

Year-end checklist 31 July 2022

JUNE	Last date	Actions	Done ✓
w/c 30 May	Wed 1 Jun	AP: Supplier statement reconciliations instructions sent to departments	N/A
w/c 13 Jun	Fri 17 Jun	Last CUEF unit trading date for 2021/22	
w/c 27 Jun	Fri 1 Jul	GL: July 2022 Chest Allocation processed	N/A
JULY			
w/c 4 Jul	Tue 5 Jul	PAY: Final date for new staff contracts to be with HR	
	Tue 5 Jul	PAY: Final review department monthly payroll - ensure correct account codes	
	Fri 8 Jul	FA: Distribution of Fixed Asset reports as at 30 Jun to departments	N/A
	Fri 8 Jul	June Trust Fund statements sent out to Departments	N/A
w/c 11 Jul	Tue 12 Jul	PAY: Last date for overtime claims input	
w/c 18 Jul	Wed 20 Jul	AR: Establish all petty cash balances, till floats and advance balances held as at 30 Jun and return <i>Cash Holding Confirmation</i> form	
w/c 25 Jul	Tue 26 Jul	PAY: Final monthly payroll posting	N/A
	Fri 29 Jul	AR: Identify and bank all cash and cheques received up until the end of July	
	Fri 29 Jul	INV: Physical stock take for all departments with stores	
	Fri 29 Jul	PO: Run and review the <i>Open Purchase Order Report - Excel Version</i>	
AUGUST			
w/c 1 Aug	Mon 1 Aug	GMS: Distribution of Grants Report (version 1)	N/A
	Mon 1 Aug	GL: Trust Fund overheads posted (1st posting)	N/A
	Mon 1 Aug	GL: Indirect Cost Contribution (ICC) journal posted (Version 1)	N/A
	Mon 1 Aug	GL: July 2022 Chest Allocation (Second Posting)	N/A
	Mon 1 Aug	PAY: Final input for weekly payroll posting for 2021/22 YE	
	Mon 1 Aug	AP: July Barclaycard statements available	N/A
	Mon 1 Aug	GL: Appropriations in Aid	N/A
	Tue 2 Aug	Interim summary reports sent out to departments (Interim report 1)	N/A
	Wed 3 Aug	GL: Balance and post petty cash journal	
	Fri 5 Aug	PAY: Final weekly payroll posting for 2021/22 YE	N/A
	Fri 5 Aug	AR: Process all cash, cheque and PDQ receipts relating to 2021/22 and run the <i>Receipt Register</i> report(s)	
	Fri 5 Aug	INV: Process all Inventory transactions (NB INV closes 5pm)	
	Fri 5 Aug	PO: Process all PO transactions (NB PO closes 5pm)	
w/c 8 Aug	Mon 8 Aug	AP: Submit 2021/22 items to Shared Services for processing by 5 pm	
	Mon 8 Aug	GL: July 2022 Chest Allocation (Third Posting)	N/A
	Mon 8 Aug	1st interim Trust Fund statement send out to Departments.	N/A
	Wed 10 Aug	AR: Last date for raising Internal Invoices and sending backing	
	Wed 10 Aug	FA: Deadline for Departments to provide Fixed Asset Register	
	Wed 10 Aug	AR: Submit invoice write off forms to Credit Control	
	Thu 11 Aug	PAY: Final date for UPS input for 2021/22 (pay run 19 Aug)	
	Thu 11 Aug	AP: Concur depts: All pre-August Barclaycard transactions to be coded in Concur and fully approved	
	Fri 12 Aug	AR: Bank charges and small balance adjustments posted	N/A
	Fri 12 Aug	AR: Review BACS lists and ensure all BACS income for your department has been receipted	
AUGUST/SEPTEMBER...			

