Reference: T14/4/2/2

TREASURY CIRCULAR 15/2013

THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
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

For information

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1:   PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2:   PROVINCIAL PARLIAMENT (MR R HINDLEY)
THE ACCOUNTING OFFICER: VOTE 3:   PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4:   COMMUNITY SAFETY (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 5:   EDUCATION (MS P VINJEVOLD)
THE ACCOUNTING OFFICER: VOTE 6:   HEALTH (PROF KC HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7:   SOCIAL DEVELOPMENT (MR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8:   HUMAN SETTLEMENTS (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 9:   ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

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

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR Z HOOSAIN)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PULIC FINANCE (MR M SIGABI) (ACTING)

THE HEAD: ASSET MANAGEMENT (MR IG SMITH)
THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: FISCAL POLICY (MS C HORTON)
THE SENIOR MANAGER: INFRASTRUCTURE (MR M WÜST)
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS N OLIPHANT)
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 1 JULY 2013 – 31 DECEMBER 2013

1.   PURPOSE

The purpose of this circular is to inform departments of the nomination process, service standards, training program and departmental arrangements applicable to training interventions by Provincial Treasury for the period 1 July 2013 – 31 December 2013.

2.   NOMINATION PROCESS

- It is the responsibility of departments to 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.

- A list of all officials trained in the department is made available annually or on request.

- Departments must further ensure that these candidates and their supervisors are informed timeously of course dates in order to make the necessary arrangements to attend.

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

- **Attendance of courses must be confirmed at least 5 working days prior to the commencement of the course.** Likewise the Provincial Treasury must be informed at least 5 working days prior to the commencement of the course of any withdrawals. Suitable replacements must be arranged by the department in co-operation with Provincial Treasury.

- Course nominations should reach the Provincial Treasury on or before **10 May 2013** at **Fax no. (021) 483 7668/3163 or e-mailed to:**

  Persal nominations to **Ms V Mntuyedwa:**
  Valencia.Mntuyedwa@westerncape.gov.za

  BAS nominations to **Mr I Callaghan:**
  Ismail.Callaghan@westerncape.gov.za

  All other nominations to **Ms C Grundling:**
  Cornette.Grundling@westerncape.gov.za

- It is of the utmost importance that all details of nominated officials be completed fully on the official nomination form (Annexure A). 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.**

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.

As with immediate effect **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 form. (Annexure A) be provided.

4. TRAINING PROGRAMME

Attached hereto is the individual training programs and prospectus for LOGIS (Annexure B), BAS (Annexure C), PERSAL (Annexure D), AFS (Annexure E) and Supply Chain Management (Annexure F) for the period 1 July 2013 – 31 December 2013. This program 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.

No courses have been scheduled in the West Coast District. If there should be a need for any courses on any financial system (LOGIS, BAS, PERSAL) to be scheduled in this district, nomination request must be forwarded to the officials indicated in paragraph 2.

It is important to note that as the majority of Departments are on LOGIS, all payments for goods and services must be paid through that system. Courses in Sundry Payments and Creditors Cycle for BAS, will therefore be presented on an ad-hoc basis.

5.   DEPARTMENTAL ARRANGEMENTS

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

Tea and coffee will be provided at all venues.

With regard to Kromme Rhee the Provincial Treasury will be responsible for the arrangements of tea/coffee and meals while the respective departments will be responsible for these costs. **Should you require accommodation at Kromme Rhee, please indicate this on the confirmation form.**

6.   Your assistance in ensuring that **core system users** are nominated for courses and that nominees do attend, will be greatly appreciated.

A BASTIAANSE
SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
DATE: /2 · 04 -20/3

DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
(LOGIS, BAS, PERSAL, AFS AND SUPPLY CHAIN MANAGEMENT)

NOMINATION LIST :

COURSE: ....

DATE : ....

VENUE: ....

