***Year-end 2022 – deadlines for departments and other units at TECH and NAT***

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| **System/topic** | **Task** | **Deadline** | **Comments** |
| Sales invoices | Notification to Nat-Tech Finance about preparing a sales invoice. | Wednesday 14 December | Only applies to invoices for the financial year 2022 that are expected to be issued before 6 January.  No invoices will be issued in the period 7 January - 12 January (both days incl.).  Invoices submitted after 14 December but before 9 January can be expected to be issued in the period 13 - 19 January.  NOTE: For new projects, it will take up to 14 days from the receipt of a contract to when an invoice can be printed. |
| REEX, travel expenses non-AU employees | Deadline for visitors to create a REEX link | Friday 23 December | All REEX expenses created no later than the deadline will be processed in 2022. NOTE: no new external can be created between 6/1-18/1. |
| RejsUd, travel expense report (and advance) with start date in 2022 | Guaranteed to be included in the accounts for 2022, if created and sent for verification by no later than this date. | Monday 2 January | All travel expense reports/advances with a start date in 2022 will be included in accounts for 2022. |
| RejsUd, expense settlements concerning 2022 | Included automatically in the accounts for 2022, if sent for verification by no later than this date. | Monday 2 January | All expense settlements submitted for verification before the deadline will be included in the accounts for 2022. |
| Foreign invoices and credit notes from suppliers | Email foreign invoices to [kreditorhotline@au.dk](mailto:kreditorhotline@au.dk) (remember to indicate faculty and department/school in the subject field e.g. NS-CHEM). | Tuesday 3 January | Foreign invoices will then be sent to approval in IndFak at the appropriate requisitioner. |
| ProMark time registration | Time registration must be completed and all months signed off. | Tuesday 3 January | If it is in any way possible to enter your holiday/absence and sign off before Christmas, it will be a great help. |
| Supplier invoices to AU (ordinary flow) | Suppliers have a deadline for the submission of invoices regarding 2022 to AU. | Monday 9 January | Please ask the suppliers to submit invoices before the Christmas holiday.  Invoices will then be sent to goods reception in IndFak at the appropriate requisitioner. |
| Sales invoices | Notification to Nat-Tech Finance about preparing a sales invoice. | Monday 9 January | Only applies to invoices for the financial year 2022. Please note that invoices cannot be expected to be sent until 19 January.  For more information, please refer to the first row in this document titled “Sales invoices”. |
| Internal transactions *between* main areas | Message to Nat-Tech Finance to make reclassification. | Thursday 12 January | Allocation of operating expenses/revenues to other faculties. |
| IndFak, invoices and credit notes | Requisitioner: Goods reception for invoices | Friday 13 January | If it is in any way possible to take care of goods reception earlier, we would appreciate this. |
| mTEMPUS, reporting hours | Reporting hours in mTEMPUS for approval regarding hourly pay for 2022. | Wednesday 18 January | For subsequent approval by the project finance administrator/business controller |
| Reclassification of pay (not time-recording units) | Message to Nat-Tech Finance to make reclassification. | Monday 23 January | If you know about the pay to be reclassified, please send an email to your project finance administrator/business controller. |