



2024 Dates to Support End of Year Planning

Finance Services

Accounts Payable Items	Cut-off*	Comment
Last day to submit invoices for payment where the Supplier is new, or requires amendment, if payment is due in 2024.	Friday 22 November	Please note that the ability to finalise new Supplier onboarding is dependent on the timeliness of Supplier responses.
Last day to submit Self Service Reimbursement requests to ensure payment in 2024.	Wednesday 11 December	
Last day to submit invoices for existing Suppliers, if the payment is due in 2024.	Wednesday 11 December	Every attempt will be made to finalise invoices due in 2024. Where goods and services will be delivered and consumed in 2025, the expense will be recognised in 2025. There is no benefit to 2025 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 2024.	Monday 16 December	
Last AP payment run for 2024.	9am Friday 20 December	All workflow steps must be finalised by this date to ensure payment in 2024.
All Purchase Orders committing 2024 funds to be recorded in ES Financials and Approved.	5pm Tuesday 24 December	
Last day for posting manual encumbrance Journals and Journals to Advance Accounts.	5pm Tuesday 24 December	
Last opportunity to run Outstanding Encumbrances Report for 2024 Data.	5pm Tuesday 24 December	
Accounts Receivable Items	Cut-off*	Comment
Last day for submitting requests to have debt declared irrecoverable.	Monday 4 November	Requests must detail recovery actions taken, have all supporting documentation attached, and be signed by the relevant Business Area Delegate.
Last day to submit Accounts Receivable invoice requests in order to ensure the invoice is issued to customer in 2024.	Wednesday 11 December	Documentation must be complete and attached (including PO numbers if required by the Customer). <u>Important:</u> 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 2024.	Wednesday 11 December	
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Purchase Card Items	Cut-off*	Comment
Last day for submission of new Purchase Card applications in 2024.	Friday 29 November	Applications received after this date will be processed in 2025.
Last day to approve an expense claim in Concur to ensure the transactions post to ES Financials in 2024.	10pm Monday 30 December	
Last day to process a Xetta Receipt for the transaction to post to ES Financials for 2024.	10pm Monday 30 December	Note Xetta does not Close.

General Ledger & Banking Items	Cut-off*	Comment
Last day for submitting foreign drafts / cheques requiring deposit in 2024.	Friday 29 November	Foreign drafts / cheques received after this date will be held securely and deposited in January 2025.
Last day for submitting petty cash requests in 2024.	Friday 29 November	Local areas should endeavour to minimise cash held on the premises during the holiday period.
Last day for submission of Journal requests to FBS to ensure completion in 2024.	Friday 06 December	

Procurement Services	Cut-off*	Comment
Last day for approving procurement activities requiring funds to be committed in 2024.	Friday 15 November	Must have a compliant procurement process and an Evaluation Plan signed by the appropriate delegate by the cutoff.
Last day for finalisation of Exemptions.	Friday 29 November	Exemption forms require 5 business days processing time by UPCO for review and approval. To achieve end of year deadlines, all exemptions should be lodged with UPCO by 22 November 2024. Please allow additional time for new Vendors.

ES Financials CLOSES Tuesday 24 December at 5pm		
ES Financials REOPENS Thursday 02 Jan 2025		
Financial Management Reporting - PCA Data.	Thursday 02 Jan 2025	Business Unit Reporting Date set to 31 December 2024 - YTD and LTD Reports for 2024 continue to include Payroll Costing and Transaction Information.
Cut off for processing AP vouchers received in 2025 relating to 2024 goods and services to assist with Year End Accruals - including FSS processing.	Monday 06 Jan 2025	
Cut off for Approving AR Invoices relating to 2024 goods and services to assist with Year End Accruals - including those Approved by FSS and FBS Central Support.	Monday 06 Jan 2025	Note transactions will post to the ACTUALS ledger for 2025.
Last day for 2024 Year End Journals processed by Colleges / Administrative Areas including FSS and FBS Central Support.	Monday 06 Jan 2025	
First payment run for 2025.	Tuesday 07 Jan 2025	
First Encumbrance entries for 2025 posted to the GL.	Thursday 30 Jan 2025	First Encumbrance run in HRMS is with Pay 3 - HR encumbrances are generated last pay of the month.
Financial Management Reporting - PCA Data.	Saturday 01 Feb 2025	Business Unit Reporting Date is updated to 31 January 2025 - YTD and LTD Reports for 2024 will no longer include Payroll Costing or Transaction information.

*Cut-off time is close of business (COB) unless otherwise indicated.

Key points

These cut off dates are provided to enable local areas to plan and manage their financial requirements effectively in the lead up to the financial year end and ensure sufficient time for processing through Financial Shared Services (FSS) prior to the closure of the Finance System.

