



Reference number: RCS/C.6

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR NO. 04/2022

THE PREMIER

THE MINISTER OF AGRICULTURE

THE MINISTER OF COMMUNITY SAFETY

THE MINISTER OF CULTURAL AFFAIRS AND SPORT

THE MINISTER OF EDUCATION

THE MINISTER OF FINANCE AND ECONOMIC OPPORTUNITIES

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 EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER D MAYNIER)

THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)

THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER D MAYNIER)

THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER D MAYNIER)

THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER IH MEYER)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER A MARAIS) (ACTING)

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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)

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THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

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PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 1 APRIL 2022 – 30 SEPTEMBER 2022

1. PURPOSE

The purpose of this circular is to inform departments of the nomination process, service standards, training programme and departmental arrangements applicable to training interventions presented by Provincial Treasury for the period 1 April 2022 - 30 September 2022.

2. BACKGROUND

Since the start of COVID-19 in March 2020, Provincial Treasury has had to amend their approach to training to accommodate the Lockdown Alert level restrictions imposed by National Government to ensure the safety of WCG officials. Provincial Treasury issued Training Circular No. **01/2021** to all departments that classroom training was no longer presented, and all interim training activities were presented via MS Teams and other e-learning platforms when available.

Provincial Treasury has thus observed the easing of lockdown restrictions by National Government and thus will now have a blended approach to system training and resume face to face classroom training once again. Below we outline the new blended approach to System Training as from **1 April 2022** until further notice.

3. NEW APPROACH TO TRAINING

3.1 e-Learning

The Provincial Treasury has recently implemented its own 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 Google Chrome/Microsoft Edge internet browser.

3.2 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.

3.3 Classroom Training

This training will be face to face with a maximum of 5 officials present in a classroom. The training will be conducted only at the Golden Acre Training venue in Cape Town CBD until further notice.

Methods of Training	Requirements
e-Learning	<ul style="list-style-type: none">● 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.● A workstation with an up-to-date web browser and a reliable network connection with access to the WCG domain.● Nominated officials should, at the very least, be computer literate● Users will be expected to participate in contact sessions via MS Teams.● An invitation with user details will be sent via email to users who will attend the course.● All course material will be available on the e-Learning platform.
Online Learning (MS Teams)	<ul style="list-style-type: none">● Users must be committed to complete the training within the allocated timeframe.● Departments should block diaries of users on e-training and allow nominated officials time to complete this training without disruptions while in office● A workstation with an up-to-date web browser and a reliable network connection with access to the WCG domain.● Commitment is critical to user capacitation and thus 100% virtual attendance is required.● Course Material will be emailed or shared via MS Teams.

Methods of Training	Requirements
Classroom Training	<ul style="list-style-type: none"> ● Users will need to be present for the full duration of the course at the training venue. ● Maximum of five officials allowed in the training room. ● Only coffee and tea will be provided. ● Course Material will be emailed or shared via MS Teams. ● 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) ● All COVID-19 protocols will strictly be adhered to during the duration of the course.

4. NOMINATION PROCESS

The focus of Provincial Treasury System Training will be on addressing the training gap per department as of December 2021.

4.1 Existing Core Users

Provincial Treasury will furnish departments with the latest training gap analysis, and in liaison with the relevant stakeholders/training co-ordinators ensure that the target group identified 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.

4.2 New Users

- All new users that require training must attach a nomination form 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.

Fully completed nomination forms (Annexure A) must be submitted to Provincial Treasury by **Thursday, 31 March 2022** via e-mail to:

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

Ms V Mntuyedwa (BAS and Supply Chain Management): Valencia.Mntuyedwa@westerncape.gov.za

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

5. 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 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.**

6. 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 ends at 15:00 Monday till Friday. **Late arrivals will not be accepted.**
- **100 per cent 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.

