

2023-2024 Financial Year End Processing & Purchasing Due Dates

Note: Purchasing due dates are designed to ensure that all goods ordered in FY 2023-2024 and received in FY 2023-2024 are charged to your FY 2023-2024 budget.

Because Friday, March 29th, 2024 is a statutory holiday and March 31st falls on a Sunday, the actual cut off receipt date for goods for Fiscal 2023-2024 will be March 28th, 2024.

Accounting rules are such that even if you order something prior to March 28th, 2024 but it arrives after that date, the College is obligated to charge your FY 2024-2025 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 9	<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 28, they will be charged to your FY 2024-2025 budget.</p>	<p>Phil Roy royp@algonquincollege.com</p>
Tuesday February 20	<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 the end of the fiscal year. 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 28, they will be charged to your FY 2024-2025 budget.</p>	<p>Phil Roy royp@algonquincollege.com</p>
Friday March 15	<p><i>WIRE PAYMENTS</i> Last day for Wire Payment requests for processing in FY 2023-2024.</p>	<p>Tara Vicckies vicckit@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 28.</p>	<p>Gord Warner 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 28.</p>	
	<p><i>CREDIT CARD PURCHASES</i> Last day for credit card purchases for goods to be shipped to the College. Must be received in the College no later than March 28.</p>	

DATE	DESCRIPTION	CONTACT
<p>Thursday March 28</p>	<p>GOODS RECEIVED Last day to receive goods for FY 2023-2024. Goods received after this date will be charged to <u>FY 2024-2025</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 warnerg@algonquincollege.com</p>
	<p>CASH RECEIPTS All payments received up to and including March 28, 2024 must be receipted and entered into the Student Accounts Receivable System (SARS) by the close of business March 28, 2024.</p>	<p>Tara Vicckies vicckit@algonquincollege.com</p>
	<p>PAYROLL Final Full Time pay for FY 2023-2024 is March 29 (including Good Friday March 29). No accrual is necessary this year. Part Time pay for the period March 2 – March 15 will be paid on the March 29 pay. Pay for part time hours worked from March 16 to 29 will be paid on April 12. There will be a 10 day accrual.</p>	<p>Brenda Klerks 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, 2024. <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>Tara Vicckies vicckit@algonquincollege.com</p>
	<p>OVERTIME* Last day to submit in Workday, overtime claims for hours worked by March 31, 2024. <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>Brenda Klerks klerksb@algonquincollege.com</p>
<p>Tuesday April 2</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, 2024.</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, 2024.</p>	<p>Tara Vicckies vicckit@algonquincollege.com</p>
<p>Wednesday April 3</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>Travis Wilson wilsont@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 1. Completed online reports must be <u>submitted and approved in Workday by Wednesday, April 3</u> in order to be processed in FY 2023-2024. <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>Tara Vicckies vicckit@algonquincollege.com</p>

DATE	DESCRIPTION	CONTACT
Thursday April 4	Final day for Accounts Payable to review, approve and post credit card transactions in Workday.	Tara Vicckies vicckit@algonquincollege.com
Friday April 5 (12:00PM)	Final day for approval of Supplier Invoices by cost center managers in Workday (12:00PM) .	Tara Vicckies vicckit@algonquincollege.com
Monday April 8	All processing for FY 2023-2024 will be complete and Goods Received Not Invoiced (GRNI) accrual will be booked.	Crespelle Zubrycki zubrycc@algonquincollege.com
Tuesday April 9 to Thursday April 11	<p><i>CHECK CR – FINANCIAL ROLLUP BY ORGANIZATION REPORT IN WORKDAY DAILY</i></p> <p>To ensure all transactions have been processed and included in FY 2023-2024, check <i>CR – Financial Rollup by Organization</i> in Workday. Notify Financial Services if any adjustments are required. You will not be able to request adjustments after April 11 without special approval from the Associate Director, Financial Operations.</p>	Crespelle Zubrycki zubrycc@algonquincollege.com Kelli Doucet doucetak@algonquincollege.com
Thursday April 11	<p><i>JOURNAL ENTRIES</i></p> <p>All 2023-2024 journal entries must be approved in Workday by 5:00PM.</p>	Kelli Doucet doucetak@algonquincollege.com
Wednesday April 17	Final day for Financial Services to make post-close adjustments.	Kelli Doucet doucetak@algonquincollege.com
April 1 to May 31	Asset disposal moratorium	Doreen Jans jansd@algonquincollege.com

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