

End of Year 2015 – deadlines for departments and other units on Science and Technology

System/topic	Task	Deadline	Notes
SLS web, typing of hours	Creating and forwarding of SLS hours for approval regarding payment for hours worked in 2015.	Tuesday 22 th December	For subsequent approval by the project economist /business controller
<i>ARS time registration</i>	<i>Time registration must be entered and all months closed.</i>	<i>Monday 4th January</i>	<i>If it is possible to enter your hours before Christmas it will be a great help.</i>
Foreign invoices and credit notes.	Mail foreign invoice to kreditorhotline@au.dk (remember indication of faculty and department in the subject line for example ST-CHEM).	Monday 4 th January	Foreign invoices will hereafter be sent for approval in IndFak.
AURUS, expense accounts (and advances) with start date in 2015.	Guaranteed in the financial statement for 2015, if created and sent to control no later than this date.	Wednesday 6 th January	All travel expenses / advances with a starting date in 2015 are taken into account for 2015.
AURUS, expense settlements concerning 2015.	Will automatically be included in the financial statements for 2015, if sent to control before the deadline.	Wednesday 6 th January	All expenditure statements sent to control by the deadline will be taken into account for 2015.
Manual travel and expense settlements.	Settlements are sent to ST Economy.	Wednesday 6 th January	Never send manual expense settlements directly to accounting – send to the project economist / business controller in ST Economy.
Sales invoices	Message to ST Economy to create and send sales invoice.	Friday 8 th January	Only invoices for the financial year 2015.
Reposting of salary posts (ex. time registration units)	Message to ST Economy to conduct reclassification	Monday 11 th January	If you know of salary to be reclassified – please send an email to your project economist/controller.
Internal reposting of operational costs	Message to ST Economy regarding reposting	Wednesday 13 th January	E.g. between institutes or to other faculties.
IndFak, invoices and credit notes.	Claimant (rekvirent): Approval of invoices.	Wednesday 13 th January	If it is in any way possible to approve earlier, we'd appreciate it.