

Reference: RCS/C.6

## TREASURY CIRCULAR NO. 40/2016

<p>THE PREMIER</p> <p>THE MINISTER OF ECONOMIC OPPORTUNITIES</p> <p>THE MINISTER OF COMMUNITY SAFETY</p> <p>THE MINISTER OF CULTURAL AFFAIRS AND SPORT</p> <p>THE MINISTER OF EDUCATION</p> <p>THE MINISTER OF FINANCE</p> <p>THE MINISTER OF HEALTH</p> <p>THE MINISTER OF HUMAN SETTLEMENTS</p> <p>THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING</p> <p>THE MINISTER OF SOCIAL DEVELOPMENT</p> <p>THE MINISTER OF TRANSPORT AND PUBLIC WORKS</p> <p>THE SPEAKER: PROVINCIAL PARLIAMENT</p> <p>THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT</p> <p>THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER IH MEYER)</p> <p>THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)</p> <p>THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER A WINDE)</p> <p>THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER A WINDE)</p> <p>THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)</p> <p>THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)</p> <p>THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)</p> <p>THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER A WINDE)</p> <p>THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER D PLATO)</p> <p>THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)</p> <p>THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (DR G LAWRENCE)</p> <p>THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR Z HOOSAIN)</p> <p>THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR G MORRIS)</p> <p>THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR BK SCHREUDER)</p> <p>THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR B ENGELBRECHT)</p> <p>THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)</p> <p>THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR T MGULI)</p> <p>THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)</p> <p>THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)</p> <p>THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)</p> <p>THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)</p> <p>THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)</p> <p>THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUY)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUY)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)</p> <p>THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)</p>	<p>For information</p>
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THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR T ARENDSE)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF G MANEVELDT)  
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 THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)  
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 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 (MS V LETSWALO)  
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 THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS R SLINGER)  
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 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)  
 THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)  
 THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR R MIENIE) (ACTING)  
 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 JANUARY 2017 – 30 JUNE 2017**

### **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 January 2017 – 30 June 2017.

## 2. NOMINATION PROCESS

**PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL YOU RECEIVE A CONFIRMATION LETTER FROM THIS OFFICE.**

- Course nominations must be submitted to Provincial Treasury on or before **25 November 2016** at Fax no. **(021) 483 3163/7668** or e-mailed to:

**Ms C Grundling (BAS and LOGIS):**

[Cornette.Grundling@westerncape.gov.za](mailto:Cornette.Grundling@westerncape.gov.za)

**Ms V Mntuyedwa (PERSAL, IPS and other nominations):**

[Valencia.Mntuyedwa@westerncape.gov.za](mailto: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 (**only core users**) must be arranged by the department in co-operation with Provincial Treasury.
- Accounting Officers must further ensure that the nominated 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 01/07/2015, all current officials who have had access to the transversal systems BAS, LOGIS and PERSAL for a period exceeding 2 years, whether they have taken the option of certifications of competency or not, still 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); and
- IPS (Annexure H)

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.**

5. **DEPARTMENTAL ARRANGEMENTS**

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

**NB: All courses commence at 08:30.**

Tea and coffee will be provided at all venues.

With regard to **Kromme Rhee (Stellenbosch)** 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. Kindly note accommodation is limited and not guaranteed.**

6. A list of all officials trained in the department is made available annually or on request.
7. As it is the Provincial Departments responsibility to ensure that their **core system users** are nominated for courses and to prevent Auditor-General queries, your assistance will be greatly appreciated.



**R MIENIE**

**ACTING DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS**

**DATE: 2016/10/20**

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

NOMINATION LIST : COURSE: .....

DATE : .....

VENUE: .....

