TIMETABLE OF DEPARTMENT ACTIONS AND KEY DATES

DEPARTMENT ACTION	MODULE/ PROCESS	DEADLINE	COMPLETED
Complete and return external trading form	Form YE08	27 June	
Review all POs older than six months to see whether they are still required	Purchasing	27 June	
Final date for submission of casual payroll forms	Payroll	12 pm -4 July	
Final date for timesheets and starter/leaver forms to be received by the Central Payroll Team (MAIN) and completion of tasks requiring Payroll Team action	Payroll	9 July	
Refunds due need to be requested by departments to the Credit Control (AR) team by **9 July**. Any received after that date will be processed in 2025/26	AR	9 July	
Returns requests. FULL details to be provided to Cashiers for processing in 2024/25	Cash	9 July	
Forward Currency cheques to the Cashiers Office for processing in 2024/25	Cash	10 July	
Queries to Cashiers relating to backdated/historic research	Cash	11 July	
Final date for invoices/expense claims/payment request forms to be received by the Central Payments team for **payment** in July (by 5 pm). Please ensure that all local input is entered by 18 July in order to be included on the 21 July payment runs.	AP	15 July	
Petty cash reimbursements for posting into 2024/25	Cash	15 July	
Last date for expenses to be paid in Jul-25 (ensure all SAP Concur claims are fully approved and have a sent status)	AP	16 July	
Review and clear all invoices on hold	AP	20 July	
Final sterling payment run for July to ensure payment in July	AP	21 July	
Final foreign currency payment run to ensure payment in July	AP	21 July	
Final date for invoices/expense claims/payment request forms to be received by the Central Payments team for expenditure to be included in the Jul-25 period (by 5 pm).	AP	5pm 22 July	
Final date for sterling cheques forwarded to the Cashiers Office for 2024/25 processing.	Cash	23 July	
Final day to deliver cash for banking in 2024/25 to Cashiers Office	Cash	23 July	
Barclaycard deadline for Jul-25	AP	24 July	
Payroll posted to General Ledger & Projects	Payroll	25 July	
Final review of all POs to check they are still required	Purchasing	28 July	
Review all blanket POs and renew or close as necessary	Purchasing	28 July	
Last day for Card terminal and PDQ machine for posting into 2024/25 (On line transactions except On Line Store)	Cash	28 July	
Buying departments: ensure that any goods supplied by another University department are properly receipted in Oracle Financials	Internal Trade – AP	29 July	
Buying departments: ensure that invoice holds are cleared	Internal Trade – AP	29 July	
Last day for On Line Store transactions for posting into 2024/25	Cash	29 July	

DEPARTMENT ACTION	MODULE/ PROCESS	DEADLINE	COMPLETED
All unaccounted invoices must be accounted for and posted to GL	AP	30 July	
Ensure GRNs raised for all goods/services delivered against Oracle Financials POs (including partial delivery)	Purchasing	30 July	
Final day for processing AP invoices	AP	30 July	
AP closed for July	AP	8am – 1 August	Central Finance task
Main supplier payment run (delayed from 31st July)	AP	1 August	Central Finance task
Last day for input in Oracle Financials AR	AR	2pm – 4 August	
Oracle Financials-calculated accruals for GRNs matched against POs and for which invoice has not been received are posted to departmental accounts by the Financial Reporting team.	GL	4 August	Central Finance task
Last date for departments to post costs to trusts for first match	GL	4 August	
Oracle Financials-calculated accruals for GRNs matched against POs and for which invoice has not been received are posted to projects by the Research Accounts team.	Projects	5 August	Central Finance task
Trial balance to be run for trusts for first matching	GL	5 August	
Complete projects coding corrections	Projects	3pm 5 August	
Charge to projects any expenditure coded against Projects suspense code	GL & Projects	3pm 5 August	
Projects module closes on Oracle Financials	Projects	3pm 5 August	Central Finance task
Pre-award balances sent to departments	Projects	5 August	Central Finance task
Interim donation income posting for expenditure coded to date	GL	6 August	Central Finance task
Departmental Equipment Listing (DEL) sent to departments	Fixed assets	7 August	Central Finance task
First income trust matching to be posted	GL	11 August	
Confirm pre-award account balances to Research Accounts	Projects	11 August	
Year End Projects accruals, and prepayments to be completed and submitted (YE05 and YE07)	Forms to be completed	11 August	
Year End Projects forms processed by the Research Accounts team (closed to departments from noon)	Projects	13 August	Central Finance task
Initial departmental posting of GL accruals, prepayments, deferred income and income in advance posted	GL	14 August	
Departmental Equipment Listing (DEL) sent by departments to Central Finance	Fixed assets	14 August	
Review GL reports for department and complete final journals	GL	18 August	
Oracle Financials GL for July closes to departments	**GL**	**5pm 18 August**	
Central adjustments of departmental accounts completed so departments can run their final figures subject to audit	GL	22 August	Central Finance task
Year end audit begins		29 September	
Complete Self Assurance (including) departmental sign-off		30 September	