

2023/24 Financial Year - Schools Year End Timetable

Date	Day	Old Year Period	New Year Period	Tasks to be completed
04-Mar	Mon	12	Not open	All pool premium claims forms to be returned to School Support Finance (claims up to 29/2/2024)
05-Mar	Tues			
06-Mar	Wed			Last date to raise a negotiated journal to enable automatic clearing in the old year after 21 days
07-Mar	Thurs			
08-Mar	Fri			
11-Mar	Mon	12	Not open	Begin clearing VIM box, clear GR/IR, receipt goods received
12-Mar	Tues			
13-Mar	Wed			
14-Mar	Thurs			
15-Mar	Fri			Deadline for returning Trade Union claim forms + Public Duty / Maternity claim forms (maternity excludes secondary schools)
18-Mar	Mon	12	Not open	
19-Mar	Tues			
20-Mar	Wed			All amendments and additions to Master Data to be forwarded to Exchequer Section
				Last date for any payments / transfers on capital codes (i.e. cost centres beginning with a 'CHD' or 'CHG')
21-Mar	Thurs			Last day for invoices to be received by Exchequer for scanning into VIM for old year processing (10AM)
				Corporate property postings to schools completed - authorise any outstanding negotiated journals
22-Mar	Fri			<b>SAP closed at 5pm as part of SAP HANA upgrade</b>
		<b>SAP re-opens at 9am as part of SAP HANA upgrade</b>		
25-Mar	Mon	12	Not open	Carry forward of devolved formula capital / general capital reserve balances
				12 Noon deadline for customer invoices in SAP to go direct into 2023-24
26-Mar	Tues			All workflow items to be coded, approved, goods received, with exceptions resolved (Orderpoint) (5PM)
				Provision for doubtful debts completed
27-Mar	Wed			All banking and cash receipts completed for 2023-24 (5PM)
				<b>5PM SAP DOWN FOR YEAR END UPDATES</b>
28-Mar	Thurs			<b>SAP UNAVAILABLE</b>
29-Mar	Fri			<b>GOOD FRIDAY</b>
01-Apr	Mon	12&13	Not open	<b>EASTER MONDAY</b>
02-Apr	Tues			<b>SAP unavailable initially but likely to reopen during the day</b>
			Outstanding 2023-24 workflow items deleted	
03-Apr	Wed		1	Pool premium refunds completed
04-Apr	Thurs		Last date to return any school debtor / creditor / income in advance adjustments	
			Last date to code / approve invoices in new year to be written back to old year (only relates to invoices with old year invoice dates)	
			VIM Invoices paid in 2024-25 with 2023-24 invoice date written back into old year	
05-Apr	Fri	12&13	1	
08-Apr	Mon			
09-Apr	Tues			
10-Apr	Wed			
11-Apr	Thurs			
12-Apr	Fri	Last date for schools to authorise journals in 2023-24 (Usual month-end deadline has been extended for year-end) (5PM)		
15-Apr	Mon	14	1	
16-Apr	Tues			
17-Apr	Wed	15	2023-24 School Accounts completed (12 Noon)	
18-Apr	Thurs		School carry forwards balances available as 2024-25 budget in SAP	
19-Apr	Fri			