

2024 Research Year-End Schedule

Many research granting agencies require the university to prepare financial reports, invoices or claims for the period ending March 31st. The following is a schedule for various transaction types, in order to ensure research activity is recorded in the Queen's General Ledger by the cut-off date for the fiscal month of March 2024. **Transactions received after these dates will be posted to the month of April and will not be included in the financial reports submitted to granting agencies with reporting periods ending March 31, 2024.**

If you have questions regarding these details, please contact **Research Accounting** at research.accounting@queensu.ca.

| Transaction Type: | To Be Received in Financial Services/ Strategic Procurement Services by: |
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| Payroll | Please visit the Financial Services website for payroll calendars and cutoffs. |
| Procurement and Travel Cards | Please visit the Strategic Procurement Services website for timelines and cutoffs. |
| Purchase Requisitions (acQuire) | March 11, 2024 |
| Employee reimbursements and travel claims (ERS or paper) | March 11, 2024 |
| Payment Request Forms, One Time Payment Forms, Research Fund Transfer Forms, Research Payment Forms, Honorarium Payment Forms, Physician Payment Forms, Spreadsheet Upload Payment Forms (acQuire) | March 18, 2024 |
| All vendor invoices to be applied against a PO (acQuire or PeopleSoft) | March 18, 2024 |
| Deposits (Cash & Cheque) - entered by Financial Services | March 28, 2024 before 9:00 AM |
| Journal Entries - entered by Financial Services | March 29, 2024 |
| Journal Entries and Deposits - entered by departments (ensure journal entry is valid by this date; posting will occur in the overnight batch) | March 29, 2024 |