Provincial Treasury
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TREASURY CIRCULAR NO. 3/2023

THE ACCOUNTING OFFICER: VOTE 1:   PREMIER (DR H MALILA)
THE ACCOUNTING OFFICER: VOTE 2:   PROVINCIAL PARLIAMENT (MR R ADAMS)
THE ACCOUNTING OFFICER: VOTE 3:   PROVINCIAL TREASURY (MR D SAVAGE)
THE ACCOUNTING OFFICER: VOTE 4:   COMMUNITY SAFETY (ADV. Y PILLAY)
THE ACCOUNTING OFFICER: VOTE 5:   EDUCATION (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 6:   HEALTH (DR K CLOETE)
THE ACCOUNTING OFFICER: VOTE 7:   SOCIAL DEVELOPMENT (DR R MACDONALD)
THE ACCOUNTING OFFICER: VOTE 8:   HUMAN SETTLEMENTS (MS L SCHUURMAN)
THE ACCOUNTING OFFICER: VOTE 9:   ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR G GERBER)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (DR M SEBOPETSA)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR V DUBE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR G REDMAN)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

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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 S KAYE)
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THE CHIEF FINANCIAL OFFICER: VOTE 9:   ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR RT MOSOME)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV. C SMITH)
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)
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THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

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

PROVINCIAL TREASURY INTEGRATED FINANCIAL SYSTEMS TRAINING PROGRAMME FOR THE PERIOD 1 APRIL - 30 SEPTEMBER 2023

1. PURPOSE

The purpose of this circular is to inform departments of the nomination process, service standards, training programme and departmental arrangements applicable to financial systems training interventions presented by Provincial Treasury for the period 1 April - 30 September 2023.

2. NOMINATION PROCESS

The focus of Provincial Treasury Financial Systems Training will be on addressing the training gap per department as of 31 December 2022.

2.1 Existing Core Users

Provincial Treasury will furnish departments with the latest financial systems training gap analysis, and in liaison with the relevant stakeholders/training co-ordinators ensure that the target groups identified for training will be prioritised and accommodated.

Accounting Officers must ensure that the training needs of core system (BAS, LOGIS and PERSAL) users are addressed as high priority.

Officials must be nominated in line with their training gap to attend and successfully complete the formal training.

2.2 System Users with Five Years or More Experience

Provincial Treasury aims to reduce the training gap on the financial systems and will identify officials with five years or more experience to be assessed by means of a test based on the following two options:

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

- Complete an assessment on a day determined by Provincial Treasury and course manual will be provided In the event that an official is not successful in the assessment he/she must be nominated to attend the formal training.

2.3 New Users

- All new users that require training must attach a nomination form (Annexure A) to the user registration form.

- Nominated officials must ensure that all information is completed on the nomination form as required by the Workplace Skills Plan.

- Accounting Officers must further ensure that the nominees and their supervisors are timeously informed of course dates.

- Introduction courses for all systems are compulsory and all nominees must be computer literate.

3. **CONFIRMATION PROCESS**

PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL A CONFIRMATION LETTER IS RECEIVED FROM PROVINCIAL TREASURY.

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

- Provincial Treasury must be informed at least 7 working days prior to the commencement of the course of all confirmations, cancellations, replacements, and withdrawals.

- Replacements must be in accordance with the agreed training gap and meet the requirements as stated above. Failure to comply will result in the nominee being replaced by another nominee who will be identified by Provincial Treasury.

4. **APPROACH TO TRAINING**

4.1 **e-Learning**

The Provincial Treasury has implemented the e-Learning platform named the PT School of Excellence. This platform will be primarily used for BAS, LOGIS, PERSAL introduction courses. The e-Learning courses will require nominated officials to have access to computers (PC/laptop); the Internet and either Google Chrome or Microsoft Edge internet browsers.

An invitation with user login details will be sent via email to users who will attend the course. Users must only login on the commencement date of the course.

All course material will be available on the e-Learning platform.

