



**Western Cape
Government**

Provincial Treasury

Cornette Grundling
SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

Email: Cornette.Grundling@westerncape.gov.za
tel: +27 21 483 5688 fax: +27 21 483 7668

Reference: T14/4/2/2

TREASURY CIRCULAR 13/2015

THE PREMIER

THE MINISTER OF ECONOMIC OPPORTUNITIES
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE
THE MINISTER OF HEALTH
THE MINISTER OF HUMAN SETTLEMENTS
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS BH FAKIRA)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR Z HOOSAIN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR G MORRIS)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR B ENGELBRECHT)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR T MGULI)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (DR M MATSAPOLA)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR N FLAATTEN)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE HERITAGE (MS HM DU PREEZ) (ACTING)
THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR M BRINKHUIS)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MR T GILIOME)

} For information

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MS F KHOZA) (ACTING)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR I BLACKIE)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (VACANT)
 THE SENIOR MANAGER: GOVERNMENT MOTOR TRANSPORT (MR J KOEGELENBERG)
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)
 THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
 THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN) (ACTING)
 THE HEAD: PUBLIC POLICY SERVICES (MS M KORSTEN)
 THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
 THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR H MALILA) (PRO TEM)
 THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
 THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
 THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)
 THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
 THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
 THE SENIOR MANAGER: FISCAL POLICY (MS S DAVIDS) (ACTING)
 THE SENIOR MANAGER: INFRASTRUCTURE (MR P CHANDAKA)
 THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MR Z HENDRICKS) (ACTING)
 THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
 THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MS L MCCARTNEY)
 THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
 THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
 THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
 THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN) (PRO TEM)
 THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
 THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
 THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
 THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
 THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 1 JULY 2015 – 31 DECEMBER 2015

1. PURPOSE

The purpose of this circular is to inform departments of the nomination process, service standards, training programme and departmental arrangements applicable to training interventions presented by Provincial Treasury for the period 1 July 2015 – 31 December 2015.

2. NOMINATION PROCESS

PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL YOU HAVE RECEIVED AND RETURNED THE CONFIRMATION LETTER TO THIS OFFICE.

- Course nominations must be submitted to Provincial Treasury on or before **22 May 2015** at **Fax no. (021) 483 3163/7668** or **e-mailed to:**

Ms C Grundling (BAS and LOGIS): Cornette.Grundling@westerncape.gov.za

Ms V Mntuyedwa (Persal and other nominations):
Valencia.Mntuyedwa@westerncape.gov.za

- Accounting Officers must ensure that the training needs of officials, especially in accordance with their system profile, are addressed as high priority.
- To assist Accounting Officers to determine training needs, a gap analysis is provided on a quarterly basis.
- It is of the utmost importance that all details of nominated officials be completed fully on the official nomination forms (Annexure A and B). Reporting requirements with regard to the Workplace Skills Plan necessitates more detailed information regarding officials trained. This information has no influence on the selection criteria and will only be utilised for statistical purposes to update the database of Directorate: Supporting and Interlinked Financial Systems. **Incomplete nomination forms will NOT be considered.**
- **Attendance of courses must be confirmed at least 5 working days prior to the commencement of the course, failure to comply will result in the nominee being replaced by this office.**
- Provincial Treasury must be informed at least 5 working days prior to the commencement of the course of any withdrawals. Suitable replacements must be arranged by the department in co-operation with Provincial Treasury.
- Accounting Officers must further ensure that these candidates and their supervisors are informed timeously of course dates **in order to make the necessary arrangements to attend.**
- In terms of Provincial Treasury System Circular No. 1 of 2010, dated 07/05/2010, as amended (August 2013), all current officials who have had access to the transversal systems BAS, LOGIS and PERSAL for a period exceeding 2 years have the following two options:
 - Complete and submit Annexure A where they will be nominated to attend and must pass the formal training in their relevant functions, or
 - **Complete and submit Annexure B where they will be issued with a manual according to their functions to do self-study.**
 - **Nominees will be allowed a day of clarification the day prior to the test. Clarification sessions will provide officials an opportunity to ask questions on aspects related to the relevant course.**
 - **Officials will complete tests on a day provided by Provincial Treasury**

3. SERVICE STANDARDS

The Provincial Treasury commits itself to ensure that:

- Letters of acceptance to courses will be issued 15 working days prior to commencement of the course (In respect of originally nominated officials).
- Certificates to successful candidates as well as result letters will be issued within 2 months after completion of the course, to all attendees.
- Letters of attendance will be issued within 2 months.

No re-issue of certificates will be done. A letter confirming the attendance and the result will be issued in the case where certificates were lost. It is thus of the utmost importance that the correct postal address on the nomination forms (Annexure A and B) be provided.

4. TRAINING PROGRAMME

Attached hereto is the individual training programme and prospectuses for:

- LOGIS (Annexure C),
- BAS (Annexure D),
- PERSAL (Annexure E),
- AFS (Annexure F),
- SCM (Annexure G),
- PAJA (Procuring in line with Promotion of Administration Justice Act) (Act no.3 of 2000) (Annexure H) and
- IPS (Integrated Procurement Solution) (Annexure I)

This programme gives a clear indication of the various courses, relevant dates and venues of where the courses will be presented.

Please note that scheduled courses are subject to change based on nominations received.

As all payments for goods and services must be paid through LOGIS or inhouse SCM systems (Refer to Provincial Treasury circular 4/2009, dated October 2009), courses in Sundry Payments for BAS, will only be presented on an ad-hoc basis.

5. DEPARTMENTAL ARRANGEMENTS

Departments will be responsible for their own travelling arrangements to ensure that course attendees arrive on time.

Tea and coffee will be provided at all venues.

