

Ashley Francis  
Executive Director: Finance

Room 308 Bremner Building | Lower Campus | Rondebosch | 7700  
Telephone: +27 (0)21 650 5245 | Mobile: +27 (0)83 298 3013  
Email: ashley.francis@uct.ac.za | Skype: ashley\_francis  
Website: www.uct.ac.za

17 March 2020

## **GUIDELINES ON REMOTE FINANCE BUSINESS OPERATIONS**

In these uncertain times, we need to support UCT and related operations (as best we can) to ensure that “business as usual” continues in a rapidly changing environment, exposing anyone to undue health risk. The purpose of these guidelines is to support remote working.

Details of these notes and updates will be included on the [Finance Noticeboard](#). If anything is unclear, or requires additional clarification, please email [fnd-finance@uct.ac.za](mailto:fnd-finance@uct.ac.za).

### **WORKING REMOTELY – SET UP**

#### **Remote SAP access?**

To access SAP remotely, you require 3 things:

- 1) VPN connection – Refer [ICTS website](#) – Services>Working remotely>Virtual Private Network>[Install AnyConnect](#)
- 2) SAP downloaded on your computer - refer ICTS website – under ICTS Downloads – Services – Right, under Quick Links – Software Downloads – Windows – SAP.
- 3) An internet connection – if you do not have WiFi at home, or it is limited, please contact your line manager, who will manage this process.

For assistance with 1) and 2) please contact [fnd-finance@uct.ac.za](mailto:fnd-finance@uct.ac.za)

#### **Face-to-Face contact**

Face-to-Face meetings and gatherings are discouraged and should be avoided, if possible.

Examples of software that can be used for virtual meetings include: [Microsoft Teams](#), [Skype for Business](#), [Zoom](#), [Conference Calls](#). These will also allow sharing of your desktop, if required.

**NOTE:** For more on flexible working at UCT, refer to the [ICTS website](#).



## **WORKING REMOTELY – OPERATIONS**

### **a) Processing**

The flow of documents during this period will be as usual

- 1) From the Department to the document creator, with the required authorisations,
- 2) Then sent to faculty/PASS Finance/Central Research Finance for authorisations, and
- 3) Then to relevant processing sections (e.g. Ledgers, Debtors, Creditors) with all the required authorisations.

In order to compensate for the lack of proximity in getting the required signatures/approvals on finance forms, the following will be acceptable during this period:

- 1) Clearly scanned/photographed form, with the required authorisations;
- 2) Email evidence of the required authorisations, clearly noting the designations of each “signatory”.

Please retain electronic copies of the above in your areas.

#### **NOTE:**

- Please ensure authorisations are succinct and clear as to who is authorising what, and in which capacity.
- To avoid duplications, no subsequent hard copies need to be sent to the processing departments.

The above is applicable to all the requests below.

#### **Purchase requests: Purchase Order or UCT PCard**

The recipients of the requests will need to save the emailed requests electronically, for audit evidence of the transaction, noting the SAP document which was created.

For reimbursements/advances (e.g. FM045 – UCT Reimbursement, FM030 – Mileage), requests together with the required authorisations are to be sent to [fnd-creditors@uct.ac.za](mailto:fnd-creditors@uct.ac.za) for processing.

Finance Managers to advise on UCT PCards available in the department that are available for emergency purchases.

#### **Asset purchases**

For Asset purchases, please send the completed [AS001](#), together with the required authorisations, to [fnd-assets@uct.ac.za](mailto:fnd-assets@uct.ac.za) for processing.

#### **S&T**

Refer to the note regarding S&T claims under Policies.

If S&T has been granted for a trip that has been cancelled/postponed, all S&T must be repaid via EFT into [UCT's main bank account](#), with the narration S&T, fund number and payee initials.

Please send the Proof-of-Payment (POP) to your faculty/PASS finance manager for receipting of the income directly into the S&T expense GL 3370 (foreign) /3380 (local).

#### **Sales Orders and Proofs of Payments**

Requirements for invoice creation can be sent to

- [Debtors-Research@uct.ac.za](mailto:Debtors-Research@uct.ac.za) (for research)
- [Debtors-Comm&Adhoc@uct.ac.za](mailto:Debtors-Comm&Adhoc@uct.ac.za) (for Commercial and Ad-hoc)





All Proofs-of-Payments (POPs) to be sent to [Proof.of.payments@uct.ac.za](mailto:Proof.of.payments@uct.ac.za)  
All general Debtors matters or queries to be sent to [fnd-debtors@uct.ac.za](mailto:fnd-debtors@uct.ac.za)

#### **Master data – FM / CO**

FM master data to [fnd-ledgers@uct.ac.za](mailto:fnd-ledgers@uct.ac.za), Research FM master data via eRA (Converis)  
CO master data to [fnd-finance@uct.ac.za](mailto:fnd-finance@uct.ac.za)

#### **Journals**

[FM014 Excel uploads](#), duly authorised, with supporting documentation, to be sent to [fnd-ledgers@uct.ac.za](mailto:fnd-ledgers@uct.ac.za).

