**

**Timetable of Department Actions and Key Dates**

| **DEPARTMENT ACTION** | **MODULE/ PROCESS** | **DEADLINE** | **COMPLETED** |
| --- | --- | --- | --- |
| Complete and return external trading form |  Form YE08 | 27 June |  |
| Review all POs older than six months to see whether they are still required | Purchasing | 27 June |  |
| Final date for submission of casual payroll forms  | Payroll | 12 pm -4 July |  |
| Final date for timesheets and starter/leaver forms to be received by the Central Payroll Team (MAIN) and completion of tasks requiring Payroll Team action | Payroll | 9 July |  |
| Refunds due need to be requested by departments to the Credit Control (AR) team by **9 July**. Any received after that date will be processed in 2025/26 | AR |  9 July |  |
| Returns requests. FULL details to be provided to Cashiers for processing in 2024/25 | Cash | 9 July |  |
| Queries to Cashiers relating to backdated/historic research | Cash | 11 July |  |
| Final date for invoices/expense claims/payment request forms to be received by the Central Payments team for **payment** in July (by 5 pm). | AP | 15 July |  |
| Petty cash reimbursements for posting into 2024/25 | Cash | 15 July |  |
| Last date for expenses to be paid in Jul-25 (ensure all SAP Concur claims are fully approved and have a sent status) | AP | 16 July |  |
| Review and clear all invoices on hold | AP  | 20 July |  |
| Final sterling payment run for July to ensure payment in July | AP | 21 July |  |
| Final date for invoices/expense claims/payment request forms to be received by the Central Payments team for expenditure to be included in the Jul-25 period (by 5 pm). | AP | 5pm 22 July |  |
| Barclaycard deadline for Jul-25 | AP | 23 July |  |
| Cheque receipts forwarded to the Cashiers Office for 2024/25 processing. | Cash | 23 July |  |
| Final foreign currency payment run to ensure payment in July | AP | 24 July |  |
| Payroll posted to General Ledger & Projects | Payroll | 25 July |  |
| Final review of all POs to check they are still required | Purchasing | 28 July |  |
| Review all blanket POs and renew or close as necessary | Purchasing | 28 July |  |
| Last day for Card terminal and PDQ machine for posting into 2024/25 (On line transactions except On Line Store) | Cash | 28 July |  |
| Ensure GRNs raised for all goods/services delivered against Oracle Financials POs (including partial delivery) | Purchasing | 29 July |  |
| Buying departments: ensure that any goods supplied by another University department are properly receipted in Oracle Financials | Internal Trade – AP | 29 July |  |
| Buying departments: ensure that invoice holds are cleared | Internal Trade – AP | 29 July |  |
| Last day for On Line Store transactions for posting into 2024/25 | Cash | 29 July |  |
| All unaccounted invoices must be accounted for and posted to GL | AP | 30 July |  |
| Final day for processing AP invoices | AP | 30 July |  |
| AP closed for July  | AP | 8am – 1 August | Central Finance task |
| Last day for input in Oracle Financials AR | AR | 5pm – 1 August |  |
| Main supplier payment run (delayed from 31st July) | AP | 1 August | Central Finance task |
| Oracle Financials-calculated accruals for GRNs matched against POs and for which invoice has not been received are posted to departmental accounts by the Financial Reporting team. | GL | 4 August | Central Finance task |
| Last date for departments to post costs to trusts for first match | GL | 4 August |  |
| Oracle Financials-calculated accruals for GRNs matched against POs and for which invoice has not been received are posted to departmental projects by the Research Accounts team. | Projects | 5 August | Central Finance task |
| Trial balance to be run for trusts for first matching | GL | 5 August |  |
| Complete research projects coding corrections | Projects | 3pm 5 August |  |
| Charge to research projects any expenditure coded against Projects suspense code | GL & Projects | 3pm 5 August |  |
| Projects module closes on Oracle Financials | Projects | 3pm 5 August | Central Finance task |
| Pre-award balances sent to departments | Projects | 6 August | Central Finance task |
| Interim donation income posting for expenditure coded to date | GL | 6 August | Central Finance task |
| Departmental Equipment Listing (DEL) sent to departments | Fixed assets | 7 August | Central Finance task |
| First income trust matching to be posted | GL | 11 August |  |
| Confirm pre-award account balances to Research Accounts | Projects | 11 August |  |
| Year End Projects accruals, and prepayments to be completed and submitted (YE05 and YE07)  | Forms to be completed | 11 August  |  |
| Initial departmental posting of GL accruals, prepayments, deferred income and income in advance posted | GL | 14 August |  |
| Departmental Equipment Listing (DEL) sent by departments to Central Finance | Fixed assets | 14 August |  |
| Year End Projects forms processed by the Research Accounts team | Projects | 13 August | Central Finance task |
| Review GL reports for department and complete final journals | GL | 18 August |  |
| **Oracle Financials GL for July closes to departments** | **GL** | **5pm 18 August** |  |
| Central adjustments of departmental accounts completed so departments can run their final figures subject to audit | GL | 22 August | Central Finance task |
| Year end audit begins |  | 29 September |  |
| Complete Self Assurance (including) departmental sign-off  |  | 30 September |  |