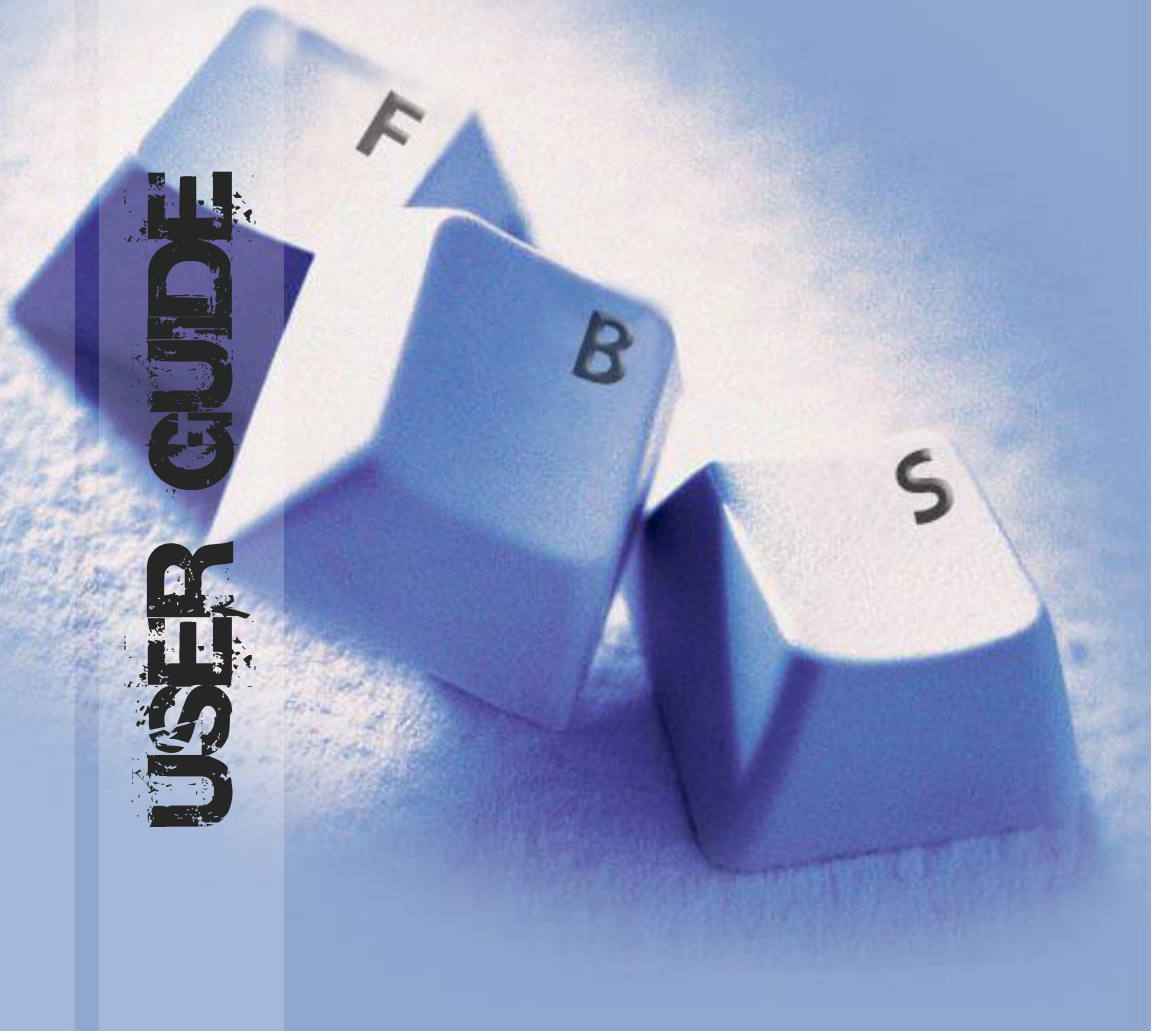


University of Stellenbosch

Issued by: Financial & Management Systems

USER GUIDE



FINANSIES • FINANCE
Universiteit • Stellenbosch • University

The contents of this document are compiled for the exclusive usage on the financial system of the Stellenbosch University.

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When things get tough

*Humour can make a big
difference*

NO	CONTENTS	P
1.	What is the central computer system?	4
2.	How to register?	4
3.	How to log in?	4
4.	How to log out?	8
5.	How to access a program from the menu?	8
6.	How to use the function keys?	9
7.	How to retrieve the financial policy?	9
8.	Terminology	9
9.	Programs to retrieve detail regarding cost centres	11
9.1	To determine cost centre access	11
9.2	To display all cost centres of a specific OU	11
9.3	Financial status of all cost centres	12
9.4	Detailed cost centre enquiry	12
9.5	How to download data to excel?	13
10.	Budgetary Funds	14
11.	Additional enquiries regarding cost centres	14
12.	Project Management	16
13.	Purchasing system	17
13.1	Interdepartmental requisition	17
13.2	Rerouting interdepartmental requisition	19
13.3	Stock requisition	19
13.4	Vehicle bookings	22
13.5	Purchasing requisition	23
13.6	Records of receipt	28
13.7	Requisition global enquiry	29
13.8	Enquiry requisitions per creditor	30
13.9	Foreign payments/ International orders	30
13.10	Sundry payments	35
14.	Budget for capital items	38
14.1	Budget for Furniture, equipment and computers	38
14.2	Budget for Capital works	40
15.	Debtors system	41
16.	Asset Management	43
17.	Assets in transit	46
18.	Contact details	49

A PRACTICAL MANUAL IN USING THE CENTRAL COMPUTER SYSTEM

This document serves as a guide in operating the basic finance programs within central computer system. The basic steps before signing on to the system will be pointed out. Terminology and concepts regarding the system will be defined as well as a step-by-step analysis of the programs concerned, will be given.

1. WHAT IS CENTRAL COMPUTERS?

The Central computer system is soft ware used by the SU to finalise financial related transactions. This system is unix based and does not operate in a windows/web environment. This implicates that the mouse doesn't consist of any functionality and all access to menu functions and programs are obtained through the function keys on the keyboard.

A unique User's ID (login) that is linked to a set of programs will be issued to each user. This set of programs, known as the menu, is compiled according to the requirements of the user. Securities are written into the different programs to ensure that the user can only get access to certain levels of the system that is allocated to him/her. Each transaction is marked with an audit trace (the user id) and an audit date.

2. HOW TO REGISTER ONTO THE CENTRAL COMPUTER SYSTEM

To receive access to the system, send an e-mail to Mrs. Shaamela Martheze, Financial and Management systems at: shaamela@sun.ac.za with the following information:

Initials and Surname
Department
UT number
Telephone number

Users that are already active on the system but require that their securities or programs are extended need to send a written request, approved by the dean or head of the department to Mrs. Martheze. Please note that your user id (BAT4 or ING2) should always be refer to.

3. HOW TO LOG ON

Note that there are two versions of central computers and the sign on procedure differs:

To log on to central computers

The capslog must be off when a user logs on.

Enter refers to the external enter – the one on the numeric pad.

- Double click the icon marked as Central computers.
- Black screen opens. Click on the computer icon in the above left hand corner.
- Double click on Sun022 in the right hand column.
- Fill in your Login (chem3) and ENTER.
- Fill in your password and ENTER. (The password should contain alpha-numeric values and a capital letter. ex. Apples1@10)
- Select option 1 for production and ENTER.
- The menu will appear on screen.

To log on via Tera Term

Activating TeraTerm:

Click on the TeraTerm icon on the desktop, or on the launch bar of your computer.

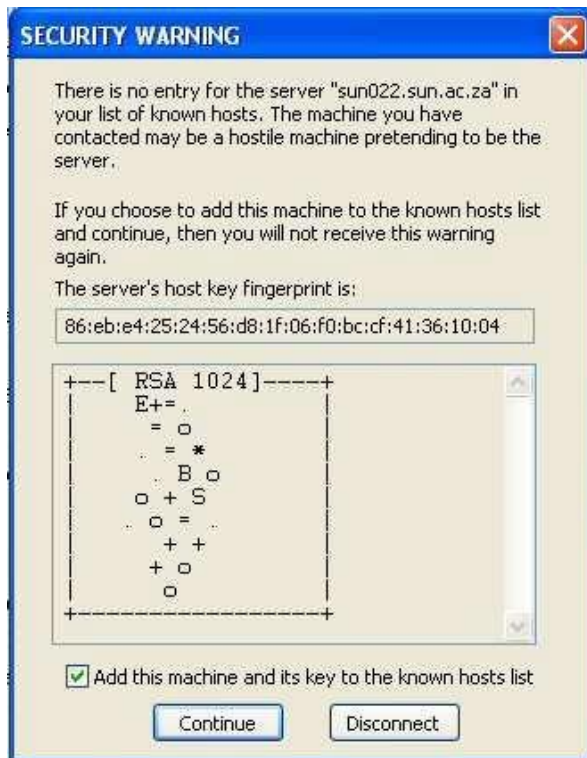


The following screen will be displayed:

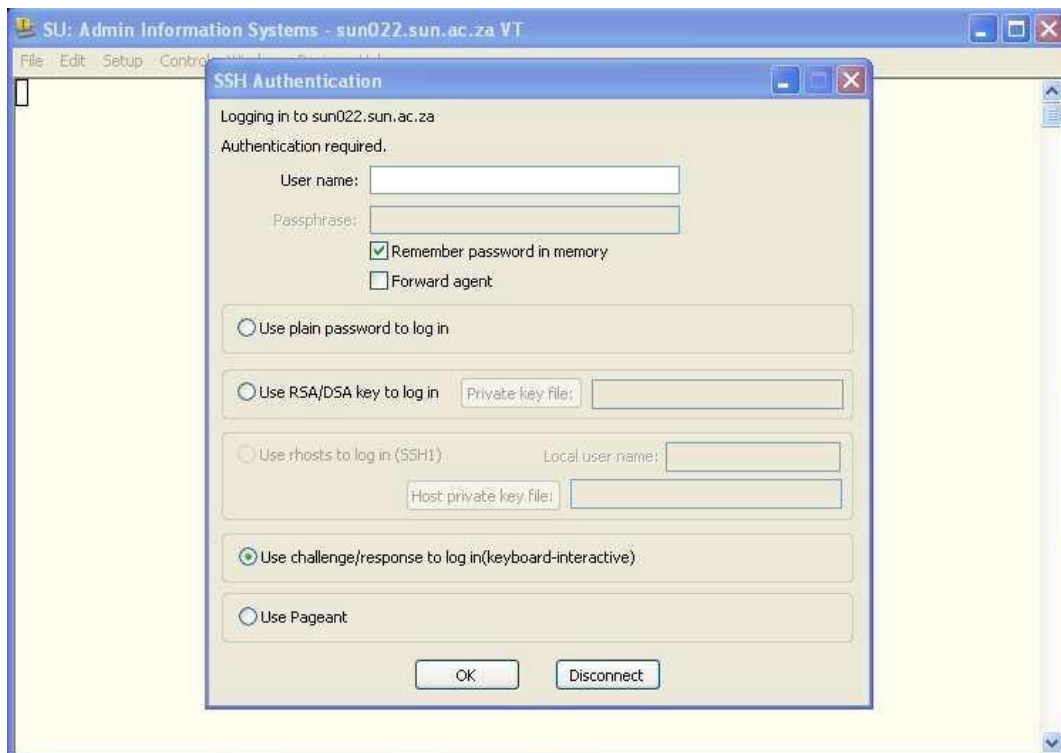


Ensure that the entry next to the “Host:” field displays “sun022.sun.ac.za”, and click “OK”.

