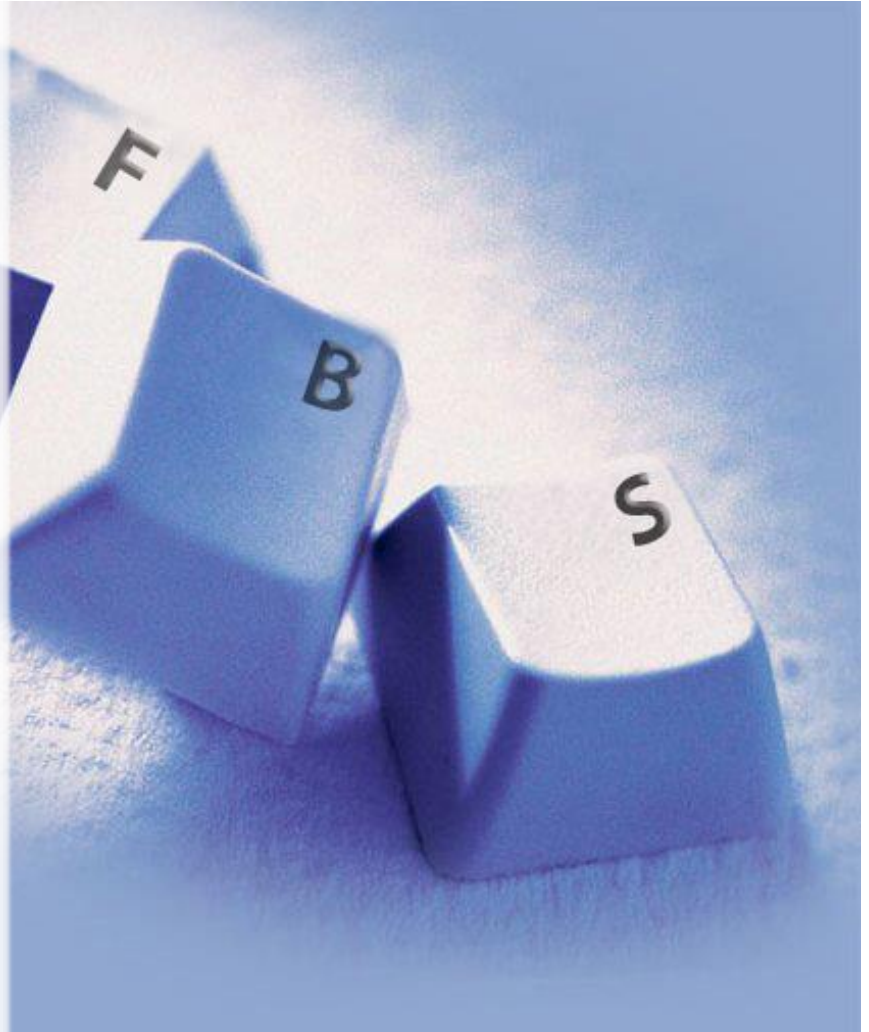


**University of Stellenbosch**

Issued by: Division Finance and FVZS institute for  
Student Leadership Development

# Finance Guide



## A Guide for SU Residence and PSO Financial Managers



UNIVERSITEIT • STELLENBOSCH • UNIVERSITY  
jou kennisvenoot • your knowledge partner

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# Welcome

Firstly, congratulations on your election as your residence or society's Financial Manager. The portfolio of Financial Manager is an exciting one but also a very demanding one. Always keep this guide with you and use it as a quick reference guide for whenever you may need it.

## Program Coordinators

**Ferdi van Dyk**

Financial Officer: FVZS

[dfvandyk@sun.ac.za](mailto:dfvandyk@sun.ac.za)

021 808 9419

Office:

9 Bosman Street, FVZS

**Mary-Ann Swanepoel**

Financial System Officer: Finance

[mswan@sun.ac.za](mailto:mswan@sun.ac.za)

021 808 9228

Office:

Room: B3233, Admin Building B, Victoria Street

**Naweed Mallajie**

Assistant Accountant: Financial Services

[naweed@sun.ac.za](mailto:naweed@sun.ac.za)

021 808 9433

Room C3313, Admin Building C, Victoria Street

## YOUR DUTIES

- Administer the funds of the residence/society according to the Financial Policies and Procedures of the US, as stipulated by Dept: Financial Services. The Financial Manager is also governed by the policies as stated by the residence/society.
- On a yearly basis, at the start of his/her term, and in consultation with the HK/Committee draw up a budget for his/her term.
- Is responsible for the receiving and safe guarding of all monies received by the HK/society on behalf of the res/committee that was generated through sales of "huisdans" tickets, sale of clothing, fines or any other res/committee related activities.
- Administer and control the petty cash account in accordance with the Financial Policies and Procedures.
- Provide the HK/Committee, at least on a quarterly basis, with an income statement for the res/committee.
- Provide the HK/Committee, at least on a weekly basis, with a summary of expenses incurred for that specific week.
- At the end of his/her term, should draft and complete a full set of financial statements for approval by the HK/Committee. These statements must be presented at the last meeting of the HK/Committee.
- Mandatory attendance of the training sessions (General Training as well as training as to how to use the Central Computer System [Sentrale Rekenaar Stelsel] of the US) as presented by Dept: Financial Services.
- The Financial Guideline as well as the Guideline for the Sentrale Rekenaars must at all time be use by each Financial Manager if and when he/she wants to make use of the services of the US. Deviations from these guidelines and procedures may results in there being delays in processing your requisitions.

## SYMBOLS



INFORMATION



POLICY



PROCEDURE



SYSTEM



TERA-TERM



CENTRAL COMPUTERS



# FINANCIAL SYSTEM

Every entity at Stellenbosch University's finances is managed through a **cost centre**. The cost centre act as a bank account of the residence / society. The cost centre for a residence will begin with **HK**, that of a society with **SV** and that of a departmental society with **DV**. The funds in these cost centres are being administered by the *prim/chairperson as well as the Financial Manager*. It is important to take note of the fact that the management of the cost centre is both the responsibility of the **prim/chairperson as well as the Financial Managers** as these two parties are the only people that has any signing right on the cost centres. *In cases of residences the Residing Head/Visiting Warden always has automatic signing powers on the respective cost centres.*

The primary function of the financial policy is to ensure that all financial transactions comply with the University's requirements regarding financial accountability and the management of financial risk as well as compliance with legal and financial requirements as stipulated by the laws of South Africa, the Receiver of Revenue and any other institutions that pay funds over to Stellenbosch University.

## The System / Central Computers / "Die Swartskerm" / Tera Term

### 1. What is Tera Term

Central computers is the software used by US to record all its financial activities. This system is unix based and as such does not function within the more well known environment of *windows*. For the user this means that no functionality exist for the mouse and that all functions and access is gained through function keys on the keyboard.

A unique user-id (login) is allocated to each user. The ID is linked to the environment (OU) wherein the user operates as well as system programmes (the menu) compiled according to the user's needs. Security features is also build into the programmes, determined by the line manager or dean, so that user may only have access to certain levels of a programme example, a user can create a requisition but can't authorise it as well. Every transaction is also marked with an audit trail (user-ID) as well as an audit date.

### 2. Gaining access to Tera Term

You apply for access to the system by sending an e-mail to Mrs Verity Williams (see e-mail address below) with the following details

Initials and Surname  
Department  
UT number (student number)  
Telephone number

[verityw@sun.ac.za](mailto:verityw@sun.ac.za)

### 3. How to log on

#### 3.1 Logging on to Tera Term

**Please note: CAPS LOCK should be deactivated**

**ENTER refers to external enter key (the one on the numeric keyboard)**

- Double click the icon SENTRALE REKENAARS.
- "Swart skerm" appears. Click on the computer icon top left in the block (open session).
- Double click on sun022. **Always sun022 in the column to the right.**



- Enter your username (LOGIN) example LEKON4 and ENTER. **Please note: lower case.**
- Enter your password and ENTER.
- Your password must be alphanumerical and must contain six (6) or more characters consisting of upper and lower case letters. It can also contain special characters such as \*&%\$
- When entering your password there is no indication thereof either in the form of an asterisk (\*) or an underscore (\_) on the system. Please begin to type and proceed.
- Select OPTION 1 for PRODUCTION and ENTER
- The unique menu that is linked to your user-ID and profile will now appear on the screen.

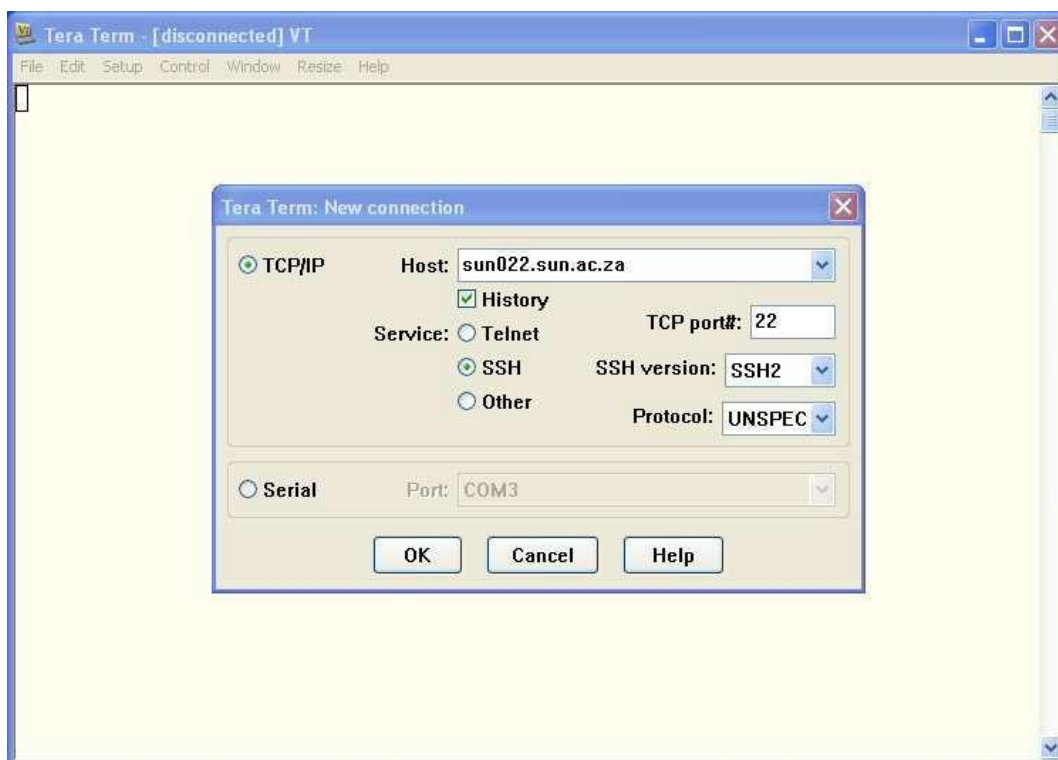
### 3.2 Logging on to TERA TERM

#### 1. Activating of TERA TERM:

Click on the icon on your desktop or on the icon under the launch bar of your computer

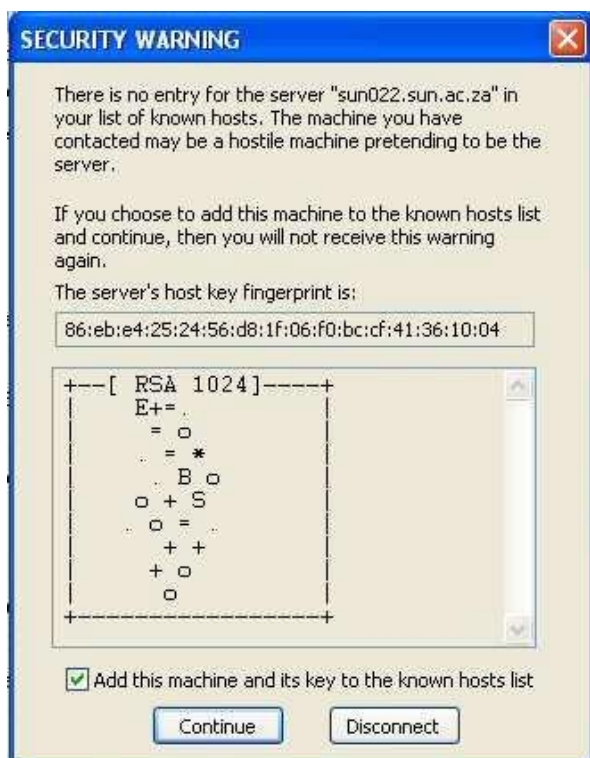


The following screen will now appear



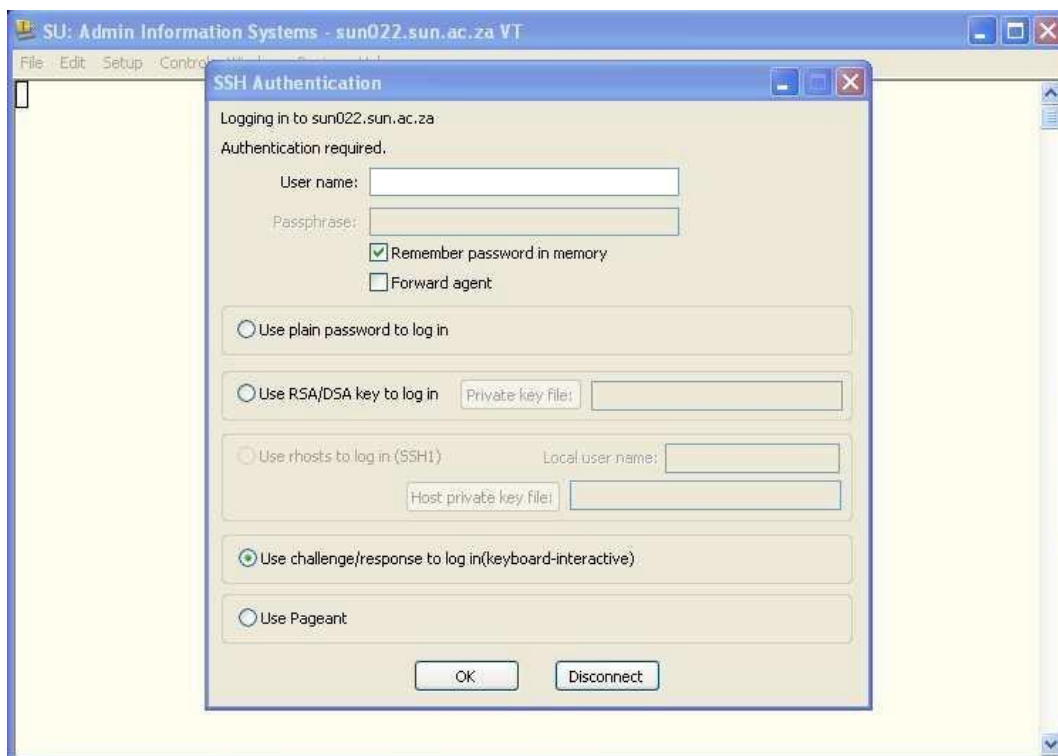
Please ensure that the entry next to the “HOST” field displays “sun022.sun.ac.za” and at “SERVICE” the “SSH” option is selected and then click OK





