



Reference: T 7/2/1

TREASURY CIRCULAR NO. 68/2011

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

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 G RAS)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUYS)
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)

} For information

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 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 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 TC ARENDSE)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A HARDIEN)
THE HEAD: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR A REDDY)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
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 F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)

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 FINANCE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

MONTHLY MONITORING OF INVOICES NOT SETTLED WITHIN 30 DAYS FROM DATE OF RECEIPT TO COMPLY WITH TREASURY REGULATION 8.2.3

PURPOSE

1. To draw the attention of Accounting Officers and Chief Financial Officers of departments to the attached National Treasury Instruction Note Number 34 of 2011 dated 30 November 2011, requiring departments to report monthly on payments made after 30 days of receipt of invoice – see annexure A.

BACKGROUND

2. Section 38(1)(f) states that:
“The Accounting Officer for a department, trading entity or constitutional institution must settle all contractual obligations and pay all money owing, including intergovernmental claims, within the prescribed or agreed period”.
3. In terms of National Treasury Regulation 8.2.3:
“Unless determined otherwise in a contract or other agreement, all payments due to creditors must be settled within 30 days from receipt of an invoice or, in case of civil claims, from the date of settlement or court judgement.”
4. The prescribed period referred to in section 38(1)(f) of the PFMA is 30 days from receipt of an invoice or, in the case of civil claims, from the date of settlement or court judgement, as provided in Treasury Regulation 8.2.3.
5. In Provincial Treasury Circular 15 of 2008, departments were requested to capture the ‘source document receipt date’ on BAS and LOGIS to improve the control over late payments.
6. Monthly confirmation that invoices are settled within 30 days from date of receipt of invoice is also covered in the compliance IYM reporting. Despite monthly reports on late payments being submitted to departments on a

regular basis, payments made after 30 days of receipt of invoice remains a cause for concern.

CONTROL MEASURES TO ENSURE COMPLIANCE WITH TR 8.2.3

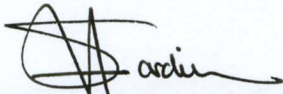
7. Preventative control measures that address the problem upfront based on document control registers, standardised procedures that are well documented and communicated, regular management oversight and reporting on remedial and disciplinary steps, remains the responsibility of the Accounting Officer and all managers.
8. On BAS and LOGIS the following reports are available that should be requested and scrutinised on a monthly bases:
 - The Provincial Treasury (Directorate: Supporting and Interlinked Financial Systems) will provide information on payments on a monthly basis, including payments made after 30 days of receipt of invoice, from the auditor downloads as requested by departments.
 - On LOGIS, the RR101 – 'Invoice Age Analysis Report' was introduced at the national LOGIS workshop 2 of 2011 during August/September 2011 and conveyed to Syscons and Practitioners at provincial LOGIS Workshops. The National Treasury presentation covering the aforementioned reports, including sub reports 1 and 2, is attached as annexure B.
 - A LOGIS report RR 105 – 'Purchase to payment report' was also introduced that enables users to track the time it takes for an Order to be invoiced and paid from the time the Order was authorised. Further information on this report can be found in annexure B.
9. Management processes and controls such as registers and checklists that accompany every payment should be utilised to ensure that punitive steps are taken against individuals where payments are made after 30 days of receipt of an invoice without valid reasons.

REQUIRED

10. Departments are required to note the content, including the requirements of National Treasury Instruction Note Number 34 of 2011.

11. Departments are requested to report to Provincial Treasury, Provincial Government Accounting Services as per annexure B of the National Treasury Instruction Note 34, the value of payments made after 30 days of receipt of invoice, as well as the main reasons for delayed payments.

12. Annexure A2 must be completed and submitted to Provincial Treasury Accounting Services by the 10th day following the reporting month. Provincial departments that fully comply with TR 8.2.3 must please submit a nil return.



