

Activity	Working Week minus 3: 10 – 14 July	Working Week minus 2: 17 – 21 July	Working Week minus 1: 24 – 28 July The last day to complete tasks (to avoid colleagues working over the weekend) is 28 July	Week 1 of the new 2023/24 Financial Year
Purchase order requisitions	Raise purchase order requisitions for purchases required in 2022/23 and ensure they are authorised			Plan for the 2023/24 financial year
	Delete any unauthorised or rejected requisitions that are no longer needed, or the commitments will be carried over into the 2023/24 financial year			
	Contact the Finance Service Desk to delete purchase orders no longer needed Useful report: How to view purchase orders you have raised – 1. On the finance system home page, navigate to ‘My Purchases’ 2. Fill in the selection criteria and click ‘search’. 3. The system will return a report which will show you a history of all the Purchase Orders you have raised by order date, and will show which lines have been goods received. It will also show any invoices matched against these orders so far.			
Goods receipting	Complete a goods receipt on the finance system for purchases that have been received			Complete goods receipts for goods and services received from 1 August
Out of Pocket Expenses	Submit your expense claims on the finance system (with receipts) for review, approval and reimbursement Useful report: How to see the status of your expense claims – 1. On the finance system home page, navigate to ‘Expenses in progress’ 2. Click ‘Enquire on my expense claim progress’. The Finance System will return all of your expense claims. 3. Select the claim that you wish to enquire on by clicking on the ‘Map’ button. A workflow map will appear which displays the progress of your expense claim.			Submit claims for expenses incurred from 1 August
	Delete any expense claims that are no longer valid			
Purchasing Card Coding				Code purchasing card statements by 4 August
Sales Orders	Raise sales orders/invoices for income relating to the 2022/23 financial year and ensure they are authorised			Raise sales orders/invoices relating to 2022/23, and have them authorised, by 3 August . Raise sales orders/invoices relating to the 2023/24 financial year from 4 August .
Authorisations	Authorise purchase order requisitions			Plan for 2023/24
	Complete authorisation tasks for out of tolerance invoices, or invoices not matched to a purchase order			
	Authorise out of pocket expense claims			Authorise claims for expenses incurred from 1 August
				Authorise purchasing card transactions by 4 August .
				Authorise sales orders/invoices for income relating to 2022/23 by 3 August
Workers employed via Reed	Submit timesheets on the XMS portal and have them authorised			Timesheets up to and including Monday 31 July that are submitted and authorised by Friday 4 August will be accrued for, and the cost will sit in the 2022/23 budget.
Queries & requests	Contact the Finance Service Desk with any queries and/or requests (the Service Desk will not be available on 29 or 30 July)			