

2026 FINANCE REPORTING TIMETABLE

	January	February	March	April	May	June	July	August	September	October	November	December	
Tue									1				Tue
Wed				1			1		2	NCONT BUDGET			Wed
Thu	1	Public Holiday		2			2		3	1			Thu
Fri	2			3	Public Holiday	1	Public Holiday		4	FIC	2		Fri
Sat	3			4		2		1	5		3		Sat
Sun	4	1	1	5		3		2	6	4		1	Sun
Mon	5	2	2	6	Public Holiday	4		1	7	FI	5	CF	Mon
Tue	6	3	3	7		5		2	8	IOS	6	FIC	Tue
Wed	7	XA	4	8	FIC	6	CF	3	9	CO	7	FI	Wed
Thu	8	XA	5	FIC	5	FI	7	FIC	10	IOS	5	FIC	Thu
Fri	9	XA	6	FI	6	FI	8	FI	11		9	CO	Fri
Sat	10		7		7		9		12		10		Sat
Sun	11		8		8		10		13	Public Holiday	11		Sun
Mon	12		9	IOS	9	IOS	13	IOS	14	Public Holiday	12	IOS	Mon
Tue	13		10	CO**	10	CO	12	CO	15	IOS	13	CO	Tue
Wed	14	RP	11			13		10	16	MR	14		Wed
Thu	15	IOS	12			14		11	17		15	MR	Thu
Fri	16	CO*	13	AR1	13		15		18		16		Fri
Sat	17		14		14		16		19		17		Sat
Sun	18		15	ICTS	15	ICTS	17	ICTS	20		18		Sun
Mon	19		16	BP*	16	MR	18		21		19		Mon
Tue	20		17	MR	21		19	QR1*	22		20	QR1	Tue
Wed	21		18		22		20		23	CONT BUDGET	21		Wed
Thu	22		19		23		21		24	Public Holiday	22		Thu
Fri	23		20	AR2	20		22		25		23		Fri
Sat	24		21		21	Public Holiday	23		26		24		Sat
Sun	25	ICTS	22		22	ICTS	24	ICTS	27		25	ICTS	Sun
Mon	26		23		23	Public Holiday	25		28		26		Mon
Tue	27		24		24		26	QR1**	29		27		Tue
Wed	28		25		25		27		30		28		Wed
Thu	29		26		30	SSR	28				29		Thu
Fri	30		27				29				30	SSR	Fri
Sat	31		28				30				31	YER	Sat
Sun							31	ICTS					Sun
Mon									31				Mon
Tue													Tue

KEY	Note
XA	SAP (PRD) unavailable (Dec 2025 and Year End)
RP	YE CO repostings for the month, to be received by 17h00
IOS	Standard monthly settlements of RIOs
CO	CO month end complete, period closed - e-mail to finance managers
FIC	FI month end closed on 4th working day
FI	FI month end e-mail sent to finance community. CO repostings for the month, to be received by 17h00
AR1	Annual report on CONTINUING OPERATIONS due at Central Finance by 17h00. This includes: - CAPEX reports (template as well as an accompanying narrative), and - Strategic / One-off allocations report (template and commentary/narrative) and - Control reports (e.g. funds in deficit, uncleared advances).
AR2	Annual report on NON CONTINUING & INVESTMENT operations due at Central Finance by 17h00This includes: - Consolidated VC Discretionary and VC Strategic reports (submitted by Finance Manager: Central Support Services),
MR	Monthly reports due at Central Finance by 17h00
BP	Business Plan Report
CF	Cash flow reporting for Capex and Strategic One-off Allocations - for Cash Management Committee. To be received by 17h00. (Dates are subject to change)
QR1	Quarterly report on CONTINUING OPERATIONS due at Central Finance by 17h00. This includes: - Control reports (e.g. funds in deficit, uncleared advances), - CAPEX report (template as well as an accompanying narrative), and - Strategic / One-off allocations report (template and commentary/narrative).
QR1*	Quarterly report on CONTINUING OPERATIONS due at Central Finance by 17h00. This includes: - CAPEX report (template as well as an accompanying narrative), and - Strategic / One-off allocations report (template and commentary/narrative).
QR1**	Quarterly report Control reports (e.g. funds in deficit, uncleared advances) due at Central Finance by 17h00.
QR2	Quarterly report on NON CONTINUING & INVESTMENT operations due at Central Finance by 17h00
SSR	SAP Security Review: Estimated deadline for completion - Actual to be advised
YER	Review Year End fund rules and submit confirmation to Central Finance
ICTS	ICTS Maintenance slots (09h00 - 17h00) - included fyi as network and SAP will be unavailable
CONT BUDGET	Deadline for 2027 Faculty & PASS dept. plans completed in IDU (including fee plans) &budget submissions (schedules)
NCONT BUDGET	Deadline for 2027 Faculty & PASS dept. non-continuing plans completed in IDU in Plan Version 2
CO*	CO in Jan: 2025 December and year end close.
CO**	CO in Feb: Jan 2026 - close may be delayed
BP*	Business Plan report due (to cover financial period Jan-Dec 2025)
BP**	Business Plan report due (to cover financial period Jan-June 2026)