With regard to **Kromme Rhee (Stellenbosch) and Die Bult (George)** the Provincial Treasury will be responsible for the arrangements of tea/coffee and meals. **Should you require accommodation at Kromme Rhee, please indicate this on the confirmation form.**

Preference for accommodation at Kromme Rhee will be given to officials, based on a motivation by their supervisor.

6. A list of all officials trained in the department is made available annually or on request.
7. Your assistance in ensuring that **core system users** are nominated for courses and that nominees do attend, will be greatly appreciated.



A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 09-04-2015

DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
 (LOGIS, BAS, PERSAL, AFS, SCM, PAJA and IPS)

NOMINATION LIST : COURSE:
 DATE :
 VENUE:

INSTITUTION/OFFICE/DIVISION:	SIGNATURE OF SUPERVISOR:
COMPLETE POSTAL ADDRESS :	
SUPERVISOR'S NAME:	TEL NUMBER:
TEL NUMBER:	FAX NUMBER:
E-MAIL ADDRESS:	

PLEASE COMPLETE PARTICULARS IN FULL IN BLOCK LETTERS, PER COURSE AND PER OFFICE

NO *	SURNAME	INITIALS	TITLE	RACE	GENDER	PERSAL NUMBER	ID NUMBER	RANK	SYSTEM USER ID

*Number in order of priority by supervisor

**DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
LOGIS, BAS and PERSAL**

(NOMINATION FORM FOR TEST ONLY)

COURSE :

DATE OF TEST:

INSTITUTION/OFFICE/DIVISION:	
COMPLETE POSTAL ADDRESS :	
SUPERVISOR'S NAME:	SIGNATURE OF SUPERVISOR:
TEL NUMBER:	FAX NUMBER:
E-MAIL ADDRESS:	

PLEASE COMPLETE PARTICULARS IN FULL IN BLOCK LETTERS, PER TEST AND PER OFFICE

NO	SURNAME	INITIALS	TITLE	RACE	GENDER	PERSAL NUMBER	ID NUMBER	RANK	SYSTEM USER ID

*Number in order of priority by supervisor

LOGISTICAL INFORMATION SYSTEM (LOGIS) TRAINING PROGRAMME

DATE	COURSE	VENUE
6 – 10 July 2015	Module 1 – Requesting and Procuring of Goods and Services	12 th Floor, Golden Acre, Room 1
6 – 10 July 2015	Module 1 – Requesting and Procuring of Goods and Services	Lentegeur Hospital
20 – 24 July 2015	Logis Payments	12 th Floor, Golden Acre, Room 1
20 – 24 July 2015	Module 2 – Receiving and Issuing of Goods and Services	Lentegeur Hospital
27 – 31 July 2015	LOGIS/BAS Reconciliation	12 th Floor, Golden Acre, Room 1
27 – 31 July 2015	Module 1 – Requesting and Procuring of Goods and Services	Die Bult, George
3 – 7 August 2015	Asset Management for Asset Clerks	12 th Floor, Golden Acre, Room 1
11 – 12 August 2015	Introduction to Logis	12 th Floor, Golden Acre, Room 1
11 – 12 August 2015	Automated Cost Centre Manager and Clerks	12 th Floor, Golden Acre, Room 2
11 – 12 August 2015	Introduction to Logis	12 th Floor, Golden Acre, Room 3
13 – 14 August 2015	Automated Cost Centre Manager and Clerks	12 th Floor, Golden Acre, Room 1
13 – 14 August 2015	Introduction to Logis	12 th Floor, Golden Acre, Room 2
13 – 14 August 2015	Introduction to Logis	12 th Floor, Golden Acre, Room 3
17 – 21 August 2015	Logis Payments	12 th Floor, Golden Acre, Room 1
17 – 21 August 2015	Module 1 – Requesting and Procuring of Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
24 – 28 August 2015	Module 2 – Receiving and Issuing of Goods and Services	12 th Floor, Golden Acre, Room 1
24 – 28 August 2015	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
31 August – 4 September 2015	Module 2 – Receiving and Issuing of Goods and Services	12 th Floor, Golden Acre, Room 1

DATE	COURSE	VENUE
31 August – 4 September 2015	Asset Management for Asset Clerks	Lentegeur Hospital
7 – 11 September 2015	Module 2 – Receiving and Issuing of Goods and Services	12 th Floor, Golden Acre, Room 1
7 – 11 September 2015	Logis Payments	HRD Centre, Brewelskloof Hospital, Worcester
7 – 11 September 2015	Logis Payments	York Park Building, George
14 – 18 September 2015	Module 1 – Requesting and Procuring of Goods and Services	12 th Floor, Golden Acre, Room 1
14 – 18 September 2015	Asset Management for Asset Clerks	Kromme Rhee 1
21 – 22 September 2015	Introduction to Logis	12 th Floor, Golden Acre, Room 1
21 – 22 September 2015	Automated Cost Centre Manager and Clerks	12 th Floor, Golden Acre, Room 3
28 September – 2 October 2015	Asset Management for Asset Clerks	12 th Floor, Golden Acre, Room 1
28 September – 2 October 2015	Module 1 – Requesting and Procuring of Goods and Services	Vredenburg Hospital
5 – 9 October 2015	Asset Management for Asset Clerks	12 th Floor, Golden Acre, Room 1
5 – 9 October 2015	Logis Payments	Kromme Rhee 1
12 – 16 October 2015	Module 2 – Receiving and Issuing of Goods and Services	12 th Floor, Golden Acre, Room 1
12 – 16 October 2015	Module 2 – Receiving and Issuing of Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
12 – 16 October 2015	Module 1 – Requesting and Procuring of Goods and Services	Caledon Hospital
19 – 23 October 2015	Warehouse Management for Clerks	12 th Floor, Golden Acre, Room 1
19 – 23 October 2015	Asset Management for Asset Clerks	HRD Centre, Brewelskloof Hospital, Worcester
26 – 30 October 2015	Logis Payments	12 th Floor, Golden Acre, Room 1
26 – 30 October 2015	Module 2 – Receiving and Issuing of Goods and Services	York Park Building, George
2 – 6 November 2015	LOGIS/BAS Reconciliation	12 th Floor, Golden Acre, Room 1

