

2022-2023 Year End Processing & Purchasing Due Dates

Note: Due dates are designed to ensure that all goods ordered in FY 2022-2023 and received in FY 2022-2023 are charged to your FY 2022-2023 budget.

Accounting rules are such that even if you order something prior to March 31, but it arrives after that date, the College is obligated to charge your FY 2023-2024 budget for the cost of the item.

Should you be unable to meet the published due dates below, an email will need to be sent from your manager to Gord Warner, Associate Director, Strategic Procurement, requesting an extension so that your requisition can be processed. Extensions will be approved on a case-by-case basis.

| DATE | DESCRIPTION | CONTACT |
|--------------------------------|--|---|
| Friday February 10 | <p><i>COLLEGE EQUIPMENT PURCHASE REQUISITIONS</i> Last day for approved College Purchase Requisitions entered and approved in Workday <u>for equipment over \$5,000</u> (except Campus Store). If the goods arrive on campus after March 31, they will be charged to your FY 2023-2024 budget.</p> | <p>Phil Roy roy@algonquincollege.com</p> |
| Tuesday February 21 | <p><i>COLLEGE PURCHASE REQUISITIONS</i> Last day for all approved College Purchase Requisitions entered and approved in Workday (except Campus Store). It is anticipated that four weeks of lead-time is enough to make sure the goods are received by March 31. N.B. If you are buying something that you know has a long lead-time (furniture or perhaps it is coming from the U.S.) then please give us as much lead-time as you can since, if the goods arrive on campus after March 31, they will be charged to your FY 2023-2024 budget.</p> | <p>Phil Roy roy@algonquincollege.com</p> |
| Friday March 17 | <p><i>WIRE PAYMENTS</i> Last day for Wire Payment requests for processing in FY 2022-2023.</p> | <p>Brenda Klerks Ext. 7517 klerksb@algonquincollege.com</p> |
| | <p><i>GRAND & TOY PURCHASES</i> Last day for all purchases up to this date and must be received in the College no later than March 31.</p> | <p>Gord Warner Ext. 3203 warnerg@algonquincollege.com</p> |
| | <p><i>CAMPUS STORE PURCHASE REQUISITIONS</i> Last day for all approved Campus Store purchase requisitions. Must be received in the College no later than March 31.</p> | |
| | <p><i>CREDIT CARD PURCHASES</i> Last day for credit card purchases for goods to be shipped to the College. All purchases up to this date must be received in the College no later than March 31.</p> | |

| DATE | DESCRIPTION | CONTACT |
|-------------------------------------|--|--|
| <p>Friday March 31</p> | <p>GOODS RECEIVED Last day to receive goods for FY 2022-2023. Goods received after this date will be charged to <u>FY 2023-2024</u>. Ensure all packing slips for items (dropped off and picked up) are brought to Central Shipping & Receiving by this date for processing.</p> | <p>Gord Warner Ext. 3203 warnerg@algonquincollege.com</p> |
| | <p>CASH RECEIPTS All payments received up to and including March 31, 2023 must be receipted and entered into the Student Accounts Receivable System (SARS) by the close of business March 31, 2023.</p> | <p>Tara Vicckies vicckit@algonquincollege.com</p> |
| | <p>PAYROLL Final Full Time pay for FY 2022-2023 is March 31. No accrual is necessary this year. Part Time pay for the period March 4 – March 17 will be paid on the March 31 pay. Pay for part time hours worked from March 18 to 31 will be paid on April 14. There will be a 10 day accrual.</p> | <p>Brenda Klerks Ext. 7517 klerksb@algonquincollege.com</p> |
| | <p>TRAVEL EXPENSE CLAIMS* Last day to submit travel claims in Workday (with cost center manager approval) for travel taking place by March 31, 2023. <i>Note: You must prepare <u>separate</u> travel claims for April travel. Do not mix March and April expenses on the same claim.</i></p> | <p>Brenda Klerks Ext. 7517 klerksb@algonquincollege.com</p> |
| | <p>OVERTIME* Last day to submit in Workday, overtime claims for hours worked by March 31, 2023. <i>Note: You must prepare <u>separate</u> overtime claims for March and April. Do not mix March and April overtime on the same claim.</i></p> | |
| <p>Tuesday April 4</p> | <p>CUSTOMER INVOICE REQUESTS* Last day to submit in Workday (with cost center manager approval) requests for invoices for goods and services provided on or before March 31, 2023.</p> | <p>Tara Vicckies vicckit@algonquincollege.com</p> |
| | <p>ACCOUNTS PAYABLE (SUPPLIER) INVOICES* Last day to submit Supplier Invoices for payment for goods and services provided on or before March 31, 2023.</p> | <p>Brenda Klerks Ext. 7517 klerksb@algonquincollege.com</p> |
| <p>Wednesday April 5</p> | <p>INVENTORY COUNTS Food Services, Print Shop, Hospitality, Hair Salon and Spa, Bookstore, PPE and Pembroke inventory count reports due to Financial Services.</p> | <p>Shianthi Algama Ext. 2071 algamad1@algonquincollege.com</p> |
| | <p>CREDIT CARD CHARGES All transactions for the period March 1 to 31 will be available online to cardholders by Monday, April 3. Completed online reports must be <u>submitted and approved in Workday by Wednesday, April 5</u> in order to be processed in FY 2022-2023. <u>Note: charges can be coded at any time up to the deadline. Please ensure the expense report date is March 31 or earlier. If you enter an April date, the transactions will post in the next fiscal year.</u></p> | <p>Brenda Klerks Ext. 7517 klerksb@algonquincollege.com</p> |

| DATE | DESCRIPTION | CONTACT |
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| Thursday April 6 | Final day for Accounts Payable to review, approve and post credit card transactions in Workday. | Brenda Klerks Ext. 7517 klerksb@algonquincollege.com |
| Monday April 10 (12:00pm) | Final day for approval of Supplier Invoices by cost center managers in Workday (12:00 p.m.) . | Brenda Klerks Ext. 7517 klerksb@algonquincollege.com |
| Tuesday April 11 | All processing for FY 2022-2023 will be complete and Goods Received Not Invoiced (GRNI) accrual will be booked. | Cresdelle Zubrycki Ext. 7268 zubrycc@algonquincollege.com |
| Wednesday April 12 to Friday April 14 | <i>CHECK <u>FIN RPT – FINANCIAL ROLLUP REPORTS IN WORKDAY DAILY</u></i> To ensure all transactions have been processed and included in FY 2022-2023, check <i>FIN RPT – Financial Rollup</i> in Workday. Notify Financial Services if any adjustments are required. You will not be able to request adjustments after April 14 without special approval from the Associate Director, Financial Operations. | Cresdelle Zubrycki Ext. 7268 zubrycc@algonquincollege.com Kelli Doucet Ext. 2453 doucetk@algonquincollege.com |
| Friday April 14 | <i>JOURNAL ENTRIES</i> All 2022-2023 journal entries must be approved in Workday by end of day. | Kelli Doucet Ext. 2453 doucetk@algonquincollege.com |
| Wednesday April 19 | Final day for Financial Services to make post-close adjustments. | Kelli Doucet Ext. 2453 doucetk@algonquincollege.com |

**Dates subject to change. Changes, if necessary, will be communicated in advance.*