



MEMORANDUM

To: Principals, Deans, Academic Directors and Chairs
Divisional Business Officers via AMS listserv
Divisional Financial Officers via DFO listserv

From: Pierre Piché, Controller and Director of Financial Services

Date: March 10, 2017

Re: **April 30, 2017 Fiscal Year-end Closing**

As we approach the end of the 2017 fiscal year, it is important to ensure that all financial activity for the year is accurately recorded in your accounts prior to closing the accounts. In order to assist you, please refer to the pages below on the Financial Services website.

The following link provides a detailed explanation of year-end accounting guidelines, reporting requirements (including divisional operating reserves), AMS system availability and available training sessions. Please note that AMS will close for year-end processing on Tuesday, April 25, 2017 at 7:00pm:

<http://finance.utoronto.ca/policies/gfm/financial-management/reporting/fiscal-year-end-closing-procedures/>

For a detailed listing of submission deadlines and contact information:

<http://finance.utoronto.ca/policies/gfm/financial-management/reporting/fiscal-year-end-closing-procedures/summary-of-year-end-deadlines-and-contact-information/>

Instructions for special processing and reporting after year-end closing (from 7:00 pm on April 25, 2017 to 12:00 midnight on April 30, 2017):

<http://finance.utoronto.ca/wp-content/uploads/2015/09/amsmatrix.pdf>

Specific questions may be referred to the following individuals:

Accounting Services	Lou Ranalli	416 978-8185
Restricted Funds	Helen Choy	416 978-2981
Training Sessions	Rames Paramsothy	416 978-4675
AMS Availability	Lorena Gaudio	416 978-2802
Purchase Orders at or over \$100,000	Umesh Kalia	416-946-7475
Purchase Orders between \$25,000 and \$99,999	Shauna Hipwell	416-978-7025
uSOURCE	Shauna Hipwell	416-978-7025