2020 MARCH 31 FISCAL YEAR-END SCHEDULE & DEADLINES

This communication serves as a reference to assist you in planning and scheduling individual and departmental fiscal year-end work. Deadlines for reporting to government necessitate a coordinated team effort to accomplish this task and we thank you in advance for your assistance to achieve completeness. The final payroll transactions will be reflected in FAST on April 2nd; therefore, any departmental JVs submitted for the assured processing deadline of Friday, March 20th (noon) must rely on payroll encumbrance numbers available in FAST.

KEY CONSIDERATIONS

Goods must be received no later than March 31st to be included in the 2019/2020 fiscal year reporting. Purchases must therefore be initiated with sufficient lead time to enable ordering, delivery and invoicing of the goods prior to year-end.

Forwarding financial transactions early is greatly appreciated. Receipt of volumes of transactions on deadline dates cause processing challenges. We will strive to process all transactions; but, if volumes at the end exceed capacity, smaller value transactions received after the “assured processing” dates may be left until the next year. Documents received after the final deadlines will be processed in the new fiscal year.

Principal Investigators (PIs), their delegates and department managers within Fund 25, 31, 32 and 36: Transactions requiring review by Research Accounting, including journal vouchers, are to be forwarded directly to their office location: Discovery 2 Building, Room 210. The final deadlines included within on “non-operating funds” apply.

Form 300 Financial Reports to sponsors are based on transactions processed in the fiscal year and will not be amended; PIs are urged to review all transactions to ensure that they have been appropriately recorded their research projects.

“New Year” should be marked on all documentation (i.e. invoices, requisitions, journal vouchers, budget transfers) submitted near the end of the fiscal year and immediately after where the transaction is not to be processed until the new fiscal year (2020/2021).

Review your accounts on a regular basis to identify and address any issues early.

- All PO encumbrance balances outstanding as at March 31st will be rolled over into the new fiscal year’s budget. If any encumbrance balances need to be liquidated (de-committed), action should be initiated with Procurement Services well before the fiscal year-end.

- Early submission of documents will assist greatly with the ongoing financial review process, as transactions are more likely to be included in the reported FAST activity, and less likely to be delayed due to constraints inherent with high volume approval and processing demands.

Appendix A, Community Checklist provides a summarized weekly listing highlighting key tasks, processes and deadlines impacting the university community.

Please be reminded to close off the 2019/2021 fiscal year of any departmental sub-systems you may be using.
**PRIMARY TASKS, PROCESSES & DEADLINES**

The following deadlines are relevant to the university community as a whole. Some departments have additional deadlines that are relevant to their unique operations.

**PROCUREMENT TRANSACTIONS**

For goods and services intended to be expensed in the 2019/2020 fiscal year, requisitions or detailed requirements must be processed through People Soft Workflow or received by Procurement Services; Discovery 1, Room 3010 as noted below:

- **Purchases** where the estimated value including taxes are $\geq 75,000\) Monday, January 6
  - BC’s trade agreements require the university to conduct an open bid for purchases of goods or services with a total value of $75,000 or greater (including taxes).

- **Purchases** where the estimated value including taxes are $\geq 50,000 and < $75,000 Friday, February 7
  - SFU policy (AD 11.01) requires competitive bidding on purchases of $50,000 or greater.

Please contact your Procurement Office as soon as possible to ensure sufficient time to carry out the required bidding activities.

- **Purchases** where the estimated value including taxes are $< 50,000 Friday, February 14
  - Goods or services that are readily available and have a total value up to $50,000 (including taxes) should be requisitioned by the deadline to ensure delivery and invoicing prior to year-end processing deadlines.

**ON-LINE RECEIPT APPROVALS**

- For Purchase Orders requiring On-Line Receipt Approval Thursday, March 19 noon
  - Goods received are to be receipted on-line no later than March 26, 2020 noon to support invoice processing related to 2019/20.

**CORPORATE CARD TRANSACTIONS**

- Scotia C-Card Statement Charges (purchases) intended for the 2019/2020 fiscal year. Friday, March 13
  - To help ensure purchases intended for the 2019/20 fiscal year appear on the March 13th C-Card Statement, purchases should be transacted by March 8th or earlier.

  - C-Card transactions after the March 13th Statement will be recorded in April of the new 2020/2021 fiscal year.

- C-Card Statement Reconciliation Thursday, March 19
  - Scotia Visa Card holders must complete the reconciliation of all Corporate Card Statements including the March 13th statement.
PAYROLL ACTIVITIES RELATED TO THE MARCH 27 PAYDATE

**Payroll Appointments**

- **All Approved PAF’s; All Funds**: Wednesday, March 18
- **PAF’s; Funds 25 & 30’s**: Thursday, March 12
- **PAF’s; Funds 13, 21, 23, & 62**: Thursday, March 12
- **PAF’s; Fund 11 & Approved PAFs**: Monday, March 16

**Timesheets**

- **Hourly timesheets**: Friday, March 20
- **Salary timesheets**: Hourly timesheets; hours to be entered & approved
- **Salary timesheets**: Salary timesheets; exceptional timesheet reporting

**BANK DEPOSITS – BURNABY CAMPUS**

The University Banking Services at the Burnaby campus Bookstore will be operating on extended hours 9:00 am to 4:30 pm for the week of March 16th to March 20th. Deposits made after departmental sub-system noon cutoff on March 20th will be in FAST 2020/2021.