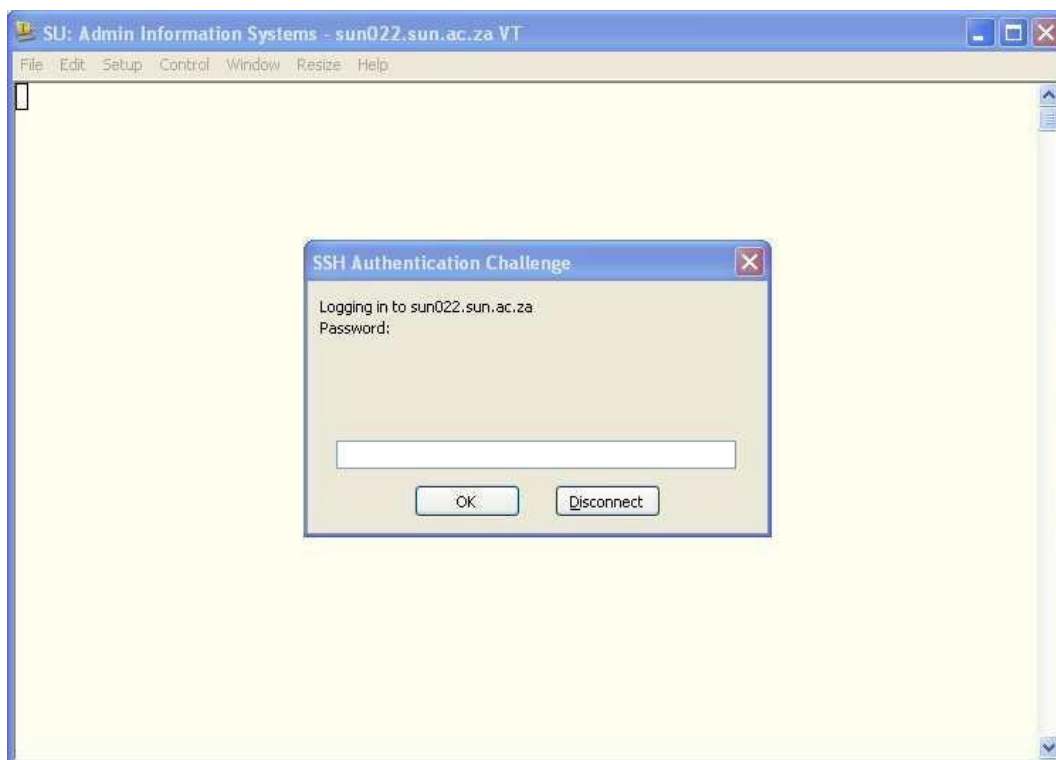
Click “CONTINUE” to proceed

The following screen will now appear



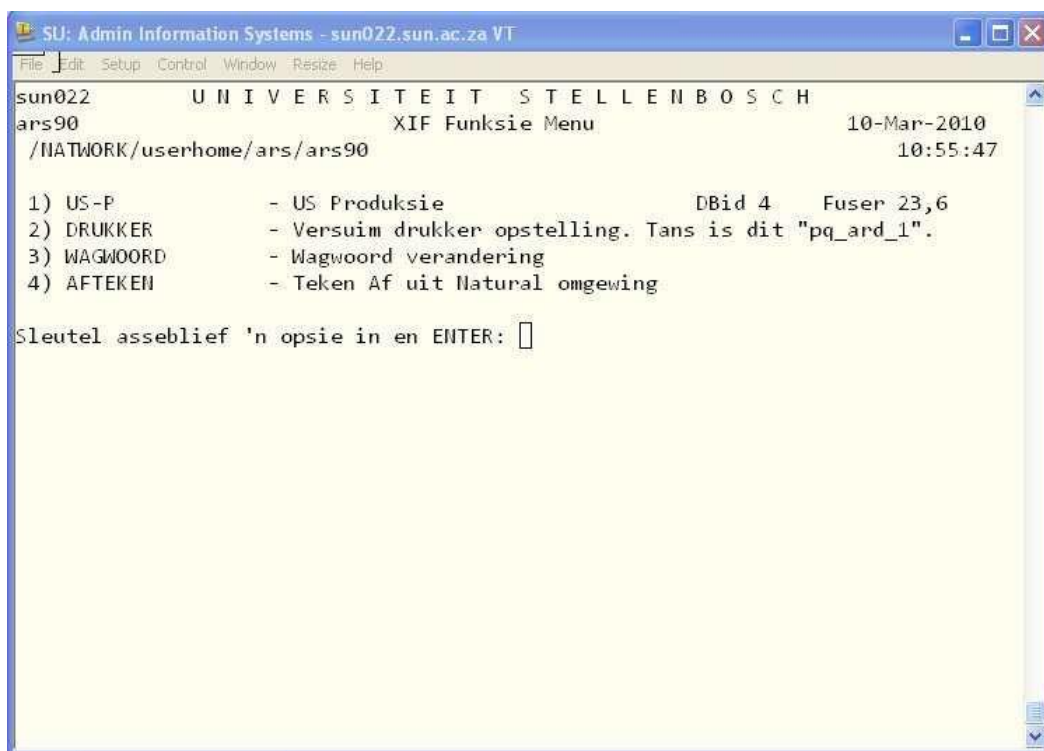
Enter your user name in the field “user name” and click “OK”





Enter your password. The password will be hidden and be indicated with dots. Click on "OK"

If both your user name and password was successfully captured your standard menu will be shown as follows:



Select 1 for your normal Admin-systems (PRODUCTION) and ENTER

```

sun022.sun.ac.za:22 - Tera Term VT
File Edit Setup Control Window Resize Help
XMS500P      Universiteit van Stellenbosch      US-P  ARS90
20100309    --- Dinamiese Menu van MJDV DE WET ---  15:21:36

Program      Beskrywing      Menu
-----
Onderhoud-  Bate-items      EBR002K
EBR001P  Onderhoud - Bateregister
        Bates in Transitio      EBR300K
EBR050P  Onderhoud - Bate-in-Transito transaksie
EBR051P  Onderhoud - Magtig Bate-in-Transito transaksie
EBR055P  Navraag/Verslag - Bates in Transitio
EBR053P  Onderhoud - Terugteken van Bate-in-Transito
        Elektroniese Tjekrekwisisie      FBT008K
FBT192P  Navraag - Tjekrekwisisies
        Onderhoud/Verslae- Kodelys      SSR014K
XKL204P  Onderhoud - Beampte
        Drukwerk kontrolestelsel      XDR001K
XDR01P  Onderhoud - Drukkertoue
XDR02P  Navraag/Verslag - Drukkertoue
XDR03P  Onderhoud - Drukkervorms
XDR011P  Navraag/Verslag - Drukkervorms

Program: [ ] Parameter: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
        Hulp Terug      Modus Verslg      Bl- Bl+      Aftkn
SYSTEM035 Plaas cursor op lyn vir seleksie of ENTER nuwe skerm waarde

```

**IMPORTANT:**

Do not adjust the screen size. The admin systems has been optimized for the existing screen size of 80 x 25

#### 4 How to log off

- PF3 to go back to the menu
- PF12 to log off
- Select option [4] – logging off from natural environment and ENTER
- Remote disconnect and you will be automatically back on your desktop

#### 5. Selecting a programme from the menu

There is basically 3 ways to open a programme :

**PLEASE NOTE : ENTER refers to the enter key on the numeric keyboard**

- Select the programme by moving the cursor to the programme and ENTER
- If your programmes are numbered enter the number (example 2) on the line next to the field PROGRAMME and ENTER
- Enter the computer name of the programme example EAS 500P on the line next to PROGRAMME and ENTER.

#### 5.1 Changing your screen language to Afrikaans

- Select programme XIF345P and ENTER
- Change 1 to 9
- Enter and ENTER

## 6. Use of the function keys

- The highlighted fields indicates what should happen next
- Moving with the TAB key between the different fields
- The function keys as listed below replaces the functionality of the mouse
- PF1 = Help
- PF3 = back to menu
- PF5 = to print a report
- PF6 = confirm
- PF7/8 = page up and down
- PF10/11 = page right and left
- PF12 = terminate
- SHIFT TAB to go back to a previous field
- Use PF2 to go back to a previous window
- Always read the message to the bottom left of the screen as this message indicates what should happen next, example **Confirm with PF6.**

---

# Terminology

This list describes the basic terms that is being used whenever you are working on Central Computers

## Organizational Unit (OU)

Each environment operates individually but also as part of the bigger picture within an organizational unit. A code (OU) is allocated to each function. The OU code is the “identity number” of each department / division / residence and is generally known as the department or residence code.

## Cost centre (CC)

The cost centre is the name that is given to each department or residence and can be numerical (4520) or alphanumerical (HK530), A cost centre operates the same way as a bank account. Just as you get different types of bank accounts, so to there are different types of cost centres.

A residence will thus have separate cost centres for Reunion, MAD<sup>2</sup>, Gym, Club etc.

## Account numbers

Account numbers identify the activity within a cost centre, in other words was it an income or an expense that was levied against the cost centre. The account numbers are generic, that means irrespective of the cost centre the account number will remain the same. The cost centre indicate WHICH funds was utilised and the account number indicates for WHAT the funds was utilised.

Reknr	Rekening		Reknr	Rekening	
1013	General Office Cost	Expenses	2383	Refreshments: Non-Acad	Expenses
1015	Stationery		2393	Entertainment	
1043	Copy & Printing Work		2401	Marketing	
1125	Postage and Stamps		2403	Advertisements	
1134	Cellphone Airtime		2423	Other publications	
1135	Telephone: Calls		2780	Office Equip: Maintence	
1136	Telephone: Hire		2790	Smaller Equipment	
1145	Accomodation		2854	Cleaning Materials	
1153	Travel		4005	Hire: Building	
1183	Transport Costs		4255	Hire: Equipment	
1405	Consumable Goods		4715	Cash Prizes	
1406	Smaller Assets		4755	Books	
1445	Non-capitalised books		5013	Income: Registration Fees	Incomes
1447	Books and Postcards		5227	Sales/Income: Internal	
1455	Maintenance of Apparatus		5373	Donations Income	
1667	Diverse		5388	Income: Sponsors	
1673	Photographic Expenses		5425	Income: Advertisements	
1693	Audiovisual Expenses		5564	Rental Income: Taxable	
1765	Medicine		5597	Diverse Taxable Income	
1833	Services		5703	Diverse Interest	Control
1845	Licenses, 3 <sup>rd</sup> Party Payments		5705	Interest Received	
1885	PC Material		6112	Transfers	
2063	Affiliation Fees		6122	Transfers	
2075	Membership Fees		6975	Assets (ALL above R2000)	
2095	Bank Fees		7073	Accumulated Depreciation	
2143	Interest: Own Funds		8312	Debtors Control	
2146	Interest Paid		8636	Advance Control	
2185	Clothing: Other		8721	VAT Control	
2225	Gifts				
2245	Depreciation				
2314	Magazines & Newspapers				

# FINANCIAL TIMELINE

In order to make things more easier we will work with a timeline. This will ensure that for any and every event there is a budget and also enough time to make provision for unexpected expenses.

Below is a brief outline of how your term is structured:



# BUDGETS



## General Information

Budgets are a financial plan of future activities that are drafted in accordance with the expected income and expenses of the res/society.



## Policy

Budgets serve as guidelines to plan future events/activities, co-ordinate and to implement. A proper budget where in the expenses are justified is the most effective way to do financial planning and management.

The budgets for the respective residences and societies (general and departmental) must be drafted by the various HK/committees under supervision of the **prim/chairperson as well as the Financial Manager**.

*What should you budget for*

### *Expenses*

Current expenses -> these type of expenses are incurred on a daily basis such as stationary, telephone, entertainment, etc.

### *Income*

Income for the res or society are generated as follows:

- “Huiskasgelde” or membership fees
- Sponsorships
- Donations
- Recoupment of telephone monies owed
- Fines
- Subsidies
- Income from the sale of huisdans tickets, etc
- Other income



## Standard Budget Template

From 2014 it is deemed compulsory for all residences to complete and submit their budget based on the accepted standard US budget template. An example of this budget template follows on the next page.