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

LOGISTICAL INFORMATION SYSTEM (LOGIS) TRAINING PROGRAM

DATE	COURSE	VENUE
1 – 5 July 2013	Payments	Die Bult, George
8 – 12 July 2013	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 2
15 – 19 July 2013	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
15 – 19 July 2013	Asset Management for Asset Clerks	12th floor, Golden Acre, Room 3
15 – 19 July 2013	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 2
22 – 26 July 2013	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
22 – 26 July 2013	Payments	12th floor, Golden Acre, Room 3
29 July – 2 August 2013	LOGIS / BAS Reconciliation	12th floor, Golden Acre, Room 1
5 – 6 August 2013	Automated Cost Centre Manager and Clerks	12th floor, Golden Acre, Room 1
5 – 6 August 2013	Automated Cost Centre Manager and Clerks	12th floor, Golden Acre, Room 2
5 – 6 August 2013	Automated Cost Centre Manager and Clerks	12th floor, Golden Acre, Room 3
7 – 8 August 2013	Automated Cost Centre Manager and Clerks	12th floor, Golden Acre, Room 1
12 – 16 August 2013	Warehouse Management for Clerks	12th floor, Golden Acre, Room 1
12 – 16 August 2013	Module 2 – Provisioning of Goods and Services	12th floor, Golden Acre, Room 3
19 – 23 August 2013	Warehouse Management for Clerks	Die Bult, George
26 – 30 August 2013	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
26 – 30 August 2013	Module 2 – Provisioning of Goods and Services	Kromme Rhee 1
26 – 30 August 2013	System Controller	Lentegeur Hospital

DATE	COURSE	VENUE
2 – 6 September 2013	Module 2 – Provisioning of Goods and Services	12th floor, Golden Acre, Room 1
2 – 6 September 2013	LOGIS / BAS Reconciliation	12th floor, Golden Acre, Room 3
9 – 13 September 2013	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
16 – 20 September 2013	System Controller	12th floor, Golden Acre, Room 1
16 – 20 September 2013	Warehouse Management for Clerks	12th floor, Golden Acre, Room 3
16 – 20 September 2013	Payments	Kromme Rhee 2
30 September – 4 October 2013	Payments	12th floor, Golden Acre, Room 1
30 September – 4 October 2013	Asset Management for Asset Clerks	Kromme Rhee 2
30 September – 4 October 2013	Asset Management for Asset Clerks	Vredenburg Hospital
7 – 11 October 2013	Module 2 – Provisioning of Goods and Services	12th floor, Golden Acre, Room 1
7 – 11 October 2013	Module 1 – Requesting and Procuring of Goods and Services	Lentegeur Hospital
14 – 18 October 2013	Advanced Asset and Inventory Management	12th floor, Golden Acre, Room 1
21 – 25 October 2013	Payments	12th floor, Golden Acre, Room 1
21 – 25 October 2013	Payments	HRD Centre, Brewelskloof Hospital, Worcester
28 October – 1 November 2013	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
28 October – 1 November 2013	Asset Management for Asset Clerks	12th floor, Golden Acre, Room 3
4 – 8 November 2013	System Controller	Kromme Rhee 2
4 – 8 November 2013	Asset Management for Asset Clerks	Die Bult, George
11 – 15 November 2013	Warehouse Management for Clerks	12th floor, Golden Acre, Room 1
11 – 15 November 2013	Asset Management for Asset Clerks	12th floor, Golden Acre, Room 3
18 – 22 November 2013	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1

DATE	COURSE	VENUE
25 – 29 November 2013	System Controller	12th floor, Golden Acre, Room 1
25 – 29 November 2013	LOGIS / BAS Reconciliation	12th floor, Golden Acre, Room 3
25 – 29 November 2013	Module 2 – Provisioning of Goods and Services	Lentegeur Hospital
2 – 6 December 2013	Payments	12th floor, Golden Acre, Room 1
2 – 6 December 2013	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1

