Year End 2023 Gantt Chart

Category	Task	Done
Payroll	Final date for new staff contracts to be with HR	
	Final review department monthly payroll - ensure correct account codes	
	Last date for overtime claims input	
	Final monthly payroll posting	N/A
	CCWS deadline to approve timesheets	
	Final input for weekly payroll posting for 2022/23 YE	
	Final weekly payroll posting for 2022/23 YE	N/A
	Final date for UPS input for 2022/23 (pay run 18 Aug)	
	Final Posting date for CCWS payroll	
	Final UPS payroll posting	N/A
	Accrue for costs to be included in2022/23 financial year that missed deadline	
Purchasing	Run and review Open Purchase Order report (Excel version)	
	Run and review Purchasing Requisition Status report	
	Complete, cancel or finally close open or incomplete POs and requisitions	
	Final date to process all PO transactions (**NB PO close 5 pm**)	
Accounts receivable	Identify and bank all cash, cheques received up until the end of July	
	Module opened for 2023/24 financial year	N/A
	Process all cash, cheque and (if possible) PDQ receipts relating to 2022/23	
	Last date for raising Internal Trading invoices and sending backing	
	Submit invoice write off forms to Credit Control	
	Bank charges and small balance adjustments posted	N/A
	Review BACS lists and ensure all income for department has been receipted	
	Last date to receipt any remaining income, BACS or otherwise	
	Raise, complete and dispatch all external AR invoices (**NB AR closes 5pm**)	
	Last date for issuing invoices to Group-defined organisations	
	Departments notified of resolved Internal trading disputes	N/A
	Full individual debt statements emailed to departments	N/A
	2023/24 internal trading invoices can be raised	N/A
	Last date to review for bad debts and notify Credit Control	
	Final posting of bad debt provision	N/A
Accounts Payable	Complete **Cash Holding Confirmation** form for balances as at 30 June	
	July Barclaycard statements available to print	N/A
	Submit 2022/23 AP items to Shared Services by 5 pm	
	All expenses, including Barclaycard, must be processed and approved in Concur	
	Clear all remaining Invoices on Hold	
	Process all remaining 2022/23 Internal Trading AP invoices	
	Process all remaining staff and visitor expenses	
	Resolved Internal Trading disputes notified to Depts	N/A
	Process all remaining AP invoices (**NB AP closes 5pm**)	
Inventory	Physical stocktake	
	Update Inventory balances with results of stock take	
	Process all receipts and issues of stock up to 31 July (**NB INV closes 5pm**)	
	Provide departments with inventory reconciliation	N/A
Grants	Distribution of Grants Report (version 1)	N/A
	Distribution of Grants Report (version 2)	N/A
	Review and clear grants fund check failures and exceptions	
	Correct research grant VAT errors	
	Clear suspense account	N/A
	Process monthly Barclaycard expenses before AP closes, if using this option	
	Distribution of Grants Report (version 3)	N/A
	Unreconciled suspense items cleared to department GL overhead accounts	N/A
	Unresolved Fund Check Failures cleared to original Grant	
	Post EC PI time journals	
	Finalise and release all research grants journals, including EC *PI Time* journals	
	Review final grants position BEFORE 5 pm (**NB Grants close 5pm**)	
	Overheads and revenue re-run	N/A
	Distribution of Grants Report (Final)	N/A
Fixed Assets	Distribution of **Fixed Asset Register** as at 30 Jun 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	N/A
	Ensure that July not tracked additions are included on register	
	Notify FA helpdesk of July missed assets (**Dept close**)	
	Central processing of all amendments to FA register (**NB Module close 5pm**)	N/A
General Ledger	CUEF Units: last instructions to be received by Treasury & Investment Team for 22/23	
	July 2022 Chest Allocation (5 Postings plus Final) Budget field frozen in CUFS 24 Aug	N/A
	Trust fund overheads posted (1st, 2nd, Final)	
	Appropriations in Aid	
	Balance and post petty cash for 2022/23	N/A
	Process Barclaycard expenses BEFORE AP close	
	Carbon Reduction Charge (CRC) journal posted	N/A
	Last date for funds on deposit movement	
	EC PI Time adjustment	N/A
	July CUEF distribution accrual and deposit account interest posted	N/A
	Clear trust fund deficits (*Trust Fund Statement #2 issued 22 Aug*)	
	Final journal for Jul-23 VAT return adjustments that impact departments	N/A
	CUEF valuation journal posted and departments notified	N/A
	Process journals for any remaining credit card expenditure	
	Ensure expenditure is coded against same SoF as related income and clear deficits	
	Complete spreadsheets for income and expense accruals - last date 1 Sep	
	Process remaining departmental journals (**NB GL closes 5 pm**)	
	ICC overhead journals processed (Ver 1 and Final)	N/A
	CUEF Revaluation posted for June and July (Into July GL period)	N/A
	Actual July CUEF Distribution posted into Adjustment Period 1	N/A
Key Dates	NB Last CUEF unit trading date for 2022/23: June 19	N/A
	Departmental Summary Reports (1, 2 & 3) - Final sent 7 Sept for YE certification	N/A
	Trust Fund Statements (June, 1st, 2nd and Final)	N/A
	Basic roll forward of balances	N/A
	Special roll forward of balances	N/A
	Departmental Certificate to be returned	N/A

Version 1.0

Jun-2022