DATE	COURSE	VENUE
2 – 6 November 2015	Module 1 – Requesting and Procuring of Goods and Services	12 th Floor, Golden Acre, Room 3
9 – 13 November 2015	Asset Management for Asset Clerks	12 th Floor, Golden Acre, Room 1
9 – 13 November 2015	Logis Payments	Caledon Hospital
9 – 13 November 2015	Module 2 – Receiving and Issuing of Goods and Services	Vredenburg Hospital
16 – 20 November 2015	Logis Payments	12 th Floor, Golden Acre, Room 1
23 – 27 November 2015	Module 2 – Receiving and Issuing of Goods and Services	12 th Floor, Golden Acre, Room 1
23 – 27 November 2015	Warehouse Management for Clerks	Lentegeur Hospital
30 November – 4 December 2015	Module 1 – Requesting and Procuring of Goods and Services	12 th Floor, Golden Acre, Room 1
30 November – 4 December 2015	Asset Management for Asset Clerks	Die Bult, George
7 – 11 December 2015	Logis Payments	12 th Floor, Golden Acre, Room 1

PROSPECTUS
CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

1. Introduction to LOGIS
2. Module 1 – Requesting and Procuring of Goods and Services
3. Module 2 – Receiving and Issuing of Goods and Services
4. LOGIS Payments
5. Asset Management for Asset Clerks
6. Warehouse Management for Clerks
7. LOGIS/BAS Reconciliation
8. Automated Cost Centre Managers and Clerks

INTRODUCTION TO LOGIS

Objective

To equip officials with a basic understanding of the LOGIS application.

Target group

New users
Interns

Pre-requisites

Nominees must be computer literate.

Contents

Signing on to LOGIS Mainframe and Procurement Integration
Changing passwords
Navigating both mainframe and Procurement Integration
Using the F keys on the keyboard
Accessing the various selections
Using the various actions
Reading certain enquiry functions

Training methods

Lectures/facilitation
Practical exercises

Duration of course

Two working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

MODULE 1 – REQUESTING AND PROCUREMENT OF GOODS AND SERVICES

Objective

To equip Supply Chain Management personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the department, thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

LOGIS user types 4
Supply Chain Management officials

Pre-requisites

Nominees must be computer literate.

Contents

The following selections are covered:

- ICIT (Item Master Maintenance)
- LSLG (Item Record Maintenance)
- Adding of Requisitions
- RQAT (Authorising of Requisitions)
- ICSP (Supplier Master Enquiry)
- LSBG (Bank Details)
- PAAP (Procurement Advice Approval)
- BRCP (Maintain Batch Programmes)
- Order Authorisation
- RCDY (Receipt Diary)
- PCPM (Petty Cash Purchases)
- ENAS (Enquiry on Stock availability)
- ENDO (Enquiry on Documents)
- QTMT (Quote maintenance)
- PACP (Modify procurement advice)

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

MODULE 2 – RECEIVING AND ISSUING OF GOODS AND SERVICES

Objective

To equip Supply Chain Management personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the department, thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

LOGIS user types 4
Supply Chain Management officials

Pre-requisites

Nominees must be computer literate.

Contents

The following LOGIS selections are covered:

- Capturing of Normal Issues
- Capturing of Extra-Ordinary Issues
- Issue Reversal
- ISCN (Issue Cancel)
- BACF (Complete FBS window)
- RCDY (Receipt Diary)
- BRRP (Online report re-printing)
- RCPR (Print receipt voucher)
- RCCP (Receipt Capture)
- RCRI (Simultaneous Receipt and Issue Capture)
- RCRV (Receipt Reversal)
- RCXO (Extra-Ordinary Receipts)
- LSNV(Non-Vendor Information)
- BRCP (Maintain Batch runs)
- AMAI (Maintain serial detail information)
- AMGI (Guarantee information)
- AMRP (Serial detail Item Repair)
- AMRP (Repair history)
- PCPM (Petty Cash purchases)
- ENAS (Enquiry on stock availability)
- ENDO (Enquiry on Documents)
- ENTH (Transaction History Enquiry)
- ENSH (Supplier History Enquiry)

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PAYMENTS

Objective

To equip Supply Chain Management personnel and Finance Personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the department thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

LOGIS user types 4

Supply Chain Management and Finance personnel dealing with payments

Pre-requisites

Nominees must be computer literate.

Contents

The following LOGIS selections are covered:

- ENDO (enquiry on Documents)
- LSB (Banking Details)
- Commitments
- FIIN (Invoice and Credit Note Capturing)
- Adding, Pre-authorising and Authorising of Payments
- Adding, Pre-authorising and Authorising of Back dated price increases
- Adding and Authorising of Disallowances

Training methods:

Lectures/facilitation

Case studies and practical exercises

Duration of course:

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

ASSET MANAGEMENT FOR CLERKS

Objective:

To equip officials responsible for the management of assets with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the departments thus ensuring that the information provided by the system is valid, complete and reliable.

