

## UNIVERSITY'S PLANNING SCHEDULE FOR END OF FINANCIAL YEAR 2022/23

Monday	Tuesday	Wednesday	Thursday	Friday
<b>December 2022</b>				
	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>
	Overseas Payment Run  Review outstanding purchase orders, ie receipt goods received 2022.	Last day Colleges and Portfolios Asset Acquisition and Disposal forms to Finance.	Creditors Payment Run	Pay Day
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Final Overseas Invoices & Reimbursements to Accounts Payable for guaranteed loading to Basware before Christmas closure	Overseas Payment Run	Payroll for 16/12 & disbursement 14/12 to be processed today	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
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
Cutoff Final Basware approval by 4pm for overseas payments in 2022	Final 2022 Overseas Payment Run	Cutoff Final Basware approval by 4pm for local creditor payments in 2022  Last day for 2022 purchasing card reconciliation, coding and approval  Last day to submit Request for Invoice to ensure it will be processed in 2022	Creditors Payment Run for invoices (due before 1 Jan 2023)	Pay Day  LAST DAY FOR CAMPUS
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Payroll for 30/12 & disbursement 28/12 to be processed today		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 2022 (but not paid) <b>Finance System not available from 4.00 pm</b>	Banking & Receipting closed Finance system not available all day.  Year end procedures actioned by Finance Systems Office  <b>University closes at 1.00 pm</b>	Finance System available again.
<b>26 - PUBLIC HOLIDAY</b>	<b>27 - PROCLAMATION DAY</b>	<b>28 - APS PUBLIC HOLIDAY</b>	<b>29 DEC - UNI CLOSED</b>	<b>30</b>
				Pay Day

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Monday	Tuesday	Wednesday	Thursday	Friday
<b>January 2023</b>				
<b>2 - NY PUBLIC HOLIDAY</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	Finance System available for 2022 processing.  Creditor accruals processed into general ledger daily (2023 invoices entered in 2022). Cut-off for credit cards in Fraedom coded and approved by 4.00pm.  All HR journals completed by 4pm today.	Last day of Finance Systems accrual of invoices posted in 2023 back to 2022 at project level for receivables and payables		
<b>9 - UNI REOPENS</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Last Day for Prior Period Journals by Colleges & Portfolios. <b>Access removed at 1:00pm.</b> From this point forward prior period journals can only be approved by Financial Accounting.  Reports run by Finance Systems for Colleges & Portfolios	Overseas Payment Run  Creditors Payment Run			Creditors Payment Run
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>Carry forward figures in the system - wait for confirmation from Finance Systems office</b>	Overseas Payment Run	Period 12 Close end of day	Creditors Payment Run  Period 13 open	
<b>23</b>	<b>24</b>	<b>25</b>	<b>26 - AUSTRALIA DAY HOLIDAY</b>	<b>27</b>
		Final creditors and debtor accruals processed in general ledger at a Corporate level (not college/ portfolio) relating to 2022.  Creditors Payment Run		

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Monday	Tuesday	Wednesday	Thursday	Friday
<b>February 2023</b>				
<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>
	Overseas Payment Run		Creditors Payment Run	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Overseas Payment Run		Creditors Payment Run	AFS Draft due to Auditor-General
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	Overseas Payment Run		Creditors Payment Run	
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	Overseas Payment Run		Creditors Payment Run	