



To: Campus Community Members
From: Finance Department
Date: April 2, 2025
Subject: **April 30, 2025 (Fiscal 2024/2025) Year-End Accounting Procedures**

All members of the campus community share the responsibility of ensuring that financial information is submitted to the Finance Department in a timely and accurate manner. This is essential for the University to meet its financial reporting obligations.

We kindly request your cooperation in providing the necessary information to support the preparation of the University’s year-end financial statements for fiscal year 2024/25.

Please read the following memo carefully, as it outlines key deadlines and specific guidelines for each required document or transaction.

Important Departmental Cut-Off Dates Summary

Finance Procedure	Cut-off Date
Purchasing Card (PCard) Cycle Ends	April 15
Deadline to move PCard transactions within CentreSuite	April 23
Purchase Requisitions and Payment Requests (approved on system by)	April 25
Expense Reports (Travel and Non-Travel) (approved on system by)	April 25
Depositing of cash and cheque through AR Remote Deposit	April 25
Receiving goods/services on system that pertain to goods/services provided in 2024/25	April 30
AR Invoice Requests	May 5
Deposit Summaries for Departments	May 7
Preliminary month end reports sent to campus by	May 5
Journal Entries submitted via Team Dynamix	May 9
Journal Entries completed by the campus member directly on the system	May 9

1. Scotiabank Visa Purchasing Card

- The PCard statement cycle ends **April 15**. Transactions between **April 16–30** will be posted to the next fiscal year. Please minimize spending during this period.
- For any significant purchases during this time, notify **Miguel Pe Benito** (miguelp@uwindsor.ca) so accruals can be made.
- Reallocate April 15 cycle transactions in **CentreSuite by April 23** to reduce the need for journal entries.
- Review all PCard statements to ensure they are signed (or electronically approved) and that supporting documentation is retained.
- Year-end is also a good time to review your PCard records to ensure that all statements have been signed (or approved electronically) and supporting documentation for all purchases has been retained.

2. AR Invoice Requests

Please submit invoice requests for goods or services provided in **FY 2024/25** to arinv@uwindsor.ca by **May 5**. Forms are available on the [Finance Department website](#): *Financial Accounting and Reporting > Accounts Receivable*.

3. Purchase Requisitions and Payment Requests

- All Purchase Requisitions and Payment Requests must be submitted and fully approved in UWinsite Finance **by end of day April 25** to ensure that funds are properly encumbered for the 2024/25 fiscal year. A requisition is only applied to the current year's budget once it has been fully approved.
- Requisitions **approved after April 25** may be charged to the next fiscal year.

For additional details on requisitions, expenses, invoices, and payment requests, please refer to **Appendix A**.

UWinsite Tips:

- **For Submitters:** Before April 25, go to the **Purchase Requisitions module (Green Shopping Cart)** and confirm that each requisition shows a **Funds Status of "Approved."**
- **For Approvers:** Check your **Notification Bell** and ensure that all pending requisitions are approved or rejected by **April 25**.

4. Travel Expense Claims and Non-Travel Expense Reimbursement

- All expense reports for travel or non-travel reimbursements related to the **2024/25 fiscal year** must be submitted and fully approved in UWinsite Finance **by end of day April 25**. This includes both one-up and budget owner approvals.
- Reports not fully approved by **April 25** may be charged to the **2025/26 budget**.

UWinsite Tips:

- **For Submitters:** In the **Expenses Module (Green Wallet)**, verify that any open reports show a status of **"Pending Expense Auditor Approval"** by **April 25**.
- **For Approvers:** Use your **Notification Bell** to review and approve any outstanding reports in advance of the **April 25 deadline**.

5. Deposit Summaries for Deposits Made by Departments

- All revenue received in April that has not yet been deposited must be prepared for deposit before your final **Brinks pickup** in April. **Deposit Summaries** must be submitted to the **Accounts Receivable department** by **end of day May 7**.
- If your department records April deposits through **journal entries** instead of deposit summaries, you may follow the **journal entry deadline**.

6. Receiving Goods and Services

- For invoices related to purchase orders or payment requests, it is essential that all goods and services received before **April 30** are recorded in **UWinsite Finance** using the **"My Receipts"** function by **end of day April 30**.
Please ensure the **Transaction Date** is set to **April 30** if the items were received prior to that date.

UWinsite Tip:

- A report listing outstanding commitments (e.g., POs and Payment Requests not yet received) will be shared prior to **April 30**. Review it carefully to determine if any receipts should be recorded.

7. Journal Entries

- All journal entries related to fiscal year **2024/25**, whether submitted via **TeamDynamix** or directly entered into **UWinsite**, must be submitted by **end of day May 9**. Please ensure the **Accounting Date** is set to **April 30**.

