

UNIVERSITY'S PLANNING SCHEDULE FOR END OF FINANCIAL YEAR 2021/22

Monday	Tuesday	Wednesday	Thursday	Friday
December 2020				
	31	1	2	3
	Overseas Payment Run Review outstanding purchase orders, ie receipt goods received 2021.	Last day Colleges and Portfolios Asset Acquisition and Disposal forms to Finance.	Creditors Payment Run	Pay Day
6	7	8	9	10
Final <u>Overseas</u> Invoices & Reimbursements to Accounts Payable for guaranteed loading to Basware before Christmas closure	Overseas Payment Run		Cutoff date for debtor invoice requests to Accounts Receivable. Creditors Payment Run Final Domestic Invoices & Reimbursements to Accounts Payable for guaranteed loading to Basware before Christmas closure	End of Year Petty Cash confirmations required
13	14	15	16	17
Cutoff Final Basware approval by 4pm for overseas payments in 2021	Final 2021 Overseas Payment Run	Cutoff Final Basware approval by 4pm for local creditor payments in 2021 Last day for 2021 purchasing card reconciliation, coding and approval Last day to submit Request for Invoice to ensure it will be processed in 2021	Creditors Payment Run for invoices (due before 1 Jan 2022)	Pay Day LAST DAY FOR CAMPUS
20	21	22	23	24 - CHRISTMAS EVE
		Last day for Purchase Order receipting on system till 4.00 pm. Last day for banking and receipting Last day for coding and approving invoices in Basware to ensure they are posted into the ledger for 2021 (but not paid) <b style="color: red;">Finance System not available from 4.00 pm	Banking & Receipting closed Finance system not available all day. Year end procedures actioned by Finance Systems Office University closes at 1.00 pm	<b style="color: red;">Finance System available again.
27 - PUBLIC HOLIDAY	28 - PROCLAMATION DAY	29 - APS PUBLIC HOLIDAY	30 DEC - UNI CLOSED	31 - NEW YEARS EVE
				Pay Day

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January 2022				
3 - PUBLIC HOLIDAY	4	5	6	7
	Finance System available for 2021 processing. Creditor accruals processed into general ledger daily (2022 invoices entered in 2021). Cut-off for credit cards in Freedom coded and approved by 4.00pm. All HR journals completed by 4pm today.	Last day of Finance Systems accrual of invoices posted in 2022 back to 2021 at project level for receivables and payables		Last Day for Prior Period Journals by Colleges & Portfolios. Access removed at close of business. From this point forward prior period journals can only be approved by Financial Accounting. Reports run by Finance Systems for Colleges & Portfolios
10 - UNI REOPENS	11	12	13	14
	Overseas Payment Run Creditors Payment Run			Creditors Payment Run
17	18	19	20	21
Carry forward figures in the system - wait for confirmation from Finance Systems office	Overseas Payment Run	Period 12 Close end of day	Creditors Payment Run Period 13 open	
24	25	26 - AUSTRALIA DAY HOLIDAY	27	28
			Final creditors and debtor accruals processed in general ledger at a Corporate level (not college/ portfolio) relating to 2021. Creditors Payment Run	

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Monday	Tuesday	Wednesday	Thursday	Friday
February 2021				
31	1	2	3	4
	Overseas Payment Run		Creditors Payment Run	
6	7	8	9	10
	Overseas Payment Run		Creditors Payment Run	AFS Draft due to Auditor-General
12	13	14	15	16
	Overseas Payment Run		Creditors Payment Run	
18	19	20	21	22
	Overseas Payment Run		Creditors Payment Run	