

2023-2024 Fiscal Yearend Deadline

Activity	Deadline	Contact
Purchasing Card Transactions	March 19 th , 2024	Tracy.lockhart@acadiau.ca
<p>Any purchase 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>		
Requisitions	March 20 th , 2024	procurement@acadiau.ca
<p>Procurement Services will accept requisitions for purchase orders for the current fiscal year until the deadline. Please note that any goods or services received after March 31st will be applied to the 2024-2025 fiscal year.</p>		
Journal Entries / IDT's	April 12 th , 2024	tyler.honeywood@acadiau.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	April 2 nd , 2024	accountspayable@acadiau.ca
<p>Travel forms for all trips that end on or before March 31st must be received by 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 Claims and Invoices	April 2 nd , 2024	accountspayable@acadiau.ca
<p>Other employee claims and invoices that occurred on or before March 31st must be received by Financial Services by the deadline.</p>		

Purchase Order Receipts and Supplier Invoices	April 2 nd , 2024	accountspayable@acadiau.ca
<p>All goods and services must be received and/or delivered by March 31st to be included in the 2023-2024 fiscal year. Delivery receipts, including packing slips or bills of lading, must be received by Financial Services by the deadline.</p>		
Blanket Purchase Orders	March 28 th , 2024	procurement@acadiau.ca
<p>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.</p>		
Unbilled Goods and Services (accruals)	April 12 th , 2024	tyler.honeywood@acadiau.ca
<p>Accruals are used to expense goods and services received on or before March 31st for which an invoice has not been processed by Accounts Payable before April 8th, 2024. 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.</p>		
Cash Receipts	March 28 th , 2024 (as March 29 th is a holiday and March 31 st is a Sunday)	scott.russell@acadiau.ca
<p>All funds received up to and including March 28th must be delivered to Financial Services by the deadline to be credited to the 2023-2024 fiscal year. If you are expecting any deposits / cheques that relate to the 2023-2024 year that have not been received by March 28th, please contact Scott Russell as a yearend receivable adjustment may be required.</p>		
Last Cheque Run	April 9 th , 2024	
<p>The last cheque run for the current fiscal year will be on April 9th, 2024.</p>		