Target group:

LOGIS user types 4
Asset Management officials

Pre-requisites:

Nominees must be computer literate

Contents

Stock take and Disposal processes

The following LOGIS selections are covered:

- BRRR (Maintain reports)
- BACP (Balance Adjustment Capturing)
- BARV (Balance Adjustment Reversal)
- BAAT (Balance Adjustment Authorisation)
- BACF (Complete FBS window)
- RCXO (Extra-ordinary Receipts)
- MGCP (Item change Capturing)
- MGAT (Item change Authorisation)
- AMAI (Maintain serial detail information)
- AMGI (Guarantee History)
- AMRP (Serial Detail Repair)
- AMRH (Repair History)
- BAMV (Movement of Assets)
- AMMA (Asset Register Maintenance per ICN)
- AMMU (Asset Register Maintenance Authorisation)
- BRCP (Maintain Batch Programme)
- ENIN (Enquiry on Allocated Assets)

Training methods:

Lectures/facilitation
Case studies and practical exercises

Duration of course:

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

WAREHOUSE MANAGEMENT FOR CLERKS

Objective

To equip warehouse/ store personnel in the departments with the necessary skills and knowledge relating to basic warehouse management skills.

Target group

Warehouse personnel

Pre-requisites

Nominees must be computer literate.

Contents

Opening and updating of bin cards

Stock take processes with regard to inventory

The following selections are covered:

- Capturing of normal Issues
- Capturing of Extra-ordinary issues
- RCDY (Receipt Diary)
- RCCP (Capturing of Receipts)
- RCXO (Capturing of Extra-Ordinary Receipts)
- BACF (Complete FBS window)
- ENAS (Enquiry on Stock availability)
- ENDO (Enquiry on Documents)
- ENBN (Enquiry on Bin Allocation)
- LSLG (Displaying Item Records)

Training methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

LOGIS/BAS RECONCILIATION

Objective

To equip Asset Managers in the departments with the necessary skills and knowledge relating to BAS/LOGIS Reconciliation skills.

Target group

Asset Managers & Asset Clerks

Pre-requisites

Nominees must be computer literate.

Contents

Interpretation of Asset reports (DWA1, DWA4, DWM1, DWM4)
Interpretation of Bas Detail Report
Identification of Differences
Interpretation of Differences
Completion of BAS/LOGIS Reconciliation certificate

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

AUTOMATED COST CENTRE MANAGERS AND CLERKS

Objective

To equip Cost Centre Clerks and Managers in the departments with the necessary skills and knowledge relating to the online requisitioning and approval of requests for goods and services for the component.

Target group

LOGIS user types 5
Cost Centre Clerks and Managers

Pre-requisites

Nominees must be computer literate.

Contents

The following selections are covered:

- Capturing, Editing and Approval of Requisitions
- ENDO (Enquiry on Documents)

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Two working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAMME

DATE	COURSE	VENUE
6 – 10 July 2015	Introduction to BAS	12 th Floor, Golden Acre, Room 2
6 – 10 July 2015	Introduction to BAS	Kromme Rhee 1
13 – 17 July 2015	BAS Journals	12 th Floor, Golden Acre, Room 2
13 – 17 July 2015	BAS Sundry Payments	12 th Floor, Golden Acre, Room 3
20 – 24 July 2015	BAS Cash Receipts (Practical)	12 th Floor, Golden Acre, Room 2
20 – 24 July 2015	BAS Sundry Payments	HRD Centre, Brewelskloof Hospital, Worcester
27 – 31 July 2015	BAS Reports	12 th Floor, Golden Acre, Room 2
28 – 31 July 2015	BAS Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	Provincial Lab Chiappini street, Cape Town
3 – 7 August 2015	Introduction to BAS	12 th Floor, Golden Acre, Room 2
3 – 7 August 2015	BAS Journals	Kromme Rhee 1
3 – 7 August 2015	BAS Sundry Payments	Die Bult, George
11 – 14 August 2015	BAS Orientation in Finance	Provincial Lab Chiappini street, Cape Town
11 – 12 August 2015	BAS Test	Kromme Rhee 1
13 – 14 August 2015	BAS Test	Kromme Rhee 1
17 – 21 August 2015	Introduction to BAS	12 th Floor, Golden Acre, Room 2
17 – 21 August 2015	BAS Sundry Payments	Vredenburg Hospital
24 – 28 August 2015	BAS Debts	12 th Floor, Golden Acre, Room 2
24 – 28 August 2015	BAS Journals	HRD Centre, Brewelskloof Hospital, Worcester
31 August – 4 September 2015	BAS Journals	12 th Floor, Golden Acre, Room 2
31 August – 4 September 2015	Introduction to BAS	Kromme Rhee 1

DATE	COURSE	VENUE
31 August – 3 September 2015	BAS Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	Provincial Lab Chiappini street, Cape Town
7 – 11 September 2015	BAS Reports	12 th Floor, Golden Acre, Room 2
7 – 11 September 2015	BAS Sundry Payments	12 th Floor, Golden Acre, Room 3
14 – 18 September 2015	BAS Cash Receipts (Practical)	12 th Floor, Golden Acre, Room 2
14 – 18 September 2015	Introduction to BAS	Die Bult, George
21 – 22 September 2015	BAS Test	12 th Floor, Golden Acre, Room 2
28 September – 2 October 2015	BAS Sundry Payments	12 th Floor, Golden Acre, Room 2
28 September – 2 October 2015	BAS Cash Receipts (Practical)	HRD Centre, Brewelskloof Hospital, Worcester
5 – 9 October 2015	BAS Cash Receipts (Practical)	12 th Floor, Golden Acre, Room 2
5 – 9 October 2015	BAS Journals	12 th Floor, Golden Acre, Room 4
5 – 9 October 2015	Introduction to BAS	HRD Centre, Brewelskloof Hospital, Worcester
12 – 16 October 2015	BAS Debts	12 th Floor, Golden Acre, Room 2
13 – 16 October 2015	BAS Orientation in Finance	Provincial Lab Chiappini street, Cape Town
19 – 23 October 2015	BAS Reports	12 th Floor, Golden Acre, Room 2
19 – 23 October 2015	BAS Journals	12 th Floor, Golden Acre, Room 3
26 – 30 October 2015	Introduction to BAS	12 th Floor, Golden Acre, Room 2
26 – 30 October 2015	BAS Sundry Payments	Caledon Hospital
2 – 6 November 2015	BAS Sundry Payments	12 th Floor, Golden Acre, Room 2
2 – 6 November 2015	BAS Debts	Kromme Rhee 1
3 – 6 November 2015	BAS Orientation in Finance	Provincial Lab Chiappini street, Cape Town
9 – 13 November 2015	BAS Cash Receipts (Practical)	12 th Floor, Golden Acre, Room 2
16 – 20 November 2015	BAS Sundry Payments	Kromme Rhee 1

