

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso

T14/4/2/2

Navrae
Enquiries
Imibuzo

Ms C Grundling

ORIGINAL

TREASURY CIRCULAR 60/2009

THE PREMIER

THE MINISTER OF AGRICULTURE
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 HOUSING
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

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER) (ACTING)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)
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 (MR B SCHREUDER) (ACTING)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR DP DANIELS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE) (ACTING)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR J PETERS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR P O'BRIEN) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)
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: LOCAL GOVERNMENT AND HOUSING (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
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 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 TC ARENDSE) (ACTING)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR H DU TOIT) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS N OLIPHANT)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)
THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)
THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR G PAULSE)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

For information

PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 1 JANUARY 2010 – 30 JUNE 2010

1. PURPOSE

The purpose of this circular is to inform departments of the training program and nomination process with regard to the financial systems, Logistical Information System (LOGIS), Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL), Management Information System (Vulindlela) and Annual Financial Statements (AFS) for the period 1 January 2010 – 30 June 2010.

2. NOMINATION PROCESS

- It is the responsibility of departments to ensure that the training needs of officials who work on Financial Systems and / or with Annual Financial Statements, are addressed as high priority.
- To assist Accounting Officers to determine training needs/gaps, a list of all officials trained in the department is made available annually or on request.
- Departments must further ensure that these candidates are informed timeously of course dates in order to make the necessary arrangements to attend.
- **PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL A CONFIRMATION LETTER FROM THIS OFFICE IS RECEIVED BY THE NOMINATED OFFICIAL.**
- **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 in co-operation with Provincial Treasury.
- Course nominations should reach the Provincial Treasury on or before **13 November 2009**. These nominations can be faxed to: Ms C Grundling, at Fax no. (021) 483 7668 or e-mailed to Cgrundli@pgwc.gov.za
- It is of utmost importance that all nominated official's **Persal and Identity numbers, Race and Gender** be entered on the nomination list (attached as 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. **Nominations without Persal numbers 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 to all Vulindlela attendees within 2 months.

4. TRAINING PROGRAMME

Attached hereto is the individual training programs and prospectus for LOGIS (Annexure B), BAS (Annexure C), PERSAL (Annexure D), VULINDLELA (Annexure E) and AFS (Annexure F) for the period 1 January to 30 June 2010. 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.

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

Please note that Integrated Human Resource and Persal (IHRAP) courses are not listed in this circular but are presented by Provincial Treasury (Persal) in conjunction with the Department of the Premier.

5. DEPARTMENTAL ARRANGEMENTS

Departments will be responsible for their own arrangements with regard to travelling, accommodation and meals at all venues. Tea and coffee will be provided.

With regard to Kromme Rhee, the Provincial Treasury will be responsible for the arrangements of accommodation, 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 confirmation form.

6. FUTURE INTERVENTION

It is the intention of the Provincial Treasury to in future integrate all training interventions of its' different components.

7. Your assistance in ensuring that suitable candidates are nominated for courses and that nominees do attend, will be greatly appreciated.



A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 08-10-2009

ANNEXURE A

**DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
(LOGIS, BAS, PERSAL, VULINDLELA AND AFS)**

NOMINATION LIST : COURSE:
 DATE :
 VENUE:

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

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

NO *	SURNAME	INITIALS	TITLE	R A C E	GENDER	PERSAL NUMBER	ID NUMBER	RANK	USER PROFILE/ROLE PLAYER

*Number in order of priority by supervisor

Annexure B

LOGISTICAL INFORMATION SYSTEM (LOGIS) TRAINING PROGRAM

DATE	COURSE	VENUE
25 – 29 January 2010	System Controller	12 th floor, Golden Acre, Room 1
25 – 29 January 2010	System Controller	Kromme Rhee 2
1 – 5 February 2010	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
1 – 5 February 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 2
1 – 5 February 2010	Module 1 – Requesting and Procuring of Goods and Services	Die Bult, George
8 – 12 February 2010	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
8 – 12 February 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
15 – 19 February 2010	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 1
15 – 19 February 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 1
15 – 19 February 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 2
22 – 26 February 2010	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 1
22 – 26 February 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 2
22 – 26 February 2010	Module 1 – Requesting and Procuring of Goods and Services	Multi Purpose Hall, Vredenburg Hospital
1 – 5 March 2010	Payments	Kromme Rhee 2
1 – 5 March 2010	Module 2 – Provisioning of Goods and Services	Die Bult, George
8 – 12 March 2010	Payments	12 th floor, Golden Acre, Room 1
8 – 12 March 2010	Payments	12 th floor, Golden Acre, Room 3
8 – 12 March 2010	Payments	Kromme Rhee 2
15 – 19 March 2010	Asset and Inventory Management for Asset Clerks	Kromme Rhee 1