The following screen will now be displayed:

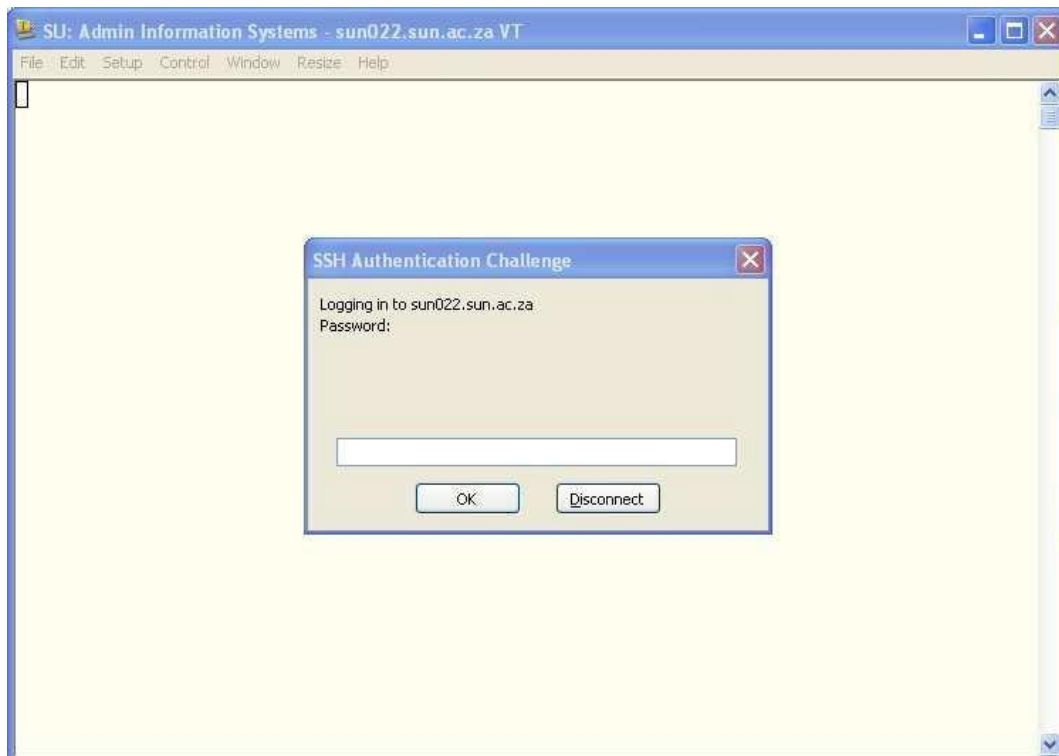


Click on "Continue".

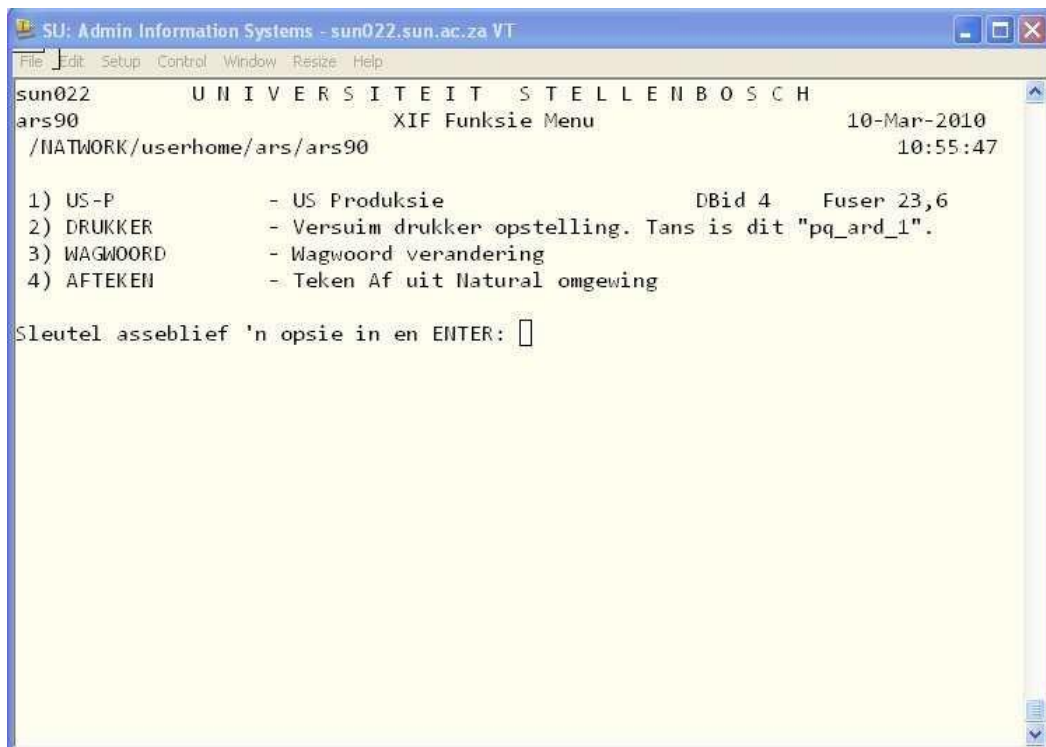


Enter your AIS user-id (login) in "User name:" and click "OK".

The following screen will be displayed if your user-id and password have been successfully validated



Enter your password. It will be encrypted and you will only see dots representing the characters you've entered. Click "OK".



Select 1 for your normal Admin systems functions:

```

SU: Admin Information Systems - sun022.sun.ac.za VT
-----
XMS500P          University of Stellenbosch          US-P  ARS90
20100310        --- Dynamic Menu of MJDV DE WET ---          11:24:29

Program          Description          Menu
-----
Maintenance- Asset items          EBR002K
EBR001P Maintenance - Asset register
Assets in Transit          EBR300K
EBR050P Maintenance - Asset-in-transit transaction
EBR051P Maintenance - Authorise Asset-in-transit transaction
EBR055P Enquiry/Report - Assets in Transit
EBR053P Maintenance - Sign back Asset-in-transit
Electronic Cheque Requisition          FBT008K
FBT192P Enquiry - Cheque requisitions
Maintenance/Reports- Codes file          SSR014K
XKL204P Maintenance - Official
Printjobs control system          XDR001K
XDR801P Maintenance - Printer queues
XDR802P Enquiry/Report - Printer queues
XDR810P Maintenance - Printer forms
XDR811P Enquiry/Report - Printer forms

Program: [ ] Parameter: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Retrn Mode Reprt Pg- Pg+ Term
SYSTEM8035 Position cursor or enter screen value to select

```

IMPORTANT:

Do NOT alter the size of the AIS window. The admin systems has been optimized to function in the current window size.

4. HOW TO LOG OUT

- PF3 to return to the menu.
- PF12 to terminate session
- Select option 4 and ENTER to sign off.

5. HOW TO ACCESS A PROGRAM FROM THE MENU

There are 3 different ways to access a program:

- Select the program by moving with the cursor to the program in the menu and ENTER
- If the programs are numbered, type the number (ex. 2) on the line next to PROGRAM and ENTER
- Type the computer name of the program (ex. EAS500P) on the line next to PROGRAM and ENTER

NOTE: ENTER refers to the external enter button (numeric) on the keyboard.

5.1 How to change the screen language to English

- Select program XIF345P and change the 9 to 1.
- Enter and enter.

6. HOW TO USE THE FUNCTION KEYS

- The highlighted fields are an indication of what needs to be completed in the program.
- Move with the TAB button between these fields. A cursor will automatically take the user to the next field.
- Read the function keys of the program that appears at the bottom of the screen for guidance ex.
PF1=Help
PF3 = return to the menu
PF5 = to print reports
PF6 = to confirm
PF7 = Page up
PF8 = Page down
PF9 = Detail
PF11 = Page right
PF12 = Terminate session
- To return to a previous field use SHIFT TAB.
- To return to a previous page in the same program use PF2.
- Read the message in the left bottom corner for guidance ex. Confirm with PF6 or Budget limit exceeded.

By following the basic steps above, the user will not experience any difficulty operating on the system.

7. HOW TO RETRIEVE THE FINANCIAL POLICY DOCUMENT

The Financial policy is a document which consists of the financial policies and procedures to be taken in daily cost centre management. This document is available on the Finance web page, select documents to download.

<http://admin.sun.ac.za/Finance>

8. TERMINOLOGY

The list consists of basic concepts, defined for the basic usage on the Central computer system:

Consolidation

The consolidation is a summary of the range of cost centres within a specific structure and group. The structure determines the cost centres which are consolidated as per array structure.

Organic unit (OU)

Each Department/Division functions independently from another in an organic unit. The OU code identifies the different departments/divisions and whom they answer to. It can be defined as the identification number of a department. An OU code is associated with posts (staff), subjects (academic environment) and money (cost centres).

Cost Centre (CC)

The CC is the entity which refers to the different types of funding within the US. For example the departmental CC for the department of Drama is [0554], the CC where the note fees get allocated to be [0554N]. Research funds get allocated to yet another CC ect. The CC defines the funds pool.

There are basically 3 sources of financing:

Income stream 1	Budget
Income stream 2	Studentfee income
Income stream 3	Other (Research)

Type of Coste centres

- Budgetary Cost centres

These cost centres represent fees that are annually budgeted for by each department/division. Government grants, class fees and interest revenue compile it. These cost centres don't generate revenue and therefore would never reflect a revenue account number (in the 5000 array). The grant appointed in these cost centres should be distributed against each expense account and therefore the test of funds is against the different accounts and not against a funds pool.

- Balance Cost centres (Saldo)

All the other type of fees, like research fees, bursaries, loans ect. is represented in these cost centres.

These cost centres starts annually with an opening balance (consolidated to account number 6105) and test of funds are against the present balance reflected next to the word available. Positive balances receive interest and exceeded balances pay interest.

Account (ACC)

The account identifies the type of expense or revenue that is involved

For example 1015 is the expense account for stationery.

The CC identifies what type of fees is funding the transaction while the ACC specifies the type of expense ea. The Departmental fees/budgeted cost centre, paid for stationery by using 0554 1015.

The numeric value of the account number is generic which implies that no matter which cost centre is applicable the account number for the expense or income remains the same.