DATE	COURSE	VENUE
16 – 20 November 2015	BAS Reports	HRD Centre, Brewelskloof Hospital, Worcester
23 – 27 November 2015	BAS Journals	12 th Floor, Golden Acre, Room 2
23 – 27 November 2015	Introduction to BAS	12 th Floor, Golden Acre, Room 4
23 – 27 November 2015	BAS Journals	Caledon Hospital
30 November – 4 December 2015	BAS Debts	12 th Floor, Golden Acre, Room 2
30 November – 4 December 2015	BAS Journals	12 th Floor, Golden Acre, Room 3
30 November – 4 December 2015	BAS Cash Receipts (Practical)	Kromme Rhee 1

PROSPECTUS
CONTENTS

BAS ACCOUNTING SYSTEM (BAS)

1. **Orientation in Finance**
2. **Introduction to BAS**
3. **Cash Receipts for capturer's, authorizer's and supervisor's (Theory)**
4. **Cash Receipts (Practical)**
5. **Journals**
6. **Reports**
7. **Debts**
8. **Sundry Payments**
9. **Creditor Cycle**

ORIENTATION IN FINANCE

Objective

To introduce Financial Legislature, Provincial Government Structures and BAS to officials.

Target Group

All newcomers to the Provincial Government Western Cape, who deal directly with financial matters, or who through line functions, deal indirectly with financial matters. All officials who are currently dealing directly or indirectly with financial matters, but who have never attended a course on the Basic Accounting System.

Pre-requisites

None

Contents

Financial Role Players

Prescripts –

Public Finance Management Act.

National Treasury Regulations

Provincial Treasury Instructions

Departmental Instructions

Background and terminology of the Basic Accounting System

Training methods

Presentation/facilitation

Study handouts

Duration of course

Four working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

INTRODUCTION TO THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To familiarise officials with the fundamentals of the Basic Accounting System (BAS).

Target Group

All newcomers to the Provincial Government Western Cape, who deal directly with financial matters, or who through line functions, deal indirectly with financial matters. All officials who are currently dealing directly or indirectly with financial matters, but who have never attended a course on the Basic Accounting System.

Pre-requisites

None

Contents

Background and scope.
Layout and terminology.
Roll Players.
Security and workflow management.
Code structure and SCOA.
Login procedure.
Allocation and Default allocations.

Training methods

Presentation/facilitation
Study handouts

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

CASH RECEIPTS FOR CAPTURER'S, AUTHORIZER'S AND SUPERVISOR'S (THEORY)

Objective

To improve the knowledge and insight of all officials of the various departments of the Provincial Government of the Western Cape with regard to the Financial Procedures bookkeeping transactions and reports with regard to the cash receipt functionality on the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape who **perform** the duty of cashier or relief cashier, **authorizer's** of these functionality's, as well as **supervisors** to whom they report.

Pre-requisites

None

Contents

Payment methods

Completion/issuing (manual) of receipts including, depositing of money, cash inspections, shortages and surpluses, handing over procedures

Accounting procedures

Functional Reports (interpretation)

Financial Reports (interpretation)

Training Methods

Lectures/facilitation

Completion of forms

Interpretation of printed reports

Duration of Course

Four working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

CASH RECEIPTS ON THE BASIC ACCOUNTING SYSTEM (PRACTICAL)

Objective

To improve the knowledge and insight of all officials of the various departments of the Provincial Government of the Western Cape with regard to the Cashier functionality (capturer's and authoriser's) on the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape who **perform** the duty of cashier or relief cashier, **authoriser's** of these functionality's, as well as **supervisors** to whom they report.

Pre-requisites

Nominees must be computer literate.

Contents

Overview of Revenue Process.
Practical Training on:
Capturing of Receipts
Canceling of Receipts
Maintenance of Pending Receipts
Deposit Close off
Deposit Day End
Authorising and Rejecting Cancelled Receipts
Deposit Confirmation
Canceling a Deposit
Amend Erroneous Receipts

Requesting and reading of the following :-

Deposit Advice
Receipt Detail
Register of Cheques
Register of Deposits
Register of Receipts

Training Methods

Lectures/facilitation
Case studies and practical exercises

Duration of Course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

JOURNALS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials from the various Departments in the Provincial Government Western Cape with regard to the General and Special Journal functionality as well as interpretation and clearing of the relevant Financial Reports on the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape involved with the **capturing** and **authorisation** of General and Special Journals and the clearing of ledger accounts as well as their **supervisors and managers**.

Pre-requisites

Nominees must be computer literate.

Contents

Role players and Responsibilities
Types of Journals
BAS General Journal Input form
Capturing a General Journal
Capturing General Journal with a Matching field
Capturing a General Journal with a Default Allocation
Capturing and Maintaining an Incomplete General Journal
Capturing and Maintaining a Pending General Journal
Searching and Cancellation of a General Journal
Authorisation and Rejection of a General Journal
Maintaining a Rejected General Journal
Capturing of Special Journals
Authorisation and Rejection of a Special Journals

Practical Training on the requesting, interpretation and matching of :-

Journal Reports

Matching report

Detail report

Training methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

REPORTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials of the various Departments of the Provincial Government Western Cape with regard to the Financial, Functional and other reports that may be drawn from the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape involved with financial administration as capturers, supervisors and managers within the respective departments.

