

Year-end checklist 31 July 2019

JUNE	Last date	Actions	Done ✓
w/c 3 Jun	Fri 7 Jun	AP: Supplier statement reconciliations instructions sent out to departments	N/A
w/c 17 Jun	Mon 17 Jun	Last CUEF unit trading date for 2018/19	
JULY			
w/c 1 Jul	Fri 5 Jul	FA: Distribution of Fixed Asset register as at 30 Jun to departments	N/A
	Fri 5 Jul	PAY: Final date for new staff contracts to be with HR	
	Fri 5 Jul	PAY: Final review department monthly payroll - ensure correct account codes	
w/c 8 Jul	Fri 12 Jul	PAY: Final date for overtime claims input	
w/c 15 Jul	Fri 19 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 22 Jul	Fri 26 Jul	PAY: Final monthly payroll posting	N/A
w/c 29 Jul	Wed 31 Jul	AR: Empty all vending machines etc. and identify all cash, cheques received up to end July	
	Wed 31 Jul	INV: Physical stock take for all departments with stores	
	Thu 1 Aug	PO: Run and review the <i>Open Purchase Order Report - Excel Version</i>	
	Thu 1 Aug	AR: Process all cash, cheque and (if possible) PDQ receipts relating to 2018/19 and run the <i>Receipt Register</i> report(s).	
	Thu 1 Aug	AR: Run and review the <i>Unapplied Receipts Register</i>	
	Thu 1 Aug	GL: Indirect Cost Contribution (ICC) journal posted (Version 1)	N/A
	Fri 2 Aug	Interim summary reports sent out to departments (Interim report 1)	N/A
AUGUST			
w/c 5 Aug	Mon 5 Aug	GL: Balance and post petty cash journal for 2018/19	
	Mon 5 Aug	GL: Appropriations in aid journal posted	N/A
	Mon 5 Aug	GL: Trust Fund overheads posted	N/A
	Mon 5 Aug	PAY: Final weekly payroll input 12h00	
	Mon 5 Aug	PO: Complete actions arising from review of <i>Open Purchase Order Report - Excel Version</i>	
	Tue 6 Aug	PO: Process all PO transactions (NB PO closes 5pm)	
	Tue 6 Aug	INV: Process all Inventory transactions (NB INV closes 5pm)	
	Wed 7 Aug	1st interim Trust Fund statement sent out to departments	N/A
	Wed 7 Aug	AP: Submit 2018/19 items to Shared Services for processing by c.o.b.	
	Thu 8 Aug	PAY: Final date for UPS input for 2018/19.	
	Fri 9 Aug	AR: Raise 2018/19 Internal Trading AR invoices	
	Fri 9 Aug	FA: Return the <i>Department Fixed Asset Register</i> to the Fixed Asset helpdesk with details of any amendments	
	Fri 9 Aug	PAY: Final weekly payroll posting for 2018/19 YE	N/A
AUGUST/SEPTEMBER CONTINUED/...			

AUGUST (CONT)			
w/c 12 Aug	Mon 12 Aug	AP: Process all 2018/19 Internal Trading AP invoices. Identify and hold any remaining Internal Trading invoices in dispute and notify the AP helpdesk	
	Mon 12 Aug	AP: Run the <i>Invoices on Hold Report (UFS)</i> and <i>Invoice Register</i> reports.	
	Wed 14 Aug	AR: Receipt any BACS receipts, bank transfers or unclaimed PDQ income	
	Wed 14 Aug	AR: Run and review the <i>Incomplete Invoices Report</i> for External Trading	
	Wed 14 Aug	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)	
	Wed 14 Aug	AR: Last date for issuing invoices to Group-defined organisations	
	Wed 14 Aug	AP: Process all staff and visitors' expenses	
	Wed 14 Aug	AP: Process all July AP invoices (NB AP closes 5pm)	
	Wed 14 Aug	GMS: Review and clear research grant funds check failures and exceptions	
	Wed 14 Aug	GMS: Correct research grant VAT errors	
	Wed 14 Aug	GMS: Clear suspense grants on Grants module	
	Wed 14 Aug	GMS: Post EC 'PI Time' journals on Grants module	
	Wed 14 Aug	GMS/GL: Process monthly <i>Barclaycard</i> expenses before AP closes, if using this option	
	Wed 14 Aug	AP: Resolved Internal Trading disputes notified to departments	N/A
	Thu 15 Aug	AR: Full individual debt statements emailed to departments	N/A
	Fri 16 Aug	PAY: Final date for UPS payroll posting into 2018/19 YE	N/A
	Fri 16 Aug	GMS: Finalise and release all research grants journals	
	Fri 16 Aug	GMS: Overheads, revenue and the EC FW7 Price Adjustments re-run (NB Grants closes 5pm)	N/A
Fri 16 Aug	GL: Trust fund overheads posted (2 nd posting if appropriate)	N/A	
Fri 16 Aug	GL: Carbon Reduction Charge (CRC) journal posted	N/A	
w/c 19 Aug	Mon 19 Aug	GL: Last date for funds on deposit movement	
	Tue 20 Aug	GL: CUEF distribution and deposit interest posted	N/A
	Wed 21 Aug	Interim Summary Reports emailed to departments (interim report 2)	N/A
	Wed 21 Aug	2nd interim Trust Fund Statement sent out to departments	N/A
	Wed 21 Aug	FA: Ensure that July <i>not tracked</i> additions are included. Refer FA exception spreadsheet	
	Fri 23 Aug	AP: Return supplier statements reconciliations to the AP helpdesk	
	Fri 23 Aug	FA: Fixed Assets closes 5 pm	N/A
	Fri 23 Aug	GL: Last date to post budget journals (NB Budget Field frozen in CUFS 5pm)	
Fri 23 Aug	GL: Clear any trust fund deficits based on a review of 2 nd interim statements		
w/c 26 Aug	Tue 27 Aug	AR: Last date to review for bad debts and notify Credit Control	
	Tue 27 Aug	GL: Final journal for Jul-19 VAT return adjustments impacting departments posted	N/A
	Thu 29 Aug	GL: CUEF valuation journal posted and departments notified	N/A
	Thu 29 Aug	GL: Process journals for any remaining credit card expenditure	
	Thu 29 Aug	GL: Complete spreadsheets for income and expense accruals	
	Thu 29 Aug	GL: Ensure expenditure is coded against the same SoF as related income, and clear deficits	
	Thu 29 Aug	GL: Final date for sending GL journals for central processing (NB GL closes 5pm)	
Fri 30 Aug	GL: Final ICC journal posted	N/A	
SEPTEMBER			
w/c 2 Sep	Mon 2 Sep	Summary Reports - Interim 3 run and emailed to departments	N/A
	Wed 4 Sep	Final trust fund statement sent out to departments	N/A
	Wed 4 Sep	Roll forward of balances - basic	N/A
	Fri 6 Sep	Roll forward of balances – special	N/A
w/c 23 Sep	Fri 27 Sep	Return signed year-end certificate(s) via Finance Manager.	