PROVINCIAL ACCOUNTANT-GENERAL

DATE: 15.12.2011

ANNEXURE A

**EFFECTING PAYMENTS WITHIN THIRTY (30) DAYS FROM RECEIPT OF AN INVOICE AS
REQUIRED IN TERMS OF TREASURY REGULATION 8.2.3**



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TO ALL : ACCOUNTING OFFICERS DEPARTMENTS
: HEAD OFFICIALS OF ALL PROVINCIAL TREASURIES

NATIONAL TREASURY INSTRUCTION NOTE NUMBER 34

EFFECTING PAYMENTS WITHIN THIRTY (30) DAYS FROM RECEIPT OF AN INVOICE AS REQUIRED IN TERMS OF TREASURY REGULATION 8.2.3

1. PURPOSE

This Instruction Note aims to enhance compliance with section 38(1)(f) of the Public Finance Management Act (PFMA) which requires accounting officers to settle all contractual obligations and pay all money owing, including intergovernmental claims, within the prescribed or agreed period.

2 BACKGROUND

2.1 Treasury Regulation 8.2.3 provides that "*Unless determined otherwise in a contract or other agreement, all payments due to creditors must be settled within 30 days from receipt of an invoice or, in the case of civil claims, from the date of settlement or court judgement*".

2.2 The prescribed period referred to in section 38(1)(f) of the PFMA is 30 days from receipt of an invoice or, in the case of civil claims, from the date of settlement or court judgement, as provided in Treasury Regulation 8.2.3.

3 NON-COMPLIANCE WITH TREASURY REGULATION 8.2.3

3.1 The National Treasury and provincial treasuries are often inundated with complaints from service providers that despite supplying goods in accordance with orders and/or rendering services satisfactorily, departments are not effecting payments timeously for the purchases of such goods and/or the rendering of such services.

3.2 Many provincial treasuries have also regularly raised concerns with the National Treasury that some national departments are not honouring intergovernmental claims made by provincial departments for services rendered.

Instruction Note Number 34 dated 30 November 2011

Effecting payment within 30 days from receipt of an invoice as required in terms of Treasury Regulation 8.2.3

- 3.3 During 2009, it came to light that non-compliance with Treasury Regulation 8.2.3 had reached significant levels whereby departments were blatantly disregarding the requirement to make timeous payments to their creditors within thirty (30) days from receipt of an invoice.
- 3.4 This led to the Minister in the Presidency responsible for Performance Monitoring and Evaluation issuing a communiqué during June 2009 requesting departments to ensure compliance with Treasury Regulation 8.2.3.
- 3.5 On 2 December 2009, Cabinet also resolved that departments must implement mechanisms to ensure that payments to creditors are met within thirty (30 days) from receipt of an invoice.
- 3.6 The National Treasury also issued a circular on 31 May 2010 urging all accounting officers to institute measures to ensure that all their obligations are paid within the prescribed period.
- 3.7 Despite the foregoing, many departments are still not effecting payment to their suppliers within thirty (30) days from receipt of an invoice. This undesirable practice has now reached disturbing levels and besides being in contravention of the PFMA and Treasury Regulations, this practice is severely affecting the cash flow positions and sustainability of businesses, especially the small medium and micro enterprises (SMME's).
- 3.8 Many of such businesses are closing down largely due to financial constraints whilst others are resorting to drastic measures to keep afloat, which include the retrenchment of employees. **These measures are counterproductive to Government's priorities, which include the creation of decent jobs through inclusive economic growth.**

4. MEASURES TO ENSURE COMPLIANCE WITH TREASURY REGULATION 8.2.3

- 4.1 The accounting officer's responsibility [in terms of section 38(1)(f)] to settle all contractual obligations and to pay all money owing, including intergovernmental claims, within the prescribed (30 days) or agreed period is hereby re-iterated.
- 4.2 Within thirty days (30) days from the date of this Instruction Note, all departments are required to have in place systems (processes and procedures) that will enable the tracking of each invoice received from the various service providers.
- 4.3 The system referred to in paragraph 4.2 above may either be manual or electronic in nature and such a system must also be able to track progress with the processing of each invoice.
- 4.4 At any given time, such a system must be able to provide information related to the date on which an invoice was received, the date on which it was paid and the time period between the date of receipt and the date of payment, if the invoice was indeed paid.

