Ready, steady... *Kuali!*

The Kuali Financial System has now reached the implementation phase. If you are a user of the system, you can tick the boxes in the list below. This will help you to check that you meet the deadlines for all necessary arrangements for the switch-over.

WHAT TO DO	WHEN TO DO IT (DATE TO BE COMPLETED)	REMEMBER...	
Stock from store	28 November 2014	• Staff must order stock on or before 28 November as physical stocktaking still has to be done. • No inventory will be issued after 28 November.	☐ ☐
Orders (external)	30 November 2014	• General orders must be issued and all invoices sent for payment as soon as possible. • With special permission, some orders may be issued until 15 December 2014.	☐ ☐
Creditors' invoices	8 December 2014	• These must be submitted by 8 December for payment on 12 December 2014.	☐
Ad hoc and petty cash claims	10 December 2014	• These must be submitted by 10 December for payment on 12 December. • Really critical payments after 12 December will be made by cheque.	☐ ☐
Asset purchases	12 December 2014	• These should be submitted by 12 December.	☐
Ad hoc and petty cash payments	12 December 2014	• This is the last payment for December 2014.	☐
Creditors' payments	12 December 2014	• This is the last payment for December 2014.	☐
Goods receipts	15 December 2014	• These must be done as soon as possible and all invoices must be sent for payment.	☐
Interdepartmental requisitions	15 December 2014	• These must be completed as far as possible.	☐
Outstanding advances	15 December 2014	• All advances must be submitted as far as possible.	☐
Sundry debtors	15 December 2014	• All invoices and credit notes must be processed by 16:30. • The necessary reconciliations will be done on 17 and 18 December.	☐ ☐
Journal entries	17 December 2014	• These should be submitted so that they can be processed.	☐
Outstanding commitments	18 December 2014	• These must now be followed up and closed.	☐
Oracle month-end runs	18 December 2014	• Central Finance will do the monthly runs and updates.	☐
Oracle month-end finalising	19 December 2014	• Final control and processing will be completed by IO Finance.	☐
Oracle FIN closes 16:30	19 December 2014	• The system will be closed for backup.	☐
Oracle FIN available again	4 January 2015	• It will be necessary to do the final entries for 2014.	☐

Webpage aids Kuali training

Launched on 1 September, the Kuali webpage aids in training and provides information about the Kuali Financial System switch-over.

According to Ms Chandré Botha, manager of IT training and empowerment (Institutional Office), the webpage, www.nwu.ac.za/kfs, provides users with a single KFS training platform. Training videos and manuals help contacts and frequently answered questions provide users with a self-help environment in order to ease the transition from Oracle to KFS.

"The webpage was designed to give users easy access," Chandré says.

"They can use it at any convenient time and can revise important information by watching the videos again and again if need be."