

END OF YEAR QUICK REFERENCE GUIDE 2018-2019

Please refer to full timetable for complete requirements

DATE		
KEY NOVEMBER DATES		
Thursday, 15 November 2018	12	Fixed Assets Last day for completed Fixed Asset stocktake forms to be submitted to Corporate Finance.
Wednesday, 21 November 2018	12	Staff Reimbursements ProMaster Staff Reimbursement claims approved online by the Supervisor <u>before 9am today</u> will be included in the staff members payroll paid 29/11/2018.
Tuesday, 27 November 2018	12	Staff Recoupment's Document Control Reports for any ProMaster Non-Business transactions (FS57 forms), or return of unspent cash withdrawals, received by the ProMaster Team for processing by COB today will be deducted from the staff members payroll paid 13/12/2018. Any recoupment processed after this date in 2018 will not be recouped until 2019 and will not be charged to Cost centres until 2019.
DECEMBER		
Saturday, 1 December 2018 Sunday, 2 December 2018		
Monday, 3 December 2018	12	Staff Reimbursements ProMaster staff reimbursements claims approved online by the Supervisor <u>before 9am today</u> will be included in the staff members payroll on 13/12/2018.
Tuesday, 4 December 2018		
Wednesday, 5 December 2018		
Thursday, 6 December 2018		
Friday, 7 December 2018	12	International AP invoices Last day for Accounts Payable to receive <u>International AP invoices</u> for <u>processing against 2018 cost centres and final 2018 Cheque or EFT payment run</u> . Invoices must be received in Accounts Payable by COB today .
Saturday, 8 December 2018 Sunday, 9 December 2018		
Monday, 10 December 2018		
Tuesday, 11 December 2018	12	Payroll files imported for the fortnight ending 14/12/2018
Wednesday, 12 December 2018	12	Australian AP invoices Last day for Accounts Payable to receive <u>Australian AP invoices</u> for <u>final 2018 Cheque or EFT payment run</u> . Invoices must be received in Accounts Payable by COB today . Invoices due for payment on last payment run for the year (Wednesday 19th December), must be APPROVED in Workflow <u>before 9am Wednesday 19th December 2018</u> .
Thursday, 13 December 2018	12	Staff Reimbursements ProMaster staff reimbursements claims approved online by the Supervisor <u>before 9am today</u> will be included in the staff members payroll paid 27/12/2018. Any reimbursements approved after this date in 2018 will not be paid until the first payroll in 2019.
Friday, 14 December 2018	12	Overseas NAB (Student refunds and Library FX) Last day for Accounts Payable to receive <u>Overseas NAB (Student refunds) and NAB Lib FX</u> for <u>processing against 2018 cost centres and final 2018 EFT payment run</u> . Invoices must be received in Accounts Payable by COB today . Last day for Accounts Payable to receive scholarship paperwork for payment in 2018.
	12	Receipting Last day to send FS18 Miscellaneous Payment, Credit Card & Cheque payments to Accounts Receivable for guaranteed AR Receipt processing into 2018 cost centres.
Saturday, 15 December 2018 Sunday, 16 December 2018		
Monday, 17 December 2018	12	Final Overseas Citibank payment run for 2018
	12	Australian AP invoices Last day for Accounts Payable to receive <u>Australian AP invoices</u> for <u>guaranteed validation to workflow in 2018. To be recorded against 2018 cost centres invoices must by APPROVED in Workflow before 8 am on Friday 4th January 2019</u> . Invoices due for payment on last payment run for the year (Wednesday 19th December), must be APPROVED in Workflow <u>before 9am Wednesday 19th December 2018</u> .
Tuesday, 18 December 2018	12	Last SMS/ RAM Scholarships payment runs for 2018
	12	AR invoices Last day to send Appian Sales Invoice Requests FS19s Accounts Receivable for guaranteed processing against 2018 cost centres.
Wednesday, 19 December 2018	12	Update and distribute worksheets for the Library Fiscal Roll
	12	Fortnightly Scholarships (fortnight ending 28/12/18) sent to bank for payment release 24/12/18
	12	Australian AP invoices Australian AP Invoices / APPIAN due for payment must be APPROVED in Workflow <u>before 9am today</u> for inclusion in the Final AP Payment runs for 2018.
	12	Final AP payment runs for 2018 Cheque and EFT Overseas NAB (Student refunds) Payroll Deductions
Thursday, 20 December 2018	12	Payroll files imported for fortnight ending 28/12/2018
Friday, 21 December 2018	12	Travel team All internal journals relating to the use of travel credits belonging to other cost centres must be processed by COB today
	12	Last official working day for 2018
Saturday, 22 December 2018 Sunday, 23 December 2018		
Monday, 24 December 2018		Accumulated Time-Off Day #1
Tuesday, 25 December 2018		Public Holiday (Christmas Day)
Wednesday, 26 December 2018		Public Holiday (Proclamation Day)
Thursday, 27 December 2018		Accumulated Time-Off Day #2
Friday, 28 December 2018		Accumulated Time-Off Day #3
Saturday, 29 December 2018 Sunday, 30 December 2018		
Monday, 31 December 2018		Accumulated Time-Off Day #4

