END OF YEAR QUICK REFERENCE GUIDE 2019-2020

Please refer to full timetable for complete requirements

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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 (FSS7 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 <u>before 9am today</u> will be included in the staff members payroll paid 12/12/2019
Thursday, 5 December 2019		pay.o., pana-a, -a, -a-a
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 Overseas NAB (Student refunds) and NAB Lib FX invoices for processing against 2019 cost
		centres and final 2019 EFT payment run. Invoices must be received in Accounts Payable by COB today.
	12	International AP invoices (Citibank)
	12	
		Last day for Accounts Payable to receive International AP invoices for guaranteed processing against 2019 cost centres and final 2019
		<u>Citibank International payment run.</u> Invoices must be received in Accounts Payable by <u>COB today.</u>
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 <u>COB today</u> .
		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 by approved in Workflow before 8am on Monday 6
		January 2020.
Tuesday, 17 December 2019	12	AR invoices
ruesday, 17 December 2019	12	
		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
	12	· · · · · · · · · · · · · · · · · · ·
TI 1 10 D 1 2010		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
		·
	4.0	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		Last working day in 2019
1,, 1	12	Travel Credits
		All internal journals relating to the use of travel credits belonging to other cost centres must be processed by <u>COB today</u>
Tuesday 24 December 2010		
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 (Nou You's Day)
		Public Holiday (New Year's Day) First official working day for 2020
Thursday, 2 January 2020		First official working day for 2020
	12	Commence remaining NAB Bank Journals for Period 12
	12	Staff Reimbursements

END OF YEAR QUICK REFERENCE GUIDE 2019-2020

ProMaster Staff Reimbursement claims approved online by the Supervisor before 9am today 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 withdraw to be repaid) approved online by the Supervisor before 9am today will be exported into Period 12 in the Finance One system in 2015 Staff Recoupments Document Control Reports for any ProMaster Non-Business transactions (FSS7 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 9/1/2020 Friday, 3 January 2020 12 Islast Day for 2019 processing of: AP invoices/APPIAN PAYMENTS must be APPROVED in Workflow by COB today for the expense to be recorded against Cost Centres 2019 AR Invoices Purchase Orders Bank Journals NOTE: Processing ceases COB today. Library Fiscal Roll Saturday, 4 January 2020 Sunday, 5 January 2020 Monday, 6 January 2020 Monday, 6 January 2020 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 12 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	Please refer to full timetable for cor DATE	npiete req	unements
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