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

**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: .....

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

**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**

<b>DATE</b>	<b>COURSE</b>	<b>VENUE</b>
23 – 27 January 2017	LOGIS Payments	12 <sup>th</sup> Floor, Golden Acre, Room 1
23 – 27 January 2017	Module 1 – Requesting and Procuring and Goods and Services	12 <sup>th</sup> Floor, Golden Acre, Room 3
30 January – 3 February 2017	Module 2 – Receiving and Issuing of Goods and Services	Die Bult, George
6 – 10 February 2017	Module 2 – Receiving and Issuing of Goods and Services	12 <sup>th</sup> Floor, Golden Acre, Room 1
13 – 17 February 2017	LOGIS Payments	Kromme Rhee
13 – 17 February 2017	Module 2 – Receiving and Issuing of Goods and Services	Lentegeur Hospital
20 – 24 February 2017	Warehouse Management for Clerks	Kromme Rhee
28 February – 1 March 2017	Introduction to LOGIS	12 <sup>th</sup> Floor, Golden Acre, Room 1
2 -3 March 2017	Introduction to LOGIS	12 <sup>th</sup> Floor, Golden Acre, Room 1
27 February – 3 March 2017	Module 1 – Requesting and Procuring and Goods and Services	12 <sup>th</sup> Floor, Golden Acre, Room 2
6 – 10 March 2017	Asset Management for Asset Clerks	12 <sup>th</sup> Floor, Golden Acre, Room 1
13 – 17 March 2017	Module 1 – Requesting and Procuring and Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
22 – 23 March 2017	Introduction to LOGIS	12 <sup>th</sup> Floor, Golden Acre, Room 1
22 – 23 March 2017	Introduction to LOGIS	Kromme Rhee
27 – 31 March 2017	Warehouse Management for Clerks	Lentegeur Hospital



DATE	COURSE	VENUE
27 – 31 March 2017	Module 1 – Requesting and Procuring and Goods and Services	Die Bult, George
2 – 3 May 2017	Introduction to LOGIS	12 <sup>th</sup> Floor, Golden Acre, Room 1
4 – 5 May 2017	Introduction to LOGIS	12 <sup>th</sup> Floor, Golden Acre, Room 1
2 – 3 May 2017	Introduction to LOGIS	Kromme Rhee
4 – 5 May 2017	Introduction to LOGIS	Kromme Rhee
8 – 12 May 2017	LOGIS Payments	HRD Centre, Brewelskloof Hospital, Worcester
15 – 19 May 2017	Asset Management for Asset Clerks	Kromme Rhee
22 – 26 May 2017	LOGIS Syscon	12 <sup>th</sup> Floor, Golden Acre, Room 1
29 May – 2 June 2017	LOGIS Payments	Die Bult, George
5 – 9 June 2017	Warehouse Management for Clerks	12 <sup>th</sup> Floor, Golden Acre, Room 1
5 – 9 June 2017	Asset Management for Asset Clerks	Lentegeur Hospital
13 – 14 June 2017	Introduction to LOGIS	12 <sup>th</sup> Floor, Golden Acre, Room 1
19 – 23 June 2017	Module 1 – Requesting and Procuring and Goods and Services	Lentegeur Hospital
19 – 23 June 2017	Module 2 – Receiving and Issuing of Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
26 – 30 June 2017	Module 1 – Requesting and Procuring and Goods and Services	Kromme Rhee

#### TRAINING OFFICIALS TO BRING LEAVER ARCH FILE TO CLASS

**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**

## INTRODUCTION TO LOGIS

### Objective

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

### Target group

New users

Interns

Automated Cost Centres

### Pre-requisites

Nominees must be computer literate.

### Contents

Signing on to LOGIS Mainframe and LOGIS Portal

Changing passwords

Navigating both LOGIS Mainframe and LOGIS Portal

Enquiry functions ENDO (Enquiry on Documents) and ENAS (Enquiry on Stock Availability)

Adding and Approving of Requisitions on PORTAL

### 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 2<sup>nd</sup> 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 enhance the skills of users responsible for the requesting and procurement of goods and services via LOGIS.

