

End of Financial Year Cut Offs		2017		
Monday	Tuesday	Wednesday	Thursday	Friday
November 27, 2017	November 28, 2017	November 29, 2017	November 30, 2017	December 1, 2017
	Pay date 28/11/17	Payroll processed in T1F for 28/11		
Monday	Tuesday	Wednesday	Thursday	Friday
December 4, 2017	December 5, 2017	December 6, 2017	December 7, 2017	December 8, 2017
Final Day Overseas Invoices to be received/scanned Last day for EMPLOYEE e-Form Payments and ProMaster "Out of Pocket expenses" to be approved for inclusion in pay on 12/12				
Monday	Tuesday	Wednesday	Thursday	Friday
December 11, 2017	December 12, 2017	December 13, 2017	December 14, 2017	December 15, 2017
Final Day Approved Overseas AP Invoices	Final Overseas Payment Run Pay day 12/12	Payroll processed in T1F for 12/12	Final Day for Student Fee Refunds to be approved ProMaster credit card statement date	Last day for STUDENT/OTHER e-Form Payments to be approved for inclusion in final payment run 22/12 Final Day Domestic AP Invoices received/scanned ProMaster rollover Final 'mop up' Overseas payment run for Student Fee Refunds Last day for EMPLOYEE e-Form Payments and ProMaster "Out of Pocket expenses" to be approved for inclusion in early pay on 26/12
Monday	Tuesday	Wednesday	Thursday	Friday
December 18, 2017	December 19, 2017	December 20, 2017	December 21, 2017	December 22, 2017
Final Day approved AR Invoices and Credit Notes to be requested Final Day Petty Cash approved	All HR/ Payroll adjustments in T1F to be completed by COB (TBC) Final Pay (26/12) & Salary Accrual Processed into T1F Final Petty Cash run 2017 (NOTE: Cheques to be held by Finance until New Year) Final Day for 3rd party systems HR central charge, VeTTrack, Work Orders, UTRANS, Phones, ITR processed by non-HUB staff	Final day for Journal/Internal transactions processing Final Day AP Invoices approved Travel Mgt Card Statement date. All transactions must be coded and approved Final fee waiver process run in Student Management by Fees Team Final Day for Feeder Systems Accommodation, Photocopier, Uniprint, Sport & Rec, Vehicles, Fuel processed by Finance staff, and CSL system journal Final CBA transactions imported into Promaster for coding 5pm Promaster Cut off for approved transactions to appear in T1F . Note: Users will be locked out of the system until January reopens 5pm ProMaster FINAL load of approved transactions to appear in T1F before system closes. All Transactions MUST be coded and approved by this date. ProMaster and T1F Closes 5pm for Budget Centre Users	Final EFT run for 2017 at 2pm (Two payment runs - #1 for payments due up to 31/12, #2 for payments from 1/1 to 5/1 released on 5/1 (TBC) T1F Closes for Finance Hub Technical Staff plus North & South Transactional Teams 12 noon T1F Closes for remaining Finance Shared Services Staff 5pm	OneStop Cashiers Closed Early Pay day for pay date 26/12 T1F closed for ALL staff. Finance System will not re-open until 2nd week in January due to end of financial year processing and University restructure processing for College changes
Notes: 1. 3rd Party System journals and Central Charges cut-offs include: any monthly charges such as: Raisers Edge, VETTrak, ITS, Phone Charges, HR charges processed by non Finance Staff 2. Feeder System journals cut-offs include: Accommodation Services, Uniprint, Unigym, Vehicle Fleet charges journals anything processed by Finance hub staff. This also includes CSL 3. HR final pay will be processed in T1F on 19th December with tidy-up by payroll journals to be completed by COB (19/12) 4. All approved purchase requisitions in PurchaseNow up to 31 December will be included in the commitments for the 2017 financial year. 5. Student Management and OneStop data feeds (payments in) will continue to import up to 31st December 6. Mop Up by Fin Operations - final payment run Thursday 21st December 7. All journals to be posted by Finance on Thursday 21/12 morning 8. Access for all Financial Services staff will be cut-off Thursday 22nd December 9. Note: all Project closure requests as part of restructures should be received as early as possible. To ensure appropriate time for review and adjustments (if needed) to get the project closed				