

York University
Finance Department
Closing Timetable
Fiscal 2023 Year-End Cut-Off and Report Publication

The year-end for University operations is April 30, 2023. The cut-off dates for submission to Finance Department and University Services Centre (USC) are set out below. Please send items listed below to Finance Department or USC by the cut-off dates to ensure that they are recorded in Fiscal Year 2023.

Procedure	When / Due in Finance Department
March 2023 final reports available on eReports	Monday, April 10
April 2023 reports available on eReports	Tuesday, April 11
April 2023 – Run 1 Close	
Paper-based expense claims submitted to Finance Department for Fiscal Year 2023	Friday, April 14
External billings (Invoice requisitions)	Wednesday, April 19
Foreign outgoing wires	Wednesday, April 19
Purchasing requisitions for orders in Fiscal Year 2023	Wednesday, April 19
Accounts Payable invoices including general purchase orders where goods and services have been received	Monday, April 24
Last day to approve invoices in Sm@rtBuy	Friday, April 28
Last day for cash receipts to be deposited (for credits to Fiscal Year 2023)	Friday, April 28
Expense claims submitted via Concur System to be recorded in Fiscal Year 2023	Friday, April 28
Electronic upload for credit cards	Monday, May 1
Budget allocation journals	Friday, April 28
Last community journals due in Finance Department	Friday, April 28
April 2023 monthly payroll posted	Tuesday, April 25
April bi-weekly payroll ending April 29, 2023	Thursday, May 4
April 2023 Run 1 report on web (refreshed daily)	Monday, May 8
April 2023 – Run 2 Close (adjustments only)	
Journals for deferral of revenue to the new fiscal year, prepaid expenses, accounts receivables, and accruals will be processed daily until May 10, 2023. Otherwise, Finance Department approval is required.	Wednesday, May 10
April 2023 Run 2 final report on web (refreshed daily)	Thursday, May 11
Account analysis (all balance sheet accounts and selected income/expense accounts)	Thursday, May 11