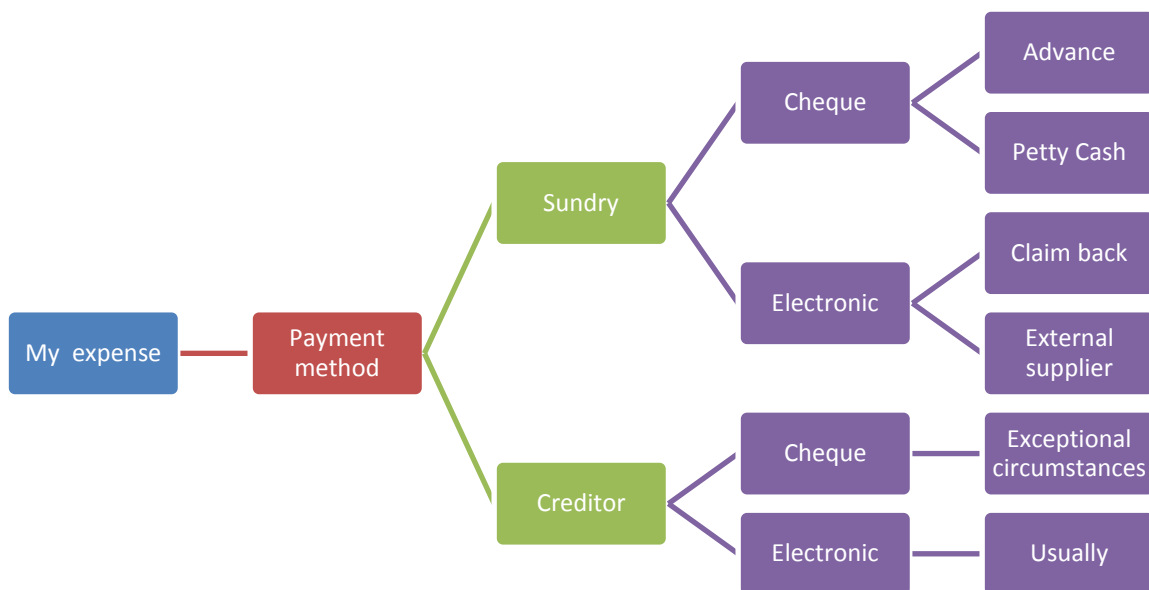


# EXPENSES

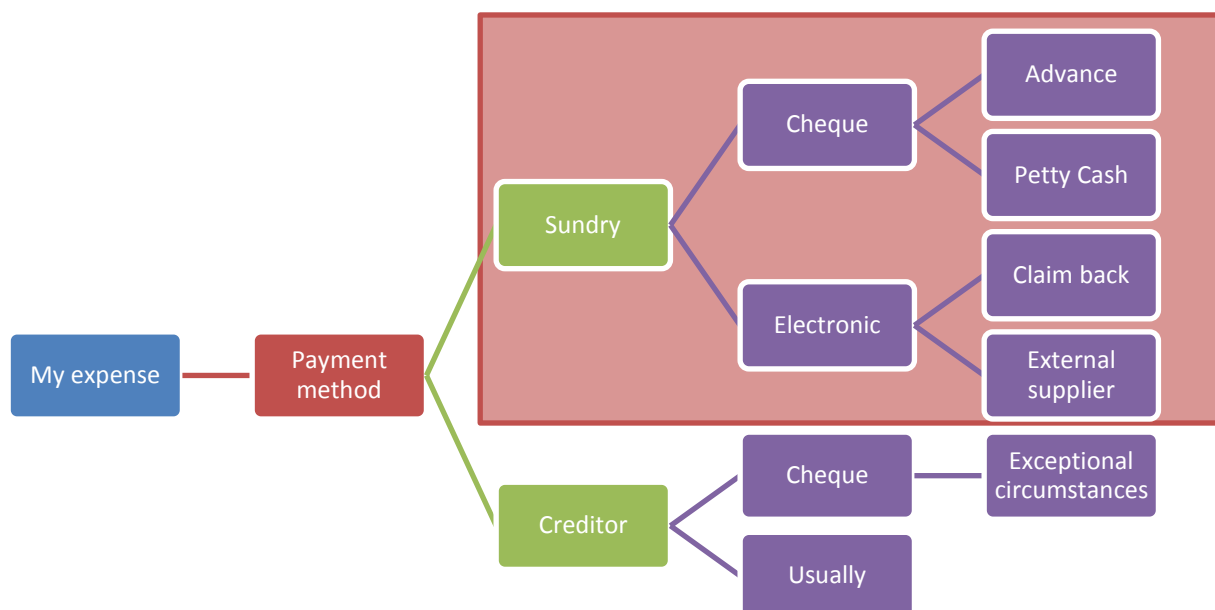
The policy contains the university's rules and regulations regarding requests for cheque or electronic payments including requests for advance cheques



## Process Overview



# SUNDRY PAYMENTS



## General Information

There are four (4) roleplayers involved when submitting a payment request

### Beneficiary

The beneficiary is

- The person that initially incurred the expense (in the case of a US employee or a student) and as a result must now be reimbursed
- Or the person or institution that delivered either a product/service and has now invoiced the US

### Requestor

The requestor is the person that is requesting for the payment to be made. By signing on the allocated line he/she confirms that the information supplied is correct and that all the relevant documents are attached. This person is always the Financial Manager in case of a residence or student society or in the case of a department the permanent staff member.

### Person authorising the expense

This is the person authorizing the payment request. By authorizing the request he/she confirms that the expenses were incurred while performing functions or duties for the US.

### Person authorising the request for payment

The person authorizing the expense for payment is the Faculty Account at Financial Services. He/she will confirm that all the relevant policies and procedures was adhere to when signing the request.

# Sundry Payments: Electronic

## When do I use and Electronic Sundry Payment

- Claim back by a student
- Payment to external suppliers (supplier is not a US creditor)



## Policy: Electronic

### INVOICES ISSUED BY A SUPPLIER TO THE US

The following information needs to be indicated on the invoice:

- It must indicate that it is a tax invoice
- The suppliers name, address and VAT registration number in the event of a tax invoice
- Address to Stellenbosch University
- Address and VAT number of Stellenbosch University
- The invoice number AND date
- A description of the goods or services delivered
- The Rand value of said goods or services and the VAT charged

### INVOICES ISSUED BY A PERSON TO THE US

The following information needs to be indicated on the invoice:

- It must indicate that it is a tax invoice
- The suppliers name, address and VAT registration number in the event of a tax invoice
- Address to Stellenbosch University
- Address and VAT number of Stellenbosch University
- The invoice number AND date
- A description of the goods or services delivered
- The Rand value of said goods or services and the VAT charged
- The invoice must be signed



## Procedure: Electronic

The payment procedure consists of the following key steps:

- All payment requests are to be submitted to the faculty accountant at Financial Services who will make sure that the request complies with policy and procedures before authorising the request for payment.
- Incomplete request will be referred back to the requestor
- Once a request has been approved payment will be made either via EFT or a cheque payment
- For all EFT payments the requestor will be notified via e-mail that payment has been made and the date as to when the funds will be available will also be indicated in the notification.

**PLEASE NOTE: No payments will be made on proforma invoices, quotes or statements.**





## System : Electronic

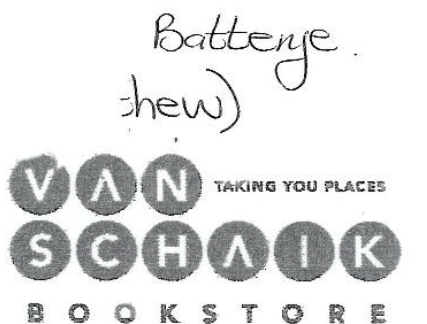
Programme FBT199P is used when a student or outside entity needs to be paid electronically.

### Example 1: Pay US Student

Mr Rademeyer bought certain items for the huisdams meeting. He wants to claim for these expenses

He has two slips that he wants to claim

1. Pick n Pay
2. Van Schaik



#### CASH SALE

TAX INV NO: 012000227191  
 VAN SCHAIK BOOKSTORE  
 STELLENBOSCH  
 HERRIHAN STREET  
 LANGENHOVEN CENTRE  
 UNIV OF STELLENBOSCH  
 7600  
 TEL: 0218872830  
 FAX: 021 886 6184  
 VAT Reg: 4380240954  
 Co. Reg: 1903/002033/06

DESCRIPTION ISBN	QTY	PRICE	NET
BATTERY EVEREADY ALKALINE PLUS AA 6 PACK BATAA06	1	52.95	52.95
TOTAL:	1		52.95
VAT @14% INCL:			6.50
CASH:			53.00
AMOUNT TENDERED:			53.00
CHANGE:			0.05

Operator: ANTHEA  
 Our Ref:  
 Your Ref:  
 11/07/2012 03:29 PH

Refunds and Exchanges accepted  
 within 10 (ten) business days.  
 Please provide invoice, the  
 unused product in its original  
 packaging and in perfect  
 condition.  
 Terms and Conditions apply. \*



YOUR CASHIER TODAY IS  
 Maydie

PNP L/FAT FRESH MILK 1L #	10.99
DUE VAT INCL	10.99
CASH	11.00
CHANGE	0.05
ROUNDING	-0.04
ITEMS	1

#### -----TAX INVOICE-----

VAT INCLUDED @ 14.0%  
 NON SUPPLY e ZERO RATED #  
 DISCOVERY VITALITY VIT  
 -----VAT REG NO. 4900250970-----

PLEASE RETAIN AS YOUR GUARANTEE  
 CUSTOMER CARE 0800 11 22 88  
 WEBSITE: [www.picknpay.co.za](http://www.picknpay.co.za)  
 THANK YOU FOR SHOPPING WITH US.

==> ARE YOU A  
 ==> SMART SHOPPER?

Earn Smart Points and Rewards  
 whenever you shop. Membership is FREE!  
 Apply in-store now.

\*5659 7407/003/006 11.07.12 09:38 AC-00



```

SU: Admin Information Systems - sun022.sun.ac.za VT
File Edit Setup Control Window Help
FBT199P          TJEKBETALINGSTELSEL          US-T FBS6
20120912        Onderhoud - Tjekrekwisies          10:21:41
[redacted]

BEGUNS          t die betaling sal ontvang)
[redacted]      Verskaf die AKSIE (1 of 2) : 1
[redacted]      1. SKEP nuwe Rekwisisie
[redacted]      2. WYSIG bestaande Rekwisisie
Naam
Bedrag
GOEDKE         Merk EEN van die vlg keuses:
(Wat d
[ X ]          US Werknemer OF Student
[ _ ]          Kleinkas/Voorskot
[ _ ]          EKSTERNE Entiteit
NOTA:          Merk keuse met 'n X en druk <ENTER>
E OORDRAAGBAAR gekruis

Nota :

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Terug Menu          Bvstg          Navra

```

- Supply the action:
  - 1- create new requisition
  - 2- modify existing requisition

- Is the payment for a:

US employee or student  
 Petty Cash / Advance  
 External entity

Select your option with X and ENTER

### PAYMENT FOR A US STUDENT

Complete US number of the BENEFICIARY (PERSON RECEIVING THE MONEY)  
 ENTER

Complete the US number of the person who can AUTHORISE the requisition (VISITING WARDE/RESIDENT HEAD/PRIM/CHAIR PERSON). The beneficiary and the approval can not be the same person. It is also not necessary for the approver to have access to the system as said person will sign a hardcopy document.

Select the applicable option with an X if:

**Electronic payment** (EFT payment direct to the beneficiary's bank account) or

If a **cheque** is required

If an electronic payment is required the bank detail can be modified with F9 by selecting the F4 key first to make the amendments. **Please note that once the bank detail has been modified this bank detail will be used for all future payments.**

if a cheque is required a proper motivation is required as well as the address for posting the cheque; alternatively a note "WILL COLLECT" is sufficient.

- Complete the section NOTE TO FINANCIAL SERVICES if applicable.  
 Example: slips for meeting



The screen will now look as follows:

SU: Admin Information Systems - sun022.sun.ac.za VT

File Edit Setup Control Window Help

FBT199P TJEKBETALINGSTELSEL US-T FBS6  
 20120912 Onderhoud - Tjekrekwisies 10:28:56

SKEP nuwe Rekwisie

BEGUNSTIGDE (Die begunstigde is die persoon wat die betaling sal ontvang)  
 US Nommer (Student)  
 15596257

Naam RADEMEYER JCB MR

Bedrag (Oorspronklike stawende bewysstukke moet saamgestuur word)  
 GOEDKEURDER (US Nommer) 12256862 ES DE BEER  
 (Wat die versoek moet goedkeur. Mag nie die begunstigde wees nie)

[ X ] Merk hier indien 'n ELEKTRONIESE betaling verlang word  
 [ ] Merk hier indien 'n TJEK verlang word i.p.v elektroniese betaling  
 NOTA: Tjeks sal slegs in uitsonderlike gevalle uitgereik word.  
 Tjeks word as NIE VERHANDELBAAR asook NIE OORDRAAGBAAR gekruis

Nota :  
 SLIPPIES VIR VERVERSINGS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Terug Menu Tjek Uitg Bvstg Bank Detl Navra  
 Druk <PF5> om Uitgewevorm in te vul

F5 to complete the expense sheet  
 Note for general ledger field

SU: Admin Information Systems - sun022.sun.ac.za VT

File Edit Setup Control Window Help

FBT199P TJEKBETALINGSTELSEL US-T FBS6 33

BEWYS NR	NOTA	GROOTBOEK	TOTAAL	KP	REKNR	PROJ	BEGROOT NOMMER
1	MELK		10.99	HK826	_2383	001	
2	BATTERYE		52.95	HK826	_1013	001	
3							
4							
5							
6							
7							
<b>TOTAAL</b>			<b>63.94</b>				

Rekenmeester ES DE BEER Datum 20120912

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF  
 Help Terug Skrap Bvstg B1 - B1 + WKrs Links Regs

E Lyn 25 : Verskaf die Begrotingsnommer

Druk <PF5> om Uitgewevorm in te vul

Note for general ledger  
 Total  
 Cost centre  
 Account



---

Project number (optional field [Huisdans project 001])  
Budget number (if assets are purchased on expense account 6975)

ENTER and confirm with F6  
Requisition number is allocated by the system


The system will now send, via e-mail, a pdf document to the requestor's e-mail address  
Print the document and the APPROVER as indicated on the requisition must now sign the requisition page. No electronic signature is required, only a signature of the APPROVER is required  
Either send, via internal mail or hand deliver, the signed document with all the required documents attached (invoices, receipts, proof of payments, etc) to your faculty accountant at Financial Services for further processing.

