

Memo

**University Services
 Centre (USC)**

Finance Services

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To: CPM Listserv

From: **Smita Shah**, Director, Finance Services, University Services Centre

Date: November 06, 2023

Subject: Closing timetable for December month end 2023

Please find below the closing timetable for December 2023. Kindly cascade to your team members as appropriate.

We strongly encourage the community to submit paperwork/requests in advance of the deadlines, as this will assist us with processing schedules.

Process	Deadline for submission to USC Finance Services to ensure December processing
Approved paper expense and petty cash reimbursement claims (only outside Canada claims and petty cash)	December 4, 2023, 4:30 PM
Concur claim where 1 over 1 approval is received in Concur	December 8, 2023, 4:30 PM
Vendor Invoices/payment requests received in vendorinvoices@yorku.ca	December 4, 2023, 4:30 PM
Documentation for wires/drafts for international payments	November 24, 2023, 4:30 PM
External billings (via invoice requisitions)	December 8, 2023, 4:30 PM
Cash/cheque Deposit	Deposits should continue daily until the holiday break. Journals for the bank deposits will be posted in December if the copy of the deposit form is received by banking@yorku.ca by December 14th at 4:30 PM. Otherwise, the deposits will be posted in January 2024.
Final payment run	December 20, 2023
Final payment run for December for approved Concur expense reports (Direct Deposit only)	December 21, 2023
General ledger journals (electronic upload)	December 18, 2023
Electronic uploads for credit cards	December 18, 2023
Budget allocation journals	December 18, 2023
December final report available on eReports	December 21, 2023

Please note that incomplete or inaccurate submissions will result in processing delays.

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