

YEAR END TIMETABLE

	Task or event	Date
Acquisition Card (Visa)¹	Last day to reconcile the March statement	March 12
	Recommended date to complete transactions for 2020-2021. Important notes: - Goods and services must be received by March 31. - Should you be required to use your acquisition card following March 26 and your transaction does not appear on your April 6 statement, please ensure to complete the PAYE process if your transaction is over \$500.	March 26
	Day clients will receive their April statement email notification	April 7
	Last day to reconcile the April statement	April 12
Salary²	Last day to complete the Performance Pay Forecasts in SFT	March 26
	Last day to make changes in SFT to be considered in the PAYE/RAYE establishment for pay issues	March 28
	2020-2021 Cost Assignments Review in SFT	March 31
	Last day to submit timesheets summary and overtime in Phoenix (8:30 pm EDT)	March 31
	Last day to approve timesheets and paid overtime in Phoenix (2:00 pm EDT)	April 1
	Last day to submit the manual PAYE to National Accounting Operations (iService)	April 12
	Last day to complete cost assignment manual entry	April 19
Fund Commitments¹	Last day to manually close, adjust or carry forward funds commitments	April 12
Year-End Procurement Deadlines¹ *All required information should be submitted with the PReq. Always confirm with your cost centre manager that the PReq has been approved before requesting a status update from the ESDC Procurement Team.	Last day to submit request in myEMS (SAP) portal for Sole-Source contract and amendment contract .	January 8
	Last day to submit request in myEMS (SAP) portal for Task Authorization and Call-up .	January 29
	Last day to submit requests in myEMS (SAP) portal to close or modify POs to decommit or carry-forward funds . *Note that the January 8 deadline applies (for amendments) where the contract end date needs to be amended beyond March 31, 2021 to allow the ESDC Procurement Team to carry forward the funds.	March 5
	Last day to record goods and service receipt for goods and services received March 31 or before in myEMS (SAP) portal <i>*You will not be able to enter Old Year Goods Receipt (GR) or Service Entry Sheet (SES) on April 13.</i>	April 12
Invoices	Last day for external vendor invoices to be received by National Accounts Payable processing centres	April 12
Desk & Chair	Last day to submit documentation for employee reimbursement through the Gateway. No PAYE allowed. In order to ensure timely reimbursement, please refer to section 2.2.1 .	March 31
Section 34 approval	Last day for delegated managers to approve invoices received in their myEMS(SAP) universal worklist <i>** Please ensure to monitor your universal worklist for any late invoices to approve up until April 21.</i>	April 13

Prepaid Expense	Last day to submit invoices related to expenses paid in one fiscal year that will be used or consumed in a future fiscal year. The goods or services will not have been received or rendered as at March 31.	March 15
Interdepart. Settlement¹	Cancellation request must be submitted no later than March 29 by COB (5:00 pm EDT)	March 29
Deposit of Public Funds	Last day Old Year deposit envelopes must be received by Accounts Receivable Processing Centres	April 7
Journal Vouchers The JV upload (transaction code – ZKFI_JV) will not be available for fiscal year 2020-2021 transactions on Tuesday, April 13.	Last day to post Salary JVs to be considered in the PAYE/RAYE establishment for pay issues	March 28
	Last day to submit Non-Salary and Salary JV requests to National Accounting Operations through iService (Cross Branch/Authority)	April 12
	Last day for clients to record Non-Salary and Salary JVs in myEMS (SAP) (Intra Branch)	April 21
	Last day for FMAs to record mass realignment JVs in myEMS (SAP) (Intra Branch)	April 21
PAYE²	Last day to submit the signed PAYE reports (Funds commitment and Purchase Order) and backup documentation to National Accounting Operations (iService) via the FMA	April 12
	Last day to submit Manual PAYE requests and backup documentation to National Accounting Operations (iService)	April 12
RAYE	Last day for clients (FMAS) to submit RAYE requests and backup documentation to National Accounting Operations (iService)	April 12
Budget Transfers	Last day to process Budget Transfers for old year	May 18
Year-End FM Reporting	Starting on this date, BI FM reports can be run in order to obtain end of period reports.	Week of April 6 for P12
		April 29 for P13
		May 19 for P14
Travel¹	Last date for travel paper claims for non-public servants to be received by National Accounts Payable processing centres	April 9
	Last day for travelers to submit their Old Year travel claims in myEMS (SAP) portal <i>*You will not be able to request TAN in myEMS from April 1 to April 5.</i>	April 12
	Last day for managers to approve their employees' Old Year travel claims (Universal Worklist in myEMS (SAP) Portal) <i>** Please ensure to monitor your universal worklist for any late invoices to approve up until April 21.</i>	April 13
Grants & Contributions³	Last date to process and approve advances through CSGC from against fiscal year 2020/2021 funds - Financial transactions that are awaiting approval or to be established in SAP must be completed - All amendments in process must be completed or cancelled - All approved adjustments to fiscal year splits must be completed	March 31 At noon
	Last date to create a PAYE in CSGC <i>Note: CSGC transactions to SAP will be unavailable from noon (EDT) March 31, 2021 to April 6, 2021 8 a.m. EDT (Time to be confirmed).</i>	April 12
Petty Cash	Last day for petty cash custodians to submit year end replenishment and standing advance certificate	April 12

IMPORTANT NOTICE: DOWNTIME

DARS is being replaced by the Public Sector Collections and Disbursements (PSCD) SAP module thus requiring a downtime period, which will affect both DARS and SAP (see draft table below). It is important to note that during this downtime, **users will not have access to the SAP systems including Portal, GUI, BI Reports or the FIORI Launchpad**. The year end timetable has been adjusted accordingly.

	<i>Easter Holiday Weekend</i>					
	Thursday April 1	Friday April 2	Saturday April 3	Sunday April 4	Monday April 5	Tuesday April 6
DARS	Not available	Not available	Not available	Not available	Available (Read only)	Available (Read only)
myEMS SAP	Not available	Not available	Not available	Not available	Not available	Available

IMPORTANT: These dates have not been finalized and are being shared for initial operational planning purposes. Changes to these dates will be communicated by the project team.

¹ Commitments review: All commitments (including Card Documents, Interdepartmental Settlements, Purchase Orders, Purchase Requisitions, Funds Commitments and Travel) must be carefully reviewed, adjusted, closed or carried forward before their respective cut-off dates.

² Please note PAYE requests sent through gateway without the required attachments will be closed without being processed.

³ Please refer to the [PLC Module: Instructions for Fiscal Year-End](#) for more details.

Additional notes:

You have until April 12 to submit the year-end processing documents (PAYE’s, invoices, etc.) but are strongly encouraged to provide them as soon as possible.

Please **ensure that someone on your team will be available until close of business day on April 21** to provide support for any year-end accounting operations inquiries.