Western Cape Government

Reference number: RCS/C.6

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR NO. 26/2022

THE PREMIER

THE MINISTER OF AGRICULTURE
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 INFRASTRUCTURE
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF MOBILITY
THE MINISTER OF POLICE OVERSIGHT AND COMMUNITY SAFETY
THE MINISTER OF SOCIAL DEVELOPMENT

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER M WENGER)
THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)
THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER M WENGER)
THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER M WENGER)
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 R ALLEN)

For information

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 P MAYISELA)
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)

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

THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MR D LAKAY)
THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF. D HENDRICKS)
THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR D GREEN)
THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)
THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)
THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)
THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MR M DLAMUKA)
THE ACCOUNTING AUTHORITY: CASIDRA (PROF. J KIRSTEN)
THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (ADV. T SIDAKI)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS W STANDER)
THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MS K BEUKES)
THE CHIEF EXECUTIVE OFFICER: CASIDRA (DR K DU PLESSIS)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (ADV. L PETERSEN) (ACTING)
THE CHIEF EXECUTIVE OFFICER: ATLANTIS SPECIAL ECONOMIC ZONE (MR P VOGES)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MS Z SIWA)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MS K ZAMA)
THE CHIEF FINANCIAL OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR H BONESCHANS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MR S GCWABE)
THE CHIEF FINANCIAL OFFICER: ATLANTIS SPECIAL ECONOMIC ZONE (MS W SAIB)
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THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)
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THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR M BOOYSEN)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR T NTSHINGILA)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR I TSIE)
THE DIRECTOR: LOCAL GOVERNMENT MFMA COORDINATION (MR D CRONJE)
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
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THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS T VAN DE RHEEDE)
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK) (PRO TEM)
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)

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 TRAINING PROGRAMME FOR THE PERIOD 1 OCTOBER 2022 – 31 MARCH 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 training interventions presented by Provincial Treasury for the period 1 October 2022 – 31 March 2023.

2. NOMINATION PROCESS

The focus of Provincial Treasury System Training will be on addressing the training gap per department as of 30 June 2022.

2.1 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.

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

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

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 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 (course manual can 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 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 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 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.

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.

4.3   Classroom Training

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

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. • 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)	• 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 • An allocated workstation with an up-to-date web browser, working camera 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.
Classroom Training	• Users will need to be present for the full duration of the course at the training venue. • Maximum of ten 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)**

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 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.

Fully completed nomination forms (Annexure A) must be submitted to Provincial Treasury by **Monday, 12 September 2022** 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)

7.   **DEPARTMENTAL ARRANGEMENTS**

Departments will be responsible for their own travelling 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
DATE: 17 August 2022

Annexure A

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:			

<p style="color:red; text-align:center">PLEASE COMPLETE IN CAPITAL LETTERS NOMINEE PARTICULARS IN FULL</p>

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
11 – 13 October 2022	Introduction to LOGIS	12th Floor, Golden Acre, Room 2
25 – 27 October 2022	Introduction to LOGIS	E-Learning
7 - 11 November 2022	Module 1 – Requesting and Procuring of Goods and Services	E-Learning
21 – 25 November 2022	Module 1 – Requesting and Procuring of Goods and Services	E-Learning
21 – 25 November 2022	Module 2 – Receiving and Issuing of Goods and Services	12th Floor, Golden Acre, Room 1
29 November – 1 December 2022	Introduction to Logis	E-Learning
5 – 9 December 2022	Module 1 – Requesting and Procuring of Goods and Services	12th Floor, Golden Acre, Room 1
6 – 8 December 2022	Introduction to Logis	E-Learning
24 – 26 January 2023	Introduction to Logis	E-Learning
30 January – 3 February 2023	Module 1 – Requesting and Procuring of Goods and Services	E-Learning
13 – 17 February 2023	Logis Payments	E-Learning
20 – 24 February 2023	Logis Payments	E-Learning
21 – 23 February 2023	Introduction to Logis	E-Learning
6 - 10 March 2023	Logis Payments	E-Learning
6 - 10 March 2023	Module 1 – Requesting and Procuring of Goods and Services	E-Learning
20 – 24 March 2023	Module 2 – Receiving and Issuing of Goods and Services	12th Floor, Golden Acre, Room 1

TRAINING OFFICIALS TO BRING LEAVER ARCH FILE TO CLASS

PROSPECTUS

CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

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.

