Table of Contents

Contents
1. Introduction ......................................................................................................................................... 3
2. Purchases ............................................................................................................................................... 3
   2.1 Invoices .......................................................................................................................................... 3
      2.1.1 POM Invoices .......................................................................................................................... 3
      2.1.2 Invoices on workflow (e-authorisations) ................................................................................. 3
      2.1.3 Manual (i.e. Non-POM) Invoices ............................................................................................ 4
      2.1.4 Missing purchase invoices? ....................................................................................................... 4
      2.1.5 Disputed Invoices ..................................................................................................................... 4
      2.1.6 Staff Expense Claims .............................................................................................................. 4
      2.1.7 Non-staff Expense Claims (including student claims) ............................................................ 4
      2.1.8 Credit Cards ............................................................................................................................ 5
3. Sales & Income ........................................................................................................................................ 5
   3.1 Sales – general info .......................................................................................................................... 5
   3.2 Requests to Invoice ........................................................................................................................ 5
   3.3 APTOS invoices .............................................................................................................................. 5
   3.4 Missed the sales cut-off? .................................................................................................................. 5
4. Cash & Banking ...................................................................................................................................... 6
   4.1 Banking Income ............................................................................................................................. 6
   4.2 Petty Cash ......................................................................................................................................... 6
5. Internal Charges & Journals .................................................................................................................. 6
6. Year-end stock-taking ........................................................................................................................... 6
7. Contacts / Further Information ............................................................................................................ 6
8. Thank-you ............................................................................................................................................. 7
   Key Dates Summary .............................................................................................................................. 8
1. Introduction

With the end of the Financial Year approaching it is essential to complete the annual accounts preparation process as smoothly as possible. By ensuring an efficient close to the current financial year we can move into the new financial year with minimum delay and disruption. In order to do this, we seek the support of all Schools & Units in the areas noted below.

If you are involved with creating or approving financial transactions, you may find it helpful to review the summary page in Appendix I for any deadlines which are relevant for you, and use this to diarise any work that may need done around this busy time. Please remember to incorporate any staff holidays into your planning.

If you have any queries, or if you anticipate any difficulties with meeting the deadlines set out in this memo, please get in touch with either Gillian or Lesley (see section 7 for contact details).

2. Purchases

2.1 Invoices

Any queries relating to purchases or purchase invoices should be directed to Finance (Accounts Payable) by emailing accpay@st-andrews.ac.uk

2.1.1 POM Invoices

APTOS POM users should ensure that orders relating to goods/services which were received on or before 31 July 2022 have been receipted on the system by 31 July 2022.

The related invoice should be received by Accounts Payable by 10am on Tuesday 2 August 2022.

Please also ensure that all non-fulfilled POs have been reviewed and appropriate action taken where required. These will be carried over as commitments into 2022/23 so it is important that any POs which are no longer required are cancelled/fulfilled. Open POs must have a note recorded in PO Notes.

Any queries regarding POs should be directed to Alain Ledger (email - apnl1@st-andrews.ac.uk).

2.1.2 Invoices on workflow (e-authorisations)

All workflow invoices relating to goods/services which were received before 31 July 2022 should be approved on workflow by 10am on Tuesday 2 August 2022.

Please can you review your Aptos workflow regularly in the run up to the year-end to minimise the number of transactions to be processed during this peak time.
2.1.3 Manual (i.e. Non-POM) Invoices

All non-POM invoices where the goods and/or services were delivered or received on or before 31 July 2022 should be authorised, coded and passed to Accounts Payable at the earliest opportunity, by 10am on Tuesday 2 August 2021.

Note: Where possible, please try and speak to suppliers in advance of 31 July in order to get any outstanding invoices in as quickly as possible.

2.1.4 Missing purchase invoices?

Where goods and/or services have been received before 31 July 2022, but no invoice has been received, you should provide information including the likely cost and appropriate financial code to your respective FAS e-mail addresses found here no later than 5pm Thursday 4 August 2022.

2.1.5 Disputed Invoices

All invoices should be passed to Accounts Payable for registering onto APTOS in a timely fashion – they should not be withheld from accounts payable under any circumstances.

Where an invoice is disputed, please notify Accounts Payable immediately via accpay@st-andrews.ac.uk so that the reason for the dispute is noted and to ensure that payment is withheld until the matter is resolved.

