University of Windsor

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To: **Campus Community Members**

From: **Rachel McRae, Controller**

Date: **March 24, 2023**

RE: Requisitions, Payment Requests (PR), Invoices post April 30, 2023

We appreciate everyone's efforts in getting their Purchase Requisitions (Requisitions) and Payment Requests (PR) onto the system before the deadline of April 21, and for receiving those goods with an effective date of April 29th or earlier when they relate to the 2022/23 fiscal year.

We would like to clarify what will occur from April 22rd and onward for common situations related to Requisitions, PR's and Invoices:

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/services were provided in 2022/23, please "receive" them with an effective date of April 28th or earlier. Regardless of when you send in the invoice for payment, your invoice will apply against the **2022-23 budget** and the expense will be properly reflected in our audited financial statements**.**

2. **Before May 10, 2023: You have an invoice related to 2022/23 in hand. No PR was on the system before April 30th related to this invoice (i.e.: you missed the cut off date).**

Please go about the normal process (create a PR, "receive", email the invoice to apinvoices@uwindsor.ca). The system will **not** allow you to "receive" the invoice with a date earlier than the date the PR was created, so the invoice will **not** be automatically applied to 2022/23.

Until we close AP for the year (May 12), we will review all invoices sent to apinvoices@uwindsor.ca and, regardless of when they were "received", AP will change the GL date to be 2022/23 if the goods/services relate to that fiscal year. **Please help us by writing on the invoice that it applies to the 2022/23 fiscal year.** Finance will review and will apply to the correct fiscal period based on **accounting standards only**.

At this point, we plan to close AP on May 12. If this date changes, we will inform the campus; please monitor our website for continuous updates surrounding year end.

3. **<u>After May 12, 2023:</u> You have an invoice related to 2022/22 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 12**, invoices **cannot** be applied to 2022/23 without a manual accrual. If the invoice relates to a Capital or Repair project, please inform **Nicole Roberge, Projects Accountant** immediately with a copy of your invoice. If the invoice relates to any other type of account (operating, trust, grant), please email Miguel Pebenito, Senior Accountant, with a copy of your invoice **if it is over $20,000.** All of these invoices will be reviewed for manual accrual on a case by case basis.

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 2022/23 budget (rare scenario).**

Please work with Procurement to get a requisition issued. We cannot back date requisitions, but we commit to working with the Budget office to ensure that the funds required are carried forward to 2023/24.

5. **An expense report was approved May 1, 2023 or later for travel that occurred in 2022/23 (i.e.: you missed the deadline, or the trip was very late in April).**

Expense reports will be applied to your account at the point when they are fully approved within the department (i.e.: the status has moved from "In Approval" to "Pending Expense Auditor Approval", which means the report is with AP).

For reports against Operating, Ancillary or Trust accounts, we cannot guarantee that any expense reports arriving past the deadline will be applied to the 2022/23 budget, even if the travel occurred during that year.

For reports against Projects (Capital, Research), we can capture your expenses in an earlier period if the **<u>Expenditure Item Date</u>** is earlier than April 30th. The Expenditure Item Date comes from the date you assign to each line on the expense report (i.e.: the date when you indicated you checked into the hotel or incurred the mileage). So please ensure you correctly complete the expense report with accurate incurred dates to achieve correct external reporting.

For up-to-date information about the 2022/23 year-end, please visit:
http://www.uwindsor.ca/finance/year-end