

2026 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 2026. **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, 2026.**

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:
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 9, 2026
Employee reimbursements and travel claims (ERS or paper)	March 9, 2026
All Non-PO payment forms: 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 16, 2026
All vendor invoices to be applied against a PO (acQuire)	March 16, 2026
Interac e-Transfer Requests - requests for payment by e-transfer (payroll excluded)	March 23, 2026
Deposits (Cash & Cheque) - entered by Financial Services	March 26, 2026 before 9:00 AM
Journal Entries - entered by Financial Services	March 31, 2026
Journal Entries and Deposits - entered by departments (ensure journal entry is valid by this date; posting will occur in the overnight batch)	March 31, 2026
AR Module Invoices - invoices need to be in Bill Status of INV	April 2, 2026