



**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:** February 9, 2016

**Re:** **April 30, 2016 Fiscal Year-end Closing**

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As we approach the end of the 2016 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 26, 2016 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 26, 2016 to 12:00 midnight on April 30, 2016):

<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	James Carnemolla	416-978-5849
Purchase Orders below \$100,000	Robert Ifedi	416-946-3219
uSOURCE	Nida Shams	416-978-1403