### Target group

LOGIS user types 4

### Pre-requisites

Nominees must:

- Be computer literate
- Use LOGIS on their day to day functions, and or
- Have a working knowledge of Supply Chain Management, and or
- Have a working knowledge of Financial Accounting

### Contents

The following selections are covered:

- ICIT (Item Master Maintenance)
- LSLG (Item Record Maintenance)
- LSRM (Item Record Restricted Maintenance)
- LSCT (Contract Maintenance)
- Adding of Requisitions
- RQAT (Authorising of Requisitions)
- ICSP ( Supplier Master Enquiry)
- QTMT (Quote maintenance)
- PACP (Procurement Advice Capture)
- PAAP (Procurement Advice Approval)
- BRCP (Maintain Batch Programmes)
- Order Authorisation
- RCDY (Receipt Diary)
- PCPM (Adding and Authorising of Petty Cash Purchases)
- ENAS (Enquiry on Stock availability)
- ENDO (Enquiry on Documents)

### Training methods

Lectures/facilitation

Practical exercises

### Duration of course

Five working days

- Monday-Thursday: 08:30 - 15:30
- Friday: 08:30 – 12:00

### 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 enhance the skills of users responsible for the receiving and issuing of goods and services via LOGIS.

### Target group

LOGIS user types 4

### Pre-requisites

Nominees must:

- Be computer literate
- Use LOGIS in their day to day functions, and or
- Have a working knowledge of Supply Chain Management, and or
- Have a working knowledge of Financial Accounting

### 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)
- FIIN (Invoice 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)
- ENSH (Supplier History)

**Training methods**

Lectures/facilitation

Practical exercises

**Duration of course**

Five working days

- Monday-Thursday: 08:30 - 15:30
- Friday: 08:30 – 12:00

**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 enhance the skills of users responsible for the payment of goods and services via LOGIS.

### Target group

LOGIS user types 4

### Pre-requisites

Nominees must:

- Be computer literate
- Use LOGIS in their day to day functions, and or
- Have a working knowledge of Supply Chain Management, and or
- Have a working knowledge of Financial Accounting

### Contents

The following LOGIS selections are covered:

- ENDO (enquiry on Documents)
- RCCP (Receipt Capture)
- RCRI (Simultaneous Receipt and Issue Capture)
- FIIN (Invoice and Credit Note Capturing)
- Editing Commitments
- Adding, Pre-authorising and Authorising of Payments
- Adding, Pre-authorising and Authorising of Back dated price increases
- Adding and Authorising of Disallowances
- Order finalise

### Training methods

Lectures/facilitation

Practical exercises

### Duration of course

Five working days

- Monday-Thursday: 08:30 - 15:30
- Friday: 08:30 – 12:00

### 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 enhance the skills of users responsible for the maintenance and updating of the asset register on LOGIS.

### **Target group**

LOGIS user types 4

### **Pre-requisites**

Nominees must:

- Be computer literate
- Use LOGIS in their day to day functions, and or
- Have a working knowledge of Supply Chain Management

### **Contents**

Stock take and Disposal processes

The following LOGIS selections are covered:

- Location and Personnel Maintenance
- RCRI (Simultaneous Receipt and Issue Capture of Assets)
- BRRR (Maintain reports)
- BACP (Balance Adjustment Capturing)
- BARV (Balance Adjustment Reversal)
- BAAT (Balance Adjustment Authorisation)
- BACF (Complete FBS window)
- RCXO (Extra-ordinary Receipts of Assets)
- Extra-Ordinary Issues of Assets
- 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

Practical exercises

**Duration of course**

Five working days

- Monday-Thursday: 08:30 - 15:30
- Friday: 08:30 – 12:00

**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**

Store/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:

- Normal Issues
- 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)
- INTH (Transaction History)

