

**Australian National University**  
**31 December 2023 Financial Year End**  
**Systems and Processing Timetable for Key Cut-Off Dates**

Item	Date Cut-Off	Time Cut-Off Close of Business unless otherwise specified	Comment
Last day for submitting requests to have debt declared irrecoverable.	Monday 6 Nov 2023		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 2023	Friday 17 Nov 2023		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 2023	Friday 1 Dec 2023		Applications received after this date will be processed in 2024.
Last day for submitting foreign drafts / cheques requiring deposit in 2023	Friday 1 Dec 2023		Foreign drafts / cheques received after this date will be held securely and deposited in January 2024.
Last day for submitting petty cash requests in 2023	Friday 1 Dec 2023		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 2023	Friday 8 Dec 2023		
Last day to submit Accounts Receivable invoice requests in order to ensure the invoice is issued to customer in 2023	Wednesday 13 Dec 2023		Documentation must be complete and attached (including PO numbers if required by the Customer). <b>Important:</b> 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 2023	Wednesday 13 Dec 2023		
Last day to submit invoices for existing Suppliers if the payment is due in 2023	Wednesday 13 Dec 2023		Every attempt will be made to finalise invoices due in 2023. Where goods and services will be delivered and consumed in 2024, the expense will be recognised in 2024. There is no benefit to 2024 budgets by paying for goods and services in advance
Last day to submit Self Service Reimbursement requests to ensure sufficient time for approval in 2023	Wednesday 13 Dec 2023		Every attempt will be made to finalise invoices due in 2023. Where goods and services will be delivered and consumed in 2024, the expense will be recognised in 2024. There is no benefit to 2024 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 2023	Monday 18 Dec 2023		Every attempt will be made to finalise invoices due in 2023. Where goods and services will be delivered and consumed in 2024, the expense will be recognised in 2024. There is no benefit to 2024 budgets by paying for goods and services in advance
Last AP payment run for 2023	Thursday 21 Dec 2023	9am	All workflow steps must be finalised by this date to ensure payment in 2023.
All Purchase Orders committing 2023 funds to be recorded in ES Financials and Approved	Friday 22 Dec 2023	5pm	
Last day for posting manual encumbrance Journals and Journals to Advance Accounts	Friday 22 Dec 2023	5pm	These cannot be included in Year End Journals
Last opportunity to run Outstanding Encumbrances Report for 2023 Data	Friday 22 Dec 2023	5pm	
<b>ES FINANCIALS CLOSES</b>	<b>Friday 22 Dec 2023</b>	<b>5pm</b>	

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<b>ES FINANCIALS CLOSES</b>	<b>Friday 22 Dec 2023</b>	5pm	
Last day to Approve an Expense Claim in Concur to ensure the transactions post to ES Financials in 2023.	Saturday 30 Dec 2023	before 10pm	Note Concur does not Close.
Last day to process a Xetta Receipt for the transaction to post to ES Financials for 2023.	Saturday 30 Dec 2023	before 10pm	Note Xetta does not Close.
<b>UNIVERSITY CLOSURE</b>	<b>Monday 25 Dec 2023 - Monday 1 Jan 2024 inclusive</b>		
ES Financials REOPENS	Tuesday 2 Jan 2024	after 12 noon	
Financial Management Reporting - PCA Data	Tuesday 2 Jan 2024		Business Unit Reporting Date set to 31 December 2023 - YTD and LTD Reports for 2023 continue to include Payroll Costing and Transaction Information
Cut off for processing AP vouchers received in 2024 relating to 2023 goods and services to assist with Year End Accruals - including FSS processing	Thursday 4 Jan 2024		Note transactions will post to the ACTUALS ledger for 2024
Cut off for Approving AR Invoices relating to 2023 goods and services to assist with Year End Accruals - including those Approved by FSS and FBS Central Support	Thursday 4 Jan 2024		Note transactions will post to the ACTUALS ledger for 2024
Last day for 2023 Year End Journals processed by Colleges/Administrative Areas including FSS and FBS Central Support	Thursday 4 Jan 2024		
First payment run for 2024	Friday 5 Jan 2024		
First Encumbrance entries for 2024 posted to the GL	Thursday 18 Jan 2024		First Encumbrance run in HRMS is with Pay 2
Financial Management Reporting - PCA Data	Thursday 1 Feb 2024		Business Unit Reporting Date is updated to 31 January 2024 - YTD and LTD Reports for 2023 will no longer include Payroll Costing or Transaction information.