

Finance and Business Services End of year deadlines

UniFi will be open for orders during the end of year break, but approvals may be delayed as most staff will be on leave. Finance support will be available when Finance and Business Services re-opens on **Thursday 2 January 2025**.

End of year item	Due date
Payment Services (AP) will guarantee to process any invoice or student and non-staff expense reimbursement received by 4:00 pm. This does not mean the invoice will be paid in 2024. Invoices will only be paid when they are fully matched and due for payment according to the terms as set in the University's Payee (Supplier) Master File.	1/12/2024
Final day for submission of asset manual adjustment forms (any forms received after this date will be processed in 2025).	13/12/2024
UQ Procurement will guarantee to process any requests for supplier creation, re-activation or amendment in 2024, subject to satisfactory completion of independent verification checks.	6/12/2024
Final foreign currency payment run.	17/12/2024
The Payment Services team will guarantee all staff expense claims, travel allowances and cash advances which are fully approved in ExpenseMe Pro before 5:00 pm will be paid in 2024. This excludes any with approval start dates in 2025.	13/12/2024
Final domestic EFT payment run.	16/12/2024
Final day for transactions in ExpenseMe Pro (MasterCard, Expense Claim and AirPlus) to be reconciled and/or approved before 5:00 pm to post in 2024. Any transactions processed after this time will post to 2025.	20/12/2024
Payment Services (AP) close - no further processing after 12:00 pm.	20/12/2024
Final invoice dispatch for 2024 - 6:00 pm. Invoices raised after this time will be dated 02/01/2025.	24/12/2024
Purchase Orders approved and dispatched by 31/12/2024 will have a 2024 commitment date. Purchase Orders approved and dispatched in 2025 will have a 2025 commitment date.	31/12/2024
Purchase Orders that have been receipted but not matched to a supplier invoice by 31/12/2024 will be accrued in 2024. New receipts entered in 2025 will either result in an accrual or actual expense with a 2025 accounting date.	31/12/2024
ISCs that have been approved by 31/12/2024 will be dated period 12, 2024.	31/12/2024
Journals that have been approved by 31/12/2024 will be dated period 12, 2024 (provided there are no errors and the journal is not set to Incomplete).	31/12/2024
First Invoice Dispatch - 10:00 am.	2/01/2025
Period 12 Funding in Arrears journal posted by Financial Planning and Analysis. *	3/01/2025
First foreign currency payment run.	7/01/2025
First domestic EFT payment run.	6/01/2025
Adjustment period opens. *	8/01/2025
Salary Accruals journal posted by Financial Planning and Analysis.	10/01/2025
Final date for manual accrual to be submitted to Corporate Finance. *	13/01/2025
Manual expense accrual journal posted. *	14/01/2025
Adjustment period closes. *	20/01/2025
Final 2024 Funding in Arrears journal posted by Financial Planning and Analysis. *	17/01/2025
Final 2024 figures (subject to any audit adjustments) available in the Reportal.	21/01/2025

* Further information on adjustment period and manual accrual processes is available on the FBS intranet (**Finance staff only**):

[How we work > Reporting](#)

Please note all deadlines refer to close of business which is 4.30 pm on the relevant day, unless specifically stated above.