Instruction Note Number 34 dated 30 November 2011

Effecting payment within 30 days from receipt of an invoice as required in terms of Treasury Regulation 8.2.3

- 4.5 With effect from 1 February 2012, all national departments must provide the National Treasury each month with exception reports on the number of invoices and the value thereof that have not been paid within thirty (30) days from receipt together with reasons for not making the payments timeously. This information must include payments that were made late (i.e. after 30 days from date of receipt) as well as those invoices that have not been paid and where the time period has exceeded thirty (30) days.
- 4.6 The information required in paragraph 4.5 above must be submitted to the National Treasury within seven (7) days after the end of the preceding month in the format prescribed in the enclosed Annexure A.
- 4.7 The accuracy of information in paragraph 4.5 must be confirmed by signature of the department's accounting officer prior to its submission to the National Treasury.
- 4.8 National departments that have fully complied with Treasury Regulation 8.2.3 must file a nil return with the National Treasury, duly confirmed by the department's accounting officer.
- 4.9 Provincial treasuries must request the information required in terms of paragraph 4.5 from their respective provincial departments in the format prescribed in the enclosed Annexure B.
- 4.10 The accuracy of information submitted by provincial departments must also be confirmed by signature of the respective department's accounting officer prior to its submission to the relevant provincial treasury.
- 4.11 If accounting officers of national and provincial departments delegate the power to confirm the accuracy of information in paragraph 4.5 to their respective department's chief financial officer or to any other functionary, the accounting officers are not divested of the responsibility concerning the exercising of the delegated power, as provided in section 44(1)(d) of the PFMA.
- 4.12 Provincial treasuries must each month ensure that all their respective provincial departments have provided returns on the information required in paragraph 4.5.
- 4.13 Provincial departments that have fully complied with Treasury Regulation 8.2.3 must file a nil return with the relevant provincial treasury, duly confirmed by the department's accounting officer.
- 4.14 Provincial treasuries must collate the information as submitted by their respective provincial departments for submission to the National Treasury within fifteen (15) days after the end of each month.
- 4.15 Submissions by provincial treasuries to the National Treasury in terms of paragraph 4.14 above must be in the format prescribed in the enclosed Annexure C.

Instruction Note Number 34 dated 30 November 2011

Effecting payment within 30 days from receipt of an invoice as required in terms of Treasury Regulation 8.2.3

- 4.16 The National Treasury will provide national departments and provincial treasuries with electronic copies of Annexures A, B and C.
- 4.17 In terms of a Management Committee resolution of the Forum of South African Directors-General (FOSAD), the National Treasury must provide the Forum with statistics each month on the exception reports, broken down per national and provincial department.
- 4.18 The information required in terms of this Instruction Note will therefore be provided to FOSAD on a monthly basis. The relevant treasuries shall take no responsibility for the accuracy of information received from departments except to the extent relating to transcribing errors.

5. SUBMISSIONS TO THE NATIONAL TREASURY

- 5.1 National departments must hand-deliver their returns to Elanie van Niekerk at the Chief Directorate: Governance Monitoring and Compliance situated on the 17th floor (Room 1711) 240 Vermeulen Street, Pretoria.
- 5.2 Provincial treasuries must forward collated returns in respect of their respective provincial departments to Ms Virginia Sefako via e-mail to Virginia.Sefako@treasury.gov.za

6. APPLICABILITY OF THIS INSTRUCTION NOTE

This Instruction Note applies to all national and provincial departments.

7. AUDITING OF THIS INSTRUCTION NOTE

A copy of this Instruction Note will be forwarded to the Auditor-General to ensure that its contents are included in their audit scope.

8. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION NOTE

Heads Officials of provincial treasuries are requested to please bring the contents of this Instruction Note to the attention of accounting officers of their provincial departments.

9. AUTHORITY FOR THIS INSTRUCTION NOTE

This Instruction Note is issued to facilitate implementation of the PFMA in terms of section 76(4)(g) of the Act read together with section 38(1)(f) and Treasury Regulation 8.2.3 and to monitor and assess implementation of the Act in terms of section 6(2)(c).

Instruction Note Number 34 dated 30 November 2011

**Effecting payment within 30 days from receipt of an invoice as required
in terms of Treasury Regulation 8.2.3**

10. EFFECTIVE DATE FOR THIS INSTRUCTION NOTE

This Instruction Note takes effect from the date of issue and requires the first submission of information to the National Treasury in February 2012.

11. CONTACT INFORMATION

Mr Jayce M Nair
Chief Director: Governance Monitoring and Compliance
Telephone No: 012 315 5482
E-mail: Jayce.Nair@treasury.gov.za



**S F NOMVALO
ACCOUNTANT-GENERAL
DATE: 30 NOVEMBER 2011**

ANNEXURE A - NATIONAL DEPARTMENTS

INFORMATION RELATED TO INVOICES PAID AFTER 30 DAYS FROM RECEIPT AND INVOICES OLDER THAN 30 DAYS THAT HAVE NOT BEEN PAID			
FINANCIAL YEAR	MONTH	NAME OF DEPARTMENT	
▼	▼		
NUMBER OF INVOICES PAID AFTER 30 DAYS		TOTAL VALUE	REASONS FOR THE LATE PAYMENT OF INVOICES
NUMBER OF INVOICES OLDER THAN 30 DAYS THAT HAVE NOT BEEN PAID		TOTAL VALUE	REASONS FOR THE NON-PAYMENT OF INVOICES
NAME OF ACCOUNTING OFFICER:		EMAIL ADDRESS OF ACCOUNTING OFFICER	CONTACT NUMBER
SIGNATURE OF THE ACCOUNTING OFFICER: *		DATE	

* If the power to confirm the accuracy of the information in this annexure has been delegated to the Chief Financial Officer or to any other functionary, the Accounting Officer is not divested of the responsibility concerning the execution of the delegated power, as provided for in section 44(1)(d) of the Public Finance Management Act (PFMA).

ANNEXURE B - PROVINCIAL DEPARTMENTS

INFORMATION RELATED TO INVOICES PAID AFTER 30 DAYS FROM RECEIPT AND INVOICES OLDER THAN 30 DAYS THAT HAVE NOT BEEN PAID			
FINANCIAL YEAR	MONTH	NAME OF PROVINCE	NAME OF DEPARTMENT
	▼		
NUMBER OF INVOICES PAID AFTER 30 DAYS		TOTAL VALUE	REASONS FOR LATE PAYMENT OF INVOICES
NUMBER OF INVOICES OLDER THAN 30 DAYS THAT HAVE NOT BEEN PAID		TOTAL VALUE	REASONS FOR THE NON-PAYMENT OF INVOICES
NAME OF ACCOUNTING OFFICER:		EMAIL ADDRESS OF ACCOUNTING OFFICER	CONTACT NUMBER
NAME OF ACCOUNTING OFFICER: *		SIGNATURE OF ACCOUNTING OFFICER: *	
		DATE	

* If the power to confirm the accuracy of the information in this annexure has been delegated to the Chief Financial Officer or to any other functionary, the Accounting Officer is not divested of the responsibility concerning the execution of the delegated power, as provided for in section 44(1)(d) of the Public Finance Management Act (PFMA).

