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 16, 2021

Re: April 30, 2021 Fiscal Year-end Closing

As we approach the end of the 2021 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 Wednesday, April 28, 2021 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, 2021 to 12:00 midnight on May 2, 2021):


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  Andre Amaral  416-978-1403