

Finance Division

Financial Year end 2021 deadlines

To ensure that the financial year end of Stellenbosch University runs smoothly, please take note of the following important dates.

Last day for		Queries	Division	Tel no
Fr 19 Nov 2021	<b>Imports</b>	<a href="#">HA Christians</a>	Purchasing	(021) 808 4504
Fr 19 Nov 2021	<b>Foreign payments</b>	<a href="#">R Wilson</a>	Financial Services	(021) 808 2967
Fr 26 Nov 2021	<b>NRF:</b> First due date for finalising NRF cost centre expenses (this includes all payment types) and the finalisation of all outstanding commitments.	<a href="#">N Mullajie</a>	Financial Services	(021) 808 9433
Fr 26 Nov 2021	<b>Trade receivables due</b> Requests and proof for possible write-off as bad debt.	<a href="#">F Salomo</a>	Debtors	(021) 808 4530
Fr 3 Dec 2021	<b>Asset transfers:</b> Last day for the correction or transfer of assets that has been bought against an incorrect cost centre.	<a href="#">L Engelbrecht</a>	Funds and Asset Management	(021) 808 4609
Fr 3 Dec 2021	<b>Sundry payments: Capturing:</b> Last day to capture sundry payments for refunds to staff and students.	<a href="#">R Uys</a>	Financial Services	(021) 808 9729
Fr 3 Dec 2021	<b>Cancellation of commitments</b>	<a href="#">ES de Beer</a>	FBS	(021) 808 4381
Fr 3 Dec 2021	<b>NRF:</b> 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.	<a href="#">N Mullajie</a>	Financial Services	(021) 808 9433
Th 9 Dec 2021	<b>Sundry payments: Documentation</b> Last day for the submission of sundry payments.	<a href="#">R Uys</a>	Financial Services	(021) 808 9729
Fr 10 Dec 2021	<b>Stock requisitions</b> Last day to order stock at the any of the stores at the Purchasing department.	<a href="#">L Ras</a>	Purchasing	(021) 808 4612
Fr 10 Dec 2021	<b>Cost centre applications</b> Last day for new applications and submission of outstanding documentation.	<a href="#">M Swanepoel</a>	FBS	(021) 808 9228
Fr 10 Dec 2021	<b>Advances:</b> All outstanding advance reconciliations and supporting documentation should reach the accountants at Financial Services.	<a href="#">R Uys</a>	Financial Services	(021) 808 9729
Fr 10 Dec 2021	<b>Budget Journals/Transfers</b>	<a href="#">JE Wessels</a> <a href="#">I Griffiths</a>	Remuneration Finance and AssetM	(021) 808 4439 (021) 808 4539
Fr 10 Dec 2021	<b>Purchase orders at suppliers</b>	<a href="#">WP Davidse</a>	Purchasing	(021) 808 4503
Fr 10 Dec 2021	<b>Debtors: New debtors codes</b>	<a href="#">F Salomo</a>	Debtors	(021) 808 4530
Fr 10 Dec 2021	<b>Debtors: Credit notes</b> Fully completed and approved requests to reach the Debtors Dept.	<a href="#">G September</a> <a href="#">L Samuels</a> <a href="#">F Salomo</a>	Debtors	(021) 808 4530
Fr 17 Dec 2021	<b>Creditor: Registration of new creditors</b>	<a href="#">A Sas</a>	Creditors	(021) 808 4412
Fr 17 Dec 2021	<b>Creditor: Credit applications</b>	<a href="#">A Sas</a>	Creditors	(021) 808 4412
Fr 17 Dec 2021	<b>Creditor: Invoices</b> Outstanding creditor's invoices must be sent to the Creditors division.	<a href="#">A Sas</a>	Creditors	(021) 808 4412
Fr 17 Dec 2021	<b>Interdepartmental requisitions</b> must be processed using EAS125P to show as an income on the receivers cost centre.	<a href="#">ES de Beer</a>	FBS	(021) 808 4381

Late requests will be processed in January 2022.