4.2 **Online Learning**

The Provincial Treasury will continue with online learning via MS Teams. This will follow a similar approach to the classroom training; however, it will be presented virtually.

Course Material will be emailed or shared via MS Teams.

4.3 **Classroom Training**

This training will be face to face with a maximum of 10 officials present in a classroom at various venues.

Course Material will be emailed or shared via MS Teams.

4.4 **Training Requirements**

Methods of Training	Requirements
e-Learning	• Users must be committed to complete the training within the allocated timeframe. • Departments should be sensitive towards the users on training with regards to work obligations and provide a conducive environment. • An allocated workstation with an up-to-date web browser and a reliable network connection with access to the WCG domain (VPNra setup when working from home). • Nominated officials should be computer literate. • Users will be expected to participate in contact sessions via MS Teams.

Methods of Training	Requirements
Online Learning (MS Teams)	• Users must be committed to complete the training within the allocated timeframe. • Departments must block diaries of users on online training and allow nominated officials time to complete this training without disruptions while in office. • An allocated workstation with an up-to-date web browser and a reliable network connection with access to the WCG domain (VPNra setup when working from home). • Commitment is critical to user capacitation and thus 100% virtual attendance is required.
Classroom Training	• 100 % classroom attendance is required for the duration of the course. • Officials attending classroom training must print their own training material and bring it along to the course or bring electronic copies via a mobile device (laptop or Tablet if available).

5. GENERAL INFORMATION

- The supervisor in liaison with the nominee must ensure that travel and accommodation arrangements are made in accordance with the confirmed training venue.

- All courses presented by Provincial Treasury commence at 08:30 sharp and end at 15:00 Monday till Friday. Late arrivals will not be accepted.

- 100 % attendance for the full duration of the course is compulsory.

- Certificates and result letters will be issued to successful candidates within 1 month after completion of the course.

Fully completed nomination forms (Annexure A) must be submitted to Provincial Treasury by Friday,10 March 2023 via e-mail to:

Ms C Grundling (LOGIS) : Cornette.Grundling@westerncape.gov.za

Ms V Mntuyedwa (BAS) : Valencia.Mntuyedwa@westerncape.gov.za

Ms V Cupido (PERSAL and AFS) : Veronique.Cupido@westerncape.gov.za

Courses and dates are subject to change based on the nominations received.

6. TRAINING PROSPECTUS

Attached hereto are the training prospectus for courses that will be presented:

LOGIS (Annexure B);

- BAS (Annexure C);

- PERSAL (Annexure D) and

- AFS (Annexure E)

DEPARTMENTAL ARRANGEMENTS

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

NB: All courses commence at 08:30.

- Tea and coffee will be provided at all venues.

- Due to cost constraints accommodation at Kromme Rhee will be the departments own responsibility.

- Courses and dates are subject to change based on the nominations received.

Kindly ensure that the content of this Circular is brought to the attention of all relevant officials including those on leave.

MR A MAZOMBA
DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

PROVINCIAL TREASURY: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS NOMINATION FORM

FUNCTIONAL AREA/TRAINING REQUEST:

PREFERENCE TRAINING	CLASSROOM:		MS TEAMS:		E-LEARNING:	
DEPARTMENT:				INSTITUTION/OFFICE/DIVISION:		
COMPLETE POSTAL ADDRESS:						
	SUPERVISOR'S NAME:				SIGNATURE OF SUPERVISOR:	
	TEL NUMBER:				FAX NUMBER:	
	E-MAIL ADDRESS:					
	MS TEAMS ACCESS:	YES:		NO:		

PLEASE COMPLETE IN CAPITAL LETTERS NOMINEE PARTICULARS IN FULL

SURNAME	INITIALS	TITLE	RACE	GENDER	PERSAL NUMBER	ID NUMBER	RANK	DISABILITY YES/NO	COMPUTER LITERATE YES/NO	SYSTEM USER ID	E-MAIL ADDRESS

