

Year-end checklist 31 July 2020

JUNE	Last date	Actions	Done ✓
w/c 1 Jun	Fri 5 Jun	AP: Supplier statement reconciliations instructions sent to departments	N/A
w/c 15 Jun	Wed 17 Jun	Last CUEF unit trading date for 2019/20	
w/c 29 Jun	Fri 3 Jul	July 2020 Chest Allocation processed	N/A
	Fri 3 Jul	PAY: Final date for new staff contracts to be with HR	
	Fri 3 Jul	PAY: Final review department monthly payroll - ensure correct account codes	
JULY			
w/c 6 Jul	Tue 7 Jul	FA: Distribution of Fixed Asset reports as at 30 Jun to departments	N/A
	Fri 10 Jul	PAY: Final date for overtime claims input	
w/c 20 Jul	Tue 21 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	
	Fri 24 Jul	PAY: Final monthly payroll posting	N/A
w/c 27 Jul	Fri 31 Jul	AR: Identify and bank all cash, cheques received up until the end of July	
	Fri 31 Jul	INV: Physical stock take for all departments with stores	
	Fri 31 Jul	PO: Run and review the Open Purchase Order Report - Excel Version	
AUGUST			
w/c 3 Aug	Mon 3 Aug	AR: Process all cash, cheque and (if possible) PDQ receipts relating to 2019/20 and run the <i>Receipt Register</i> report(s).	
	Mon 3 Aug	GL: Indirect Cost Contribution (ICC) journal posted (Version 1)	N/A
	Mon 3 Aug	GL: July 2020 Chest Allocation (Second Posting)	N/A
	Mon 3 Aug	GMS: Distribution of Grants Report (version 1)	N/A
	Mon 3 Aug	PAY: Final input for weekly payroll posting for 2019/20 YE	
	Tue 4 Aug	Interim summary reports sent out to departments (Interim report 1)	N/A
	Wed 5 Aug	GL: Appropriations in Aid	N/A
	Wed 5 Aug	GL: Trust Fund overheads posted (1st posting)	N/A
	Wed 5 Aug	GL: Balance and post petty cash journal	
	Thu 6 Aug	PAY: Final date for UPS input for 2019/20 (pay run 14 Aug)	
	Fri 7 Aug	INV: Process all Inventory transactions (NB INV closes 5pm)	
	Fri 7 Aug	PAY: Final weekly payroll posting for 2019/20 YE	N/A
	Fri 7 Aug	PO: Process all PO transactions (NB PO closes 5pm)	
	w/c 10 Aug	Mon 10 Aug	AP: Submit 2019/20 items to Shared Services for processing by 5 pm
Mon 10 Aug		GL: July 2020 Chest Allocation (Third Posting)	N/A
Mon 10 Aug		1st interim Trust Fund statement send out to Departments.	N/A
Wed 12 Aug		AR: Last date for raising Internal Invoices and sending backing	
Wed 12 Aug		FA: Deadline for Departments to provide Fixed Asset Register	
Fri 14 Aug		PAY: Final UPS payroll posting	
AUGUST/SEPTEMBER...			

AUGUST (CONT)			
w/c 17 Aug	Mon 17 Aug	AR: Receipt any remaining BACS receipts and unclaimed PDQ income	
	Mon 17 Aug	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)	
	Mon 17 Aug	AR: Last date for issuing invoices to University Group-defined organisations	
	Mon 17 Aug	AP: Process all 2019/20 Internal Trading AP invoices.	
	Mon 17 Aug	AP: Process all staff and visitors' expenses	
	Mon 17 Aug	AP: Resolved Internal Trading disputes notified to departments	N/A
	Mon 17 Aug	AP: Process all remaining AP invoices (NB AP closes 5pm)	
	Mon 17 Aug	GL: July 2020 Chest Allocation (Fourth Posting)	N/A
	Mon 17 Aug	GMS: Review and clear research grant funds check failures and exceptions	
	Mon 17 Aug	GMS: Correct research grant VAT errors	
	Mon 17 Aug	GMS: Clear suspense grants on Grants module	
	Mon 17 Aug	GMS: Post EC 'PI Time' journals on Grants module	
	Mon 17 Aug	GMS/GL: Process monthly <i>Barclaycard</i> expenses before AP closes, if using this option	
	Tue 18 Aug	AR: Full individual debt statements emailed to departments	N/A
	Tue 18 Aug	Initial load of intercompany balances to Onestream	N/A
	Tue 18 Aug	FA: CRA to send out July additions not tracked report to departments	N/A
	Tue 18 Aug	GMS: Distribution of Grants Report (version 2)	N/A
	Wed 19Aug	GMS: Finalise and release all research grants journals, including EC <i>PI Time</i> journals	
	Wed 19Aug	GMS: Overheads, revenue and EC FW7 Price Adjustments re-run (NB Grants closes 5pm)	N/A
	Wed 19Aug	GL: Trust Fund overheads posted (2 nd posting if appropriate)	N/A
	Wed 19Aug	GL: Carbon Reduction Charge (CRC) journal posted	N/A
	Thu 20 Aug	GL: Last date for funds on deposit movement	
	Thu 20 Aug	GL: EC PI Time adjustment	N/A
	Thu 20 Aug	GL: July 2020 Chest Allocation (Third Posting)	N/A
Thu 20 Aug	GMS: Distribution of Grants Report (version 3)	N/A	
Fri 21 Aug	GL: CUEF distribution and deposit interest posted	N/A	
w/c 24 Aug	Mon 24 Aug	Interim Summary Reports emailed to departments (interim report 2)	N/A
	Mon 24 Aug	2nd interim Trust Fund Statement sent out to departments	N/A
	Wed 26 Aug	AP: Return supplier statements reconciliations	
	Wed 26 Aug	FA: Fixed Assets closes 5 pm	N/A
	Wed 26 Aug	GL: Clear any Trust Fund deficits based on a review of 2 nd interim statements	
	Thu 27 Aug	AR: Last date to review for bad debts and notify Credit Control	
	Thu 27 Aug	GL: Final journal for Jul-20 VAT return adjustments that impact departments	N/A
	Thu 27 Aug	GL: July 2020 Chest Allocation (Final Posting)	N/A
w/c 31 Aug	Tue 1 Sep	GL: CUEF valuation journal posted and departments notified	N/A
	Tue 1 Sep	GL: Process journals for any remaining credit card expenditure	
	Tue 1 Sep	GL: Complete spreadsheets for income and expense accruals	
	Tue 1 Sep	GL: Ensure expenditure is coded against the same SoF as related income, and clear deficits	
	Tue 1 Sep	GL: Final date for sending GL journals for central processing (NB GL closes 5pm)	
	Wed 2 Sep	GL: Final ICC journal posted	N/A
	Thu 3 Sep	Summary Reports - Interim 3 run and emailed to departments	N/A
SEPTEMBER			
w/c 7 Sep	Mon 7 Sep	Final Trust Fund statement sent out to departments	N/A
	Mon 7 Sep	Roll forward of balances - basic	N/A
	Wed 9 Sep	Roll forward of balances – special	N/A
	Thu 10 Sep	Distribution of Year End Certificates to Departments	
w/c 21 Sep	Fri 25 Sep	Return signed year-end certificate(s)	