Categories of account numbers

Remuneration	900's –	999 -	Renumeratuion
Expenses	1000 – 4000		Stationary/Printing/travelling and subsistance
Reveneue	5000	5597	Taxable income
Assets	6000	6975	Computers, Furniture, Equipment
Loans	7000		
Control accounts	8000	8321	debtors control

Project

A project gets raised against a specific CC for further identification. A project can be created as numeric 125, alpha ABG or alphanumeric AA2. Projects are sub categories of CC's for further defining of that funds pool.

0554 (CC for Drama) piad stationary (1015) for project 001 (Summer school)

General Ledger

The GL represents all the transactions that are been completed. The debit and the credit side have been done. Ex: The ordering of goods as well as the payment is done or the debit as well as the credit leg of a journal.

Commitment

A commitment is the liability of the CC for transactions incurred. It's created by the purchasing system, which immediately reduces the CC with the committed amount and releases it at the time of payment.

Requisition

The requisition is the request that enables the user of goods or services and specify the method of payment to be used:

Cheque requisition:	Payments ditrect from cost centers
Purchasing requisition:	Purcase orders to creditors/suppliers
Stock requisition:	Purchase items from an internal store on campus
Intdermental requisition:	Services at other internal departments
Foreign requisition:	Payment abroad

Status

The status is the route to identify how far in the developing process a transaction is.

Status 1 - created

Status 2 - approved

Status 3 - returned

Status 4 - Complete (regarding internal, stock requisitions and vehicle pool)

Status 5 - order

Status 9 - cancellation

Budget number & Asset number

No asset can be bought without budgeting first. In process of budgeting, a budget number and asset number gets allocated to the item. After payment the asset register gets updated with the new asset, which is necessary for insurance purposes.

Real Time

The central computer system functions in real time, therefore the information at hand represents actual data.

9. PROGRAMS TO RETRIEVE DETAIL REGARDING COST CENTERS (FFB)

9.1 COST CENTRE ACCESS

FFB166P – Enquiry Cost centre for user

This program enables a user to retrieve all cost centres that are allocated to the user.

- Select program FFB166P from the menu and ENTER.
- The list of cost centres to which the user has access to, would disply on screen.

9.2 TO DISPLAY ALL COST CENTRES OF A SPESIFIC OU

FFB280P – Enquiry Cost centres per OU

Although all cost centers in a specific OU are listed in this program, the user might not have access to all the cost centers.

- Select program FFB280P from the menu and ENTER.
- Select OU with cursor and Enter.

- Detail will display on screen.
- F5 to print a report.

9.3 SUMMARY OF THE FINANCIAL STATUS OF ALL COST CENTRES IN THE OU

FFB281P – Cost centre summary per OU

With this program a summary of the balance, the ledger and commitments of all the cost centres within the OU are displayed on screen.

- Select FFB281P and ENTER.
- Select OU and ENTER.
- The reaction time of the program is determined by the quantity of cost centres.

9.4 DETAILED COST CENTRE ENQUIRY (FFB)

FFB184P – Enquiry Cost centre summary

The program consists of

- The current balance of the cost centre (in cases of a balance cost centre)
- General ledger transaction
- Commitments
- Budgetary allocations (in cases of a budgetary cost centre)

Select program FFB184P from the menu

- Add the cost centre and enter

The detail regarding a **BUDGET** cost centre displays as follows:

Account	Acc description	General ledger	Commitments	Budget	Available
1015	Stationary	520.00	30.00	-1000	-450.00

- To display the contents of the ledger amount per line item, select line item with the cursor and enter. All the transactions incurred will display. F11 to page right to display the source documents.
- To determine which commitments are still outstanding select the line item where a commitment is reflected, mark with the cursor and F9. All the requisitions that contain commitments will display.
- Select the requisition and enter to see more requisition detail.
 - F4 for more information regarding the goods receipt detail
 - Mark option 2 (order) with an X
 - Enter
 - F9
 - F2 to return to the previous screens
- The amount of 1000 is the budget allocated to the stationary account.
- Amount available consist of Ledger + commitment subtracted from budget is what is still available for spending

The detail regarding **BALANCE** cost centre displays as follows:

Acc	Acc description	Open balance	General Ledger	Commitment	Total
1015	<i>Stationary</i>		520.00	30.00	550.00
6105	<i>Accumulated funds balance</i>	-30100			-30100.00
Available					-29550.00

- To display the contents of the ledger amount per line item, select line item with the cursor and F10. All the transactions incurred will display. F11 to page right to display the source documents.
- To determine which commitments are still outstanding select the line item where a commitment is reflected, mark with the cursor and F9. All the requisitions that contain commitments will display.
- Select the requisition and enter to see more requisition detail.
 - F4 for more information regarding the goods receipt detail
 - Mark option 2 (order) with an X
 - Enter
 - F9
 - F2 to return to the previous screens
- To display commitments raised by foreign requisitions mark item with cursor, F9 and F10.
- To display commitments raised by sundry transactions: mark line and F9 and F11.
- Open balance reflects the accumulated funds balance (account 6105)
- Amount available would be preceded by a minus sign [-] to reflect the available balance of the cost centre.
- To display the previous years details change the end date to the last day of the last month of the previous year. (20081231)

9.5 HOW TO DOWNLOAD DATA TO EXCEL

The standard FFB programs are equipped to enable the user to download the data to excel

- Open the program and complete the parameters as usual
- F5 to print
- Confirm downloading by entering [Y] and enter
- Printers option will appear
- **Press F3 – do not select the F7 option**
- A window will appear containing a message that an attached file would be delivered in the user's inbox.
- Open the inbox in Outlook
- **To open the file follow the steps as indicated in the message:**
- Open in Excel
- Highlight first column
- Click Data
- Text to columns
- Delimited and Next
- Tab and semicolon
- Finish
- Save in Excel

10. BUDGETARY FUNDS (FBG)

FBG526P – Operating budget distribution per account

Budgetary funds get annually appointed to each division/department according to the budgetary committee's approval. These funds get allocated to the departmental cost centres and are distributed between the different expense accounts. The head of the department usually performs this task, using program FBG526P for these purposes.

Page 1

- .Year: Fill in the financial year.
- .Cost Centre: Fill in the departmental CC.
- ENTER.

Page 2

- The budgeted amount for the CC will reflect next to the word *Budget*.
- Distribute the budget by appointing X amount to each expense account. The amounts must be preceded by the [-] sign. PF11 and complete all the appropriate fields.
- ENTER & Confirm with PF6.

If the full amount is not distributed, the balance will remain next to the word *Available* and is available through the year for apportionment.

- The actual available balance for spend, reflects as the first amount in the column "available for spending".

The program also indicates what portion of the budget was actually spent and what is still available for spending.

Ex. Budget amount - actually spent = available for spending.

If the limit of an account gets exceeded, amounts can be transferred from one account to the other. Remember to ENTER and confirm with PF6 after the modification.

All the programs in the system function simultaneously, therefore the information at hand is always synchronised

11. ADDITIONAL ENQUIRIES REGARDING COST CENTRES

11.1 How to determine the consolidation?

FFB129P: - Enquiry Consolidation or cost centre

By typing in one cost centre you can determine the consolidation of that array:

- Type in the cost centre and ENTER.
- The consolidation with the structure will display.
- The consolidation marked with a [J] indicates financial implications and is therefore the applicable one to use.

11.2 How to display all the cost centres in the consolidation?

FFB075B: Enquiry downward consolidation

- Type in the STRUCTURE and CONSOLIDATION

- Press ENTER
- Array of cost centres will be displayed.

11.3 To print a report of the consolidation

By means of program FFB109P:

- Type in the STRUCTURE and CONSOLIDATION
- Specify the period by typing in the date
- F5 to print the report
- The result of the report reflects all movement per cost centre summarized to a consolidated total.

OR

By means of FFB404P:

- Type in the STRUCTURE and CONSOLIDATION.
- Where Date to is requested type in the applicable year and month (200305)
- [N]o you do not want to discharge any data.
- The result of the report reflects a movement per account, consolidated to a tot or subtotals per account.

OR

Report as per cost centres

By means of FFB404P:

- F9
- Type in all applicable cost centres and print report (F5)

11.4 Cost centre account combination

FFB223P – Enquiry cost centre account combination

11.5 Statement of income and expenditure

FFB424P

- Available in pdf

11.6 VAT and cost centres

Cost centres can carry VAT and the VAT percentage is displayed in program FFB184P. This percentage reflects the VAT that is refundable to a cost centre after payment is done.

11.7 Transfer of funds between cost centres

Transfer of funds between different cost centres can take place via

- A Journal performed by the Financial Services official.
- A transfer journal using 6112 and 6122 performed by Mr Jas Viljoen.
- Interdepartmental requisition (EAS505P and the rerouting EAS125P). This only applies if internal purchasing took place among two OU's.

11.8 The General Ledger

FFB007P

Entries in the general ledger represent transactions that have been completed. For example: an order was created and it's been paid for.

This program is effective if you want to look at your accounts either individually by adding the account number, or to look at all your accounts by filling the account space with zero's (00000). By doing this you have to F9 (account plus) to page through the different accounts.

This is the only program where you can set the dates to cover different periods:
Ex. 20070101 - 20080531.

To identify the source document page right with F11:

Source documents:

BFAKT - payment by performing a goods receipt.
DIVTJK - payment requested on a cheque requisition.
DIVELK - payment directly into a bank account as requested on a cheque requisition.
JNL - Journal.
DREKW - Interdepartmental requisition.
KWxxx - Receipt

Revenue accounts will always be preceded by a [-] minus sign if not, the account is in debit.

12. **PROJECT MANAGEMENT (FFB)**

Note that testing for available funds is against the cost centre and not against the project. This means that you will be able to authorise transactions although the budget of the project (appointed by FBG 523P) has been exceeded.

FFB003P - Enquiry cost centre projects

This program lists all the projects that exist for a specific cost centre.

FFB031P - Maintenance Projects per cost centre

To create a project or modify the status of the project to active or inactive.

FBG523P - Maintenance budget on project basis

To appoint the budgeted amount to each project.

FFB485P - Cost centre summary only per project.

The program reflects all the transactions regarding the project.
(Functions the same as FFB184P)

FFB008P - Cost centre -project entries

Reflects all the transactions that have been completed
Functions as the General Ledger

FFB221P – Maintenance Cost centre opening balance

The means to carry the balance of the project over to the new / current book year

FFB081P – Maintenance Project/transaction number

Too allocate projects to 'n transaction which already appears in the ledger.

FB730P - Report - Cost centre Project summary per account

13. PURCHASING SYSTEM (EAS)

All purchases, regardless of internal or external orders should be requested with a requisition

Different type of requisitions:

EAS505P: Interdepartmental requisition
EAS501P: Stock requisition
EAS500P: Purchasing requisition
EAS199P: Foreign requisition
EVP213P: Booking an internal vehicle

13.1 INTERDEPARTMENTAL REQUISITION

Program: EAS505P

The purpose of the requisition is to request any goods or services from another organic unit (department/division) on campus, for example printing from the US Printers.

