

Finance Division
Financial Year end 2019 deadlines

To ensure that the 2019 financial year end of Stellenbosch University runs smoothly, please take note of important dates in the attached document.

| Last day for | | Queries | Division | Tel no |
|---|--|---|----------------------------------|----------------|
| 22 Nov 2019 | Imports | HA Christians | Purchasing | (021) 808 4504 |
| 22 Nov 2019 | Foreign payments | R Wilson | Financial Services | (021) 808 2967 |
| 29 Nov 2019 | NRF First due date for finalising NRF cost centre expenses (this includes all payment types) and the finalisation of all outstanding commitments. | N Mullajie | Financial Services | (021) 808 9433 |
| 29 Nov 2019 | Trade receivables due Requests and proof for possible write-off as bad debt. | T Claassens | Debtors | (021) 808 2924 |
| 6 Dec 2019 | Asset transfers Last day for the correction or transfer of assets that has been bought against an incorrect cost centre. | L Engelbrecht | Funds and Asset Management | (021) 808 4609 |
| 6 Dec 2019 | Sundry payments: Capturing Last day to capture sundry payments (for refunds to staff and students) on the Financial System using program FBT199P. | R Uys | Financial Services | (021) 808 9729 |
| 6 Dec 2019 | Cancellation of commitments | ES de Beer | Financial and Management Systems | (021) 808 4381 |
| 6 Dec 2019 | Stock requisitions Last day to order stock at the any of the stores at the Purchasing department. The stores will be closed for stock take from 4 – 6 December 2019. Urgent requests will be handled thereafter. | L Ras | Purchasing | (021) 808 4612 |
| 6 Dec 2019 | NRF All NRF commitments must be processed and actual expenses must be completed. This implies that: 1) Journals and diverse payments should be sent to Financial Services; 2) goods receipt on orders must be completed. | N Mullajie | Financial Services | (021) 808 9433 |
| 11 Dec 2019 | Sundry payments: Documentation Last day for the submission of sundry payments and the supporting documentation. | R Uys | Financial Services | (021) 808 9729 |
| 11 Dec 2019 | Advances All outstanding advance reconciliations and supporting documentation should reach the accountants at Financial Services. | R Uys | Financial Services | (021) 808 9729 |
| 13 Dec 2019 | Purchase orders at suppliers | WP Davidse | Purchasing | (021) 808 4503 |
| 13 Dec 2019 | Debtors: New debtors codes | F Salomo | Debtors | (021) 808 4530 |
| 13 Dec 2019 | Debtors: Credit notes Fully completed and approved requests to reach the Debtors Dept. | T Claassens G September L Samuels F Salomo | Debtors | (021) 808 4530 |
| 17 Dec 2019 | Creditor invoices Outstanding creditor's invoices must be sent to the Creditors division. | A Sas | Creditors | (021) 808 4412 |
| 17 Dec 2019 | Interdepartmental- and Task requisitions Divisions that deliver a service and are paid via an interdepartmental or task requisition must process the requisitions to show as an income on the receivers cost centre. | ES de Beer | Financial and Management Systems | (021) 808 4381 |
| Late requests will be processed in January 2020. | | | | |