

Dear SAP users

Please note that SAP will be unavailable from **12h00 Wednesday 10th January to 08h00 Monday 15th January 2018**.

YEAR END PROCESSING DEADLINES

Please note that **NO purchase orders** can be placed from **Monday, 1st January until Monday, 15th January 2018**. If appropriate, the Purchasing card can be used in this period. Refer to the note below for the emergency purchase order procedure.

NB Please ensure that all **Subsistence and Travel allowances and advances** required for travel at the **beginning of January 2018** are processed **before 8th December 2017**.

Emergency purchase orders (EPOs) may **NOT** be used for reimbursements, Subsistence and Travel allowances or cash disbursements. Therefore, these requests cannot be processed from 1st January to 14th January 2018. To ensure prompt payment, please ensure that all forms submitted timeously, and are duly authorised.

IMPORTANT DATES TO DIARISE

Foreign purchases & payments for processing in 2017	Thursday	30th November 2017
Asset purchases for payment in 2017	Thursday	30th November 2017
Purchase orders & invoices for payment in 2017	Friday	8th December 2017
Invoices for payment by Creditors in 2017	Friday	8th December 2017
Journals for processing in 2017	Friday	8th December 2017
Debtors invoice requisitions for 2017 processing	Friday	8th December 2017
Purchasing card transactions in 2017	Friday	29th December 2017
Debtors receipt requisitions for 2017 processing	Wednesday	10th January 2018

1. PURCHASE ORDERS

Closing date for processing of purchase orders for payment in 2017 is Friday, **8th December 2017**.

Period before 8th December 2017

Ensure all purchase orders are placed **AND** invoices received by the Creditors Section (Meulenhof) by Friday, 8th December, for processing in 2017.

Period from 8th December to 31st December 2017

Purchase orders may still be placed on SAP in this period for goods/services actually ordered from vendors, **but** they **will not** be processed for payment in 2017.

All goods received/services rendered in 2017 **MUST** be **goods receipted on SAP in 2017**. However, **ONLY** process a goods receipt for goods **physically received or services actually rendered before 31st December 2017**. This is important and has significant implications for year end accounting and audit purposes.

Period from 1st - 14th January 2018

If you need to place an URGENT order (genuine emergency) during this period, your departmental purchaser will need to use an Emergency Purchase Order (EPO).

http://help.uct.ac.za/sapfsg/uctze/overview_emergency_purchase_orders.html

The EPO form can be requested from fnd-purch@uct.ac.za

NOTE: EPOs can **NOT** be used for reimbursements, Subsistence and Travel (S&T) or cash disbursements

NO cheques can be printed during the period 1st to 14th January 2018.

2. CREDITORS PAYMENTS

Closing date for 2017 invoices: Friday, **8th December 2017**

Last payment run for 2017: Wednesday, 20th December 2017, for payment on Friday, 22nd December 2017

Last cheque run for 2017: Friday, 22nd December 2017

To ensure that all transactions are reflected in the 2017 financial year, all invoices must be received by the Creditors Section (Meulenhof) by Friday, 8th December 2017.

3. FOREIGN PAYMENTS

Closing date for 2017 foreign invoices for processing in 2017: Thursday, **30th November 2017**

To ensure that all foreign transactions are processed in the 2017 financial year, all invoices and related documentation must be received by the Foreign Payments Section by Thursday, 30th November 2017.

This is especially important where the funding period is ending on 31 December (e.g. NRF) and the expense must be reflected in 2017 for inclusion in the final year end report.

4. ASSET PURCHASES

Closing date for 2017 asset purchases for processing in 2017: Thursday, **30th November 2017**

To ensure that all asset transactions are processed in the 2017 financial year, all documentation is received by the Assets Section (in Bremner) by Thursday, 30th November 2017.

This is especially important where the funding period is ending on 31 December (e.g. NRF) and the expense must be reflected in 2017 for inclusion in the final year end report.

5. JOURNALS

Closing date for 2017 journals: Friday, **8th December 2017**

To ensure that all transactions are reflected in the 2017 financial year, all journal requests must be received by the General Ledger Section (Bremner) by Friday, 8th December 2017.

Please ensure that all journals are submitted to General Ledgers (Bremner) BEFORE you go on leave. Your co-operation will be greatly appreciated.

The **only** exceptions are journals for accruals or estimates, which are only known later in the month – please advise General Ledgers of these late journals, and agree a time for submission for processing in 2017.

6. UCT PURCHASING CARD

Closing date for processing 2017 transactions: Friday, **29th December 2017**

All unapproved Purchasing card transactions, especially where the funding period is ending, **MUST** be processed by card processors **before** Friday, 29th December 2017. More detailed communication to card holders and processors will follow.

7. DEBTORS

Closing date for 2017 transactions:

Invoice Requisitions: Friday, **8th December 2017**

Receipt Requisitions: Wednesday, **10th January 2018**

(Deposits received in the UCT bank account for which no invoice has been generated)

To ensure that all transactions are reflected in the 2017 financial year, all invoice and receipt requisitions **must be received by the Debtors Section** (Allan Cormack House) by the above dates.

8. HUMAN RESOURCES

HR will communicate separately re their deadlines for the processing of HR forms.

The December 2017 payday is Friday, 22nd December 2017.

Thanks for your co-operation.

Kind regards,
Finance System Support

Phone: 021 650 2111

Email: fnd-finance@uct.ac.za