LOGISTICAL INFORMATION SYSTEM (LOGIS) TRAINING PROGRAMME

DATE	COURSE	VENUE
18 - 20 April 2023	Introduction to LOGIS	e-Learning - 2 courses
24 - 26 April 2023	Introduction to LOGIS	e-Learning
2 - 4 May 2023	Introduction to LOGIS	e-Learning - 2 courses
8 - 12 May 2023	Module 1 - Requesting and Procuring of Goods and Services	12th Floor, Golden Acre
8 - 12 May 2023	Module 1 - Requesting and Procuring of Goods and Services	e-Learning
16 - 18 May 2023	Introduction to LOGIS	e-Learning
22 - 26 May 2023	Module 1 - Requesting and Procuring of Goods and Services	e-Learning
29 May - 2 June 2023	LOGIS Payments	12th Floor, Golden Acre
29 May - 2 June 2023	Module 1 - Requesting and Procuring of Goods and Services	Kromme Rhee
5 - 9 June 2023	Module 1 - Requesting and Procuring of Goods and Services	e-Learning – 2 courses
19 - 23 June 2023	Module 1 - Requesting and Procuring of Goods and Services	12th Floor, Golden Acre – 2 courses
26 - 30 June 2023	LOGIS Payments	12th Floor, Golden Acre, Room 1
27 - 29 June 2023	Introduction to LOGIS	e-Learning
10 - 14 July 2023	LOGIS Payments	12th Floor, Golden Acre, Room 1
10 - 14 July 2023	Module 1 - Requesting and Procuring of Goods and Services	e-Learning
11 - 13 July 2023	Introduction to LOGIS	e-Learning
17 - 21 July 2023	Module 1 - Requesting and Procuring of Goods and Services	e-Learning – 2 courses
24 - 28 July 2023	Module 1 - Requesting and Procuring of Goods and Services	West Coast
25 - 27 July 2023	Introduction to LOGIS	e-Learning
31 July - 4 August 2023	LOGIS Payments	e-Learning
31 July - 4 August 2023	Module 1 - Requesting and Procuring of Goods and Services	e-Learning
14 - 18 August 2023	LOGIS Payments	12th Floor, Golden Acre
14 - 18 August 2023	LOGIS Payments	e-Learning
21 - 25 August 2023	Introduction to LOGIS	e-Learning – 2 courses
28 August - 1 September 2023	LOGIS Payments	12th Floor, Golden Acre
28 August - 1 September 2023	LOGIS Payments	e-Learning

DATE	COURSE	VENUE
4 - 8 September 2023	Module 1 - Requesting and Procuring of Goods and Services	e-Learning
11 - 15 September 2023	Module 1 - Requesting and Procuring of Goods and Services	Kromme Rhee
18 - 22 September 2023	Module 2 - Receiving and Issuing of	18 - 22 September 2023

TRAINING OFFICIALS TO BRING LEAVER ARCH FILE TO CLASS

PROSPECTUS

CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

1. INTRODUCTION TO LOGIS

Objective

To equip officials with a basic understanding of the LOGIS Mainframe and Portal application.

Target group:

- New users
- Interns
- Automated Cost Centres (user type 5)

Prerequisites

Nominees must:

- Be computer literate

Contents

- Login procedure
- Navigating both LOGIS Mainframe and LOGIS Portal
- Enquiry functions
- Adding, Editing and Approving of Requisitions on Portal

Duration of course

Three working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

2. MODULE 1 - REQUESTING AND PROCUREMENT OF GOODS AND SERVICES

Objective

To enhance the skills of users responsible for the requesting and procurement of goods and services via LOGIS.