## Example 2: Pay Outside Company

The HK-member for huisdans wants to pay the DJ for huisdans.

**This is a payment to an external supplier. The DJ is not a US creditor.**

The invoice should look like this:



*"Quality Music for Quality Events"*

**BILL TO:**  
**Universiteit van Stellenbosch**  
**Privaatsak x1**  
**Matieland**  
**7602**  
**BTW nommer: 492 011 8959**

**Yenue: Rheboskloof**  
**Date: 17 Augustus**

Faktuur

DESCRIPTION	HOURS	RATE	AMOUNT
<i>Musical equipment, lighting and professional Dj services provided</i>			
<b>Price includes:</b>			
Travelling costs to and from the venue			-
Sound at the Venue			R 1500.00
<b>Equipment:</b>			
4 x Wharfedale 15" Speakers			
2 x speaker stands			
7000W Yamaha Power Amplifier			
6 channel DJ mixer (BEHRINGER: X1204USB)			
Shure Cordless microphone (singing+speeches) (Superb quality)			
2 x Numark NDX 400 CD Jay			
2 x Laptops			
LED Chauvet Mushroom light+Strobe light+ Smoke Machine			
<i>Note: A rate of R100 per hour is charged after 24:00</i>		(tot 1 uur)	R 100.00
<b>Banking details:</b>		SUBTOTAL	
ABSA Bank		OTHER	
Cheque account		<b>TOTAL</b>	R 1600.00
Acc no: 4072975334			
DJ Wico Smit			
Vredendal Branch: 504906			
<b>Betaling kan kontant of in my rekening wees / Payment can be cash or account</b>			
Betaling kan plaasvind op die aand of in my rekening inbetaal word voor die tyd.			
THANK YOU! BAIE DANKIE			
DJ Wico			



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File Edit Setup Control Window Help

FBT199P TJEKBETALINGSTELSEL US-T FBS6  
 20120912 Onderhoud - Tjekrekwisies 12:13:34

SKEP nuwe Rekwisie

BEGUNS ntvang)

Verskaf die AKSIE (1 of 2) : 1

Naam 1. SKEP nuwe Rekwisie  
 2. WYSIG bestaande Rekwisie

Bedrag  
 GOEDKE tuur word)

Merk EEN van die vlg keuses:

[ \_ ] US Werknemer OF Student  
 [ \_ ] Kleinkas/Voorskot  
 [ X ] EKSTERNE Entiteit

aling

NOTA: Is die BEGUNSTIGDE 'n onafhanklike kontrakteur  
 volgens die SA Inkomstediens? J (JA / NEE) is

Nota : [ \_ ] Instansie  
 [ J ] Persoon

SLEGS 'J' of 'N' is geldig

Enter-P F11--PF12---

Help Terug Menu Bvstg Detl Navra

## PAYMENT TO AN EXTERNAL SUPPLIER

- Select Y/N if the beneficiary is an independent contractor according to the South African Revenue Service. In most instances the answer will be YES (Y).
- Select Y/N for COMPANY / FIRM  
 ENTER

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File Edit Setup Control Window Help

FBT199P TJEKBETALINGSTELSEL US-T FBS6  
 20120912 Onderhoud - Tjekrekwisies 12:14:03

BEGUNSTIGDE (Die begunstigde is die persoon wat die uitgawe aangegaan het)

Onafhanklike Kontrakteur

Van SMIT Voorl. W Titel MNR

Bedrag (Oorspronklike stawende bewysstukke moet saamgestuur word)  
 GOEDKEURDER (US nommer) 12256862

[ X ] Merk hier indien 'n ELEKTRONIESE betaling verlang word

[ ] Merk hier indien 'n TJEK verlang word i.p.v elektroniese betaling

NOTA: Tjeks sal slegs in uitsonderlike gevalle uitgereik word.  
 Tjeks word as NIE VERHANDELBAAR asook NIE OORDRAAGBAAR gekruis

Nota :

DJ DIENSTE HUISDANS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Terug Menu Tjek Bvstg Bank Detl Navra

Verskaf die persoon se Van, Voorletters en Titel



- NAME: Complete the details of the person or company/firm.
- Complete the APPROVER's US number. (the person authorised to sign off on this document)
- If an electronic payment is required
  - Select option with an X and ENTER
  - F9 to complete the banking detail:
    - Account type
    - Account number
    - Branchcode (F1 for HELP)

For audit purposes the official source from where the bank detail was obtained should be attached to the requisition to verify the accuracy and completeness of the information supplied.

If the bank detail is printed on the invoice this is sufficient for the purpose as mentioned above. If the bank detail is written on the invoice a bank confirmation letter should accompany the requisition as well. You can obtain the bank confirmation letter at the following web address: [www.sun.ac.za/finance](http://www.sun.ac.za/finance).

SU: Admin Information Systems - sun022.sun.ac.za V1

Eile Edit Setup Control Window Help

FBT199P TJEBETALINGSTELSEL US-T FBS6  
 20120912 Onderhoud - Tjekrekwisies 12:15:00

BEGUNSTIGDE (Die begunstigde is die persoon wat die uitgawe aangegaan het)

Onafhanklike Kontrakteur

Van SMIT Voorl. W Titel MNR

Bedrag (Oorspronklike stawende bewysstukke moet saamgestuur word)  
 GOEDKEURD

[ X ] Mer BANKINLIGTING  
 [ ] Mer Rekeningtipe : 1 2 Spaar ng  
 [ ] Mer 3 Transmissie

NOTA: Tje Rekeningnommer 407975334  
 Tje Takkode 632005

Nota :

DJ DIENST Verskaf bankinligting en druk <PF2> om te bevestig

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Terug Menu Tjek Uit Bvstg Bank Det1 Navra  
 Die Bankbesonderhede word benodig -druk <PF9>

#### If a cheque is required

- Select option with an X and ENTER
- Complete the section "motivation for cheque payment" (example beneficiary does not have a bank account)
- Complete the address section
- ENTER and F2
- Confirm with F6

## F5 to complete the expense sheet

FBT199P TJEKBETALINGSTELSEL US-T FBS6 53

BEWYS NR	NOTA GROOTBOEK	TOTAAL	KP	REKNR	PROJ	BEGROOT NOMMER
1	DJ HUISDANS _____	1600.00	HK826	1833	001	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____
TOTAAL		1600.00				

Rekenmeester ES DE BEER Datum 20120912  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF  
 Help Terug Skrap Bvstg Bl - Bl + WKrs Links Regs  
 E Lyn 1 : Verskaf die Begrotingsnommer --  
 Druk <PF5> om Uitgewevorm in te vul

General ledger note

Total

Cost centre

Account (\*\* huisdans expenses all fall under account 2392)

Project number (project number for huisdans is 001)

Budget number (if assets are purchased under expense account 6975)

- ENTER and confirm with F6
- PDF document is sent to the requestor via e-mail
- Attached all the required documents to the requisition (**the document "confirmation of bank" detail should also be attached**) and the APPROVER must authorise the expense by signing the requisition page
- Send the above documents to your faculty account at Financial Services for further processing
- Once payment has been made the requestor will receive and e-mail as proof of payment. This e-mail can also be sent to the beneficiary informing them that payment has been made.

#### EXPENSE ON ACCOUNT 6975

- All purchases above R2,000 of a capital nature must be budgeted for first. Should you use this expense account when completing a cheque requisition the system will ask for said budget number. The budget number will be generated by the faculty accountant at Financial Services.
- After the APPROVER has signed off on the requisition it now needs to be sent to the Purchases Dept for their final approval. Please note that this is only applicable when expense account 6975 is being used. All other requisitions will be approved by Financial Services.



# Sundry Payments: Cheque

## Advance cheques

- Advances (voorskotte) are requested when the necessary proofs (invoices, etc) are not available. Advances (voorskotte) will only be issued in very exceptional circumstances as it is a problem to gather the proof of expenses afterwards.
- A cheque requisition must be completed and handed in at Dept: Financial Services for processing.
- When requesting an advance the beneficiary has the option to have the advances paid out by cash cheque or electronic transfer.
- A **motivation letter** as well as a **budget** must accompany the request for an advance indicating how the res/society plans on spending the advance.
- The advance issued should be handed in **within 30 days** from date of issue.
- Should there be an unused amount left this should be paid in at the cashier in Admin A (**cost centre and account 8636**)
- Should the res/society have spent more than the advance requested; a cheque requisition should be completed and refunded to the person that has requested the advance.
- Only **ONE** advance will be issued at a time per res/society

**Example of a motivation letter for the application of a request can be found on the next page**



UNIVERSITEIT-STELLENBOSCH UNIVERSITY  
jou kennisvennoot-your knowledge partner

Aristea PSO

Private Bag X1

Matieland

7602

24 September 2012

**REQUEST: ADVANCE FOR EXPENSES FOR "DAMES DAG"**

To whom it may concern

Herewith an application for an advance for the Aristea to the amount of R3,000. This advance will be used to cover the expenses for our annual "Dames Dag"

See budget below:

<i>Income (ticket sales)</i>	<i>R 5000.00</i>	
<b>Expenses:</b>		
<i>Decor</i>	<i>R 500.00</i>	
<i>Gifts</i>	<i>R 350.00</i>	
<i>Snacks (Pick 'n Pay)</i>	<i>R 1950.00</i>	
<i>Hiring of table clothes</i>	<i>R 200.00</i>	
	<b>R 2000.00</b>	<i>Profit</i>

We hereby confirm that we are aware of the rules of the US and that all relevant proof of expenses will be submitted to Financial Services within 30 days.

.....  
**Signed on behalf of the residence / society**

.....  
**Position**

.....  
**Date**



## Petty Cash Cheques

- A completed cheque requisition, the petty cash reconciliation form as well as the original proof of expenses must be submitted to Financial Services
- All expenses must be listed on the reconciliation form and grouped correctly according to expense and account number
- The cheque will be in the form of a cash cheque

The cheque can be cashed at any Standard Bank.



## Policy: Petty Cash

### GENERAL PROCEDURES

All applications for petty cash must be submitted to the Director: Financial Services. The maximum limit for any petty cash is R1,000. The formal application for a petty cash must be completed and submitted and be signed off by the prim/chairperson. By signing the application they confirm that the petty cash and all related transactions will take place in accordance with US policy and procedure.

Authorisation of the petty cash lies with the prim/chairperson. Both the prim/chairperson and the Financial Manager must signed the petty cash reconciliation form.

Because of tax implications, no payments with regard to remuneration may be made to any person. In such instances, Human Resources must be contacted.



## Procedure: Petty Cash

### RECONCILIATION PROCEDURE

Periodically the prim/chairperson must check and verify the petty cash in order to make sure that the cash on hand is correct.

RECONCILIATION	
<b>CASH</b>	
<b>+ EXPENSES</b>	
<b>= PETTY CASH</b>	

It is important that the above section on the petty cash reconciliation is completed for control and verification purposes.

- The petty cash top-up form on which the expenses are listed is available from the Financial Services Division, and the original proofs of purchase must be attached to it.
- A cheque requisition form must be sent to the relevant faculty official, together with the petty cash top-up form and the original proof of purchase. If the petty cash top-up form is not completed properly and adequately authorised, the petty cash top-up will not be processed, but will be returned to the relevant department/division.
- Original, official invoices or receipts that meet policy requirements must serve as proof of petty cash spending.



- The petty cash must be kept up to date and be balanced, as it could be audited at any time by the internal/external auditors and/or the Finance Division.
- The maximum pay-out per transaction from petty cash is R250.00.
- Petty cash funds must be administered separately from any personal accounts. The purpose of petty cash is to have cash readily available at all times for concluding smaller diverse transactions.
- Personal advances are not granted from petty cash.
- Personal funds may under no circumstances be used for petty cash purchases. If the value of transactions prevents purchases from petty cash, a purchase requisition should be requested for the planned expense.
- No income, of whatever nature, may serve as top-up for petty cash.
- The person responsible may not top up the petty cash from his/her own pocket. The amount requested may never be more than the amount of the original petty cash advance.
- No personal expenses may be paid from petty cash funds.