Pre-requisite

Nominees must be computer literate.

Contents

An overview of all BAS reports and their use's.

How to draw functional reports.

How to draw financial reports.

Viewing, downloading and printing of reports.

Reading and interpretation of reports.

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of Course

Five working days, from 8:30 to 15:30.

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

DEBT ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials from the various Departments in the Provincial Government Western Cape with regards to the Debt functionality on the Basic Accounting System (BAS).

Target group

All officials of the Provincial Government Western Cape involved with Debt take on and maintenance, as well as their **Supervisors**.

Pre-requisites

Nominees must be computer literate.

Contents

Role players and Responsibilities
BAS Debt Input forms
BAS Sign on/off procedures
Debt Agreement Capturing/Authorization
Increase Debt
Decrease Debt
Decrease Debt to zero
Change Interest Start date
Change Installment
Transaction Maintenance
Transaction Authorization/Rejection
Debt Interest Detail
Accounting Transactions
Debt Reports

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

SUNDRY PAYMENTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To introduce, familiarize and enhance the knowledge and insight of officials of the various departments of the Provincial Government Western Cape in respect of the Sundry Cycle Management and Payment functionality on the Basic Accounting System.

Target Group

All officials of the Provincial Government Western Cape involved with the capturing, authorising and monitoring of recurring and sundry payments within their respective departments as well as their supervisors.

Pre-requisite

Nominees must be computer literate.

Contents

Terminology pertaining to sundry cycle
Recurring payments
Creating a template
Authorising of a template
Authoring of an over-expenditure for a template
Capturing/authorising a payment with a template
Sundry payments
Capturing of a sundry payment
Authorising a sundry payment
Authorising over-expenditure for a sundry payment
Credit notes
BAS input forms for sundry cycle
Utilization of the enquiry function regarding sundry cycle
Reports

Training Method

Lectures/facilitation
Case studies and practical exercises

Duration:

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

CREDITORS CYCLE ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To introduce, familiarise and enhance the knowledge and insight of officials of the various departments of the Provincial Government Western Cape utilising the Creditors Cycle Management and Purchase Order Payment functionality on the Basic Accounting System. This functionality does not include departments utilising LOGIS.

Target Group

All officials of the Provincial Government Western Cape involved with the **capturing, authorising** and **monitoring** of purchase orders payments within their respective departments, as well as their **supervisors**.

Pre-requisites

Nominees must be computer literate.

Contents

Terminology pertaining to creditors cycle

Creditor Management

Purchase Order Maintenance

Purchase Order Authorization

Purchase Order over expenditure authorization

Credit Note Maintenance

Credit Note Authorization

Creditors Payments

Capturing of a payment

Authorising a payment

Authoring over-expenditure for a payment

BAS input forms for creditors cycle

Utilization of the enquiry function regarding purchase orders

Functional Reports

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration:

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

PLEASE NOTE THAT NOMINATIONS FOR PERSAL COURSES MUST BE DIRECTED VIA YOUR PERSAL CONTROLLER'S OFFICE.

DATE	COURSE	VENUE
6 – 10 July 2015	Persal Introduction	12 th Floor, Golden Acre, Room 3
6 – 10 July 2015	Persal Introduction	12 th Floor, Golden Acre, Room 4
20 – 24 July 2015	Persal Personnel Administration	12 th Floor, Golden Acre, Room 3
20 – 24 July 2015	Persal Personnel Administration	Kromme Rhee 1
27 – 31 July 2015	Persal Introduction	12 th Floor, Golden Acre, Room 3
27 – 31 July 2015	Persal Introduction	Kromme Rhee 1
3 – 7 August 2015	Persal Salary Administration	12 th Floor, Golden Acre, Room 3
3 – 7 August 2015	Persal Salary Administration	12 th Floor, Golden Acre, Room 4
17 – 21 August 2015	Persal Leave Administration	12 th Floor, Golden Acre, Room 3
17 – 21 August 2015	Persal Leave Administration	Kromme Rhee 1
31 August – 4 September 2015	Persal Introduction	12 th Floor, Golden Acre, Room 3
31 August – 4 September 2015	Persal Introduction	HRD Centre, Brewelskloof Hospital, Worcester
14 – 18 September 2015	Persal Service Termination	12 th Floor, Golden Acre, Room 3
14 – 18 September 2015	Persal Service Termination	12 th Floor, Golden Acre, Room 4
28 September – 2 October 2015	Persal Personnel Administration	12 th Floor, Golden Acre, Room 3
28 September – 2 October 2015	Persal Personnel Administration	Kromme Rhee 1
5 – 9 October 2015	Persal Introduction	12 th Floor, Golden Acre, Room 3
12 – 16 October 2015	Persal Salary Administration	12 th Floor, Golden Acre, Room 3
12 – 16 October 2015	Persal Salary Administration	12 th Floor, Golden Acre, Room 4
19 – 23 October 2015	Persal Introduction	Die Bult, George
26 – 30 October 2015	Persal Leave Administration	12 th Floor, Golden Acre, Room 3

PLEASE NOTE THAT NOMINATIONS FOR PERSAL COURSES MUST BE DIRECTED VIA YOUR PERSAL CONTROLLER'S OFFICE.

