



UNIVERSITY OF  
CAMBRIDGE

Finance Division

**Year end - 2024**

Financial Procedures Manual – Chapter 11

## Version History

Version number	Issue date	Summary of changes
1.0	23 May	<p>Throughout dates updated to reflect 2024 calendar</p> <p>Staff contacts: updated list of Finance Business Partners and institution heads of finance.</p> <p>For consistency with other FPM have replaced the following terminology:</p> <ul style="list-style-type: none"> <li>• Departments are now referred to as institutions</li> <li>• School Finance Managers are now referred to as Finance Business Partners and institution heads of finance.</li> </ul> <p>Key Notes:</p> <ul style="list-style-type: none"> <li>• 1.4 Use of Shared Services</li> <li>• 1.5 Getting postings in the correct period</li> <li>• 1.6 Cambridge University Endowment Fund Postings</li> <li>• 1.7 Chest Allocation Holdback Mechanism</li> <li>• 1.8 Nil Net Book Value Assets</li> <li>• 1.9 Concur Barclaycard and Out of Pocket Claims</li> </ul> <p>Email addresses in sections updated where appropriate</p>

This chapter contains information based on the University's year end process working in line with the expected timetable.

If there are any changes, this will be communicated through:

- CUFS bulletins
- Finance User Group (FUG)
- School/NSI/UAS Finance Business Partners and institution heads of finance

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# 1. The year-end process and key notes

## 1.1. Overview

The University's financial year end is 31 July, the date being set by the Office for Students (OfS) and it applies to all higher education institutions. At the end of each financial year the University is legally required to:

- Prepare a set of financial statements (with a prescribed format and content) which includes a *Statement of Comprehensive Income* and a *Balance Sheet*.
- Be subject to an external audit, which enables the auditors to form an opinion on the financial statements. The auditors will examine not just the preparation of financial statements, but also whether funding has been used for the purpose it was intended. This will include a review of institution accounts and records.
- Submit the financial statements to the Finance Committee and to Council for approval prior to submission to the Office for Students.
- Submit its audited financial statements to the Office for Students.

**The financial statements provide important information on the financial position of the University and they can be used as a basis for future financial planning.**

## 1.2. Summary year-end timetable

June	<ul style="list-style-type: none"><li>• Issue of year-end instructions</li><li>• Year-end seminars</li><li>• External audit interim visit</li></ul>
July	<ul style="list-style-type: none"><li>• 31 July year end</li></ul>
August	<ul style="list-style-type: none"><li>• Institutions process final transactions by mid-August for financial year end</li><li>• Sub-ledgers (UFS modules) for the July period are closed down</li><li>• General Ledger 2023/24 is closed</li></ul>
September	<ul style="list-style-type: none"><li>• Institutions finalise their own accounts</li><li>• First draft of University level Financial Statements prepared</li><li>• Final external audit visit commences</li><li>• Institutions return their own signed-off accounts</li></ul>
October	<ul style="list-style-type: none"><li>• Consolidation and accounts preparation</li></ul>
November	<ul style="list-style-type: none"><li>• Final set of consolidated Financial Statements is prepared and external audit is completed</li><li>• Financial Statements are approved by Finance Committee and by Council</li><li>• Financial Statements are signed and submitted to the Office for Students</li></ul>

A number of important aspects should be taken into account by institutions as they prepare for year end. These include:

<b>Year-end instructions</b>	By following the instructions outlined within these procedures, and respecting the checklist completion dates, institutions will ensure that they have accomplished the most relevant actions and facilitated a successful financial close for the University.
<b>Financial Regulations</b>	By following <a href="#">Financial Regulations</a> and relevant accounting procedures during the year the integrity of financial information will be assured.
<b>Funding expenditure from specific income streams</b>	Institutions may receive funding from a range of sources which is used to fund different activities. By making appropriate use of the funding and ensuring that the expenditure is accurately recorded against the relevant Source of Funds, the integrity and accuracy of the financial position for each funding source will be assured.
<b>Accuracy of transactions</b>	By focusing on the accuracy and completeness of transactions the quality of an institution's accounts will be assured.
<b>Year-end certificate</b>	The Head of Institution is responsible for the final sign-off of the institution's annual accounts, which is an essential step in the year-end process. In signing off the accounts, the Head of Institution is helping to discharge their responsibilities under University Statutes and Ordinances.

## SUMMARY

These year-end instructions include:

- Detailed instructions for all relevant aspects of the year-end process.
- A summary checklist to plan and monitor progress in completing an institution's year-end accounts.
- A list of staff contacts to provide advice and assistance.

### 1.3. Module close dates

All modules will be closed at **5 pm** on the following dates.

Module		Institution Close
Purchasing	PO	Wed 7 August
Inventory	INV	Wed 7 August
July Internal Trading	AR	Mon 12 August
Review invoices and close Internal Trading	AP	Thu 15 August
Accounts Receivable	AR	Thu 15 August
Accounts Payable	AP	Thu 15 August
Grants	GMS	Mon 19 August
Fixed Assets	FA	Tue 27 August
General Ledger	GL	Fri 30 August

## 1.4. Use of Shared Services

To help Shared Services prioritise work for the year end, institutions using Shared Services are asked to:

- submit 2023/24 items for processing five working days prior to the closure of AP (by close of business on 8 August)
- **separate** items to be processed in 2023/24 from those relating to 2024/25

However, as the deadline for other institutions to raise internal AR invoices to you is 12 August, please continue to send any invoices received as you get them to Shared Services for processing within 2023/24, even if this is after the 8 August deadline. **2023/24 invoices will be prioritised if you alert Shared Services to them.**

Other reminders which are especially important over the busy year-end period:

- Some institutions send a large number of older invoices around year end. Please help Shared Services cope with the tight deadlines by sending invoices in a timely manner throughout the year and aim to clear any backlog before July. Where possible, sending small, regular batches is preferred to sending large batches weekly/fortnightly.
- Please only flag work as urgent where this is genuinely the case.
- Recoding tasks can be carried out in the institution unless the recoding is required to correct an error by Shared Services. It is unlikely that the team will be able to prioritise recoding requests until after the AP module has closed for 2023/24.

It would be preferable for institutions to hold back items for 2024/25 until after the current year-end deadline. If you do submit them over this time, please clearly mark them as relating to 2024/25, and be aware that they may not be processed until after the 2023/24 work is complete.

## 1.5. Getting postings in the correct period

In prior years the external auditors have found a number of transactions that had been processed in the incorrect financial year. Institutions are asked to review their accounts to make sure transactions are processed in the correct financial year.

Examples for institutions to look out for are:

- **Sales Invoices** – Review sales invoices raised in the 2023/24 Financial Year to make sure that the related to goods/services were provided in the 2023/24 Financial Year.
- **eSales** – Check that income received from eSales is in the correct period for the related goods/services provided. The Finance Division will be doing a review of income from eSales to correct transactions that are in the wrong financial year.
- **Purchase Invoices** – Review purchase invoices processed in the 2023/24 Financial Year to make sure that the related to goods/services have been delivered or used in the 2023/24 Financial Year.

## 1.6. Cambridge University Endowment Fund (CUEF) Postings

The postings of the July distribution and the June/July revaluation are as follows:

- **July CUEF Distribution**

The accrual for July CUEF distribution will be processed into institution accounts on the 21 August. This will allow institutions to review deficits within their accounts before the closure of the General Ledger.

The correction of the accrual for the July distribution will be processed through Adjustment Period 1 after the General Ledger has closed to institutions. This will have no effect on institutions' July period balances.

- **June/July CUEF Revaluation**

The June/July revaluation will be posted into institutions' accounts on the 9 September after the General Ledger has closed for institutions. This will be posted into the July period and will show on your final summary report.

## **1.7. Chest Allocation Holdback**

The Chest framework agreed by Planning Resource Committee in May 2023 distributed an initial allocation to institutions for 2023-24 (typically 90% or 95%) as part of the budget upload in August 2023, whilst underwriting the 100% allocation centrally. The framework stated that, if the need is demonstrated, Schools, Institutions and Administered Funds are entitled to their 100% underwritten allocation. Therefore, at July 2024 year end there will be an exercise to assess if there is need for a further distribution up to each institution's 100% underwritten allocation. This will be done via a SOF specifically for the holdback (ABHB).

The timeline to assess whether there is need for a further distribution up to each institution's 100% underwritten allocation is:

1. General Ledger will close to Institutions on **Friday 30 August 2024**

### **On Monday 2 September 2024**

2. Financial Performance and Planning (FPP) will confirm the value of the holdback to be distributed to School Finance Business Partners and institution heads of finance.

### **Between Monday 2 and Wednesday 4 September**

3. Financial Performance and Planning (FPP) will process the holdback budget journals to the source of fund ABHB in Schools and Institutions.
4. The Finance Business Partners and institution heads of finance will process local budget journals to move budget allocations to/from ABHB.
5. Central and Research Accounting will do matching actual income journals to match both 3 and 4 above in the July 24 period.

The Source of Funds that are included in the process, for the vast majority of institutions within the university, are:

<b>SOF CODE</b>	<b>SOF DESCRIPTION</b>
AAAA	CHEST NON PAYROLL
ABAA	CHEST STIPENDS
ABHB	CHEST ALLOCATION HOLDBACK
ACAA	CHEST WAGES

Any questions, please direct them to your Finance Business Partner and institution heads of finance.

## **1.8. Nil Net Book Value Assets**

An area which is coming under recurrent scrutiny from our auditors is the number of assets on our register with a Net Book Value (NBV) of nil. We currently have circa. 5,500 assets with nil NBV on our Fixed Assets Register, some of which were purchased almost 40 years ago. It is therefore vital that these assets are physically verified to ensure that they remain within the University's ownership and are still in use.

## 1.9. Concur Barclaycard and Out of Pocket Claims

Please ensure all Concur claims (Barclaycard and out of pocket) relating to 2023/24 have a **Claim Date** of 31 July 2024 or earlier. From 1 August, any claims going into CUFS with a claim date later than 31 July 2024 will go into the August GL period. Finance approvers can check and change the claim date by going to **Details/Claim Header** when reviewing a claim. *(This is likely to be important for any claims submitted in the first two weeks of August with 2023/24 spend on.)*

Please ensure all claims relating to 2023/24 are **fully authorised at least two days before the AP closure date** (preferably more) and ensure that any advances are fully recovered. If possible don't mix 2023/24 out-of-pocket expenses with items relating to 2024/25 (August) on the same claim.

