

FINANCE DEADLINES

Dear SAP users

Please note that SAP will be unavailable from **12h00 Thursday 4 January to 08h00 Tuesday 9 January 2024**.

YEAR END PROCESSING DEADLINES

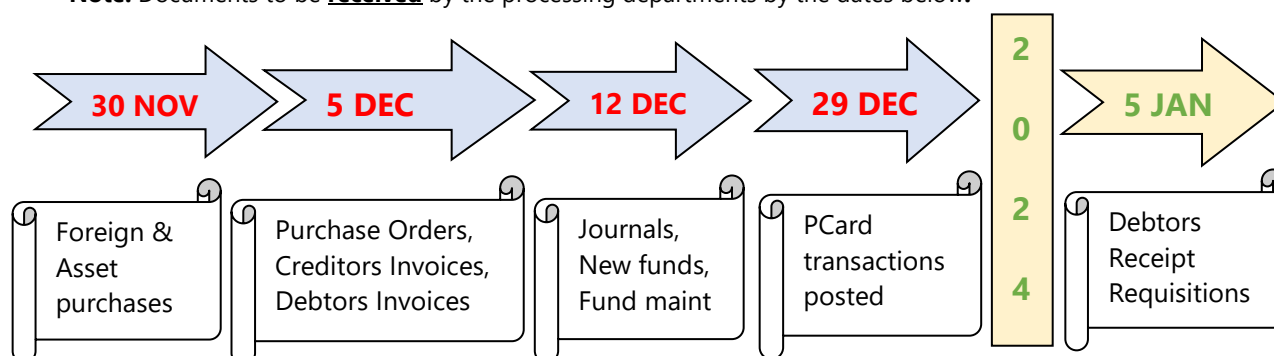
Please note that **NO purchase orders** can be placed from **Monday, 1 January until Monday, 8 January 2024**. If appropriate, the Purchasing card can be used in this period. Refer to the note below for the emergency purchase order procedure.

NB Please ensure that all **Subsistence and Travel allowances and advances** required for travel at the **beginning of January 2024** are processed **before 5 December 2023**.

Emergency purchase orders (EPOs) may **NOT** be used for reimbursements, Subsistence and Travel allowances or cash disbursements. Therefore, these requests cannot be processed from 1 January to 9 January 2024. To ensure prompt payment, please ensure that all forms are submitted timeously, and are duly authorised.

IMPORTANT DATES TO DIARISE

Note: Documents to be **received** by the processing departments by the dates below.



Foreign purchases & payments for processing in 2023	Thursday	30 November 2023
Asset purchases	Thursday	30 November 2023
Purchase orders & invoices for payment in 2023	Tuesday	5 December 2023
Invoices for payment by Creditors in 2023	Tuesday	5 December 2023
Debtors invoice requisitions for 2023 processing	Tuesday	5 December 2023
Journals for processing in 2023	Tuesday	12 December 2023
New fund/fund maintenance requests for 2023	Tuesday	12 December 2023
Purchasing card transactions in 2023	Friday	29 December 2023
Debtors receipt requisitions for 2023 processing	Friday	5 January 2024

1. PURCHASE ORDERS

Closing date for processing of purchase orders for payment in 2023 is Tuesday, **5 December 2023**.

Finance Managers to ensure that all Purchasers timeously receive a report of all open Purchase Orders (i.e. no Goods Receipt or no Invoice), to allow time for processing in terms of the deadlines below.

More detailed communication to Purchasers will follow.

Period before 5 December 2023

Ensure all purchase orders are placed **AND** invoices received by the Creditors Section (fnd-creditors@uct.ac.za) by Tuesday, 5 December, for processing in 2023.

Period from 6 to 29 December 2023

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 2023.

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All goods received/services rendered in 2023 **MUST** be **goods receipted on SAP in 2023**. However, **ONLY** process a goods receipt for goods **physically received or services actually rendered before 31 December 2023**. This is important and has significant implications for year end accounting and audit purposes.

Period from 1-9 January 2024

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

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

2. CREDITORS PAYMENTS

Closing date for 2023 invoices: Tuesday, **5 December 2023**

Last payment run for 2023: Wednesday, 13 December 2023, for payment on Friday, 15 December 2023.

To ensure that all transactions are reflected in the 2023 financial year, all invoices must be received by the Creditors Section (fnd-creditors@uct.ac.za) by Tuesday, 5 December 2023.

3. FOREIGN PAYMENTS

Closing date for 2023 foreign invoices for processing in 2023: Thursday, **30 November 2023**.

To ensure that all foreign transactions are processed in the 2023 financial year, all invoices and related documentation must be received by the Foreign Payments Section by Thursday, 30 November 2023.

This is especially important where the funding period is ending on 31 December (e.g. NRF) and the expense must be reflected in 2023 for inclusion in the final year end report.

4. ASSET PURCHASES

Closing date for 2023 asset purchases for processing in 2023: Thursday, **30 November 2023**.

To ensure that all Asset transactions are processed in the 2023 financial year, all documentation must be received by the Assets Section (fnd-assets@uct.ac.za) by Thursday, 30 November 2023.

This is especially important where the funding period is ending on 31 December (e.g. NRF) and the transaction must be reflected in 2023 for inclusion in the final year end report.

5. JOURNALS

Closing date for 2023 journals: Tuesday, **12 December 2023**.

To ensure that all transactions are reflected in the 2023 financial year, all journal requests must be received by the General Ledgers Section (fnd-ledgers@uct.ac.za) by Tuesday, 12 December 2023.

Please ensure that all journals are submitted to General Ledgers (fnd-ledgers@uct.ac.za) BEFORE going 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 Kim Boshoff (kim.boshoff@uct.ac.za) of these late journals **by 12 December 2023** and agree a time for submission for processing in 2023.

Please note that 2024 journals should only be submitted to the Ledgers Office after 10 January 2024.

6. FUNDS

Closing date for new funds in 2023: Tuesday, **12 December 2023**.

Any new funds which are required for posting in 2023, or fund maintenance requests must be received by the General Ledgers Section (fnd-ledgers@uct.ac.za) by Tuesday, **12 December 2023**.

2023 YEAR END

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7. UCT PURCHASING CARD

Closing date for processing 2023 transactions: Friday, **29 December 2023**.

All unposted Purchasing card transactions, especially where the funding period is ending, **MUST** be processed by Card processors **before** Friday, 29 December 2023.

Finance Managers to ensure that all Card holders timeously submit documentation to clear unposted transactions, and that Card processors process unposted PCard transactions prior to 29 December 2023.

More detailed communication to Card holders and Card processors will follow.

8. DEBTORS

Closing date for 2023 transactions:

Invoice Requisitions: Tuesday, **5 December 2023**

Debtors-Research@uct.ac.za - for research or

Debtors-Comm&Adhoc@uct.ac.za - for Commercial and Ad-hoc

Receipt Requisitions: Friday, **5 January 2024** to proof.of.payment@uct.ac.za

i.e. Deposits received in the UCT bank account for which no invoice has been generated.

For general enquiries please send an email to fnd-debtors@uct.ac.za

To ensure that all transactions are reflected in the 2023 financial year, all invoice and receipt requisitions **must be received by the Debtors Section** by the above dates.

9. HUMAN RESOURCES

HR will communicate their deadlines for the processing of HR forms directly.

Thanks for your co-operation.

Kind regards,

Finance System Support | Phone: 021 650 2111 | Email: fnd-finance@uct.ac.za