- **Deposits should appear on the bank statement**: Friday, March 20 – up to noon
- **Final deadline; Deposits may not appear in FAST as 2019/2020**: March 20 after noon to March 26 noon

**REGISTRAR AND INFORMATION SERVICES**

Cashiers will be closed Tuesday, March 31st, at 4:30pm.

**PURCHASES from and/or INTER-DEPARTMENTAL transactions**, regardless of fund:

- **Purchases and/or inter-department transactions after the deadlines noted will be processed in the new fiscal year 2020/21.**
  - **Campus Bookstores, Sciences Stores, Meetings and Events (MEC), Athletics, Security & Parking**
  - **Facilities, including TMA work-orders**

---

2020 Community Year End Schedule, deadlines are 4:00 pm unless noted otherwise **Subject to change_202000108**
**TRAVEL ADVANCES, EXPENSES & ACCOUNTS PAYABLE INVOICE PROCESSING SERVICES**

*Please note:* To expedite document processing and entry to FAST:

- Please tape all small supporting documents onto a sheet of plain 8 1/2 x 11” paper, in the same order in which the entries appear on the related form (for FAST image retrieval).
- Employee Numbers must be recorded on all accounts payable (AP) invoices that involve travel accounts 7000 and/or 7002.

### Travel advance reimbursements

Tuesday, March 23 – noon

Reimbursement cheques are to be received by Payment Services (Expense Claims); Discovery 2 (Room 118)

### Assured processing – all funds:

- **Accounts Payable Invoices**: Friday, March 20 - noon
- **Travel & Expense claims**: Friday, March 20 - noon

Invoices and travel & expense claims received in Payment Services; Discovery 2 (Room 118), will receive assured processing service.

### Final Deadlines:

- **Operating fund 11:**
  - Accounts Payable Invoices: Thursday, March 26 noon
  - Travel & Expense claims: Thursday, March 26 noon

  Authorized transaction documents received in Payment Services after this date will typically be expensed in the new fiscal year.

- **All other funds:**
  - Accounts Payable Invoices: Monday, March 23 noon
  - Travel & Expense claims: Monday, March 23 noon

  Transaction documents received by Research Accounting or the applicable fund manager after this date will typically be expensed in the new fiscal year.

### JOURNAL VOUCHERS AND BUDGET TRANSFERS

Employee Numbers must be recorded on all journal vouchers that involve travel accounts 7000 and/or 7002.

### Assured processing

Friday, March 20 - noon

Journal vouchers and budget transfers received in Financial Reporting; Discovery 1, Room 3010 will receive assured processing services.

### Final Deadlines:

- **All Funds:**
  - Friday, March 20 noon

  Subsystem journal uploads to be dropped to PSTS

- **Operating fund 11:**
  - Thursday, March 26 noon

  Completed & approved journal vouchers and budget transfers, to be received in Financial Reporting; Discovery 1, Room 3010

- **All other funds:**
  - Monday, March 20 noon

  Journal vouchers and budget transfers received by Research Accounting or the applicable fund manager after this date may not be processed until the new fiscal year.
**FAST FINANCIAL REVIEW OF ACTUALS AND ENCUMBRANCES; KEY TRANSACTION REVIEW DATES:**

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – year to date review</td>
<td>Friday, February 7</td>
<td>January month end is now closed; YTD (Year to Date) Actuals &amp; Encumbrances are now available for review on FAST.</td>
</tr>
<tr>
<td>February review</td>
<td>Friday, March 6</td>
<td>February month end is now closed; YTD Actuals &amp; Encumbrances are now available for review on FAST.</td>
</tr>
<tr>
<td>March: preliminary review</td>
<td>Wednesday, March 25</td>
<td>FAST presents March MTD (month to date) activity including C-Card.</td>
</tr>
<tr>
<td>March: preliminary review</td>
<td>Thursday, April 2</td>
<td>FAST presents MTD activity including final payroll entries for March 30th.</td>
</tr>
<tr>
<td>March: ‘final’ review of posted transactions to date</td>
<td>Monday, April 6</td>
<td>FAST presents all March MTD activity including transactions from Accounts Payable (AP), Travel Expense (EX), Student Financials (SF) and Payroll Systems (PAY). FAST now presents all March MTD transactions including journal vouchers and budget transfers. Only exceptional &amp;/or significant journals processed by Research, Capital or Financial Services would be posted after this date.</td>
</tr>
</tbody>
</table>