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DATE		
JANUARY		
Tuesday, 1 January 2019		Public Holiday (New Year's Day)
Wednesday, 2 January 2019	12	First official working day for 2019
	12	Commence remaining NAB Bank Journals for Period 12
	12	First SMS/RAM Scholarships payment run for 2019
	12	Staff Reimbursements ProMaster Staff Reimbursement claims approved online by the Supervisor <u>before 9am today</u> will be included in the staff members payroll on 10/01/2019. ProMaster Credit Card transactions (excluding Non-Business transactions, Staff Reimbursements and any element of cash withdrawals to be repaid) approved online by the Supervisor <u>before 9am today</u> will be exported into Period 12 in the Finance One system in 2018.
	12	Library Fiscal Roll
Thursday, 3 January 2019	12	Finalise NAB Bank Journals for Period 12
	12	Last Day for 2018 processing for: AP invoices/APPIAN PAYMENTS must be APPROVED in Workflow by <u>COB today</u> for the expense to be <u>recorded against Cost Centres in 2018</u> AR Invoices Purchase Orders Bank Journals NOTE: Processing ceases COB today.
Friday, 4 January 2019	12	Period 12 Closed at 8am AR & AP Ledgers rolled and statistics reset Change users to view and report access only System variables and formats changed Levies calculated and posted to p12, 2018 Allocations Run
	12	Finalise Bank Reconciliation once Period 12 is closed
	13	Accrued Expenses - Distribution of automated accrual journals to areas by COB today
	1	2019, Period 1 Ledger processing available from 5pm All Finance One users need to wait for receipt of email which will advise when ledgers are available, especially AP and AR ledgers. AP Invoices AR Invoices Purchase Orders Bank Journals
	13	2018, Period 13 Ledger processing available from 5pm Period 13 tasks as per 2018 EOY accounting processes Period 13 Balance Sheet Journals (to be workflowed to Corporate Finance) Return Library Fiscal Roll information to Corporate Finance
Saturday, 5 January 2019		
Sunday, 6 January 2019		
Monday, 7 January 2019	1	First AP payment runs for 2019 EFT Overseas Citibank
Tuesday, 8 January 2019	1	First fortnightly scholarships payment run for 2019 (fortnight ending 12/1/2018) & LIB FX
	13	Email outstanding Fixed Asset forms to Corporate Finance for outstanding 2018 transactions by 1pm
Wednesday, 9 January 2019	13	Period 13 closed to Divisions/Units at 1pm Submit Annual Financial Report Certification of completion of tasks to Corporate Finance Submit Travel Advances (IC 7805) reconciliations to Procurement and Financial Services
	1	First AP payment runs for 2019 Overseas NAB (Student refunds) Payroll Deductions Payroll files imported for fortnight ending 11/1/2019
Thursday, 10 January 2019		
Friday, 11 January 2019		
Saturday, 12 January 2019		
Sunday, 13 January 2019		
Monday, 14 January 2019		
Tuesday, 15 January 2019	13	Levies calculated & posted to Period 13
	13	Period 13 closed and rolled by Financial Systems at 9am
	14	Period 14 commences
Wednesday, 16 January 2019		
Thursday, 17 January 2019		
Friday, 18 January 2019		
Saturday, 19 January 2019		
Sunday, 20 January 2019		
Monday, 21 January 2019		
Tuesday, 22 January 2019		
Wednesday, 23 January 2019		
Thursday, 24 January 2019		
Friday, 25 January 2019		Annual review commentary templates due back to Corporate Finance by 5pm
Saturday, 26 January 2019		
Sunday, 27 January 2019		
Monday, 28 January 2019		Public Holiday
Tuesday, 29 January 2019		
Wednesday, 30 January 2019		
Thursday, 31 January 2019		
FEBRUARY		
Friday, 1 February 2019		
Saturday, 2 February 2019		
Sunday, 3 February 2019		
Monday, 4 February 2019		
Tuesday, 5 February 2019		
Wednesday, 6 February 2019		
Thursday, 7 February 2019		
Friday, 8 February 2019		
Saturday, 9 February 2019		
Sunday, 10 February 2019		
Monday, 11 February 2019		Delivery of Certified Draft AFS to the Auditor General