Please ensure the supporting documentation is meaningful and supports the journal being processed.

#### **Vendor creation**

Creation of all Vendors is managed by Purchasers, via Adobe forms. For Temp Vendors (including Student Vendors), requirement is for a bank-stamped bank statement, but if this is not possible to obtain electronically, an unstamped one will suffice, with a note advising of such.

For staff requiring a reimbursement, who do not have a SAP vendor number, please send an email with the staff number to [fnd-purch@uct.ac.za](mailto:fnd-purch@uct.ac.za).

#### **PCard limits**

If a PCard requires a temporary/permanent change to the limit, please use the [MM014](#). The bank has advised that these can take anything up to 3 days to process, even the urgent ones. Card collections will only be managed via appointments. Further specific communication will follow.

#### **PCard processing of supporting documentation**

For those areas using the online submission of supporting documents, refer [MM031a](#). This will be routed to the PCard processor, for processing on SAP. If this has not yet rolled out to your area, please email your supporting documents to your Card Processor, with the fund/cost object and the reason for the business expenditure.

Please send all queries related to PCards to [fnd-pcard@uct.ac.za](mailto:fnd-pcard@uct.ac.za)

#### **Creditor invoices, payments and statements**

Invoices to be sent to [fnd-creditors@uct.ac.za](mailto:fnd-creditors@uct.ac.za), with the PO number on the invoice. All payments will be processed per the usual timelines, with all documents to be received by Friday, for the payment run on the following Wednesday and receipt into bank accounts on the Friday.

Vendor statements can be mailed to [fnd-statements@uct.ac.za](mailto:fnd-statements@uct.ac.za)

#### **Urgent Vendor payments**

For urgent EFT payments use the [FM051](#), and email this to [fnd-creditors@uct.ac.za](mailto:fnd-creditors@uct.ac.za)

#### **Foreign payments**

All documents supporting foreign payments can be sent to [fnd-foreign@uct.ac.za](mailto:fnd-foreign@uct.ac.za), which will be emailed to the Bank for payment.

#### **Insurance**

All Insurance requests/queries to be submitted via [fnd-insurance@uct.ac.za](mailto:fnd-insurance@uct.ac.za)





## Treasury

The Kramer Cash Office will be closed until further notice.

For cash receipts, please EFT the monies into the [bank accounts](#), as advised on the UCT website.

For cash payments, please use one of the following methods

- Creation of a staff vendor account (if required), with cash withdrawal from the ATM.
- Instant Money, via your faculty/PASS finance office, provided the criteria and controls are in place.

## b) Policies

All policies and procedures still apply, just the way transactions are effected in the short-term requires some flexibility.

The following blanket exceptions to Finance Policy have been approved by the Executive Director of Finance, until further notice:

- If reimbursement/PCard spend on remote connectivity is in excess of the R400 pm limit, this can be authorised by the line manager, based on the business motivation, without the need for a specific FM041 exception request. This also applies if one PCard is used to buy dongles/data for many staff. The required motivation from the line manger must be included in the supporting documentation.
- If due to uncertainties, local travel is required, S&T may be claimed after returning. There should be no foreign S&T required for the period to 30 June 2020.

Please complete [FM041](#) for all exceptions to Finance Policies, and send these to [Lesley.Haddow@uct.ac.za](mailto:Lesley.Haddow@uct.ac.za).

## c) Reporting

Regular reporting in this time period is critical to ensure that fundholders/Heads of Departments are aware of the status of their funds/departments, and in particular spend on funds and PCards.

Business Objects reports include:

- Fund budget balances
- Fund detailed line item expenditure and income
- PCard unposted transactions – these are automated to be sent to all Card Holders weekly
- PCard monthly line item reports – for sign off by the line manager – this are sent to all line managers monthly and can also be authorised via email
- PCard monthly spend vs monthly PCard limits
- Purchaser KPI reports

To receive the above reports regularly, please contact your faculty/PASS finance manager.

These are in addition to the regular variance reports provided by the faculty/PASS finance managers.

**NOTE: The above details will be made available on the Finance website, with regular updates as required.**

Thank you all for your support and commitment during these uncertain times. It is much appreciated and valued.