Expense claims that are dated before the 31 July 2024 that haven't been transferred to CUFS will be accrued by the Finance Division on AZZY.FJAQ. The Finance Division will do this by Friday 30<sup>th</sup> August 2024.



## 2. Year-end checklist 31 July 2024

JUNE	Last date	Actions	Done ✓
w/c 17 Jun	Mon 17 Jun	Last CUEF unit trading date for 2023/24	
JULY			
w/c 1 Jul	Mon 1 Jul	<b>GL:</b> July 2024 Chest Allocation processed	N/A
	Fri 5 Jul	<b>PAY:</b> Final date for new staff contracts to be with HR	
	Fri 5 Jul	<b>PAY:</b> Final review of institution monthly payroll - ensure correct account codes	
w/c 8 Jul	Wed 10 Jul	<b>FA:</b> Distribution of Fixed Asset reports as at 30 Jun to institutions	N/A
	Wed 10 Jul	June Trust Fund statements sent out to institutions	N/A
	Fri 12 Jul	<b>PAY:</b> Last date for overtime claims input	
w/c 15 Jul	Thu 18 Jul	<b>AP:</b> 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 22 Jul	Fri 26 Jul	<b>PAY:</b> Final monthly payroll posting	N/A
JULY/AUGUST			
w/c 29 Jul	Wed 31 Jul	<b>AR:</b> Identify and bank all cash and cheques received up until the end of July	
	Wed 31 Jul	<b>INV:</b> Physical stock take for <b>all</b> institutions with stores	
	Wed 31 Jul	<b>PO:</b> Run and review the Open Purchase Order Report - Excel Version	
	Thu 1 Aug	<b>GMS:</b> Distribution of Grants Report (version 1)	N/A
	Thu 1 Aug	<b>GL:</b> Trust Fund overheads posted (1st posting)	N/A
	Thu 1 Aug	<b>GL:</b> Indirect Cost Contribution (ICC) journal posted (Version 1)	N/A
	Thu 1 Aug	<b>GL:</b> July 2024 Chest Allocation (Second Posting)	N/A
	Thu 1 Aug	<b>AP:</b> July Barclaycard statements available	N/A
	Thu 1 Aug	<b>GL:</b> Appropriations in Aid	N/A
	Thu 1 Aug	<b>PAY:</b> Final <b>approval</b> of timesheets for Casual workers (pay run 15 August)	
	Fri 2 Aug	Interim summary reports sent out to institutions (Interim report 1)	N/A
w/c 5 Aug	Mon 5 Aug	<b>GL:</b> Balance and post petty cash journal	
	Mon 5 Aug	<b>PAY:</b> Final <b>input</b> for weekly payroll posting for 2023/24 YE (12pm)	
	Wed 7 Aug	<b>AR:</b> Process all cash, cheque and PDQ receipts relating to 2023/24 and run the <i>Receipt Register</i> report(s)	
	Wed 7 Aug	<b>INV:</b> Process all Inventory transactions ( <b>NB INV closes 5pm</b> )	
	Wed 7 Aug	<b>PO:</b> Process all PO transactions ( <b>NB PO closes 5pm</b> )	
	Wed 7 Aug	<b>PAY:</b> Final weekly payroll <b>posting</b> for 2023/24 YE	N/A
	Thu 8 Aug	<b>AP:</b> Submit 2023/24 items to Shared Services for processing by 5 pm	
	Thu 8 Aug	<b>GL:</b> July 2024 Chest Allocation (Third Posting)	N/A
	Thu 8 Aug	1st interim Trust Fund statement send out to institutions.	N/A
	Thu 8 Aug	<b>PAY:</b> Final date for UPS <b>input</b> for 2023/24 (pay run 16 Aug)	
	Thu 8 Aug	<b>GMS:</b> Distribution of Grants Report (version 2)	N/A
w/c 12 Aug	Mon 12 Aug	<b>AR:</b> Last date for raising Internal Invoices and sending backing	
	Mon 12 Aug	<b>FA:</b> Deadline for institutions to provide Fixed Asset Register	
	Mon 12 Aug	<b>AR:</b> Submit invoice write off forms to Credit Control	
	Mon 12 Aug	<b>PAY:</b> Final posting date for CCWS payroll	
	Tue 13 Aug	<b>AP:</b> All pre-August Barclaycard transactions to be coded in Concur and fully approved	
	Tue 13 Aug	<b>AP:</b> Clear all remaining AP "invoices on hold"	

AUGUST (CONT)			
w/c 12 Aug	Wed 14 Aug	<b>AR:</b> Bank charges and small balance adjustments posted	N/A
	Wed 14 Aug	<b>PAY:</b> Final UPS payroll posting into 2023/24	N/A
	Thu 15 Aug	<b>AR:</b> Last date to review and receipt any remaining income, BACS or otherwise, for your institution	
	Thu 15 Aug	<b>AR:</b> Last date for issuing invoices to University Group-defined organisations	
	Thu 15 Aug	<b>AR:</b> Raise, complete and dispatch all external AR invoices ( <b>NB AR closes 5pm</b> )	
	Thu 15 Aug	<b>AP:</b> Process all remaining 2023/24 Internal Trading AP invoices.	
	Thu 15 Aug	<b>AP:</b> Process all staff and visitors' expenses	
	Thu 15 Aug	<b>AP:</b> Resolved Internal Trading disputes notified to institutions	N/A
	Thu 15 Aug	<b>AP:</b> Process all remaining AP invoices ( <b>NB AP closes 5pm</b> )	
	Thu 15 Aug	<b>GL:</b> July 2024 Chest Allocation (Fourth Posting)	N/A
	Thu 15 Aug	<b>GMS:</b> Review and clear research grant funds check failures and exceptions	
	Thu 15 Aug	<b>GMS:</b> Correct research grant VAT errors	
	Thu 15 Aug	<b>GMS:</b> Clear suspense grants on Grants module	
	Fri 16 Aug	<b>AR:</b> Full individual debt statements emailed to institutions	N/A
	Fri 16 Aug	<b>AR:</b> First posting of bad debt provision	N/A
	Fri 16 Aug	<b>GMS:</b> Distribution of Grants Report (version 3)	N/A
	Fri 16 Aug	<b>FA:</b> CRA to send out July additions not tracked report to institutions	N/A
w/c 19 Aug	Mon 19 Aug	<b>GMS:</b> Post EC 'PI Time' journals on Grants module	
	Mon 19 Aug	<b>GMS:</b> Finalise and release all research grants journals	
	Mon 19 Aug	<b>GMS:</b> Overheads and revenue rerun ( <b>NB Grants closes 5pm</b> )	N/A
	Mon 19 Aug	<b>GL:</b> Trust Fund overheads posted (2 <sup>nd</sup> posting if appropriate)	N/A
	Mon 19 Aug	<b>GL:</b> Carbon Reduction Charge (CRC) journal posted	N/A
	Tue 20 Aug	<b>GL:</b> Last date for funds on deposit movement	
	Tue 20 Aug	<b>GL:</b> EC PI Time adjustment	N/A
	Tue 20 Aug	<b>GMS:</b> Distribution of Grants Report (version 4)	N/A
	Wed 21 Aug	<b>GL:</b> July CUEF distribution accrual and deposit account interest posted	N/A
	Wed 21 Aug	<b>GL:</b> Deposit account interest posted	N/A
	Thu 22 Aug	Interim Summary Reports emailed to institutions (interim report 2)	N/A
	Thu 22 Aug	2nd interim Trust Fund Statement sent out to institutions	N/A
	Thu 22 Aug	<b>GL:</b> July 2024 Chest Allocation (Fifth Posting)	N/A
	Thu 22 Aug		
w/c 26 Aug	Tue 27 Aug	<b>FA:</b> Process all amendments to FA register ( <b>NB FA closes 27th, 5pm</b> )	
	Tue 27 Aug	<b>GL:</b> Clear any Trust Fund deficits based on a review of 2 <sup>nd</sup> interim statements	
	Wed 28 Aug	<b>AR:</b> Last date to review for bad debts and notify Credit Control	
	Wed 28 Aug	<b>GL:</b> Final journal for Jul-24 VAT return adjustments that impact institutions	N/A
	Wed 28 Aug	<b>GL:</b> July 2024 Chest Allocation (Final Posting) - Budget field frozen 27 Aug	N/A
	Thu 29 Aug	<b>AR:</b> Final posting of bad debt provision	N/A
	Fri 30 Aug	<b>GL:</b> Accrue 31 July Concur expenses not processed through CUFS	
	Fri 30 Aug	<b>GL:</b> CUEF valuation journal posted and institutions notified	N/A
	Fri 30 Aug	<b>PAY:</b> Accrue for Payroll costs to be included in the Financial Year (missed deadline)	
	Fri 30 Aug	<b>GL:</b> Complete spreadsheets for income and expense accruals	
	Fri 30 Aug	<b>GL:</b> Ensure expenditure is coded against the same SoF as related income, and clear deficits	
	Fri 30 Aug	<b>GL:</b> Final date for sending GL journals for central processing ( <b>NB GL closes 5pm</b> )	

SEPTEMBER			
w/c 2 Sep	Mon 2 Sep	<b>GL:</b> Final ICC journal posted	N/A
	Mon 2 Sep	<b>GL:</b> Final Trust Fund Overhead Journal posted	N/A
	Tue 3 Sep	Summary Reports - Interim 3 run and emailed to institutions	N/A
	Thu 5 Sep	Final Trust Fund statement sent out to institutions	N/A
	Thu 5 Sep	Roll forward of balances - basic	N/A
w/c 9 Sep	Mon 9 Sep	<b>GL:</b> CUEF Revaluation posted for June and July (Into July GL period)	N/A
	Mon 9 Sep	<b>GL:</b> Actual July CUEF Distribution posted into Adjustment Period 1	N/A
	Mon 9 Sep	Roll forward of balances – special	N/A
	Mon 9 Sep	Distribution of Year End Certificates to institutions	N/A
w/c 23 Sep	Tue 24 Sep	Return <b>signed</b> year-end certificate(s)	

## 3. Detailed instructions and timetable

### 3.1. Payroll and University Payment System (PAY)

Payroll transactions feed into the GL and Grants module in UFS. It is essential that adjustments to pay are processed in the correct period, paying particular attention to staffing movements to minimise overpayments.

