Doc Header Text: | **SAP Doc #** 9503 | Batch No

Note: ***This text MUST follow format below & MUST BE inserted in the subject line of the email to which the form is***

Format of Doc Header Text: ORG CODE_FIRST 3 CONSONANTS OF APPLICANT SURNAME PLUS FIRST 3 LETTERS OF FIRST NAME_YYMMDD_SEQUENTIAL #

For the journal entry to be included in the current month's ledger, it must reach the General Ledger Office (fnd-ledgers@uct.ac.za) **before** the 25th of the month.

Use FM011 for budget transfers and CO115 for cost object repostings.

A. APPLICANT: To email the electronic spreadsheet with relevent supporting documentation to the **Faculty/PASS Finance Manager** (or nominee) for approval.

Name, Dept, Ext & Date:	Wendy Wyllie, College of Music, 1548, 03.08.21
Course Code/Vula site, Quantity & Total Price:	MUS1234X,2021; 1,000; R300

POSTKEY: This must be either 40 (=DR) or 50 (=CR) [Note: For postings to customer accounts, this must either be 01 (=DR) or 15 (=CR)]

Note: *DO NOT CHANGE FORMATTING OR VALIDATION, but* ***DO*** *insert additional lines as required.*

POSTKEY	GL	FUND	COST OBJECT	AMOUNT	TEXT (max 50 characters) *Include fund numbers if required*	Finance check
40	2990	567890	HUM9999	300.00		
50	675	233052	ZDET00522	300.00		
			TOTAL POSTKEY 40/01	300.00		
			TOTAL POSTKEY 50/15	300.00		

Journal balances

B. FUND HOLDER

I confirm that my fund(s) can be debited with the amounts above, or for central re-charges, I have the necessary authority to debit the funds noted above.

Name	Wendy Wyllie	Signature & Date:	[signature], 03.08.21

C. APPROVED by FM (or nominee) for processing: FM (or nominee) to forward email (with subject line as per Doc Header Text above), with attached electronic form and relevant supporting documation to **fnd-**

I have checked this form & confirm that this is a valid request. I have initialled each line in the ***Finance check*** *block above to signify that the funds are open, budget is available and that the fund/cost object*

Faculty/PASS Finance Manager (or nominee)	Jenny Johannes	Signature & Date:	[signature], 04.08.21