

PROVINSIALE TESOURIE • PROVINCIAL TREASURY • UNONDYEBU WEPHONDO



Verwysing
Reference
Isalathiso

PT 7/1/3

Navrae
Enquiries
Imibuzo

Ms C Grundling

TREASURY CIRCULAR NO. 12/2006

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS, SPORT AND RECREATION
THE MINISTER OF EDUCATION
THE MINISTER OF ENVIRONMENT, PLANNING AND ECONOMIC DEVELOPMENT
THE MINISTER OF FINANCE AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF LOCAL GOVERNMENT AND HOUSING
THE MINISTER OF SOCIAL SERVICES AND POVERTY ALLEVIATION
THE MINISTER OF TRANSPORT AND PUBLIC WORKS

For information

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR O VALLEY) (ACTING)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR RB SWARTZ)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL SERVICES AND POVERTY ALLEVIATION (MS VL PETERSEN)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MS S MAJLET)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T TOLMAY)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR T MANYATHI)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR B ROBERTS)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (DR L PLATZKY) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR H ARENDSE)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS A SMIT) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR D ODENDAAL)
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 SERVICES AND POVERTY ALLEVIATION (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR PAE BREDEKAMP)
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 (MR A ASSIM)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: RESOURCE MANAGEMENT (MS SMA ROBINSON)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS C PAUL)
THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MS L MTUNZI)
THE SENIOR MANAGER: RISK MANAGEMENT AND GOVERNANCE SYSTEMS (MR L NENE)
THE CHIEF AUDIT EXECUTIVE (MS R JAFTHA)
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS B BOQWANA)
THE SENIOR MANAGER: FISCAL POLICY (MR A PHILLIPS)
THE SENIOR MANAGER: BUDGET OFFICE (MS AJ HICKEY) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MR DG BASSON)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (MR G PAULSE)
THE SENIOR MANAGER: PHYSICAL (FIXED) ASSETS AND PPPs (MR NB LANGENHOVEN)
THE SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (MR L MUNSAMY)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE ACTING HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

ASCERTAINING OF TRAINING NEEDS IN THE TRANSVERSAL FINANCIAL SYSTEMS LOGIS, LOSS CONTROL AND BAS FOR THE PERIOD 1 JULY – 31 DECEMBER 2006

1. PURPOSE

- 1.1 The purpose of this circular is to inform departments of the training program and nomination process with regard to the financial systems LOGIS, LOSS CONTROL and BAS for the period 1 July – 31 December 2006.

2. NOMINATION PROCESS

- It is the responsibility of the department to nominate suitable candidates and to ensure that these candidates are informed timeously in order to attend the course.
- The nominations for courses must reach the Provincial Treasury before or on **26 May 2006**. These nominations must be faxed to: **Ms C Grundling, Fax no. (021) 483 7668**.
- Any late withdrawals and substitutions must also be faxed to the afore-mentioned number.
- It is of utmost importance that all nominated officials' **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 people 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.

3. TRAINING PROGRAMME

- 3.1 Attached hereto is the individual training programs and prospectus for LOGIS/LOSS CONTROL (Annexure B) and BAS (Annexure C) for the period 1 July – 31 December 2006. This program gives a clear indication of the various courses, relevant dates and venues of where the courses will be presented. Departments must ensure that their nominations correspond with the training program.

- 3.1.1 **The training program for PERSAL will be distributed under a separate Treasury Circular.**

4. DEPARTMENTAL ARRANGEMENTS

- 4.1 Departments will be responsible for their own arrangements with regard to traveling, accommodation and meals at all venues. Tea and coffee will be supplied. With regard to Kromme Rhee, the Provincial Treasury will be responsible for the arrangements with regard to accommodation, tea/ coffee and meals while the respective departments will be responsible for all costs.

5. **Please note that nominations are not confirmed until a confirmation letter from this office for the nominated official is received.**

6. Your co-operation in this regard is highly valued as it is a joint responsibility to ensure that Government's assets, including systems are used optimally.



A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 24-04-2006

DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (LOGIS/LOSS CONTROL/BAS)

NOMINATION LIST :

COURSE:

DATE : (1st choice)..... DATE : (2nd choice).....

VENUE:

INSTITUTION/OFFICE/DIVISION:			
COMPLETE ADDRESS:			
	TEL NUMBER:	FAX NUMBER:	

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

***Number in order of priority by supervisor.**

SIGNATURE OF SUPERVISOR:.....