7. TRAINING PROSPECTUS

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

- LOGIS (Annexure B);
- BAS (Annexure C);
- PERSAL (Annexure D);
- AFS (Annexure E); and
- SCM (Annexure F)

Courses and dates are subject to change bases 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
DATE: 1 March 2022

PROVINCIAL TREASURY: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS NOMINATION FORM

FUNCTIONAL AREA/TRAINING REQUEST: _____

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

PLEASE COMPLETE IN CAPITAL LETTERS NOMINEE PARTICULARS IN FULL

SURNAME	INITIALS	TITLE	RACE	GENGER	PERSAL NUMBER	ID NUMBER	RANK	DISABILITY YES/NO	COMPUTER LITERATE YES/NO	SYSTEM USER ID NUMBER

LOGISTICAL INFORMATION SYSTEM (LOGIS) TRAINING PROGRAMME

DATE	COURSE	VENUE
9 – 13 May 2022	Module 1 – Requesting and Procuring of Goods and Services	12 th Floor, Golden Acre, Room 1
16 – 20 May 2022	Module 1 – Requesting and Procuring of Goods and Services	MS Teams
13 – 17 June 2022	Introduction to LOGIS	MS Teams
20 – 24 June 2022	Module 2 – Receiving and Issuing of Goods and Services	12 th Floor, Golden Acre, Room 1
4 – 8 July 2022	Introduction to LOGIS	E-Learning
11 – 15 July 2022	LOGIS Payments	12 th Floor, Golden Acre, Room 1
25 – 29 July 2022	LOGIS Payments	MS Teams
1 – 5 August 2022	Module 1 – Requesting and Procuring of Goods and Services	12 th Floor, Golden Acre, Room 1
15 – 19 August 2022	Introduction to LOGIS	E-Learning
22 – 26 August 2022	Module 2 – Receiving and Issuing of Goods and Services	MS Teams
5 – 9 September 2022	Module 2 – Receiving and Issuing of Goods and Services	12 th Floor, Golden Acre, Room 1
12 – 16 September 2022	Introduction to LOGIS	E-Learning
26 – 30 September 2022	Module 1 – Requesting and Procuring of Goods and Services	MS Teams

TRAINING OFFICIALS TO BRING LEAVER ARCH FILE TO CLASS

PROSPECTUS CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

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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.

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 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
- RQAT (Authorising of Requisitions)
- ICSP (Supplier Master Enquiry)
- QTMT (Quote maintenance)
- PACP (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

- 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.

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 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

- 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.

Annexure B

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, and or
- 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

- 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.

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, 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

- 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.

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

Contents

Opening and updating of bin cards

Stocktake 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

- 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
4 – 8 April 2022	BAS Orientation in Finance	E-Learning
4 – 8 April 2022	BAS Journals	MS Teams
9 – 13 May 2022	BAS Cash Receipts	MS Teams
9 – 13 May 2022	Introduction to BAS	E-Learning
16 – 20 May 2022	BAS Journals	MS Teams
16 – 20 May 2022	BAS Journals	Classroom
23 – 27 May 2022	Introduction to BAS	E-Learning
23 – 27 May 2022	BAS Reports	MS Teams
6 – 10 June 2022	BAS Cash Receipts	Classroom
6 -10 June 2022	BAS Orientation in Finance	E-Learning
20 – 24 June 2022	BAS Orientation in Finance	E-Learning
27 June – 1 July 2022	BAS Cash Receipts	MS Teams
4 – 8 July 2022	BAS Debts	Classroom
11 – 15 July 2022	BAS Journals	Classroom
11 – 15 July 2022	Introduction to BAS	E-Learning
18 – 22 July 2022	Introduction to BAS	E-Learning
25 – 29 July 2022	BAS Cash Receipts	MS Teams
1 – 5 August 2022	BAS Journals	MS Teams
1 -5 August 2022	BAS Orientation in Finance	E-Learning
8 – 12 August 2022	BAS Cash Receipts	MS Teams
15 – 19 August 2022	BAS Reports	MS Teams
22 – 26 August 2022	BAS Debts	Classroom
22 - 26 August 2022	Introduction to BAS	E-Learning
29 August – 2 September 2022	BAS Cash Receipts	Classroom
5 – 9 September 2022	BAS Orientation in Finance	E-Learning
12 – 16 September 2022	Introduction to BAS	E-Learning
12 – 16 September 2022	BAS Journals	MS Teams
19 – 23 September 2022	BAS Debts	Classroom
26 – 30 September 2022	BAS Journals	Classroom

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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.

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.

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.

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.

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.

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.

