

Housekeeping and Business as Usual Tasks

Important Note re Quarter End

Whilst the housekeeping and business as usual tasks detailed below are now listed separately to the quarter end timetable, it remains important that these tasks are as up to date as possible especially at each quarter end.

Area of Activity	Task	Responsible
GR/IR (Goods Receipt/Invoice Receipt)	<p>Review and clear all non-matching and old GR/IR including all items older than 6 months</p> <p>Periodically circulate list of non-matching and old GR/IR entries to departments</p>	<p>Departments</p> <p>Finance Office</p>
Purchase invoices	<p>Ensure purchase invoices are up to date</p> <p>Review and clear all parked invoices</p>	<p>Departments/Finance Office</p> <p>Departments</p>
Sales orders and invoices	<p>Manage sales orders - check sales orders have been invoiced and delete those no longer required</p> <p>Ensure sales invoices are up to date</p>	<p>Departments</p> <p>Departments</p>
Journals and reserves	<p>Review and clear stalled journals – all journal types</p> <p>Salary journals – raise salary journals as soon as need for correction identified</p> <p>Reverse prior period reversing journals</p>	<p>Departments/Finance Office</p> <p>Departments</p> <p>Finance Office</p>
Capitalisation of fixed assets (items >£25k)	<p>Request capitalisation upon receipt of goods – notify joanne.thomson@warwick.ac.uk of items >£25k to be capitalised at the point goods are received</p>	<p>Departments</p>
Widening Participation	<p>Ensure that any related WP expenditure is reported in departments WP SAP cost code *WZ*</p>	<p>Departments</p>
Intercompany account balances	<p>Pay intercompany account balances</p>	<p>Subsidiary company accountants/Finance Office</p>