Note that the OU code of the department you requesting the services from will always be required.

What happens in the background?

- Once the requisition is created (status 2) the amount payable is committed and the CC is already been reduced by that amount.
- The debit side of the journal is been completed.

Remember:

- Only the department where the requisition has been directed to will have access to that request.
- By completing an interdepartmental requisition you are reducing your CC, therefore you need to use one of the expense accounts (1000 - 4999).

Error messages that may occur:

- Fill in the description - The cursor will flicker at code, BUT it is the description line underneath the code that should be completed.
- Cost centre account is not linked - Phone the accountant at Financial Services to link the two.
- Insufficient funds - Just Enter and confirm with F6. Receive the requisition number and after funds allocation you can change the status to an approved (2) status. No need to do it all over again.

PROGRAM: EAS505P

Purpose: To initiate internal orders on campus.

- Action: Fill in A to add (PF1 to view the different actions).
- Requisition number: Tab passes it, gets created by system.
- Status: Status remains 1 (PF1 to view statuses).
- Receive from: OU is already filled in.
- Final app: Irrelevant.

- Campus: Already filled in.
- For attent: PF1 to retrieve list of OU's, Mark option, all OU codes with an X.
Give first 4 characters of departments name on description line.
ENTER, then move with cursor to the correct one, and ENTER.
- Perc deviat: Not applicable.
- Campus: Filled in by system.
- CC/Acc: Relevant cost centre and expense account number (PF1 to get
the list).
- . Project: Add if relevant.
- Budg year: Current year.
- GL description: Description, which will appear in the general ledger (FFB007P).
- Code: Ignore (only relevant in the case of budgetary items).
- Requested: Fill in quantity.
- Unit price: Fill in unit price. Note that requested and unit price calculates with one another. Therefore either fill in either 1 x R100 or 250 x 20c.
- Budget number: Only in case of budgetary items.
- Task: Not applicable
- Description: Of the item or services requested.

PF 11 to page right
- This is the user-friendly page. Check the details and correct by overtyping.
- ENTER and confirm with PF 6.
- Requisition number will appear in the appropriate space.

The requisition is now created on a status 1. To send it to the department you directed it to, you have to modify the status to a 2.

- Action: Fill in M to modify (+ requisition number).
- ENTER
- Change status to 2
- ENTER and confirm with PF6.
- To print the requisition, fill in D (display) at action and PF5 to print.

13.2 REROUTING OF AN INTERDEPARTMENTAL REQUISITION

EAS125P

- The rerouting of the departmental requisition is the completion of the request incurred in the departmental requisition (EAS505P).
- The directed OU completes this function.
- The CC is used with the revenue account 5227. This is the only account that is applicable for completing this function.

Steps to follow in rerouting a departmental requisition

Program: EAS125P

The purpose of this program is to complete a transaction created by the interdepartmental requisition (EAS505P). Only the Department or OU to whom the requisition was directed has access to the requisition.

Received requisitions will be listed

- Tab to the requisition that you want to reroute.
- Mark with M (modify).
- ENTER.
- Requisition will open.
- Tab to CT Cost centre and account and fill in the CC., which should be credited. NOTE only account 5227 is allowable
- Tab to Delivered and fill Quantity in. This must be the same as the requested quantity.
- ENTER and confirm with PF6
- Display (D) record. Note that the system changed the status to 4, which is a complete status.

13.3 STOCK REQUISITION

Program: EAS501P

The purpose of this requisition is to order stock from a university warehouse. The facility is available on campus, for example the stationary warehouse, 7311.

What happens in the background?

The cost centre of the department, who requested the items, gets reduced with the committed amount.

Remember:

- When items are requested from a warehouse on campus it is compulsory to fill in the commodity code.
- A printout of the code list can be made by means of program EAS015P.
- Always take the quantity of the commodities in account to ensure that the correct quantity is issued.
- In case of a budgeted item the status of the requisition should be 1 when you enter the requisition for the first time.
- This request reduces your cost centre therefore only the expense accounts are applicable (1000 - 4999).

Maintenance Stock requisition

PROGRAM: EAS501P

- Action: Fill in A to add (PF1 for help).
- Requisition number: Gets created by system - tab passes it.
- Status: Remains 2 (PF1 to view all the statuses).
- Reference number: Optional (own set of numbers created by user.)
- Requested by: OU code of user is already filled in.
- Campus code: Campus code is already filled in.
- Warehouse code: PF1 to select.
- Campus code: Already filled in by system.
- Perc. Deviat.: Irrelevant.
- CC/ Acc: Relevant Cost centre and expense account (PF1 for help).
- Project: Add if relevant.
- Budget year: Current year.
- Code: PF1 for help, mark with an **X** commodities for a specific warehouse **ENTER**, All commodities available in store will appear alphabetically. Tab to description line; fill in the commodity you looking for (ex Pen) and ENTER. The list will appear. Move with cursor to item and ENTER. The system will paste the commodity code in the relevant space. (To print a code list use program EAS015P).
- . Qty: Add quantity.
- PF 11 to page right
- This is the user-friendly page. Check details and correct by overtyping.
- ENTER and confirm with PF6
- Requisition number is created by the system.
- To retrieve detail you D (display) the record.

- PF5 to print the requisition.

How to return items to the warehouse?

- By means of program EAS514P
- Remember the status of the requisition should be a complete status (4) before any items can be returned to the warehouse.

What happens in the background?

- By means of EAS514P the item(s) is returned and the money paid for it on the original requisition is refunded to the cost centre.

Error message that may occur

- One line must be completed - Page right by means of F11 and fill in the quantity that should be returned.

Maintenance - Stock returns

PROGRAM EAS514P

To return items ordered from a warehouse on campus.

Page 1

- Action: Add {A} to create return number.
- Return number: Tab passes it - created by system.
- Status: Remains 2.
- Requisition number: Fill in requisition number created by EAS501P. (The status of the requisition must be a complete (4) status).
- ENTER Detail of requisition will appear on screen.
- Reason for return: Give an appropriate reason.

PF 11 to page right

Page 2

- Quantity: Fill in the quantity items that you are returning.
 - **ENTER** and confirm with **PF6**
 - Write down the return number and send it with the items to the warehouse.
-

13.4 **BOOKING A VEHICLE (EVP)**

Maintenance - Vehicle Pool System

(To book a vehicle at the vehicle pool on campus)

Whether the booking is for either the SRC or affiliated societies of the SRC or the House Committees, an approved ordering form should accompany the requisition number. (Annexure B)

PROGRAM: EVP213P

- F4 to create a new requisition.
- Complete the requested areas by tabbing to the next field.

- Cost centre: Fill in the CC, which is liable for the expense.
- Account no: 1153 (Travelling costs) is already added.
- Project: Opsional
- Date from/ For example: 20021010 - 20021012 (EEEEMMDD).
- Date to:

- Time from / Note that this field can only be completed in 15 min intervals: 9:00 - 14:45 but
- Time to: not 9:10 - 14:20.

- Passengers: State how many people are going to be in the vehicle, including the driver.

- Vehicle type: F1 to select
- Kilometres: State more or less how far you are planning to travel.
- Driver: Fill in the drivers' US number,
- Dept: For ex. Beeldende Kunste or Monica or English Soc.
- Purpose: Official: Seminar or Fieldtrip

- Destination: The First field (__) is provided with a F1 help function. If the destination is not listed make sure you start typing at the beginning of the longer line:
 __ Tygerberg

- Area: If the area is something different to a tarred road select by pressing F1.
- Message: Opsional

- ENTER - a summary window will appear.
- ENTER and CONFIRM with F6.

How to go about to:

Cancel a requisition

- K and ENTER - The status will automatically change to a 9 (cancelled) after confirming with PF6.

Duplicate a requisition

- A and ENTER

- Complete the US number of the new driver.
 - ENTER and confirm with PF6
- Display a requisition
- X and ENTER

13.5 PURCHASING REQUISITION

Orders committed to a creditor/external supplier should be completed without any exception through the purchasing system.

Overviewing the process

- Request a quote from the supplier (Refer to quotation deadlines)
- Execute purchasing requisition (EAS500P)
- Inform the supplier of the applicable order number by emailing or faxing the order form to the supplier.
- Supplier provides items and request payment by means of a tax invoice. (Refer to requirements of a tax invoice.)
- Execute a goods receipt (EAS900P) and send tax invoice to the division of Financial Services for payment.

Requirements of a tax invoice

Invoices for amounts larger than R3 000.00 (inclusive of VAT)

The following information has to appear on the invoice:

- that it is a tax invoice
- the supplier's name, address and VAT registration number
- the name, address and VAT registration number of the purchaser
- the invoice number and date
- a description of the goods, as well as the quantity
- the value of the goods and the tax requested

Invoices for amounts smaller than R3 000.00 (inclusive of VAT)

When the total amount of the invoice including VAT does not exceed R3 000.00, the abovementioned remains applicable. It is not necessary, however, to show the supplier's address, the receiver's name and VAT registration number or the quantity of the goods.

Situations in which the total amount inclusive of VAT is smaller than R50.00 for which it is not necessary to generate an invoice

When the total amount inclusive of VAT does not add up to R50.00, it is not necessary to generate an invoice. Any buyer who wants to claim VAT has to provide evidence of purchase of the fact that VAT was levied. It is important to indicate the name of the supplier and the fact that VAT was levied on the invoice.

Purchasing deadlines for quotation and tenders

Consumable goods and services:

R 0 – R 999	At least one verbal quotation
R 1 000 – R 5 000	At least one written quotation
R 5 001 – R 50 000	At least two written quotations

R 50001 - R 75 000	At least three written quotations
R 75001 – R150 000	At least three written quotations (sealed)
R150 001 and above	Tenders

PLEASE NOTE: Printing and graphic work: Departments/divisions are expected to procure at least one quotation from SUNPRINT/AFRICAN SUN MEDIA in accordance with purchasing deadlines.

PLEASE NOTE: The purchase of academic text books in excess of R150 000 00 does not have to be placed on tender. Three sealed quotations must be obtained and forwarded to the buyer involved at the Department of Purchasing and Provision Services.

Non-recurring specialist consultancy services:

- R 0 – R 999 At least one verbal quotation
- R 1 000 – R 50 000 At least one written quotation
- R 50 001 – R150 000 At least two written quotation
- R150 001 – and above Tenders

Capital goods (office furniture and equipment):

R 2 000 – R 25 000	At least two written quotations
R 25 001 – R 75 000	At least three written quotations
R 75 001 – R150 000	At least three written quotations (sealed)
R 150 001 – R500 000	At least three selective tenders from the approved suppliers list
R 500 001 – R2 000 000	At least four selective tenders from the approved suppliers list
R2 000 001 and above	Open tenders

Building and Construction work, Landscaping, Lesser Capital Work & Immovable equipment:

R 0 – R 999	At least one verbal quotation
R 1 000 – R10 000	At least one written quotation
R 10 001 – R50 000	At least two written quotations
R 50 001 – R150 000	At least three written quotation
R150 001 – R500 000	At least three selective tenders
R 500 001 – R2 000 000	At least four selective tenders from the approved suppliers list.
R 2 000 001 and above	At least six selective tenders from the approved suppliers list.