[illegible]

LOGISTICAL INFORMATION SYSTEM (LOGIS/LOSS CONTROL) TRAINING PROGRAM

DATE	COURSE	VENUE
7 – 10 August 2006 (Excluding 9/8/06)	LOSS CONTROL	Golden Acre
7 – 8 August 2006	LOGIS REPORTS	Kromme Rhee
7 – 8 August 2006	LOGIS REPORTS	Kromme Rhee
10 – 11 August 2006	LOGIS REPORTS	Kromme Rhee
10 – 11 August 2006	LOGIS REPORTS	Kromme Rhee
14 – 18 August 2006	LOGIS MODULE 2 ADVANCED	George
14 – 18 August 2006	LOGIS MODULE 3 ADVANCED	Golden Acre
14 – 18 August 2006	LOGIS MODULE 4 ADVANCED	Kromme Rhee
21 – 25 August 2006	LOGIS MODULE 2 BEGINNERS	Golden Acre
21 – 25 August 2006	LOGIS MODULE 3 BEGINNERS	Kromme Rhee
21 – 25 August 2006	LOGIS MODULE 4 BEGINNERS	Kromme Rhee
28 August – 1 September 2006	LOGIS MODULE 3 ADVANCED	George
28 August – 29 August 2006	CHIEF USERS	Golden Acre
28 August – 29 August 2006	CHIEF USERS	Kromme Rhee
31 August – 1 September 2006	CHIEF USERS	Golden Acre
31 August – 1 September 2006	CHIEF USERS	Kromme Rhee
4 – 8 September 2006	LOGIS MODULE 2 BEGINNERS	Kromme Rhee
4 – 8 September 2006	LOGIS MODULE 3 ADVANCED	Kromme Rhee
4 – 8 September 2006	LOGIS MODULE 4 ADVANCED	Golden Acre
11 – 15 September 2006	LOGIS MODULE 2 ADVANCED	Golden Acre
11 – 15 September 2006	LOGIS MODULE 3 ADVANCED	Kromme Rhee
11 – 15 September 2006	LOGIS MODULE 4 ADVANCED	George
18 – 22 September 2006	LOGIS MODULE 2 ADVANCED	Kromme Rhee
18 – 22 September 2006	LOGIS MODULE 3 BEGINNERS	Golden Acre
18 – 22 September 2006	LOGIS MODULE 4 ADVANCED	Kromme Rhee
26 –27 September 2006	REPORTS	Golden Acre

DATE	COURSE	VENUE
26 –27 September 2006	REPORTS	Kromme Rhee
28 –29 September 2006	CHIEF USERS	Golden Acre
28 –29 September 2006	CHIEF USERS	Kromme Rhee
2 – 6 October 2006	LOGIS MODULE 2 BEGINNERS	Kromme Rhee
2 – 6 October 2006	LOGIS MODULE 3 BEGINNERS	Kromme Rhee
2 – 6 October 2006	LOGIS MODULE 4 BEGINNERS	Golden Acre
9 – 13 October 2006	LOGIS MODULE 2 ADVANCED	Golden Acre
9 – 13 October 2006	LOGIS MODULE 3 ADVANCED	Kromme Rhee
9 – 13 October 2006	LOGIS MODULE 4 BEGINNERS	Kromme Rhee
23 –24 October 2006	LOGIS REPORTS	George
23 –24 October 2006	LOGIS REPORTS	Golden Acre
23 –24 October 2006	LOGIS REPORTS	Kromme Rhee
25 –26 October 2006	LOGIS CHIEF USERS	George
25 –26 October 2006	LOGIS CHIEF USERS	Golden Acre
25 –26 October 2006	LOGIS CHIEF USERS	Kromme Rhee
30 October 2006 – 3 November 2006	LOGIS MODULE 2 ADVANCED	Golden Acre
30 October 2006 – 3 November 2006	LOGIS MODULE 3 ADVANCED	Kromme Rhee
30 October 2006 – 3 November 2006	LOGIS MODULE 4 ADVANCED	Kromme Rhee
6 – 10 November 2006	LOGIS MODULE 2 ADVANCED	Kromme Rhee
6 – 10 November 2006	LOGIS MODULE 3 ADVANCED	Golden Acre
6 – 10 November 2006	LOGIS MODULE 4 ADVANCED	Kromme Rhee
13 – 17 November 2006	LOGIS MODULE 2 ADVANCED	Kromme Rhee
13 – 17 November 2006	LOGIS MODULE 3 ADVANCED	Kromme Rhee
13 – 17 November 2006	LOGIS MODULE 4 ADVANCED	Golden Acre
20 – 22 November 2006	LOSS CONTROL	Golden Acre
20 – 24 November 2006	LOGIS MODULE 2 ADVANCED	Kromme Rhee