PROSPECTUS
CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

1.   System Controller (Store Set-up and Maintenance)

2.   Module 1 – Requesting and Procuring of Goods and Services

3.   Module 2 – Provisioning of Goods and Services

4.   Advanced Provisioning and Procurement of Goods and Services

5.   Payments

6.   Asset Management for Asset Clerks

7.   Advanced Asset and Inventory Management

8.   Warehouse Management for Clerks

9.   LOGIS/BAS Reconciliation

10.   Automated Cost Centre Managers and Clerks

SYSTEM CONTROLLER (STORE SET-UP AND MAINTENANCE)

Objective
To equip System Controllers and Sub-System Controllers in the departments with the necessary skills and knowledge to manage the LOGIS application as a Supply Chain Management tool thus ensuring that the information provided by the system is valid, complete and reliable.

Target group
LOGIS User Type 4

Pre-requisites
Nominees must be computer literate.

Contents
Store Infrastructure and Maintenance
Creating of cost centres and asset locations
Creating, authorisation and maintenance of item records
Maintenance of security profiles

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 08:30 to 15:30

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

MODULE 1 – REQUESTING AND PROCUREMENT OF GOODS AND SERVICES

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

Target group
LOGIS user types 4
Supply Chain Management officials

Pre-requisites
Nominees must be computer literate.

Contents
Creating and Authorisation of Item records
Capturing and Authorisation of requisitions
Procurement Advice Approval
Order Authorisation
Petty Cash purchases
Enquiry functions

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 08:30 to 15:30

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

MODULE 2 – PROVISIONING OF GOODS AND SERVICES

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

Target group
LOGIS user types 4
Supply Chain Management officials

Pre-requisites
Completion of Module 1 (Requesting and Procurement of Goods and Services)
Nominees must be computer literate.

Contents
Issuing and Receipt of goods and services
Automatic Stock allocation
Maintenance of Assets
Enquiry functions
Petty Cash Receipts

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.

ADVANCED PROVISIONING AND PROCUREMENT OF GOODS AND SERVICES

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

Target group:
LOGIS user types 4
Supply Chain Management officials

Pre-requisites:
Nominees should have successfully completed Module 1 (Requisition and Procurement of Goods and Services) and Module 2 (Provisioning of Goods and Services) or have practical experience in LOGIS processes.

Contents
Creating and Authorisation of Item records
Capturing and Authorisation of requisitions
Procurement Advice Approval
Order Authorisation
Issuing and Receipt of goods and services
Maintenance of Assets
Provisioning and Procurement reports
Enquiry functions
Petty Cash transaction via LOGIS

Training methods:
Lectures/facilitation
Case studies and practical exercises

Duration of course:
Five working days, from 08:30 to 15:30

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

PAYMENTS

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

Target group
LOGIS user types 4
Supply Chain Management Personnel (Payments) and Finance officials

Pre-requisites
Nominees must be computer literate.

Contents
Capturing of invoices
Capturing and authorisation of credit notes and disallowances
Payment of goods and services procured via LOGIS
Enquiry functions

Training methods:
Lectures/facilitation
Case studies and practical exercises

Duration of course:
Five working days, from 08:30 to 15:30

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

ASSET MANAGEMENT FOR ASSET CLERKS

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

Target group:
LOGIS user types 4
Asset Management officials

Pre-requisites:
Nominees must be computer literate

Contents
Stock take and Disposal processes
Capturing and Authorisation of Balance Adjustments
Capturing of asset movements
Merge transaction capturing and authorisation
Maintenance and Repairs of assets
Reports
Enquiry functions

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.

ADVANCED ASSET AND INVENTORY MANAGEMENT

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

Target group:
LOGIS user types 4
Asset Management officials

Pre-requisites:
Practical experience in the asset and inventory management processes
Nominees must be computer literate

Contents
Asset and Inventory management theory
Stock take processes
Donations
Disposal Management
Reports
Enquiry functions

Training methods:
Lectures/facilitation
Case studies and practical exercises

Duration of course:
Five working days, from 08:30 to 15:30

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

WAREHOUSE MANAGEMENT FOR CLERKS

Objective
To equip Warehouse Clerks in the departments with the necessary skills and knowledge relating to basic warehouse management skills.

