

Month-End Cycle

The School operates a monthly financial reporting cycle with DMT and the Finance Committee receiving regular updates on the School's financial position. To do so accurately there is a strict cut-off for the processing of invoices and other payment requests during the first two days of the month.

Month-End Cycle	ACTIVITY	DEADLINE
Working Day -1	Payments to be included in Aptos for the month, else an accrual is required	10.30am
Working Day 1	Invoice payment request processing to Schedule to Pay (SFP)	
Working Day 2	AP Ledger closes when invoices that meet the cut-off are at SFP status. At this point details can be viewed on Aptos. Invoice Processing to Schedule to Pay (SFP) Once set to SFP the payments enter the weekly cycle, depending upon the payment T&Cs	17:00