Please note that the above thresholds are applicable to the total value of an order and not to the individual item value of an order.

PROGRAM EAS500P – Purchasing requisition

By creating an external requisition a commitment is raised against the cost centre and gets release at the time of payment. This ensures that the limit on a cost centre does not get exceeded.

What happens in the background?

The Purchase department changes the requisition to an external order. To do so they modify with a set of programs the requisition, changing the status from 2 to 5. The order number appears in the bottom left corner of the requisition by displaying the requisition. It consists of the original requisition number plus 2 characters that have been added.

By providing a company with the order number it is ensured of payment according to the payment agreement with the University. The order details can be e-mailed, faxed or posted according to the information on the creditor at hand.

Remember:

- This program reduces the cost centre; therefore one of the expense accounts is applicable - 1000 - 4999.
- In case of a budget item, account number 6975 is the only account allowable. Use this combined with a budget number. On the F11 page where the specifications of the items get filled in, only add the budget number and press Enter. The program will automatically fill in the rest of the details
- In case of a travel booking the following details are compulsory:
 - ❶ The travellers' name
 - ❷ Date and time of departure flight
 - ❸ Destination
 - ❹ Agency, flight number and class of ongoing flight
 - ❺ Date and time of the returning flight
 - ❻ Destination
 - ❼ Agency, flight number and class of returning flight

For example: Prof L Blom/ 23.05.2010/ 8:00 - 10:00/ Cpt - Jhb / SA 427
Returning: 23.05.2010/ 14:00 - 16:00/ Jhb - Cpt/ BA 327

- In case of a travel booking a second line for transaction fees/admin fees are mandatory.

Car rental

Creditors of preference are Budget, Imperial and Avis and only cars available in the economic class may be hired.

Note in GL should specify the driver and the purpose of the hiring: R Botman – Seminar/conference.

Error messages that may occur

- Input value for a numeric field is not numeric: The user has use an alpha value in a numeric field. Such as a comma [,] where a point [.] is required. (100,12 should be 100.12).
- Budget not granted line 1: The status of the budget number is unapproved (1). The status should be changed to a 4 by means of program FBG100P.
- Insufficient funds: A requisition can be confirmed on a status 1 although there are insufficient funds in the cost centre. Just press ENTER and confirm with F6.

Returned requisitions by the purchasing department

- After modifying the status of the requisition to a 2 it is been directed to the Purchasing department for completion. The officials in this department can return the requisition to the user by changing the status to a 3.

- If the user displays the requisition (to look up the order number) a window displays with the error message as from the Purchasing department.
- Modify the requisition in accordance to the message PLUS change the status to a 2 and confirm with F6.

Steps to follow when expediting EAS500P

By creating an external requisition a commitment appears automatically against the CC and gets releases by time of payment. This indicates that the limit on a CC does not get exceeded. The Purchase department changes the requisition to an external order by modifying the status from 2 to 5.

- Action: **A** Add new record (Help available by pressing F1).
- Requisition no: Tab passes it - created by system.
- .Status: **1** - Create requisition (Help available by pressing F1).
- Directed to: The OU code of the Purchase Department [5905].
- Received from: Your own OU code.
- Reference: Reference number created by yourself (optional).
- Creditor: **F1** -receive list of creditors, select with X, Enter, check details, Enter.
- Cash disc: Optional.
- CC-Acc: Cost Centre.
- Acc: Expense account no. (F1 Help on expense accounts).
- Project: Add if relevant.
- Budg Year: Current year.
- Deviat %: Complete if you are not sure of the price.
- GL description: Cryptic description for the general ledger (no more than 25 characters).
- Delivery details Overtime to modify.
- Message Internal: Attention of Purchase Department.
- Message Order: Attention Supplier (gets printed on order form).
- Summr: Y/N To summarize or not.
- Calculate VAT: [Y] program will add 14% VAT to price.
[N] user should include 14% VAT in price.

F11 to page right

Page 2

Item F8 (page down) for item 2 and below

- Quantity: Quantity of order.
- Unit: Optional (F1 help available).
- Code: Not relevant.
- Description: Full description of item(s).
- Unit price: Price per item (Format is 100.00, leave out R and comma).
The unit price gets calculated with the Quantity.
- Trade Discount: Not relevant.
- Budget no. In case of a budgeted item, fill in budget no. received from FBG100P and leave out steps 20 - 24, the program will add this information automatically.
- Maintenance Asset number: Not relevant.
- Out of service: Not relevant.
- Quoted by: Fill in the relevant information.

To create requisition number:

Complete the above, and then press

- ENTER The program does its testing, the creditors information would display, check if everything is correct.
- ENTER
- Confirm with F6 Requisition number appears.

To change / modify the status:

(This needs to be done so that the process can continue.)

- Action: Fill in [M] modify & (Requisition no.)
- ENTER
- Change status to **2** - Approved.
- ENTER Creditor information appears.
- ENTER
- Confirm with F6.

All status 2 requisitions are directed to the Purchasing department where it is transformed into an order (status changed to a 5 and 2 digits are added to the requisition number). The user receives an e-mail containing the PDF order form and it is their responsibility to inform the supplier of the order number by e-mailing or faxing the order form to the supplier.

Cancellation of the order/commitment

- If the requisition is still on a status 2 the user can cancel the commitment by modifying the status to a 9.

- If the order number has been raised (status 5) the user should cancel the transaction with the supplier and send an e-mail consisting of the order number, a reason for cancellation and a confirmation that the order has been cancelled with the supplier to esdb@sun.ac.za

13.6 RECORDS OF RECEIPT

EAS900P

With this program the user compares the goods originally ordered against the delivery. The user also authorizes the creditors to pay for the goods received. Getting to this step, the user has an original tax invoice before hand.

NOTE:

The source that you are operating from to execute this program is a TAX INVOICE. The user cannot execute a goods receipt on the same day that the order has been raised on the system.

Steps to follow when executing a goods receipt

PROGRAM: EAS900P

With this program you confirm delivery and authorize payment of goods ordered by EAS500P (external orders). Getting to this step the user has an original tax invoice before hand.

- 1. Action: [A] to add or create a new record.
- Goods received: Tab pass it, the number will be automatically generated via the system.
- Order number: Fill in the applicable order number.
- Document no. the number.): The number of the tax invoice. (Use only the last 6 digits of the number.)
- Order status: **[O]** open, **[S]** closed, and **[L]** cancellation without delivery.
Leave the record **Open**; the system will close it automatically after the delivery has been completed. In case of cancellation without delivery, notify the Purchase department to perform this step [L].
- Document type: **F** invoice or **D** - delivery note.
- ENTER: Order details will appear on screen.
- Receive quantity: Fill in the number of items received.
- ENTER & F6: Window with invoice details and order amount appears.
- Invoice amount: Fill in the invoice amount, note that it can be more or less than the original order amount.
- ENTER & F6: Confirm approval of payment. Invoice details created. ENTER to continue

- Goods receipt no: Created by the system. Write the number on the invoice and send it to the creditor's department for payment.

If the order price and the amount on the invoice differ the additional amount must be authorised by means of program EAS515P:

- Fill in the Order number
- Mark the field with an [X]
- ENTER and confirm with F6.

In cases where the invoice amount exceeds the order amount

- Type in the correct amount as per invoice
- Enter
- The program will ask if you would like to continue
- Always type in yes [Y]
- Enter and confirm with F6
- Receive the goods receipt number

Execute EAS515P -Authorise additional funds for requisition

- Type in order number and Enter
- Mark line with an X enter and confirm with F6

Send invoice off to Division of Financial Services

13.7 REQUISITION GLOBAL ENQUIRY

EAS565P.

Objective:

To retrieve all the requisitions created for a certain period for a specific OU.

Page 1

The following options are available:

- Requisition number: Type in number and press ENTER.
The requisition will appear.

OR

- Reference number: If a reference number was used, type it in and ENTER.
The requisition will appear.

OR

- Dept code: Fill in the OU and campus code PLUS
- Date from: Commence date for requisitions that you want to recall/ retrieve. (Date format is CCYYMMDD).
- Date to: End of period.
- Optional fields to narrow down: Requisition type/Cost centre/user id
- ENTER

A list of all the requisitions for that OU will appear on screen. You can see the type of requisition, the creditor, the status and the relevant amount.

To enter requisition:

Move with cursor to the requisition and ENTER.

(If it is a purchase requisition the order number will be in the bottom left-hand corner. It consists of the requisition number plus 2 characters: 567389(72)).

13.8 ENQUIRY REQUISITIONS PER CREDITOR

- Program: EAS118P
- To display all the requisitions created for a specific creditor
- Creditor's code is compulsory
- The date should either be filled in or not but not only one of the years,
- Ea. Either 20070101 - 20070520 BUT not only 20070101 -
- If the list of requisitions display, it can be opened by selecting one with the cursor and ENTER to display the detail.

13.9 FOREIGN PAYMENTS

Overviewing the process:

- The user completes an electronic requisition, using EAS199P.
- The user authorizes the requisition immediately by means of EAS204P when they are payments other than imports like subscription, accommodation fees etc. In the case of imports the requisition gets authorized (EAS204P) after completion of processing by the Purchasing department.
- At this point documentation gets sent to either the Purchasing department in case of imports or Financial Services in case of other payments.
- Complete the Goods received date in cases of imports.

Requirements of a foreign invoice

- a) The word invoice should appear on the document.
- b) The invoice should reflect an invoice number.
- c) A date must appear on the invoice
- d) It should be directed to the US
- e) It should reflect the US address or the address of the department.
- f) It should indicate the amount payable.

In cases where the beneficiary is a foreign visitor the invoice should also reflect the following:

- g) The name and the actual business or residential address of the beneficiary.
- h) The reason for the visit to the US.
- i) The timeframe (dates) of the visit
- j) The reason of payee for ex. Professional fee or air fare.
- k) In cases of the beneficiary being a person the invoice should be signed by him/her.

In cases of requesting a bank transfer, the following banking details are required:

- a) Name of bank
- b) Swift/BIC code

- c) Address of bank
- d) Account number
- e) Bank code

United Kingdom	Sort code (Six figures)
USA and Canada	ABA Routing number (Nine figures)
Europe	BLZ code (usually eight figures)
- f) IBAN (International Bank account number). This code is mandatory in the United Kingdom.