Target group
LOGIS user types 4

Pre-requisites
Nominees must be computer literate.

Contents
Capturing of receipts and issues
Updating of bin cards
Stock take processes with regard to inventory
Enquiry functions

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 08:30 to 15:30

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

LOGIS/BAS RECONCILIATION

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

Target group
Asset Managers & Asset Clerks

Pre-requisites
Nominees must be computer literate.

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

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 08:30 to 15:30

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

AUTOMATED COST CENTRE MANAGERS AND CLERKS

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

Target group
LOGIS user types 5
Cost Centre Clerks and Managers

Pre-requisites
Nominees must be computer literate.

Contents
Online requisitioning and approval of requests for goods and services
Enquiry Functions

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Two working days, from 08:30 to 15:30

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

BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAM

DATE	COURSE	VENUE
2 – 5 July 2013	Orientation in Finance	12th floor, Golden Acre, Room 1
2 – 5 July 2013	Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	12th floor, Golden Acre, Room 2
8 – 12 July 2013	Introduction to BAS	12th floor, Golden Acre, Room 2
8 – 12 July 2013	Introduction to BAS	Kromme Rhee 1
16 – 19 July 2013	Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	12th floor, Golden Acre, Room 2
16 – 19 July 2013	Orientation in Finance	Provincial Lab Chiappini str Cape Town
22 – 26 July 2013	Introduction to BAS	12th floor, Golden Acre, Room 2
23 – 26 July 2013	Orientation in Finance	HRD Centre, Brewelskloof Hospital, Worcester
29 July – 2 August 2013	Sundry Payments	Kromme Rhee 1
30 July – 2 August 2013	Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	Die Bult, George
2 – 6 September 2013	Introduction to BAS	12th floor, Golden Acre, Room 2
2 – 6 September 2013	Cash Receipts (Practical)	Die Bult, George
9 – 13 September 2013	Journals	12th floor, Golden Acre, Room 2
9 – 13 September 2013	Debts	HRD Centre, Brewelskloof Hospital, Worcester
16 – 20 September 2013	Reports	12th floor, Golden Acre, Room 2
17 – 20 September 2013	Orientation in Finance	Provincial Lab Chiappini str Cape Town
30 September – 4 October 2013	Journals	12th floor, Golden Acre, Room 2

DATE	COURSE	VENUE
30 September – 4 October 2013	Debts	Kromme Rhee 1
7 – 11 October 2013	Cash Receipts (Practical)	12th floor, Golden Acre, Room 2
7 – 11 October 2013	Introduction to BAS	Vredenburg Hospital
14 - 18 October 2013	Reports	12th floor, Golden Acre, Room 2
14 - 18 October 2013	Journals	Lentegeur Hospital
22 – 25 October 2013	Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	12th floor, Golden Acre, Room 2
21 – 25 October 2013	Reports	HRD Centre, Brewelskloof Hospital, Worcester
28 October – 1 November 2013	Introduction to BAS	12th floor, Golden Acre, Room 2
28 October – 1 November 2013	Reports	Kromme Rhee 1
4 – 8 November 2013	Cash Receipts (Practical)	12th floor, Golden Acre, Room 2
4 – 8 November 2013	Journals	Kromme Rhee 1
11 – 15 November 2013	Debts	12th floor, Golden Acre, Room 2
11 – 15 November 2013	Introduction to BAS	HRD Centre, Brewelskloof Hospital, Worcester
19 – 22 November 2013	Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	12th floor, Golden Acre, Room 2
19 – 22 November 2013	Orientation in Finance	Vredenburg Hospital
25 – 29 November 2013	Reports	12th floor, Golden Acre, Room 2
25 – 29 November 2013	Journals	Kromme Rhee 1
2 – 6 December 2013	Introduction to BAS	12th floor, Golden Acre, Room 4
2 – 6 December 2013	Introduction to BAS	Kromme Rhee 1

