

University of Kent

Monthly Accounts Processing Timetable 2015/16

Calendar Year	2015					2016				
Month	Aug/Sep	October	November	December	January	February	March	April	May	June
Agresso Period Code	201501/02	201503	201504	201505	201506	201507	201508	201509	201510	201511
Month End Date	Wed 30 Sep	Sat 31 Oct	Mon 30 Nov	Thu 31 Dec	Sun 31 Jan	Mon 29 Feb	Thu 31 Mar	Sat 30 Apr	Tue 31 May	Thu 30 Jun
Payroll - Final Run processed by	Wed 23 Sep	Mon 26 Oct	Mon 23 Nov	Thu 17 Dec	Mon 25 Jan	Mon 22 Feb	Thu 24 Mar	Mon 25 Apr	Tue 24 May	Thu 23 Jun
Cash Sheets - Latest week end included	Mon 28 Sep	Mon 26 Oct	Mon 30 Nov	Mon 28 Dec	Mon 25 Jan	Mon 22 Feb	Mon 28 Mar	Mon 25 Apr	Mon 30 May	Mon 27 Jun
- With Finance by ("DAY 3")	Mon 5 Oct	Wed 4 Nov	Thu 3 Dec	Wed 6 Jan	Wed 3 Feb	Thu 3 Mar	Tue 5 Apr	Thu 5 May	Fri 3 Jun	Tue 5 Jul
Budget Virements etc MUST be with Finance by:	Wed 30 Sep	Fri 30 Oct	Mon 30 Nov	Wed 23 Dec	Fri 29 Jan	Mon 29 Feb	Thu 31 Mar	Fri 29 Apr	Tue 31 May	Thu 30 Jun
All Budget Amendments posted into Agresso by noon ("DAY3")	Mon 5 Oct	Wed 4 Nov	Thu 3 Dec	Wed 6 Jan	Wed 3 Feb	Thu 3 Mar	Tue 5 Apr	Thu 5 May	Fri 3 Jun	Tue 5 Jul
The following Items MUST be with Finance by noon on: in order to be included in the month's figures	Mon 5 Oct	Wed 4 Nov	Thu 3 Dec	Wed 6 Jan	Wed 3 Feb	Thu 3 Mar	Tue 5 Apr	Thu 5 May	Fri 3 Jun	Tue 5 Jul
- Supplier and Customer Invoices										
- All Recharges										
The following Items MUST be with Finance by 5pm on: -Online Journals authorised, and all bifs for Accruals & Adjustments	Mon 5 Oct	Wed 4 Nov	Thu 3 Dec	Wed 6 Jan	Wed 3 Feb	Thu 3 Mar	Tue 5 Apr	Thu 5 May	Fri 3 Jun	Tue 5 Jul
All input complete (by midday) ("DAY 4")	Tue 6 Oct	Thu 5 Nov	Fri 4 Dec	Thu 7 Jan	Thu 4 Feb	Fri 4 Mar	Wed 6 Apr	Thu 5 May	Mon 6 Jun	Wed 6 Jul
Departmental reports distributed pm ("DAY 5")	Wed 7 Oct	Fri 6 Nov	Mon 7 Dec	Fri 8 Jan	Fri 5 Feb	Mon 7 Mar	Thu 7 Apr	Mon 9 May	Tue 7 Jun	Thu 7 Jul
I&E Summary reports Completed ("DAY 5")	Wed 7 Oct	Fri 6 Nov	Mon 7 Dec	Fri 8 Jan	Fri 5 Feb	Mon 7 Mar	Thu 7 Apr	Mon 9 May	Tue 7 Jun	Thu 7 Jul
B/S, CFS, Capital Report Completed ("DAY 6")	Thu 8 Oct	Mon 9 Nov	Tue 8 Dec	Mon 11 Jan	Mon 8 Feb	Tue 8 Mar	Fri 8 Apr	Tue 10 May	Wed 8 Jun	Fri 8 Jul
I&E 1st Review and commentary ("DAY6" noon)	Thu 8 Oct	Mon 9 Nov	Tue 8 Dec	Mon 11 Jan	Mon 8 Feb	Tue 8 Mar	Fri 8 Apr	Tue 10 May	Wed 8 Jun	Fri 8 Jul
Departmental Commentaries to FPA ("DAY 7" noon)	Fri 9 Oct	Tue 10 Nov	Wed 9 Dec	Tue 12 Jan	Tue 9 Feb	Wed 9 Mar	Mon 11 Apr	Wed 11 May	Thu 9 Jun	Mon 11 Jul
FPA & FR Commentary Due ("DAY 7" COP)	Fri 9 Oct	Tue 10 Nov	Wed 9 Dec	Tue 12 Jan	Tue 9 Feb	Wed 9 Mar	Mon 11 Apr	Wed 11 May	Thu 9 Jun	Mon 11 Jul

Important Notes:

- This timetable has been implemented to meet our stated service level of issuing standard reports 5 working days after the month end. It is **very tight indeed** and can **only** be achieved with the assistance of all concerned.
- It is better to have a steady stream of input than a peak at the end of the month. In particular, please note:
 - Departments which save large numbers of invoices and journals to the end of the month may find that it is not possible to process them in the time available.
 - Each week's cash sheets should be sent to Finance by the Thursday following the week end.
- There are no dates given for July as they will be the subject of specific Year End procedures to be published later in the year.
- If you have any queries about this timetable please email finrep@kent.ac.uk