

Activity	Week minus 3: 9 – 15 July	Week minus 2: 16 – 22 July	Week minus 1: 23 – 29 July	Last day to complete: 30 July	Week 1 of the new 2021/22 Financial Year
Purchase order requisitions	Raise purchase order requisitions for purchases required in 2020/21 and ensure they are authorised			Raise and authorise requisitions <b>by 30 July</b>	Plan for the 2021/22 financial year
	Delete any unauthorised or rejected requisitions that are no longer needed, or the costs will be carried over into the 2021/22 financial year				Ensure all open purchase order requisitions are still required
	Contact the Finance Service Desk to delete purchase orders no longer needed				
	Raise a requisition for purchases received without a purchase order, have it authorised, and receipt the goods or services on the finance system			Raise and authorise requisitions, and complete a goods receipt by <b>30 July</b>	
Goods receipting	Complete a goods receipt on the finance system for purchases that have been received			Goods receipt all goods and services received by <b>30 July</b>	Complete goods receipts for goods and services received from <b>1 August</b>
Out of Pocket Expenses	Submit your expense claims and have them authorised by <b>30 July</b> .			Claims must be <b>submitted and authorised by 30 July</b>	Submit claims for expenses incurred from <b>1 August</b>
	Delete any expense claims that are no longer valid				
Purchasing Card Coding					Code purchasing card statements <b>by 5 August</b>
Sales Orders	Raise sales orders/invoices for income relating to the 2020/21 financial year and ensure they are authorised				Raise sales orders/invoices relating to 2020/21 <b>before 4 August</b> .  Raise sales orders/invoices relating to the 2021/22 financial year from <b>5 August</b> .
Authorisations	Authorise purchase order requisitions			Authorise requisitions <b>by 30 July</b>	Plan for 2021/22
	Complete authorisation tasks for out of tolerance invoices, or invoices not matched to a purchase order			Complete tasks by <b>30 July</b>	
	Authorise out of pocket expense claims			Authorise claims by <b>30 July</b>	Authorise claims for expenses incurred from <b>1 August</b>
					Authorise purchasing card transactions by <b>5 August</b> .
					Authorise sales orders/invoices for income relating to 2020/21 by <b>4 August</b>
Delegated Authority	Check that a substitute is set up and activated in the finance system - Request any changes via the Finance Service Desk.				
Raising queries and requests	Contact the Finance Service Desk with any queries and/or requests (the Service Desk will not be available on 31 July)				