



# End of Year

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T1F

Closed to Budget Centres:

**12 Noon Wednesday** 21<sup>st</sup> December 2011

Detailed Guidelines can be found at:

[http://www.utas.edu.au/docs/fin\\_services/](http://www.utas.edu.au/docs/fin_services/)

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



# Overseas Payments

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- ❑ 09/12/11 Friday - Final date overseas invoices to be approved in T1F
- ❑ 13/12/11 Tuesday - Final overseas payment run



# Petty Cash

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- ❑ 19/12/11 Monday - Final petty cash reimbursement requests to be approved
- ❑ 20/12/11 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 22/12/11



# Purchase Orders

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- ❑ 5/12/11 Monday – Final day for cancellation of purchase orders
- ❑ 12/12/11 Monday - Final day for new vendor additions
- ❑ 21/12/11 (noon) Wednesday - Final day to have purchase orders approved and released

# AUD Invoices



- ❑ 16/12/11 Friday – Final day for invoices to be received in Finance to guarantee scanning and workflowing
- ❑ 21/12/11 (noon) Wednesday – Final day for workflowed invoices to be approved. These will be posted to the ledger prior to year end
- ❑ 21/12/11 Wednesday - Final EFT & Cheque Run

**PLEASE ACT ON YOUR WORKFLOW IN A TIMELY MANNER**



# BCMS

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- ❑ 20/12/11 Tuesday- Final BCMS file imported for December Statement period
- ❑ 20/12/11 Tuesday – Final BCMS file will transfer to T1F
- ❑ Any coded and approved transactions after Tuesday 20/12/11 will appear in 2012

# Accounts Receivable



- ❑ 14/12/11 Wednesday – Final review of outstanding debts and provision for those considered doubtful
- ❑ 12/12/11 Monday – Final day for new customer requests
- ❑ 19/12/11 Monday- Final Accounts Receivable Invoices to be submitted and approved
- ❑ 21/12/11 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

The screenshot shows a web-based workflow management application. The main area displays a table of tasks assigned to 'Jo Rohwedder'. The sidebar on the left contains various actions, with 'User Delegations' highlighted by a red circle.

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

Count: 25

# Payroll



## Full-time and fractional payroll

- Cut off noon Friday 25/11/2011 for pay 6/12/2011
- Cut off noon Friday 2/12/2011 for pay 20/12/2011
- Cut off noon Thursday 15/12/2011 for pay 3/01/2011 (paid on 22/12/2011)

## Casual Payroll

- \* Cut off noon Friday 2/12/2011 for pay 9/12/2011
- \* Cut off noon Thursday 8/12/2011 for pay 23/12/2011 (paid on 22/12/2011)
- Cut off noon Tuesday 3/01/2012 for pay 6/01/2012

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

## Salary Account Allocation Corrections

- Changes to be made to the HRMS for 2011 costs – 28/11/2011
- Manual journals to correct costs for 2011 – 19/12/2011

# Journals/Internal T'fers



21/12/11 Wednesday (noon) - Final day for the following

- Internal Transactions (UTRANS)
- Correcting Journals
- Funding Transfers
- Recharges
- Internal Purchases

Please ensure all journals/internal transfers for 2011 are approved before this cut-off. Please do not process in advance any transactions for 2012 due to transition to new budget model.



# 3<sup>rd</sup> Party Systems

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16/12/11 Friday - Final date for the following feeder systems

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



# UBE's

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21/12/11 (noon) Wednesday – Final date for UBE's

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