### **Training methods**

Lectures/facilitation

Case studies and practical exercises

### **Duration of course**

Five working days

- Monday-Thursday: 08:30 - 15:30
- Friday: 08:30 – 12:00

### **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**

<b>DATE</b>	<b>COURSE</b>	<b>VENUE</b>
23 – 27 January 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 2
30 January – 3 February 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 1
30 January – 3 February 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 2
6 – 10 February 2017	Introduction to BAS	Kromme Rhee
7 – 10 February 2017	BAS Orientation in Finance	Provincial Lab Chiappini street, Cape Town
13 – 17 February 2017	BAS Sundry Payments	12 <sup>th</sup> Floor, Golden Acre, Room 1
13 – 17 February 2017	BAS Journals	12 <sup>th</sup> Floor, Golden Acre, Room 2
20 – 24 February 2017	BAS Journals	12 <sup>th</sup> Floor, Golden Acre, Room 1
20 – 24 February 2017	BAS Sundry Payments	12 <sup>th</sup> Floor, Golden Acre, Room 2
27 February – 3 March 2017	BAS Journals	Kromme Rhee
27 February – 3 March 2017	BAS Sundry Payments	Die Bult, George
6 – 10 March 2017	BAS Reports	12 <sup>th</sup> Floor, Golden Acre, Room 2
6 – 10 March 2017	BAS Cash Receipts	12 <sup>th</sup> Floor, Golden Acre, Room 3
13 – 17 March 2017	BAS Sundry Payments	12 <sup>th</sup> Floor, Golden Acre, Room 1
13 – 17 March 2017	BAS Debts	12 <sup>th</sup> Floor, Golden Acre, Room 2
27 – 31 March 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 1
27 – 31 March 2017	BAS Cash Receipts	12 <sup>th</sup> Floor, Golden Acre, Room 2
27 – 31 March 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 3
3 – 7 April 2017	BAS Debts	12 <sup>th</sup> Floor, Golden Acre, Room 2
3 – 7 April 2017	BAS Debts	Kromme Rhee
18 – 21 April 2017	BAS Cash Receipts for capturer's, authoriser's and supervisor's (Theory)	Provincial Lab Chiappini street, Cape Town
2 – 5 May 2017	BAS Orientation in Finance	12 <sup>th</sup> Floor, Golden Acre, Room 2

DATE	COURSE	VENUE
8 -12 May 2017	BAS Debts	12 <sup>th</sup> Floor, Golden Acre, Room 1
8 – 12 May 2017	BAS Journals	12 <sup>th</sup> Floor, Golden Acre, Room 2
8 – 12 May 2017	BAS Sundry Payments	12 <sup>th</sup> Floor, Golden Acre, Room 3
15 – 19 May 2017	BAS Sundry Payments	12 <sup>th</sup> Floor, Golden Acre, Room 1
15 – 19 May 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 2
22 – 26 May 2017	BAS Journals	12 <sup>th</sup> Floor, Golden Acre, Room 2
22 – 26 May 2017	BAS Reports	Kromme Rhee
29 May – 2 June 2017	BAS Sundry Payments	12 <sup>th</sup> Floor, Golden Acre, Room 1
29 May – 2 June 2017	BAS Cash Receipts	12 <sup>th</sup> Floor, Golden Acre, Room 2
5 – 9 June 2017	BAS Reports	12 <sup>th</sup> Floor, Golden Acre, Room 2
5 – 9 June 2017	BAS Sundry Payments	Kromme Rhee
12 – 15 June 2017	BAS Cash Receipts for capturer's, authoriser's and supervisor's (Theory)	Kromme Rhee
19 – 23 June 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 2
19 – 23 June 2017	BAS Journals	Die Bult, George
26 – 30 June 2017	BAS Debts	12 <sup>th</sup> Floor, Golden Acre, Room 1
26 – 30 June 2017	Introduction to BAS	12 <sup>th</sup> Floor, Golden Acre, Room 2
27 – 30 June 2017	BAS Orientation in Finance	Provincial Lab Chiappini street, Cape Town

**PROSPECTUS  
CONTENTS**

**BAS ACCOUNTING SYSTEM (BAS)**

- 1. Orientation in Finance**
- 2. Introduction to BAS**
- 3. Cash Receipts for capturer's, authoriser'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, AUTHORISER'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, **authoriser'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 (capturers and authorisers) 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 uses.