DATE	COURSE	VENUE
20 – 24 November 2006	LOGIS MODULE 4 ADVANCED	Kromme Rhee
27 November – 1 December 2006	LOGIS MODULE 2 ADVANCED	Kromme Rhee
27 November – 1 December 2006	LOGIS MODULE 3 ADVANCED	Golden Acre
27 November – 1 December 2006	LOGIS MODULE 4 ADVANCED	Kromme Rhee

PROSPECTUS
CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

1. Module 1 (Introduction to LOGIS, LOGIS “Literacy”, Store Infrastructure)
2. Module 2 (Requisitioning and Purchasing of Stores, Stock Receipt and Stock Issuing)
3. Module 3 (LOGIS Payments)
4. Module 4 (Stocktaking, Disposal Control and Inventory Control)
5. Automated Chief User and Chief User Clerks (Computerised course)
6. Reports (Computerised course)
7. Loss Control

MODULE 1**INTRODUCTION TO LOGIS, LOGIS “LITERACY” AND STORE INFRASTRUCTURE****Objective:**

To expand the knowledge of all Supply Chain Management personnel from the various departments of the Provincial Government Western Cape, with regard to the following:
Introduction to LOGIS,
LOGIS “Literacy”,
Store Infrastructure

Target group:

All Supply Chain Management personnel.

Pre-requisites:

Must be computer literate.

Contents:

Introduction to LOGIS,
LOGIS “Literacy”,
Store Infrastructure.

Training methods:

Lectures
Practical exercises

Duration of course:

Five working days, from 08:30 to 16:00

Evaluation:

Writing of a test on the last day of the course. A certificate will be issued by Provincial Treasury for a mark of 70% and higher.

MODULE 2 (Beginners and Advanced)**CAPTURING AND APPROVAL OF REQUESTS, PURCHASING OF STORES, STOCK RECEIPT AND STOCK ISSUING****Objective:**

To expand the knowledge of all Supply Chain Management Personnel from the various departments of the Provincial Government Western Cape, with regard to the following:

Capturing and approval of requests,
Purchasing of stores,
Stock Receipt and
Stock Issuing

Target group:

All Supply Chain Management personnel.

Pre-requisites:

Beginners: New appointees within the Supply Chain Management Unit
Must be computer literate.

Advanced: Successful completion of the Beginners course/ experience in working
on the relevant selections
Must be computer literate

Contents:

Capturing and approval of requests,
Purchasing of stores,
Stock Receipt and
Stock Issuing

Training methods:

Lectures
Practical exercises

Duration of course:

Five working days, from 08:30 to 16:00

Evaluation:

Writing of a test on the last day of the course. A certificate will be issued by Provincial Treasury for a mark of 70% and higher.

MODULE 3 (Beginners and Advanced)**PETTY CASH AND PAYMENT OF ACCOUNTS****Objective:**

To expand the knowledge of all Supply Chain Management Personnel from the various departments of the Provincial Government Western Cape, with regard to the following:
Petty cash purchases via LOGIS, and
Payment of accounts/ orders

Target group:

All Supply Chain Management personnel and Finance personnel working on LOGIS

Pre-requisites:

Beginners: New appointees within the Supply Chain Management Unit and Finance Personnel working on LOGIS
Must be computer literate.

Advanced: Successful completion of the Beginners course/ experience in working on the relevant selections
Must be computer literate

Contents:

Payment of accounts/ orders and
Petty Cash purchases via LOGIS

Training methods:

Lectures
Practical exercises

Duration of course:

Five working days, from 08:30 to 16:00

Evaluation:

Writing of a test on the last day of the course. A certificate will be issued by Provincial Treasury for a mark of 70% and higher.

MODULE 4 (Beginners and Advanced)**STOCKTAKING, DISPOSAL AND INVENTORY CONTROL****Objective:**

To expand the knowledge of all Supply Chain Management Personnel from the various departments of the Provincial Government Western Cape, with regard to the following:

Stocktaking,
Loss Control,
Disposal and
Inventory Control

Target group:

All Supply Chain Management Personnel.

Pre-requisites:

Beginners: New appointees within the Supply Chain Management Unit
Must be computer literate.

Advanced: Successful completion of the Beginners course/ experience in working
on the relevant selections
Must be computer literate

Contents:

Stocktaking,
Disposal, and
Inventory control

Training methods:

Lectures
Practical exercises

Duration of course:

Five working days, from 08:30 to 16:00

Evaluation:

Writing of a test on the last day of the course. A certificate will be issued by Provincial Treasury for a mark of 70% and higher.