Target group

LOGIS user type 4 and 8

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Use LOGIS in day-to-day functions
- Have successfully completed Introduction to LOGIS
- Have knowledge of Supply Chain Management processes and policies
- Have knowledge of Financial Accounting

Contents

The following selections are covered:

- ICIT (Item Master Maintenance)
- LSLG (Item Record Maintenance)
- LSRM (Item Record Restricted Maintenance)
- LSCT (Contract Maintenance)
- Adding of Requisitions
- Procurement Advice Capture)
- PAAP (Procurement Advice Approval)
- BRCP (Maintain Batch Programmes)
- Order Authorisation
- RCDY (Receipt Diary)
- PCPM (Adding and Authorising of Petty Cash Purchases) Enquiry functions

Duration of course

Five working days, from Monday - Friday: 08:30 - 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

3. MODULE 2 - RECEIVING AND ISSUING OF GOODS AND SERVICES

Objective

To enhance the skills of users responsible for the receiving and issuing of goods and services via LOGIS.

Target group

LOGIS user types 4 and 8

Prerequisites

Nominees must:

- Be computer literate

- Have numeracy skills

- Use LOGIS in their day-to-day functions

- Have successfully completed Introduction to LOGIS

- Have knowledge of Supply Chain Management processes and policies

Contents

The following LOGIS selections are covered:

- Capturing of Normal Issues and Extra-Ordinary Issues

- Issue Reversal

- ISCN (Issue Cancel)

- BACF (Complete FBS window) RCDY (Receipt Diary)

- BRRP (Online report re-printing) RCPR (Print receipt voucher) RCCP (Receipt Capture)

- RCRI (Simultaneous Receipt and Issue Capture) RCRV (Receipt Reversal)

- RCXO (Extra-Ordinary Receipts) LSNV (Non-Vendor Information) BRCP (Maintain Batch runs)

- AMAI (Maintain serial detail information) AMGI (Guarantee information)

- AMRP (Serial detail Item Repair) AMRH (Repair history)

- PCPM (Petty Cash purchases, receipt and verify)

- Enquiry functions

Duration of course

Five working days, from Monday - Friday: 08:30 - 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

4. LOGIS PAYMENTS

Objective

To enhance the skills of users responsible for the payment of goods and services.

Target group

LOGIS user types 4 and 8

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Use LOGIS in their day-to-day functions,
- Have successfully completed Introduction to LOGIS
- Have a working knowledge of Supply Chain Management, and or
- Have a working knowledge of Financial Accounting

Contents

The following LOGIS selections are covered:

- ENDO (enquiry on Documents) RCCP (Receipt Capture)
- RCRI (Simultaneous Receipt and Issue Capture)
- FIIN (Adding of Invoices and Credit Notes and Receipt linking) Commitment edit
- Payment Add, Edit, Pre-authorise and Authorise
- Back dated price increase, Add, Edit, Pre-authorise and Authorise
- Disallowance, Add, Edit and Authorise
- Order finalise

Duration of course

Five working days, from Monday - Friday: 08:30 - 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

5. ASSET VERIFICATION

Objective

To enhance the skills of users responsible for the maintenance and updating of the asset register on LOGIS.

Target group

LOGIS user types 4 and 8

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Use LOGIS in their day-to-day functions
- Have successfully completed Introduction to LOGIS, and or
- Have a working knowledge of Supply Chain Management

Contents

The following LOGIS selections are covered:

- Location and Personnel Maintenance
- RCRI (Simultaneous Receipt and Issue of Assets) BRRR (Maintain reports)
- BACP (Balance Adjustment)
- BAAT (Balance Adjustment Authorisation) BACF (Complete FBS window)
- RCXO (Extra-ordinary Receipts of Assets) Extra-Ordinary Issues of Assets
- MGCP (Item change Capturing) MGAT (Item change Authorisation)
- AMAI (Maintain serial detail information) AMGI (Guarantee History)
- AMRP (Serial Detail Repair) AMRH (Repair History)
- BAMV (Movement of Allocated Assets) AMMA (Asset Register Maintenance per ICN) AMMU (Asset Register Maintenance Authorisation) BRCP (Maintain Batch Programme)
- Enquiry functions

Duration of course

Five working days, from Monday - Friday: 08:30 - 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

6.   WAREHOUSE MANAGEMENT

Objective

To equip officials with the necessary skills and knowledge relating to basic warehouse management.

