

# January 2008

RES/AE - Annual Reporting Starts  
 RES/G&C - Major ARC & NHMRC schemes - applications NOT to be submitted through Submissions  
 July  
 FinOps/GL - Preparation of ARC/NHRMC Financial Reporting Deliverables

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 December	31	1 PUBLIC HOLIDAY	2 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month	3 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end HR - Quarterly Reports	4 FinOps/BankRec - Run Rec Reports FinOps/Budgets - Forecast Population HR - Year End/Month End reports required to be produced for Finance	5
6	7 FinOps/GL - Preparation of ARC/NHRMC Financial Reporting Deliverables FinOps/RM - Run Monthly Report Suite HR - Tess Top Up to be produced	8	9 FinOps/Budgets - Forecast Submission and Upload	10	11	12
13	14 FinOps/AR - Run Incomplete Transaction Reports	15	16	17	18	19
20	21 RES/AE - Mtg deadline, Biochem et al AEC EH&S - Quarterly Stats	22	23	24	25	26
27	28 PUBLIC HOLIDAY	29 RES/AE - Mtg deadline, Vet. Science AEC RES/AE - Mtg deadline, Science et al AEC	30 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	31 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period HR - Excess Annual Leave reduction & notification	1 February	2

# February 2008

RES/AE - Annual Reporting builds. New students being added to projects - expect amendments.  
 RES/G&C - Major ARC & NHMRC schemes - applications NOT to be submitted through Submissions.  
 RES/Pub - DEST category deadline - 29 February.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 January	28	29	30	31	1 HR - Month End Reports	2
3	4 FinOps/GL - Close Adj period FinOps/GL - Amend Summary templates to replicate restructure	5 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file	6 FinOps/Budgets - Forecast Population FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite	7 FinOps/GL - Notional Cash - Close previous month FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	8	9
10	11 FinOps/GL - Close Adj period Amend Summary templates to replicate restructure	12 FinOps/Budgets - Forecast Submission and Upload	13	14	15	16
17	18 RES/AE - Mtg deadline, Biochem et al AEC FinOps/AR - Run incomplete transaction report	19	20	21	22	23
24	25 RES/AE - Mtg deadline, Vet. Science et al AEC RES/AE - Mtg deadline, Science et al AEC	26	27	28 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	29 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	1 March

# March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 February	25	26	27	28	29	1
2	3 FinOps/AR/GL - Open Current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file HR - Month End Reports	4 FinOps/GL - Published Accounts - Available for Parliament FinOps/Budgets - Forecast Population	5 RES/AE - Mtg deadline, Anatomy et al AEC FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite	6 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	7	8
9	10	11 FinOps/Budgets - Forecast Submission and Upload	12	13	14	15
16	17 RES/AE - Mtg deadline, Biochem et al AEC	18 FinOps/AR - Run incomplete transaction report	19	20	21 PUBLIC HOLIDAY	22
23	24 PUBLIC HOLIDAY	25 PUBLIC HOLIDAY	26	27 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	28 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	29
30	31 RES/AE - Mtg deadline, Anatomy et al AEC RES/AE - Annual Reporting peaks to 31/3 deadline	1 April	2	3	4	5

# April 2008

RES/AE - Meeting deadline, Vet. Science AEC  
 RES/AE - Meeting deadline, Science et al AEC  
 RES/G&C - Major ARC & NHMRC schemes - applications NOT to be submitted through Submissions.  
 RES/HE - Large number of Behavioural Science Honours students submit ethics applications.  
 RES/Pub - non-DEST category deadline - 11 April  
 FinOps/GL - Preparation of ARC/NHMRC Financial Run Rec, Reporting Deliverables Report

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 March	31	FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month HR - Quarterly Reports/Month End Reports	2 FinOps/AR - Dunning letters - run large file FinOps/Budgets - Forecast Population HR - QUT Reports Due	3 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite	FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	5
6	7	8 FinOps/Budgets - Open Planning Budget FinOps/Budgets - Forecast Submission and Upload	9	10	11	12
13	14 FinOps/AR - Run incomplete transaction report	15	16	17	18 HR - University wide pay increases become effective	19
20	21 RES/AE - Mtg deadline, Biochem et al AEC EH&S - Quarterly Stats	22	23	24	25 PUBLIC HOLIDAY	26
27	28	29 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run RES/AE - Mtg deadline, Anatomy et al AEC	30 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	1 May	2	3

