

2. Year-end checklist 31 July 2017

JUNE/ JULY	Actions	Done ✓	Last date by
w/c 19 Jun	Last CUEF unit trading date for 2016-17		Mon 19 Jun
w/c 3 Jul	PAY: Final date for new staff contracts to be with HR		Wed 5 Jul
w/c 10 Jul	PAY: Final date for overtime claims input to GL		Wed 12 Jul
	PAY: Final review departmental monthly payroll - ensure correct account codes		Wed 12 Jul
	AR: Establish all petty cash balances, till floats and advance balances held as at 30 Jun and return Cash Holding Confirmation form		Fri 14 Jul
w/c 31 Jul	AR: Empty all vending machines etc. and identify all cash, cheques received up to end July		Mon 31 Jul
	INV: Physical stock take for all departments with stores		Mon 31 Jul
	PO: Run and review the <i>Open Purchase Order Report - Excel Version</i>		Tue 1 Aug
	AR: Process all cash, cheque and (if possible) PDQ receipts relating to 2016-17 and run the <i>Receipt Register report(s)</i> .		Wed 2 Aug
	AR: Run and review the <i>Unapplied Receipts Register</i>		Wed 2 Aug
	PAY: Final date for UPS input for 2016-17 lecturers' expenses etc.		Thu 3 Aug
	GL: Balance and post petty cash journal for 2017		Fri 4 Aug
	PO: Action the <i>Open Purchase Order Report - Excel Version</i>		Fri 4 Aug
	INV: Process all Inventory transactions (NB INV closes 5pm)		Mon 7 Aug
AUGUST			
w/c 7 Aug	AR: Raise and dispatch 2016-17 internal trading AR invoices		Fri 11 Aug
	FA: Return the <i>Departmental Fixed Asset Register</i> to the Fixed Asset helpdesk with details of any amendments		Fri 11 Aug
w/c 14 Aug	AP: Process all 2016-17 internal trading AP invoices. Identify and hold any remaining internal trading invoices in dispute and notify the AP helpdesk		Mon 14 Aug
	AP: Run the <i>Invoices on Hold Report (UFS)</i> and <i>Invoice Register</i> reports.		Mon 14 Aug
	AR: Run the <i>Ageing-7-Buckets</i> report, review for bad debts and notify Credit Control		Tue 15 Aug
	AR: Receipt any BACS receipts, bank transfers or unclaimed PDQ income		Wed 16 Aug
	AR: Run and review the <i>Incomplete Invoices Report</i> (External Trading)		Wed 16 Aug
	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)		Wed 16 Aug
	AP: Process all staff and visitors' expenses		Wed 16 Aug
	AP: Process all July AP invoices (NB AP closes 5pm)		Wed 16 Aug
	GMS: Review and clear research grant funds check failures and exceptions		Wed 16 Aug
	GMS: Correct research grant VAT errors		Wed 16 Aug
	GMS: Clear suspense grants on Grants module		Wed 16 Aug
	GMS: Post EC 'PI Time' journals on Grants module		Wed 16 Aug
	GMS/GL: Process journals for monthly Barclaycard statements		Wed 16 Aug
	GMS: Finalise and release all research grants journals		Fri 18 Aug
GMS: Overheads, revenue and the EC FW7 Price Adjustments re-run (NB Grants closes 5pm)	n/a	Fri 18 Aug	
w/c 21 Aug	GL: Last date for funds on deposit movement		Mon 21 Aug
	GL: CUEF distribution and deposit interest posted	n/a	Tue 22 Aug
	FA: Ensure that July <i>not tracked</i> additions are included - refer FA exception spreadsheet		Wed 23 Aug
	AP: Return supplier statement reconciliations to the AP helpdesk		Fri 25 Aug
	GL: Carbon Reduction Charge (CRC) journal posted	n/a	Fri 25 Aug
	GL: Clear any trust fund deficits based on a review of 2 nd interim statements		Fri 25 Aug
w/c 28 Aug	GL: Complete spreadsheets for income and expense accruals		Fri 01 Sep
	GL: Ensure expenditure is coded against the same source of funds as related income, and clear deficits		Fri 01 Sep
	GL: Final date for sending GL journals for central processing (NB GL closes 5pm)		Fri 01 Sep
SEPTEMBER			
w/c 4 Sep	GL: Final ICC overhead journal posted	n/a	Mon 4 Sep
w/c 25 Sept	Return signed year-end certificate(s) via Finance Manager.		Fri 29 Sep