

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

From: Sanish Samuel, Controller and Director of Financial Services

Date: March 12, 2024

Re: **April 30, 2024 Fiscal Year-end Closing**

As we approach the end of the 2024 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 Friday, April 26, 2024 at 7:00 pm:

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

For a detailed listing of submission deadlines and contact information:

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

Instructions for special processing after year-end closing (from 7:00 am on April 27, 2024 to 12:00 midnight on April 30, 2024):

<https://finance.utoronto.ca/wp-content/uploads/YE-Matrix-2024-F.pdf>

Specific questions may be referred to the following individuals:

Operating Accounting	Judy Wu	judyw.wu@utoronto.ca
Student Revenue & General Accounting	Liana Moscone	liana.moscone@utoronto.ca
Training Sessions	Rames Paramsothy	rames.paramsothy@utoronto.ca
Restricted Funds	Jenny Cheng	jenny.cheng@utoronto.ca
AMS Availability	Chris Dimitriadis	chris.dimitriadis@utoronto.ca
Purchase Orders over \$50,000	Shauna Schwartz	shauna.schwartz@utoronto.ca
uSOURCE	Phil Larprom	phil.larprom@utoronto.ca
FIS Vendor Setup/Change Requests	Katrina Koo	katrina.koo@utoronto.ca