An expense is recognised in the ledger in the year in which goods or services are received. There is therefore no benefit to 2025 budgets by paying in advance for items due to be delivered in 2025. Pre-payments for goods and services should only be made when this is contractually required. This applies equally to purchases made with and without Purchase Orders.

To ensure purchase card expenses are posted against 2024 budgets, purchase cardholders should be encouraged to acquit their purchase cards transactions in early December to enable sufficient time for supervisors to review and approve prior to year-end.

Exemptions and approvals from 220 Delegates must be obtained at least one week prior to the final payment run (Friday 20 December, 9am).

Travel Services

	Cut-off*	Comment
Management of ANU Travel Support (booking and traveller support, general enquiries).	Tuesday 24 December	Management of the Travel Services inbox (Travelsupport.dss@anu.edu.au) will re-commence 2 January 2025.
Management of ANU travel insurance enquiries.	Tuesday 24 December	Enquiries received after this time will be responded to from 2 January 2025.

*Cut-off time is close of business (COB) unless otherwise indicated.

Key points

The University's travel agent, CTM continues to offer 24/7 traveller support (including new bookings and amendments) between the period of 23 December – 2 January.

Email	academic@travelctm.com
Phone (business hours)	1300 014 962
Phone (outside business hours)	+61283022597

International SOS will continue to offer emergency travel support (related to traveller health and safety) between the period of 23 December – 2 January. International SOS can be contacted via phone (+61293722468).

Campus Services

IT Equipment	Cut-off*	Comment
Last day for submission of approved IT equipment orders.	Wednesday 30 October	All orders need to be placed and approved by the delegate by 30 October 2024, to guarantee that the cost will be allocated to the 2024 budget. Ordering portal will remain open until 23 December 2024, allowing customers to continue placing orders. However, these orders are likely to be allocated to their 2025 budget.
Last day of deployment for new IT equipment orders.	Monday 23 December	Deployment of IT equipment will operate as normal until 23 December 2024 and recommence on 3 January 2025 When planning IT equipment purchases, please consider that the Dell range of computers and equipment on the IT Service Catalogue are in stock locally and readily available. Other items displayed on the catalogue require an order to be placed and delivery timeframes will be affected by the vendor.
Printing	Cut-off*	Comment
Last day for ANU printing orders.	Thursday 12 December	Please place orders by this day to ensure delivery prior to COB 20 December.
Printing Services shutdown.	Friday 20 December to 13 January 2025	The Universities print suppliers will be closed during this period. Orders can be placed through PrintIQ and will be actioned when staff return.
Venue Hire	Cut-off*	Comment
Venue Hire Bookings.	Monday 23 December	Central spaces will be locked from this date until 2 January 2025.
Mail	Cut-off	Comment
Australia Post will not operate on campus during the shutdown period.	Tuesday 24 December to 2 January 2025	Mail will be held by Australia Post and delivered from 2 January 2025

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People Services

Recruitment	Cut-off*	Comment
Cut-off for advertising.	Wednesday 18 December	No advert will close between 20 December - 5 January.
December/January Job Card Submission.	Monday 2 December	Job cards need to be submitted by 2 December to make the final RAC meeting.
December/January new starter and transfer onboarding.	Thursday 12 December	New starter and transfer start dates between 15 December – 18 January will need to accept their contract and return their onboarding paperwork by COB 27 November 2024.
New starter commencement.	Monday 23 December	No new starter commencements will occur in the 23 December – 3 January period.
Payroll	Cut-off*	Comment
December/January extensions and terminations	Wednesday 27 November	Any contract extensions or confirmed terminations between 5 December 2024 and 1 January 2025 must be provided to Payroll prior to 27 November 2024, to ensure processing can be completed prior to relevant pay run dates.
Payroll requests and amendments for 1 January 2025 payroll	Monday 16 December	The first pay of 2025 (1 January) is processed on 20 December 2024. Any requests received after 16 December 2024 will be actioned for the 16 January 2025 pay period.

*Cut-off time is close of business (COB) unless otherwise indicated.

Key points

To ensure that everything is captured correctly for December and January pay periods please send paperwork through as early as possible. Any pay related changes for December/January need to be provided to [Payroll](#) by the relevant payroll cut-off date (please see below table).

Pay run ID	Pay period start: Thursday	Pay period end: Wednesday	Pay Day	Business area cut-off	Pay run 12:00pm
2425	21-Nov-24	04-Dec-24	05-Dec-24	27-Nov-24 12:00pm	02-Dec-24
2426	05-Dec-24	18-Dec-24	19-Dec-24	09-Dec-24 4:30pm	12-Dec-24
2501	19-Dec-24	01-Jan-25	02-Jan-25	16-Dec-24 4:30pm	20-Dec-24

Please consider any arrangements required for your area over the shutdown period or if staff are taking leave during the school holidays i.e. proxies for delegations, periods of acting etc.