

Weekly Bulletin No. 733, Week Commencing Monday 13th August 2018

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1. 2018 Year-end checklist - Important tasks/deadlines for this week

Per the [checklist](#) on page 5 of the Year End procedures manual, departments are reminded of the following:

w/c 13 Aug

<i>Module</i>	<i>Task/Deadline</i>	<i>Date</i>
AP	Process all 2017/18 internal trading AP invoices. Identify and hold any remaining internal trading invoices in dispute and notify the AP helpdesk	Mon 13 Aug
AP	Run the Invoices on Hold Report (UFS) and Invoice Register reports.	Mon 13 Aug
AR	Run the Ageing-7-Buckets report, review for bad debts and notify Credit Control	Tue 14 Aug
AR	Receipt any BACS receipts, bank transfers or unclaimed PDQ income	Wed 15 Aug
AR	Run and review the Incomplete Invoices Report (External Trading)	Wed 15 Aug
AR	Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)	Wed 15 Aug
AP	FYI: Resolved Internal trading disputes notified to departments	Wed 15 Aug
AP	FYI: Last date for issuing invoices to Group-defined organisations	Wed 15 Aug
AP	Process all staff and visitors' expenses	Wed 15 Aug
AP	Process all July AP invoices (NB AP closes 5pm)	Wed 15 Aug
GMS	Review and clear research grant funds check failures and exceptions	Wed 15 Aug
GMS	Correct research grant VAT errors	Wed 15 Aug
GMS	Clear suspense grants on Grants module	Wed 15 Aug
GMS	Post EC 'PI Time' journals on Grants module	Wed 15 Aug
GMS/GL	Process journals for monthly Barclaycard statements	Wed 15 Aug
GMS	Finalise and release all research grants journals	Fri 17 Aug
GMS	FYI: Overheads, revenue and the EC FW7 Price Adjustments re-run (NB Grants closes 5pm)	Fri 17 Aug
GL	FYI: Carbon Reduction Charge (CRC) journal posted	Fri 17 Aug

[Year-end instructions for 2018](#), as well as the complete manual, are available from the Finance Division Policies and Procedures webpage, see Chapter 11.

All enquiries should be directed by email to the relevant module [Helpdesk](#)

Issued by [Christine Rogerson](#) - Finance Training

2. Changes to VAT return timings

The University has to submit VAT returns and payments within a month of the quarter end. For a number of years we have benefited from a concession that extended the return period by 7 days. This concession is being withdrawn with effect from the VAT period ending 31 October 2018. In practical terms this means the Tax Team now have seven fewer days to complete the VAT return.

We will therefore be even more reliant on colleagues providing information in a timely manner. Please bear in mind that, owing to the increased time pressure, judgment calls may need to be made if information is provided late or incomplete. We thank you for your support with this unwelcome change.

Issued by [Tracy Levitt](#) - VAT Manager

3. Abuse of Goodwill

It has been reported to us that one of our departments was recently subjected to a scam involving the loss of a small amount of cash. The scam involved a note being exchanged for coins.

Departments are reminded that whilst these incidents are rare and we should not change our attitude to those seeking help, you should be aware that some people may seek to abuse our goodwill and anybody dealing with cash should be cautious when approached with such a request.

Issued by [Chris Patten](#) - Head of Accounting Services

4. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

[Bulletin Archive](#)