

END OF YEAR QUICK REFERENCE GUIDE 2019-2020

Please refer to full timetable for complete requirements

DATE		
KEY NOVEMBER DATES		
Friday, 1 November 2019	11	Fixed Assets Last day for completed Fixed Asset stocktake forms to be submitted to Corporate Finance
Thursday, 28 November 2019	11	Staff Recoupments 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 12/12/2019. Any recoupment processed after this date in 2019 will not be recouped until 2020.
DECEMBER		
Sunday, 1 December 2019		
Monday, 2 December 2019		
Tuesday, 3 December 2019		
Wednesday, 4 December 2019	12	Staff Reimbursements ProMaster staff reimbursements claims approved online by the Supervisor before 9am today will be included in the staff members payroll paid 12/12/2019
Thursday, 5 December 2019		
Friday, 6 December 2019		
Saturday, 7 December 2019		
Sunday, 8 December 2019		
Monday, 9 December 2019		
Tuesday, 10 December 2019		
Wednesday, 11 December 2019	12	Payroll Deductions Files imported for the fortnight ending 13/12/2019
Thursday, 12 December 2019		
Friday, 13 December 2019	12	Receipting Last day to send FS18 Miscellaneous Payment, Credit Card & Cheque payments to Accounts Receivable for guaranteed AR Receipt processing into 2019 cost centres
	12	Overseas NAB (Student refunds and Library FX) Last day for Accounts Payable to receive <u>Overseas NAB (Student refunds) and NAB Lib FX invoices for processing against 2019 cost centres and final 2019 EFT payment run</u> . Invoices must be received in Accounts Payable by COB today .
	12	International AP invoices (Citibank) Last day for Accounts Payable to receive <u>International AP invoices for guaranteed processing against 2019 cost centres and final 2019 Citibank International payment run</u> . Invoices must be received in Accounts Payable by COB today .
Saturday, 14 December 2019		
Sunday, 15 December 2019		
Monday, 16 December 2019	12	Australian AP invoices Last day for Accounts Payable to receive <u>Australian AP invoices</u> for guaranteed validating prior to final 2019 Cheque or EFT payment run on 20/12/2019. Invoices must be received in Accounts Payable by COB today . Invoices due for payment on the last payment run for the year (Friday 20 December), must be APPROVED in Workflow before 8:45am Friday 20 December . To be recorded against 2019 cost centres invoices must be approved in Workflow before 8am on Monday 6 January 2020 .
Tuesday, 17 December 2019	12	AR invoices Last day to send Appian Sales Invoice Requests FS19s Accounts Receivable for guaranteed <u>processing against 2019 cost centres</u>
	12	Final AP payment runs for 2019 Overseas NAB (Student refunds and Library FX)
	12	RAMS & FS34 Scholarships Processing date for forward dated (23/12/2019) Scholarship payments due for payment fortnight ending 27/12/19
Wednesday, 18 December 2019	12	Staff Reimbursements ProMaster staff reimbursements claims approved online by the Supervisor before 9am today will be included in the staff members payroll paid 27/12/2019 and charged to cost centres in 2019. Any reimbursements approved after this date in 2019 will not be paid until the first payroll in 2020 (paid 9/1/2019).
	12	SCMS Scholarships Processing day for Scholarships due for payment 18/12/2019 for week ending 20/12/2019
Thursday, 19 December 2019	12	Final Overseas Citibank payment run for 2019 International AP Invoices
	12	Update and distribute worksheets for the Library Fiscal Roll
	12	Payroll files imported for fortnight ending 27/12/2019
Friday, 20 December 2019	12	Australian AP invoices Australian AP Invoices / Appian payment requests due for payment must be APPROVED in Workflow before 8.45am today for inclusion in the final AP Payment run for 2019
	12	Final AP payment runs for 2019 Cheque and EFT Payroll Deductions (forward dated 23/12/2019) for fortnight ending 27/12/2019
	12	SCMS Scholarships Processing day for forward dated (23/12/2019) Scholarships due for payment week ending 27/12/2019 or 3/1/2020 (if required)
Saturday, 21 December 2019		
Sunday, 22 December 2019		
Monday, 23 December 2019	12	Last working day in 2019
	12	Travel Credits All internal journals relating to the use of travel credits belonging to other cost centres must be processed by COB today
Tuesday, 24 December 2019		Accumulated Time-Off Day #1
Wednesday, 25 December 2019		Public Holiday (Christmas Day)
Thursday, 26 December 2019		Public Holiday (Proclamation Day)
Friday, 27 December 2019		Accumulated Time-Off Day #2
Saturday, 28 December 2019		
Sunday, 29 December 2019		
Monday, 30 December 2019		Accumulated Time-Off Day #3
Tuesday, 31 December 2019		Accumulated Time-Off Day #4
JANUARY		
Wednesday, 1 January 2020		Public Holiday (New Year's Day)
Thursday, 2 January 2020	12	First official working day for 2020
	12	Commence remaining NAB Bank Journals for Period 12
	12	Staff Reimbursements