PROSPECTUS
CONTENTS

BAS ACCOUNTING SYSTEM (BAS)

1.   Orientation in Finance

2.   Introduction to BAS

3.   Cash Receipts for capturer's, authorizer's and supervisor's (Theory)

4.   Cash Receipts (Practical)

5.   Journals

6.   Reports

7.   Debts

8.   Sundry Payments

9.   Creditor Cycle

10.   Budgets (Capturing of Budgets on BAS – only on request)

ORIENTATION IN FINANCE

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

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

Pre-requisites
None

Contents
Financial Role Players

Prescripts –
Public Finance Management Act.
National Treasury Regulations
Provincial Treasury Instructions
Departmental Instructions

Background and terminology of the Basic Accounting System

Training methods
Presentation/facilitation
Study handouts

Duration of course
Four working days, from 8:30 to 15:30

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

INTRODUCTION TO THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisites
None

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

Training methods
Presentation/facilitation
Study handouts

Duration of course
Five working days, from 8:30 to 15:30

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

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

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

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

Pre-requisites
None

Contents
Payment methods
Completion/issuing (manual) of receipts including, depositing of money, cash inspections, shortages and surpluses, handing over procedures
Accounting procedures
Functional Reports (interpretation)
Financial Reports (interpretation)

Training Methods
Lectures/facilitation
Completion of forms
Interpretation of printed reports

Duration of Course
Four working days, from 8:30 to 15:30

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

CASH RECEIPTS ON THE BASIC ACCOUNTING SYSTEM (PRACTICAL)

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

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

Pre-requisites
Nominees must be computer literate.

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

Requesting and reading of the following :-
Deposit Advice
Receipt Detail
Register of Cheques
Register of Deposits
Register of Receipts

Training Methods
Lectures/facilitation
Case studies and practical exercises

Duration of Course
Five working days, from 8:30 to 15:30

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

JOURNALS ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisites
Nominees must be computer literate.

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

Practical Training on the requesting, interpretation and matching of :-
Journal Reports
Matching report
Detail report

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 08:30 to 15:30

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

REPORTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisite
Nominees must be computer literate.

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

How to draw functional reports.

How to draw financial reports.

Viewing, downloading and printing of reports.

Reading and interpretation of reports.

Training Methods
Lectures/facilitation
Case studies and practical exercises

Duration of Course
Five working days, from 8:30 to 15:30.

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

DEBT ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisites
Nominees must be computer literate.

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

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 8:30 to 15:30

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

SUNDRY PAYMENTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

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

Target Group

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

Pre-requisite

Nominees must be computer literate.

Contents

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

Training Method

Lectures/facilitation
Case studies and practical exercises

Duration:

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

Evaluation

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

CREDITORS CYCLE ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisites
Nominees must be computer literate.

Contents
Terminology pertaining to creditors cycle
Creditor Management
Purchase Order Maintenance
Purchase Order Authorization
Purchase Order over expenditure authorization
Credit Note Maintenance
Credit Note Authorization
Creditors Payments
Capturing of a payment
Authorising a payment
Authoring over-expenditure for a payment
BAS input forms for creditors cycle
Utilization of the enquiry function regarding purchase orders
Functional Reports

Training Methods
Lectures/facilitation
Case studies and practical exercises

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

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

BUDGETS – CAPTURING AND MANAGEMENT ON BAS

Objective
To teach officials how to capture budgets on the Basic Accounting System (BAS), and how to do amendments to the budget figure's.

Target Group
All officials of the Provincial Government Western Cape who **perform** the duty of Budget Controller, the **supervisors** to whom they report, and Senior Management involved in the budgeting process.

Pre-requisites
Nominees must be computer literate.

