Australian National University

Memo

SUBJECT	Key dates and guidelines for 2025 year-end reporting
TO	College General Managers, College Finance Managers, Service Division Directors, Central Support Finance Manager
FROM	Finance Transformation
DATE	07 November 2025

This memo highlights the key dates and processing requirements in relation to preparing the University for 2025 end of year financial reporting.

Procurement

Any procurement activities requiring funds to be committed in 2025 must have a compliant procurement process and an Evaluation Plan signed by the appropriate delegate by Saturday 15 November 2025.

Exemption forms require three to seven business days processing time, depending on the value and the delegates involved, by UPCO for review and approval. In order to achieve end of year deadlines, all exemptions should be lodged with UPCO by Saturday 08 November 2025 for new vendors and by 01 December 2025 for existing vendors.

Accounts Payable

To ensure that accounts payable invoice payments are processed prior to closure of the University for 2025:

- Invoices requiring new supplier creation or amendment are to be submitted to invoice.workflow@anu.edu.au by Friday 21 November 2025.
- Invoices for goods or services received from existing suppliers are to be submitted to invoice.workflow@anu.edu.au by Thursday 11 December 2025.
- For foreign currency payments requiring Investment Office action to apply pre-purchased foreign currency to an invoice, the cut off date for receipt of the invoice by the Investment Office is Friday, 5 December 2025.
- Reimbursement requests to be submitted in Finance Self Service by Thursday 11 December 2025 to enable sufficient time for approval.
- Invoices and reimbursements to be approved by the delegate in ES Financials by Monday 15 December 2025 to ensure payment in 2025.
- The last payment run of the year will be Friday 19 December 2025.

Expenditure related to 2026

The University does not pay for goods and services in advance unless required under the contractual agreement. Where payment must be made for goods or services to be delivered and or consumed in 2026 or beyond, it will be coded as a prepaid expense under account number 1550 in the 2025 ACTUALS ledger.

In January 2026, F&BS will process a journal to reverse the prepaid expense and recognise the expense in the 2026 ACTUALS ledger and this will be against your 2026 budget.

There is no benefit to your 2026 budget by paying for goods or services in advance; this is only detrimental to the University's cash flow.

Accounts Receivable and Cash

- To ensure that accounts receivable customer invoices are raised in the correct period to which they relate, please ensure all documentation is submitted to financial.shared.services@anu.edu.au by Thursday 11 December 2025.
- Submit petty cash requests by Friday 28 November 2025
- Credit note requests to be received by Thursday 11 December 2025
- If the Customer requires a Purchase Order number, this must be included on the request to enable processing.

Purchase Cards

Please acquit and approve purchase card expenses by 10pm Tuesday 30 December 2025 to ensure expenditure is properly recorded in the year in which it is incurred. Any unacquitted or unapproved purchase card expenditure will be posted against your 2026 business unit budget.

Irrecoverable Debt

Requests to have debt declared as irrecoverable must be submitted to financial.shared.services@anu.edu.au by Friday 14 November 2025. Requests must detail recovery actions taken and have all supporting documentation attached and approved by the relevant Delegate.

Insurance claims

There is no year-end deadline for insurance claims or queries. There will be reduced staff over the year-end period, so claimants may experience delays during this time.

Year-end expenditure accruals

F&BS will process an accrual for all items that are in the workflow as of 31 December 2025. For the accrual to be posted to the local GLC level, please make sure the GLC details including natural account are included in the email to workflow so FSS can enter the information in ES with invoice details.

Where your business unit has received goods or services in 2025 but expects to receive the invoice in 2026, the expense must be accrued in 2025. If not, it will impact on your 2026 budget.

If you are accruing any expenditure in 2025:

- Ensure that the accrual journals are posted before the ledger closes on 6 January 2026.
- Itemise the accrued expenditure in the financial reporting pack that will be sent out to all Finance teams from F&BS; and
- Provide the relevant supporting documents clearly indicating that the goods or services have been received in 2025 (such as an invoice or supplier confirmation) to financial.reporting@anu.edu.au before Thursday 8 January 2026. All year-end accruals are subject to review by our external auditors.
- If you submit a journal in December 2025 and want to auto-reverse it next year, please make sure you select the reversal option "On Date Specified By User" and set the "Reversal Date" to be 1 January 2026. If not, the reversal will be in P13 (998) of 2025, not in 2026.

Deliveries over shutdown

If you have deliveries that are required during the shutdown period, please make arrangements for them to be delivered to a location where the receiving entity has availability to receipt the goods.

Queries

For queries regarding year-end expenditure accruals, please contact financial.reporting@anu.edu.au.

For queries relating to procurement end of year dates, please contact procurement.office@anu.edu.au.

For queries regarding year-end processing deadlines, please contact FSS Client Service team via phone 02 6125 4777 or email financial.shared.services@anu.edu.au.

