

Finance Division

Financial year end 2022 deadlines

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

Last day for		Queries	Division	Tel no
Fr 18 Nov 2022	Imports	HA Christians	Purchasing	(021) 808 4504
Fr 18 Nov 2022	Foreign payments	R Wilson	Financial Services	(021) 808 2967
Fr 25 Nov 2022	NRF: First due date for finalising NRF cost centre expenses (this includes all payment types) and the finalisation of all outstanding commitments.	N Mullajie	Financial Services	(021) 808 9433
Fr 25 Nov 2022	Trade receivables due Requests and proof for write-off as bad debt.	F Salomo	Debtors	(021) 808 4530
Fr 2 Dec 2022	Asset transfers: Last day for the correction or transfer of assets that has been bought against an incorrect cost centre.	L Engelbrecht	Funds and Asset Management	(021) 808 4609
Fr 2 Dec 2022	Sundry payments: Capturing: Last day to capture sundry payments for refunds to staff and students.	R Uys	Financial Services	(021) 808 9729
Fr 2 Dec 2022	Cancellation of commitments	ES de Beer	FSST	(021) 808 4381
Fr 2 Dec 2022	NRF: All NRF commitments must be processed, and actual expenses must be completed. This implies that: 1) Journals and diverse payments should be sent to Financial Services; 2) goods receipt on orders must be completed.	N Mullajie	Financial Services	(021) 808 9433
We 7 Dec 2022	Sundry payments: Documentation Last day for the submission of sundry payments.	R Uys	Financial Services	(021) 808 9729
We 7 Dec 2022	Advances: All outstanding advance reconciliations and supporting documentation should reach the accountants at Financial Services.	R Uys	Financial Services	(021) 808 9729
Fr 9 Dec 2022	Stock requisitions Last day to order stock at any of the stores at the Purchasing department.	L Ras	Purchasing	(021) 808 4612
Fr 9 Dec 2022	Cost centre applications Last day for new applications and submission of outstanding documentation.	M Swanepoel	FSST	(021) 808 9228
Fr 9 Dec 2022	Budget Journals/Transfers	JE Wessels I Griffiths	Remuneration Finance and AssetM	(021) 808 4439 (021) 808 4539
Fr 9 Dec 2022	Purchase orders at suppliers	WP Davidse	Purchasing	(021) 808 4503
Fr 9 Dec 2022	Debtors: New debtors codes	F Salomo	Debtors	(021) 808 4530
Fr 9 Dec 2022	Debtors: Credit notes Fully completed and approved requests to reach the Debtors Dept.	G September L Samuels F Salomo	Debtors	(021) 808 4530
Th 15 Dec 2022	Creditor: Registration of new creditors	A Sas	Creditors	(021) 808 4412
Th 15 Dec 2022	Creditor: Credit applications	A Sas	Creditors	(021) 808 4412
Th 15 Dec 2022	Creditor: Invoices Outstanding creditor's invoices must reach to the Creditors division.	A Sas	Creditors	(021) 808 4412
Th 15 Dec 2022	Interdepartmental requisitions must be finalised using EAS125P to show as an income on the receivers cost centre.	ES de Beer	FSST	(021) 808 4381

Requests received after the above dates will be processed in 2023.