ANNEXURE A2 - PROVINCIAL DEPARTMENTS

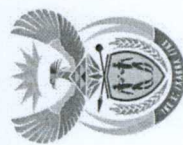
INFORMATION RELATED TO INVOICES PAID AFTER 30 DAYS FROM RECEIPT AND INVOICES OLDER THAN 30 DAYS THAT HAVE NOT BEEN PAID			
FINANCIAL YEAR	MONTH	NAME OF PROVINCE	NAME OF DEPARTMENT
	▼		
NUMBER OF INVOICES PAID AFTER 30 DAYS		TOTAL VALUE	REASONS FOR LATE PAYMENT OF INVOICES
NUMBER OF INVOICES OLDER THAN 30 DAYS THAT HAVE NOT BEEN PAID		TOTAL VALUE	REASONS FOR THE NON-PAYMENT OF INVOICES
NAME OF ACCOUNTING OFFICER:		EMAIL ADDRESS OF ACCOUNTING OFFICER	CONTACT NUMBER
SIGNATURE OF ACCOUNTING OFFICER: *		SIGNATURE OF ACCOUNTING OFFICER: *	
		DATE	

* If the power to confirm the accuracy of the information in this annexure has been delegated to the Chief Financial Officer or to any other functionary, the Accounting Officer is not divested of the responsibility concerning the execution of the delegated power, as provided for in section 44(1)(d) of the Public Finance Management Act (PFMA).

LOGIS USER WORKSHOP 2 OF 2011

LOGIS USER WORKSHOP 2 OF 2011

August / September 2011



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

PROCUREMENT MANAGEMENT REPORTS

- LOGIS Procurement reports can be used for management information and reconciliation:
 - RR020 – Spend Analysis
 - RR093 – Payments using Invoice Price
 - RR094 – Payment Reconciliation Report
 - RR095 – Payments Authorised but with no BAS Payment no
 - RR016 – Summary of Procurement Integration Commitments
 - RR082 – Outstanding Commitments per Order Status
 - RR083 – Outstanding Commitments per Allocation
 - RR102 – Financial Statement Commitments
 - RR103 – Financial Statement Accruals
 - RR101 – Invoice Age Analysis Report
 - RR105 – Purchase to Payment Report
 - RR069 – Supplier Analysis Report



PROCUREMENT MANAGEMENT REPORTS.

CONTINUED

- **RR101** – Invoice Age Analysis Report
- The Invoice Age Analysis was previously available in RR103, was moved to a new report RR101, because Accruals (RR103) must calculate age based on the actual receipt date.
- RR101 will calculate and display the age of all open invoices as per the PFMA requirements on the **Actual Invoice Receipt Date**.
- Parameters:
 - **Store no / ILNO**: Key in the Store number / ILNO for which the Report is requested. ("ALL" is not allowed).
 - **Supplier No**: A valid supplier number or the word "All".
 - **Cost Centre No**: A valid cost centre number or the word "All".
 - **Summary / Detail / Both**: S - only RR101-1 (Summary report) will print, D – only RR101-2 (Detail report) will print, B – both summary and detail report will print.



PROCUREMENT MANAGEMENT REPORTS.

CONTINUED

- **RR101 – Invoice Age Analysis Report**
 - RR101 must display all unpaid invoices (excluding rejected invoices)
 - The age analysis is calculated as:
 - Age in days = Today's date – Actual Invoice Received Date.

	Invoice Status	Payment Type and Status	Amount calculation
Payment Authorised but not accepted by BAS	Created, Partially Paid, Fully Paid	Authorised but on Procurement Integration Resubmission Queue	Payment Qty * Payment Price
Invoiced, but Payment not yet Authorised	Created, Partially Paid, Fully Paid	Payment exists in Created or Pre-Auth status	Payment Qty * Payment Price
Invoiced, but no Payment exists	Created	No Payment exists yet	Invoice Qty * Quoted Price

Table 5 – LOGIS criteria for Invoice Age Analysis Report

Verification Rule Name	Verification values	Abstract / Description
[INVOICE-STATUS-VE	C	Created
	P	Partially Paid
	F	Fully Paid
	Z	Rejected

Table 6 – LOGIS Invoice Statuses

PROCUREMENT MANAGEMENT REPORTS.