2.1.6 Staff Expense Claims

The cut-off date for HR (Salaries) is Friday 15 July 2022. Every effort should be made to ensure that online expense claims / receipts are approved by HR (Salaries) by this date to ensure that they are processed into the correct financial year.

Any July claims that miss this cut-off date should be made to HR (Salaries) as quickly as possible after the year-end, and by no later than 1pm Thursday 4 August 2022 so that the costs can be accrued into the correct financial year. If you could please incorporate “2021/22” in the description field for the online claims, that would be very helpful.

2.1.7 Non-staff Expense Claims (including student claims)

All non-staff expense claims for 2021-22 should be passed to Accounts Payable as quickly as possible and by 10am Tuesday 2 August 2022 and by 1pm on Thursday 4 August 2022 at the very latest.
2.1.8 Credit Cards

Lloyds credit card holders should ensure that all transactions are fully completed and fully approved by **1pm on Friday 5 August 2022**.

If you have any queries, please contact the credit card administrator on (creditcards@st-andrews.ac.uk).

3. Sales & Income

3.1 Sales – general info

To make sure that we recognise the income in the correct financial period, please ensure that we raise a sales invoice/request to invoice for any work done before 31 July 2022 by the dates below.

Invoices for work done/services provided **after 31 July 2022** should not be invoiced until **after 1 August 2022**.

Any queries should be directed to Matthew Wheelan (Ext. 2580, e-mail salesinvoicing@st-andrews.ac.uk).

3.2 Requests to Invoice

Fully completed sales invoice requests relating to Financial Year 2021/22 should be received by the Finance Department before **1pm Friday 29 July 2022**. If any delays are anticipated, please advise Matthew as early as possible using the contact details above.

3.3 APTOS invoices

All 2021/22 sales invoices entered directly onto APTOS should be completed and batched before **1pm on Friday 29 July 2022**. As above, if any delays are anticipated please advise Matthew as early as possible using the contact details above.

3.4 Missed the sales cut-off?

If, after 31 July, you realise that an invoice should have been sent but it hasn't been; please forward the details to salesinvoicing@st-andrews.ac.uk no later than **1pm Thursday 4 August 2022** so that the income can be accrued to your cost centre.
4. Cash & Banking

4.1 Banking Income
Whilst cash held should be kept at a minimum, if you do hold any cash to be banked please contact the cash office cashoffice@st-andrews.ac.uk by **10am on Thursday 21 July 2022** to allow appropriate arrangements to be made. Any cheques held are to be sent to Walter Bower House by the deadline above.

4.2 Petty Cash

All Schools/Units with Petty Cash floats must ensure that they have reimbursed their Petty Cash float by **Friday 29 July 2022**. In addition, a Petty Cash certificate must be completed by each school or unit with an imprest. The certificate will be issued to the current named responsible individual and must be completed and returned to finops@st-andrews.ac.uk by **Friday 29 July 2022**.

5. Internal Charges & Journals

All internal invoices and journals must be received by Financial Advice and Support at the earliest opportunity and no later than **10am Wednesday 3 August 2022**.

If any delays are anticipated, please advise your relevant FAS team by emailing the appropriate FAS account here.

6. Year-end stocktaking

Schools and Units who carry stock will be emailed separately with stocktaking instructions for the coming year. If you have stock, but have not received such instructions by **Friday 1 July 2022**, or believe that you hold stocks which should be included in these arrangements please contact Gillian Sinclair (Ext. 2579, e-mail finaudit@st-andrews.ac.uk).

7. Contacts/Further Information

Should you have any queries regarding any of the year-end processes please do not hesitate to contact the following individuals:

Gillian Sinclair (Ext. 2579, e-mail gs67@st-andrews.ac.uk)
Lesley Duncan (Ext. 4191, e-mail lad5@st-andrews.ac.uk)

Contact details for queries with any of the sections noted above, and a summary of the deadlines, are contained in Appendix I.
8. Thank you

Preparing the year-end financial statements and preparing for audit is very much a team effort, involving all Schools and Units. Your help with meeting these deadlines is very much appreciated by all of us in the Finance team.

Version Control Table

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<th>Author</th>
<th>Date</th>
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# Key Dates Summary

## APPENDIX I - Financial year end summary deadline

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<th>Deadline</th>
<th>Time</th>
<th>Section</th>
<th>Area</th>
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<td>5pm</td>
<td>2.1.6</td>
<td>Purchases</td>
<td>Staff Expense Claims (to 16/07)</td>
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<td>2569</td>
<td>HR - Salaries</td>
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