

Periods in U4BW

Periods are in six digits format, the year followed by the month.

The year is the year in which the financial year begins. For example; the financial year commencing on 1st April 2019 (2019/20) would be identified as 2019, financial year commencing on 1st April 2020 (2020/21) would be identified as 2020, and so on.

There are sixteen periods in a financial year. Periods 01-12 coincide with calendar months and each period ends on a Sunday, dependent on the following rules;

- If the calendar month end falls on a Monday or Tuesday, the system's period end will be the Sunday **before**
- If the calendar month end falls on a Wednesday, Thursday, Friday, Saturday, the system's period end will be the **following** Sunday
- If the calendar month end falls on Sunday, the system's period end will be the **same**

The other periods are as follows;

| <u>Period</u> | <u>Information</u> |
|---------------|---|
| 00 | Only the Systems department have access to this period and is used for opening balances. |
| 13 | This period is used by permitted sections only, and comprise mainly of adjustment & accrual transactions. |
| 14 | This period is used by the Accountancy sections only, and comprise mainly of post audit transactions. |
| 15 | This period is used by the Accountancy sections only and comprise mainly of central recharges transactions. |

The periods and period dates for 2019/20 can be found on the following page.

Reports

When running reports for an entire year, the user should always enter YYYY00 in the *Period from* cell, and YYYY15 in the *Period to* cell. This will ensure that all information for the accounting year is captured, including any balances brought forward and any adjustments made at year end.

Deadlines

To ensure journals and virements are uploaded to the system in the correct period, they must be received by the Systems department before **12pm on the Thursday before the period end**. This deadline may change during periods of high workload or bank holidays, and the Accountancy sections will be informed via e-mail.

Period dates and deadlines for 2019/20

| Period | Date from | Date to | Deadline* |
|--------|------------|------------|------------|
| 201900 | 31/03/2019 | 31/03/2019 | N/A |
| 201901 | 01/04/2019 | 28/04/2019 | 25/04/2019 |
| 201902 | 29/04/2019 | 02/06/2019 | 30/05/2019 |
| 201903 | 03/06/2019 | 30/06/2019 | 27/06/2019 |
| 201904 | 01/07/2019 | 04/08/2019 | 01/08/2019 |
| 201905 | 05/08/2019 | 01/09/2019 | 29/08/2019 |
| 201906 | 02/09/2019 | 29/09/2019 | 26/09/2019 |
| 201907 | 30/09/2019 | 03/11/2019 | 31/10/2019 |
| 201908 | 04/11/2019 | 01/12/2019 | 28/11/2019 |
| 201909 | 02/12/2019 | 29/12/2019 | 27/12/2019 |
| 201910 | 30/12/2019 | 02/02/2020 | 30/01/2020 |
| 201911 | 03/02/2020 | 01/03/2020 | 27/02/2020 |
| 201912 | 02/03/2020 | 31/03/2020 | 27/03/2020 |
| 201913 | 31/03/2020 | 31/03/2020 | N/A |
| 201914 | 31/03/2020 | 31/03/2020 | N/A |
| 201915 | 31/03/2020 | 31/03/2020 | N/A |

*Subject to change