**ACCOUNT RECONCILIATIONS**

<table>
<thead>
<tr>
<th>Department</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departments who perform</td>
<td>Thursday, April 9, end of</td>
<td>Final reconciliations of such accounts are to be completed, authorized with supporting documents forwarded electronically to Financial Services by April 8th.</td>
</tr>
<tr>
<td>regular reconciliations on</td>
<td>day</td>
<td></td>
</tr>
<tr>
<td>Statement of Finance Position accounts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DRAFT FINANCIAL STATEMENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 17</td>
<td>Provincial deadline for SFU to file ‘draft’ year-end financial information (tentative date as at January 2020).</td>
</tr>
</tbody>
</table>

**EXTERNAL AUDITORS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14 - May 1</td>
<td>Potential for inquiries to be directed to departments.</td>
</tr>
</tbody>
</table>

Thank you in advance for your support and assistance with the annual process.
Appendix A - Community Checklist
2020 March 31 Fiscal Year End Schedule
Weekly Summary of Key Tasks, Processes and Deadlines

REQUISITIONS FOR GOODS & SERVICES >= $75,000 / JAN 6
REQUISITIONS FOR GOODS & SERVICES >= $50,000 <$75,000 / FEB 7
FAST YTD REVIEW; JANUARY NOW CLOSED / FEB 7
REQUISITIONS FOR GOODS & SERVICES < $50,000 / FEB 14
FAMILY DAY / FEB 17
C-CARD PURCHASES; LIKELY TO APPEAR ON SCOTIA STATEMENT / MAR 8
C-CARD PURCHASES: CAUTION; MAY NOT APPEAR ON SCOTIA STATEMENT / MAR 13
PAF’S Fund 11 (MARCH 27 PAY) TO PAYROLL DIS1 RM 1010 / MAR 16
PAF’S Fund 25 & 30’s (MARCH 27 PAY) TO RES ACCTG; DIS2, RM 210 / MAR 12
PAF’S Fund 13, 21, 24 & 29 (MARCH 27 PAY) FOR SPF; DIS1 RM 3010 / MAR 12
ALL APPROVED PAF’S FROM ALL FUNDS (MARCH 27 PAY) TO PAYROLL DIS1, RM 1010 / MAR 18
C-CARD RECONCILIATION (FINAL MARCH 15 STATEMENT) / MAR 19
BURNABY CAMPUS BOOKSTORE EXTENDED HOURS (Deposits) / MAR 16-20
BANK DEPOSITS; SHOULD APPEAR ON THE BANK STATEMENT / MAR 20 (NOON)
TRAVEL & EXPENSE CLAIMS ‘ASSURED PROCESSING’ ALL FUNDS / MAR 20 (NOON)
AP INVOICES ‘ASSURED PROCESSING’ ALL FUNDS / MAR 20 (NOON)
JOURNAL VOUCHERS (JV) ‘ASSURED PROCESSING’ ALL FUNDS / MAR 20 (NOON)
Sub-System JV Interfaced with PSTS Server / MAR 20
INTER-DEPARTMENTAL TRANS.: EX: BOOKSTORE, SCIENCE STORE, MEC - ALL FUNDS / MAR 20
SALARIED PAYROLL TIMESHEET EXCEPTIONS; (MARCH 28 PAY) / MAR 20
HOURLY PAYROLL TIMESHEETS; (MARCH 21 PAY) / MAR 20
TRAVEL & EXPENSE CLAIMS, FINAL SUBMISSION; NON-OPERATING FUNDS / MAR 23 (NOON)
AP INVOICES, FINAL SUBMISSION; NON-OPERATING FUNDS / MAR 20 (NOON)
JV & BUDGET TRANSFER - FINAL REQUEST NON-OPERATING FUNDS / MAR 20 (NOON)
TRAVEL ADVANCE REIMBURSEMENT CHEQUES / NOON, MAR 23 (NOON)
FACILITIES, INCLUDING TMA - ALL FUNDS / MAR 24
FAST MARCH MTD REVIEW; NOW INCLUDES MARCH 15TH C-CARD / MAR 25
On-Line Purchase Receipt Approvals ALL FUNDS / MAR 26 (NOON)
TRAVEL & EXPENSE CLAIMS, FINAL SUBMISSION; OPERATING FUNDS / MAR 26 (NOON)
AP INVOICES, FINAL SUBMISSION: OPERATING Fund 11/ MAR 26 (NOON)
TRAVEL & EXPENSE CLAIMS, FINAL SUBMISSION: OP. Fund 21/ MAR 26 (NOON)
JV & BUDGET TRANSFER - FINAL REQUEST OP. Fund 11/MAR 26 (NOON)
REGISTRAR AND INFORMATION SERVICES; CASHIERS CLOSED / 4:30PM, MAR 31
FAST MARCH MTD REVIEW; NOW INCLUDES MARCH 30 PAY / APR 2
FAST MARCH MTD REVIEW; NOW INCLUDES: PAY, AP, EX, SF / APR 6
ACCOUNT RECONCILIATIONS / APR 9
FAST MARCH ‘FINAL’ REVIEW; NOW INCLUDES PAY, AP, EX, SF & CAPITAL / APR 9
DRAFT FINANCIAL STATEMENTS / APR 17
EXTERNAL AUDITORS ON SITE - APR 14 - MAY 1