

2013/2014 Fiscal Year End Instructions

Documents	Due date	Location	Contact person	Notes
Accounts Payable Invoices: - USD/foreign currency invoices - CDN supplier invoices - Employee reimbursements	Wednesday April 23, 2014 Friday May 2, 2014 Friday May 2, 2014	<i>Business Office 301 Robertson Hall</i>	Clair Switzer Accounts.Payable@carleton.ca	* Invoices dated after April 30th or received after May 2nd will be charged to 2014/2015 fiscal year unless the amount is material and relates to 2013/2014 year. * Requisitioning a PO in the current fiscal year does not ensure the expense will be charged to the current budget. Both the goods and invoice must be received prior to April 30th.
Travel expense claims	Friday May 2, 2014	<i>Business Office 301 Robertson Hall</i>	Colleen DiGiacomo Accounts.Payable@carleton.ca	* Advances and expense claims must be fully completed, including all required electronic approvals, prior to being posted in the 2013/2014 fiscal year. * Sufficient time must be allowed for claims to flow through all required approvers, which may take from 3 - 10 or more days, depending on the availability of any one approver.
Internal chargebacks (ICBs)	Friday May 2, 2014	<i>Business Office 301 Robertson Hall</i>	Tina Dewar tina.dewar@carleton.ca	
Procurement cards (P cards)	Friday April 25, 2014	<i>Business Office 301 Robertson Hall</i>	Donna Pereira donna.pereira@carleton.ca	* Charges not showing on the statement as of April 25, 2014 will be charged to 2014/2015 fiscal year. * Reconciliations are to be completed using the FAST PCard application at www.carleton.ca/fast .
Cash receipts/deposits	Wednesday April 30, 2014 - noon	<i>Business Office 301 Robertson Hall</i>	Irene Emery receipt.accounting@carleton.ca	* For those handling cashiering sessions, please ensure your session has been closed by 4:30 p.m Wednesday, April 30th.
Requests for issuing external invoices	Wednesday April 30, 2014 - noon	<i>Business Office 301 Robertson Hall</i>	Kevin Murphy kevin.murphy@carleton.ca	* Forward request for invoices to external customers to the Business Office location or via email.
Budget Adjustment Requests (BARs) & Journal Voucher	Thursday May 8, 2014	<i>Finance Office 603 Robertson Hall</i>	Angela Marcotte angela.marcotte@carleton.ca	* Submit BARs & JV's electronically to the Finance Office via the FAST Budget Adjustment & Journal Voucher applications at www.carleton.ca/fast .
Salary payments	* Thursday May 1, 2014 (hourly submission paper Forms) * Monday May 5, 2014 (department time entry users)	<i>Payroll Office 507 Robertson Hall</i>	Julie St-Jean payroll@carleton.ca	* Hourly payment submission forms (paper forms) for hours worked up to April 30th must be delivered to Payroll Services. * Department time entry users, hours worked up to April 30th that are submitted and approved by the deadline will be charged to the 2013/14 fiscal year.