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Name:	Financial Reporting – Cut-offs and Distribution Schedule
Policy Number:	4-4002
Origin:	Financial Services
Approved:	1 April 1994
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Financial Planning
Effective Date	1 November 2011
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Financial Services issues, through the Business Object Enterprise (BOE) Interview on-line reporting system, monthly financial reports to every department, ancillary operation, grant, research, and special project. As well, those administrators who are responsible for several departments will have access to financial reports for all reporting units.

Departmental Cut-off refers to the last date for document input for a particular month and can be best illustrated by way of example. Any document (invoice, cheque requisition, purchase order, packing or receiving slip, etc.) received in Financial Services within five (5) business days of the calendar month end and related to that month, will be processed under the previous month's activity. Documents received after this date will generally be processed in the next month.

Distribution Date – Under normal circumstances, report distribution will take place within three (3) weeks after the last day of the month. While the objective of Financial Services is to generate statements as soon after the end of each month as possible, months which involve holidays, peak work loads, etc. will affect our turn-around time.