LOGIS REPORTS**Objective:**

To inform LOGIS System Controllers and or Management directly/ indirectly responsible for LOGIS of the purpose and use of LOGIS reports.

Target group:

LOGIS System Controllers and Management directly/ indirectly responsible for LOGIS.

Contents:

Report maintenance
Balance scorecard

Training methods:

Lectures
Practical Exercises

Duration of course:

Two working days, from 08:30 to 16:00

Evaluation:

None

AUTOMATED CHIEF USER / CHIEF USER CLERKS**Objective:**

To equip personnel of the various departments of the Provincial Government: Western Cape, concerned with the requisitioning and approval of requests for stores and control over inventories.

Target group:

Personnel appointed / acting as chief users / chief user clerks

Pre-requisition:

Must be computer literate.

Contents:

To capture and approve a request online
To capture and approve petty cash purchases
Enquiry functions
Inventories

Training methods:

Lectures
Practical exercises

Duration of course:

Two working days, from 08:30 to 16:00

Evaluation:

Writing of a test on the last day of the course. A certificate will be issued by Provincial Treasury for a mark of 70% and higher.

LOSS CONTROL**Objective:**

To expand the knowledge of all Loss Control personnel from the various departments of the Provincial Government Western Cape, with regard to the following:

Introduction to Loss Control,

Loss Control "literacy"

Application/use of Loss Control System

Target group:

All personnel working with losses.

Pre-requisites:

Must be computer literate.

Contents:

Introduction to Loss Control

Loss Control "literacy"

Application/use of Loss Control System

Training methods:

Lectures

Practical Exercises

Duration of course:

Three working days, from 08:30 to 16:00

Evaluation:

Writing of a test on the last day of the course. A certificate will be issued by Provincial Treasury for a mark of 70% and higher.

Annexure C**BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAM**

DATE	COURSE	VENUE
04/07/06 - 07/07/06	Cash Receipts	12 th floor, Golden Acre.
03/07/06 - 07/07/06	Budgets, Journals & Financial Reports	Die Bult, George
10/07/06 - 14/07/06	Sundry Cycle	12 th floor, Golden Acre
18/07/06 - 21/07/06	Cash Receipts	12 th floor, Golden Acre
17/07/06 - 21/07/06	Budgets, Journals & Financial Reports	Teacher Centre, Molteno rd, Claremont.
24/07/06 - 28/07/06	Creditor Cycle	12 th floor, Golden Acre
25/07/06 - 28/07/06	Cash Receipts	Teacher Centre, Molteno rd, Claremont.
31/07/06 – 04/08/06	Budgets, Journals & Financial Reports	Teacher Centre, Molteno rd, Claremont.
31/07/06 – 04/08/06	Creditor Cycle	12 th floor, Golden Acre
07/08/06 - 11/08/06 (Excluding 09/08/06)	Budgets, Journals & Financial Reports	12 th floor, Golden Acre
14/08/06 - 18/08/06	Sundry Cycle	12 th floor, Golden Acre
15/08/06 - 18/08/06	Orientation in Finance	Provincial Lab Chiappini str Cape Town
22/08/06 - 25/08/06	Cash Receipts	HRD Centre, Brewelskloof Hospital, Worcester
28/08/06 - 01/09/06	Debts	12 th floor, Golden Acre
29/08/06 - 01/09/06	Orientation in Finance	Die Bult, George
04/09/06 – 08/09/06	Sundry Cycle	12 th floor, Golden Acre
04/09/06 – 08/09/06	Budgets, Journals & Financial Reports	Teacher Centre, Molteno rd, Claremont.
11/09/06 - 15/09/06	Budgets, Journals & Financial Reports	12 th floor, Golden Acre
18/09/06 – 22/09/06	Sundry Cycle	12 th floor, Golden Acre

DATE	COURSE	VENUE
19/09/06 – 22/09/06	Orientation in Finance	Provincial Lab Chiappini Str Cape Town
26/09/06 – 29/09/06	Sundry Cycle	12 th floor, Golden Acre
02/10/06 – 06/10/06	Budgets, Journals & Financial Reports	Teacher centre, Molteno rd, Claremont.
02/10/06 – 06/10/06	Sundry Cycle	12 th floor, Golden Acre
09/10/06 – 13/10/06	Budgets, Journals & Financial Reports	HRD Centre, Brewelskloof Hospital, Worcester
23/10/06 - 27/10/06	Sundry Cycle	HRD Centre, Brewelskloof Hospital, Worcester
24/10/06 - 27/10/06	Orientation in Finance	Provincial Lab Chiappini str Cape Town
30/10/06 - 03/11/06	Sundry Cycle	12 th floor, Golden Acre
07/11/06 – 10/11/06	Cash Receipts	12 th floor, Golden Acre
13/11/06 – 17/11/06	Budgets, Journals & Financial Reports	12 th floor, Golden Acre
21/11/06 – 24/11/06	Cash Receipts	12 th floor, Golden Acre
28/11/06 – 01/12/06	Budgets, Journals & Financial Reports	12 th floor, Golden Acre

PROSPECTUS

BUDGETING 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 budget functionality on the Basic Accounting System (BAS).

