

**Finance Department  
Closing Timetable  
Fiscal 2024 Year-End Cut-Off and Report Publication**

The year-end for York University operations is April 30, 2024. The cut-off dates for submission are set out below. Please send items listed below to Finance/USC Departments by the cut-off dates to ensure that they are recorded in Fiscal Year 2024.

Procedure	When / Due in Finance /USC Departments
March 2024 final reports available on eReports	Monday, April 8
April 2024 reports available on eReports	Tuesday, April 7
<b>April 2024 – Run 1 Close</b>	
Paper-based expense claims (international claims) submitted to USC for Fiscal Year 2024	Wednesday, April 10
External billings (Invoice requisitions)	Thursday, April 18
Foreign outgoing wires	Wednesday, April 10
Purchasing requisitions in Fiscal Year 2024 approved in Sm@rtBuy (for commitments to reflect in eReports)	Friday, April 19
Last day to accept internally generated payments	Friday, April 19
Last day to approve invoices in Sm@rtBuy	Tuesday, April 30 by 5 pm
Last day for cash receipts to be deposited (for credits to Fiscal Year 2024)	Tuesday, April 30
Last day to approve expense claims submitted via Concur System to be recorded in Fiscal Year 2024	Monday, April 29 by 5 pm
Budget allocation journals	Tuesday, April 30
Last community journals due in Finance Department (Run 1)	Tuesday, April 30
April 2024 monthly payroll posted	Thursday, April 25
April bi-weekly payroll ending April 27, 2024	Friday, May 3
April 2024 Run 1 report on web (refreshed daily)	Tuesday, May 7
<b>April 2024 – Run 2 Close (adjustments only)</b>	
Journals for deferral of revenue to the new fiscal year, prepaid expenses, accounts receivables, and accruals will be processed daily until May 9, 2024. Otherwise, Finance Department approval is required.	Thursday, May 9 by 4 pm
April 2024 Run 2 final report on web (refreshed daily)	Friday, May 10
Account analysis (all balance sheet accounts and selected income/expense accounts)	Monday, May 13 by 12 pm