## System: Petty Cash

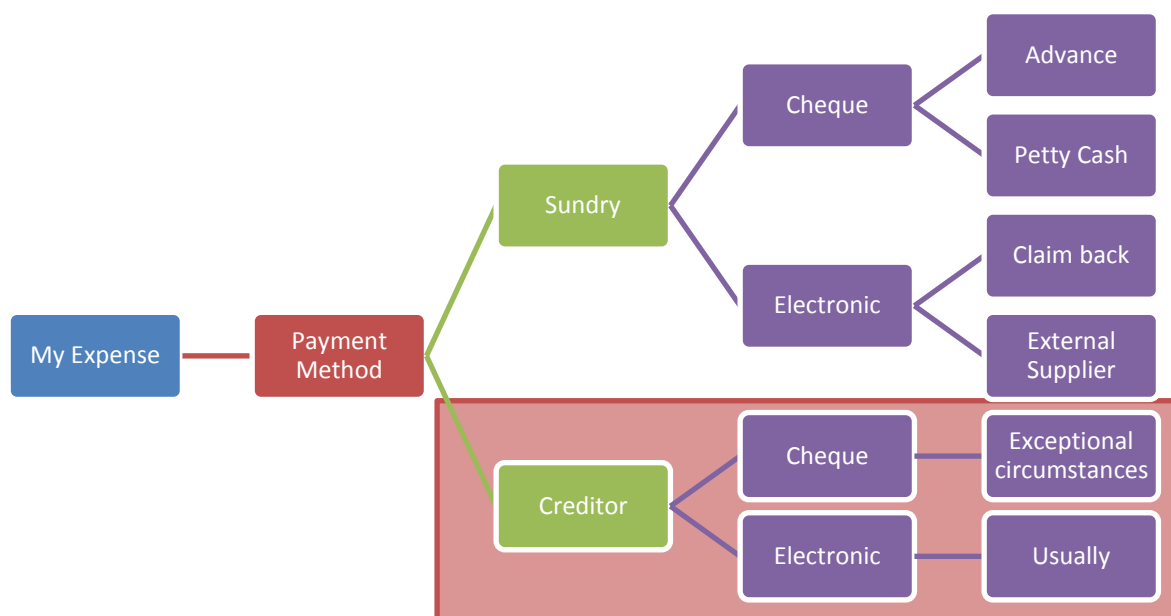
The financial officer will issue the cheque requisition for the petty cash or advance.







## CREDITOR PAYMENTS



## General Information

### Direct from suppliers

- Verification of the availability of funds is the responsibility of the Financial Manager and is verified, systematically, when orders are captured on the system.
- All purchases from a US creditor must be done with a purchase requisition
- No payments can be made without an official order number. Invoices received without the official order number and goods receipt **WILL NOT BE PAID**.
- VAT will be claimed on all invoices/payments that complies with the requirements of a valid tax invoice.

### Help with capturing an invoice

- For all orders a requisition must be created on the system
- For a more timely processing and ordering of the goods it is important that the requisition is captured accurately on the system.

One of the following requisitions may be used

### **Purchase requisition (EAS500P)**

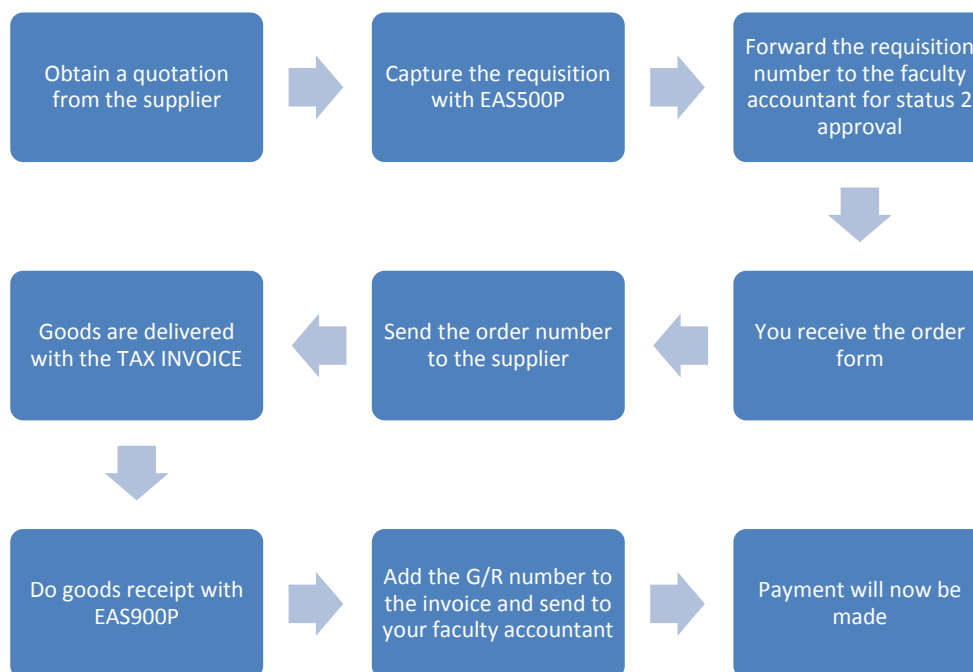
**All orders placed at a US creditors must be done via the purchase requisition system.**





## Process: Creditor Payments

Short overview of the process



## Policy: Creditor Payments

Goods may only be supplied once the supplier is in possession of the order number. At receipt of the goods the supplier must provide you with the tax invoice. This invoice must comply with all the requirements of a valid tax invoice.

All audit requirements are applicable when a purchase requisition is captured.



## Is the supplier a Creditor?

Use FKR920P to determine whether a supplier is on the official SU creditors list. You can search via type of service/product or supplier name.





## System: Creditor Payments

### Example 1:

The HK member of huisdans wants to order glasses for the huisdans. The CREDITOR they are going to use is Lullingstone Glass.

Please note: a creditor is a company/person with whom the university has an account. This means that you are buying on the university's credit.

**This is a payment to a US creditor and hence a purchase requisition is applicable.**

In order to complete a purchase requisition you first need a quotation.

Quotation from Lullingstone Glass is as follows:

KWOTASIE	
X330 Martina Glase teen R12.45 (BTW Uitgsl)	R 4108.50
X1 Kunswerk en Setup teen R250.00 (BTW Uitgsl)	R 250.00
	R 4358.50
BTW	R 610.19
Totaal	<u>R 4968.69</u>

Please keep the financial policy in mind with regards to how many quotations is required

### Consumable goods and services:

- R 0 - R 2000 No quotation needed
- R 2 001 - R 10 000 At least one written quotation
- R 10 001 - R 50 000 At least two written quotations
- R 50 001 - R 75 000 At least three written quotations
- R 75 001 - R500 000 At least three written quotations (sealed)
- R500 001 and above Tenders

Only one written quote is needed

## Once you have all the required quotations you can now create the purchase requisition

Use program EAS500P

- 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.

The screenshot displays the EAS100P program window with the following data:

**EAS100P** US-T FBS6  
**20120912** Onderhoud - Aankoop rekwisisie 1 Meer >

Aksie: **A** (A,C,D,M,N)    Rekwisiesenommer:     Status: **1**    Rekwisisie ge

Gerig aan : **5905** AANKOPE EN VOOR    Kampus: **1**    STELL    Magtig :   
 Ontvang van : **6910** HELSHOOGTE    Kampus: **1**    STELL    Verwys :   
 Krediteur : **57615** LULLINGSTONE GLASS    K-korting:  %  
 KP - Rek. : **HK826** **2392** Projek : **001**    Begr-jaar : **2012**    Afwyk % :  %  
 Grootboekbesk.: **HUISDANS GLASE 2012**

**Buitelandse Rekwisisie:**  
 Afl-naam: **LA CUFF**    Datum: **20120912**  
 Dept: **HELSHOOGTE**    Lokaal: **KOMBUIS**  
 Gebou: **HELSHOOGTE KOSHUIS**    Straat: **MERRIMANLAAN**  
 Dorp: **STELLENBOSCH**    Tel: **(021)8082441**

Verwerk deur: **FBS6**    Op:    Om:  
 Rekenmeester Goedkeuring:    Op:

Boodskap - Intern:   
 Bestel:

Naspoorverwysing:  (net van toepassing op E&EING)  
 Opsom: **N** (J/N)    Bereken BTW : **N** (J/N)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help    Menu Nvrg Vrslg    Begr Links Regs Aftkn

**Geen items is gespesifiseer nie (PF11).**





Should a second line be completed use the PF8 key to page down. In total 56 lines are available.

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EAS100P AANKOPESTELSEL US-T FBS6  
 < 1 Meer Onderhoud - Aankoop rekvisisie 12:59:37

ITEM : 2  
 Hoev. : 1.00 Eenheid :  
 Kode :  
 Beskrywing : ARTWORK SCREEN AND SETUP

Eenh-prys : 285.00 Handelskorting : % BTW ingesl.: 285.00  
 HEFFINGS GEHEF - Heffingstotaal:  
 - Kostepunt OE Krediteur OE-Krediteur  
 Begrotingsnr.: Item Totaal : 285.00  
 Onderhoud - Batenommer : Uit diens : (J/N)

KWOTEERDER 1. 2. 3. Aanvaar kwot-nr. \_  
 Nr / Datum: / / / / /  
 Maatskappy:  
 Persoon :  
 Telefoon :  
 Kwotasiëprys 1: 2: 3:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Terug Menu Nvrg Vrslg Bl - Bl + Begr Links Regs Aftkn

When the requisition is completed -> Enter

SU: Admin Information Systems - sun022.sun.ac.za VT

EAS100P AANKOPESTELSEL US-T FBS6  
 < 1 Meer Krediteurinligting :00:28

ITEM : 2  
 Hoev. : 1  
 Kode :  
 Beskrywing : 02150148 TCP:00001:Host not found

Eenh-prys  
 HEFFINGS GEHEF - Kostepunt  
 Begrotingsnr Telnr : 021 593-6465 Faksnr : 021 593-6427  
 Onderhoud - EPos : CARLA@LULLGLASS.CO.ZA  
 Bestelskakepersoon:

KWOTEERDER  
 Nr / Datum:  
 Maatskappy: Rekw-totaal Afwyking Krediteur heffing Verpligting  
 Persoon :  
 Telefoon : 4932.70 4932.70

Kwotasiëprys  
 Teen KP. : HK826 TOETSKOSHUIS HUISKAS  
 Rek.: 2392 ONTHAAL: HUISDANSE  
 Gebruik PF2 of ENTER om terug te gaan

Enter-PF1-- F12---  
 Help Menu Nvrg Vrslg Bl - Bl + Begr Links Regs Aftkn

The creditor detail as well as the calculated price will be displayed. Verify that this information is correct



Enter

Confirm with F6

Requisition has now been created on a status 1 and the system has generated the requisition number.  
WRITE THIS NUMBER DOWN!!

```

SU: Admin Information Systems - sun022.sun.ac.za VT
File Edit Setup Control Window Help
EAS100P                                AANKOPESTELSEL                                US-T FBS6
20120912                                Onderhoud - Aankoop rekwisisie                                1 Meer >

Aksie: D (A,C,D,M,N)   Rekwisisienommer: 2037264   Status: 5   Bestelling ge

Gerig aan   : _5905 AANKOPE EN VOOR Kampus: 1_ STELL   Magtig : _____
Ontvang van : _6910 HELSHOOGTE   Kampus: 1_ STELL   Verwys : _____
Krediteur   : _57615 LULLINGSTONE GLASS   K-korting: _____%
KP - Rek.   : HK040 _2392 Projek : 001_   Begr-jaar : 2012   Afwyk % : _____%
Grootboekbesk.: HUISDANS GLASSE _____
Buitelandse Rekwisisie:
  Afl-naam: JW LOUW _____   Datum: 20120613
  Dept: HELSHOOGTE _____   Lokaal: KOMBUIS _____
  Gebou: HELSHOOGTE KOSHUIS _____   Straat: MERRIMANLAAN _____
  Dorp: STELLENBOSCH _____   Tel: (021)8082441 _____
Verwerk deur: AJ STEYN _____   Op: 2012/06/13   Om: 15:13:16:4
Rekenmeester Goedkeuring: BEG5 _____   Op: 2012/06/14
Boodskap - Intern: HUISDANS 10 AUG 2012 _____
Bestel: _____
Naspoorverwysing: _____ (net van toepassing op E&EING)
Opsom: N (J/N) _____   Bereken BTW : N (J/N) _____   N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Terug Menu Nvrg Vrslg _____   Begr Links Regs Aftkn
Bestelnummer: 203726463
  
```

## REQUISITION MUST NOW BE AUTHORISED (STATUS 2)

Remember to e-mail the requisition number to your faculty accountant/Resident Head to be authorised.

Once Purchases has approved the requisition (status 5) the official order number will be issued and you will receive it via e-mail..


With the order number you can now go and collect your goods from the supplier. This is confirmation that the US will cover the cost of the goods delivered or services supplied.

Die Rekwisisie sal ook twee ekstra nommers bykry.