DATE	COURSE	VENUE
15 – 19 March 2010	Asset and Inventory Management for Asset Clerks	Kromme Rhee 2
15 – 19 March 2010	Module 1 – Requesting and Procuring of Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
19 – 23 April 2010	Asset and Inventory Management for Asset Clerks	12 th floor, Golden Acre, Room 1
19 – 23 April 2010	Asset and Inventory Management for Asset Clerks	Kromme Rhee 2
19 – 23 April 2010	Module 2 – Provisioning of Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
3 – 7 May 2010	System Controller	12 th floor, Golden Acre, Room 1
3 – 7 May 2010	System Controller	Kromme Rhee 2
3 – 7 May 2010	Payments	Die Bult, George
10 – 14 May 2010	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
10 – 14 May 2010	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 2
17 – 21 May 2010	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 1
17 – 21 May 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 1
17 – 21 May 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 2
24 – 28 May 2010	Payments	12 th floor, Golden Acre, Room 1
24 – 28 May 2010	Payments	Kromme Rhee 2
24 – 28 May 2010	Asset and Inventory Management for Asset Clerks	Die Bult, George
31 May – 4 June 2010	Asset and Inventory Management for Asset Clerks	12 th floor, Golden Acre, Room 1
31 May – 4 June 2010	Module 2 – Provisioning of Goods and Services	Multi Purpose Hall, Vredenburg Hospital
7 – 11 June 2010	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
7 – 11 June 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1

DATE	COURSE	VENUE
21 – 25 June 2010	Advanced Provisioning and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
21 – 25 June 2010	Advanced Asset and Inventory Management for Asset Clerks	Kromme Rhee 2

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 and Inventory Management for Asset Clerks
7.	Asset and Inventory Management for Asset Managers
8.	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 System and Sub-System Controllers

Pre-requisites

Nominees must be computer literate.

Contents

Store Infrastructure and Maintenance

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 3 and 4
Supply Chain Management officials

Pre-requisites

Nominees must be computer literate.

Contents

Requesting and Procuring of goods and services
Petty Cash purchases
Procurement 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.

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 3 and 4
Supply Chain Management officials

Pre-requisites

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

Contents

Provisioning of goods and services
Maintenance of Assets
Provisioning Reports
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 3 and 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

Procuring and Provisioning of goods and services
Maintenance of Assets
Provisioning and Procurement reports
Enquiry functions
Petty Cash

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 3 and 4

Supply Chain Management Personnel (Payments) and Finance officials

Pre-requisites

Nominees must be computer literate.

Contents

Payment of goods and services procured via LOGIS

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.

ASSET AND INVENTORY 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 3 and 4
Asset Management officials

Pre-requisites:

Nominees must be computer literate

Contents

Exercising control over assets from date of receipt to date of disposal
Exercising control over inventory from date of receipt to date of issue
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.

ASSET AND INVENTORY MANAGEMENT FOR ASSET MANAGERS

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 3 and 4
Asset Management officials

Pre-requisites:

Practical experience in the asset and inventory management processes
Nominees must be computer literate

Contents

Exercising control over assets from date of receipt to date of disposal
Exercising control over inventory from date of receipt to date of issue
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.

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.