Target group

Store/Warehouse personnel (type 4)

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to LOGIS

Contents:

- Opening and updating of bin cards

Stock take processes

The following selections are covered:

- Normal Issues
- Extra-ordinary issues
- RCDY (Receipt Diary)
- RCCP (Capturing of Receipts)
- RCXO (Capturing of Extra-Ordinary Receipts
- BACF (Complete FBS window)
- ENAS (Enquiry on Stock availability) ENDO (Enquiry on Documents) ENBN (Enquiry on Bin Allocation LSLG (Displaying Item Records)
- ENTH (Transaction History)

Duration of course

Five working days, from Monday - Friday: 08:30 - 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAMME

DATE	COURSE	VENUE
17 - 21 April 2023	Introduction to BASs	e-Learning - 2 courses
24 - 27 April 2023	BAS Orientation in Finance	e-Learning
2 - 5 May 2023	BAS Orientation in Finance	e-Learning
8 - 12 May 2023	BAS Journals	12th Floor, Golden Acre, Room 2
8 - 12 May 2023	BAS Cash Receipts	12th Floor, Golden Acre, Room 3
22 - 26 May 2023	BAS Sundry Payments	12th Floor, Golden Acre, Room 2
22 - 26 May 2023	BAS Cash Receipts	MS Teams
29 May - 2 June 2023	BAS Reports	12th Floor, Golden Acre, Room 2
29 May - 2 June 2023	BAS Journals	Ms Teams
19 - 23 June 2023	BAS Debts	12th Floor, Golden Acre, Room 2
19 - 23 June 2023	BAS Sundry Payments	Kromme Rhee
26 - 30 June 2023	BAS Sundry Payments	12th Floor, Golden Acre, Room 2
3 - 7 July 2023	BAS Sundry Payments	12th Floor, Golden Acre, Room 2
10 - 14 July 2023	BAS Journals	MS Teams
10 - 14 July 2023	Introduction to BAS	e-Learning
17 - 21 July 2023	BAS Journals	12th Floor, Golden Acre, Room 2
24 - 28 July 2023	BAS Reports	12th Floor, Golden Acre, Room 2
31 July - 4 August 2023	BAS Cash Receipts	Ms Teams
31 July - 4 August 2023	Introduction to BASs	e-Learning
14 - 18 August 2023	BAS Journals	12th Floor, Golden Acre, Room 2
14 - 18 August 2023	BAS Debts	Worcester
21 - 25 August 2023	BAS Cash Receipts	12th Floor, Golden Acre, Room 2
28 August - 1 September 2023	Introduction to BAS	e-Learning
4 - 8 September 2023	BAS Reports	Kromme Rhee
4 - 8 September 2023	BAS Journals	Ms Teams
18 - 22 September 2023	BAS Reports	12th Floor, Golden Acre, Room 2
18 - 22 September 2023	BAS Journals	Die Bult, George

PROSPECTUS

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BAS ACCOUNTING SYSTEM (BAS)

1.   **ORIENTATION IN FINANCE**

Objective

To introduce Financial Legislation, Provincial Government Structures and BAS to nominees.

Target Group

All newcomers to the Provincial Government Western Cape, who deal directly or indirectly with financial matters.

Prerequisites

None.

Contents

Financial Role Players

Prescripts:
- Public Finance Management Act (PFMA)
- National Treasury Regulations (NTR)
- Provincial Treasury Instructions (PTI)
- Departmental Finance Instructions and Circulars
- Background and terminology of the Basic Accounting System

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

2. 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 or indirectly with financial matters, but who have never attended a course on the Basic Accounting System.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills

Contents:

- Background and scope.
- Layout and terminology.
- Roll Players.
- Security and workflow management.
- Code structure and Standard Chart of Accounts (SCoA). Login procedure.
- Allocation and Default allocations (practical)

Duration of course

Five working days, from 8:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

3. CASH RECEIPTS ON THE BASIC ACCOUNTING SYSTEM (PRACTICAL)

Objective

To improve the knowledge and insight of officials with regard to the Cashier functionality (capturers and authorisers) on the Basic Accounting System (BAS).

