2026 FINANCE REPORTING TIMETABLE

	January	February	March	April	May	June	July	August	September	October	November	December	
Tue									1			1	Tue
Wed			1			1			2 NCONT BUDGET			2	Wed
Thu	1 *Public Holiday*		2			2			3	1		3	Thu
Fri	2		3	*Public Holiday*	1 *Public Holiday*	3			4 FIC	2		4 FIC	Fri
Sat	3		4		2	4		1	5	3		5	Sat
Sun	4	1	5		3	5		2	6	4	1	6	Sun
Mon	5	2	6	*Public Holiday*	4	1	6 FIC	3	7 FI	5 CF	2	7 FI	Mon
Tue	6	3	7		5	2	7 FI	4	8 IOS	6 FIC	3	8 IOS	Tue
Wed	7 XA	4 CF	8 FIC	6 CF	3	8 IOS	5 CF	9	CO	7 FI	4	9 CO	Wed
Thu	8 XA	5 FIC	9 FI	7 FIC	4 FIC	9 CO	6 FIC	10	8 IOS	5	10	Thu	
Fri	9 XA	6 FI	10 IOS	8 FI	5 FI	10	7 FI	11	9 CO	6 FIC	11	Fri	
Sat	10	7	11	9	6	11	8	12	10	7	12	Sat	
Sun	11	8	12	10	7	12	9 *Public Holiday*	13 ICTS	11	8	13 ICTS	Sun	
Mon	12	9 IOS	13 CO	11 IOS	8 IOS	13	10 *Public Holiday*	14	12	9 FI	14	Mon	
Tue	13	10 CO**	14	12 CO	9 CO	14	11 IOS	15	13	10 IOS	15	Tue	
Wed	14 RP	11	15	13	10	15	12 CO	16 MR	14	11 CO	16 *Public Holiday*	Wed	
Thu	15 IOS	12	16	14	11	16	13	17	15	12	17 MR	Thu	
Fri	16 CO*	13 AR1	17	15	12	17	14	18	16	13	18	Fri	
Sat	17	14	18	16	13	18	15	19	17	14	19	Sat	
Sun	18	15 ICTS	19 ICTS	17 ICTS	14	19	16 ICTS	20	18	15	20	Sun	
Mon	19	16 BP*	20 MR	18	15	20 QR1	17	21	19	16	21	Mon	
Tue	20	17	21	19 QR1*	16 *Public Holiday*	21 BP**	18	22	20 QR1	17	22	Tue	
Wed	21	18	22	20	17 MR	22	19 CONT BUDGET	23	21	18 MR	23	Wed	
Thu	22	19	23	21	18	23	20	24 *Public Holiday*	22	19	24	Thu	
Fri	23	20 AR2	24	22	19	24	21	25	23	20	25 *Public Holiday*	Fri	
Sat	24	21	25 *Public Holiday*	23	20	25	22	26	24	21	26 *Public Holiday*	Sat	
Sun	25 ICTS	22	26	24 ICTS	21	26 ICTS	23	27	25 ICTS	22 ICTS	27	Sun	
Mon	26	23	27 *Public Holiday*	25	22	27 QR2	24	28	26	23	28	Mon	
Tue	27	24	28	26 QR1**	23	28	25	29	27	24	29	Tue	
Wed	28	25	29	27	24	29	26	30	28	25	30	Wed	
Thu	29	26	30 SSR	28	25	30	27		29	26	31	Thu	
Fri	30	27		29	26	31	28		30 SSR	27 YER		Fri	
Sat	31	28		30	27		29		31	28		Sat	
Sun				31	28 ICTS		30			29		Sun	
Mon					29		31			30		Mon	
Tue					30							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)