DATE	COURSE	VENUE
26 – 30 October 2015	Persal Leave Administration	Kromme Rhee 1
2 – 6 November 2015	Persal Personnel Administration	HRD Centre, Brewelskloof Hospital, Worcester
9 – 13 November 2015	Persal Introduction	12 th Floor, Golden Acre, Room 3
9 – 13 November 2015	Persal Introduction	Lentegeur Hospital
16 – 20 November 2015	Persal Introduction	12 th Floor, Golden Acre, Room 3
23 – 27 November 2015	Persal Salary Administration	12 th Floor, Golden Acre, Room 3
23 – 27 November 2015	Persal Salary Administration	Die Bult, George
7 – 11 December 2015	Persal Introduction	12 th Floor, Golden Acre, Room 2
7 – 11 December 2015	Persal Introduction	12 th Floor, Golden Acre, Room 3

THE PERSAL INTRODUCTION COURSE IS COMPULSORY FOR USERS WHO HAVE LESS THAN 2 YEARS WORKING EXPERIENCE ON PERSAL.

PROSPECTUS
CONTENTS

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

1. Introduction to Persal
2. Persal Personnel Administration
3. Persal Leave Administration
4. Persal Salary Administration
5. Persal Service Termination
6. Persal Labour Relations
7. Persal Establishment
8. Overview of Persal and Reports

INTRODUCTION TO PERSAL

Objective

To introduce the Persal system to new users, to promote the effective and efficient utilisation of the system and to enhance the skills of present Persal users.

Target Group

Officials who utilise the Persal system in performing their day-to-day tasks.

Pre-requisites

Nominees must be computer literate.

Nominees must be familiar with current legislature and policies surrounding personnel and salary administration.

Nominees should have a working knowledge of the administrative processes and terminology of the Public Service.

Contents

Background/Introduction

Keyboard orientation and logging on and off procedures

Table and Codes

Enquiries on tables and Codes in the Central and Department Code files

Enquiries on Suspense and Transaction files

Personnel and Salary enquiries

Training methods:

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

This course is compulsory for users who have less than 2 years working experience on PERSAL.

PERSAL PERSONNEL ADMINISTRATION

Objective

To enhance the skills of users responsible for Personnel Administration within the Department.

Target Group

Officials responsible for appointments and general Personnel Administration.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard of Personnel Administration.

Contents

Overview of Introduction on Persal

Personnel provisioning

General Personnel Administration

Personnel Utilisation

Basic Information

Extraordinary appointments

Training methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL LEAVE ADMINISTRATION

Objective

To enhance the skills of users responsible for Persal Leave Administration.

Target Group

Officials responsible for Leave Administration on Persal.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must be familiar with PILAR processes.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Leave Administration.

Content

Overview of Introduction to Persal

Advising of leave accruals

Enquiry: leave credits

Amend leave credits

Leave transactions

Report: Leave Information

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL SALARY ADMINISTRATION

Objective

To enhance the skills of users responsible for Salary Administration.

Target Group

Officials responsible for the Salary Administration on Persal.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Persal Salary Administration.

Contents

Overview of Introduction to Persal

Basic Particulars

Allowances and Earnings

Deductions

Extraordinary appointments

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL SERVICE TERMINATION

Objective

To enhance the skills of users responsible for Service Terminations.

Target Group

All officials responsible for the administration of service terminations on Persal.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Persal Service Termination.

Contents

Overview of Introduction to Persal

Resignations

Abscondments

Retirement (Normal/Early)

Medical Retirement

Bereavement (Death)

Severance Packages

Withdrawal of Pension Fund (Z102)

Approval of Z102 for interface to Pensions

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL LABOUR RELATIONS

Objective

To enhance the skill users responsible for Labour Relations within Department.

Target Group

This course is aimed at all officials responsible for the capturing of Labour Relations issues.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Persal Labour Relations.

Contents

Grievances and representations

Progressive disciplinary actions

Suspensions

Labour relations registered

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

No evaluation is necessary.

PERSAL ESTABLISHMENT

Objective

To enhance the skills of users responsible for the maintenance of the establishment administration within the Department.

Target Group

Officials at present responsible for the maintenance of establishment.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to establishment.

Contents

Overview of Introduction to Persal

Introduction to establishments

Organisational structure administration

Establishment administration

Training methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

OVERVIEW OF PERSAL AND REPORTS

Objective

To familiarize all officials of the various departments of the Provincial Government of the Western Cape of various Persal Reports.

To provide managers with an overview of the Persal System reports.

Target Group

The session is aimed at all managers in the Provincial Government Western Cape, who deal directly or indirectly with reports.

Pre-requisites

Nominees must be computer literate.

Contents

Background and terminology of the Persal System
Establishment Reports
Personnel Administration Reports
Salary Reports
Management Information Reports
Ad Hoc Reports
Report Enquiry
Exception Reports

Training methods

Presentation
Exercises on training database

Duration of course

Two working days, from 08:30 to 15:30

Evaluation

No evaluation is necessary.

ANNUAL FINANCIAL STATEMENTS (AFS)

DATE	COURSE	VENUE
21 – 22 September 2015	Intermediate Capita Selecta on Financial Accounting	Provincial Lab, Chiappini Street, Cape Town
16 – 17 November 2015	Introduction to the Compilation of Annual Financial Statements	Golden Acre 2 & 4

INTRODUCTION TO THE COMPILATION OF ANNUAL FINANCIAL STATEMENTS (AFS)

Objective

To introduce the preparation of Annual Financial Statements (AFS) in Provincial Government to officials.

Target Group

All newcomers to the Provincial Government Western Cape who deal directly with financial statements, or who through line functions, deal indirectly with financial statements. All officials currently dealing directly or indirectly with financial statements but have never attended a course on the compilation of annual financial statements.

Pre-requisites

Basic Accounting background.

Contents

Background and terminology of the statements
Steps to compile the statements
Preparation guide issued by National Treasury
Reports required to compile statements
AFS Excel Template issued by National Treasury
Departmental Instructions
Public Finance Management Act.