Req number: 2037264 (7 digits)

Order number: 203726463 (9 digits)

## Example of an order form

 <b>UNIVERSITEIT • STELLENBOSCH • UNIVERSITY</b> jou kennisvennoot • your knowledge partner		<b>ORDER</b> * <b>BESTELLING</b>		Datum Date	Bestelnummer Order number
				13/06/2012	<b>203726463</b>
				Bladsy Page	1 van / of 1
<b>AAN: TO:</b>  <b>LULLINGSTONE GLASS</b> <b>PO BOX 78</b> <b>02150148 TCP:00001:Host not found</b>  Krediteurskode : 57615		<b>STUUR FAKTURE EN STATE AAN:</b> <b>FORWARD INVOICES AND STATEMENTS TO:</b>  Uitvoerende Direkteur: Bedryf & Finansies    Executive Director: Operations & Finance Universiteit van Stellenbosch                   Stellenbosch University Privaatsak X1     Private Bag X1 MATIELAND 7602                                        MATIELAND 7602  <small>Geen betaling sal geskied tensy bestelnummer op fakture aangedui word nie.          No payment will be made unless order number is quoted on invoices.</small>  KONTRAK / CONTRACT: KWOTASIE / QUOTATION: DATUM / DATE: GEKWOTEER DEUR: QUOTED BY :		<b>ADRESSEER / LEWER GOEDERE AAN:</b> <b>ADDRESS / DELIVER GOODS TO:</b>  <b>LOKAAL: KOMBUIS</b> <b>HELSHOOGTE</b> <b>HELSHOOGTE KOSHUIS</b> <b>MERRIMANLAAN</b> <b>STELLENBOSCH</b>  <b>JW LOUW</b> <b>(021)8082441</b>	
<b>Aantal</b> Quantity	<b>Eenhed</b> Unit	<b>Beskrywing</b> Description	<b>Itemkode</b> Item code	<b>Eenhedsprys</b> Unit Price	<b>Bedrag</b> Amount
330.00 1.00		HUISDANS GLASSE ARTWORK SCREEN AND SETUP		14.19 285.00	4682.70 285.00
<b>TOTAAL (BTW Ingesl.):</b> <b>TOTAL (VAT Incl.):</b>					<b>R4967.70</b>

US060






# Invoice Example

Once the goods has been delivered the Financial Manager must now complete the GOODS RECEIPT

Example of a TAX INVOICE



**BRILLIANT GLASS** c.c.  
T/A LULLINGSTONE  
PROMOTIONAL GLASS SPECIALISTS

**TAX INVOICE / DELIVERY NO**  
**BELASTING FAKTUUR / AFLEWERINGS NO**

30 THIRD STREET, MAITLAND, 7405  
PO BOX 78, MAITLAND, 7404

TEL: 021 593 6465  
FAX: 021 593 6427  
E-mail: sales@lullglass.co.za  
www.lullglass.co.za

BANKING DETAILS  
NED BANK CORPORATE  
BRANCH CODE: 140  
ACCOUNT NO: 147 300 1

Reg No. CK 1989/01504  
Vat No. 4730111

UNIVERSITY OF STELLENBOSCH  
PRIVATE BAG X1  
MATIELAND  
7802

Tel: 021 606 4479  
Fax: 021 606 4701  
Cell:  
email: [bpfets@sun.ac.za](mailto:bpfets@sun.ac.za)  
Delivery Address:  
PRIVATE BAG X1  
MATIELAND  
7802

GOUTIER

VAT REG. NO. / BTW REG. N  
4920110259

ACCOUNT NO. REKENING NR.	DATE DATUM	ORDER NO. BESTELLING NR.	DELIVERY AFLEWERING	REP. CODE VERT. KODE	OUR REF. ONS VERW.	
LN1001	10/07/2012	203726463	JC3286	21	INV66070	
REFERENCE VERWYSING	DESCRIPTION / BESKRYWING			UNITS EENHEDE	PRICE PRYS	AMOUNT BEDRAG
ATTENTION:	H. NIEUWOUDT			0	0.00	
0	CELL: 073 256 1742			0	0.00	
0	EMAIL: 15893071@sun.ac.za			0	0.00	
REFER:	HELSHOOGTE			0	0.00	
MD15	56X8 MARTINA WINE 45CL			330	12.45	4,108.50
1	WITH ETCHED LOGO 1 SIDE			0	0.00	
0	FOR HELSHOOGTE HUIDDANS 2012			0	0.00	
0	(ROOSTER LOGO)			0	0.00	
2	ARTWORK, SCREEN & SETUP			1	250.00	250.00
RECEIVED BY: <u>Hook Nieuwoudt</u> (Print name)				DATE: <u>2/08/12</u>		4,368.50
ONTVANG DEUR:				DATUM:		VAT/BTW 610.19
I/WE ACKNOWLEDGE RECEIPT OF GOODS AS DETAILED. ONS / EK ERKEN ONTVANGS VAN GOEDERE SOOS GESPEESIFISEER				<u>H. Nieuwoudt</u> (Sign)		<b>TOTAL/TOTAAL → 4,968.69</b>



# GOODS RECEIPT

EAS900P



## Policy: Goods Receipt

With the completion of the goods receipt on the system the US's creditors department now has authorisation to settle the invoice according to the order number (for the goods ordered) and against the cost centre – account combination as per the order

Next step?

A comparison between the quantities ordered and the quantities received from the supplier should be done

Remember

- Goods receipt can not be captured on the same day as when the requisition was created
- No amendments can be made to the goods receipt record
- Please write the goods receipt number on the invoice and the invoice must be send to Financial Services for payment. **Goods receipt is not yet the actual payment of the invoice, just the systematic approval for the payment.**
- The goods receipt amount is always the invoice amount.
- Goods receipt must always be linked to an order number, if not the commitment will still show on the cost centre.

Possible error messages

- **Order not approved yet:** Goods receipt can not be captured on the same day as when the requisition was created.
- **Cost centre/account has not been approved yet:** the faculty accountant does the final approval of the orders.



## System: Goods Receipt

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.

- 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.



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EAS900P AANKOPESTELSEL US-T FBS6  
 20120912 Onderhoud - Goedereontvangs (Aankoopbestellings) 1 Meer >

Aksie (A,C,D,M,N,P) A Goedere Ontvangsnr: \_\_\_\_\_ Datum: 20120912

Bestel-nummer : 203726463\_ Kostepunt: Rekening :  
 Krediteur :  
 Fakt of Afl No: 066070 Bestel-status : 0 O - Hou bestelling oop  
 Dokumenttipe : F N - Aflewernota S - Sluit bestelling  
 F - Faktuur L - Gekanselleer sonder aflewering

Lyn	Item	Bestel- hoev.	Aflew- hoev.	Ontvang- hoev.	Ontvang- prys
-----	-----	-----	-----	-----	-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Terug Menu Vrslg B1 - B1 + Versm Links Regs Aftkn  
 Vul inligting in en gebruik ENTER

**Document number:** Add the invoice number. Use the last six numbers if the invoice number is too long.

**Document type:** F for invoice or N for delivery note (usually it will be an invoice)

**Status:** Type O = Open (system will close the order automatically when completed)

**IF ALL OF THE ABOVE FIELDS HAS BEEN COMPLETED -> ENTER**

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EAS900P AANKOPESTELSEL US-T FBS6  
 20120912 Onderhoud - Goedereontvangs (Aankoopbestellings) 1 Meer >

Aksie (A,C,D,M,N,P) A Goedere Ontvangsnr: \_\_\_\_\_ Datum: 20120912

Bestel-nummer : 203726463\_ Kostepunt: HK040 Rekening : 2392  
 Krediteur : 57615 LULLINGSTONE GLASS  
 Fakt of Afl No: 066070 Bestel-status : 0 O - Hou bestelling oop  
 Dokumenttipe : F N - Aflewernota S - Sluit bestelling  
 F - Faktuur L - Gekanselleer sonder aflewering

Lyn	Item	Bestel- hoev.	Aflew- hoev.	Ontvang- hoev.	Ontvang- prys
-----	-----	-----	-----	-----	-----
1	HUISDANS GLASSE	330.00		330	14.19
2	ARTWORK SCREEN AND SET	1.00		1	285.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Terug Menu Vrslg B1 - B1 + Versm Links Regs Aftkn  
 Vul aflew-antal in en gebruik ENTER



**Quantity received:** Complete the quantity that was actually received

**ENTER & F6 (confirm)** Invoice detail screen – screen displays with the amount to be paid

EAS900P AANKOPESTELSEL US-T FBS6  
20120912 Onderhoud - Goedereontvangs (Aankoopbestellings) 1 Meer >

Aksie (A,C,D,M,N,P) A Goedere Ontvangsnr: \_\_\_\_\_ Datum: 20120912

Bestel-nummer : 203726463\_ Kostepunt: HK040 Rekening : 2392  
Krediteur : 57615 LULLINGSTONE GLASS  
Fakt of Afl No: 066070 Bestel-status : 0 0 - Hou bestelling oop  
Dokumenttipe :

Lyn Item		Bedrag van Bestelling :	4967.70	Ontvang- prys
1	HUI	Bedrag van faktuur :		14.19
2	ART	Fakturenommer :	066070	285.00

Enter----PF2-----PF6-----  
Terug Bvstg  
Vul bedrag van faktuur in

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Help Terug Menu Vrslg Bvstg Bl - Bl + Versm Links Regs Aftkn  
Bevestig met PF6

**Invoice amount:** Enter the invoice amount. This is authorisation that this invoice amount can be settled by the Creditors Dept.

EAS900P AANKOPESTELSEL US-T FBS6  
20120912 Onderhoud - Goedereontvangs (Aankoopbestellings) 1 Meer >

Aksie (A,C,D,M,N,P) A Goedere Ontvangsnr: \_\_\_\_\_ Datum: 20120912

Bestel-nummer : 203726463\_ Kostepunt: HK040 Rekening : 2392  
Krediteur : 57615 LULLINGSTONE GLASS  
Fakt of Afl No: 066070 Bestel-status : 0 0 - Hou bestelling oop  
Dokumenttipe :

Lyn Item		Bedrag van Bestelling :	4967.70	Ontvang- prys
1	HUI	Bedrag van faktuur :	4968.69	14.19
2	ART	Fakturenommer :	066070	285.00

Enter----PF2-----PF6-----  
Terug Bvstg  
Vul bedrag van faktuur in

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Help Terug Menu Vrslg Bvstg Bl - Bl + Versm Links Regs Aftkn  
Bevestig met PF6

**ENTER & F6 (confirm):** Smaller screen – ENTER to proceed



```

EAS900P                AANKOPESTELSEL                US-T FBS6
20120912            Onderhoud - Goedereontvangs (Aankoopbestellings)            1 Meer >

Aksie (A,C,D,M,N,P) A   Goedere Ontvangsnr: _____            Datum: 20120912

Bestel-nummer : 203726463_            Kostepunt: HK040 Rekening : 2392
Krediteur : 57615 LULLINGSTONE GLASS
Fakt of Afl No: 066070            Bestel-status : 0 0 - Hou bestelling oop
Dokumenttipe : _____

Lyn Item
-----
1      HUI
2      ART

Faktuurbesonderhede geskep

ENTER om voort te gaan

Bevestig met PF6

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Terug Menu            Vrslg Bvstg B1 - B1 + Versm Links Regs Aftkn
Bevestig met PF6
  
```

Goods receipt number displays at the GOODS RECEIPT number field and also at the bottom of the screen

```

EAS900P                AANKOPESTELSEL                US-T FBS6
20120912            Onderhoud - Goedereontvangs (Aankoopbestellings)            1 Meer >

Aksie (A,C,D,M,N,P) _   Goedere Ontvangsnr: _1291035            Datum: 20120912

Bestel-nummer : _____            Kostepunt:            Rekening :
Krediteur :
Fakt of Afl No: _____            Bestel-status : 0 0 - Hou bestelling oop
Dokumenttipe : _ N - Aflewernota            S - Sluit bestelling
                F - Faktuur                L - Gekanselleer sonder aflewering

Lyn Item                Bestel-   Aflewer-   Ontvang-   Ontvang-
-----                hoev.    hoev.     hoev.     prys
                _____
                _____
                _____
                _____
                _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Terug Menu            Vrslg B1 - B1 + Versm Links Regs Aftkn
Ontvangsrekord suksesvol GESKEP : 1291035
  
```

Write this number on the invoice with your signature and date and send the invoice to the Creditors Dept for payment

PLEASE NOTE : VAT can only be claimed on original invoices





## RELEVANT EXAMPLES

### Clothing Purchase

#### *Voorbeeld 1 (Klerasie aankope)*

Klerasie vir die eerstejaars moet aangekoop word. 150 baadjies word bestel. Sodra die HK besluit het op 'n ontwerp, moet die tesourier ten minste drie kwotasies inwin.

VERSKAFFER X 150 baadjies @ R200 elk ( BTW ingesluit)	VERSKAFFER Y 150 baadjies @ R 250 elk ( BTW ingesluit)
VERSKAFFER Z 150 baadjies @ R190 elk ( BTW uitgesluit)	

*Die koshuis besluit op Verskaffer X, aangesien sy pryse en kwaliteit die beste is.*

Verskaffer X sal dus 150 baadjies voorsien teen R 200 elk (BTW ingesluit). Dit sal die totale bedrag van die faktuur na R 30 000 bring. Die tesourier moet nou kyk in watter gleuf die R 30 000 val:



## Policy

### **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

According to the above two quotations are needed

### **REQUIREMENTS FOR A VALID TAX INVOICE**

- It must be clearly indicated on the document that it is an invoice
- The invoice must have a date
- The invoice must have a number
- Name and address of the person / institution that is invoicing the US
- Invoice must be address to the University of Stellenbosch plus the Department as well as the full US address (See below)
- Description and Amount
- Should the recipient be an individual, he / she must sign the invoice
- If the invoice is a TAX invoice both the US and the person / institution's VAT number must be shown on the invoice
- The full bank detail of the supplier needs to be included on the invoice



Supplier X is a US creditor therefore a purchase req will be completed

- As soon as the req has been captured on the system the Financial Manager will e-mail the number to the faculty accountant, Ilse Wilters ([wilters@sun.ac.za](mailto:wilters@sun.ac.za)) and request the req be made a status 2
- An official order number will then be issued. The order number will then be sent to the supplier. At receipt of the goods the supplier will issue the residence / society with a tax invoice
- It is the Financial Managers responsibility to make sure that the invoice is a valid tax invoice

**DO NOT FORGET TO DO THE GOODS RECEIPT**

# INTERDEPT REQUISITIONS



## General Information

Interdept req is used to pay a department/division WITHIN the university, example African Sun Media, SRc, *Die Matie*, MFM 92.6, etc



## Process: Interdept

1. Obtain the quotation or the amount that is payable to the department as well as the OU code of the department receiving the funds.
2. Capture the interdept req and forward the req number to the faculty accountant for status 2 approval
3. At the completion of the interdept req funds are made available to the department delivering the goods or rendering the service.



