



End of Year

FMIS

Closed to Budget Centres:

Friday 18 December 2009



Petty Cash



- ❑ 11/12/09 Friday - Final petty cash reimbursement requests to be received by Finance
- ❑ 16/12/09 Wednesday - Final petty cash cheques drawn

- ❑ Cheques will be held in the safe in Finance for collection in the new year
- ❑ Budget Centres can still claim petty cash centrally via Cashiers until Friday 18/12/09



PO & OSP



Purchase Orders

- ❑ 30/11/2009 Monday - Final date for PO to be raised and approved

Overseas Payments

- ❑ 02/12/09 Wednesday - Final date approved overseas invoices to be received by Finance
- ❑ 04/12/09 Friday - Final overseas payments made



Purchase Orders



- The final day for purchase order entry and approval is Monday 30 November
- Finance will work with you to manage urgent purchase orders.
- We seek your assistance in deferring any purchase orders that do not need to be issued until 2010.
- Finance will work with budget centres to manage any carry over funds.



Invoices



Australian Invoices

11/12/09 Friday – AP final date approved Australian invoices to be received by Finance

11/12/09 Friday – AR final date approved invoice requests to be received by Finance

Payments

16/12/09 Wednesday - Final EFT payments

16/12/09 Wednesday - Final cheque payments

Journals & IDR's



Journals

- ❑ 14/12/2009 Monday - Last day for journals to be processed

IDRs

- ❑ 14/12/2009 Monday – Last day for IDRs to be processed



BCMS

- ❑ 17/12/09 Thursday - Final BCMS file imported
- ❑ 21/12/09 Monday - BCMS closes at 12 noon
- ❑ Please complete as much coding/submitting and approval during November and early December to ease pressure once the final file has been imported.



BCMS

- ❑ It is critical that all transactions are coded, submitted and approved by 12noon Monday 21/12/09 in readiness for new finance system in 2010.
- ❑ Any transactions not fully authorised will be lost when we move to the new system, that is, they will need to be recoded and authorised.
- ❑ Assistance is sought to try and reduce any duplication of effort in terms of processing these transactions, as it will create additional work for cardholders, approvers and central administration.



Payroll



Fulltime and fractional payroll

- Cut off noon Friday 27/11/2009 for pay 8/12/2009
- **Cut off noon Friday 4/12/2009** for pay 22/12/2009
- **Cut off noon Thursday 17/12/2009** for pay 5/01/2010

Casual Payroll

- ***Cut off noon Friday 4/12/2009** for pay 11/12/2009
- ***Cut off noon Thursday 10/12/2009** for pay 25/12/2009 (paid on 22/12/2009)
- Cut off noon Monday 4/01/2010 for pay 8/01/2010

* May need to estimate expected hours to be worked in fortnight.