



End of Year



T1F

Closed to Budget Centres:

12 Noon Friday 24 December 2010

Detailed Guidelines can be found at:

http://www.utas.edu.au/docs/fin_services/

In the Quicklinks box there is a End of Year (EOY) Guidelines document



Petty Cash



- ❑ 20/12/10 Monday - Final petty cash reimbursement requests to be approved
- ❑ 21/12/10 Tuesday - 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 Thursday 23/12/10



Overseas Payments



- ❑ 10/12/10 Friday - Final date overseas invoices to be approved in T1F
- ❑ 16/12/10 Thursday - Final date for overseas payments



Purchase Orders



- ❑ 15/11/10 Monday - Cancellation of purchase orders raised in 2008/2009
- ❑ 16/12/10 Thursday - Final day for new vendor additions
- ❑ 22/12/10 Wednesday - Final day to have purchase orders approved and released

AUD Invoices



- ❑ 15/12/10 Wednesday– Final day for invoices to be received in Finance to guarantee scanning and workflowing
- ❑ 20/12/10 Monday – Final day for workflowed invoices to be approved. These will be posted to the ledger prior to year end
- ❑ 22/12/10 Wednesday - Final EFT & Cheque Run

PLEASE ACT ON YOUR WORKFLOW IN A TIMELY MANNER



BCMS

- ❑ 16/12/10 Thursday - Final BCMS file imported for December Statement
- ❑ 23/12/10 Thursday – “BCMS Close” 12 Midday
- ❑ Any coded and approved transactions up to the “BCMS close” will appear in T1F for 2010



Accounts Receivable



- ❑ 3/12/10 Friday – Review of outstanding debts and provision for those considered doubtful
- ❑ 21/12/10 Tuesday - Final Accounts Receivable Invoices to be submitted and approved
- ❑ 22/12/10 Wednesday – Final day for Financial Services to transmit Accounts Receivable invoices and post to the ledger.

Delegations



If you are going on leave remember to delegate your workflow

My Workflow help back home close retrieve

View Attachment

Open

Task Details

Workflow Item Details

Approve Transaction

Refer to Someone Else

Reject

Cancel Workflow

Reassign Document File

Hold Document File

Email

Create New Workflow Items

More...

Links to other Functions

Maintain Workflow

User Delegations

Inbox for Jo Rohwedder [Group Tasks](#)

Drag a column header here to group by that column

Priority	H	At	Workflow Name	Entity Keys	From	Assigned User	Workflow Pool	Description
			GENJNLFIN	048591	DSTEFFEN	JMURRAY	DEFAULT	GST Journal Exp
			GENJNLFIN	048700	NTHOMAN	JMURRAY	DEFAULT	GST Journal Exp
			GENJNLFIN	048740	NTHOMAN	JMURRAY	DEFAULT	GST Journal Exp
			APINVOICE	048431	NTHOMAN	JMURRAY	DEFAULT	AP Invoice - And
			APINVOICE	048485	NTHOMAN	JMURRAY	DEFAULT	AP Invoice - Jose
			APINVOICE	048489	NTHOMAN	JMURRAY	DEFAULT	AP Invoice - Bryn
			APINVOICE	048493	NTHOMAN	JMURRAY	DEFAULT	AP Invoice - Chris
			APINVOICE	048499	NTHOMAN	JMURRAY	DEFAULT	AP Invoice - Dom
			APINVOICE	048501	NTHOMAN	JMURRAY	DEFAULT	AP Invoice - Dom
			APINVOICE	048502	DSTEFFEN	JMURRAY	DEFAULT	AP Invoice - Reb
			APOSINV	045834	AWHELAN	JMURRAY	DEFAULT	AP Overseas Inv
			APOSINV	048500	COLINJ2	JMURRAY	DEFAULT	AP Overseas Inv
			APOSINV	048505	COLINJ2	JMURRAY	DEFAULT	AP Overseas Inv
			APOSINV	048507	COLINJ2	JMURRAY	DEFAULT	AP Overseas Inv
			PURCHASE_REQN	UTAS/102060	TLAVELLE	JMURRAY	DEFAULT	Supplier: FUJI XE

Count: 25



Payroll



Fulltime and fractional payroll

- Cut off noon Friday 26/11/2010 for pay 7/12/2010
- Cut off noon Friday 3/12/2010 for pay 21/12/2010
- Cut off noon Thursday 16/12/2010 for pay 4/01/2011 (paid on 23/12/2010)

Casual Payroll

- *Cut off noon Friday 3/12/2010 for pay 10/12/2010
- *Cut off noon Thursday 9/12/2010 for pay 24/12/2010 (paid on 21/12/2010)
- Cut off noon Tuesday 4/01/2011 for pay 7/01/2011

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

Journals/Internal T'fers



Documents received before 22/12/2010 will be processed for 2010:

- Internal Transactions (UTRANS)
- Correcting Journals
- Funding Transfers
- Recharges (incl Salary T'fers/Buybacks)
- Internal Purchases

(Documents received after 22/12/2010 may be processed into 2010)

*** If you don't want a transaction to be recorded in the current year, please do not "Submit", just save and "Submit" next year***

2011 C'wds & Budgets Operating Projects



Contact: Nadyne.Russell@utas.edu.au or ext 2727

- These will be available on 11th January 2011
- Operating Project Budgets will be loaded against the Faculty/Divisional/Institute allocation project;
- Earmarked Funds and/or Strategic Funds will be allocated against specific projects;
- Carry Forward Balances will be calculated and re-instated against original project;
- FS10-15 C'fwds can be rolled up to a central project on request

2011 Budgets Research Projects



Contact: finance.research@utas.edu.au

- Existing projects will have budgets loaded during January 2011;
- C'fwds are not relevant for research projects as projects are perpetual (Period 0 will hold project balance to 31/12/2010);
- Reports will update to show the prior year balances and transactions



3rd Party Systems



The closing date for the following feeder systems is 17/12/2010:

- Asset Management
- Central Science Laboratory
- Human Resources
- Information Technology (incl PC Lease Scheme)
- Postage
- Telephones
- Raisers Edge



UBE's



The closing date for UBE's 21/12/2010:

- Accommodation Services
- UniPrint (including Photocopy Lease Scheme)
- Sport & Recreation
- Vehicle Fleet