Annexure C

BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAM

DATE	COURSE	VENUE
18 – 22 January 2010	Journals and Financial Reports	12 th floor, Golden Acre, Room 2
19 – 22 January 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town
25 – 29 January 2010	Debts	12 th floor, Golden Acre, Room 2
26 – 29 January 2010	Cash Receipts	Die Bult, George
1 – 5 February 2010	Journals and Financial Reports	12 th floor, Golden Acre, Room 2
2 – 5 February 2010	Orientation in Finance	Teacher Centre, Molteno road, Claremont
9 – 12 February 2010	Cash Receipts	12 th floor, Golden Acre, Room 2
9 – 12 February 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	Kromme Rhee 2
15 – 19 February 2010	Introduction in BAS	12 th floor, Golden Acre, Room 2
16 – 19 February 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town
23 – 26 February 2010	Cash Receipts	12 th floor, Golden Acre, Room 2
1 – 26 February 2010	Journals and Financial Reports	HRD Centre, Brewelskloof Hospital, Worcester
1 – 5 March 2010	Introduction in BAS	12 th floor, Golden Acre, Room 2
2 – 5 March 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town
8 – 12 March 2010	Debts	12 th floor, Golden Acre, Room 2
8 – 12 March 2010	Journals and Financial Reports	Kromme Rhee 1
16 – 19 March 2010	Cash Receipts	12 th floor, Golden Acre, Room 2
15 – 19 March 2010	Introduction in BAS	Die Bult, George
23 – 26 March 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	12 th floor, Golden Acre, Room 2
23 – 26 March 2010	Orientation in Finance	Kromme Rhee 2
12 – 16 April 2010	Journals and Financial Reports	12 th floor, Golden Acre, Room 2

DATE	COURSE	VENUE
12 – 16 April 2010	Introduction in BAS	HRD Centre, Brewelskloof Hospital, Worcester
19 – 23 April 2010	Debts	12 th floor, Golden Acre, Room 2
20 – 23 April 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	Die Bult, George
3 – 7 May 2010	Introduction in BAS	12 th floor, Golden Acre, Room 2
4 – 7 May 2010	Cash Receipts	HRD Centre, Brewelskloof Hospital, Worcester
10 – 14 May 2010	Journals and Financial Reports	Kromme Rhee 1
11 – 14 May 2010	Orientation in Finance	Die Bult, George
18 – 21 May 2010	Cash Receipts	12 th floor, Golden Acre, Room 2
18 – 21 May 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town
24 – 28 May 2010	Debts	12 th floor, Golden Acre, Room 2
24 – 28 May 2010	Journals and Financial Reports	Teacher Centre, Molteno road, Claremont
31 May – 4 June 2010	Introduction to BAS	Kromme Rhee 2
1 – 4 June 2010	Cash Receipts	12 th floor, Golden Acre, Room 2
7 – 11 June 2010	Journals and Financial Reports	12 th floor, Golden Acre, Room 2
7 – 11 June 2010	Orientation in Finance	HRD Centre, Brewelskloof Hospital, Worcester
21 – 25 June 2010	Debts	12 th floor, Golden Acre, Room 2
21 – 25 June 2010	Journals and Financial Reports	Die Bult, George

PROSPECTUS
CONTENTS

BAS ACCOUNTING SYSTEM (BAS)

1. Orientation in Finance
2. Introduction to BAS
3. Cash Receipts for capturers, authorizers and supervisor (Theory)
4. Cash Receipts (Practical)
5. Journals & Financial Reports
6. Debts
7. Sundry Payments
8. Creditor Cycle

ORIENTATION IN FINANCE

INTRODUCTION TO FINANCIAL MANAGEMENT AND THE BASIC ACCOUNTING SYSTEM (BAS)

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 CAPTURERS, AUTHORIZER'S AND SUPERVISORS (THEORY)

Objective

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

Target Group

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

Pre-requisites

None

Contents

Payment methods

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

Accounting procedures

Functional Reports (interpretation)

Financial Reports (interpretation)

Training Methods

Lectures/facilitation

Completion of forms

Interpretation of printed reports

Duration of Course

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

Evaluation

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

CASH RECEIPTS ON THE BASIC ACCOUNTING SYSTEM (PRACTICAL)

Objective

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

Target Group

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

Pre-requisites

Nominees must be computer literate.

Contents

Overview of Revenue Process.

Practical Training on:

Capturing of Receipts

Canceling of Receipts

Maintenance of Pending Receipts

Deposit Close off

Deposit Day End

Authorising and Rejecting Cancelled Receipts

Deposit Confirmation

Canceling a Deposit

Amend Erroneous Receipts

Requesting and reading of the following :-

Deposit Advice

Receipt Detail

Register of Cheques

Register of Deposits

Register of Receipts

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of Course

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

Evaluation

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

JOURNALS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

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

Target Group

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

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

A Matching report

Detail report

Training methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

This course has been incorporated in the Journals & Financial Reports course, which has a duration of 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.