# May 2008

RES/G&C - Internal Grant - CSIRO Collab Scheme - approx. 20-30 applications through Submissions.  
 RES/HE - Large number of Behavioural Science Honours students submit ethics applications.  
 HR - EOY patching & testing

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 April	28	29	30	1 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file	2 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite HR - Month End reports	3
4	5 RES/AE - Mtg deadline, Vet. Science AEC FinOps/Budgets - Forecast Population	6 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	7	8 <b>THEMIS HW UPGRADE</b>	9 <b>THEMIS HW UPGRADE</b>	10 <b>THEMIS HW UPGRADE</b>
11	12 <b>THEMIS HW UPGRADE</b>	13 <b>THEMIS HW UPGRADE</b>	14 RES/AE - Mtg deadline, Science et al AEC FinOps/Budgets - Forecast Submission and Upload	15 FinOps/AR - Run incomplete transaction report	16	17
18	19 RES/AE - Mtg deadline, Biochem et al AEC	20	21	22	23	24
25	26 RES/AE - Mtg deadline, Anatomy et al AEC	27 FinOps/Budgets - Submission of Planning Budget	28	29 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	30 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	31

# June 2008

RES - MID YEAR BREAK  
 HR - EOY patching & testing

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file	3 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite HR - Month End reports	4 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	5  FinOps/Budgets - Forecast Population	6  HR - Casual Closedown of staff not paid in past 9 months	7
8	9  PUBLIC HOLIDAY	10	11	12  FinOps/Budgets - Forecast Submission and Upload	13	14
15	16  RES/AE - Mtg deadline, Biochem et al AEC HR - DEST reports due	17  FinOps/AR - Run incomplete transaction report	18	19	20	21
22	23	24	25	26	27 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run HR - Final EOY patch likely to be released	28
29	30 RES/AE - Mtg deadline, Anatomy et al AEC FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	1  July	2	3	4	5

# July 2008

RES/AE - New students being added to projects - expect amendments.

RES/G&C - Major ARC & NHMRC schemes - applications NOT to be submitted through Submissions

RES/G&C - Internal Grant Schemes - Joint Research Projects and Visiting Researcher Awards - approx. 30 applications through Submissions.

RES/G&C - Internal Grant - Early Career Researcher Grant Scheme - approx. 180+ applications to be submitted through Submissions.

FinOps/GL - Preparation of ARC/NHMRC Financial Reporting Deliverables

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 June	30	FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file HR - AUSAID Reports due	FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite HR - Tess Top Up report to be generated & casuals paid	FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end HR - Quarterly/Month End reports	4  FinOps/Budgets - Forecast Population	5
6	7 RES/AE - Mtg deadline, Science et al AEC HR - EB negotiations to be finalised (tentative date)	8  FinOps/Budgets - Forecast Submission and Upload	9	10	11	12
13	14  FinOps/AR - Run incomplete transaction report	15	16	17	18	19
20	21  RES/AE - Mtg deadline, Biochem et al EAC EH&S - Quarterly Stats	22	23	24	25	26
27	28  RES/AE - Mtg deadline, Anatomy et al EAC RES/AE - Mtg deadline, Vet. Science EAC	29	30 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	31 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	1  August	2

# August 2008

RES/AE - Major ARC & NHMRC schemes - applications NOT to be submitted through Submissions.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 July	28	29	30	31	FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file HR - Month End reports	2
3	4 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite	5 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	6 FinOps/Budgets - Forecast Population	7	8	9
10	11 FinOps/AR - Run incomplete transaction report	12 FinOps/Budgets - Forecast Submission and Upload FinOps/Budgets - Open 2nd Planning Budget	13	14	15	16
17	18 RES/AE - Mtg deadline, Biochem et al AEC RES/AE - Mtg deadline, Science et al AEC	19	20	21	22	23
24	25 RES/AE - Mtg deadline, Anatomy et al AEC	26 FinOps/Budgets - 2nd Planning Budget Submitted	27	28 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	29 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	30