Additional information concerning the invoice:

- a) In cases of a plain ticket a copy of the ticket containing the name of the person and the amount paid is required. If it was booked via the internet (e-ticket) a printout thereof with all the details and proof of payment, is required.
- b) Any amount payable to a foreigner without proof of expenditure is reckoned as remuneration and is subject to 25% vat. (Enquiries - Sonica Zeelie # 4826).
Local expenses such as local flights, car rental, accommodation, telephone expenses, meals etc, should either be reimbursed in Rand before the visitor returns abroad or the US should issue payment on behalf of the visitor to the concerning institutions.
- c) A copy of the letter of invitation as issued by the International Office is required. (Enquiries - Lidia du Plessis, International Office # 2607). [Please note that the letter of invitation should be signed by an officer of the International Office. An ordinary invitation issued by the department is not acceptable.](#)
- d) A copy of the visitor's passport and visum is mandatory. It is also required that the documents are stamped by the International Office. (Enquiries – Lidia du Plessis #2607).

If all of the abovementioned requirements are not in place a bank payment can not be requested by Financial Services.

HOW TO CREATE A FOREIGN PAYMENT

Step 1: Creditors code application

- Check if the creditor appears in the creditors list by pressing F1 on the creditor's field in EAS199P.
- Compare the address on the system to the address on the invoice.
- If the address is not the same, apply for a creditor's code by faxing the invoice/registration form to Riana Kriel at Financial Services (808 4701) in case of Other payments or to Howard Christians (Purchasing department) in case of Imports (8084601) requesting a creditor's code.

Step 2: Creating a foreign requisition

Note: If the item is a traditional budgetary item you have to budget first by means of FBG100P before you can complete the foreign requisition.

- Complete FBG100P to budget for the equipment/item.
- If additional clearance fees are added to the requisition it would be necessary to budget for this amount as well. However this can only be performed after the Purchasing department added the costs and the requisition is available in EAS204P for authorization.
- The commodity code for clearance fee is 8667.
- Note that it is of high importance that you refer to the budgetary item number on the second line of the description.

For example:

8667 Clearance fees
Budget number 97589 - Microscope

- Create an EAS500P (purchasing requisition) with regards to clearance fees.

Program EAS199P: Maintenance - Foreign requisitions

F10: Immediately to create the requisition.
Creditor: F1 to select the creditor.
OU: Will default to correct OU – No need to change it.
CC: Fill in the cost centre that is funding the transaction.
Acc: Press F1 to select the appropriate account number.
Project: Fill in the project number if applicable.
Budg year: Currently book year will default.
Currency: Press F1 to select, for example USD (US dollars).
Invoice number and invoice date
Invoice total
Pay method: Select pay method.
[D] Draft (cheque payment) or
[S] Swift. (Electronic payment) When you select [S] as paying method the system will request banking details (F5) after you enter the first time. At branch code also fill in the Swift/BIC/ABA number. No need to type in the abbreviation Swift or ABA.
Note that the bank charges are R90 in cases of a Draft and R180.00 in cases of an electronic payment. This amount gets automatically deducted from the cost centre specified in the cost centre field.

Select if the payment is partial by selecting either [Y] yes or not [N] no. In cases of Yes the system will request the partial amount when the user press the enter button. This amount must be in the currency selected in the currency field. (100.00 would refer to 100 dollars and not 100 rand.)

Tender: Optional field. Add for example a contact person.
Note to Budg C: Give an indication where the draft must be send to. For example: Send back to department XXX.

ENTER

- If you selected a partial payment with a **Y** the system would request the amount now. Fill in and ENTER to continue.
- If you selected a swift payment [**S**] the system would request banking details. **Press F5** and complete the details. ENTER to continue.
- The system would request Import details. **Press F9**, complete and ENTER to continue.
- **Press F11** to complete ITEM details.
Comm code: Optional field. The field can be use to add a catalogue or reference number if available.
Description: Complete Item detail.
Quantity: How many items are applicable?
Item price: Complete in the currency value e.g. by typing in 50.00 you would mean 50 dollars/euro and not 50 rand. Remember it is always the unit price that is filled in. (Quantity and price gets calculated.)

Specify if the transaction is either Imports (I) or (O) other payments.

- Imports (I) refer to items been ordered from abroad.
- Other (O) refer to other type of payments like subscription fees, membership fees, airways ticket.

ENTER and confirm with F6

Page down (F8) to complete a second item;
If applicable fill in the second item if not
F2 and confirm the first page with F6.

Take note that no commitment has been created yet. This action will take place in the authorization phase (step 3).

If the items have been marked as an **O** (other payments) the user **immediately** performs step 3 where the requisition gets authorized with EAS204P. An **O** – type requisition doesn't get sent to the Purchasing department therefore documentation is send straight to Riana Kriel at Financial Services.

In cases where the requisition has been marked as Imports (**I**) the requisition is electronically send to the Purchasing department for further processing and the user will be notified via e-mail that authorization can be performed with EAS204P.

Step 3: Authorization of foreign requisition

Program: EAS204P: Maintenance - Authorization of foreign requisition

In cases of Imports (I) this step can only be performed after the requisition has been authorized by the Purchasing department.

In cases of any other (O) payment this step is performed immediately.

- Select requisition with cursor
- Enter
- Press F9 to check if any additional costs were added by the Purchasing department. If costs were added the user needs to complete a **Purchasing requisition (EAS500P)** before authorization could take place. Use the creditor code and the amount as specify by the division of purchasing.

- If additional costs were added fill in the order number in the appropriate space
- Enter and F6
- F6 the first page as well
- Enter for compulsory printout

This printout with the documentation gets send to either Riana Kriel (Financial Services in cases of Other (O) payments and to the Purchasing department in cases of Imports (I). This printout performs the same function as a cheque requisition and must be signed by the appropriate signatures and accompanied by the correct documentation.

Requisition is now a status 4 and the commitment has been created.

- The commitment is viewed in FFB184P. Select the account number press F9. Then press F10 to look up foreign committed requisitions.
- Select requisition line with the cursor, ENTER and the committed requisition will display.
- F2 between screens to return to the previous page.

STEP 4: Goods received

A goods received gets performed only in cases of Imports (I).

The user will receive an e-mail notifying him/her of this step. **However only after receiving the merchandise, you complete EAS213P – Goods received.**

- Fill in the date when the item was received.
- Enter and F6.

- Appropriate documentation like the Bill of entry, airways bill, customs release notification, commercial invoice post office slip etc should be forwarded to Riana Kriel (Financial Services). This is a condition of the Reserve Bank that proof must be delivered that items were received.

Concluding procedures

As soon as proof of payment is received from the bank (it takes approximately one week from the date it was send to the bank), the Purchasing department can place the order with the overseas company, by faxing the order form and payment slip to the creditor. When the transaction is complete the Purchasing department will notify the user by forwarding a copy of the order form to the end user. (Only applicable to imports (I))

STEP 5: Enquiry: Foreign requisitions

Program EAS215P

Either type in the requisition number or the OU and the applicable period.

Enter

Select requisition

Enter

- By pressing F4 you can look up the status of the requisition (Definition of each status is further below in the document.)
- Request a print out (F5)
- Additional costs added (F9)
- View bank information (F10)
- User information (F11)
- Internal notes (F12)

Different statuses in the developing process:

- | | |
|---|--|
| • Requisition created (Status 1) | EAS199P entered and F6 on F11 page. |
| • Requisition approved (Status 2) | EAS199P enter and F6 on the first page. |
| • Approved by Purchasing department
Purchasing (Aankope) | EAS202P Performed by The division of |
| • User approved (Status 4) | EAS204P |
| • Order printed (Status 5)
Purchasing (Aankope) | EAS206P Performed by the division of |
| • Currency application printed (status 6)
(Riana Kriel) | EAS207P Performed by Financial Services |
| • Requisition completed (status 7)
(Financial Services) | EAS209P Performed by Riana Kriel |

Highlighted programs are performed by users.

Cancellations and referrals

If relevant

Throughout the different developing statuses of the requisition the requisition can be cancelled by pressing F10 or referred back to sender by pressing F4.

Completion: Final suggestions

- The most basic error often made by users is that the invoice amount and the requisition amount differs, reason being that shipping, vat and banking fees, that are specified on the invoice is not included as line items in the requisition.

- If the invoice consists out of 3 item lines, please complete 3 item lines on the requisition:

The item	2050	dollar
The handling fees	25	dollar
The vat/banking fees	25	dollar

- Ensure that you already consist of the correct documentation in the first step.
- Ensure that the correct signatures are included on to the print out that you will receive after performing EAS204P – the authorization step.
- In cases of budgetary items make sure that the correct procedure was followed.
- Make sure that when you perform the goods receive that the correct documentation is forwarded to Riana Kriel. This documentation is submitted to the Reserve Bank and subject to their approval. If the Reserve Bank disapproves, Financial Services (Riana Kriel) can not complete the final transaction.

If a deviation in any of abovementioned aspects occur it will slow down the process that already take more or less three weeks to completion, even longer.

13.10 SUNDRY PAYMENTS

Short overview regarding the process

(The process is identical to the current hard copy payment method with the difference that payment is requested by using a program on the central computer system.)

- The beneficiary supplies an invoice or proof of payment (Cashier slip/ receipt etc.)
- The electronic sundry payment program (FBT199P) is completed and the requestor receives a pdf form, containing the details, via e-mail.
- The form must be signed by the beneficiary and by the responsible person of the cost centre (the approver).
- Attached the appropriate documentation/proof of payment/invoice and submit it to the faculty accountant at Financial Services for further processing.

Benefits of the new system

- Commitments are raised.
- Suppliers and individuals which are not on payroll or on the database can be paid in an electronic manner.

13.10.1. MAINTENANCE OF SUNDRY PAYMENTS

Program FBT199P

- Supply the action and enter

1	Create new
2	Modify existing

Select one of the following options:

Payment for: UT employee/Student
 Petty cash/advances
 External entity

Mark with an X and enter

13.10.1.1 PAYMENT TO UT EMPLOYEE/STUDENT

- Enter the beneficiary's UT number. (F1 help available)
- Enter the approver's UT number (The person responsible for the cost centre/line head/ departmental chair person etc.)
- Select either An electronic payment (directly into the beneficiary's bank account) or a cheque payment.

In the case of an electronic payment the beneficiary provide different or changed banking details, the requestor may change it by using the F9 -bank option.

- F4 option to change details
- Enter and F2
- **Please note that the rectified details will apply to all future sundry payments or should be changed back to the original details with the following request for payment.**


In case of a cheque payment a motivation and receiver's address is required.

- Complete the NOTE field for attention, Financial Services if applicable. For ex Cheque will be collected.
- **F5** to complete the expense form:

If the expense is for foreign daily subsistence allowance the \$215 should be converted to Rand. In order to do so press F9 and fill in the number of days which are applicable.

Enter and the rand value will display.
F2 and add the rand total on the expense page in the total field.

General ledger note
Total cost
Cost point
Account number
Project number (Optional field)
Budget number (Applicable in case of account 6975 - assets)

Move to line two with arrow button. 