Important:

- Due to general ledger rollover procedures, **no late entries** will be accepted for **Trust funds (04, 06, 07, 09)**. Entries not submitted by the deadline **will not be posted to 2024/25**.

8. Preliminary Month-End Reports

- Preliminary April month-end reports will be distributed by **May 5**.
- Departments are asked to review and finalize any outstanding entries by **May 9**. For assistance, please contact your Budget Analyst.

9. Purchase Orders

Blanket Purchase Orders:

- All blanket POs for 2024/25 will be closed as of **April 30**. To issue new blanket POs, departments should submit requisitions in **May 2025**.

Regular Purchase Orders:

- Regular POs will automatically roll over to the next fiscal year in the system.

10. Cash Deposits

Departments authorized to hold cash must ensure deposits are either:

- Picked up by **Brinks** (per your scheduled date) **by April 25**, or
- Delivered to **Finance** in person by **April 24**.

11. Inventories

- A separate memo outlining year-end inventory procedures will be sent directly to departments that maintain inventory.

Thanks in advance for your support with the year end reporting process. Should you have any difficulty meeting any of the above-mentioned deadlines, or have any questions regarding these procedures, kindly advise Rachel McRae, Controller, Finance or Miguel Pe Benito, Senior Accountant, Finance. If you are having any trouble accessing UWinsite Finance, please [open a ticket](#).

For up-to-date information about the 2025 year end, please visit:

<http://www.uwindsor.ca/finance/year-end>

Appendix A: Frequently Asked Questions Regarding Purchase Requisitions, Payment Requests, Expense Reports and Invoicing

We appreciate your continued efforts to submit all Purchase Requisitions (PRs) and Payment Requests in UWinsite Finance by the **April 25 deadline**, and to ensure that goods and services received before April 30 are recorded with the correct effective date.

To help clarify next steps, please review the following guidance for common scenarios that may occur **after April 25**:

- 1. Your Requisition or PR was on the system prior to May 1. You have not yet “received” it (on the system) or sent the invoice to AP (apinvoices@uwindsor.ca).**
 - If the **goods or services were provided during fiscal 2024/25**, please complete the **receiving process in UWinsite Finance** using an **effective date of April 30 or earlier**.
 - Regardless of when the invoice is submitted for payment, the expense will be charged to the **2024/25 budget** and reflected in the University’s audited financial statements.
- 2. Before May 13, 2025: You have an invoice related to 2024/25 in hand. No PR was on the system before April 30th related to this invoice (i.e.: you missed the cut off date).**

If you missed the **April 30 deadline**:

- Submit a PR, receive the goods/services, and email the invoice to apinvoices@uwindsor.ca.
- The system will not allow the receipt date to precede the PR creation date, so the invoice will not automatically apply to 2024/25.
- However, until **Accounts Payable closes on May 13**, Finance will review all invoices submitted to apinvoices@uwindsor.ca. If the goods or services clearly relate to 2024/25, **Finance will adjust the GL date accordingly**, provided this is in line with accounting standards.
- If the May 13 AP close date changes, an update will be posted on the Finance website.

Tip: Please clearly mark on the invoice that it pertains to **fiscal year 2024/25** to support the review process.

- 3. After May 13, 2025: You have an invoice related to 2024/25 in hand. No PR was on the system before April 30th related to this invoice (i.e.: you missed the cut off date).**

After May 13, invoices for 2024/25 cannot be recorded without a **manual accrual**.

- For **Capital or Repair Projects**, contact **Paul Vincent, Projects Accountant**, with a copy of the invoice.
- For **Operating, Trust, or Grant accounts**, email **Miguel Pe Benito, Senior Accountant**, with the invoice **only if the total is over \$10,000**.

All late invoices will be reviewed individually for possible accrual, subject to financial reporting guidelines.

4. **A requisition was submitted before April 30th, but it was rejected because of errors/issues. You require the requisition to be applied to the 2024/25 budget (rare scenario).**

In rare cases where a requisition intended for the 2024/25 budget is rejected:

- Work with **Procurement** to reissue the requisition.
- While we cannot backdate the transaction, the **Budget Office** will work with your department to carry forward the required funds to **2025/26** if necessary.

5. **An expense report was approved May 1, 2025 or later for travel that occurred in 2024/25 (i.e.: you missed the deadline, or the trip was very late in April).**

Expense reports are recorded against your account once they reach **“Pending Expense Auditor Approval”** status in UWinsite.

- For **Operating, Ancillary, or Trust accounts**, Finance **cannot guarantee** that reports approved after **April 25** will be charged to 2024/25, even if the travel occurred during that period.
- For **Capital or Research Projects**, expenses may still be applied to 2024/25 if the **Expenditure Item Date** (entered for each line of the report) is **April 30 or earlier**.

Be sure to accurately record the **incurred date** for each expense (e.g., hotel check-in date or mileage date) to ensure proper financial reporting.