## Policy: Interdept

The interdept req program (EAS505P) has been set up in such a way that only OU codes that are identified as service departments may be selected when using this programme example *Die Matie*, MFM92.6, etc



*Voorbeeld 1:*

Minerva moet hul jaarlikse inskrywing vir Molassesêr aan die Studenteraad betaal. Aangesien die Studenteraad 'n omgewing binne die US is, kan hierdie betaling deur middel van 'n interdepartementele rekwisisie geskied.



### Inskrywingsvorm: Molassesêr 2012

Naam van koshuis / PSO: .....

Datum: .....

HK-lid: (Naam en Van) .....

Handtekening: .....

Rekwisisie nummer: .....

#### Reëls en Bepalings:

- 1) Die sluitingsdatum vir inskrywings is **10 Februarie 2012, 17:00**.
- 2) Die inskrywingsfooie is **R180** per koshuis/PSO.
- 3) Die minimum aantal deelnemers per koshuis/PSO is 40 en die maksimum 'n 100.
- 4) Die plek waar die beoordeling gaan plaasvind sal nog bevestig word.
- 5) Daar moet ten minste 4 reëls van die voorgeskrewe lied (Coldplay se "Viva La Vida") geïnkorporeer word in die vertoning.
- 6) Optredes moet 'n minimum van 10 minute wees en mag nie meer as 15 minute duur nie.
- 7) Inskrywingsfooie moet met 'n interne rekwisisie betaal word en die rekwisisie nummer moet op die vorm ingevul word.  
 Kostepunt nommer: 9890  
 Verwysing: Molassesêr inskrywing  
**LET OP: GEEN KONTANT WORD AANVAAR NIE**
- 8) Datums:
  - a. Dames optrede: Maandag 20 Februarie
  - b. Mans optrede: Dinsdag 21 Februarie
  - c. Finale vir Mans en Dames: Vrydag 24 Februarie

#### Vir verdere reëls en bepalings kontak:

# Naomi Bruwer at 072 341 9258 / [naomib@sun.ac.za](mailto:naomib@sun.ac.za)  
 # Cornél Steyn at 071 360 3711 / [16127005@sun.ac.za](mailto:16127005@sun.ac.za)



## System: Interdept

For interdept req we use 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.



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EAS105P AANKOPESTELSEL US-T FBS6  
 20120912 Onderhoud - Interdepartementele rekwisities 1 Meer >

Aksie : A (A,C,D,M,N) Rekwisitiesnommer : [ ] Verwys : [ ]  
 Status : 1 Rekw. geskep  
 Ontvang van: 5919 HELSHOOGTE Finale goedk.: [ ]  
 Kampus: 1 STELLENBOSCH Goedkeur bedr.: [ ]  
 Vir aandag : 9890 Pers. afwyk: [ ]  
 Kampus : 1 STELLENBOSCH Totaal  
 KP Rekening: HK826 2063 Projek : 007 Begr-jaar : 2012 Gevra :  
 Kt. KP REK : [ ] Projek : [ ] Ontvang:  
 Grootboekbeskr.: TOETSKOSHUIS - MOLASSASERINSKRYWING 2012

----HOEV---- Eenh-  
 Kode Gevra Gelewer prys Begr-nr. Taak

Kode	Gevra	Gelewer	Eenh- prys	Begr-nr.	Taak
1	[ ]	[ ]	180	[ ]	[ ]
Beskr:	TOETSKOSHUIS - MOLASSASERINSKRYWING 2012				
2	[ ]	[ ]	[ ]	[ ]	[ ]
Beskr:	[ ]				
3	[ ]	[ ]	[ ]	[ ]	[ ]
Beskr:	[ ]				
4	[ ]	[ ]	[ ]	[ ]	[ ]
Beskr:	[ ]				

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Menu Vrslg Bl - Bl + Begr Links Regs Aftkn  
 Vul inligting in en gebruik ENTER

<F11> PAGE TO THE RIGHT

*Delivery Information:* Own delivery address (can change by typing over the current information)

*Message internal:* Message to department (optional)

*Item description:* Complete description

*Asset number:* Not applicable

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EAS105P AANKOPESTELSEL US-T FBS6  
 < 1 Meer Onderhoud - Interdepartementele rekwisities 15:21:59

AFLEWERINGSINLIGTING Rekwisitiesnommer :  
 Naam : LA CUFF Datum : 20120912  
 Dept.: HELSHOOGTE Lokaal: KOMBUIS  
 Gebou: HELSHOOGTE KOSHUIS Straat: MERRIMANLAAN  
 Dorp : STELLENBOSCH Tel. : (021)8082441

Boodskap: [ ]

Kode	Beskrywing (Vervolg)	Batenr	uit	diens	Stoor	Verkoop bate
1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
3	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
4	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Verwerk deur : [ ] Op : [ ] Om : [ ]

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Menu Vrslg Bvstg Bl - Bl + Begr Links Regs Aftkn  
 Bevestig met PF6



Back to page 1 with PF10

- Screen has been captured completely - ENTER
- Confirm with PF6. System will generate the req number

EAS105P AANKOPESTELSEL US-T FBS6  
20120912 Onderhoud - Interdepartementele rekwisities 1 Meer >

Aksie : D (A,C,D,M,N) Rekvisisienommer : 2050757 Vervys :   
Status : 1 Rekw. geskep

Ontvang van: 6910 HELSHOOGTE Finale goedk.:   
Kampus: 1 STELLENBOSCH Goedkeur bedr.:

Vir aandag : 9890 STUDENTERAAD Pers. afwyk:   
Kampus : 1 STELLENBOSCH

KP Rekening: HK826 2063 Projek : 007 Begr-jaar : 2012 Totaal Gevra : 180.00  
Kt. KP REK :  Projek :  Ontvang:

Grootboekbeskr.: TOETSKOSHUIS - MOLASSASERINSKRYWING 2012

Kode	Gevra	Gelewer	Eenh-prys	Begr-nr.	Taak
1	1.00		180.00		
Beskr:	TOETSKOSHUIS - MOLASSASERINSKRYWING 2012				
2					
Beskr:					
3					
Beskr:					
4					
Beskr:					

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Help Menu Vrslg Bl - Bl + Begr Links Regs Aftkn  
Rekord word vertoon

- For authorisation the status needs to be changed from 1 to 2
- Send e-mail to Ilse requesting status change of the req
- For cancellations the status needs to be 9

# Deposit (income)



## Policy: Deposits

1. The Financial Manager is responsible for the handling of all cash. The cash as well as the receipt book must be kept in a locked safe. The key to the safe will be kept by the Prim and/or Financial Manager.
2. A receipt **MUST** be issued for all monies received by the House Committee/House or its representative. This includes fees paid for membership fees, dances, functions, clothing etc. You will be issued with an official receipt book. **A handwritten receipt must be issued for all transactions.**



## Proses: Deposits

The procedure for the receipt of cash is as follows:

*I have received LESS than R1000.00 during this week*

2.1.1. All cash and or cheques must be taken to the cashiers at Admin A for deposit.

2.1.2. The cashier will require:

2.1.2.1. The cost centre number (e.g. HK789) and the

2.1.2.2. Account number (e.g. 5597).

Remember the account nr tells us what TYPE of income this was for.

2.1.3. If you are depositing different types of income, do so in separate transactions; e.g. R400 for Donations (Acc Nr 5373) & R600 for Dance Tickets sold (Acc Nr 5597).

2.1.4. An official receipt will be printed by the cashier, this should be stapled to the page of the receipt book.

*I have received MORE than R1000.00 during this week*

1.1.1. If the amount exceeds R1000.00 it should be deposited at Standard Bank.

1.1.2. The deposit Slip must be stapled to the receipt book. Take a copy of the receipt to the Accountant: Student Finances for transfer of the money.

1.1.3. Bank Details

Acc Nr: 073 006 955

Branch Code: 050610

Standard Bank



1.1.4. The REFERENCE on the deposit slip must be in the format: *cost centre/project – description*.

Example:

HK826/A600 (Meaning deposit into HK826 project A600)

3. Cash should never be kept in a drawer.
4. NO PAYMENTS CAN AND WILL BE MADE DIRECTLY FROM CASH RECEIVED. ALL RECEIPTS FOR DANCES, FINES ETC WILL BE CHECKED AGAINST THE RECEIPT BOOK FOR UNUSUAL ACTIVITY.
5. Failure to adhere to the Financial Policy will result in disciplinary action of University level and not at Residence/PSO/Society level (Central Disciplinary Committee).



## LIQUOR PURCHASES

All the of the residences have a liquor license cost centre. The following should be kept in mind.



### Policy

#### *PURCHASES*

- It is the Financial Manager's responsibility to capture purchase req.
- All purchases must be done with a cheque req. Under no circumstances can cash be used for any purchases
- **The purchase req must be authorised by your resident head. Financial Services does not have the authority to authorise liquor purchases.**

#### *SALES*

- All cash must be kept in a cash box which is to be locked away in a safe.
- An advance of R250.00 may be kept in the cash box, but this advance is only to be used for the purpose of providing change and may not amount to less than the initial advance.
- Only the person responsible in charge of the club may keep the key to the cash box. A duplicate key shall be kept in a sealed envelope by the Funds and Assets Control Division.
- No personal advances may be allocated from the cash box.
- The person responsible may not supplement the cash advance in the cash box from his/her own pocket.
- The cash and receipt book shall be locked in the safe and the key should be carried by the residence Financial Manager on his/her person.
- The Financial Manager and person responsible shall count the money, after which the Financial Manager will issue an official receipt for the cash receipts of the day to the person responsible, always in numerical sequence. This money must immediately be deposited by the Financial Manager at the cost point of the residence and the SU receipt obtained from the cashier must also be handed to the person responsible for safekeeping.
- Receipt books are available from the Financial Services Division. A separate official SU receipt book must be kept for liquor sales.
- All cash must be deposited each day with the cashiers, accompanied by a completed deposit slip (available from the cashiers). An official University receipt will then be issued. It must be clearly indicated on the receipt that the receipt of cash involved liquor sales. No cash may be allowed to lie around, since the University is not insured against money that is lost.



- All deposits must be made against account number 5597, sundry income taxable. The sale of liquor is subject to the payment of 14% VAT. When determining the selling price of the liquor, 14% VAT should be taken into account.
- If a receipt needs to be cancelled, "Cancelled" should be written across the original receipt, which, as in the case of all copies, must be kept in the receipt book.
- Full receipt books must be taken to the Financial Services Division.
- No duplicates of safe keys may be made.

### STOCK CONTROL

Each residence must keep an up-to-date sales control form for each event. As soon as all sales for an event have been completed, the sales control form must be reconciled with the cash receipts for the event. This reconciliation should be carried out by the Financial Manager and the person responsible. Any surpluses or deficits must be declared on the sales control form.

- Example of a sales control form:

<i>Item</i>	<i>Quantity purchased</i>	<i>Purchase price</i>	<i>Selling price</i>	<i>Total Selling price</i>
Beer	10	R5.00	R8.00	R80.00
Cooldrinks	20	R3.00	R5.00	R100.00

In the event of sponsors or promotions where liquor is involved you should first contact your faculty accountant at Financial Services before any transactions are being made.

Financial Services may at any time do a stock take of the residence's liquor stock.

With the changes to the new liquor law it is required of residences to apply for a temporary liquor license if the function/event is not taking place in the club/bar.

This is a very time consuming process and residences are advised to apply for this liquor license at least two months in advance.

Process: All residences/societies must approach Centre for Student Communities who assist the residence/society with the application.

**Responsible Person:**      **Mr Pieter Kloppers**  
**Centre for Student Communities**  
**Admin A, room 2015**  
**e-mail: [pwk@sun.ac.za](mailto:pwk@sun.ac.za)**



# DONATIONS



## Definition: Donation vs Sponsorship

A donation is defined as receiving money, goods or services and the supplier does not expect anything in return. In order to qualify for the donations exemption certificate the donation must comply with the aforementioned definition as determined by the provisions of section 18A of the Income Tax Act.

A sponsorship on the other hand is defined as receiving money, goods or services and the supplier does expect something in return and usually in the form of advertising. A sponsorship is usually in the form of a contract. A sponsorship therefore does not qualify as a donation and any money received in the form a sponsor should be paid in at the cashier or at Standard Bank.



## Policy: Donations

All donations are to go via Stellenbosch Foundation (Stellenbosch Stigting) and the following information needs to be supplied:

- The donation's cheque or cash
- Copies of the correspondence with the donor
- The cost centre, project number as well as the account number (5373) where the money should be allocated to
- The contact name of the person at res/society, the name of the res/society, telephone number and address
- A thank you letter to accompany the donations exemption certificate. Where not specified a thank you letter and the donations exemption certificate will be sent by the Dept: Corporate Affairs

**For queries contact:**

**Mrs Lorenza George**  
**Development and Alumni Relations**  
**Tel: 021 808 3090**  
**Email: [lcg29@sun.ac.za](mailto:lcg29@sun.ac.za)**





## Process: Donations

1. As soon as person/company contacts the residence/society in order to make a donation it is important to first verify if it is indeed a donation. Ensure that nothing in returned is required from the person/company.
2. The information as per the above should then be sent to Stellenbosch Foundation to:

**Mrs Lorenza George**  
**Development and Alumni Relations**  
**Tel: 021 808 3090**  
**Email: [lcg29@sun.ac.za](mailto:lcg29@sun.ac.za)**

3. Bank detail below is for a direct deposit should the donor prefer to transfer the funds electronically

**Standard Bank**  
**Stellenbosch University**  
**Stellenbosch Branch**  
**Tal kode: 050610**  
**Rekeningnommer: 073 006 955**  
**"Swift" kode: SBZAJJ**  
**Adres: Birdstraat 20.**

**Reference: Cost centre / project number /account**  
*Example: HK210/A600/5373 (donation)*

4. Me. Joan Weyers will then inform you that the funds has been transferred to your cost centre.



## Process: Sponsorships

1. In the event that a person/company contacts the residence for a possible sponsor it is the responsibility of the residence/society to make sure that it is not a donation and also what the person/company wants in return
2. A sponsorship agreement is available at Financial Services to be signed by the person/company and Stellenbosch University.
3. The signed contract will then be taken to Dept Legal Services.
4. At the receipt of the signed contract from Dept Legal Services a tax invoice will be generated on the system by the faculty accountant.
5. Once the company/person has the tax invoice in their possession payment can be made.

