

DEAKIN UNIVERSITY
2009 Annual Financial Statements
SUMMARY TIMETABLE

Task	Target Date	Business Day	Cut Off Time	Cut Off Day
PURCHASE REQUISITIONS Last day for raising purchase requisitions (refer: Logistics Division)	21 Dec '09		5.00pm	Monday
DEBTORS/STUDENT LOANS Raising debtor invoices relative to 2009 financial year, must be finalised	4 Jan '10	Day 1	5.00pm	Monday
CREDIT CARD PAYMENTS The Credit Card Administrator will post the January 2010 statement, which has the December 2009 transactions into the budget centre credit card clearing account (6638) in the December 2009 ledger . Budget centres may do a December journal for these entries and transfer the costs to the correct natural account. This journal <u>must be reversed</u> in January 2010, as these transactions will be cleared when the credit card is acquitted in January. Please note that acquittals for November transactions and prior must be submitted before 23 December 2009 to allow for processing and queries to be undertaken.				
ACCOUNTS PAYABLE Final acceptance of 2009 invoices	6 Jan '10	Day 3	12.00pm	Wednesday
Final acceptance and input of overseas drafts	6 Jan '10	Day 3	12.00pm	Wednesday
Very Important: All business expenses relative to 2009 Financial Year should be allocated to that year, not 2010. All invoices relative to 2009 Financial Year, received after 1 January 2010 are to be forwarded to Annie Walker for input. No invoices will be accepted for input after 6 January 2010. Please note that Annie Walker will only be processing journals for prepaid expenses where the invoice is relating to 2010 Financial Year, and it has been paid in 2009. Invoices received after 6 January 2010 which relate to the 2009 Financial Year require an accrual to be raised into DFMS. Please forward details to Annie Walker for processing. The cut off date for these accrued expenses is Friday, 8 January 2010 .	6 Jan '10	Day 3	12.00pm	Wednesday
	8-Jan-10	Day 5	12.00pm	Friday
EXPENDITURE Where the invoice has not yet been received for expenses relating to the 2009 Financial Year , FIOA need to forward details of the expense to Peter Liakounakos by 12.00 noon, 8 January 2010 to ensure that an accrual journal can be processed into DFMS. Supporting documentation for accrual journals need to be kept on hand by FIOA (i.e. purchase orders, delivery dockets, confirmation of the goods and services received in 2009 Financial Year). This documentation needs to be able to withstand external independent scrutiny i.e. External Audit Review. All reversing journals will be processed by Peter Liakounakos in January 2010. PLEASE NOTE THERE ARE NO CARRY FORWARDS	8-Jan-10	Day 5	12.00pm	Friday
All journals to be complete and submitted, to allow a day to review accounts and make any necessary adjustments.	8 Jan '10	Day 5	12.00pm	Friday
All journals Budget Centres to ensure that all accruals journals affecting their budget areas are in and completed.	8 Jan '10	Day 5	3.00pm	Friday
Central accrual of telephone and internet charges to be completed and entered.	8 Jan '10	Day 5	12.00pm	Friday
Accrual of interdepartmental expenses/ charges i.e. telephones, internet, cars, printing to be completed.	8 Jan '10	Day 5	12.00pm	Friday
JOURNAL Entries will be restricted to Finance Staff only from COB Monday 11 January 2010.				
Income in Advance Adjustments to be forwarded to Peter Liakounakos.	12 Jan '10	Day 7	12.00pm	Tuesday
Variance analysis to commence.	13 Jan '10	Day 8	9.00am	Wednesday
Capital Expenditure Report available Wednesday 13 January 2010 at 9.00am to be finalised by COB, Thursday 14 January 2010.	14 Jan '10	Day 9	5.00pm	Thursday
Complete variance analysis	14 Jan '10	Day 9	5.00pm	Thursday