

**Australian National University
31 December 2021 Financial Year End
Systems and Processing Timetable**

Item	Date Cutoff	Time Cutoff	Comment
Last day for submitting invoices for payment in 2021 where Supplier is new or requires amendment.	Tue 7 Dec 21	5pm	Vendor/Supplier requests made after this date may not be actioned prior to Year End Closure.
Last day for submitting invoices for payment to existing Suppliers in 2021.	Fri 10 Dec 2021	5pm	invoice.workflow@anu.edu.au
Last Day for Financial Shared Services to raise Accounts Receivable Invoices for Customers	Tue 14 Dec 21	5pm	
Last day for Financial Delegates to approve invoices in Workflow to ensure payment in 2021.	Wed 15 Dec 21	5pm	Any invoices approved by the Financial Delegate after this date may not be paid in 2021.
Last day to submit Journal requests for completion by Financial Shared Services	Thu 16 Dec 21	5pm	Journals received after this date may not be processed prior to Year End Closure of ES Financials.
Last day for Accounts Payable Vouchers to be finalised to ensure payment in 2021.	Fri 17 Dec 21	5pm	All workflow and voucher steps should be finalised by this date to ensure they are paid in 2021. Any transactions approved after this date may not be paid in 2021.
Last Payment Run for 2021	Thu 23 Dec 21	9am	
All Purchase Orders committing 2021 funds to be recorded in ES Financials and Approved	Thu 23 Dec 21	5pm	
Last day for posting manual encumbrance Journals and Journals to Advance Accounts	Thu 23 Dec 21	5pm	These cannot be included in Year End Journals
Last opportunity to run Outstanding Encumbrances Report for 2021 Data	Thu 23 Dec 21	5pm	
ES Financials CLOSES	Thu 23 Dec 21	5pm	
Last day to Approve an Expense Claim in Concur for the transaction to post to ES Financials in 2021.	Thu 30 Dec 21	before 10pm	Note Concur does not Close.
UNIVERSITY CLOSURE	Fri 24 Dec 21 - Mon 3 Jan 22	-	
ES Financials REOPENS	Tue 4 Jan 22	after 12noon	
Financial Management Reporting - PCA Data	Tue 4 Jan 22	-	Business Unit Reporting Date set to 31 December 2021 - Financial Management Reports, SPF Financial Management Reports, YTD Report and LTD Report for 2021 continue to include Payroll Costing Information
Cut off for processing AP vouchers received in 2022 relating to 2021 goods and services to assist with Year End Accruals - including FSS processing	Thu 6 Jan 22	-	Note transactions will post to the ACTUALS Ledger for 2022.
Cut off for Approving AR Invoices relating to 2021 goods and services to assist with Year End Accruals - including those Approved by FSS and FBS Central Support	Thu 6 Jan 22	-	Note transactions will post to the ACTUALS Ledger for 2022.
Last day for 2021 Year End Journals processed by Colleges/Administrative Areas including FSS and FBS Central Support	Thu 6 Jan 22	5pm	
First payment run for 2022	Fri 7 Jan 22	-	
Financial Management Reporting - PCA Data	Tue 1 Feb 22	-	Business Unit Reporting Date is updated to 31 January 2022 - Financial Management Reports, SPF Financial Management Reports, YTD Report and LTD Report for 2021 will no longer include Payroll Costing information.

Accounts Payable (AP)
Accounts Receivable (AR)