

Australian National University
31 December 2022 Financial Year End
Systems and Processing Timetable for Key Cut-Off Dates

Item	Date Cut-Off	Time Cut-Off	Comment
Last day for submitting requests to have debt declared irrecoverable.	Wednesday 30 Nov 2022		Requests must detail recovery actions taken; have all supporting documentation attached; and be signed by the relevant Business Area Delegate.
Last day for submitting foreign drafts / cheques requiring deposit in 2022	Wednesday 30 Nov 2022		Foreign drafts / cheques received after this date will be held securely and deposited in the New Year.
Last day for submitting petty cash requests in 2022	Wednesday 30 Nov 2022		
Last day for accounts payable invoices to be sent to invoice.workflow@anu.edu.au to ensure payment in 2022	Friday 18 Nov 2022 for Oct invoices Friday 2 Dec 2022 for Nov invoices Friday 16 Dec 2022 for all invoices		Every attempt will be made to finalise invoices due in 2022. Where goods and services will be delivered and consumed in 2023, the expense will be recognised in 2023. There is no benefit to 2023 budgets by paying for goods and services in advance.
Last day for requests to have accounts receivable invoices and credit notes raised and sent out in 2022	Friday 2 Dec 2022		
Last day for new Purchase Card applications in 2022	Friday 2 Dec 2022		Applications received after this date will be processed in 2023.
Last day for submission of Journal requests to ensure completion in 2022	Friday 9 Dec 2022		
Last day for Financial Delegates to approve invoices in ES Financials to ensure payment in 2022	Tuesday 20 Dec 2022		All invoices require Financial Delegate approval by this date to enable FSS to finalise processing to ensure payment in 2022 as appropriate.
Year End final payment run	Thursday 22 Dec 2022		
All Purchase Orders committing 2022 funds to be recorded in ES Financials and Approved	Friday 23 Dec 2022	5pm	
Last day for posting manual encumbrance Journals and Journals to Advance Accounts	Friday 23 Dec 2022	5pm	These cannot be included in Year End Journals
Last opportunity to run Outstanding Encumbrances Report for 2022 Data	Friday 23 Dec 2022	5pm	
ES Financials CLOSES	Friday 23 Dec 2022	5pm	
Last day to Approve an Expense Claim in Concur for the transaction to post to ES Financials in 2022.	Friday 30 Dec 2022	before 10pm	Note Concur does not Close.
UNIVERSITY CLOSURE	Monday 26 Dec 2022 - Tuesday 3 Jan 2023		
ES Financials REOPENS	Tuesday 3 Jan 2023	after 12 noon	
Financial Management Reporting - PCA Data	Tuesday 3 Jan 2023		Business Unit Reporting Date set to 31 December 2022 - YTD and LTD Reports for 2022 continue to include Payroll Costing and Transaction Information
Cut off for processing AP vouchers received in 2023 relating to 2022 goods and services to assist with Year End Accruals - including FSS processing	Thursday 5 Jan 2023		
Cut off for Approving AR Invoices relating to 2022 goods and services to assist with Year End Accruals - including those Approved by FSS and FBS Central Support	Thursday 5 Jan 2023		
Last day for 2022 Year End Journals processed by Colleges/Administrative Areas including FSS and FBS Central Support	Thursday 5 Jan 2023		
First payment run for 2023	Friday 6 Jan 2023		
Financial Management Reporting - PCA Data	Wednesday 1 Feb 2023		Business Unit Reporting Date is updated to 31 January 2023 - YTD and LTD Reports for 2022 will no longer include Payroll Costing or Transaction information.