|  |  |
| --- | --- |
| **Transaction Type:** | **To Be Received inFinancial Services by...** |
| All payment requests regarding any employee reimbursements and/or travel claims, through the ERS or through paper process | December 4, 2023 |
| Interac e-Transfer Requests – requests for payment by e-transfer (payroll services excluded) | December 15, 2023 |
| New customer requests or updates for Accounts Receivable | December 15, 2023 |
| Deposits – Cash & Cheque | December 21, 2023, **before 9:00 AM** |
| Journal entries – to be entered by Financial Services | December 20, 2023 |
| Journal entries related to research - entered by departments (ensure journal entry is valid by this date; posting will occur in the overnight batch) | December 22, 2023 |
| Journal entries unrelated to research - entered by departments (ensure journal entry is valid by this date as it will be posted before close is completed) | January 4, 2024, **by 1:00 PM** |