Period Closing Timetable:

General ledger will aim to close off for Period 9 by ***4pm Wednesday 3rd July 2019***.

Quarter-end Adjustments

P9 will then be re-opened to allow for historical quarterly adjustments.

All quarter end journals for P9, along with reversing journals in P10, should then be submitted to accounts.queries@ucd.ie by *__4 pm Friday 5th July 2019__* for posting.

Please cc peter.gallogly@ucd.ie *on all emails .*

Forecasts

The forecast facility will be opened on Friday the 05th of July for you to review and amend as appropriate.

All forecast adjustments should also be posted by *__4pm Thursday 11th July 2019__*.

Quarter end adjustments:

SalWag actuals for P9 will be uploaded to PBCS as soon as they are available but no later than the 02nd July. All other pay actual including ECF Pension charges and journals will be updated to PBCS on the evening of the 03rd July 2019. You will be notified via email that actuals upload has been completed.

The quarter end adjustments process remains the same as per previous quarters. Below is a brief reminder of the instructions previously distributed:

Pay

DR	Qxyz	82353	Salwag – Qtr Adj
CR	9000	98354	Quarter End Accruals (BS)

DR	Qxyz	81303	Tutors – Qtr Adj
CR	9000	98354	Quarter End Accruals (BS)

DR	Qxyz	81313	Occ Lecturer – Qtr Adj
CR	9000	98354	Quarter End Accruals (BS)

DR	Qxyz	81911	Other Pay – Qtr Adj
CR	9000	98354	Quarter End Accruals (BS)

DR	Qxyz	82073	Scholarship – Qtr Adj
CR	9000	98354	Quarter End Accruals (BS)

Non-Pay

DR	Qxyz	82350	Non-Pay – Qtr Adj
CR	9000	98354	Quarter End Accruals (BS)

Other Income

DR	9000	98354	Quarter End Accruals (BS)
CR	Qxyz	80698	Adjustments Income

Committed Funds:

Do not use Q codes.

Where committed funds have been drawdown from committed reserves (89997 – Internal, 89998 – External) and have not been utilised in Quarter 1 these should be deferred at individual cost centre (level 9).

Quarterly Deferral of Committed Reserves - Internal

DR	1234	89992
CR	1234	99992

Quarterly Deferral of Committed Reserves - External

DR	1234	89991
CR	1234	98357

If a drawdown has been budgeted for in the approved budget (NOT OPERATIONAL- BUDGET 1) it should not be deferred, as your NDE budget would have been adjusted to reflect this.

Note:

(1) Q Cost Centre Codes & Adjustment Account Codes
- · The Q cost centre codes are for Outturns purposes only.
- · Please use Q codes in line with School Level 6 Codes e.g. Q001 for S001.
- · The Q codes and the above P&L account codes should always be used in tandem with each other - they are not to be used with other cost centres or account codes**.**

(2) Journals & Reversing Journals
- · Please include a reversing journal with every journal submitted – include both on the same email.
- · Period 9 Journal Type = "H" – reversing Period10 Journal Type = "J".
- · Please populate all fields in the header (date; debit control etc. noting date should be in the format 09/07/17 as the system cannot read the format 09.07.17).
- · All quarter end journals and reversing journals are to be submitted to accounts.queries@ucd.ie by 4pm **Friday the 5th July 2019**
- · Please ensure the reversing journal uses the **exact same cost centre codes and account codes** as the original. E.g. if a Period 9 journal debits account code 81313 Occ Lec – Qtr Adj do not post the reversing journal to 82350 Nonpay.