CONTINUED

• RR101-1 – Invoice Age Analysis Report – Summary Report

REPORT NO : RR101-1		LOGISTICAL INFORMATION SYSTEM		DATE : 2011/08/12 14:22
PROGRAM : PABIAIRR		FINANCIAL STATEMENTS INVOICE AGE ANALYSIS		PAGE NO : 1
		INVOICE AGE ANALYSIS - SUMMARY		
STORE NO / ILNO	: 7020900000 WORKSHOP STORE			
SUPPLIER NO	: ALL			
COST CENTRE NO	: BOTH			
SUMMARY/DETAIL/BOTH	: BOTH			
STORE	: 7020900000 WORKSHOP STORE			
CATEGORY		PAYMENT AUTHORISED NOT YET AT BAS	INVOICED, BUT PAYMENT NOT YET AUTHORISED	INVOICED, BUT NO PAYMENT EXISTS
CAPITAL				AGE FROM ACTUAL INVOICE RECEIVED
MAJOR ASSET				<- 30 DAYS
TOTAL FOR CAPITAL		0.00	0.00	30+ DAYS
CURRENT		0.00	0.00	TOTAL
MINOR ASSET		0.00	0.00	
INVENTORY		0.00	4,150.00	0.00
SERVICES		0.00	0.00	35,711.40
LEASES		0.00	0.00	0.00
TOTAL FOR CURRENT		0.00	4,150.00	0.00
TOTAL FOR STORE:		0.00	4,150.00	35,711.40
	7020900000			39,596.40

*** END OF REPORT ***

PROCUREMENT MANAGEMENT REPORTS.

CONTINUED

• RR101-2 – Invoice Age Analysis Report – Detail report

REPORT NO : RR101-2		LOGISTICAL INFORMATION SYSTEM		DATE : 2011/08/12 14:22		
PROGRAM : PABIBIR		FINANCIAL STATEMENTS INVOICE AGE ANALYSIS		PAGE NO : 1		
		INVOICE AGE ANALYSIS - DETAIL				
STORE NO / ILNO	: 7020900000 WORKSHOP STORE					
SUPPLIER NO	: ALL					
COST CENTRE NO	: BOTH					
SUMMARY/DETAIL/BOTH	: BOTH					
STORE	: 7020900000 WORKSHOP STORE					
SUPPLIER NUMBER AND NAME	INVOICE NO	ORDER NO	INV DATE	AMOUNT	AGE	OVERDUE
E8072 BMS MEDICAL SUPPLIES	BMS5006	OR-028254	2011/06/09	4,150.00	64	X
E8072 BMS MEDICAL SUPPLIES	21005152/420955	OR-028254	2011/07/25	3,885.00	18	
E8072 BMS MEDICAL SUPPLIES	50210005678	OR-020466	2009/10/14	910.20	667	X
E8072 BMS MEDICAL SUPPLIES	5021000678	OR-020466	2009/03/04	910.20	891	X
E8072 BMS MEDICAL SUPPLIES	5021000822	OR-020584	2009/08/03	21,981.00	739	X
E8072 BMS MEDICAL SUPPLIES	5036003234	OR-023206	2009/12/08	7,760.00	612	X
TOTAL FOR STORE: 7020900000 WORKSHOP STORE				39,596.40		5

*** END OF REPORT ***

PROCUREMENT MANAGEMENT REPORTS.