Tasks required	Final date for completion	✓
Check all <b>new</b> staff contracts have been sent to HR	Fri 5 Jul	
Review the final institution monthly payroll for <b>established staff (stipends, wages, and research salaries etc.)</b> . Please refer to the CHRIS Burst Report to ensure all payroll <b>account codes</b> are correct	Fri 5 Jul	
Final date for overtime claims input to Payroll	Fri 12 Jul	
CCWS - deadline to approve timesheets	Thu 1 Aug	
Final date for input of weekly payments for the 2023/24 financial year (12pm)	Mon 5 Aug	
Final date for making UPS* payments on the 2023/24 financial year	Thu 8 Aug	
Accrue for any payroll costs that should be included in the 2023/24 financial year that will miss the deadline. If required, advice on accruals is available from the Central and Research Accounting section Helpdesk. Refer to <a href="#">Appendix A</a> for journal example	Fri 30 Aug	

\*University Payments System (UPS) - visiting lecturers, research participants, etc.

#### 3.1.1 Important dates

Final monthly payroll posting	Fri 26 Jul
Final weekly payroll posting for 2023/24	Wed 7 Aug
Final posting date for CCWS payroll	Mon 12 Aug
Final date for UPS payroll posting into 2023/24	Wed 14 Aug

#### 3.1.2 Payroll accruals

Overtime and UPS costs etc. for the 2023/24 year should be accrued if you are aware of them and know they will not make the deadline dates. If your accrual relates to Grants, please contact Central and Research Accounting (UFS\_Grants@admin.cam.ac.uk).

In the GL, there are specific transaction codes that should be used for payroll expenses (Refer <https://www.finance.admin.cam.ac.uk/training/docs> for specifics). The credit transaction code for an accrual is VBAK.

All Payroll payments for the July period will be charged to the financial year 2023/24

## 3.2. Purchasing (PO)

The Purchasing module (which includes iProcurement) is used to create purchase orders (POs) on UFS. This in turn creates a commitment. When the order is matched to an invoice, this becomes an actual expense.

PO module closes at 5pm on Wednesday 7 August

Tasks required	Final date for completion	✓
Run and review the Excel version of the <b>Open Purchase Order Report</b>	Wed 31 Jul	
Run and review <b>Purchasing Requisition Status</b> report	Wed 31 Jul	
Action remaining items on the <b>DTH (Deliver to Home) Order Report</b>	Wed 7 Aug	
Action remaining items on the <b>Open Purchase Orders Report</b>	Wed 7 Aug	
Action all <b>incomplete</b> POs	Wed 7 Aug	
Action <b>incomplete</b> requisitions or those not converted into POs	Wed 7 Aug	
Finally close <b>Call off</b> orders for 2023/24 financial year (Refer to <a href="#">guidelines</a> )	Wed 7 Aug	

**NB: These actions are not time dependant and can be completed well in advance of the module close.**

<i>Finance Division key dates for information</i>	<i>Key Date</i>
Updated DTH report for year end final review run	Thu 1 Aug
Jul-24 Purchasing Period closed	Wed 7 Aug

In case of queries please contact the Procurement Helpdesk  
Tel. 32233 or email [procurement@admin.cam.ac.uk](mailto:procurement@admin.cam.ac.uk)

### 3.2.1 Run and review the Open Purchase Orders Report – Excel Version (UFS)

This report lists all the PO lines that have not been fully completed, received or fully matched to an invoice. It assists in identifying goods needing to be receipted in the system, and POs or order lines requiring to be cancelled or finally closed. It also provides useful information regarding funds checking and commitments. After running the report, review the outcome and identify the actions needed, as detailed below. ***Pay particular attention to older transactions and those coded against research grants.***

### 3.2.2 Deliver to Home (DTH) orders

Any orders raised for home deliveries using the University-wide Deliver-to code **DTH** are **excluded** from institutions' standard **Open Purchase Order Reports**. Instead, relevant

institutional Key Contacts have been emailed a link to a summary of these orders for their institution which is updated at the end of January (for the first 6 months) and 1 August (for the second 6 months). This summary needs to be checked and followed up, particularly to ensure the open orders are receipted as soon as possible, as part of the year end essential tasks. If you require this link, please contact [procurement@admin.cam.ac.uk](mailto:procurement@admin.cam.ac.uk).

Open DTH orders should be actioned in same way as any other orders, see next section.

### 3.2.3 Action the Open Purchase Order Report/DTH Summary Report

This report lists orders not fully receipted or invoiced, and it can be scheduled. Use the Excel version, and filter on **status**. Although it is recommended that the report be run monthly, in the run up to the year end it is particularly important to establish whether orders need to be receipted so the invoice can be paid, or if applicable, the order finally closed. Finally closing a PO removes the fund commitment but should only be used after all other options exhausted. e-Invoiced orders should **never** be finally closed. As orders/order lines can only be cancelled if items have **NOT** been receipted, it is advisable to check the receipt status by using the [View receipts](#) function in the **Buyers Work Centre (BWC)**.

<b>Open PO Report Actions</b>	✓
Select and open item from list	
Check whether item(s) received. (If yes, receipt in CUFS.)	
Review items with status <b>Closed for Receiving</b>	
<ul style="list-style-type: none"> <li>Establish if an invoice has been received. <ul style="list-style-type: none"> <li>If not, follow up with suppliers, unless the order is recent. The items must be invoiced before AP closes.</li> <li>Has the invoice been paid separately, i.e. not matched to order? If so, <b>Finally Close</b> the order. The related requisition will automatically be closed. Do not finally close invoices from e-invoice Suppliers.</li> </ul> </li> </ul>	
Review items with status <b>Closed for Invoicing</b>	
<ul style="list-style-type: none"> <li>Establish if items <b>delivered</b> but <b>not</b> receipted <ul style="list-style-type: none"> <li>If yes, complete receipting process, especially in respect of e-invoices</li> <li>Where it cannot be determined that items were received e.g. the requester has left the organisation and the supplier cannot confirm delivery, the order should be <b>finally closed</b>. <b>Do not finally close purchase orders from e-invoice suppliers if the invoice is still outstanding.</b></li> </ul> </li> </ul>	

Review items with status <b>Open</b>	
<ul style="list-style-type: none"> <li>If the items were <b>recently</b> ordered</li> </ul>	<b>No</b> action required
<ul style="list-style-type: none"> <li>Open <b>and approved BUT</b> items no longer required or undeliverable</li> </ul>	<b>Cancel</b> PO or relevant PO lines, and let the supplier know.
<ul style="list-style-type: none"> <li>Open <b>and approved AND</b> some items received and partially matched to invoice, <b>BUT</b> still has lines/amounts outstanding</li> </ul>	If the goods/services are <b>not</b> going to be received, the unmatched lines must be <b>finally closed</b> .
<ul style="list-style-type: none"> <li>Open but <b>NOT</b> approved, i.e. status is <b>incomplete</b></li> </ul>	<p>Must be <b>cleared</b></p> <ul style="list-style-type: none"> <li>If items are required: <b>approve</b> or forward order for approval</li> <li>If items are <b>not</b> required: <b>Cancel</b> order.</li> </ul> <p>In order to cancel, <b>first</b> approve. Be careful if <b>marketplace</b> supplier <b>site</b>. Change to any other address for that supplier <b>before</b> approving, <b>then</b> cancel. Use <b>Justification</b> field to give reason, e.g. duplicate order</p>

**NB: Do not finally close any order awaiting an e-invoice.**  
For a list of [e-Invoicing suppliers](#), refer to the Finance website

#### 3.2.4 Run and Review the Purchasing Requisition Status Report

Available in UFS from the **Buyers Work Centre**, the **Purchasing Requisition Status Report** lists requisitions that may require an action.

Any requisitions raised in error or no longer required must be **cancelled**. This must be done by the **requisitioner who initiated it**. If this person is no longer working in the institution, contact the [UFS Helpdesk](#). Incomplete requisitions include any that have not been converted into POs.

#### 3.2.5 Finally close Call Off orders against GL funds

For purchases such as contracts, planned orders and scheduled releases, the institution may have raised what are termed as **Call Off** orders. These need to be finally closed, and a new order raised for the next financial year. Notify the supplier of the new order number when you action the first call off of the current financial year.

### 3.3. Accounts Receivable (AR)

AR module closes at 5pm on Thursday 15 August

Essential Tasks	Final date for completion	✓
Identify and bank all cash/cheques received up to end of July (This includes vending machines, collection tins and drawers!)	Wed 31 Jul	
Receipt all cash/cheques and PDQ income up to 31 July 2024.	Wed 7 Aug	
Raise all 2023/24 Internal Trading invoices	Mon 12 Aug	
Submit invoice write off forms to Credit Control	Mon 12 Aug	
Review and then receipt any remaining BACS income	Thu 15 Aug	
Last date for issuing invoices to Group Defined organisations	Thu 15 Aug	
Complete and dispatch all remaining external invoices	Thu 15 Aug	
Review for bad debts and notify credit control	Wed 28 Aug	

Finance Division key dates for information	Key Date
Bank charges and small balance adjustments	Wed 14 Aug
Full individual debt statements distributed to institutions	Fri 16 Aug
First posting of bad debt provision	Fri 16 Aug
Final posting of bad debt provision	Thu 29 Aug

It is essential that customer and internal trading invoices are processed in the **correct** accounting period and **all** receipts are identified and applied to outstanding invoices.

#### 3.3.1 AR module

The AR module for the new financial year (August 24 period) opens on 7 August 2024. Do not raise August-dated invoices until after this date. The delayed opening date will allow institution accounts staff to concentrate on the closing of the July period.

The 2023/24 AR module close date is 15 August.



### 3.3.2 Cash and cheque receipts

---

Identify all monies received up to close of business on 31 July 2024, whether received via the post or over the counter. This includes monies from the emptying of all vending machines, key deposits and other collection items.

Institutions should continue to bank cash and cheques received in relation to the new financial year but will not be able to enter receipt batches on UFS until 7 August, when the AR module is opened for the 2024/25 financial year.