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DATE		
	12	ProMaster Staff Reimbursement claims approved online by the Supervisor <u>before 9am today</u> will be included in the staff members payroll paid 9/1/2020 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 2019 Staff Recoupments 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 <u>COB today</u> will be deducted from the staff members payroll paid 9/1/2020
Friday, 3 January 2020	12 12	Finalise NAB Bank Journals for Period 12 Last Day for 2019 processing of: AP invoices/APPIAN PAYMENTS must be APPROVED in Workflow by <u>COB today</u> for the expense to be recorded against Cost Centres in <u>2019</u> AR Invoices Purchase Orders Bank Journals NOTE: Processing ceases COB today.
Saturday, 4 January 2020 Sunday, 5 January 2020	12	Library Fiscal Roll
Monday, 6 January 2020	12 12 13 1 13 13	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, 2019 Allocations Run Finalise Bank Reconciliation once Period 12 is closed Accrued Expenses - Distribution of automated accrual journals to areas by COB today 2020, 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 2019, Period 13 Ledger processing available from 5pm Period 13 tasks as per 2019 EOY accounting processes Period 13 Balance Sheet Journals (to be workflowed to Corporate Finance) Return Library Fiscal Roll information to Corporate Finance
Tuesday, 7 January 2020	1 1	First AP payment runs for 2020 Overseas NAB (Student refunds and Library FX) RAMS & FS34 Scholarships First Scholarship payments for 2020
Wednesday, 8 January 2020	1 1 1 13	First AP payment runs for 2020 EFT Payroll Deductions SCMS Scholarships First Scholarship payments for 2020 Payroll files imported for fortnight ending 10/1/2020 Email outstanding Fixed Asset forms to Corporate Finance for outstanding 2019 transactions by 1pm
Thursday, 9 January 2020	13 1	Period 13 closed to Divisions/Units at 1pm Submit Annual Financial Report Certification of completion of tasks to Corporate Finance First Overseas Citibank payment run for 2020 International AP Invoices
Friday, 10 January 2020		
Saturday, 11 January 2020 Sunday, 12 January 2020		
Monday, 13 January 2020		
Tuesday, 14 January 2020	13 13 13	All period 13 journals to be approved by Corporate Finance by 12pm Levies calculated & posted to Period 13 Review of 2019 Financial Results by Division/Units by 5pm
Wednesday, 15 January 2020	13 14	Period 13 closed and rolled by Financial Systems at 9am Period 14 commences
Thursday, 16 January 2020		
Friday, 17 January 2020		
Saturday, 18 January 2020 Sunday, 19 January 2020		
Monday, 20 January 2020		
Tuesday, 21 January 2020		
Wednesday, 22 January 2020		
Thursday, 23 January 2020		
Friday, 24 January 2020		Annual review commentary templates due back to Corporate Finance by 5pm
Saturday, 25 January 2020 Sunday, 26 January 2020		
Monday, 27 January 2020		Public Holiday (Australia Day)
Tuesday, 28 January 2020		
Wednesday, 29 January 2020		
Thursday, 30 January 2020		
Friday, 31 January 2020		
KEY FEBRUARY DATES		
Tuesday, 11 February 2020		Delivery of Certified Draft AFS to the Auditor General