

**ASSISTANT VICE-
PRESIDENT FINANCE &
CFO**

Memorandum

To: York Community

From: Aldo DiMarcantonio, AVP Finance & CFO

Date: March 20, 2020

Subject: Modified Service Delivery - Finance

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yorku.ca/finance

In light of recent events surrounding COVID-19 and the modification of University activities and service delivery, Finance is providing an update as to how our departments will continue to function.

A reminder that Finance staff will largely be located off-site and can be contacted via their York University email address.

Please understand that in some cases there may be delays in service, particularly over the early days of transition to remote service delivery.

This memo contains information for the following departments:

- Accounts Payable
- Budgets and Planning
- Expense Desk and Non-Employee Travel
- Financial Reporting
- General Accounting
- Procurement Services
- Research Accounting
- Risk Management Services
- Treasury



Accounts Payable

Payment Schedules

- Modified payment schedules will begin as of March 20, 2020.
- Employees and vendors are encouraged to enrol in direct deposit. Employees and vendors who enrol in direct deposit should expect a callback for verification. Please use the following direct deposit applications:
 - [Application for Employee Direct Deposit](#)
 - [Application for Vendor Direct Deposit](#)
- Students are encouraged to enrol in [direct deposit through your student account](#).

Invoices for Payment

- Where possible, payment should be made by Pcard. For more information on Pcards, please refer to the Procurement Services website.
- For faster payment, please use Vendors of Record or existing vendors (ex. Vendors that have been used and paid by the University in the past). Allow additional processing time for new vendors that will require qualification.
- Invoices that cannot be paid by Pcard are to be sent to acctpay@yorku.ca. To ensure faster processing, please follow the instructions below:
 1. Combine all supporting documents into a single (1) PDF document.
 2. Include the approved payment requisition(CAD or USD)/request for wire/draft (International) or signed receiving copy of the purchase order.
 3. Please include the vendor name and invoice number in the subject line of the email.
 4. Only invoices from @yorku.ca email addresses will be accepted.
 5. Do not send paper copies of invoices to Finance as this will increase the risk of duplicate payment. Originals should be retained by departments.
 6. Only invoices are to be sent to acctpay@yorku.ca. No vendor or community enquiries should be sent to this email. Please direct enquiries to the appropriate accounts payable clerks:

AP Clerk	Vendors starting with letters
Judy Doyle doylej@yorku.ca	A-F, M, N, O and numbered companies
Carol Finkelstein finklec@yorku.ca	G,H,I, J and P, Q, R and York Lanes food services
Dan Hu danhu992@yorku.ca	K, L and S – Z

Budgets and Planning

Budget Journals and Enquiries

- Budget journals and enquiries will be processed as per usual.
- Please send requests for new cost centres, changes to cost centres, other enquiries to – budgets@yorku.ca.
- Please send requests for budget journals to – budjrnl@yorku.ca.
- Units should not mail in requests – only email.

Allocating funds to Faculties/departments

- Many of the allocations for fiscal 2019-20 have been completed, e.g. base budgets, salary increments, student referenda, etc.
- Remaining allocations can continue remotely, e.g. TSA, York/Sheridan Design, and year-end adjustments to SHARP budget envelopes.

Multi-year budgets

- Most Faculties and departments have not uploaded their multi-year budgets and Finance cannot proceed with compiling the University consolidated plan until they have been uploaded and approved. We understand that there will be some delay in finalizing budgets, but would appreciate the community's co-operation in finalizing budgets.

Year-end true-ups

- True-ups for Faculties for fiscal 2019-20 will continue remotely, but they are dependent on the year-end close process and more information will be forthcoming as year end approaches.

Expense Desk & Non-Employee Travel

Expense Desk

- We encourage all expense claims to be submitted through CONCUR.
 - **Employees and Senior Scholars** – most employees and senior scholars have access to Concur. Please click or copy the following link into a browser: <https://conlogin.apps06.yorku.ca/>
 - **Students** – students who are enrolled in direct deposit will have access to Concur. Please click or copy the following link into a browser: <https://conlogin.apps06.yorku.ca/>
 - **Visitors (Canadian and US)** – faculty or staff may prepare claims on behalf of a visitor on Concur. Please follow the instructions in the [Guide to Submitting Visitor Guest Expense Claims](#). The guide can also be found on the [Finance Documents website](#).
 - **Visitors (International)** – expense claims and supporting documentation for international visitors may be scanned and emailed to expdesk@yorku.ca. Paper claims may also be sent by mail as noted below.

Expense Desk (continued)

- All paper claims will face a significant delay due to the modification of University activities. Paper claims may be sent by inter-office mail or delivered to:
4747 Keele Street, Unit 1
Toronto ON
M3J 2N9

Travel

- Pre-approval for non-employee travel through FCM will be dependant on travel updates and advisories. Any questions regarding this can be sent to Paula Perri (perrip@yorku.ca).