Training methods

Presentation/facilitation
Study handouts

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

INTERMEDIATE CAPITA SELECTA ON FINANCIAL ACCOUNTING

Objective

To train government officials on selected financial accounting areas that should lead to improved financial information and reporting in Annual Financial Statements (AFS)/Interim Financial Statements (IFS) and In-Year Monitoring (IYM).

Target Group

For all officials of departments who have completed the AFS Template training course in the Provincial Government Western Cape who deal with financial accounting, or who through line functions, deal indirectly with financial statements.

Pre-requisites

Advanced accounting background.
Sound knowledge of SCoA.

Contents

1. Introduction

- GRAP vs Modified Cash basis of accounting

2. Leases: Disclosure of leases

- 2.1 Operating Leases
- 2.2 Finance leases
- 2.3 Amortisation table

3. Opening and year-end transactions

- 3.1 Revenue (Budget)
- 3.2 Expenditure
- 3.3 Suspense accounts

4. Accounting and disclosing of assets

- 4.1 Major assets
 - 4.1.1 Acquisition
 - 4.1.2 Disposal
 - 4.1.3 Stock take
- 4.2 Minor assets
 - 4.2.1 Acquisition
 - 4.2.2 Disposal
 - 4.2.3 Stock take
- 4.3 Inventory
 - 4.3.1 Stock take

5. Audit process

- 5.1 Audit steering committee
- 5.2 Audit queries
- 5.3 Audit qualifications
- 5.4 Material misstatements
- 5.5 Final closure (BAS)

6. Related party disclosures

- 6.1 Identifying related parties
- 6.2 Disclosure – related party transactions
- 6.3 GRAP 2 - related party disclosure

Training methods

Presentation/facilitation
Power point presentation
Study handouts

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

MOVEABLE ASSET MANAGEMENT**SUPPLY CHAIN MANAGEMENT**

DATE	COURSE	VENUE
23 – 24 July 2015	Supply Chain Management	Kromme Rhee
28 – 29 October 2015	Supply Chain Management	Kromme Rhee

PROVINCIAL GOVERNMENT
SUPPLY CHAIN MANAGEMENT

Objective

To provide training, and understanding of the legislation and prescripts governing supply chain management and procurement, and also to provide best practices in order for trainees to have a better understanding of the concepts and the application thereof.

Target group

Any officials who are directly or indirectly involved in the procurement and provisioning of goods and services within the government sphere.

Pre-requisites

Basic knowledge and understanding of the supply chain management processes.

Contents

Introduction to Supply Chain Management (SCM Policy)
Introduction to Demand Management
Introduction Acquisition Management
Introduction Inventory and Logistics Management
Introduction Asset and Disposal Management

Training methods

Presentation
Practical facilitation

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

Participants will be expected to complete a short assessment at the end of the session. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

MOVEABLE ASSET MANAGEMENT**PROCURING IN LINE WITH PAJA**

DATE	COURSE	VENUE
27 – 28 July 2015	Procuring in line with PAJA	Kromme Rhee
24 – 25 August 2015	Procuring in line with PAJA	Kromme Rhee
28 – 29 September 2015	Procuring in line with PAJA	Kromme Rhee
19 – 20 October 2015	Procuring in line with PAJA	Kromme Rhee

PROVINCIAL GOVERNMENT

PROCURING IN LINE WITH PROMOTION OF ADMINISTRATION JUSTICE ACT (Act no.3 of 2000)

Objective

To provide training to officials of the Western Cape Government who deals, directly or indirectly, with matters relating to Supply Chain Management and Contract Management in which they procure goods and services in line with Promotion of Administrative justice Act (Act no. 3 of 2000) (PAJA) and applicable case laws.

Target group

Officials who are directly or indirectly involved in the procurement and provisioning of goods and services within the government sphere.

Pre-requisites

Basic knowledge and understanding of the supply chain management processes.

Contents

- Applicable legal framework
- Planning to procure
- Preparing tender documents effectively
- Receiving and evaluating bids
- Interacting with bidders before an award is made
- Taking the decision-making process seriously
- Awards
- The tender contract in context
- Review proceedings in terms of PAJA
- Overview of the Western Cape Standard Bidding documents

Training methods

Presentation

Practical facilitation

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

Participants will be expected to complete a short assessment at the end of the session. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

INTEGRATED PROCUREMENT SOLUTION (IPS)

DATE	COURSE	VENUE
13 – 17 July 2015	Integrated Procurement Solution (IPS)	Golden Acre 1
27 – 31 July 2015	Integrated Procurement Solution (IPS)	Golden Acre 4
17 – 21 August 2015	Integrated Procurement Solution (IPS)	Golden Acre 4
24 – 28 August 2015	Integrated Procurement Solution (IPS)	Golden Acre 3
7 – 11 September 2015	Integrated Procurement Solution (IPS)	Kromme Rhee 1
28 September – 2 October 2015	Integrated Procurement Solution (IPS)	Golden Acre 4
12 – 16 October 2015	Integrated Procurement Solution (IPS)	Kromme Rhee 1
26 – 30 October 2015	Integrated Procurement Solution (IPS)	Golden Acre 4
9 – 13 November 2015	Integrated Procurement Solution (IPS)	Kromme Rhee 1
23 – 27 November 2015	Integrated Procurement Solution (IPS)	Golden Acre 1

INTEGRATED PROCUREMENT SOLUTION (IPS)

Objective

To equip IPS users in the departments dealing with Request For Quotations (RFQ) below R500 000 with the necessary skills and knowledge to manage the IPS application as a Supply Chain Management tool thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

New users

Pre-requisites

Nominees must be computer literate.

Contents

Legislative framework
Introduction to IPS
Commodities
Creating of Sourcing Projects
Creating of Sourcing Events
Supervisor approval
Retrieval of supplier responses
Confirmation of Award
Project Close out

Training methods

Lectures/facilitation
Practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.