Target Group:

All officials of the Provincial Government Western Cape involved with capturing, maintaining and monitoring the budget process within the respective departments.

Pre-requisite:

Officials must be computer literate.

Contents:

Capturing the budget:

Original budget

Adjustment budget

Additional budget

Combination numbers

Freezing and unfreezing the captured budget

Deleting the captured budget

Requesting reports

Training Methods:

Presentation

Practical case studies and exercises on training database.

Duration of Course:

This course has been incorporated in the Budgets, Journals & Financial Reports course which has duration of five days, 08:30 – 16:00

Certificate:

A certificate will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70% or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's, done by the System Controller or Human Resource Department in co-operation with the Directorate: Supporting and Interlinked Financial Systems (BAS) of the Provincial Treasury.

CASH RECEIPTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

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-requisite

Officials must be computer literate.

Contents

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

Presentation
 Practical case studies and exercises on training database.

Duration of Course

Four working days, 08:30 – 16:00

Certificate:

A certificate will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70% or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's, done by the System Controller or Human Resource Department in co-operation with the Directorate: Supporting and Interlinked Financial Systems (BAS) of 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

Officials 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

Practical case studies and exercises on training database.

Duration:

Five working days, 8:30 – 16:00

Certificate:

A certificate will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70% or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's, done by the System Controller or Human Resource Department in co-operation with the Directorate: Supporting and Interlinked Financial Systems (BAS) of 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:

The official 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:

Presentation
 Practical case studies and exercises on training data base.

Duration of course:

Five working days, 08:30 to 16:00

Certificate:

A certificate will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70% or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's, done by the System Controller or Human Resource Department in co-operation with the Directorate: Supporting and Interlinked Financial Systems (BAS) of 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 regards to the General and Special Journal functionality's as well as interpretation and clearing of the various 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 accounts as well as their **supervisors**.

Pre-requisites:

The official 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 and reading of :-
Journal Reports
A Matching report.
Detail report.
Viewing, printing or downloading of reports.

Training methods:

Presentation
Practical case studies and exercises on training data base.

Duration of course:

This course has been incorporated in the Budgets Journals & Financial Reports course, which has a duration of five working days, 08:30 – 16:00

Certificate:

A certificate will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70% or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's, done by the System Controller or Human Resource Department in co-operation with the Directorate: Supporting and Interlinked Financial Systems (BAS) of the Provincial Treasury.

ORIENTATION

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

Objective:

To familiarize all officials of the various departments of the Provincial Government of the Western Cape involved with financial management with the organizational structure of the Provincial Government, as well as an introduction to the other officials dealing in finance, their basic tasks, and their designations.

To familiarize new officials with the Public Finance Management Act, the National Treasury Regulations, and the Provincial Treasury Instructions.

To give new officials an overview of the Basic Accounting System.

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.

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 slides

Study handouts

Duration of course:

Four working day, 08:30 to 16:00

Certificate:

A certificate of attendance will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70 % or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's done by the System Controller or Human Resource Department in co-operation with the Directorate: Supporting and Interlinked Financial Systems (BAS) of 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:

Officials 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:

Presentation

Practical case studies and exercises on training database.

Duration of Course:

This course has been incorporated in the Budgets, Journals & Reports course which has duration of five working days, 08:30 – 16:00

Certificate:

A certificate will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70% or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's, done by the System Controller or Human Resource Department in co-operation with the Sub-directorate: Supporting and Interlinked Financial Systems (BAS) of the Provincial Treasury.

SUNDRY CYCLE 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

Officials 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
 Authoring 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:

Presentations
 Practical case studies and exercises on training data base.

Duration:

Five working days, 8:30 – 16:00

Certificate:

A certificate will be issued to attendees who are deemed competent after attending the full course, and the successful completion (70% or more) of a written competency test.

Application to attend:

Nominations are, according to the individual Departmental policy's, done by the System Controller or Human Resource Department in co-operation with the Sub-directorate: Supporting and Interlinked Financial Systems (BAS) of the Provincial Treasury.