### 3.3.3 Receipt batches

---

For all AR receipt transactions please ensure the correct dates are used:

- Complete all receipt batches for cash, cheques (and if possible PDQ transactions) received by the University on or before 31 July 2024 **using an accounting date of July 2024.**

**NB.** All cheques need to be dated July 2024 or earlier.

- Receipt batches, receipts and transactions relating to the **new** financial year must have both GL and receipt/transaction dates of **AUG-24**. (Processed after 7 August)
- Run the **Receipt Register Report (UFS)** for each receipt batch and bank as normal.  
**NB.** If you are forwarding cheques to the cashier for banking, please email the receipt batch details. Please specify which financial year it relates to.
- Run the **Unapplied Receipts Register** report to see where receipts have not been matched to an invoice. Apply receipts created against customers to clear outstanding invoices as necessary.

### 3.3.4 BACS receipts, bank transfers and unclaimed PDQ receipts

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Please ensure that all income is claimed and receipted from the twice weekly BACS list that Finance Division distribute for GBP, Euro and US Dollars, before AR is closed. BACS from July or earlier, any previously unclaimed PDQ bank deposits and counter credits can be claimed by receipting them in the usual way. Ensure you use a July 2024 receipt and GL date.

### 3.3.5 Internal AR invoices

---

**Invoices for 2023/24** Must be raised with both an invoice date and a GL date of July 2024 on or before 12 August.

**NB.** Internal Trading AR invoices should, wherever possible, be raised in relation to the period up to 31 July so that the paying institution recognises the charge in full in 2023/24. Therefore, institutions are encouraged to raise their sales invoices as soon as possible to give receiving institutions time to process them.

**Invoices for Aug 2024** May not be raised until after the close of the AR module for the current financial year.

You will not be able to raise any internal trading transactions between 12 August (5pm) to 15 August 2024. Therefore, 16 August will be the first possible invoice date.

To send backup documentation to receiving institution,  
use the relevant contact from the list of email addresses  
URL: <https://www.finance.admin.cam.ac.uk/institutional-contacts>.  
(Finance Division webpage > About > CUFS Institutions)

### 3.3.6 External invoicing – all institutions

Ensure that all external sales invoices, together with credit memos, have been raised to correctly record all income due and all monies owed to the institution.

Run the **Incomplete Invoices Report** to check there are no un-posted invoices.

Refer to **Other Debtors** (in section 3.8) if the final date for AR invoices has been missed.

### 3.3.7 Invoicing – institutions with interfaces

Review all AR invoices pulled into the Accounts Receivable module through the **Auto-Invoice** process to ensure there are no errors. Make adjustments if these invoices need to be dated 31 July or earlier.

### 3.3.8 Review for bad debts

A bad-debt provision will be posted into the General Ledger by the Finance Division Credit Control team once AR has closed on the 15 August. The value of the bad-debt provision posted against an invoice is determined by the age of the invoice and the balance due, as per the following:

60 - 182 days past due	25% of the balance due
183 - 364 days past due	50% of the balance due
365+ days past due	100% of the balance due

The bad-debt provision is posted to the original sale's Cost Centre and Source of Funds using a transaction code of **FJNA**.

The dates for the processing of the bad debt provision for July 2024 are:

16 Aug	Initial Bad Debt Provision
29 Aug	Final Bad Debt Provision (takes account of August Cash Receipts and adjustments)

On 16 August, Credit Control will distribute the full individual debt statements to institutions. These statements detail all overdue debt and should be reviewed in conjunction with the **Ageing–7 Buckets–by Account Report (UFS)**. Please notify **Credit Control** about any additional doubtful or irrecoverable debtor items by emailing [fincreditcontrol@admin.cam.ac.uk](mailto:fincreditcontrol@admin.cam.ac.uk) on or before 28 August.

Institutions who manage their unpaid debts via a Debtors Control GL Account in CUFS must reconcile this in full, ensuring that the balance of this account matches the total of unpaid debtors.

In case of queries please contact the Accounts Receivable Helpdesk  
Tel. 32215 or email [UFS\\_AR@admin.cam.ac.uk](mailto:UFS_AR@admin.cam.ac.uk)

### 3.4. Accounts Payable (AP)

AP module closes at 5pm on Thursday 15 August

Essential Tasks	Final date for completion	✓
Complete and return <b>Cash Holding Confirmation</b> form for all petty cash, till floats and advance balances as at 30 June	Thu 18 Jul	
Submit 2023/24 AP items for processing to Shared Services by end of the day	Thu 8 Aug	
Clear all remaining <b>Invoices on Hold</b>	Tue 13 Aug	
<b>Concur</b> depts: All pre-August Barclaycard transactions and out of pocket claims to be coded in Concur and fully approved	Tue 13 Aug	
Recode all 2023/24 Internal Trading AP invoices	Tue 13 Aug	
Notify Finance Division of any disputed Internal Trading invoices	Thu 15 Aug	
Process all remaining 2023/24 AP items	Thu 15 Aug	

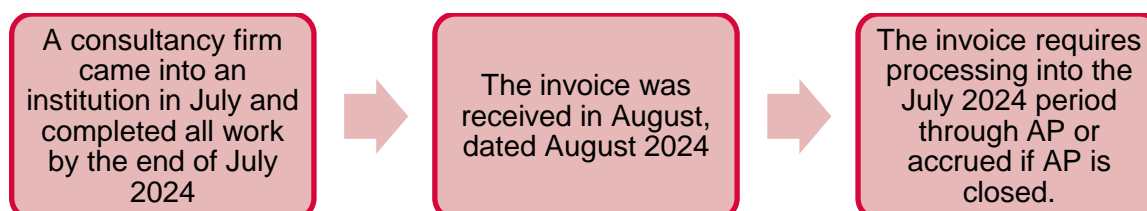
Finance Division key dates for information	Key date
July Barclaycard statements available	Thu 1 Aug
Resolved Internal disputes notified to institutions	Thu 15 Aug

It is essential that all supplier invoices and all expense claims, whether from employees, students or other individuals, are processed in the correct accounting period.

#### 3.4.1 Accounting for AP invoices

Please ensure that all supplier invoices received after 31 July are accounted for in the correct period.

Cut off Example:



From 12 August, the AP Team will be issuing **daily** reports listing:

- August invoices posted in July; and
- July or earlier invoices posted in August (if applicable).

This enables users to check invoices have been accounted for in the correct period. In all cases please ensure that invoices are only processed in July if the goods were **received** in July. If an invoice was processed in the wrong period, this must be corrected before AP closes on 15 August. Reports will be sent to relevant users. Please notify [UFS\\_AP@admin.cam.ac.uk](mailto:UFS_AP@admin.cam.ac.uk) if you have not received these and believe you should.

The Accounts Payable module will close at 5pm on 15 August. Invoices relating to 2023/24 processed after this date should be accrued if material in value. This does **not** apply to invoices charged to grants. (Refer to **section 3.8, General Ledger, Accruals**).

### 3.4.2 Enter and approve purchase (AP) invoices for 2023/24

---

Invoices processed after 31 July should be classified between:

- July 2024 or earlier purchases i.e. **ONLY** goods or services **received** on or before 31 July should be recorded in July accounts. The **purchase order date** is **irrelevant**.
- August 2024 purchases (for the new accounting year): For invoices dated July that relate to August purchases (e.g. equipment rental payable in advance), the GL date should be changed from July to August.

**NB:** Goods or services **ordered in July or earlier but delivered or received in August** are **August purchases** and **must be recorded in August**.

For invoices dated August that relate to **July** purchases (where the goods or services were delivered or received prior to the end of July):

- Ensure that the GL date on the **invoice header** screen and the **invoice line** screen is amended to **31 July 2024** prior to approval of the invoice.
- Do **NOT** change the GL date shown against the VAT line.

For invoices dated August that relate to **August** purchases:

- Retain the **August** GL default date.

**NB:** The AP module will continue to accept July and prior purchase invoices until 15 August. Thereafter, all invoices will have to be processed in the new accounting year 2024/25. Invoices relating to the 2023/24 year received after 15 August should be accrued as creditors. Refer to the guidance issued within General Ledger, [Accruals](#) section below.

### 3.4.3 Review of outstanding invoices

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All outstanding invoices must be reviewed and all holds or queries dealt with appropriately.

- Check the volumes of invoices in various states at a glance using the Cognos AP Dashboard. For guidance refer to the AP training [webpage](#). There is a [video](#) and [documentation](#). The dashboard numbers include:
  - Incomplete Invoices, which are invoices that have never been validated, or need revalidation
  - Invoices on all other types of Hold (excluding SIA and Payment holds)
  - Unprocessed Internal Invoices are those Internal Invoices with remaining balances on the **AZZY** source of funds that need to be recoded. There is also a [separate report](#) with balances netted off where applicable.
  - Invoices Due for Payment are approved invoices with payment due dates within the next 7 days

- Invoices Paid Last Week might be useful to you if you're looking to see if a particular invoice has been paid recently
- Invoices on Secondary Approval Hold
- Invoices on Payment Hold
- E-Invoices on Hold
- **Validate** and **Secondary Invoice Approve (SIA)** OR **cancel** as appropriate.
- Remove the holds or receipt any delivered goods or services as appropriate.

The CUFS reports, **Invoice Register (UFS)** and **Invoices on Hold Report (UFS)**, are still available and may be useful if you require an immediate view as the Cognos AP dashboard numbers are only updated overnight.

NB **Invoices on hold** (other than those only awaiting SIA) at period end will **NOT** be accrued or charged in General Ledger. The AP team will regularly distribute the **AP Holds and Unaccounted Transaction Report (UFS)** to institutions.

#### 3.4.4 Review Internal AP invoices for 2023/24

To be processed by 15 August with a GL date of July 2024 or before.

For **invoices in dispute**: as all outstanding internal invoices will be automatically validated, institutions must place an **internal dispute hold** on relevant invoices. All invoices in dispute which cannot be resolved should be referred to the AP Helpdesk as soon as possible for advice. Disputes resolved by the Finance Division will be notified to institutions by 15 August.

Any necessary accounting entries for disputed invoices will be agreed with both institutions and posted by the Finance Division.

Internal order disputes can still be resolved and corrections posted by Central Finance up until 30 August when the General Ledger closes.