Contents
Introduction
Definition
Learning Objectives
Role players
Laws and Regulations
The budget cycle
Key areas

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Four 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.

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

DATE	COURSE	VENUE
8 – 12 July 2013	Introduction to Persal	12th floor, Golden Acre, Room 1
8 – 12 July 2013	Personnel Administration	12th floor, Golden Acre, Room 3
15 – 19 July 2013	Introduction to Persal	Kromme Rhee 1
15 – 19 July 2013	Salary Administration	HRD Centre, Brewelskloof Hospital, Worcester
29 July – 2 August 2013	Introduction to Persal	12th floor, Golden Acre, Room 2
29 July – 2 August 2013	Leave Administration and Service Termination	12th floor, Golden Acre, Room 3
12 – 16 August 2013	Introduction to Persal	Kromme Rhee 1
12 – 16 August 2013	Personnel Administration	HRD Centre, Brewelskloof Hospital, Worcester
26 – 30 August 2013	Introduction to Persal	12th floor, Golden Acre, Room 2
26 – 30 August 2013	Salary Administration	12th floor, Golden Acre, Room 3
2 - 6 September 2013	Introduction to Persal	Kromme Rhee 1
2 - 6 September 2013	Leave Administration and Service Termination	Kromme Rhee 2
16 – 20 September 2013	Personnel Administration	Kromme Rhee 1
16 – 20 September 2013	Introduction to Persal	Die Bult, George
7 – 11 October 2013	Salary Administration	12th floor, Golden Acre, Room 3
7 – 11 October 2013	Personnel Administration	12th floor, Golden Acre, Room 4
21 – 25 October 2013	Introduction to Persal	Kromme Rhee 1
21 – 25 October 2013	Introduction to Persal	Kromme Rhee 2
4 – 8 November 2013	Personnel Administration	12th floor, Golden Acre, Room 1
4 – 8 November 2013	Salary Administration	12th floor, Golden Acre, Room 3

REPORTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisite
Nominees must be computer literate.

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

How to draw functional reports.

How to draw financial reports.

Viewing, downloading and printing of reports.

Reading and interpretation of reports.

Training Methods
Lectures/facilitation
Case studies and practical exercises

Duration of Course
Five working days, from 8:30 to 15:30.

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

DEBT ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisites
Nominees must be computer literate.

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

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 8:30 to 15:30

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

SUNDRY PAYMENTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisite
Nominees must be computer literate.

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

Training Method
Lectures/facilitation
Case studies and practical exercises

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

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

CREDITORS CYCLE ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

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

Pre-requisites
Nominees must be computer literate.

Contents
Terminology pertaining to creditors cycle
Creditor Management
Purchase Order Maintenance
Purchase Order Authorization
Purchase Order over expenditure authorization
Credit Note Maintenance
Credit Note Authorization
Creditors Payments
Capturing of a payment
Authorising a payment
Authoring over-expenditure for a payment
BAS input forms for creditors cycle
Utilization of the enquiry function regarding purchase orders
Functional Reports

Training Methods
Lectures/facilitation
Case studies and practical exercises

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

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

BUDGETS – CAPTURING AND MANAGEMENT ON BAS

Objective
To teach officials how to capture budgets on the Basic Accounting System (BAS), and how to do amendments to the budget figure's.

Target Group
All officials of the Provincial Government Western Cape who **perform** the duty of Budget Controller, the **supervisors** to whom they report, and Senior Management involved in the budgeting process.

Pre-requisites
Nominees must be computer literate.

Contents
Introduction
Definition
Learning Objectives
Role players
Laws and Regulations
The budget cycle
Key areas

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Four 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.

