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| --- | --- | --- | --- |
| **Period** | **Task** | **Teams involved** | **Deadline or Frequency** |
| **P1 to P12 Ongoing monthly activities** | Ensure IOs/WBS structure is created for each approved project  (refer to the [Guide to Project costing and Reporting)](http://iservice.prv/eng/finance/costing/index.shtml) | 1 & 2 | Month-end |
| Ensure all salary costs (CATS timesheets for IITB employees) and non-salary costs are captured in the appropriate IOs/WBS | 1 & 2 | Month-end |
| Process JVs for project costs realignment (salary and non-salary costs for non-CATS cost centers) | 1 & 2 | Month-end /  Each quarter |
| For all new software development projects exceeding $10K, submit a completed [AUC Criteria Form](http://iservice.prv/eng/finance/card/docs/Asset_Under_Construction_Criteria_Form.xlsx) to the [Capital Asset Mailbox](mailto:NA-ASSETS-IMMOBILISATIONS-GD@hrsdc-rhdcc.gc.ca) **at STAGE 2** | 1 & 2 | Month-end |
| Establish settlement rules for all projects and if required, establish manual settlements for specific projects | 1 & 2 | Month-end |
| Run cost allocation (unproductive time, EBP, etc.) and run monthly settlements by ensuring that all costs are settled | 9 | 3rd working day after month-end1 |
| Settlement of completed projects from AUC to final AMR | 3 | 4th working day after month-end2 |
| Review reasonableness and process monthly amortization | 3 | 4th working day after month-end2 |
| Send monthly trial balance to the Receiver General | 3 | 5th working day after month-end3 |
| **P1 to P12**  **Other activities** | Perform AUC monitoring activities (e.g. review of unsettled costs, review eligible project costs for proper capitalization in an AUC, review of capitalized costs, high level analysis of large projects, communication with FMAs) | 3 | Each quarter |
| Respond to various queries from Corporate Accounting regarding projects and inform them of any change in status | 1 & 2 | Each month |
| Review the CE group (capitalized and non-capitalized) and ensure new GL Accounts are associated with the proper CE group | 3 | Each quarter |
| Perform monitoring activities on relevant GL accounts to ensure that all purchased capital assets are being properly recorded | 3 | Each quarter |
| Provide last available PSPC GC surplus asset disposal listing to Corporate Accounting | 4 | Each month |
| Ensure asset disposal information is accurate and updated in myEMS | 6 | Each month |
| If required, process post-capitalization, i.e. create manual AMR and obtain supporting documentation | 3 | Each month |
| Complete disposal transactions in myEMS | 3 | Each month |
| Ensure authority A131 is properly adjusted | 7 | Each month |
| Communication strategy with FMAs and other stakeholders (send emails when needed and send checklist with final deadline before YE) | 3 | When needed |

1Due to myEMS downtime for PSCD implementation (April 1 to April 5), the P12 deadline is **April 8**.

2Due to myEMS downtime for PSCB implementation (April 1 to April 5), the P12 deadline is **April 12**.

3Due to myEMS downtime for PSCB implementation (April 1 to April 5), the P12 deadline is **April 13**.

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| **Period** | **Task** | **Teams involved** | **Deadline** |
| **P12-1**  **(P13)** | Ensure all P1-P12 requirements have been completed and/or updated for P12-1 changes | All | April 21 |
| Ensure all final 2020-21 salary costs, timesheets (CATS for IITB employees and JVs for non-IITB) and non-salary costs are captured in the appropriate IOs/WBS. This must include all relevant PAYE's and final project costs realignment | 1 & 2 | April 124 or  April 215 |
| Provide PSPC GC surplus final asset disposal listing (including March transactions and RAYE’s) to Corporate Accounting | 4 | April 13 |
| If required, record manual RAYE (YA Doc) for Proceeds of Sale (Creditor Recipient IS from PSPC in NY) | 3 | April 27 |
| Establish final settlement rules for all projects and if required, establish final manual settlements for specific projects | 1 & 2 | April 21 |
| Ensure Authority A131 is properly adjusted | 7 | April 21 |
| Ensure final disposal information is accurate and updated in myEMS | 6 | April 13 |
| P12-1 closing date for all users (except Corporate Accounting) | All | April 21 |
| Run final cost allocation (unproductive time, EBP, etc.); run final settlements by ensuring that all 2020-21 costs are settled (follow-up with FMAs when needed); and close the CO settlement business transactions | 9 | April 26 |
| Close fiscal year 2020-21 in Asset Accounting module | 8 | TBD |
| Record final disposal transactions in myEMS (including RAYE) | 3 | April 27 |
| Ensure suspense account (GL 216701) is cleared with GL 216702 (FRA 21627 needs to be at 0$ at year-end) | 3 | April 27 |
| Settlement of final completed projects from AUC to final AMR (ensure that no project under $10k were capitalized) and process final amortization for 2020-21 | 3 | April 27 |
| **P01 2021-22** | Open fiscal year 2021-22 in Asset Accounting module | 8 | April 1 |

***Please note that all P12-1 transactions in myEMS (SAP) must*** ***be posted with a date in March (normally March 31, 2021 for the transactions recorded in April)***

4For the costs captured via JV upload, the cross-branch JVs’ requests should be sent to National Accounting Operations (<http://iservice.prv/eng/service_catalogues/index.shtml>) no later than April 12. They will process transactions by April 21.

5Internal deadline for CATS timesheets to be determined by FMAs.