



MEMORANDUM

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: February 24, 2023

Re: **April 30, 2023 Fiscal Year-end Closing**

As we approach the end of the 2023 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 Thursday, April 27, 2023 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:

<http://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 28, 2023 to 12:00 midnight on April 30, 2023):

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

Specific questions may be referred to the following individuals:

Accounting Services	Lou Ranalli	416-978-8185
Restricted Funds	Jenny Cheng	416-978-1989
Training Sessions	Rames Paramsothy	416-978-4675
AMS Availability	Chris Dimitriadis	416-946-3153
Purchase Orders over \$50,000	Shauna Schwartz	416-978-7025
uSOURCE	Phil Larprom	416-946-5514
FIS Vendor Setup and Change Requests	Katrina Koo	416-978-1403