***Year-end 2024 – 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. | Friday 13. December | Only applies to invoices for the financial year 2024 that are expected to be issued before 7. January.  No invoices will be issued in the period 8. January – 13. January (both days incl.).  Invoices submitted after 15. December but before 12. January can be expected to be issued in the period 14. – 20. 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 | Wednesday 18. December | All REEX expenses created no later than the deadline will be processed in 2024. |
| RejsUd, expence settlements and travel expense report (and advance) with start date in 2024 | Guaranteed to be included in the accounts for 2024, if created and sent for verification by no later than this date. | Friday 3 January | All expense settlements and travel expense reports/advances with a start date in 2024 will be included in accounts for 2024. |
| ProjektTid time registration | Time registration must be completed. | Thursday 2. January | If it is in any way possible to enter your holiday/absence and sign off before Christmas, it will be a great help. |
| 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 7. January | Foreign invoices will then be sent to approval in IndFak at the appropriate requisitioner. |
| Supplier invoices to AU (ordinary flow) | Suppliers have a deadline for the submission of invoices regarding 2024 to AU. | Wednesday 8. 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. | Friday 10. January | Only applies to invoices for the financial year 2024. Please note that invoices cannot be expected to be sent until 20. January.  For more information, please refer to the first row in this document titled “Sales invoices”. |
| IndFak, invoices and credit notes | Requisitioner: Goods reception for invoices | Tuesday 14. January | If it is in any way possible to take care of goods reception earlier, we would appreciate this. |
| Internal transactions | Message to Nat-Tech Finance to make reclassification. | Friday 17. January | Deadline for settlement of internal transactions. |
| mTEMPUS, reporting hours | Reporting hours in mTEMPUS for approval regarding hourly pay for 2024. | Wednesday 15. January | For subsequent approval by the project finance administrator/business controller |