CONTINUED

- **RR105** – Purchase to Payment Report
- This report will enable users to track the time it takes for an Order to be invoiced and paid from the time the Order was authorised.
- Parameters:
 - **STORE/ILNO** Key in the STORE Number / ILNO for which the report is requested. (ALL is not allowed)
 - **DATE FROM (YYYYMMDD)** Key in the start date for which the transaction information should print on the report – date compared with order authorised date.
 - **DATE TO (YYYYMMDD)** Key in the end date for which the transaction information should print on the report – date compared with order authorised date.
 - **(D)OWN / (R)EP / (B)OTH** Only D, R or B will be accepted as valid inputs input. "D" will generate only a Download that will be sent to the MyFTP application. "R" will generate only a Report that can be viewed on Browse Spool Queue (BRPQ). "B" will generate both the Download, which will be sent to the MyFTP application, as well as the Report, which can be viewed on BRPQ.



PROCUREMENT MANAGEMENT REPORTS.

CONTINUED

RR105 – Purchase to Payment Report

REPORT NO : RR105
 PROGRAM : FAB105RR
 LOGISTICAL INFORMATION SYSTEM
 PURCHASE TO PAYMENT REPORT

DATE : 2011/08/27 12:20
 PAGE NO : 1

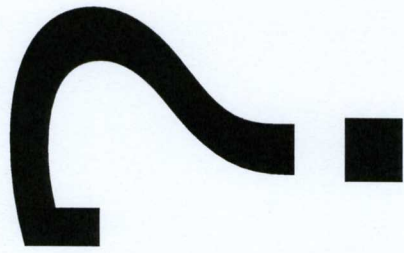
STORE / IL NO : 7020900000 WORKSHOP STORE
 START DATE (YYYYMMDD) : *****
 END DATE (CCYYMMDD) : 20110707
 (D)OWN / (R)EP / (B)OTH : R

Order No	Order Status	Invoice No	Payment No	Payment Status	No. of --Order-- to Invoice	Days -Inv/Ord-- to Payment	Total	Order Auth Date	Actual Inv Rec Date	Payment Status Date
OR-028596	Paid	IN142180	PM-028163	Authorised	10	4	14	20110705	20110715	20110719
OR-028598	Paid	055205	PM-028121	Authorised	3	14	17	20110705	20110708	20110722
OR-028599	Paid	IN253510	PM-028182	Authorised	14	3	17	20110705	20110719	20110722
OR-028600	Authorised	EMS2176	PM-028217	Authorised	8	12	20	20110705	20110713	20110725
OR-028600	Authorised	EMS2179	PM-028223	Authorised	17	3	20	20110705	20110722	20110725
OR-028600	Authorised	EMS2197	PM-028241	Authorised	16	7	23	20110705	20110721	20110728
OR-028601	Authorised	MSI370600	PM-028099	Authorised	3	3	6	20110705	20110708	20110711
OR-028603	Paid	433151	PM-028162	Authorised	10	4	14	20110705	20110715	20110719
OR-028604	Paid	138	PM-028203	Authorised	9	11	20	20110705	20110714	20110725
OR-028607	Paid	GRGTRIN0019789	PM-028189	Authorised	9	10	19	20110706	20110715	20110725
OR-028609	Paid	IN024188	PM-028271	Authorised	27	0	27	20110706	20110802	20110802
OR-028612	Paid	IN100493	PM-028262	Authorised	26	0	26	20110706	20110801	20110801
OR-028614	Paid	1461	PM-028192	Authorised	7	12	19	20110706	20110713	20110725
OR-028616	Paid	IN142233	PM-028152	Authorised	8	6	14	20110706	20110714	20110720
OR-028618	Paid	INV95787	PM-028208	Authorised	7	12	19	20110706	20110713	20110725
OR-028619	Paid	PM01845	PM-028259	Authorised	26	0	26	20110706	20110801	20110801

Please note that this report was recently changed to use the Actual Invoice Received Date (in stead of the Invoice Create Date). After the change the report can be used to report against PFMA compliance, i.e. **payment within 30 days of Invoice Received Date.**



QUESTIONS



GENERAL

As representatives of your Departments/Province there is an onus on each attendee to ensure that the contents of this presentation is conveyed to

ALL parties concerned.