#### 3.4.5 Concur: Barclaycard and out of pocket claims

We recommend running these reports on Concur before the year end:

Report name:	Report looks for:	Parameters to use:
Expense claims by expense type, approval status and institution code	Expense claims at various approval stages  Useful to identify claims that may need to be completed before year end	Select the required approval status(es) for example not submitted, sent back to employee or pending approval
Barclaycard transactions not yet claimed	Barclaycard charges relating to 2023/24 which haven't been submitted and coded	Run report from <b>Earliest date to 31-July-2024</b>

Details of how to run these reports can be found on the expenses site (you must be logged into Raven):

<https://www.expenses.admin.cam.ac.uk/accessing-reports>

<https://www.expenses.admin.cam.ac.uk/guides-running-specific-reports>

Please ensure all Concur claims (Barclaycard and out of pocket) relating to 2023/24 have a **Claim Date** of 31 July 2024 or earlier. From 1 August, any claims going into CUFS with a claim date later than 31 July 2024 will go into the August GL period. Finance approvers can check and change the claim date by going to **Details/Claim Header** when reviewing a claim.

*(This is likely to be important for any claims submitted in the first two weeks of August with 2023/24 spend on.)*

Please ensure all claims relating to 2023/24 are **fully authorised at least two days before the AP closure date** (preferably more) and ensure that any advances are fully recovered. If possible don't mix 2023/24 out-of-pocket expenses with items relating to 2024/25 (August) on the same claim.

Expense claims that are dated before the 31 July 2024 that haven't been transferred to CUFS will be accrued by the Finance Division on AZZY.FJAQ. The Finance Division will do this by Friday 30 August 2024.

#### 3.4.6 Visitors and students expense claims

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Expenses need to be processed in the appropriate financial year. As expenses are paid in arrears, please ensure July (or earlier) expenses have a July 2024 GL date and an appropriate **Expenditure Item Date** if charged against a grant. For Visitor claims in Concur, please ensure the claim date for 2023/24 spend is July 2024 or earlier (see 3.4.5).

#### 3.4.8 Confirmation of petty cash, till floats and advance balances

---

All institutions need to confirm their petty cash, float balances and any advance balances as at **30 June 2024** by completing the **Cash holding confirmation** form.

**Location:** Go to Finance Division website > Staff & Department Services > [Forms](#) > Accounts Payable. The form is available in PDF or Word format.

Completed forms (including NIL returns) should be emailed to the Cashiers by 18 July.

In case of queries please contact the Cashiers, Tel: 48867 or email  
[UFSCashier@admin.cam.ac.uk](mailto:UFSCashier@admin.cam.ac.uk)

### 3.5. Inventory (INV)

Module closes at 5pm on Wednesday 7 August

Essential Tasks	Final date for completion	✓
Physical stock take (all institutions with stores)	Wed 31 Jul	
Update Inventory balances with the results of stock take	Wed 7 Aug	
Process all receipts and issues of stock up to 31 July	Wed 7 Aug	

Finance Division key dates for information	Key dates
Daily transfer from CUFS Inventory Module to General Ledger and Grants	Thu 1 Aug to Wed 7 Aug
Provide institutions with inventory reconciliation	Thu 8 Aug

#### 3.5.1 Physical stock takes

All institutions with stores (regardless of whether they are using the Inventory modules in UFS) are required to complete a physical stock count as at 31 July.

It is essential that all receipting into stores and issues from stores are up to date at year end so an accurate stock take can be completed on the last day of the financial year.

#### 3.5.2 Inventory module users only

- Enter results of stock count on the Inventory module - reviewing any material variances.
- Ensure all receipts and issues of stock up to 31 July are processed. This includes issues to or returns from research grants.
- Review and resolve any pending transactions.
- Inform the Inventory Helpdesk of any miscellaneous processing that is required.

#### 3.5.3 Central and Research Accounting

Central and Research Accounting will:

- carry out transfers to the General Ledger and Grants
- process miscellaneous transactions on request
- reconcile the Inventory and General Ledger valuations and provide institutions with the reconciliation documents

In case of queries please contact the Inventory Helpdesk  
Tel. 66780 or email [UFS\\_INV@admin.cam.ac.uk](mailto:UFS_INV@admin.cam.ac.uk)



### 3.6. Research Grants (GMS)

Module closes at 5 pm on Monday 19 August

Essential Tasks	Final date for completion	✓
Process monthly Barclaycard statements before AP close, if using this option	Thu 15 Aug	
Clear research grant funds check failures and exceptions	Thu 15 Aug	
Correct research grant VAT errors up until the end of June	Thu 15 Aug	
Clear suspense grants	Thu 15 Aug	
Post EC PI Time journals based on timesheets	Mon 19 Aug	
Post all research grants journals	Mon 19 Aug	

Finance Division key dates for information	Key date
Month End processes completed: Non-direct costs, pooled labour, apprenticeship levy transfer	Wed 31 Jul
Central processes completed, including overheads	Fri 2 Aug Fri 9 Aug Fri 16 Aug
Unreconciled suspense items cleared to institution GL overhead accounts	Fri 16 Aug
Unresolved Fund Check Failures cleared to grant	Mon 19 Aug
Grants expenditure report issued	Thu 1 Aug Thu 8 Aug Fri 16 Aug Tue 20 Aug

It is essential that exceptions are cleared. This includes funds check failures, suspense grants and expenditure recorded against the incorrect grant



### 3.6.1 Clear funds check failures and exceptions

---

Review and clear any funds check failures and exceptions. Where exceptions exist on awards, exception emails are sent to institutions daily.

Central and Research Accounting (CRA) will clear all fund check failures through to the original coded award unless otherwise notified by 5pm on 16 August. This may result in awards going over budget.

CRA will notify all institutions of fund check failures cleared centrally.

### 3.6.2 Correct VAT errors

---

As advised by the Tax Team, raise grant journals to transfer any VAT errors from the **AZZY** (Transactions Pending Transfer) Source of Funds.

VAT errors relating to July 2024 will not be posted until Wednesday 28 August. These transactions can remain on **AZZY** and transferred to the Grants Module in the August 2024 period:

Further information and guidance is available from the Finance Division>Training> Guidance & FAQs webpage, [Monthly VAT corrections](#)

### 3.6.3 Clear suspense grants

---

Review and clear expenditure posted to suspense grants by 15 August.

Notify Central and Research Accounting of any suspense account items which are research related and are waiting for the grant(s) to be set up by the Research Operations Office.

Any unresolved items in suspense grants which relate to July 2024 or earlier will be transferred to a institution overhead GL account (source of fund: **EDAA**) on 16 August. Affected institutions will be sent details of this journal.

### 3.6.4 Post EC PI Time journals

---

These journals reflect timesheets, as per monthly processes, and should be posted by 19 August.

Timesheets should be completed for previous months **before** the year end period and the relevant journals posted timeously.

Further information and guidance is available from the Finance Division>Training> Guidance & FAQs webpage, [Timesheets](#)

### 3.6.5 Finalise and release all research grants journals

Institutions have two additional days following the closure of the **Accounts Payable** module to review their grants and post correcting grants journals as required.

Institutions must ensure that all grants journals have been released in order to allow the Grants module processes to be run (e.g. costing and funds checking) before the module closes for the year end.

**NB:** Institutions are not required to raise accruals for un-posted July invoices relating to research grants as this will be done by Central and Research Accounting. Please notify Central and Research Accounting of any single items over £10,000.

### 3.6.6 Research Grant expenditure reporting

Research Grant expenditure reports are distributed as detailed below. The report provides a listing of expenditure in the financial year, but is also available to be run from Cognos on an ad hoc basis ([Year End Grant Report](#)).

Date	Report
Thu 1 Aug	1 <sup>st</sup> Interim
Thu 8 Aug	2 <sup>nd</sup> Interim
Fri 16 Aug	3 <sup>rd</sup> Interim (after AP has closed)
Tue 20 Aug	Final (after GMS has closed)

In case of queries please contact the Research Grants Helpdesk  
email [ufs\\_grants@admin.cam.ac.uk](mailto:ufs_grants@admin.cam.ac.uk)

### 3.7. Fixed Assets (FA)

Module closes at 5 pm on Tuesday 27 August

Essential Tasks	Final date for completion	✓
Review Fixed Asset Register	Mon 12 Aug	
Physically verify assets	Mon 12 Aug	
Notify FA Helpdesk of disposals or amendments	Mon 12 Aug	
Return FA register to Fixed Assets Helpdesk	Mon 12 Aug	
Ensure that July <b>not tracked</b> additions are included on register - Refer FA exception spreadsheet	Thu 22 Aug	

Finance Division key dates for information	Key date for information
Distribution of Fixed Asset Register as at 30 Jun	Wed 10 Jul
Exceptions spreadsheet with additions not tracked sent to institutions	Fri 16 Aug
Processing of all amendments to FA register	Tue 27 Aug

It is essential that the register is up to date and that assets have been physically verified

#### 3.7.1 Nil Net Book Value Assets

An area which is coming under recurrent scrutiny from our auditors is the number of assets on our register with a Net Book Value (NBV) of nil. We currently have circa. 5,500 assets with nil NBV on our Fixed Assets Register, some of which were purchased almost 40 years ago. It is therefore vital that these assets are physically verified to ensure that they remain within the University's ownership and are still in use.

#### 3.7.2 Reviewing the Fixed Asset Register

The **Fixed Asset Register** will be sent out by Central and Research Accounting for the period up to the end of June once the FA module for June is closed. Particular attention should be paid to:

- Ensuring that all assets listed can be **physically verified**
- **Nil value assets** – are these still in existence and in use?
- **Responsible employees** – new starters or leavers?
- **Institution locations** – any relocations or expansions?

- **Tag numbers** – are they recorded and correct?
- **Asset additions and disposals** during the 11 months to June
- Appropriate individual **asset descriptions** – e.g. **not** “as attached”

Confirmation of the fixed asset return should be sent to Central and Research Accounting by 12 August with any amendments detailed.

### 3.7.3 Update the Fixed Asset module

---

Institution users are able to update the following details on the FA module:

- Asset descriptions
- Tag numbers
- Serial numbers, model numbers
- Asset locations
- Responsible employee

Further information and guidance on amending asset information is available:

- [Updating details of Institutions Assets](#)
- [Updating an Asset Assignment](#)

### 3.7.3 July Accounts Payable invoices not tracked as an asset

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Review the exceptions spreadsheet sent out by Central and Research Accounting on 16 August for items purchased in July over £5,000 and ensure all asset purchases for July are reflected.

Notify the Fixed Asset Helpdesk regarding any missed assets **before** 27 August.

### 3.7.4 Central and Research Accounting

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The deadline for processing all amendments to the FA register by Central and Research Accounting is 27 August.

