

Activity	1 – 31 July The last day to complete tasks is Thursday 31 July	Week 1 of the new 2025/26 Financial Year
Purchase order requisitions	Raise purchase order requisitions for purchases required in 2024/25 and ensure they are authorised	Plan for the 2025/26 financial year
	Delete any unauthorised or rejected requisitions that are no longer needed, or the commitments will be carried over into the 2025/26 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 receipted. 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 up to and including 31 July	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	Delete any expense claims that are no longer valid	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 6 August . Expenditure included in the July statement will be automatically charged to default codes in the 2024/25 budget unless tasks are completed by 6 August .
Sales Orders	Raise sales orders/invoices for income relating to the 2024/25 financial year and ensure they are authorised	Raise sales orders/invoices relating to 2024/25, and have them authorised, by 5 August . Raise sales orders/invoices relating to the 2025/26 financial year from 7 August .
Authorisations	Authorise purchase order requisitions	Plan for 2025/26
	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 6 August .
		Authorise sales orders/invoices for income relating to 2024/25 by 5 August .
Workers employed via Reed	Submit timesheets on the XMS portal and ensure they are authorised	Any hours worked up to and including 31 July that are included on a timesheet submitted and authorised by 10am on 5 August will be accrued for, and the cost will sit in the 2024/25 budget. All timesheets authorised after 10am on 5 August will be charged to the 2025/26 financial year.
Queries & requests	Contact the Finance Service Desk with any queries and/or requests	