SUNDRY PAYMENTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

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

Authoring 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
11 – 13 May 2022	Introduction to Persal	MS Teams
11 – 13 May 2022	Introduction to Persal	MS Teams
16 – 20 May 2022	Introduction to Persal	e-Learning
16 – 20 May 2022	Introduction to Persal	e-Learning
30 May – 3 June 2022	Persal Salary Administration	12 th Floor, Golden Acre, Room 3
30 May – 3 June 2022	Persal Salary Administration	12 th Floor, Golden Acre, Room 3
8 – 10 June 2022	Introduction to Persal	MS Teams
8 – 10 June 2022	Introduction to Persal	MS Teams
29 June – 1 July 2022	Introduction to Persal	MS Teams
29 June – 1 July 2022	Introduction to Persal	MS Teams
4 – 8 July 2022	Introduction to Persal	e-Learning
4 – 8 July 2022	Introduction to Persal	e-Learning
18 – 22 July 2022	Persal Personnel Administration	12 th Floor, Golden Acre, Room 3
18 – 22 July 2022	Persal Personnel Administration	12 th Floor, Golden Acre, Room 3
27 – 29 July 2022	Introduction to Persal	MS Teams
27 – 29 July 2022	Introduction to Persal	MS Teams
8 – 12 August 2022	Introduction to Persal	e-Learning
8 – 12 August 2022	Introduction to Persal	e-Learning
22 – 26 August 2022	Persal Leave Administration	12 th Floor, Golden Acre, Room 3
22 – 26 August 2022	Persal Leave Administration	12 th Floor, Golden Acre, Room 3
31 August - 2 September 2022	Introduction to Persal	MS Teams
31 August - 2 September 2022	Introduction to Persal	MS Teams
12 – 16 September 2022	Introduction to Persal	e-Learning
12 – 16 September 2022	Introduction to Persal	MS Teams
26 – 30 September 2022	Persal Service Termination	12 th Floor, Golden Acre, Room 3
26 – 30 September 2022	Persal Service Termination	12 th Floor, Golden Acre, Room 3

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

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

1. INTRODUCTION TO PERSAL.....	26
2. PERSAL PERSONNEL ADMINISTRATION.....	27
3. PERSAL LEAVE ADMINISTRATION	28
4. PERSAL SALARY ADMINISTRATION.....	29
5. PERSAL SERVICE TERMINATION.....	30
6. PERSAL LABOUR RELATIONS (On request)	31
7. PERSAL ESTABLISHMENT (On request).....	32

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.

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.

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.

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.

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.

PERSAL LABOUR RELATIONS WILL BE PRESENTED 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.

PERSAL ESTABLISHMENT WILL BE PRESENTED 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
23 – 24 June 2022	Introduction to the Compilation of Annual Financial Statements	MS Teams
20 – 21 September 2022	Intermediate Capita Selecta on Financial Accounting	MS Teams

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.

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: Disclosure of leases

- 2.1 Operating Leases
- 2.2 Finance leases
- 2.3 Amortisation table

3. Opening and year-end transactions

- 3.1 Revenue (Budget)
- 3.2 Expenditure
- 3.3 Suspense accounts

4. Accounting and disclosing of assets

- 4.1 Major assets
 - 4.1.1 Acquisition
 - 4.1.2 Disposal
 - 4.1.3 Stock take
- 4.2 Minor assets
 - 4.2.1 Acquisition
 - 4.2.2 Disposal
 - 4.2.3 Stock take
- 4.3 Inventory
 - 4.3.1 Stock take

INTERMEDIATE CAPITA SELECTA ON FINANCIAL ACCOUNTING *(Continued)*

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.

MOVEABLE ASSET MANAGEMENT SUPPLY CHAIN MANAGEMENT

DATE	COURSE	VENUE
20 – 22 June 2022	Supply Chain Management	MS Teams
26 – 28 September 2022	Supply Chain Management	MS Teams

PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

Objective

To provide training and understanding of the legislation and prescripts governing supply chain management and procurement, and also to provide best practices in order for trainees to have a better understanding of the concepts and the application thereof.

Target group

Any officials who are directly or indirectly involved in the procurement and provisioning of goods and services within the government sphere.

Prerequisites

Basic knowledge and understanding of the supply chain management processes.

Contents

Introduction to Supply Chain Management (SCM Policy)

Introduction to Demand Management

Introduction Acquisition Management

Introduction Inventory and Logistics Management

Introduction Asset and Disposal Management

Training methods

Presentation

Practical facilitation

Duration of course

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

Evaluation

Participants will be expected to complete a short assessment at the end of the session. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.