Target Group

Cashiers, relief cashiers, authorisers as well as supervisors of the cashier's functionality.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to BAS

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 reports:

- Deposit Advice
- Receipt Detail
- Register of Cheques
- Register of Deposits
- Register of Receipts

Duration of Course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

4. JOURNALS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials 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 capturing and authorising General and Special Journals and the clearing of ledger accounts.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to BAS

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
- Capture, Maintain, Authorise, Reject and Cancelling of a General Journal
- Capture, Maintain, Authorise and Rejection of Special Journals

Practical Training on the requesting, interpretation and matching of:

- Journal Reports
- Matching report
- Detail report

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

5. REPORTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials with regard to the Financial, Functional and other available reports on the Basic Accounting System (BAS).

Target Group

All officials involved with financial administration as capturers, supervisors and managers.

Prerequisite:

- Nominees must:
- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to BAS

Contents:

- An overview and purpose of all BAS reports.
- How to draw functional and financial reports.
- Viewing, downloading, and printing of reports.
- Reading and analyzing of reports.

Duration of Course

Five working days, from 08:30 to 15:00.

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

6. DEBTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials with regards to the Debt functionality.

Target group

All officials involved with Debt take on and maintenance.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to BAS

Contents

- Role players and Responsibilities
- BAS Debt Input forms
- BAS Debt Sign on/off procedures
- Debt Agreement Capturing/Authorisation
- Increase and Decrease Debt
- Decrease Debt to zero
- Change Interest and Instalment Start date
- Transaction Maintenance, Authorisation and Rejection
- Debt Interest Detail
- Accounting Transactions (T accounts) Debt Reports

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

7. SUNDRY PAYMENTS ON THE BASIC ACCOUNTING SYSTEM (BAS) (On Request)

Objective

To introduce, familiarise and enhance knowledge and insight in respect of the Sundry Cycle Management and Payment functionality.

Target Group

All officials involved with the capturing, authorising and monitoring of recurring and sundry payments.

Prerequisite

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to BAS

Contents

Terminology pertaining to sundry cycle

Recurring Payments

- Completion of BAS input forms for recurring payment template
- Creating and Authorising of a template
- Authorizing over-expenditure for a template
- Capturing/authorising a payment with a template

Sundry Payment

- Capturing and authorising a sundry payment
- Authorising over-expenditure for a sundry payment
- Capturing and Authorising of Credit notes
- Completion of BAS input forms for sundry cycle
- Enquiry function
- Reports

Duration

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

PLEASE NOTE THAT NOMINATIONS FOR PERSAL COURSES MUST BE DIRECTED VIA YOUR PERSAL CONTROLLER'S OFFICE.

DATE	COURSE	VENUE
12 - 14 April 2023	Introduction to PERSAL	MS Teams - 2 courses
17 - 21 April 2023	PERSAL Salary Administration	12th Floor, Golden Acre - 2 courses
15 - 19 May 2023	PERSAL Salary Administration	Kromme Rhee - 2 courses
22 - 26 May 2023	PERSAL Salary Administration	12th Floor, Golden Acre - 2 courses
5 - 9 June 2023	PERSAL Leave Administration	Worcester
5 - 9 June 2023	PERSAL Leave Administration	Die Bult, George
26 - 30 June 2023	PERSAL Personnel Administration	12th Floor, Golden Acre, Room 3
26 - 30 June 2023	PERSAL Personnel Administration	Kromme Rhee
3 - 7 July 2023	Introduction to PERSAL	e-Learning - 2 courses
17 - 21 July 2023	PERSAL Salary Administration	12th Floor, Golden Acre, Room 3
17 - 21 July 2023	PERSAL Salary Administration	Kromme Rhee
31 July - 4 August 2023	PERSAL Leave Administration	12th Floor, Golden Acre, Room 3
31 July - 4 August 2023	PERSAL Leave Administration	Kromme Rhee
14 - 18 August 2023	PERSAL Personnel Administration	12th Floor, Golden Acre, Room 3
14 - 18 August 2023	PERSAL Personnel Administration	Lentegeur
28 August - 1 September 2023	Introduction to PERSAL	e-Learning - 2 courses
4 - 8 September 2023	PERSAL Service Termination	12th Floor, Golden Acre - 2 courses
18 - 22 September 2023	PERSAL Salary Administration	Kromme Rhee
18 - 22 September 2023	PERSAL Salary Administration	George Regional Office

