<table>
<thead>
<tr>
<th>Year End 2024 Gantt Chart</th>
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</thead>
</table>

### Payroll

- **Due date for new staff contracts to be captured in HR**
- **Final UPS payroll posting**
- **Final Posting date for CCWS payroll**
- **Final date for UPS input for 2023/24 (pay run 16 Aug)**
- **Final monthly payroll posting**
- **Last date for overtime claims input**
- **Final review department monthly payroll - ensure correct account codes**
- **Final date for new staff contracts to be with HR**

### Purchasing

- **Run and review Purchasing Requisition Status report**
- **Run and review Open Purchase Order report (Excel version)**
- **Accrue for costs to be included in 2023/24 financial year that missed deadline**
- **Final UPS payroll posting**
- **Final Posting date for CCWS payroll**
- **Final date for UPS input for 2023/24 (pay run 16 Aug)**

### Accounts Receivable

- **Notify FA helpdesk of disposals/amendments**
- **Physically verify assets against the Fixed Asset Register as at 30 Jun**
- **Review all departmental assets against the Fixed Asset Register**
- **Distribution of Overheads and revenue re-run**
- **Finalise and release all research grants journals, including EC**
- **Post EC PI time journals**
- **Unresolved Fund Check Failures cleared to original Grant**
- **Unreconciled suspense items cleared to department GL overhead accounts**
- **Clear suspense account**
- **Correct research grant VAT errors**
- **Review and clear grants fund check failures and exceptions**
- **Provide departments with inventory reconciliation**
- **Process all receipts and issues of stock up to 31 July**
- **Update Inventory balances with results of stock take**
- **Physical stocktake**

### Accounts Payable

- **Submit 2023/24 AP items to Shared Services by 5 pm**
- **Final date for resolution of all 2023/24 Internal Trading AP invoices**
- **Clear all remaining Invoices on Hold**
- **Process all remaining Internal Trading AP invoices**
- **Resolved Internal Trading disputes notified to Depts**
- **Process all cash, cheque and (if possible) PDQ receipts relating to 2023/24**
- **Identify and bank all cash, cheques received up until the end of July**

### Grants

- **Final fund check failures cleared to original Grant**
- **Unreconciled suspense items cleared to department GL overhead accounts**
- **.Clear suspense account**
- **Correct research grant VAT errors**
- **Review and clear grants fund check failures and exceptions**
- **Provide departments with inventory reconciliation**
- **Process all receipts and issues of stock up to 31 July**
- **Update Inventory balances with results of stock take**
- **Physical stocktake**

### Fixed Assets

- **Physical verification of assets for the year 2023/24**
- **Return the amended departmental**
- **Notify FA helpdesk of disposals/amendments**
- **Physically verify assets against the Fixed Asset Register**
- **Review all departmental assets against the Fixed Asset Register**
- **Distribution of Overheads and revenue re-run**
- **Finalise and release all research grants journals, including EC**
- **Post EC PI time journals**
- **Unresolved Fund Check Failures cleared to original Grant**
- **Unreconciled suspense items cleared to department GL overhead accounts**
- **Clear suspense account**
- **Correct research grant VAT errors**
- **Review and clear grants fund check failures and exceptions**
- **Provide departments with inventory reconciliation**
- **Process all receipts and issues of stock up to 31 July**
- **Update Inventory balances with results of stock take**
- **Physical stocktake**

### Summary

- **Due date for resolution of all 2023/24 Internal Trading AP invoices**
- **Clear all remaining Invoices on Hold**
- **Process all remaining Internal Trading AP invoices**
- **Resolved Internal Trading disputes notified to Depts**
- **Process all cash, cheque and (if possible) PDQ receipts relating to 2023/24**
- **Identify and bank all cash, cheques received up until the end of July**
- **Run and review Purchasing Requisition Status report**
- **Run and review Open Purchase Order report (Excel version)**
- **Final UPS payroll posting**
- **Final Posting date for CCWS payroll**
- **Final date for UPS input for 2023/24 (pay run 16 Aug)**

### Notes

- **NB**
- **Purchasing**
- **Accounts Receivable**
- **Accounts Payable**
- **Grants**
- **Fixed Assets**
- **Summary**

### Version 1.0

May 2024