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, 2020

Re: April 30, 2020 Fiscal Year-end Closing

As we approach the end of the 2020 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 28, 2020 at 7:00 pm:


For a detailed listing of submission deadlines and contact information:


Instructions for special processing after year-end closing (from 7:00 am on April 29, 2020 to 12:00 midnight on April 30, 2020):


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       Chris Dimitriadis 416-946-3153
Purchase Orders over $25,000    Eric Foremski 416-978-2236
uSOURCE              Phil Larprom    416-946-5514
FIS Vendor Setup and Change Requests  Katrina Koo 416-978-1403