**No invoice may be created on Stellenbosch University letterheads or generated by computer programs. The debtor's system should always be used to create invoices.**



# TRAVELLING COSTS

## US-Vehicle Fleet

US Vehicle Fleet is located in Banhoek Avenue



## Policy: Own vehicle vs Pool Vehicle

Before a student uses his/her own car they must make sure that vehicle fleet does not have any vehicles available.

A vehicle fleet requisition (EVB100P) must be created and the booking form must be completed.

The keys should be collected from vehicle fleet during office hours, 08:00 – 12:45 and 13:45 – 16:00

The driver must take his/her valid driver's license with collection of the keys. **Please note that the driver's license of the driver should be at least 6 months old before a student will be allowed to drive a university vehicle.**

Fines are payable should there not be a adhered to to the rules and regulations of vehicle fleet



## Process: Vehicle Pool

### *Student Societies*

Vehicles will only be made available to student societies / residences for official purposes. The booking form should be signed by the chair/prim and the Admin Head at the SRc offices.

- Vehicle Fleet – booking form is available at Marieta van Wyk 021 808 4611 [mvw@sun.ac.za](mailto:mvw@sun.ac.za) or at Financial Services
- SRC office – create booking on the system either at the SRc offices or at Financial Services
- Studente Affairs – authorisation of the booking.
- Vehicle Fleet – submit completed booking form and obtain keys

### *Residences*

Vehicles will only be made available to student societies / residences for official purposes.

- Vehicle Fleet – booking form is available at Marieta van Wyk 021 808 4611 [mvw@sun.ac.za](mailto:mvw@sun.ac.za) or at Financial Services
- Financial Manager – create booking on the system
- Vehicle Fleet – submit completed booking form and obtain keys

Vehicles that are booked over weekends (Saturdays and Sunday), these keys must be collected by 15:00 on the preceding Friday afternoon. Vehicle Fleet is closed over weekends.

### *Private vehicles*

- In the event that a vehicle from vehicle fleet is not available a student may use his/her own vehicle for official activities of the res/society
- A completed travel claim together with a cheque requisition should be handed in at Dept: Financial Services for processing

### *Car Rental Companies (Budget)*

- Cars maybe hired only for official business of the res or society. The university is bound by contract to use either Budget Rent a Car or Imperial Car Rental.
- Tariffs for the use of these vehicles can be obtained from the Dept: Purchases.
- No booking for a vehicle will be accepted without a valid US order number. The purpose for hiring the car, names of the drivers as well as their contact numbers should always be provided.
- Renting of cars within the borders of South Africa is covered under the comprehensive insurance of the US. That means no additional insurance needs to be taken out.
- Should the rental vehicle be taken outside the borders of South Africa the res/society must also take out the additional insurance as provided by the rental company.
- The driver of the rental car must personally collect the keys and car from the rental company. They must also have their valid driver's license. Any other persons that may also drive the vehicle are subjected to the same rules and regulations.
- Cancellation policy requires that the cancellation request be submitted within 24 hours of the date for which the vehicle was book. Should the res/society fail to cancel the vehicle within the specified time frame a fine of one day's rental is payable.



## System: Vehicle Pool

Voorbeeld 1:

Die HK-lid van Huisdans, wil 'n Bakkie bespreek vir die Huisdans Reëlings.

Besonderhede Benodig:

Datum: 18 November 2012

Tyd: 09:30-16:45

HK-lid US Nr: 15109240

HK-lid Sel Nr: 083 808 4540

**Dit is dus 'n amptelike reis.**

USE EVP219P TO CONFIRM AVAILABILITY OF VEHICLES

```

SU: Admin Information Systems - sun022.sun.ac.za VT
File Edit Setup Control Window Help
EVP217P VOERTUIGPOELSTELSEL US EVP217M9
20120912 Navraag - Besikbaarheid van voertuig tipes 16:32:27

Datum van : 20121118 Tyd van : 09:30
Datum tot : 20121118 Tyd tot : 16:45 Aantal gesoek: _1

Aksie Tipe Beskrywing c/km Dag Half J/M
-----
- 57 1.4 5dr Hyundai i 20 Lugversorger & radio 270 250 180
- 59 Bakkie 2.5D 4x4 met kappie + sleepstang 430 350 250
X 63 Bakkie 2000cc LWB met kappie en hak 330 275 200
- 67 Bakkie half-ton met kappie 240 220 150
- 65 Bussie 2000-3000 PANEELWA 480 380 250
- 51 MOTOR -S/W 1500CC TOYOTA Avanza 7 sitplek 285 265 190
- 52 Minibus Quantum 10 Sitplek met lugverkoeling 480 500 350
- 53 Minibus Quantum 10 Sitplek sonder lugverkoeling 480 450 300
- 79 Motor 1.1 - 1.2 Hyundai I10 lugversorger + R/CD 230 210 150
- 82 Motor 1.1-1.2 Hyundai i10 lugversorger+R/CD Outoma 230 210 150
- 75 Motor 1100cc Atos + lugverk. & radio 225 190 140

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hulp Menu Bl- Bl+ Aftkn
  
```

Capture the date and time

ENTER

Select your vehicle and ENTER



SU: Admin Information Systems - sun022.sun.ac.za VT

File Edit Setup Control Window Help

**VOERTUIGPOELSTELSEL** FBS6  
 20120912 Onderhoud - Voertuig bespreking 16:34:09

Besprekingnr: Registrasienr:  
 Status : 2 Rekw. goedgekeur  
 Gerig aan : 5925 VOERTUIGPOEL  
 Ontvang van: 6910 HELSHOOGTE  
 Kostepunt : HK826 Reknr: 1153 Projek: 001\_ Begrjr: 2012  
 Datum van : 20121118 Tyd van: 09:30 Bedrag: 495.00 Boete:  
 Datum tot : 20121118 Tyd tot: 16:45 Aantal pasasiers: 1  
 Voertuig tipe: 63 Bakkie 2000cc LWB met kap +/- Kilometer: 150  
 Bestuurder : 15109240 LJ VAN LAEREN Bestuurder Selfoonnr: 0836764540  
 Dept/Afdl : TOETSKOSHUIS  
 Rit doel : HUISDANS REELINGS  
 Bestemming : WORCESTER  
 Terrein : A TEERPAD  
 Boodskap :  
 Aanvraer  
 Telefoon : 808 9425 Skepdatum: 20120912  
 Naam : CUFF, LA Oudit ID : FBS6  
 Departement: HELSHOOGTE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Hulp Terug Menu Bvstg Aftkn  
 SYSTEM8096 Druk PF6 om byvoeging te bevestig

- 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.





- Verify to make sure that the information is correct. No amendments is allowed if you have already confirm with PF6
- ENTER (to close the information screen)
- CONFIRM with PF6

PLEASE NOTE: You need to take the booking form and booking number to vehicle fleet when collecting the keys. The valid driver's license of the driver must also be presented

### CANCELLATIONS AND AMENDMENTS

Ask your faculty accountant at Financial Services for assistance

# CAPITAL ITEMS (Assets)



## Policy: Asset Purchases

Capital items includes furniture, computers, equipment, etc. Before such an item can be purchased a budget number needs to be created before the purchase can be made, either via cheque requisition or purchase requisition. It is important that this be done as the asset to be purchased must form part of the asset register of the university. The budget number needs to be approved before the order can be placed and the requisition or purchase requisition be created on the system

Items with a value greater than R2,000 needs to be budgeted for. Should the value of the item be less than R2,000 the expense is made under expense account 1406.

**Herewith the limits in terms quotations according to US financial policy. Note the categories as well as how many quotations needs to be obtained for certain purchases:**

### **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 (see below for complete policy) in accordance with purchasing deadlines.

### **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 2 000 At least one verbal quotation
- R 2 001 - R 10 000 At least one written quotation
- R 10 001 - R 50 000 At least two written quotations
- R 50 001 - R150 000 At least three written quotations
- R150 001 - R500 000 At least three selective tenders/three written quotations (sealed) from the approved suppliers list.
- R 500 001 - R2 000 000 At least four selective tenders from the approved suppliers list.
- R 2 000 001 and above At least five selective tenders from the approved suppliers list.







## Process: Asset Purchases

- Obtain the necessary invoices for the purchase of the capital good as well as the quotes where applicable
- Submit the quote of the supplier you are going to use PLUS the additional quotes to the faculty accountant
- The faculty accountant will then create the budget number
- Payment is requested either via a cheque or purchase req
- For cheque req -> Purchases needs to sign off first before the req can be processed for payment
- For purchase req -> the req is automatically approved by Purchases before the order number is issued

**NB: IF THE REQUIRED AMOUNT OF QUOTES ARE NOT ATTACHED TO EITHER THE PURCHASE OR CHEQUE REQ PURCHASES MAY DENY APPROVAL OF THE REQ**



## System: Asset Purchases

The faculty accountant will create the budget number.



## TELEPHONE COST

### Telephone lines

- Requests for the installation of new or additional telephone lines or moving of existing telephone lines should be requested at least 1 month before the planned installation or moving.
- This request should include the telephone number, building, room number, res/society's name, cost centre and date of installation or moving.
- The cost incurred will be recouped from the res/society's cost centre.
- These cost are however not applicable should there be any renovations of any kind at the res and the telephone lines need to be moved or temporarily be disabled.

**For queries:**

**Mrs Shaamela Martheze  
Information Technology  
shaamela@sun.ac.za  
Tel: 021 808 4468**

### Cellphone airtime

- Where a student uses his or her cell phone (on a contract) for official business/activities of the res/society the student are entitled to claim for this expense.
- A cheque requisition should be completed together with the original tax invoice indicating the calls made on behalf of the res/society.
- The Financial Manager should also sign the invoice as proof that the calls indicated on the invoices are in fact calls made on behalf of the res/society.
- For air time purchased and used as above the original receipt will act as proof of expense when the claim is submitted for payment together with a completed cheque requisition.

# VAT Reclaim



## General Information

In order to claim back VAT levied on purchases there are three types of tax invoices that are applicable. Each type of tax invoice has its own set of requirements that must be fulfilled to reclaim VAT.



## Policy: 005A/25/03/09

Basic concepts regarding VAT, such as output tax, input tax, taxable purveyances and exempt purveyances are continuously used among University staff in their daily execution of tasks. For the sake of completeness these concepts are briefly explained.

### *Output tax*

Output tax is the tax levied when a business provides taxable purveyances (VAT on sales).

### *Input tax*

Input tax is the tax levied with regard to goods and services purchased for providing taxable purveyances (VAT on purchases).

### *Exempt deliveries*

The provision of some goods and services is exempt from VAT. Input tax with regard to such purchases is not reclaimable. Educational services and donations, for instance, are exempt from VAT.

### *Taxable purveyances at standard rate*

The provision of goods and services is taxable at the standard VAT rate and input tax can be set off against output tax. In practice, the provision of goods and services generally is taxable.

### *TERUGEIS PERSENTASIE VAN 'N KOSTEPUNT*

All cost centers have a VAT reclaim percentage that varies between 0% and 100%. This percentage is calculated as a percentage of taxable deliveries over total deliveries (taxable plus non-taxable sales). This percentage has no connection to the output VAT that has to be paid to the Receiver of Revenue. All payments to the Receiver normally comprise the full 14% VAT on a specific taxable income. The VAT reclaim percentage can be determined with programs FFB007P and FFB184P.



*Example: VAT Calculation*

Supposing cost center X annually receives taxable income of R250 and non-taxable income of R250. Cost center X consequently has an income of R500 for the year. The VAT reclaim percentage can therefore be presented as follows:

$$\frac{\text{Taxable Income}}{\text{Total Income}} \times \frac{100}{1} = \frac{250}{500} \times \frac{100}{1} = 50\%$$

Supposing cost center X incurs some expenses worth R228 during the year: This R228 therefore comprises a tariff + 14% VAT, with VAT calculated as follows:

$$\frac{14}{114} \times \frac{228}{1} = R28$$

Because the cost center has a 50% VAT reclaim percentage,

$$\frac{50}{100} \times \frac{28}{1} \quad \text{i.e. R14 of the input VAT can therefore be reclaimed.}$$

On the taxable income of R250, however,  $\frac{250}{1} \times \frac{14}{114} = R30.70$  has to be paid to the Receiver, i.e. the full VAT amount of 14%.



## Process: Reclaiming VAT

### *Invoices for amounts larger than R5 000 (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 R5 000 (inclusive of VAT)*

When the total amount of the invoice including VAT does not exceed R5 000, 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 for which it is not necessary to generate an invoice**

When the total amount inclusive of VAT does not add up to R50, 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.

