

2. Year-end checklist 31 July 2018

JUNE	Last date	Actions	Done ✓
w/c 18 Jun	Mon 18 Jun	Last CUEF unit trading date for 2017/18	
	Fri 22 Jun	AP: Supplier statement reconciliations instructions sent out to departments	N/A
JULY			
w/c 02 Jul	Thu 5 Jul	PAY: Final date for new staff contracts to be with HR	
	Thu 5 Jul	PAY: Final review departmental monthly payroll - ensure correct account codes	
w/c 09 Jul	Tue 10 Jul	AR/AP/GMS/INV/PO: Action all relevant transactions (Closure of extended June month end)	
	Wed 11 Jul	FA (and Deposits): Closure of extended June month end	
	Thu 12 Jul	GL: Ensure all journals posted (Closure of extended June month end)	
	Thu 12 Jul	FA: Distribution of Fixed Asset register as at 30 Jun to departments	N/A
	Thu 12 Jul	PAY: Final date for overtime claims input to GL	
w/c 16 Jul	Fri 20 Jul	AR: Establish all petty cash balances, till floats and advance balances held as at 30 Jun and return <i>Cash Holding Confirmation</i> form	
w/c 23 Jul	Thu 26 Jul	PAY: Final monthly payroll posting	N/A
w/c 30 Jul	Tue 31 Jul	AR: Empty all vending machines etc. and identify all cash, cheques received up to end July	
	Tue 31 Jul	INV: Physical stock take for all departments with stores	
	Wed 1 Aug	PO: Run and review the Open Purchase Order Report - Excel Version	
	Wed 1 Aug	AR: Process all cash, cheque and (if possible) PDQ receipts relating to 2017/18 and run the <i>Receipt Register report(s)</i> .	
	Wed 1 Aug	AR: Run and review the Unapplied Receipts Register	
	Wed 1 Aug	GL: Indirect Cost Contribution (ICC) journal posted (Version 1)	N/A
	Thu 2 Aug	Interim Summary Reports sent out to departments (Interim report 1)	N/A
	Thu 2 Aug	PAY: Final date for UPS input for 2017/18 lecturers' expenses etc.	
	Fri 3 Aug	GL: Appropriations in aid	N/A
	Fri 3 Aug	GL: Trust fund overheads posted	N/A
AUGUST			
w/c 6 Aug	Mon 6 Aug	GL: Balance and post petty cash journal for 2017/18	
	Mon 6 Aug	PO: Action the Open Purchase Order Report - Excel Version	
	Tue 7 Aug	PO: Process all PO transactions (NB PO closes 5pm)	
	Tue 7 Aug	INV: Process all Inventory transactions (NB INV closes 5pm)	
	Wed 8 Aug	PAY: Final weekly payroll posting	N/A
	Wed 8 Aug	1st interim trust fund statement sent out to departments	N/A
	Wed 8 Aug	AP: Submit 2017/18 items to Shared Services for processing by c.o.b.	
	Fri 10 Aug	PAY: Final date for UPS payroll posting	N/A
	Fri 10 Aug	AR: Raise and dispatch 2017/18 internal trading AR invoices	
	Fri 10 Aug	FA: Return the <i>Departmental Fixed Asset Register</i> to the Fixed Asset helpdesk with details of any amendments	
AUGUST/SEPTEMBER CONTINUED/...			

AUGUST (CONT)			
w/c 13 Aug	Mon 13 Aug	AP: Process all 2017/18 internal trading AP invoices. Identify and hold any remaining internal trading invoices in dispute and notify the AP helpdesk	
	Mon 13 Aug	AP: Run the Invoices on Hold Report (UFS) and Invoice Register reports.	
	Tue 14 Aug	AR: Run the <i>Ageing-7-Buckets</i> report, review for bad debts and notify Credit Control	
	Wed 15 Aug	AR: Receipt any BACS receipts, bank transfers or unclaimed PDQ income	
	Wed 15 Aug	AR: Run and review the <i>Incomplete Invoices Report</i> (External Trading)	
	Wed 15 Aug	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)	
	Wed 15 Aug	AP: Resolved Internal trading disputes notified to departments	N/A
	Wed 15 Aug	AP: Last date for issuing invoices to Group-defined organisations	N/A
	Wed 15 Aug	AP: Process all staff and visitors' expenses	
	Wed 15 Aug	AP: Process all July AP invoices (NB AP closes 5pm)	
	Wed 15 Aug	GMS: Review and clear research grant funds check failures and exceptions	
	Wed 15 Aug	GMS: Correct research grant VAT errors	
	Wed 15 Aug	GMS: Clear suspense grants on Grants module	
	Wed 15 Aug	GMS: Post EC 'PI Time' journals on Grants module	
	Wed 15 Aug	GMS/GL: Process journals for monthly <i>Barclaycard</i> statements	
	Fri 17 Aug	GMS: Finalise and release all research grants journals	
	Fri 17 Aug	GMS: Overheads, revenue and the EC FW7 Price Adjustments re-run (NB Grants closes 5pm)	N/A
	Fri 17 Aug	GL: Carbon Reduction Charge (CRC) journal posted	N/A
w/c 20 Aug	Mon 20 Aug	GL: Last date for funds on deposit movement	
	Tue 21 Aug	GL: CUEF distribution and deposit interest posted	N/A
	Wed 22 Aug	Interim Summary Reports emailed to departments (interim report 2)	N/A
	Wed 22 Aug	2nd interim trust fund statement sent out to departments	N/A
	Wed 22 Aug	FA: Ensure that July <i>not tracked</i> additions are included. Refer FA exception spreadsheet	
	Fri 24 Aug	FA: Fixed Assets closes 5 pm	
	Fri 24 Aug	GL: Clear any trust fund deficits based on a review of 2 nd interim statements	
w/c 27 Aug	Tue 28 Aug	GL: Final journal for Jul-18 VAT return impacting departments posted	N/A
	Thu 30 Aug	GL: CUEF valuation journal posted and departments notified	N/A
	Thu 30 Aug	GL: Complete spreadsheets for income and expense accruals	
	Thu 30 Aug	GL: Ensure expenditure is coded against the same source of funds as related income, and clear deficits	
	Thu 30 Aug	GL: Final date for sending GL journals for central processing (NB GL closes 5pm)	
	Fri 31 Aug	AP: Return supplier statement reconciliations to the AP helpdesk	
	Fri 31 Aug	GL: Final ICC journal posted	N/A
SEPTEMBER			
w/c 3 Sep	Mon 3 Sep	Summary Reports - Interim 3 run	N/A
	Wed 5 Sep	Final trust fund statement sent out to departments	N/A
	Wed 5 Sep	Roll forward of balances - basic	N/A
	Fri 7 Sep	Roll forward of balances – special	N/A
w/c 24 Sep	Fri 28 Sep	Return signed year-end certificate(s) via Finance Manager.	