Different cost points – account allocations can be used for the different line items

Line 1	Office supplies	100.00	5930B	1015
Line 2	Coffe/tea	55.00	5930	2383

- Enter
- Confirm with F6
- Requisition number has been created.
- The system creates a pdf form that is emailed to the user.
- Print the form and attach all documentation.
- Supply signature of the beneficiary.
- Supply signature of the **approver**.
- The approved form with all the appropriate documentation attached to it should be submitted to Financial Services for final processing and actual payment.

13.10.1.2 PETTY CASH/ ADVANCE

Select option 2 to request either a petty cash or an advance cheque. Although the screen is identical to the US staff members screen it is a different cheque type in the back ground.

NOTE: If you would like to pay the advance directly in the staff members bank account, select option 1 (US staff member) but specify in the note to Financial Services that it is an advance cheque.

13.10.1.3 PAYMENT TO EXTERNAL ENTITIES

FBT199P

Option 1 Create requisition

Select external entity by marking option with an X.

Enter

- Select **Y/N** to identify if the beneficiary is an independent contractor according to the SA Revenue service.

If you are uncertain refer to the financial policy on our website::

<http://www.sun.ac.za/finance>

- Select **Y/N** to identify if the beneficiary is a company or person.
- Enter

Complete the beneficiary information.

Fill in the UT number of the **approver**.

Select payment method Electronic
 Cheque

In case of an electronic payment:

- F9 to complete the banking details.
- F2 to return to screen.

Note: Banking details must either be printed on the invoice or accompanied by a Proof of banking details, document that can be obtained from the Finance web page:

<http://www.sun.ac.za/finance>

In case of a cheque payment:

F4

- Motivation for cheque payment is required.
- Fill in the delivery address of the cheque.
- Enter
- F2 to return to first page.

Press F5 - to complete the expense form.

General ledger note
Total cost
Cost point
Account number
Project number (Optional field)
Budget number (Applicable in case of account 6975 - assets)

Enter and confirm with F6

Requisition has been created and requisition number will appear.

F3 to quit program.

13.10.2 ASSETS (ACCOUNT 6975)

In case of buying an asset the traditional route of budgeting first is still applicable. (FBG100P)
Complete electronic requisition and fill in the budget number where it is required on the F5 expense form.

In this case the complete signed documentation is sent to the Purchasing department for further processing.

13.10.3 MODIFY AND CANCELLATIONS

FBT199P

- In order to modify a requisition select option 2 in FBT199P and Enter.
- Fill in the requisition number and Enter.
- F4 to modify.
- Modify the record and enter and confirm with F6.
- **The program will automatically open the F5 expense page. This page need to be enter and confirmed with F6 irrespective of any amendments on this page.**

To cancel the record:

Use the F12 cancellation key in FBT199P.
Enter and confirm with F6.

3.10.3.4 Referred requisitions

The accountant at Financial Services can refer the requisition back to the requester who will receive an automatic email in this regard with the reason of referral.

FBT199P

Option 2
Modify and confirm with F6.

The amended requisition will be available to the accountant.

13.10.4. THE COMMITMENT

The commitment is raised immediately after creation of the requisition.

FFB184P

Mark occurring commitment line with F9.
F11
Select record and Enter.
F2 to return.

13.10.5. GLOBAL ENQUIRY

FBT192P

Enquiry can be done per OU
Mark line of selection and enter.
F5 to re-pdf the document.
F9 to display all completed transactions

14. BUDGET FOR CAPITAL ITEMS AND CAPITAL WORKS (FBG)

14.1 Maintenance -Budget for Furniture, equipment and computers

PROGRAM: FBG100P

Capital items, in both cases of budgetary cost centres and balance cost centres, must be budgeted for; reason being the limit of the CC-ACC does not exceeded and by creating a budget number the system creates an asset number for the specific capital item. After payment the system automatically updates the asset register, which is necessary for insurance purposes.

Page 1

- Budget no: Tab passes it, the system will create it.
- Year: Fill in the financial year.
- Type: **M** - Furniture, **T** - Equipment, **R** - Computers
- Cost centre: Defrayal CC.
NOTE: Account number 6975 is automatically allocated to the CC.
- ENTER A list of previous budgeted items will appear on screen.

Page 2

To create a budget number:

- F4 New screen opens.
- Priority number: State the priority: (1 - very urgent & 10 - can manage without the item.)
- Commodity code This is a required field. F1 for the standardized list, select commodity or then thereafter press F2 to see all the commodities. Select one and enter
- Category Relevant to equipment, F1 - help available.
- Bldng code & room number: Press F1 for help - The building and room number are necessary to update the asset register.
- OU code: Program adds it automatically.
- Contact person & Tel: Of person who is requesting the item.
- User indicator: Fill in R in case of alarm system, ect.
- Cross-reference See notes on: Creating cross-references. to other budgets: if there is no crossreference fill in a [N]
- Cross-reference number: See notes on: Creating cross-references.
- Unit price: Fill in if item is not linked to a commodity code. Round up to the higher rand (205.12 becomes 206). This field is not capable of carrying cent values.
- Number: Quantity of item(s).
- Amount: Not relevant (system calculates the unit price with the quantity field).
- F10 Give a descriptive motivation why the item is needed.
- ENTER & F2 To return to the previous screen.

- F6 To confirm
- F2 To return to the first page: The budget number, item, status and amount will be listed on screen.

To retrieve detail or bring on changes:

If the item is still on a status 1 changes can be made to the record.

- Move with cursor to the item and ENTER. Detail will appear. Alter the record. ENTER and confirm with F6.

Creating Cross references:

- Cross-reference: Y (yes)
- Cross-reference no: F1 - all the previous numbers will appear either select one or F11 to create a new one.
- ENTER Description of cross-reference and a motivation are required.
- ENTER & F6
- F3 to return: Select reference number and ENTER. The program will paste the number in the appropriate space.
- F10 - Motivation Do you want to use the same motivation as for the cross-reference [Y/ N]
In case of Y & ENTER the program will read it into the Motivation.
In case of N & ENTER the user should give a new Motivation.

NOTE: Before you can complete the requisition for purchasing purposes, the status of the budget number must be approved (granted) to a **status 4**. Only users with Dean and Cost centre granting security can perform this act.

Completing the requisition

- Account number 6975 is the only valid account that may be used with the budgeted cost centre.
- Complete the requisition (EAS500P) as usual. But on the F11 (item page) only fill in the granted budget number where the budget number is requested. The information as completed on FBG100P will automatically appear after pressing the Enter button.

14.2 BUDGETING FOR CAPITAL WORKS

FBG115P

To stay within each unit's budget for Capital Work it is mandatory that the request for capital work is executed by means of budget program FBG115P. This program automatically allocate the funds to account numbers 2834 and 2836

These requests operate on a quoting basis and the end user has the ability to approve or decline the quote via e-mail.

Responsibility of approving the request lies at the RC (modify request to a status 2).

Steps to follow in creating a capital work request FBG115P

FBG115P

- Complete year and Cost centre
- Enter
- F4 to create new request
- Complete the priority number – where 1 is the highest
- Optional: Category [S] sunet or [T] Tas (access control). Leave blank.
- If allocated to a network point, complete the asset number.
- Complete the request. F9 to expand the description field.
- Add the building code and room number (F1 for help)
- Complete the contact details
- Crossreference to other budgets, mark with [N]
- In cases of risk items mark with [J] if not mark with [N]
- F10 to complete the motivation
- Enter
- F2
- Confirm with F6
- F2 to see the budget number

The request is now raised on a status 1 (created) and the responsible person in the department/division needs to change the status to a 2 (approved).

An automatic e-mail will be sent to Facility Management to request a quote. The end user (who approved the capital work request) will receive an email from Facility management with the quoted amount. Acceptance/declining is done by responding to the email. Facility Management will do all status changes and no requisition needs to be completed for these requests.

15. **DEBTORS SYSTEM (FDB)**

PROGRAM: FDB030P

The program consists of two parts: The first is to create the contract (agreement) and the second to create the invoice.

NOTE: Before you agree to a contract it is very important that you will check the credibility of the debtor.

For this purpose use program **FDB095P**.

Fill in the debtor number (US number) and ENTER

Or

ENTER to get a list of all the debtors.

The status will be flagged either as ACTIVE or INACTIVE. The debtor is credible if the status appears to be active.

COST CENTRE'S SUBJECT TO 12% INCOME LEVY

To determine the amount that should be quoted to the debtor do the following sum:

Amount after subtractions divided by 0.88 multiply by 1.14

$1000.00 / 0.88 \times 1.14 = \text{Sum in cost centre}$

To create the actual invoice:

Program FDB030P

- PF10 to create a new contract.
- Fill in the contact person or order number

- Tab to Debtor number
Although a PF1 help function exists on this field, the Division of Debtors prefers that the user will contact them for the correct number. Tel no.: 808 4201/4534.
Fill in the correct number.
- Contract type: Type 2 = with interest after 60 days.
Type 7 = interest free.
In case of international debtors Type 60 (with interest) and 61 (interest free) applies.
- Tab to contact details, tel no an dept and fill in.
- ENTER
- Confirm with PF6.
- Complete the CC-Acc-project combination. The revenue account numbers are used. They are situated in the 5000 series: 5597 taxable ect.
- Complete the description: Specify the goods or services delivered
- Fill in the amount Vat inclusive
- ENTER and confirm with PF6. (at this point you can still modify the record by pressing PF4, bring rectify. ENTER and confirm with PF6.

To add a second line/item press F10 and fill in the information. A different cost centre is allowed

- PF9 to create the contract.

Note: Although the invoice has been created in the decentralized environment, the actual debtors invoice can only be printed by the Division of Debtors.
However the end user receives an email copy of the invoice.

To display the different statuses of the Invoice

PROGRAM FDB050P

This program can be used to enquire the different statusus that an invoice has to follow through:

The status will appear in the above lefthand corner:

Create	Invoice has been created
Approved	Invoice has been approved (Invoice number was created)
Posted	Transaction has been posted to the general ledger
Printed	A hard copy of the invoice has been printed and posted
Complete	Payment was received in the cost centre

Please note that all payments should be completed using either the invoice number or the debtors code.

To retrieve documentation of a debtor

FDB120P:

To see how an amount was conjunct, select the amount with the cursor and press F10.

FDB221B – Documents per OU for a period

- Retrieve either by OU or Cost centre
- Select the type of documentation (F1)
- 1 = Invoices, 2 = credit notes ect.
- F5 to print the report.

FDB074B – Outstanding invoices against debtor

- Fill in debtor's number an enter
- Outstanding invoices display on screen

16. ASSET MANAGEMENT (EBR)

BACKGROUND

The reason for the annually certification of asset registers being the fact that the SU should state in its financial statements the position of its moveable assets. This figure has quite an impact on the financial position of any institute.

Therefore it is very important that the annually certification of asset registers should be completed as carefully as possible to obtain the correct information for insurance purposes and to identify US property versus non US property. Although certification only commences formally once a year it is good governance and is recommended that the asset registers are kept up to date throughout the year.

