

## Period Closing Timetable:

General ledger will aim to close off for Period 6 by **4pm Wednesday 3<sup>rd</sup> April 2019.**

### Quarter-end Adjustments

P6 will then be re-opened to allow for historical quarterly adjustments.

All quarter end journals for P6, along with reversing journals in P7, should then be submitted to [accounts.queries@ucd.ie](mailto:accounts.queries@ucd.ie) by **2pm Friday 5<sup>th</sup> April 2019** for posting.

Please cc [peter.gallogly@ucd.ie](mailto:peter.gallogly@ucd.ie) on all emails .

### Forecasts

As the annual forecast was updated in P5 this facility will not be open for adjustment.

### Quarter end adjustments:

SalWag actuals for P6 will be uploaded to PBCS as soon as they are available but no later than the 02<sup>nd</sup> April. All other pay actual including ECF Pension charges and journals will be updated to PBCS on the evening of the 03<sup>rd</sup> April 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 6 Journal Type = “H” – reversing Period 7 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](mailto:accounts.queries@ucd.ie) by 2pm **Friday the 5<sup>th</sup> April 2019**
- Please ensure the reversing journal uses the **exact same cost centre codes and account codes** as the original. E.g. if a Period 6 journal debits account code 81313 Occ Lec – Qtr Adj do not post the reversing journal to 82350 Nonpay.