AUGUST (CONT)				
w/c 15 Aug	Mon 15 Aug	AR: Last date to receipt any remaining income, BACS or otherwise, for your department		
	Mon 15 Aug	AR: Last date for issuing invoices to University Group-defined organisations		
	Mon 15 Aug	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)		
	Mon 15 Aug	AP: Process all remaining 2021/22 Internal Trading AP invoices.		
	Mon 15 Aug	AP: Process all staff and visitors' expenses		
	Mon 15 Aug	AP: Resolved Internal Trading disputes notified to departments	N/A	
	Mon 15 Aug	AP: Process all remaining AP invoices (NB AP closes 5pm)		
	Mon 15 Aug	GL: July 2022 Chest Allocation (Fourth Posting)	N/A	
	Mon 15 Aug	GMS: Review and clear research grant funds check failures and exceptions		
	Mon 15 Aug	GMS: Correct research grant VAT errors		
	Mon 15 Aug	GMS: Clear suspense grants on Grants module		
	Mon 15 Aug	GMS/GL: Process monthly <i>Barclaycard</i> expenses before AP closes, if using this option		
	Tue 16 Aug	AR: Full individual debt statements emailed to departments	N/A	
	Tue 16 Aug	AR: First posting of bad debt provision	N/A	
	Tue 16 Aug	FA: CRA to send out July additions not tracked report to departments	N/A	
	Tue 16 Aug	PAY: Final UPS payroll posting into 2021/22	N/A	
	Tue 16 Aug	GMS: Distribution of Grants Report (version 2)	N/A	
	Wed 17 Aug	GMS: Post EC 'PI Time' journals on Grants module		
	Wed 17 Aug	GMS: Finalise and release all research grants journals, including EC <i>PI Time</i> journals		
	Wed 17 Aug	GMS: Overheads and revenue re-run (NB Grants closes 5pm)	N/A	
	Wed 17 Aug	GL: Trust Fund overheads posted (2 nd posting if appropriate)	N/A	
	Wed 17 Aug	GL: Carbon Reduction Charge (CRC) journal posted	N/A	
	Thu 18 Aug	GL: Last date for funds on deposit movement		
	Thu 18 Aug	GL: EC PI Time adjustment	N/A	
	Thu 18 Aug	GMS: Distribution of Grants Report (version 3)	N/A	
	Fri 19 Aug	GL: July CUEF distribution accrual and deposit account interest posted	N/A	
	w/c 22 Aug	Mon 22 Aug	Interim Summary Reports emailed to departments (interim report 2)	N/A
		Mon 22 Aug	2nd interim Trust Fund Statement sent out to departments	N/A
Mon 22 Aug		GL: July 2022 Chest Allocation (Fifth Posting)		
Tue 23 Aug		FA: Process all amendments to FA register (NB FA closes Wed 24, 5 pm)		
Wed 24 Aug		AP: Return supplier statements reconciliations		
Wed 24 Aug		GL: Clear any Trust Fund deficits based on a review of 2 nd interim statements		
Wed 24 Aug		PAY: Coronavirus Job Retention Scheme Credit (July posting)		
Thu 25 Aug		AR: Last date to review for bad debts and notify Credit Control		
Thu 25 Aug		GL: Final journal for Jul-22 VAT return adjustments that impact departments	N/A	
Thu 25 Aug		GL: July 2022 Chest Allocation (Final Posting) - Budget field frozen 24 Aug	N/A	
Fri 26 Aug		AR: Final posting of bad debt provision	N/A	
w/c 29 Aug	Tue 30 Aug	GL: CUEF valuation journal posted and departments notified	N/A	
	Tue 30 Aug	GL: Process journals for any remaining credit card expenditure		
	Tue 30 Aug	GL: Complete spreadsheets for income and expense accruals		
	Tue 30 Aug	GL: Ensure expenditure is coded against the same SoF as related income, and clear deficits		
	Tue 30 Aug	GL: Final date for sending GL journals for central processing (NB GL closes 5pm)		
	Wed 31 Aug	GL: Final ICC journal posted	N/A	
	Wed 31 Aug	GL: Final Trust Fund Overhead Journal posted	N/A	
	Thu 1 Sep	Summary Reports - Interim 3 run and emailed to departments	N/A	
SEPTEMBER...				

SEPTEMBER			
w/c 5 Sep	Mon 5 Sep	Final Trust Fund statement sent out to departments	N/A
	Mon 5 Sep	Roll forward of balances - basic	N/A
	Wed 7 Sep	GL: CUEF Revaluation posted for June and July (Into July GL period)	N/A
	Wed 7 Sep	GL: Actual July CUEF Distribution posted into Adjustment Period 1	N/A
	Thu 8 Sep	Roll forward of balances – special	N/A
	Thu 8 Sep	Distribution of Year End Certificates to Departments	N/A
w/c 19 Sep	Fri 23 Sep	Return signed year-end certificate(s)	