In case of queries please contact the Fixed Asset Helpdesk  
Tel. 66780 or email [UFS\\_FA@admin.cam.ac.uk](mailto:UFS_FA@admin.cam.ac.uk)

### 3.8. General Ledger (GL)

Module closes at 5pm on Friday 30 August

Essential Tasks	Final date for completion	✓
CUEF units: last instructions to be received by Treasury & Investment Team for 2023/24	Mon 17 Jun	
Process and reconcile petty cash for 2023/24	Mon 5 Aug	
Process credit card expenditure before AP closes if using this option	Thu 15 Aug	
Movement of monies on deposit	Tue 20 Aug	
Clear Trust Fund deficits based on review of 2 <sup>nd</sup> interim statement	Tue 27 Aug	
Process any remaining credit card expenditure by journal	Fri 30 Aug	
Complete spreadsheets for income and expense accruals	Fri 30 Aug	
Code expenditure to same SoF as related income and clear deficits	Fri 30 Aug	
Submit year-end certificate(s) to Finance Division	Tue 24 Sep	

Finance Division key dates for information	Key Date
Carbon Reduction Charge (CRC) journal posted	Mon 19 Aug
EC PI Time adjustment posted	Tue 20 Aug
CUEF distribution July accrual and deposit interest posted	Wed 21 Aug
Indirect Cost Contribution posted	Thu 1 Aug Mon 2 Sep
Trust Fund overheads posted	Thu 1 Aug Mon 19 Aug Mon 2 Sep
Final journal for Jul-24 VAT Adjustments	Wed 28 Aug
Issue Trust Fund statements to institutions	Thu 8 Aug Thu 22 Aug Thu 5 Sep
Chest Allocation	Weekly postings from 1 Aug
Financial Performance and Planning (FPP) to confirm value of chest allocation holdback to be distributed to Finance Business Partners and institution heads of finance	Mon 2 Sep
Holdback budget journals to be processed by FPP, Finance Business Partners and institution heads of finance and Central and Research Accounting	Between Mon 2 Sep and Wed 4 Sep
Budget field frozen	Tue 27 Aug
CUEF Revaluation posted for June and July (Into July GL period)	Mon 9 Sep
Actual July CUEF Distribution posted into Adjustment Period 1	Mon 9 Sep

Institution summary reports, plus distribution of Year End Certificates on 9 Sep	Fri 2 Aug Thu 22 Aug Tue 3 Sep Mon 9 Sep
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In case of queries please contact the General Ledger Helpdesk  
Tel. 39660 or email [UFS\\_GL@admin.cam.ac.uk](mailto:UFS_GL@admin.cam.ac.uk)

### 3.8.1 Cambridge University Endowment Fund (CUEF) sales/purchases

There are no purchases / sales of CUEF units at 31 July. The last day for dealing for 2023/24 is 17 June. Contact Treasury if there are any queries.

### 3.8.2 Process and reconcile petty cash

- The institution's petty cash needs to be closed as at 31 July. The GL journal (and Grants journal if necessary) must have a **July 2024** date.
- Petty cash expenditure for August 2024 must be journaled into August 2024.
- The institution's petty cash control account balance should reflect the amount of cash held as at 31 July.

NB. It may be that your first visit to the University Cashier after the year end includes two petty cash forms, one for each year. This is expected and acceptable.

### 3.8.3 Credit card expenditure

Monthly Barclaycard statements will be available to institutions from 1 August. Cardholders using Concur (this is the vast majority) will see transactions in their account as they are incurred through the month.

There are a small number of Barclaycards held by staff not on the UK payroll (who can't use Concur). Spend on these cards needs to be accounted for using the old process, clearing the invoice postings to AZZY.

See Concur Barclaycard instructions in the **Accounts Payable** section, [3.4.5](#) and ensure any remaining transactions are cleared via GL journals before the module closes on 30 August. Ensure expenditure date is 31 July 2024.

Any AZZY balances not cleared before the GL close will roll forward to AZZY as part of the normal year end process.

### 3.8.4 Budget Freeze

Chest allocation is processed through institutions accounts as actual income.

Institutions are able to move Chest Allocation by using a budget journal and liaising with your Finance Business Partner and institution heads of finance.

Central and Research Accounting will update the actual income in CUFS on the following dates:

Actual Posting of July Chest Allocation	Mon 1 Jul
2 <sup>nd</sup> Posting of July Chest Allocation	Thu 1 Aug
3 <sup>rd</sup> Posting of July Chest Allocation	Thu 8 Aug
4 <sup>th</sup> Posting of July Chest Allocation	Thu 15 Aug
5 <sup>th</sup> Posting of July Chest Allocation	Thu 22 Aug
Budget field frozen in CUFS	Tue 27 Aug
Final posting of July Chest Allocation	Wed 28 Aug

If an institution requires posting of budget journal after the 27 August, please contact your Finance Business Partner and institution head of finance who can liaise with Academic and Financial Planning and Analysis.

### 3.8.5 Chest Allocation Holdback Mechanism

The Chest framework agreed by Planning Resource Committee in May 2023 distributed an initial allocation to institutions for 2023-24 (typically 90% or 95%) as part of the budget upload in August 2023, whilst underwriting the 100% allocation centrally. The framework stated that if the need is demonstrated, Schools, Institutions and Administered Funds are entitled to their 100% underwritten allocation. Therefore, at July 2024 year end there will be an exercise to assess if there is need for a further distribution up to each institution's 100% underwritten allocation, via a new SoF specifically for the holdback (ABHB).

The timeline to assess whether there is need for a further distribution up to each institution's 100% underwritten allocation is:

1. General Ledger will close to Institutions on **Friday 30 August 2024**
2. On **Monday 2 September 2024**, Financial Performance and Planning (FPP) will confirm the value of the holdback to be distributed to Finance Business Partners and institution heads of finance.

#### **Between Monday 2 September and Wednesday 4 September**

3. Financial Performance and Planning (FPP) will process the holdback budget journals to the source of fund ABHB in Schools and Institutions.
4. The Finance Business Partners and institution heads of finance process local budget journals to move budget allocations to/from ABHB.
5. Central and Research Accounting will do matching actual income journals to match both 3 and 4 above in the July 24 period.

The Source of Funds that are included in the process, for the vast majority of institutions within the University, are:

SOF CODE	SOF DESCRIPTION
AAAA	CHEST NON PAYROLL
ABAA	CHEST STIPENDS
ABHB	CHEST ALLOCATION HOLDBACK
ACAA	CHEST WAGES

Any questions, please direct them to your Finance Business Partner or institution head of finance

### 3.8.6 Monies on deposit

20 August is the last date for placing eligible funds on deposit as at 31 July.

- Institutions are reminded that monies should be taken off deposit to reduce account deficits.
- Deposit Account and CUEF interest will be posted on 21 August.
- Details on eligible SoF, how to place money on or take money off deposit are available in the [Investments manual](#) (Chapter 12, *Financial Procedures Manual*).

### 3.8.7 Accruals

These are amounts owed by the institution for goods and services that they have received prior to 31 July. Therefore, their costs need to be included in the 2023/24 financial year. This is done by the process of accruals.

Expenditure accruals occur where:

- Goods/services have been received on or before 31 July but no invoice has been received and therefore not processed on UFS; or
- Goods/services have been received on or before 31 July and the invoice has been received after AP module has closed and therefore the invoice will be processed in AP in 2024/25 financial year.

In case of queries please contact the [General Ledger Helpdesk](#).

Accruals **must** be raised for transactions over £10,000

#### Instructions:

Guidance on creating journals for accruals is detailed in [Appendix A](#).

- By using the **Auto Reversal** journal category these journals should be automatically reversed into the AUG-24 period. Ensure that you **post/release** the July journal.



- If the journal category **Accrual** is used then you must remember to manually reverse it in the AUG-24 period using the **More Actions** button and to **post/release** both journals.

Sometimes journals need to be reversed in a period later than August. For example, if expenditure has been accrued in July but the invoice is not received until September then the Jul-24 journal should be the **Accrual** type (not **Auto Reversal**) and should be manually reversed in September.

Where accruals for a single institution total over £200,000, you **must** send supporting details to Central and Research Accounting by 30 August.  
Detailed supporting working papers must be retained for audit inspection.

In case of queries please contact the General Ledger Helpdesk  
Tel. 39660 or email [UFS\\_GL@admin.cam.ac.uk](mailto:UFS_GL@admin.cam.ac.uk)

### 3.8.8 Unearned revenue

Income should be *deferred* where it has been received by the institution in advance of the goods or services being supplied (e.g. trading, course fees). If income received in advance is not deferred, it will be credited and shown in the incorrect financial year.

[Appendix B](#) provides guidance on processing unearned revenue or, in case of queries, please contact the General Ledger Helpdesk.

Income received in advance **must** be deferred for single transactions over £10,000.

Where unearned revenue for a single institution totals over £200,000, send supporting details to Central and Research Accounting by 30 August.  
Detailed supporting working papers must be retained for audit inspection

### 3.8.9 Other debtors

These are amounts owing to the institution for services/goods provided but unbilled at the year end. They are the opposite of the accruals described previously. They will arise from goods or services provided to external customers but not yet invoiced on the AR module.

[Appendix C](#) provides guidance on processing accrued income or, in case of queries, please contact the General Ledger Helpdesk.

Accrued Income **must** be raised for single transactions over £10,000.  
Where accrued income for a single institution totals over £200,000, send supporting details to Central and Research Accounting by 30 August.  
Detailed supporting working papers must be retained for audit inspection.

### 3.8.10 Prepayments

A prepayment occurs when a payment has been processed on UFS in advance of the goods or services being received. When this occurs over the year end, the proportion of the payment that relates to goods or services received in the new financial year (August 2024

and beyond) has to be calculated. The expenditure for 2023/24 is then reduced by this prepaid amount.

[Appendix D](#) provides guidance on processing accrued income or, in case of queries, please contact the General Ledger Helpdesk.

Prepayments are only necessary for single transactions over £10,000.  
Where prepayments for a single institution total over £200,000, send supporting details to Central and Research Accounting by 30 August.  
Detailed supporting working papers must be retained for audit inspection.

### 3.8.11 Accruals/deferrals and internal partners

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If the expenditure or income that is being accrued or deferred relates to a transaction with another institution (e.g. internal trading) please check with the General Ledger Helpdesk before posting the journal. The Helpdesk will be able to check that the other institution is making the equal and opposite accrual/deferral. This is important to ensure that the elimination of internal transactions is correct.

### 3.8.12 Matching the Source of Funds (SoF) for related expenditure and income

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Recording expenditure against the same SoF as the related income is an important process for institutions.

