Year End 2019 Gantt Chart

		Complete	w/c 1 Jul					w/c 8 Jul					w/c 15 Jul					w/c 22 Jul					w/c 29 Jul					w/c 5 Aug					w/c 12 Aug					w/c 19 Aug					w/c 26 Aug					w/c 2 Sep						w/c 23 Sep				
			1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6		23	24	25	26	27
Payroll	Final date for **new** staff contracts to be with HR																																																								
	Review final dept **monthly** payroll to ensure correct account codes																																																						
	Final date for **overtime** claims input to Payroll																																																					
	Final **monthly** payroll posting	N/A																																																					
	Final **weekly** payroll input for 2018/19																																																					
	Final date for **UPS** input for 2018/19																																																					
	Final **weekly** payroll posting	N/A																																																					
	Final date for **UPS** payroll posting	N/A																																																				
Purchasing	Run and review open purchase order report																																																					
	Complete, cancel or finally close open or incomplete purchase orders																																																				
	Final date to process all PO transactions																																																				
Accounts receivable	Complete ***Cash Holding Confirmation*** form for balances as at 30 June																																																				
	Empty vending machines																																																				
	Process cash, cheques and, if possible, PDQ receipts up to 31 July																																																				
	Run and review ***Unapplied Receipt Register***																																																				
	Module opened for 2019/20 financial year	N/A																																																				
	Complete raising of 2018/19 internal trading transactions																																																				
	Receipt BACS receipts, bank transfers and unclaimed PDQ income																																																				
	Complete and dispatch 2018/19 external trading transactions																																																				
	Raise and dispatch 2018/19 invoices for Group-defined organisations																																																				
	Run and review the ***Incomplete Invoice*** report (External Trading)																																																				
	Departments notified of resolved Internal trading disputes	N/A																																																			
	Full individual debt statements emailed to departments	N/A																																																			
	2019/20 internal trading invoices can be raised																																																				
	Final review for bad debts																																																				
Accounts payable	Submit 2018/19 AP items to Shared Services by c.o.b.																																																				
	Process all 2018/19 internal trading invoices																																																				
	Run ***Invoices on Hold*** and ***Invoice Register*** reports																																																				
	Process all July invoices																																																				
	Process all invoices related to Group-defined organisations																																																				
	Process staff and visitor expenses																																																			
	Resolved Internal Trading disputes notified to Depts																																																			
	Complete supplier statement reconciliations																																																			
	Return supplier statement reconciliation to Finance Division (Distributed 7 Jun)																																																			
Inventory	Physical stocktake																																																			
	Update Inventory with results of stock take																																																			
	Process all inventory transactions																																																			
Grants	Review and clear grants fund check failures and exceptions																																																			
	Correct research grant VAT errors																																																			
	Clear suspense account																																																			
	Post EC 'PI time' journals																																																			
	Process Barclaycard expenses BEFORE AP close, if using this method																																																			
	Finalise and release all research grants journals																																																			
	Review final grants position BEFORE 5 pm																																																			
	Overheads, revenue and the EC FW7 Price adjustments interim runs	N/A																																																		
	Overheads, revenue and the EC FW7 Price adjustments Final run	N/A																																																		
Fixed Assets	**Fixed Asset Register** as at Jun-19 sent out to departments	N/A																																																		
	Review all departmental assets against the ***Fixed Asset Register***																																																			
	Physically verify assets against the **Fixed Asset Register**																																																			
	Notify FA helpdesk of disposals/amendments																																																			
	Return the amended departmental **Fixed Asset Register**																																																			
	Exception spreadsheet sent out to departments																																																			
	Review exception spreadsheet for missed July assets																																																			
	Notify FA helpdesk of July missed assets (Dept close)																																																		
	CRA module close	N/A																																																		
General Ledger	Balance and post petty cash journal																																																			
	Process Barclaycard expenses BEFORE AP close, if using this method																																																		
	Carbon Reduction Charge (CRC) journal posted	N/A																																																	
	Last date for funds on deposit movement																																																	
	CUEF distribution and interest posted	N/A																																																	
	Clear trust fund deficits (2nd interim report posted to departments 21 Aug)																																																	
	Post budget journals (Budget field frozen in CUFS 5 pm 23 Aug)																																																	
	Final journal for Jul-19 VAT return adjustments impacting departments posted	N/A																																																
	CUEF valuation journal posted and departments notified	N/A																																																
	Process journals for any remaining credit card expenditure																																																	
	Ensure expenditure is coded against the same SoF as related income and clear deficits																																																
	Prepare spreadsheets for income and expense accruals																																																
	Process departmental journals (GL closes 5 pm)																																																
	ICC overhead journals processed (Interim and Final)	N/A																																															
	Return signed year end certificate																																																
Reporting/ Key Dates	**NB** Last CUEF unit trading date for 2018/19: **June 17**																																																
	Departmental Summary Reports																																																
	Appropriations in aid and Trust fund overheads posted (2nd posting if appropriate 16 Aug)																																																
	Trust Fund Statements																																																
	Basic roll forward of balances																																																
	Special roll forward of balances																																																
	Departmental Certificates																																																