Appendix A - 2025 Financial Year-End systems and processing timetable

Access PDF Version: 2025 Systems Timetable.pdf

Item	Date Cut-Off	Time Cut-Off COB unless otherwise specified	Comment
Last day for submitting requests to have debt declared irrecoverable.	Friday 14 Nov 2025		Requests must detail recovery actions taken; have all supporting documentation attached; and be signed by the relevant Business Area Delegate.
Last day to submit invoices for payment where the Supplier is new or requires amendment if payment is due in 2025	Friday 21 Nov 2025		Please note that the ability to finalise new Supplier onboarding is dependent on the timeliness of Supplier responses.
Last day for submission of new Purchase Card applications in 2025	Monday 1 Dec 2025		Applications received after this date will be processed in 2025.
Last day for submitting petty cash requests in 2025	Friday 28 Nov 2025		Local areas should endeavour to minimise cash held on the premises during the holiday period.
Last day for submission of Journal requests to Shared Services to ensure completion in 2025	Wednesday 10 Dec 2025		
Last day to submit Accounts Receivable invoice requests in order to ensure the invoice is issued to customer in 2025	Thursday 11 Dec 2025		Documentation must be complete and attached (including PO numbers if required by the Customer). **Important:** Please ensure that milestones have been met and accepted by the Customer prior to sending request to Accounts Receivable.
Last day to submit Accounts Receivable Credit Note requests to ensure the Credit Note is processed in 2025	Thursday 11 Dec 2025		Please note forms that need to be processed in 2025 must be signed by the relevant Business Area Delegate.
Last day to submit invoices for existing Suppliers to invoice.workflow@anu.edu.au if the payment is due in 2025	Monday 8 Dec 2025		Every attempt will be made to finalise invoices due in 2025. Where goods and services will be delivered and consumed in 2026, the expense will be recognised in 2026. There is no benefit to 2026 budgets by paying for goods and services in advance.
Last day to submit Self Service Reimbursement requests to ensure sufficient time for approval in 2025	Thursday 11 Dec 2025		Every attempt will be made to finalise invoices due in 2025. Where goods and services will be delivered and consumed in 2026, the expense will be recognised in 2026. There is no benefit to 2026 budgets by paying for goods and services in advance.
Last day for Financial Delegates to approve invoices and reimbursements in ES Financials to ensure payment in 2025	Monday 15 Dec 2025		Every attempt will be made to finalise invoices due in 2025. Where goods and services will be delivered and consumed in 2026, the expense will be recognised in 2026. There is no benefit to 2026 budgets by paying for goods and services in advance.
Last AP payment run for 2025	Friday 19 Dec 2025	9:30am	All workflow steps must be finalised by this date to ensure payment in 2025.
All Purchase Orders committing 2025 funds to be recorded in ES Financials and Approved	Wednesday 24 Dec 2025	5pm	
Last day for posting manual encumbrance Journals and Journals to Advance Accounts	Wednesday 24 Dec 2025	5pm	These cannot be included in Year End Journals
Last opportunity to run Outstanding Encumbrances Report for 2025 Data	Wednesday 24 Dec 2025	5pm	
ES FINANCIALS CLOSES	**Wednesday 24 Dec 2025**	**5pm**	
Last day to Approve an Expense Claim in Concur to ensure the transactions post to ES Financials in 2025.	Tuesday 30 Dec 2025	before 10pm	Note Concur does not Close.
Last day to process a Xetta Receipt for the transaction to post to ES Financials for 2025.	Tuesday 30 Dec 2025	before 10pm	Note Xetta does not Close.
UNIVERSITY CLOSURE	**Thursday 25 Dec 2025 - Thursday 1 Jan 2026 inclusive**		
ES Financials REOPENS	Friday 2 Jan 2026	after 12 noon	
Financial Management Reporting - PCA Data	Friday 2 Jan 2026		Business Unit Reporting Date set to 31 December 2025 - YTD and LTD Reports for 2025 continue to include Payroll Costing and Transaction Information
Cut off for processing AP vouchers received in 2026 relating to 2025 goods and services to assist with Year End Accruals - including FSS processing	Tuesday 6 Jan 2026		Note transactions will post to the ACTUALS ledger for 2026
Cut off for Approving AR Invoices relating to 2025 goods and services to assist with Year End Accruals - including those Approved by FSS and FBS Business Partnering	Monday 5 Jan 2026		Note transactions will post to the ACTUALS ledger for 2026
Last day for 2025 Year End Journals processed by Colleges/Administrative Areas including FSS and FBS Business Partnering	Tuesday 6 Jan 2026		
First payment run for 2026	Tuesday 6 Jan 2026		
First HR Encumbrance entries for 2026 posted to the GL	Thursday 29 Jan 2026		First Encumbrance run in HRMS is with Pay 2 - HR encumbrances are generated last pay of the month
Financial Management Reporting - PCA Data	Sunday 1 Feb 2026		Business Unit Reporting Date is updated to 31 January 2026 - YTD and LTD Reports for 2025 will no longer include Payroll Costing or Transaction information.