To achieve the transfer between sources of funds by a GL journal, the net balance of each type of expenditure by a GL journal is moved/transferred using the **original expenditure transaction code** for both the debit and credit entries of the journal.

#### Example:

- Initially all your photocopying paper expenditure (transaction code **ESFZ**) was coded against SoF **AAAA**.
- However, the institution used £100 worth of paper when it was running off posters for an exhibition.
- The exhibition is a trading activity with income on SoF **GAAA**.
- Therefore, a journal should be raised to match the paper costs with the exhibition as follows:

CREDIT	U. Dept. CC . AAAA . ESFZ	£100
DEBIT	U. Dept. CC . GAAA .ESFZ	£100

This procedure should **NOT** be used to correct transaction miscoding and applies to movement of expenditure between sources of funds and cost centres only.

If you require clarification, please contact your Finance Business Partner or institution head of finance.

Detailed supporting working papers must be retained for audit inspection.

### 3.8.13 Clearing deficits

Before clearing deficits, institution accounts must be reviewed and adjustments made to:

- correct miscoding
- match the SoF coding for related expenditure and income (as above)
- account for accruals, prepayments, other debtors and income accruals (as above)
- remove monies from deposit.

Deficits may then be off-set against surpluses on non-restricted and trading sources of funds by journaling expenditure using the transfer transaction code **EZXX**.

Care should be taken with this process and the transaction code **EZXX** must be used on **both** sides of the journal.

Further information and guidance on their use is available from:

- Your Finance Business Partner or institution head of finance
- [Best Practice Guide –Transfer Codes](#)
- [Online course - Transfer Codes](#)

### 3.8.14 VAT transactions

The central Tax Team posts journals to correct Services Tax (reverse charge), Acquisition/Import Tax and sales correction transactions on a monthly basis.

Services Tax	The amount of VAT you would have paid on that service if you had bought it in Great Britain (GB)
Import Tax	The amount of VAT you would have paid on goods if you had purchased them in the UK
Sales Tax Adjustments	Occurs when a sale has been entered with the wrong tax code

In a normal month, any tax adjustments for these items would take place in the month following the original AP or AR entry. However, for the year end, all the **July** AP services/import tax adjustments are posted in the same month. As the Tax Team are not able to work on the July tax adjustments until AP and AR have closed (15 August), postings to institution accounts in respect of these adjustments will be posted by no later than the end of **28 August**. The GL closes to institutions on 30 August.

### 3.8.15 Roll forward

In accordance with University policy, year-end income and expenditure totals, by SoF and cost centre, will be rolled forward to create the standard brought-forward balances for 2024/25 by the close of business on 5 September. Any institution with specific roll forward requests should submit these to their Finance Business Partner for input into UFS by no later than midday on 9 September. As part of the preparation of the final accounts, adjustments may be necessary. This means that the balances rolled forward may change. Any such adjustments will be communicated to institutions.

Two adjustment periods have been set up on GL for this purpose ADJ1-24 and ADJ2-24. Under certain circumstances, postings into ADJ1-24 are allowed provided prior approval from the Financial Reporting section has been obtained. All year-end postings should be entered into **Jul-24**, and **Jul-24** should be used for all year-end reporting.

### 3.8.16 Trust Funds

Individual statements for all Trust Funds will be sent to institutions as follows:

Date	Statement
Wed 10 Jul	30 June statement
Thu 8 Aug	1 <sup>st</sup> interim statement as at 31 July (will exclude Jul-24 distribution)
Thu 22 Aug	2 <sup>nd</sup> interim statement as at 31 July (will include Jul-24 distribution)
Thu 5 Sep	Final statement as at 31 July

Journals are to be processed centrally to transfer expenditure to Trust Funds relating to appropriations in aid and overhead charges. It is planned that all such journals will be included on the **1<sup>st</sup> interim** statement. All Trust Funds deficits based on a review of **2<sup>nd</sup> interim** statements must be cleared by 27 August.

In case of queries please contact the Trust Fund Helpdesk  
Tel. 66946 or email [UFS\\_TF@admin.cam.ac.uk](mailto:UFS_TF@admin.cam.ac.uk)

### 3.9. Certification by Head of Institution

Final date for completion	Action required										
Tue 24 Sep	<p><b>Institution Summary Reports</b> will be issued electronically to institutions as follows:</p> <table border="1"> <thead> <tr> <th></th><th>Date</th></tr> </thead> <tbody> <tr> <td>Interim 1</td><td>Fri 2 Aug</td></tr> <tr> <td>Interim 2</td><td>Thu 22 Aug (following close of AP etc.)</td></tr> <tr> <td>Interim 3</td><td>Tue 3 Sep (after GL closed to institutions and final ICC overhead charge)</td></tr> <tr> <td>Final</td><td>Mon 9 Sep</td></tr> </tbody> </table> <p>Cognos users can run additional interim versions of the <a href="#">GL Financial Summary Reports</a> at any time. (The report issued by Central and Research Accounting is run using <b>Source of Funds</b> as the first summary line.) The relevant Grants report is the <a href="#">Year End Grants Report</a> (by date range).</p> <ul style="list-style-type: none"> <li>• A year-end certificate letter will be issued electronically on 9 September to accompany the final version of the Summary Reports, together with summary statements of research grant expenditure and aged debtor listings.</li> <li>• Heads of Institutions are required to certify their report by completing the electronic form and submitting it to Central and Research Accounting.</li> </ul>		Date	Interim 1	Fri 2 Aug	Interim 2	Thu 22 Aug (following close of AP etc.)	Interim 3	Tue 3 Sep (after GL closed to institutions and final ICC overhead charge)	Final	Mon 9 Sep
	Date										
Interim 1	Fri 2 Aug										
Interim 2	Thu 22 Aug (following close of AP etc.)										
Interim 3	Tue 3 Sep (after GL closed to institutions and final ICC overhead charge)										
Final	Mon 9 Sep										

## 4. Staff contacts

Please use the [Contact Us](#) page from the Finance Division webpage for up-to-date entries.

### Finance Helpdesks

Accounts Receivable	32215	<a href="mailto:UFS_AR@admin.cam.ac.uk">UFS_AR@admin.cam.ac.uk</a>
Accounts Payable	66888	<a href="mailto:UFS_AP@admin.cam.ac.uk">UFS_AP@admin.cam.ac.uk</a>
Cashiers	66888	<a href="mailto:UFSCashier@admin.cam.ac.uk">UFSCashier@admin.cam.ac.uk</a>
Cash Management	65980	<a href="mailto:UFS_CM@admin.cam.ac.uk">UFS_CM@admin.cam.ac.uk</a>
Fixed Assets	66780	<a href="mailto:UFS_FA@admin.cam.ac.uk">UFS_FA@admin.cam.ac.uk</a>
GL Journals	39660	<a href="mailto:UFS_GL@admin.cam.ac.uk">UFS_GL@admin.cam.ac.uk</a>
GL Reporting	65098	<a href="mailto:fsg.system.support@admin.cam.ac.uk">fsg.system.support@admin.cam.ac.uk</a>
Inventory	66780	<a href="mailto:UFS_INV@admin.cam.ac.uk">UFS_INV@admin.cam.ac.uk</a>
Payroll	39779	<a href="mailto:payrollenquiries@admin.cam.ac.uk">payrollenquiries@admin.cam.ac.uk</a>
Research grants	64796	<a href="mailto:ufs_grants@admin.cam.ac.uk">ufs_grants@admin.cam.ac.uk</a>
Trust Funds	66946	<a href="mailto:UFS_TF@admin.cam.ac.uk">UFS_TF@admin.cam.ac.uk</a>
Purchasing (iProcurement)	65101	<a href="mailto:procurement@admin.cam.ac.uk">procurement@admin.cam.ac.uk</a>
General Tax enquiries VAT and Customs enquiries	32212 30891	<a href="mailto:TaxQueries@admin.cam.ac.uk">TaxQueries@admin.cam.ac.uk</a> <a href="mailto:VATQueries@admin.cam.ac.uk">VATQueries@admin.cam.ac.uk</a>

### Other key contacts

Cashier	Stuart Emmerson	48867	<a href="mailto:stuart.emmerson@admin.cam.ac.uk">stuart.emmerson@admin.cam.ac.uk</a>
Credit Control		email	<a href="mailto:fincreditcontrol@admin.cam.ac.uk">fincreditcontrol@admin.cam.ac.uk</a>
Central & Research Accounting	Mike Sinclair	32350	<a href="mailto:mike.sinclair@admin.cam.ac.uk">mike.sinclair@admin.cam.ac.uk</a>
CUEF Investments & Deposit Account	Scott Maclaren	64216	<a href="mailto:scott.maclaren@admin.cam.ac.uk">scott.maclaren@admin.cam.ac.uk</a>
Internal Trading disputes	Andrew Weatherley	66220	<a href="mailto:andrew.weatherley@admin.cam.ac.uk">andrew.weatherley@admin.cam.ac.uk</a>
Research Grants	ROO Institution contact	<a href="https://researchportal.admin.cam.ac.uk/Raven/contacts/Default.aspx">https://researchportal.admin.cam.ac.uk/Raven/contacts/Default.aspx</a>	

## Institution specific advice

School / Group	Finance Business Partner	Finance Adviser
Arts & Humanities	Ben Perks <a href="mailto:bp245@cam.ac.uk">bp245@cam.ac.uk</a>	Lin Cheng <a href="mailto:lin.cheng@admin.cam.ac.uk">lin.cheng@admin.cam.ac.uk</a>
Biological Sciences	Chris Brown 61569 <a href="mailto:chris.d.brown@admin.cam.ac.uk">chris.d.brown@admin.cam.ac.uk</a>	Adam Durrant <a href="mailto:adam.durrant@admin.cam.ac.uk">adam.durrant@admin.cam.ac.uk</a>
		Bhavna Shah <a href="mailto:Bhavna.Shah@admin.cam.ac.uk">Bhavna.Shah@admin.cam.ac.uk</a>
Clinical Medicine	Robin Uttin 63653 <a href="mailto:ru208@medschl.cam.ac.uk">ru208@medschl.cam.ac.uk</a>	Rob Williams 36730 <a href="mailto:rpw24@medschl.cam.ac.uk">rpw24@medschl.cam.ac.uk</a>
		Philipa Moore (Deputy Finance Business Partner) 36705 <a href="mailto:pg317@medschl.cam.ac.uk">pg317@medschl.cam.ac.uk</a>
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		Michael Dunn 30701 <a href="mailto:michael.dunn@admin.cam.ac.uk">michael.dunn@admin.cam.ac.uk</a>
		Deana Robinson (Deputy Finance Business Partner) 30701 <a href="mailto:deana.robinson@admin.cam.ac.uk">deana.robinson@admin.cam.ac.uk</a>
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Technology	Matt Burgess 65643 <a href="mailto:mb476@cam.ac.uk">mb476@cam.ac.uk</a>	Thomas O'Neill 30700 <a href="mailto:thomas.o'Neill@admin.cam.ac.uk">thomas.o'Neill@admin.cam.ac.uk</a>

School / Group	Finance Business Partner	Finance Adviser
UAS	Mike Millard <a href="mailto:michael.millard@admin.cam.ac.uk">michael.millard@admin.cam.ac.uk</a>	Elizabeta Moss <a href="mailto:elizabeta.moss@admin.cam.ac.uk">elizabeta.moss@admin.cam.ac.uk</a>



## Appendix A: Expenditure accruals

At the end of any month there might be some costs that you know you have incurred but for which you haven't yet received (or logged onto UFS) the invoice.

