

Finance Division  
Financial Year end 2020 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
20 Nov 2020	<b>Imports</b>	<a href="#">HA Christians</a>	Purchasing (021) 808 4504
20 Nov 2020	<b>Foreign payments</b>	<a href="#">R Wilson</a>	Financial Services (021) 808 2967
27 Nov 2020	<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
27 Nov 2020	<b>Trade receivables due</b> Requests and proof for possible write-off as bad debt.	<a href="#">T Claassens</a>	Debtors (021) 808 2924
4 Dec 2020	<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
4 Dec 2020	<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
4 Dec 2020	<b>Cancellation of commitments</b>	<a href="#">ES de Beer</a>	FBS (021) 808 4381
4 Dec 2020	<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
9 Dec 2020	<b>Sundry payments: Documentation</b> Last day for the submission of sundry payments.	<a href="#">R Uys</a>	Financial Services (021) 808 9729
11 Dec 2020	<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
11 Dec 2020	<b>Cost centre applications</b> Last day for new applications and submission of outstanding documentation regarding cost centre applications.	<a href="#">M Swanepoel</a>	FBS (021) 808 9228
11 Dec 2020	<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
11 Dec 2020	<b>Budget Journals/Transfers</b>	<a href="#">JE Wessels</a> <a href="#">I Griffiths</a>	Remuneration Finance and Asset Management (021) 808 4439 (021) 808 4539
11 Dec 2020	<b>Purchase orders</b> at suppliers	<a href="#">WP Davidse</a>	Purchasing (021) 808 4503
11 Dec 2020	<b>Debtors: New debtors codes</b>	<a href="#">F Salomo</a>	Debtors (021) 808 4530
11 Dec 2020	<b>Debtors: Credit notes</b> Fully completed and approved requests to reach the Debtors Dept.	<a href="#">T Claassens</a> <a href="#">G September</a> <a href="#">L Samuels</a> <a href="#">F Salomo</a>	Debtors (021) 808 4530
18 Dec 2020	<b>Creditor: Registration of new creditors</b>	<a href="#">A Sas</a>	Creditors (021) 808 4412
18 Dec 2020	<b>Creditor: Credit applications</b>	<a href="#">A Sas</a>	Creditors (021) 808 4412
18 Dec 2020	<b>Creditor: Invoices</b> Outstanding creditor's invoices must be sent to the Creditors division.	<a href="#">A Sas</a>	Creditors (021) 808 4412
18 Dec 2020	<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 2021.