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 1, 2022

Re: April 30, 2022 Fiscal Year-end Closing

As we approach the end of the 2022 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 28, 2022 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, 2022 to 12:00 midnight on May 1, 2022):


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: Nathan Stots 416-978-1403