### **Example:**

- An engineer comes to the Institution in the middle of July and repairs a machine.
- You know that he is going to charge you £1,500 for the work but you won't get his invoice until the end of August.
- However, that repair actually took place in July and should therefore be included in the accounts for July.

This is more significant at year end when it is important to get the repair cost in the right accounting year.

The costs are allocated to the correct year by means of a General Ledger journal. This journal is then reversed out in the following month/year so that when the invoice is logged onto UFS and paid in the normal way, you don't have a double charge to your institution account.

How to raise the accrual journal

1. Log into UFS in the normal way and go into your institution GL responsibility.
2. Select **Journals → Enter**.
3. Click on the **New Batch** button and complete the header details in the normal way.
4. Click on the **Journals** button and start to enter the accrual journal for July
  - a) Period: should be **JUL-24** at this year end
  - b) Category: select **Auto Reversal** from the list of values

The auto-reverse function should only be used when it is appropriate for the journal to be reversed in the next period. When it is not appropriate to reverse the journal in the next period the journal should be entered in the normal way and manually reversed in the appropriate period.

- c) Description: enter as appropriate
  - d) Control Total: enter as appropriate
5. Account codes to be used:

	<b>Debit</b>	<b>Credit</b>
Institution code	As normal	As per debit line
Cost Centre	As normal	As per debit line
Source of Funds	As normal	0000
Transaction code	Appropriate to the expenditure being accrued	<b>VBAK</b> (accrual)

## 6. Save your journal

Line	Account	Debit (GBP)	Credit (GBP)	Description
10	U.AG.AGBG.AAAA.EMZZ.0000	1,500.00		Accrual for repairs carried out on 15 July 2024
20	U.AG.AGBG.0000.VBAK.0000		1,500.00	Accrual for repairs carried out on 15 July 2024

### Post the journal

From the **Navigator** screen choose **Journals > Post**. Enter the batch name to recall the journal and tick the box to select it for posting. Behind the scenes, a second (reversing) journal will be created in the next period and will be automatically posted by the Finance Division.

If the journal category **Accrual** or **Adjustment** is used, then you must remember to manually reverse it in the **AUG-24** period, using the **More Actions** button, and to post **both** journals.

In your accounts...

The accrual journal debits (or charges) expenditure - in place of the absent invoice. The credit entry goes to the **VBAK** balance sheet code, representing a liability for the goods/ services received but not yet invoiced.

The reversal journal creates a credit against the original expenditure transaction code (e.g. **EMZZ** from the screen shot above). This in turn is cancelled out by a corresponding debit balance when the supplier's invoice is finally received and processed on UFS in the normal way.

#### Example:

➤ Current financial year:			
29-Jul-2024	Create journal to accrue expenditure	£1,500	
(No invoice received but expenditure is charged to correct year)			
➤ New Financial Year:			
1-Aug-2024	Journal reverses automatically	(£1,500)	
20-Aug-2024	Invoice for repairs is entered in AUG-24	£1,500	
Effect on expenditure in the new year		<b>£</b>	<b>0</b>

### FAQs

Does it matter if I have already raised a purchase order for the goods/services in July?

**No**

Should I include the VAT element of the goods/service in the accrued total?

**Yes**

What if the invoice is still not received in August?

**Then the accrual journal must be repeated in August. It will reverse in September when, hopefully, the invoice will be entered on UFS**

## Appendix B: Unearned (deferred) revenue

Income should be **deferred** where it has been received by the institution in advance of the goods or services being supplied (e.g. in the case of trading, course fees).

**Example:** Course fees invoiced on 1 July of £11,000 for a course starting on 5 August.

### How to adjust for Deferred Income

1. Raise a new journal batch and create a journal choosing the category **Auto Reversal**

The auto-reverse function should only be used when it is appropriate for the journal to be reversed in the next period. When it is not appropriate to reverse the journal in the next period the journal should be entered in the normal way and **manually** reversed in the appropriate period.

Choose the period **JUL-24**

Enter a suitable description e.g. Defer AR Invoice 123456 for course starting 5-Aug-2024

2. Code as follows:

	<b>Debit</b>	<b>Credit</b>
Institution code	As normal	As per debit line
Cost Centre	As normal	As per debit line
Source of Funds	As normal	0000
Transaction code	As normal (e.g. <b>LAAD</b> )	<b>VZAA</b> (unearned revenue)

3. **Save** your journal.

### Posting the journal

From the **Navigator** screen choose **Journals > Post**. Enter the batch name to recall the journal and tick the box to select it for posting. Behind the scenes, a second (reversing) journal will be created in the next period and will be automatically posted by the Finance Division.

If the journal category **Adjustment** is used, then you must remember to **manually** reverse it in the **AUG-24** period, using the **More Actions** button, and to post both journals.

### In your accounts...

The deferred income journal will debit (i.e. reduce) income in July. The credit entry will go to the **VZAA** balance sheet code, creating a liability for the income received for which no goods/services have yet been provided.

#### Example:

Current financial year:

2-Jul-2024	Sales invoice raised	£11,000
29-Jul-2024	Create journal to reduce income	(£11,000)
	Effect on income in the current year	£ 0

(Proceeds of sales invoice is deferred and a liability created on Balance Sheet)

## Appendix C: Other debtors (income accruals)

These are amounts owing to the University where we have provided goods or services before 31 July but where we have *not* raised an invoice on the Accounts Receivable system.

### Example:

You held a conference on 28 July 2024 for which you will invoice delegates on 30 August 2024 but the AR module for July closed on 15 August.

How to adjust for them

1. Raise an **Auto Reversal** journal in July with an appropriate description e.g. Conference held in July but not invoiced.

The auto-reverse function should only be used when it is appropriate for the journal to be reversed in the next period. When it is not appropriate to reverse the journal in the next period the journal should be entered in the normal way and **manually** reversed in the appropriate period.

2. Code as follows:

	<b>Debit</b>	<b>Credit</b>
Institution code	As per credit line	As normal
Cost Centre	As per credit line	As normal
Source of Funds	0000	As normal
Transaction code	<b>UNAA</b> (Other Debtors)	As normal (e.g. <b>LAAC</b> )

3. **Save** your journal.

Posting the journal

From the **Navigator** screen choose **Journals>Post**. Enter the batch name to recall the journal and tick the box to select it for posting. Behind the scenes, a second (reversing) journal will be created in the next period and will be automatically posted by the Finance Division.

If the journal category Accrual or Adjustment is used, then you must remember to **manually** reverse it in the **AUG-24** period, using the More Actions button, and to post both journals.

In your accounts

Income is credited to the institution account in **JUL-24** without an invoice being raised. The reversing action of the journal in **AUG-24** means the subsequent sales invoice raised in August is netted off to zero.

### Example:

➤ Current financial year:			
29-Jul-2024	Create journal to credit income	£15,000	
	(in lieu of sales invoice not yet raised)		
➤ New Financial Year:			
1-Aug-2024	Journal reverses <b>automatically</b>	(£15,000)	
31-Aug-2024	Create sales invoice	£15,000	
	Effect on income in the new year	£	0

## Appendix D: Prepayments

A prepayment is when you pay for goods or services and some or all of those goods/services relate to the next financial year.

### Example:

- You are billed in advance for the annual maintenance charge for your equipment of £10,200.
- The invoice is received and processed in July 2024 however it relates to maintenance for the period 1 August 2024 - 31 July 2025.

The expenditure is taken out of the 2023/24 year by means of a journal which is then reversed in **AUG-24** to allocate the cost to the subsequent year.

### How to raise the journal

#### 1. Start to enter your journal in the normal way

- a) Period: should be **JUL-24** at this year end
- b) Category: select **Auto Reversal** from the list of values  
The auto-reverse function should only be used when it is appropriate for the journal to be reversed in the next period. When it is not appropriate to reverse the journal in the next period the journal should be entered in the normal way and manually reversed in the appropriate period.
- c) Description: Pre prepayment of invoice X for period dd/mm/yy to dd/mm/yy
- d) Control Total: enter as appropriate

#### 2. Enter the following journal lines:

	<b>Debit</b>	<b>Credit</b>
Institution code	As per credit line	As normal
Cost Centre	as per credit line	As normal
Source of Funds	0000	As normal
Transaction code	<b>UNGA</b> (prepayment)	As normal (e.g. <b>EUEF</b> )

#### 3. **Save** your journal

### Posting the journal

From the **Navigator** screen choose **Journals > Post**. Enter the batch name to recall the journal and tick the box to select it for posting. Behind the scenes, a second (reversing) journal will be created in the next period and will be automatically posted by the Finance Division.

If the journal category Adjustment is used then you must remember to **manually** reverse it in the **AUG-24** period, using the More Actions button, and to post both journals.

In your accounts

**Example:**

➤ Current financial year:

16-Jul-2024	Suppliers invoice entered in UFS	£10,200
-------------	----------------------------------	---------

29-Jul-2024	Prepayment journal reduces (credits) expenditure	(£10,200)
-------------	--	-----------

	Effect on expenditure in the current year	£     0
--	---	---------

➤ New financial year:

1-Aug-2024	Journal reverses, charging expenditure to dept account	£10,200
------------	--	---------