FINANCIAL 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 Reports functionality on the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape involved with controlling and monitoring the income and expenditure process within the respective departments.

Pre-requisite

Nominees must be computer literate.

Contents

Requesting reports:
Expenses per month
Expenditure Control Commitments
Detail report
Matching report
Trial balance
Other available reports

Viewing, downloading and printing of reports

Reading and interpretation of reports

Training Methods

Lectures/facilitation
Case studies and practical exercises

Duration of Course

This course has been incorporated in the Journals & Reports course which has duration of five working days, from 8:30 to 15:30.

Evaluation

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

DEBT ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

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

Target group

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

Pre-requisites

Nominees must be computer literate.

Contents

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

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

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

Evaluation

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

SUNDRY PAYMENTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

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

Target Group

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

Pre-requisite

Nominees must be computer literate.

Contents

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

Training Method

Lectures/facilitation
Case studies and practical exercises

Duration:

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

Evaluation

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

CREDITORS CYCLE ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

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

Target Group

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

Pre-requisites

Nominees must be computer literate.

Contents

Terminology pertaining to creditors cycle

Creditor Management

Purchase Order Maintenance

Purchase Order Authorization

Purchase Order over expenditure authorization

Credit Note Maintenance

Credit Note Authorization

Creditors Payments

Capturing of a payment

Authorising a payment

Authoring over-expenditure for a payment

BAS input forms for creditors cycle

Utilization of the enquiry function regarding purchase orders

Functional Reports

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration:

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

Evaluation

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

Annexure D

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

DATE	COURSE	VENUE
18 – 22 January 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
25 – 29 January 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
25 – 29 January 2010	Persal Introduction	Kromme Rhee 1
1 – 5 February 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
1 – 5 February 2010	Persal Introduction	Kromme Rhee 1
8 – 12 February 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
15 – 19 February 2010	Persal Personnel Administration	12 th floor, Golden Acre, Room 3
15 – 19 February 2010	Persal Salary Administration	Die Bult, George
22 – 26 February 2010	Persal Salary Administration	12 th floor, Golden Acre, Room 3
1 – 5 March 2010	Persal Salary Administration	12 th floor, Golden Acre, Room 1
1 – 5 March 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
1 – 2 March 2010	Overview of Persal and Reports	Kromme Rhee 1
15 – 19 March 2010	Persal Personnel Administration	12 th floor, Golden Acre, Room 1
15 – 19 March 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
– 9 April 2010	Persal Leave Administration	12 th floor, Golden Acre, Room 3
12 – 16 April 2010	Persal Introduction	Kromme Rhee 1
12 – 16 April 2010	Persal Personnel Administration	Die Bult, George
19 – 23 April 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
19 – 23 April 2010	Persal Introduction	Kromme Rhee 1
3 – 7 May 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
3 – 7 May 2010	Persal Introduction	Kromme Rhee 1
10 – 14 May 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
17 – 21 May 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
24 – 28 May 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
24 – 28 May 2010	Persal Introduction	Kromme Rhee 1

DATE	COURSE	VENUE
31 May – 4 June 2010	Persal Introduction	Kromme Rhee 1
1 – 4 June 2010	Persal System Controllers	12 th floor, Golden Acre, Room 3
7 – 11 June 2010	Persal Salary Administration	12 th floor, Golden Acre, Room 3
7 – 11 June 2010	Persal Introduction	Die Bult, George
21 – 25 June 2010	Persal Introduction	12 th floor, Golden Acre, Room 3
23 – 25 June 2010	Persal Leave Administration	Kromme Rhee 1

THE PERSAL INTRODUCTION COURSE IS COMPULSORY, BEFORE NOMINATIONS WOULD BE CONSIDERED FOR ANY OTHER PERSAL COURSES.

Annexure D

PROSPECTUS
CONTENTS**PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)**

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

INTRODUCTION TO PERSAL

Objective

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

Target Group

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

Pre-requisites

Nominees must be computer literate.

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

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

Contents

Background/Introduction

Keyboard orientation and logging on and off procedures

Table and Codes

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

Enquiries on Suspense and Transaction files

Personnel and Salary enquiries

Training methods:

Lectures/facilitation

Case studies and practical exercises

Duration of course

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

Evaluation

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

The Persal Introduction course is compulsory, before nominations would be considered for any other Persal courses.

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 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

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.