Aphiwe Mazomba
Supporting and Interlinked Financial Systems
Email: Aphiwe.Mazomba@westerncape.gov.za
tel: +27 21 483 5024 fax: +27 21 483 7668

Reference: RCS/C.6

TREASURY CIRCULAR NO. 18/2017

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 EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER IH MEYER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)
THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER A WINDE)
THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER A WINDE)
THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)
THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER A WINDE)
THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER D PLATO)

For information

THE ACCOUNTING OFFICER: VOTE 1:   PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2:   PROVINCIAL PARLIAMENT (DR G LAWRENCE)
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 (MR BK SCHREUDER)
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 (MR G PAULSE)

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 ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR T ARENDSE)
THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF G MANEVELDT)
THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR B FIGAJI)
THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)
THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)
THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)
THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MR M DLAMUKA)
THE ACCOUNTING AUTHORITY: CASIDRA (ADV GA OLIVER)
THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MR M JONES)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR T HARRIS)
THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR D SOUTHGATE) (ACTING)
THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR M BRINKHUIS)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (DR L MDUNYELWA)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MS Z SIWA)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS K ZAMA)
THE CHIEF FINANCIAL OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR H BONESCHANS)
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 (MS V LETSWALO)
THE DIRECTOR: GOVERNMENT MOTOR TRANSPORT (MR A JANSE VAN RENSBURG) (ACTING)
THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)
THE DEPUTY DIRECTOR GENERAL: FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN)
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MS M KORSTEN)
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR IG SMITH)
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR L BRINDERS) (ACTING)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE DIRECTOR: FINANCIAL GOVERNANCE (MS N SIGWELA) (ACTING)
THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR T MADONDILE) (ACTING)
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR A DYAKALA)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS RH SLINGER)
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
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 A MAZOMBA)
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 2017 – 31 DECEMBER 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 July 2017 – 31 December 2017.

2. **NOMINATION PROCESS**

A new approach to the nomination process for Transversal Systems (PERSAL, LOGIS, BAS) will be followed for the semester 1 July 2017 to 31 December 2017. The focus will be on addressing the training gap per department as at **31 March 2017**.

- **Existing Core Users**

    Provincial Treasury will provide departments with the training gap, and in liaison with the relevant stakeholders/training co-ordinators ensure that the target group identified will be prioritised and accommodated.

    In terms of Provincial Treasury System Circular No. 1 of 2010, dated 07/05/2010, as amended (August 2013), all current officials who are core system users for a period of five years and more and have been identified on the training gap will be considered for Recognition of Prior Learning (RPL) and have the following two options:

    - May opt to be nominated to attend and successfully complete the formal training; or

    - Successfully complete a test on a day determined by Provincial Treasury (course manual can be provided).

- **New users**

    A nomination form and or proof of prior training (outside Western Cape Provincial Treasury), if applicable, must be attached to the new user registration form.

PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL A CONFIRMATION LETTER IS RECEIVED FROM THIS OFFICE.

- Course nominations according to the training gaps, after consultation with the relevant stakeholder/training co-ordinators, must be submitted to Provincial Treasury by **12 June 2017** 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.**

- It is of the utmost importance that all details of nominated officials be completed fully on the official nomination forms. 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.

- Provincial Treasury must be informed **at least 5 working days prior** to the commencement of the course of all confirmation, cancellations, replacement and withdrawals. Replacements must be in accordance with the training gap. **Failure to comply will result in the nominee being replaced by another nominee which will be identified through 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.

3. **SERVICE STANDARDS**

The Provincial Treasury commits itself to ensure that:

- Confirmation letters will be issued 15 working days prior to commencement of the course.

- Certificates and result letters will be issued to successful candidates within 2 months after completion of the course.

Certificates will not be re-issued, however, a letter confirming the attendance and results will be issued.

4. **TRAINING PROSPECTUS**

Attached hereto is the training prospectuses for available courses:

➤ LOGIS (Annexure C);

➤ BAS (Annexure D);

➤ PERSAL (Annexure E);

➤ AFS (Annexure F); and

➤ SCM (Annexure G)

Training dates for AFS and SCM (Annexure F and G) attached.
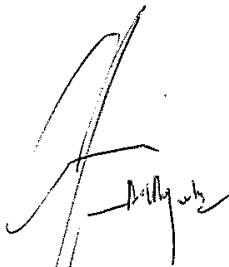
5. **DEPARTMENTAL ARRANGEMENTS**

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 from Mondays to Thursdays. **Should you require accommodation at Kromme Rhee, please indicate this on the confirmation form. Kindly note accommodation is limited and not guaranteed.**

6. Provincial Departments are responsible to ensure that their **core system users** are nominated for courses to prevent Auditor-General queries.

MR A MAZOMBA
DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
DATE: 18 May 2017

DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

(LOGIS, BAS, PERSAL, AFS, and SCM)

NOMINATION LIST: COURSE: ……………………………………………………

DATE :   ……………………………………………………

VENUE: ……………………………………………………

DEPARTMENT AND 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 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.

PROSPECTUS

CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

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 2nd 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)

MODULE 2 – RECEIVING AND ISSUING OF GOODS AND SERVICES *(continued)*

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)

ASSET MANAGEMENT FOR CLERKS *(continued)*

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.

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 authorisors) 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.

PROSPECTUS

CONTENTS

PERSONNEL AND SALARY ADMINSTRATION 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 utilises 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)

DATE	COURSE	VENUE
10 – 11 August 2017	Introduction to the Compilation of Annual Financial Statements	Golden Acre 2
19 – 20 October 2017	Intermediate Capita Selecta on Financial Accounting	Golden Acre 3

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

INTERMEDIATE CAPITA SELECTA ON FINANCIAL ACCOUNTING *(continued)*

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
	Supply Chain Management	Kromme Rhee
	Supply Chain Management	Kromme Rhee
	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.