Financial Reporting

eReports

- eReports will continue to be refreshed and updated every night.
- Requests for access to eReports will continue to be processed. Please contact askit@yorku.ca to help you facilitate access to this service.

Journals

- Journal Entries will continue to be processed:
 - Please continue submitting journals to journals@yorku.ca.
 - Please submit Research journal entries to resjrnl@yorku.ca.
- Activity, Time, Location, and Account codes creation will continue. Please contact finrept@yorku.ca to assist.
- Any other queries can be sent to finrept@yorku.ca.

Year-end forecasts

- Year-end forecasts should continue to be completed and approved. With some exceptions, Faculties and departments have uploaded their forecasts. Please finalize forecasts as soon as possible.

General Accounting

Banking Deposits

- The York Lanes Branch of Bank of Montreal is temporarily closed. Deposits can still be made at the overnight box.
- Deposit forms will not be sent to Finance by the bank. When preparing a bank deposit, please:
 1. Scan a copy of the deposit form and email it to banking@yorku.ca.
 2. Keep the second copy of the bank deposit form for your records.

Invoicing

- The process of issuing invoices will continue in the same manner.
- Please complete an [invoice requisition form](#) and follow the instructions provided.

Procurement Services

Purchase Orders

- Purchase Orders (“POs”) will still be processed and sent to vendors in the event that the community requires goods or services.
- Change Orders for existing POs will also continue to be processed.

Vendor Verification and Creation

- Vendor verification and creation will continue to be processed.

Courier/Mail

- Financial Services will continue to send and receive internal mail.
- Please note, as we maintain modified operations, staff should continue to have onsite personnel who can send and receive courier packages.
- Procurement Services will continue to process custom clearances.

Purchase and Travel Cards

- Any Purchase or Travel card maintenance will still be performed. Please use the normal forms to request any changes as found on the Procurement Services website: (<https://procurement.info.yorku.ca/forms>).

SmartBuy

- York University eProcurement site will continue to be fully functional and the community should continue to use SmartBuy.
- For re-direction of orders to alternative ship-to addresses, please contact smartbuy@yorku.ca to co-ordinate. End users will be responsible for tracking shipments and being able to accept deliveries.
- For all other SmartBuy enquiries, such as general enquiries, cancellations, etc. please contact smartbuy@yorku.ca.

Tenders

- Procurement Services will continue to issue tenders as required by the community.

Enquiries

- Please contact purchase@yorku.ca for any general enquiries, or the following Procurement Services members:
 - Dexter King, Director Procurement Services – dking@yorku.ca
 - Jan S. Oliver, Assistant Director Procurement Services - jsoliver@yorku.ca
 - John Pastorcic, Manager Procurement Operations – pastorj@yorku.ca

Research Accounting

Enquiries

- Research Accounting staff will continue to respond to enquires sent to resacct@yorku.ca as normal.
- Mail will be checked as frequently as is possible.

Creation of Research Cost Centres

- Research cost centres will continue to be created, but may be delayed given interdepartmental dependencies and the ongoing modification of University activities.
- PI's should email accountability documents and other research related documents electronically to resacct@yorku.ca to avoid delays in creation of cost centres.

Invoices

- Invoices for agents and contacts will continue to be generated and sent to sub grantee, industry partners etc.

Journal Entries

- Journal entries will be reviewed daily and if no issues are found, will be processed within 2-3 working days.

Tri Agency Year-End

- Tri Agency year-end and associated processes will for the most part proceed as normal.
- We will continue to communicate with faculty and staff with respect to the form 300's and any adjustments that need to be made.
- Please email resacct@yorku.ca with any questions.
- Form 300's will be sent to Principal Investigators in April for approval for subsequent submission to Tri Agencies.

Non Tri Agency Reporting

- In most cases, Non Tri Agency financial reports will be completed by due dates providing that Principal Investigators and support staff provide Research Accounting with the necessary information (including in kind contribution information) that is required.

Advances

- Advances to subgrantees, and clearing of advance forms (with signed approvals and signed agreement attached) can be emailed to resacct@yorku.ca instead of using the interoffice mail. Any items sent by interoffice mail will likely result in delays.

PER Allocation

- Given the volume and interdependency with Faculty Relations there may be some delay in allocating PER's amounts for both active and new faculty.

Risk Management Services

- Risk Management Services will continue to operate with modifications. Please send all requests or enquiries to riskmgmt@yorku.ca.
- Please also refer to the Risk Management Services website (www.yorku.ca/riskmanagement) for more information on services offered.

Treasury

- The Bank of Montreal branch on campus will be closed until further notice. Any campus service or operation within the University that makes deposits to this branch can continue to do so using the branch's night deposit box. The BMO branch at 4800 Dufferin Street (Dufferin St. and Supertest Rd.) is the closest area branch that remains open at this time.
- Garda service will continue for required services during this period, and there will be no disruption in the management of cash, liquidity and investments.
- Treasury staff, either virtually or in the Finance office, will continue to respond to enquiries in a timely manner.

Contact Information

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