

2023 Fiscal Yearend Deadlines

| Activity | Deadline | Contact |
|--|------------------------|--|
| Purchasing Card Transactions | Friday, March 17, 2023 | tracy.lockhart@acadiou.ca |
| <p>Any purchasing card transactions made after this date will be applied to the next fiscal year. Please ensure all transactions are properly coded as adjustments can not be processed once the fiscal year is closed.</p> | | |
| Travel Card Transactions | Friday, March 17, 2023 | tracy.lockhart@acadiou.ca |
| <p>Any travel card transactions made after this date will be applied to the next fiscal year. Please ensure all transactions are properly coded as adjustments can not be processed once the fiscal year is closed.</p> | | |
| Journal Entries / IDT's | Friday, March 31, 2023 | carlos.lazcano@acadiou.ca |
| <p>Any requests for journal entries or IDT's that pertain to the fiscal year should be received by Financial Services by the deadline.</p> | | |
| Travel Claims | Tuesday, April 4, 2023 | accountspayable@acadiou.ca |
| <p>Travel forms for all trips that end on or before March 31st must be received in Financial Services by the deadline. Travel claims related to travel that ends after March 31st will be posted to the next fiscal year.</p> | | |
| Expense reimbursements and other invoices | Tuesday, April 4, 2023 | accountspayable@acadiou.ca |
| <p>Other employee reimbursements and invoices for expenses that occurred on or before March 31st must be received in Financial Services by the deadline. Invoices/reimbursements received after March 31st may not be processed until after the last cheque run date and charged to the Department's budget in the new fiscal year.</p> | | |
| Receiving of Purchase Orders and Related Supplier Invoices | Tuesday, April 4, 2023 | accountspayable@acadiou.ca |

All Goods or Services must be delivered and invoiced by March 31st to be included in the current fiscal year. Delivery receipts, including packing slips or bills of lading for purchase orders relating to the current fiscal year must be received in Financial Services by the deadline.

Blanket Purchase Orders

Friday, March 31, 2023

Procurement@Acadiau.ca

All blanket purchase orders for the current year will expire on March 31st. if a new blanket purchase order is required, please submit a requisition in Colleague

**Unbilled Goods and Services
(Accruals)**

Tuesday, April 4, 2023

carlos.lazcano@acadiau.ca

Accruals are used to expense goods and services received on or before March 31st for which an invoice has not been received. Accounts Payable will be reviewing invoices received after March 31st for amounts greater than \$1,000 to ensure they are recorded in the correct period.

Cash Receipts

Friday, March 31, 2023

scott.russell@acadiau.ca

All monies received up to and including March 31st must be delivered to Financial Services by the deadline to be credited to the 2022-2023 fiscal year. If you are expecting any deposits/cheques that relate to 2022-2023 that have not been received by March 31st, please contact Financial Services as it may need to be set up as a receivable.

Last Cheque Run

Tuesday, April 11, 2023

tyler.honeywood@acadiau.ca

The last cheque run for the current fiscal year will be on Tuesday, April 11th.