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

PROSPECTUS

CONTENTS

PERSONNEL AND SALARY ADMINSTRATION SYSTEM (PERSAL)

1.   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.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Be familiar with current legislature and policies surrounding Personnel and Salary Administration.
- Have a working knowledge of the Administrative processes and terminology of the Public Service.

Contents:

- Background and Introduction
- Keyboard orientation and logging on and off procedures
- Tables and Codes
- Enquiries on tables and Codes in the Central and Department Code files
- Enquiries on Suspense and Transaction files
- Personnel and Salary enquiries

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

2.   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.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to PERSAL
- Working at least 3 months in the Human Resource environment and have knowledge of legislation, policies and procedures.

Contents:

- Overview of Introduction on PERSAL Enquiry post detail
- Personnel provisioning
- General Personnel Administration
- Personnel Utilisation Basic Information Extraordinary appointments Calculations

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

3. PERSAL LEAVE ADMINISTRATION

Objective

To enhance the skills of users responsible for PERSAL Leave Administration.

Target Group

Officials responsible for Leave Administration on PERSAL.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to PERSAL
- Be familiar with PILAR processes.
- Be working at least 3 months in the Human Resource environment (Leave section)
- Have a working knowledge of legislation, policies and procedures with regard to Leave Administration.

Content:

- Overview of Introduction to PERSAL Roles and responsibilities
- Advising of leave accruals Enquiry: leave credits Amend leave credits Enquiry: leave accruals Leave transactions
- Leave payout calculations Report: Leave Information Casual leave transactions

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

4.   PERSAL SALARY ADMINISTRATION

Objective

To enhance the skills of users responsible for Salary Administration.

Target Group

Officials responsible for the Salary Administration on PERSAL.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to PERSAL
- Working at least 3 months in the Human Resource environment (Salaries section)
- Have a working knowledge of legislation, policies and procedures with regard to PERSAL Salary Administration.

Contents:

- Overview of Introduction to PERSAL
- Basic Particulars (5.2)
- Allowances and Earnings (5.3)
- Deductions (5.4)
- Calculations

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

5. PERSAL SERVICE TERMINATION

Objective

To enhance the skills of users responsible for Service Terminations.

Target Group

All officials responsible for the administration of service terminations on PERSAL.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to PERSAL
- Working at least 3 months in the Human Resource environment (Service Termination)
- Have a working knowledge of legislation, policies and procedures with regard to PERSAL Service Termination.

Contents

- Overview of Introduction to PERSAL
- Capture various Service Terminations
- Withdrawal of Pension Fund (Z102)
- Approval of Z102 for interface to Pensions
- Calculations
- Leave audit

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

6.   PERSAL LABOUR RELATIONS (On request)

Objective

To enhance the skills of users responsible for Labour Relations.

Target Group

This course is aimed at all officials responsible for the capturing of Labour Relations cases.

Prerequisites

Nominees must:

- Be computer literate
- Have successfully completed Introduction to PERSAL
- Working at least 3 months in a Labour Relations environment
- Have a working knowledge of legislation, policies and procedures with regard to PERSAL Labour Relations.