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

DATE	COURSE	VENUE
8 – 12 July 2013	Introduction to Persal	12th floor, Golden Acre, Room 1
8 – 12 July 2013	Personnel Administration	12th floor, Golden Acre, Room 3
15 – 19 July 2013	Introduction to Persal	Kromme Rhee 1
15 – 19 July 2013	Salary Administration	HRD Centre, Brewelskloof Hospital, Worcester
29 July – 2 August 2013	Introduction to Persal	12th floor, Golden Acre, Room 2
29 July – 2 August 2013	Leave Administration and Service Termination	12th floor, Golden Acre, Room 3
12 – 16 August 2013	Introduction to Persal	Kromme Rhee 1
12 – 16 August 2013	Personnel Administration	HRD Centre, Brewelskloof Hospital, Worcester
26 – 30 August 2013	Introduction to Persal	12th floor, Golden Acre, Room 2
26 – 30 August 2013	Salary Administration	12th floor, Golden Acre, Room 3
2 - 6 September 2013	Introduction to Persal	Kromme Rhee 1
2 - 6 September 2013	Leave Administration and Service Termination	Kromme Rhee 2
16 – 20 September 2013	Personnel Administration	Kromme Rhee 1
16 – 20 September 2013	Introduction to Persal	Die Bult, George
7 – 11 October 2013	Salary Administration	12th floor, Golden Acre, Room 3
7 – 11 October 2013	Personnel Administration	12th floor, Golden Acre, Room 4
21 – 25 October 2013	Introduction to Persal	Kromme Rhee 1
21 – 25 October 2013	Introduction to Persal	Kromme Rhee 2
4 – 8 November 2013	Personnel Administration	12th floor, Golden Acre, Room 1
4 – 8 November 2013	Salary Administration	12th floor, Golden Acre, Room 3

DATE	COURSE	VENUE
18 – 22 November 2013	Leave Administration and Service Termination	Kromme Rhee 1
18 – 22 November 2013	Introduction to Persal	Kromme Rhee 2
2 – 6 December 2013	Introduction to Persal	12th floor, Golden Acre, Room 2
2 – 6 December 2013	Personnel Administration	12th floor, Golden Acre, Room 3

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

●

PROSPECTUS
CONTENTS

PERSONNEL AND SALARY ADMINSTRATION SYSTEM (PERSAL)

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

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

PERSAL LABOUR RELATIONS

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

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

Pre-requisites
Nominees must be computer literate.
Nominees must have successfully completed the Introduction to Persal course.
Nominees must have a working knowledge of legislation, policies and procedures with regard to Persal Labour Relations.

Contents
Grievances and representations
Progressive disciplinary actions
Suspensions
Labour relations registered

Training Methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Two working days, from 8:30 to 15:30

Evaluation
No evaluation is necessary.

PERSAL ESTABLISHMENT

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

Target Group
Officials at present responsible for the maintenance of establishment.

Pre-requisites
Nominees must be computer literate.
Nominees must have successfully completed the Introduction to Persal course.
Nominees must have a working knowledge of legislation, policies and procedures with regard to establishment.

Contents
Overview of Introduction to Persal
Introduction to establishments
Organisational structure administration
Establishment administration

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
Five working days, from 8:30 to 15:30

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

OVERVIEW OF PERSAL AND REPORTS

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

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

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

Pre-requisites
Nominees must be computer literate.

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

Training methods
Presentation
Exercises on training database

Duration of course
Two working days, from 08:30 to 15:30

Evaluation
No evaluation is necessary.

ANNUAL FINANCIAL STATEMENTS (AFS)

DATE	COURSE	VENUE
25 – 26 July 2013	Introduction to the Compilation of Annual Financial Statements	Kromme Rhee 1 & 2
22 – 23 August 2013	Intermediate Capita Selecta on Financial Accounting	Kromme Rhee 1 & 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

DATE	COURSE	VENUE
22 – 23 July 2013	Supply Chain Management	Kromme Rhee
24 – 25 October 2013	Supply Chain Management	Provincial Lab Chiappini str Cape Town

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
Entry level 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)
Demand Management
Acquisition Management
Inventory and Logistics Management
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.