

2019-20 Fiscal Year End Instructions

Carleton University must undergo an annual audit of its financial records for the period of May 1st to April 30th. Our goal is to close the books as quickly and accurately as possible. In order to do this, we need the university community to assist us by forwarding all financial documents relating to transactions that occurred prior to April 30th by the deadlines noted below.

Documents received after these dates, unless considered material (greater than \$50,000) will be recorded in the next fiscal year.

Documents	Due date	Location	Contact person	Notes
eShop / Accounts Payable Invoices	Friday, April 24, 2020	<i>Business Office 301 Robertson Hall</i>	Seamas Matchett Accounts.Payable@carleton.ca	<ul style="list-style-type: none"> • Invoices received after the due date will be charged to the 2020-21 fiscal year, unless the amount is material (> \$50K) and relates to the 2019-20 fiscal year. • Requisitioning a PO in the current fiscal year does not ensure the expense will be charged to the current year. Both the goods and invoice must be received prior to the due date. • All requisitions must be fully completed by the due date, including all required electronic approvals, prior to being posted in the 2019-20 fiscal year.
Travel expense claims and Employee Reimbursements (T & E system)	Friday, April 24, 2020	<i>Business Office 301 Robertson Hall</i>	Colleen DiGiacomo Accounts.Payable@carleton.ca	<ul style="list-style-type: none"> • All documentation must be submitted to the Business Office no later than April 24th. • Advances and expense claims must be fully completed by the due date, including all required electronic approvals, prior to being posted in the 2019-20 fiscal year.
Procurement cards (P cards) and eCards	Monday, April 27, 2020 (Reconciled by Friday, May 1, 2020 - 2pm)	<i>Business Office 301 Robertson Hall</i>	Donna Pereira Donna.Pereira@carleton.ca	<ul style="list-style-type: none"> • Charges not showing on the statement as of April 27th will be charged to the 2020-21 fiscal year. • Reconciliations are to be completed by 2pm on May 1, 2020 using the FAST PCard application at www.carleton.ca/fast.
Cash receipts/deposits	Thursday, April 30, 2020 - noon	<i>Business Office 301 Robertson Hall</i>	Diana Pruss Receipt.Accounting@carleton.ca	<ul style="list-style-type: none"> • For those handling cashiering sessions, please ensure your session has been closed and finalized by noon on April 30th
Requests for issuing external invoices	Thursday, April 30, 2020 - noon	<i>Business Office 301 Robertson Hall</i>	Briar Pearson General.AR@cunet.carleton.ca	<ul style="list-style-type: none"> • All documentation must be submitted to the Business Office no later than noon on April 30th.
Budget Adjustment Requests (BARs) & Journal Voucher	Wednesday, May 6, 2020 - noon	<i>Finance Office 603 Robertson Hall</i>	Angela Marcotte Angela.Marcotte@carleton.ca	<ul style="list-style-type: none"> • Submit BARs & JV's electronically to Financial Services via the FAST Budget Adjustment & Journal Voucher applications at www.carleton.ca/fast.

• If you have an expense or revenue that has not been processed by the due date which exceeds \$50K, please contact the Finance Office (Nicole.Merriman@carleton.ca). Alternatively, if you have an expense or revenue exceeding \$50K recorded in the current year which relates to next year, please contact the Finance Office (Nicole.Merriman@carleton.ca)

• Financial Services works diligently to ensure all documents received by the due dates above are processed and posted in the current year. However, if there is an unusually high influx of documents received for processing, documents will be processed in order of materiality, and smaller value items may be posted to next year.