Australian National University

2025 Dates to Support End of Year Planning

Finance Services

Accounts Payable Items	Cut-off (COB*)	Comment
Last day to submit invoices for payment where the Supplier is new or requires amendment if payment is due in 2025	Friday 21 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 2025	Thursday 11 December	
Last day to submit invoices for existing Suppliers if the payment is due in 2025	Monday 08 December	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 December	
Last AP payment run for 2025	9:30am Friday 19 December	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	5pm Wednesday 24 December	
Last day for posting manual encumbrance Journals and Journals to Advance Accounts	5pm Wednesday 24 December	These cannot be included in Year End Journals.
Last opportunity to run Outstanding Encumbrances Report for 2025 Data	5pm Wednesday 24 December	
Accounts Receivable Items	**Cut-off**	**Comment**
Last day for submitting requests to have debt declared irrecoverable	Friday 14 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 2025	Thursday 11 December	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 December	

Purchase Card Items	Cut-off	Comment
Last day for submission of new Purchase Card applications in 2025	Monday 01 December	Applications received after this date will be processed in 2026.
Last day to approve an expense claim in Concur to ensure the transactions post to ES Financials in 2025	10pm Tuesday 30 December	Note Concur does not Close.
Last day to process a Xetta Receipt for the transaction to post to ES Financials for 2025	10pm Tuesday 30 December	Note Xetta does not Close.

General Ledger & Banking Items	Cut-off	Comment
Last day for submitting petty cash requests in 2025	Friday 28 November	Local areas should endeavour to minimise cash held on the premises during the holiday period.
Last day for submission of Journal requests to Finance Shared Services (FSS) to ensure completion in 2025	Wednesday 10 December	

ES Financials CLOSES Wednesday 24 December at 5pm		
ES Financials REOPENS	Friday 02 Jan 2026	After 12 noon.
Financial Management Reporting - PCA Data	Friday 02 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 06 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 Central Support	Monday 05 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 Central Support	Tuesday 06 Jan 2026	

First payment run for 2026	Tuesday 06 Jan 2026	
First 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 01 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.

*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 2026 budgets by paying in advance for items due to be delivered in 2026. 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 2025 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 19 December, 9:30am).

Travel Services

	Cut-off	Comment
Management of ANU Travel Support (booking and traveller support, general enquiries)	Wednesday 24 December	Management of the Travel Services inbox (travelservices@anu.edu.au) will re-commence Monday 05 January 2026.
Management of ANU travel insurance enquiries	Wednesday 24 December	Enquiries received after this time will be responded to from Friday 02 January 2026.

Key points

The University's travel agent, ATPI continues to offer 24/7 traveller support (including new bookings and amendments) between the period of 24 December 2025 – 02 January 2026. An after-hours service fee ($27.50) will apply per call.

<table>
<tr><td>Email</td><td>anu.au@atpi.com</td></tr>
<tr><td>Phone (business hours 8am-6pm Mon-Fri)</td><td rowspan="2">+61 2 4306 3011</td></tr>
<tr><td>Phone will divert outside business hours to emergency after hours support team</td></tr>
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International SOS will continue to offer emergency travel support (related to traveller health and safety) between the period of 24 December 2025 – 02 January 2026. International SOS can be contacted via phone (+61 2 9372 2468).

Campus Services

IT Equipment	Cut-off (COB)	Comment
Last day for submission of approved IT equipment orders	Thursday 13 November	All orders should be placed and approved by the delegate no later than 13 November 2025. Except for in stock items (see below), allocation to the 2025 budget cannot be guaranteed as invoicing timelines vary by vendor. The ordering portal will remain open until 23 December 2025, allowing customers to continue placing orders. However, these orders are likely to be allocated to their 2026 budget.
Last day of deployment for new IT equipment orders	Tuesday 23 December	Deployment of IT equipment will operate as normal until the 23 December 2025 and recommence on the 03 January 2026. 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	Monday 15 December	Please place orders by this day to ensure delivery prior to COB 23 December.
Printing Services shutdown	Tuesday 23 December to Monday 05 January	The University's 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	Tuesday 23 December	Central spaces will be locked from this date until Friday 02 January 2026.
Mail	**Cut-off**	**Comment**
Australia Post will not operate on campus during the shutdown period.	Tuesday 23 December to Friday 02 January	Australia Post Mail will be held by Australia Post and delivered from the 05 January 2026. StarTrack, DHL and other courier services will continue as needed through the shutdown period.

People Services

Recruitment	Cut-off	Comment
Recruitment Oversight Committee (ROC) Deadlines	12pm Thursday 20 November	• Last meeting for contract extensions required from 29 November until 16 January. • Job Cards to be submitted to Recruitment by 17 November for review. • Outcome by Friday 28 November.
	12pm Thursday 04 December	• Final meeting of the year. • Job Cards to be submitted to Recruitment by 01 December for review. • Outcome by Friday 12 December.
	12pm Thursday 08 January (subject to change)	• First meeting of the new year. • Job Cards to be submitted to Recruitment by 05 January for review. • Outcome by Friday 16 January.
Cut-off for advertising	Monday 15 December	No advertisement will close between 20 December 2025 - 03 January 2026.
December / January new starter and transfer onboarding	Friday 12 December	New starter and transfer start dates between 18 December – 14 January will need to accept their contract and return their on-boarding paperwork by COB 12 December 2025.
New starter commencement	Monday 22 December	No new starter commencements will occur in the 22 December – 04 January period.

Payroll	Cut-off	Comment
December / January extensions and terminations	Wednesday 26 November	Any contract extensions or confirmed terminations between 04 December 2025 and 01 January 2026 must be provided to Payroll prior to 03 December 2025, to ensure processing can be completed prior to relevant pay run dates.
Payroll requests and amendments for 01 January 2026 payroll	Monday 15 December	The first pay of 2026 (01 January) is processed on 19 December 2025. Any requests received after 15 December 2025 will be actioned for the 15 January 2026 pay period.

Casual timesheets	Cut-off	Comment
T20251207 (24/11/2025 - 7/12/2025) Pay day - 18 December 2025	Employee submission (6/12/2025) Supervisor approval (8/12/2025)	Timesheet submissions approved between 08 December and 15 December will be processed for pay day 01 January 2026.

T20251221 (8/12/2025 – 21/12/2025) Pay day - 01 January 2026	Employee submission (14/12/2025) Supervisor approval (15/12/2025)	Timesheet submissions approved between 16 December 2025 and 7 January 2026 will be processed for pay day 15 January 2026.
T20260104 (22/12/2025 – 04/01/2026) Pay day – 15 January 2026	Employee submission (04/01/2026) Supervisor approval (07/01/2026)	Timesheet submissions approved between 22 December 2025 and 7 January 2026 will be processed for pay day 15 January 2026.

Key points

To ensure that everything is captured correctly for the 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
2525	20-Nov-25	03-Dec-25	04-Dec-25	26-Nov-25 12:00pm	01-Dec-25
2526	04-Dec-25	17-Dec-25	18-Dec-25	08-Dec-25 04:30pm	11-Dec-25
2527	18-Dec-25	31-Dec-25	01-Jan-26	15-Dec-25 04:30pm	19-Dec-25

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.