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/Authorisation  
Increase Debt  
Decrease Debt  
Decrease Debt to zero  
Change Interest Start date  
Change Installment  
Transaction Maintenance  
Transaction Authorisation/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, familiarise 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

Utilisation 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 creditor's cycle

#### Creditor Management

Purchase Order Maintenance

Purchase Order Authorisation

Purchase Order over expenditure authorisation

Credit Note Maintenance

Credit Note Authorisation

#### Creditors Payments

Capturing of a payment

Authorising a payment

Authoring over-expenditure for a payment

BAS input forms for creditor's cycle

Utilisation 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
23 – 27 January 2017	Introduction to PERSAL	Kromme Rhee
30 January – 3 February 2017	Personnel Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
30 January – 3 February 2017	Personnel Administration	Kromme Rhee
6 – 10 February 2017	Introduction to PERSAL	12 <sup>th</sup> Floor, Golden Acre, Room 3
13 – 17 February 2017	Personnel Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
20 – 24 February 2017	Introduction to PERSAL	12 <sup>th</sup> Floor, Golden Acre, Room 3
20 – 24 February 2017	Introduction to PERSAL	Die Bult, George
27 February – 3 March 2017	Salary Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
6 – 10 March 2017	Introduction to PERSAL	Lentegeur Hospital
13 – 17 March 2017	Salary Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
13 – 17 March 2017	Salary Administration	Kromme Rhee
27 – 31 March 2017	Leave Administration	Kromme Rhee
27 – 31 March 2017	Leave Administration	HRD Centre, Brewelskloof Hospital, Worcester
3 – 7 April 2017	Introduction to PERSAL	12 <sup>th</sup> Floor, Golden Acre, Room 1
3 – 7 April 2017	Introduction to PERSAL	12 <sup>th</sup> Floor, Golden Acre, Room 3
8 – 12 May 2017	Personnel Administration	Kromme Rhee
8 – 12 May 2017	Leave Administration	Die Bult, George
15 – 19 May 2017	Introduction to PERSAL	12 <sup>th</sup> Floor, Golden Acre, Room 3
22 – 26 May 2017	Leave Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
29 May – 2 June 2017	Personnel Administration	Kromme Rhee
29 May – 2 June 2017	Introduction to PERSAL	Lentegeur Hospital

<b>DATE</b>	<b>COURSE</b>	<b>VENUE</b>
5 – 9 June 2017	Salary Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
19 – 23 June 2017	Leave Administration	12 <sup>th</sup> Floor, Golden Acre, Room 1
19 – 23 June 2017	Personnel Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
26 – 30 June 2017	Leave Administration	12 <sup>th</sup> Floor, Golden Acre, Room 3
26 – 30 June 2017	Introduction to PERSAL	HRD Centre, Brewelskloof Hospital, Worcester

**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 familiarise 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)**

<b>DATE</b>	<b>COURSE</b>	<b>VENUE</b>
23 – 24 March 2017	Introduction to the Compilation of Annual Financial Statements	Golden Acre 2
20 – 21 April 2017	Intermediate Capital Selection on Financial Accounting	Golden Acre 2

## **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**

<b>DATE</b>	<b>COURSE</b>	<b>VENUE</b>
23 – 24 February 2017	Supply Chain Management	Kromme Rhee
25 – 26 May 2017	Supply Chain Management	Kromme Rhee
22 – 23 June 2017	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.

**INTEGRATED PROCUREMENT SOLUTION (IPS)**

<b>DATE</b>	<b>COURSE</b>	<b>VENUE</b>
6 – 8 February 2017	Integrated Procurement Solution (IPS)	12 <sup>th</sup> Floor, Golden Acre, Room 2
6 – 8 March 2017	Integrated Procurement Solution (IPS)	Kromme Rhee
24 – 26 April 2017	Integrated Procurement Solution (IPS)	12 <sup>th</sup> Floor, Golden Acre, Room 1
8 – 10 May 2017	Integrated Procurement Solution (IPS)	George
12 – 14 June 2017	Integrated Procurement Solution (IPS)	12 <sup>th</sup> Floor, Golden Acre, Room 3



## **INTEGRATED PROCUREMENT SOLUTION (IPS)**

### **Objective**

To equip IPS users in the departments dealing with acquisition management/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**

Users who have not received formal training

### **Pre-requisites**

Nominees must be computer literate

### **Contents**

Supply Chain Management Regulatory Requirements

Introduction to IPS

Commodities

Creating of Sourcing Projects

Creating of Sourcing Events

Supervisor approval

Retrieval and evaluation of supplier responses

Confirmation of Award

Project Close out

### **Training methods**

Lectures/facilitation

Practical exercises

### **Duration of course**

**Three 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.