

Year-end checklist 31 July 2023

JUNE	Last date	Actions	Done ✓
w/c 19 Jun	Mon 19 Jun	Last CUEF unit trading date for 2022/23	
JULY			
w/c 3 Jul	Mon 3 Jul	GL: July 2023 Chest Allocation processed	N/A
	Wed 5 Jul	PAY: Final date for new staff contracts to be with HR	
	Wed 5 Jul	PAY: Final review of department monthly payroll - ensure correct account codes	
w/c 10 Jul	Mon 10 Jul	FA: Distribution of Fixed Asset reports as at 30 Jun to departments	N/A
	Mon 10 Jul	June Trust Fund statements sent out to Departments	N/A
	Wed 12 Jul	PAY: Last date for overtime claims input	
w/c 17 Jul	Thu 20 Jul	AP: 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 24 Jul	Wed 26 Jul	PAY: Final monthly payroll posting	N/A
JULY/AUGUST			
w/c 31 Jul	Mon 31 Jul	AR: Identify and bank all cash and cheques received up until the end of July	
	Mon 31 Jul	INV: Physical stock take for all departments with stores	
	Mon 31 Jul	PO: Run and review the Open Purchase Order Report - Excel Version	
	Tue 1 Aug	GMS: Distribution of Grants Report (version 1)	N/A
	Tue 1 Aug	GL: Trust Fund overheads posted (1st posting)	N/A
	Tue 1 Aug	GL: Indirect Cost Contribution (ICC) journal posted (Version 1)	N/A
	Tue 1 Aug	GL: July 2023 Chest Allocation (Second Posting)	N/A
	Tue 1 Aug	AP: July Barclaycard statements available	N/A
	Tue 1 Aug	GL: Appropriations in Aid	N/A
	Wed 2 Aug	Interim summary reports sent out to departments (Interim report 1)	N/A
	Thu 3 Aug	GL: Balance and post petty cash journal	
	Thu 3 Aug	PAY: Final approval of timesheets for Casual workers (pay run 15 August)	
w/c 7 Aug	Mon 7 Aug	PAY: Final input for weekly payroll posting for 2022/23 YE (12pm)	
	Mon 7 Aug	AR: Process all cash, cheque and PDQ receipts relating to 2022/23 and run the <i>Receipt Register</i> report(s)	
	Mon 7 Aug	INV: Process all Inventory transactions (NB INV closes 5pm)	
	Mon 7 Aug	PO: Process all PO transactions (NB PO closes 5pm)	
	Tue 8 Aug	PAY: Final weekly payroll posting for 2022/23 YE	N/A
	Tue 8 Aug	AP: Submit 2022/23 items to Shared Services for processing by 5 pm	
	Tue 8 Aug	GL: July 2023 Chest Allocation (Third Posting)	N/A
	Tue 8 Aug	1st interim Trust Fund statement send out to Departments.	N/A
	Tue 8 Aug	GMS: Distribution of Grants Report (version 2)	N/A
	Thu 10 Aug	AR: Last date for raising Internal Invoices and sending backing	
	Thu 10 Aug	FA: Deadline for Departments to provide Fixed Asset Register	
	Thu 10 Aug	AR: Submit invoice write off forms to Credit Control	
	Thu 10 Aug	PAY: Final date for UPS input for 2022/23 (pay run 18 Aug)	
	Fri 11 Aug	AP: All pre-August Barclaycard transactions to be coded in Concur and fully approved	
	Fri 11 Aug	PAY: Final posting date for CCWS payroll	
	Fri 11 Aug	AP: Clear all remaining AP "invoices on hold"	