Contents

- Grievances and representations
- Progressive disciplinary actions
- Suspensions
- Labour relations register Criminal offence

Duration of course

Two working days, from 08:30 to 15:00

Evaluation

No evaluation is necessary.

7. **PERSAL ESTABLISHMENT** (On request)

Objective

To enhance the skills of users responsible for the maintenance of the Establishment Administration within the Department.

Target Group

Head Office officials responsible for the Administration and Maintenance of their Departmental Establishment.

Prerequisites

Nominees must:

- Be computer literate
- Have numeracy skills
- Have successfully completed Introduction to PERSAL
- Be working at least 3 months in the Human Resource Planning Environment
- Have a working knowledge of legislation, policies and procedures of Human Resource Planning

Contents

- Overview of Introduction to PERSAL
- Introduction to establishments
- Organisational structure administration
- Establishment administration
- Reports

Duration of course

Five working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

ANNUAL FINANCIAL STATEMENTS (AFS)

DATE	COURSE	VENUE
29 – 30 June 2023	Introduction to the Compilation of Annual Financial Statements	MS Teams
27 – 28 July 2023	Intermediate Capita Selecta on Financial Accounting	MS Teams

PROSPECTUS

CONTENTS

1. **INTRODUCTION TO THE COMPILATION OF ANNUAL FINANCIAL STATEMENTS (AFS)**

   Objective

   To introduce the preparation of Annual Financial Statements (AFS) in Provincial Government to officials.

   Target Group

   All newcomers to the Provincial Government Western Cape who deal directly with financial statements, or who through line functions, deal indirectly with financial statements. All officials currently dealing directly or indirectly with financial statements but have never attended a course on the compilation of annual financial statements.

   Prerequisites

   Basic Accounting background

   Contents:

   - Background and terminology of the statements
   - Steps to compile the statements
   - Preparation guide issued by National Treasury
   - Reports required to compile statements
   - AFS Excel Template issued by National Treasury
   - Departmental Instructions
   - Public Finance Management Act

   Training methods

   Presentation/facilitation Study handouts

   Duration of course

   Two working days, from 8:30 to 15:00

   Evaluation

   Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.

2. INTERMEDIATE CAPITA SELECTA ON FINANCIAL ACCOUNTING

Objective

To train government officials on selected financial accounting areas that should lead to improved financial information and reporting in Annual Financial Statements (AFS)/Interim Financial Statements (IFS) and In-Year Monitoring (IYM).

Target Group

For all officials of departments who have completed the AFS Template training course in the Provincial Government Western Cape who deal with financial accounting, or who through line functions, deal indirectly with financial statements.

Prerequisites

Advanced accounting background. Sound knowledge of SCoA.

Contents

1.   Introduction

GRAP vs Modified Cash basis of accounting

2.   Leases: Duration of Leases:

2.1   Operating Leases

2.2   Finance leases

2.3   Amortisation table

3.   Opening and year-end transactions:

3.1   Revenue (Budget)

3.2   Expenditure

3.3   Suspense accounts

4.   Accounting and disclosing of assets:

4.1   Major assets

4.1.1   Acquisition

4.1.2   Disposal

4.1.3   Stock take

4.2   Minor assets

4.2.1   Acquisition

4.2.2   Disposal

4.2.3   Stock take

4.3   Inventory

4.3.1   Stock take

5.   Audit process:

5.1   Audit steering committee

5.2   Audit queries

5.3   Audit qualifications

5.4   Material misstatements

5.5   Final closure (BAS)

6.   Related party disclosures:

6.1   Identifying related parties

6.2   Disclosure - related party transactions

6.3   GRAP 2 - related party disclosure

Training methods

- Presentation/facilitation
- Power point presentation
- Study handouts

Duration of course

Two working days, from 08:30 to 15:00

Evaluation

Attendees will be evaluated on the final day of the course and must at least obtain 70% to receive a certificate.