Completion of asset certification takes place in 4 phases:

- Print a report of all the different rooms that you are the responsible person of.
- Compare the report to the items currently in the room.
- Update EBR001P to bring the printout and room in step with one another.
- Complete certification.

COMPLETION OF THE PROGRAM

Select EBR001P and Enter.

The program will automatically display the first room that you are the responsible person of. To select a new room press F2 and fill in the room number in the appropriate space. Enter to continue.

Follow the action list to complete certification. The user only selects the items in the action list applicable to the room by entering the action number. Only one action at a time is to be selected and completed.

Note that certification cannot take place if action 8 and 9 aren't completed.

- Identifying non replaceable items : US Property (action 8).
- Certifying insured non assets (action 9).

All the other actions are optional and only get selected when applicable.

COMPLETION OF ACTION LIST

16.1 TO OBTAIN A PRINTOUT OF THE DIFFERENT ROOMS

Enter action number 1 - **Display/print asset register** in the action number field.

Enter

Contents of the room will display.

To accumulate (summarize) identical items, mark accumulate with a [Y] and enter.
F5 and select printer choice by selecting either F5 or F9.
Press F2 to return to the action list.

16.2 TRANSFER ASSETS TO A DIFFERENT ROOM AND THE RECEIPT THERE OF

Mark option 2 in the action number field.
Contents of the room will display.
Mark transferal item with an X.
Enter
Complete the room number that the item gets transferred to.
Enter and F6.
To return to the action list press F2.

16.2.1 Cancellation of transferred item

Mark OUTSTANDING ITEMS with an X.
Mark "Display/Cancel" with an X.
In cases of cancellation of the transferred item, mark item with an X and Enter.
The transferred item is now cancelled and will reappear on the original asset register.
Press F2 to return to the action list.

16.2.2 Acceptance of transferred item

Display the room where the item was transferred to.
The notification that assets have been transferred to your room, will appear on screen.
Mark ACCEPT/DECLINE with an X and enter.
Accept Item by marking with a Y or decline by marking with a N
Enter and confirm with F6.

If the item is declined it should get accepted in the original room by marking OUTSTANDING ITEMS with a Y.

16.3 SEND NOTES TO ASSET MANAGEMENT

Notes get send in cases of

- Transferal of asset(s) to another OU.
- Asset is sold.
- Delete asset(s).
- Modify Asset description.
- Change replacement value.

Select the applicable note by marking with an X and enter.

16.3.1 Transferal of asset to another OU

Before completing this step you will need the following information beforehand:

The OU code of the department you transferring the asset to (F1).
Building Code (F1).
Room number
Cost centre for depreciation purposes.
Project number if applicable.

Enter and confirm with F6.
Press F4 to send all notes or press F6 to send this note.
To return to the action list, press F2.

After completion of this step you will receive an automatically generated e-mail to be authorized by the head of the department.

16.3.2 Asset is sold

Mark option 3 and enter.
Mark "asset is sold" with an X and enter.
Complete information as requested on the screen.

Either

The OU/Building/room to whom the asset was sold to, plus the CC /account which received the funds.

OR

The receipt number in cases of an external purchase.
Use F1 to select receipt detail.

16.3.2 Scrapping/deletion of asset (s)

Mark with an X and select reason for scrapping.
Enter
F4 to submit all the notes or F6 to submit this note individually.
After completion of this step you will automatically receive an e-mail for authorization by the dean or head of the department.

16.3.3 Modify asset description

Mark item with an X and enter.
Fill in new description.
Enter and F4 to submit all the notes or F6 to submit this note.
To return to the action list press F2.

16.3.3 Change replacement value

Mark Item with an X and enter.
Change replacement value.
Enter and F4 to submit all the notes or F6 to submit this note.
To return to the action list press F2.

16.4 ADD ASSET ITEMS TO THE ROOM

(Function currently not in use.)

(This is not applicable to new purchases in the current year. It gets added to the asset register by the process of purchasing and goods received.)

It sometimes happens that for some reason an item doesn't appear on any of the asset registers but should be added.

Mark this option with an X and enter.
Fill in the appropriate information. (Commodity code is compulsory)
Enter and confirm with F6.

To cancel this addition, select OUTSTANDING ASSET REGISTER ITEMS.
Mark item with an X.
X and enter to scrap or F2 to action list.

16.5 ADD SERIAL NUMBER

In cases of an incomplete field and the serial number is known, it can be added.
Mark option with an X.
Fill in serial number.
Enter and confirm with F6.
Press F2 to return to action list.

16.6 ADD/MODIFY COMMENTS FOR OWN USE

Completion of the remark is for your own regard and is usually been created in case of items that are in transit like a data projector.

16.6.1 Home usage/ in transit items

A "tuisgebruikvorm" must be completed for all assets that for any reason are in transit or used at home and sent to Asset Management for record keeping. If in the case of theft, there are no forms in the files of Asset Management, such assets will not be insured.

16.7 IDENTIFYING ASSET ITEMS: NON US PROPERTY

Items defined as NON US PROPERTY are items which appear on the inventory but are insured by the US. For example a photocopy machine on loan.

Mark the item with an X and F6 per page or if it is not applicable enter and F6 per page.

16.8 IDENTIFYING NON REPLACEABLE ITEMS: US PROPERTY

Mark obsolete items or items not to be replaced when damaged or stolen with an X and F2 per page.

OR

Leave unmarked if everything on the register is replaceable and F2.

16.9 CERTIFYING OF NON ASSET ITEMS TO BE INSURED

Fill out the global estimate of the different categories.
Categories that are not applicable should be filled out with zero's (0).
Enter and confirm with F6.
To return to the action list press F2.

16.10 CERIFICATION

All applicable actions have taken place. To certify go to OUTSTANDING ASSET REGISTER ITEMS.

Mark certification with an X.
Enter and confirm with F6.

The room has been certified. Press F2 and fill in the next room number to continue with certification.

17. ASSET IN TRANSIT

Since 1 January 2006, the procedure where a form was completed for all assets used at home or in transit has been replaced by an electronic process which commenced on 1 January 2006.

A short outline regarding the process:

- The applicant requests to use an asset for a limited period of time at a location, other than the location as indicated on the asset register, by means of EBR050P.
- The request can be approved or rejected by the head of department, or a person duly authorised thereto, by means of program EBR051P. Please note that, should authorisation of transactions be delegated, it is the delegated person's US number that has to be completed. An automatic e-mail will be sent to the person who has to approve the transaction.
- The transactions termination date can be changed by means of program EBR053P.
- Enquiries with regards to assets in transit can be done by means of program EBR055P.

STEP 1 – REQUEST FOR THE USE OF ASSETS IN TRANSIT (EBR050P)

This replaces the completion of the form whereby permission was requested to use an asset in transit.

Program: EBR050P: - Maintenance – Asset-in-transit transaction

No	Screen	Procedure
1.	Asset number	Complete the asset number of the item to be used in transit (home usage).
2.	Enter	
3.	Transit US number	Complete the US-number of the responsible person who will be using the asset.
4.	Transit date	Complete the applicable transit period.
5.	Purpose of use	Provide the reason why the asset is to be in transit for the stated period.
6.	New replacement value	Only applies if the current replacement value should be amended for insurance purposes.
7.	Authorise US number	Complete the US-number of the person who must authorise the transaction. Please note that the applicant US-number and the authorise US-number cannot be the same.
8.	Enter	
9.	Confirm with F6	Please note that an automatic e-mail will be sent to the person in the authorise field to inform him/her about the transaction.

STEP 2 – AUTHORISATION OF IN TRANSIT TRANSACTION (EBR051P)

Program: EBR051P – Maintenance – Authorise Asset in-transit transaction

This function can be delegated by the dean/head of department to an administrative person who's able to work on the central computer system. The suggested procedure that can be followed by the delegate is to print the e-mails, present those e-mails to the dean/head of department for his/her authorisation and then complete the transaction. Please note that only the person who's US-number is in the "auth US-number" field will have access to the list of assets for authorisation on EBR051P.

No	Screen	Procedure
1.	All in transit items that has	

	to be authorised will be displayed on the screen.	
2.	Select the item that you want to authorise and Enter.	Detail of the asset in transit transaction as completed in step 1 will be displayed on the screen.
3.	Confirm with F6 to authorise the transaction OR F4 to reject the transaction.	Should the transaction be confirmed with F6, you will be warned that F6 is the equivalent of your electronic signature and ask you if you would like to continue with the transaction. If you qualify to authorise the transaction, fill in a [J] and Enter.
4.	Asset in transit is authorised.	The applicant will automatically receive an e-mail to inform him/her that the asset has been authorized for use in transit. The asset will be marked with an asterisk [*] on EBR001P to indicate that the asset is in transit.

STEP 3 – SIGNING BACK OF THE ASSETS IN TRANSIT (EBR053P)

*NB: This step is **only** applicable if the date of termination on the original transaction has to be advanced. It will therefore **NOT** be necessary to sign back an asset in transit under other circumstances, the system does it automatically.*

Program EBR053P – Maintenance- Sign back Asset-in-transit

No	Screen	Procedure
1.	Asset number	Complete the asset number of the item for which the termination date has to be advanced.
2.	Enter	The original in transit transaction will be displayed on the screen.
3.	Modify termination date	
4.	Enter and Confirm with F6	

STEP 4 – ENQUIRIES WITH REGARDS TO ASSETS IN TRANSIT (EBR055P)

Program: EBR055P – Enquiry/Report – Assets in Transit

Enquiries can only be made with regards to assets in transit. It will not be possible to view items for which the transit period has already expired. No records are kept for items that have already expired.

- Enquiries can be done by completing:
 - The **asset number** you want to view
 - Or
 - The **OU code** to look up the assets that are in transit for the whole department
 - Or
 - The **duration** – to view all the transactions that are in transit for a specific period
 - Or
 - The **applicant's US-number**
- And Enter
 - The list of items will be displayed on the screen
 - F11 to see who the applicant of the transaction is
- To view detail, mark the item with the cursor and Enter.
 - The original transaction will be displayed on the screen.

Last comments

- It will not be necessary to fill out any home usage requests and send it to Fund and Asset Management.
- For the first time there is an actual date for home usage that can be seen on the admin system, this has not only been requested by the auditors, but is also useful for insurance purposes.
- The same insurance conditions apply assets in transit, as it would under normal circumstances for assets that are used on campus. It is important to note that no assets will be covered in the case of theft where there are no signs of forced entry.

18. CONTACT DETAILS

FINANCIAL SERVICES	8084200
FACULTY ACCOUNTANTS	
Sanet van Zyl	8084252
Charles Ockert	8084619
Bijorn Pieterse	8084252
Johan Mostert	8084473
FOREIGN PAYMENTS	
Riana Wilson	8082967
CREDITORS	8084479
DEBTORS	8084201
STUDENT FEES	8084519
ASSETS	8084848
PURCHASES	8084500
FINANCIAL SYSTEM	8084616