AUGUST (CONT)			
w/c 14 Aug	Mon 14 Aug	AR: Review BACS lists and ensure all BACS income for your department has been receipted	
	Mon 14 Aug	AR: Bank charges and small balance adjustments posted	N/A
	Tue 15 Aug	AR: Last date to receipt any remaining income, BACS or otherwise, for your department	
	Tue 15 Aug	AR: Last date for issuing invoices to University Group-defined organisations	
	Tue 15 Aug	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)	
	Tue 15 Aug	AP: Process all remaining 2022/23 Internal Trading AP invoices.	
	Tue 15 Aug	AP: Process all staff and visitors' expenses	
	Tue 15 Aug	AP: Resolved Internal Trading disputes notified to departments	N/A
	Tue 15 Aug	AP: Process all remaining AP invoices (NB AP closes 5pm)	
	Tue 15 Aug	GL: July 2023 Chest Allocation (Fourth Posting)	N/A
	Tue 15 Aug	GMS: Review and clear research grant funds check failures and exceptions	
	Tue 15 Aug	GMS: Correct research grant VAT errors	
	Tue 15 Aug	GMS: Clear suspense grants on Grants module	
	Tue 15 Aug	GMS/GL: Process monthly <i>Barclaycard</i> expenses before AP closes, if using this option	
	Wed 16 Aug	PAY: Final UPS payroll posting into 2022/23	N/A
	Wed 16 Aug	AR: Full individual debt statements emailed to departments	N/A
	Wed 16 Aug	AR: First posting of bad debt provision	N/A
	Wed 16 Aug	GMS: Distribution of Grants Report (version 3)	N/A
	Wed 16 Aug	FA: CRA to send out July additions not tracked report to departments	N/A
	Thu 17 Aug	GMS: Post EC 'PI Time' journals on Grants module	
	Thu 17 Aug	GMS: Finalise and release all research grants journals	
	Thu 17 Aug	GMS: Overheads and revenue rerun (NB Grants closes 5pm)	N/A
	Thu 17 Aug	GL: Trust Fund overheads posted (2 nd posting if appropriate)	N/A
	Thu 17 Aug	GL: Carbon Reduction Charge (CRC) journal posted	N/A
	Fri 18 Aug	GL: Last date for funds on deposit movement	
	Fri 18 Aug	GL: EC PI Time adjustment	N/A
	Fri 18 Aug	GMS: Distribution of Grants Report (version 4)	N/A
w/c 21 Aug	Mon 21 Aug	GL: July CUEF distribution accrual and deposit account interest posted	N/A
	Mon 21 Aug	GL: Deposit account interest posted	N/A
	Tue 22 Aug	Interim Summary Reports emailed to departments (interim report 2)	N/A
	Tue 22 Aug	2nd interim Trust Fund Statement sent out to departments	N/A
	Tue 22 Aug	GL: July 2023 Chest Allocation (Fifth Posting)	
	Thu 24 Aug	FA: Process all amendments to FA register (NB FA closes 24th, 5pm)	
	Thu 24 Aug	GL: Clear any Trust Fund deficits based on a review of 2 nd interim statements	
	Fri 25 Aug	AR: Last date to review for bad debts and notify Credit Control	
	Fri 25 Aug	GL: Final journal for Jul-23 VAT return adjustments that impact departments	N/A
	Fri 25 Aug	GL: July 2023 Chest Allocation (Final Posting) - Budget field frozen 24 Aug	N/A
w/c 28 Aug	Tue 29 Aug	AR: Final posting of bad debt provision	N/A
	Wed 30 Aug	GL: Accrue 31 July Concur expenses not processed through CUFS	
	Wed 30 Aug	GL: CUEF valuation journal posted and departments notified	N/A
	Wed 30 Aug	GL: Accrue for Payroll costs to be included in the Financial Year (missed deadline)	
	Wed 30 Aug	GL: Complete spreadsheets for income and expense accruals	
	Wed 30 Aug	GL: Ensure expenditure is coded against the same SoF as related income, and clear deficits	
	Wed 30 Aug	GL: Final date for sending GL journals for central processing (NB GL closes 5pm)	
	Thu 31 Aug	GL: Final ICC journal posted	N/A
	Thu 31 Aug	GL: Final Trust Fund Overhead Journal posted	N/A

SEPTEMBER			
	Fri 1 Sep	Summary Reports - Interim 3 run and emailed to departments	N/A
w/c 4 Sep	Tue 5 Sep	Final Trust Fund statement sent out to departments	N/A
	Tue 5 Sep	Roll forward of balances - basic	N/A
	Thu 7 Sep	GL: CUEF Revaluation posted for June and July (Into July GL period)	N/A
	Thu 7 Sep	GL: Actual July CUEF Distribution posted into Adjustment Period 1	N/A
	Thu 7 Sep	Roll forward of balances – special	N/A
	Thu 7 Sep	Distribution of Year End Certificates to Departments	N/A
w/c 18 Sep	Fri 22 Sep	Return signed year-end certificate(s)	