# September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 August	1 RES/AE - Mtg deadline, Vet. Science AEC HR - Month End reports	2 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file	3 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite	4 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	5 FinOps/Budgets - Open next year's budget FinOps/Budgets - Forecast Population	6
7	8 HR - Pay increase (dependent on new EB)	9	10	11	12 FinOps/Budgets - Forecast Submission and Upload	13
14	15 FinOps/AR - Run incomplete transaction report	16	17	18	19	20
21	22 RES/AE - Mtg deadline, Biochem et al EAC	23	24	25	26	27
28	29 RES/AE - Mtg deadline, Anatomy et al EAC FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	30 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	1 October	2	3	4

# October 2008

## FinOps/GL - Preparation of ARC/NHMRC Financial Reporting Deliverables

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 September	29	30	1 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file HR - Quarterly/Month End reports	2 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite	3 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	4
5	6 RES/AE - Mtg deadline, Science et al AEC FinOps/Budgets - Forecast Population FinOps/Budgets - Open 3rd Planning Budget	7	8	9	10	11
12	13 RES/AE - Mtg deadline, Biochem et al AEC RES/AE - Mtg deadline, Vet. Science AEC	14 FinOps/AR - Run incomplete transaction report FinOps/Budgets - Forecast Submission and Upload	15	16	17	18
19	20 EH&S - Quarterly Stats	21	22	23	24	25
26	27 FinOps/Budget - 3rd Planning Budget Submitted	28	29	30 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	31 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period HR - Excess Annual Leave Notification report to be produced and sent	1 November

# November 2008

FinOps/GL - Creation of ARC/NHMRC Projects start 3rd week  
 FinOps/Agr - Creation of ARC/NHMRC Agreements (Budget & Deliverables) - start 3rd week  
 RES/HE and AE Annual Reporting

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 October	27	28	29	30	31	1
2	3 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file HR - Month End reports	4 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite	5 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	6 FinOps/Budgets - Forecast Population	7	8
9	10	11	12	13 FinOps/Budgets - Forecast Submission and Upload	14	15
16	17 RES/AE - Mtg deadline, Biochem et al AEC	18 FinOps/AR - Run incomplete transaction report	19	20	21	22
23	24 RES/AE - Mtg deadline, Anatomy et al AEC RES/AE - Mtg deadline, Vet. Science et al AEC	25	26	27 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	28 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	29

# December 2008

RES/AE - Mtg deadline, Biochem et al AEC  
 FinOps/GL - Preparation of ARC/NHMRC Financial Reporting Deliverables  
 FinOps/GL - Creation of ARC/NHMRC Projects  
 FinOps/Agr - Creation of ARC/NHMRC Agreements (Budget & Deliverables) - wks 1&2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 November	1 FinOps/AR/GL - Open current month FinOps/AR/GL - Close previous month FinOps/AR - Dunning letters - run large file	2 FinOps/BankRec - Run Rec Reports FinOps/RM - Run Monthly Report Suite HR - Month End reports	3 FinOps/OFA-MIS - Upload Fee Distribution before month end FinOps/OFA-MIS - Upload GL balances after month end	4 FinOps/Budgets - Forecast Population	5	6
7	8	9	10	11 FinOps/Budgets - Forecast Submission and Upload FinOps/Budgets - Load next year's budget	12	13 HR - Run Annual Leave Loading program
14	15 FinOps/AR - Run incomplete transaction report	16	17	18	19	20
21	22	23 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP - Cheque Run	24 FinOps/AP - EFT run - large remittance file (2 days) FinOps/AP/PO/AR - Open next period	25 PUBLIC HOLIDAY	26 PUBLIC HOLIDAY	27
28	29 PUBLIC HOLIDAY	30 PUBLIC HOLIDAY	31 PUBLIC HOLIDAY	1	2	3