

Guidelines - Backdating Invoices/Collations

For Accountants:

- Collation/Invoice emails must be dispatched by the end of the next month's first business day; failure to meet this deadline will result in invoices not being backdated.
- Obtain appropriate approval before backdating invoices.

For Admin:

- Completion of the collation/invoice is required by the end of the business day following its initiation for backdating
- Enter backdated invoices into the accounting system with the correct dates and details.
- Any invoices not eligible for backdating must be communicated promptly to the accounting team
- Ensure compliance with company policies and regulatory requirements regarding invoice backdating.
- Maintain accurate records of all backdated invoices and related communications.

These additional points should help further clarify the responsibilities and procedures for both accountants and the admin team when backdating invoices in collations.