through an entry completed by Financial Services.

Please contact Ijaz Malik at 204.474.8727 or email Ijaz.Malik@umanitoba.ca to discuss all prepaid invoices which need to be recorded.

We are not accepting the amount to be paid to a supplier, can we send in the invoice when the issue is resolved?

If the goods/services were received before March 31st the expense is old year. Send Supplier Payment Services (SPS) the invoice and advise of the issues so we can record it; we will put payment on hold until the issues are resolved.

We received an item we didn't pay for, so I don't need to do anything to record it, correct?

It's possible the value of the goods/services received still needs to be recorded based on fair value. Contact Purchasing Services to discuss immediately.

We received a payment for next year, when should I deposit it?

For security purposes payments should not be kept in any office. All funds are to be deposited promptly; if it is related to the new fiscal year it will be deposited to your FOAP as a New Year transaction or deferred revenue.

I missed the deadline, what do I do?

Regardless of the transaction type, if you missed a deadline contact Financial Services to discuss.

I did an AR billing in FAST, but we have not received payment, will Financial Services collect it?

The unit who initiated the A/R invoice is responsible to collect all the outstanding balances. Financial Services will assist with collection when an account balance is not paid in full to resolve overdue accounts.

Invoices that have been outstanding for an extremely long period will be reversed and charged to your budget. If you collect on the invoice later, you will be credited with the revenue.

Frequently Asked Questions

My research grant is expiring, and I have not spent all the funds. Can I enter a purchase requisition for the remaining amount?

Only actual expenses incurred, where an invoice has been received can be charged to the old year. Commitments for items not received by March 31 are not included as expenses.

Can I move expenses from my one fund to another?

Yes, but only if they are in fact directly related. You should not make “lump sum” adjustments to generate carry-over. Adjustments must contain detailed supporting documentation *e.g. invoice numbers & amounts that support the adjustment*. Moving expenses or budget between Tier 1 and Tier 2 funds will be reviewed.

What is an accrual and why do they happen?

Accruals are end of period adjustments - journal entries to record the estimated revenue or expenses in the correct fiscal year. Recording an accrual ensures that the transaction is recognized in the accounting period when it was incurred and is critical to the accuracy of fiscal year end reports and financial statements. Accruals are estimates and it is possible that the actual amount can vary. The difference will be charged in the New Year.

When do accruals occur?

Accruals are recorded before the fiscal year is closed and are immediately reversed into the new fiscal year to avoid a double entry.

How can I recognize accruals in FAST Reporting?

An accrual entry will have “Accrual” in the description field. For example, a payroll accrual could show as “2020-21 Bi-Weekly Payroll Accrual” and a PO accrual as “PO Accrual 2021”

Accruals in the new fiscal year will show in FAST Reporting as two entries:

1. March - The original transaction to record the expense/revenue will be dated, and
2. April - The accrual reversal to remove it.

The net effect is zero in the new fiscal year as the revenue or expense is applied in the prior fiscal year.

Have more questions? Please contact the appropriate team listed in the [Department Contacts](#) section.

Key Deadlines

The following key deadlines are the final dates to submit documents and transactions related to old year to Financial Services. Visit the [Year End at the University website](#) for the detailed schedule of these deadlines & dates various transactions are expected to be completed or visible in FAST reporting.

Date	Task #	Deadline
Wednesday, February 17, 2021	1.02	Request for Quotes/Proposals Deadline
Wednesday, February 17, 2021	1.03	Old Year Contract Requests Deadline
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
Friday, March 26, 2021	1.13	Supplier Invoices Deadline
Tuesday, March 30, 2021	5.01	Cash Receipts Deadline (deposits)
Wednesday, March 31, 2021	1.16	VISA Purchasing Card Reconciliation Deadline
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
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
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)
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
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)

Department Contacts

The below customer service phone numbers listed by **Transaction type** are available to assist you in completing fiscal year end tasks.

Transaction Type	Contact Area	Email Contact	Phone Contact
Book Store/Pharmacy/Post Office	Ancillary Services		474-8321
Budget Entries	Financial Analysis & Reporting	FAR@umanitoba.ca	474-9318
Cash Advances, Travel Expense and Petty Cash Reimbursements	Travel Services	Travinfo@umanitoba.ca or Travel Supervisor	474-8771
Cash Receipts	Revenue, General & Student Accounting	Cashier Supervisor	474-8222
Inter-Departmental (ID) Charges	Revenue, General & Student Accounting	General Accounting	474-9574
Journal Entries - Operating Funds	Financial Analysis & Reporting	FAR@umanitoba.ca	474-9318
Journal Entries - Research Funds - Bannatyne Campus	Research Accounting	Research Accounting Supervisor	789-3724
Journal Entries - Research Funds - Fort Garry Campus	Research Accounting	Assistant Manager	474-9421
Payroll Transactions and Salary Adjustments	Payroll Services	Payroll@umanitoba.ca	474-6632
Purchase Requisitions, Contracts, Quotes and Receipt of Goods	Purchasing Services	Purchasing@umanitoba.ca	474-8348
Supplier/Accounts Payable Invoices	Supplier Payment Services	SPS Supervisor	474-6632
University Accounts Receivable Invoices (AR)	Revenue, General & Student Accounting	AR Accountant	474-8362
Deferred Revenue	Revenue, General & Student Accounting	Assistant Manager	474-8480
System and General Assistance	Aurora Finance Helpdesk	Aurora_Finance@umanitoba.ca	480-1001