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
3 – 7 October 2022	BAS Journals	12th Floor, Golden Acre, Room 2
11 – 14 October 2022	BAS Orientation in Finance	E-Learning
10 – 14 October 2022	Introduction to BAS	E-Learning
17 – 21 October 2022	BAS Cash Receipts	MS Teams
24 – 28 October 2022	BAS Reports	12th Floor, Golden Acre, Room 2
24 – 28 October 2022	BAS Debts	12th Floor, Golden Acre, Room 3
31 October – 3 November 2022	BAS Orientation in Finance	E-Learning
7 – 11 November 2022	Introduction to BAS	E-Learning
14 – 18 November 2022	BAS Reports	12th Floor, Golden Acre, Room 2
14 – 18 November 2022	BAS Cash Receipts	MS Teams
28 November – 2 December 2022	BAS Journals	12th Floor, Golden Acre, Room 2
28 November – 2 December 2022	BAS Journals	George
5 – 9 December 2022	Introduction to BAS	E-Learning
5 – 8 December 2022	BAS Orientation in Finance	E-Learning
23 – 27 January 2023	BAS Orientation in Finance	E-Learning
23 – 27 January 2023	BAS Cash Receipts	12th Floor, Golden Acre, Room 2
30 January – 3 February 2023	BAS Reports	12th Floor, Golden Acre, Room 2
30 January – 3 February 2023	Introduction to BAS	E-Learning
13 – 17 February 2023	BAS Debts	12th Floor, Golden Acre, Room 2
13 – 17 February 2023	BAS Journals	MS Teams
20 – 24 February 2023	Introduction to BAS	E-Learning
20 – 24 February 2023	BAS Debts	Worcester
6 – 10 March 2023	Introduction to BAS	E-Learning
6 – 10 March 2023	BAS Reports	Kromme Rhee
13 – 17 March 2023	BAS Journals	12th Floor, Golden Acre, Room 2
13 – 17 March 2023	Introduction to BAS	E-Learning
27 – 31 March 2023	BAS Cash Receipts	MS Teams
27 – 31 March 2023	BAS Cash Receipts	Ms Teams

PROSPECTUS
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BAS ACCOUNTING SYSTEM (BAS)

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)
(WILL BE PRESENTED 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

<u>Recurring payments</u>

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

<u>Sundry Payment</u>

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
31 October – 4 November 2022	Persal Salary Administration	George
7 – 11 November 2022	Introduction to Persal	E-Learning
7 – 11 November 2022	Introduction to Persal	E-Learning
21 – 25 November 2022	Persal Salary Administration	Kromme Rhee/Worcester
21 – 25 November 2022	Persal Salary Administration	Kromme Rhee/Worcester
6 – 8 December 2022	Introduction to Persal	MS Teams
6 – 8 December 2022	Introduction to Persal	MS Teams
23 – 27 January 2023	Persal Service Termination	12th Floor, Golden Acre, Room 1
23 – 27 January 2023	Persal Service Termination	12th Floor, Golden Acre, Room 3
6 – 10 February 2023	Persal Service Termination	Kromme Rhee/Worcester
6 – 10 February 2023	Persal Service Termination	Kromme Rhee/Worcester
14 – 16 February 2023	Introduction to Persal	MS Teams
14 – 16 February 2023	Introduction to Persal	MS Teams
20 – 24 February 2023	Introduction to Persal	E-Learning
20 – 24 February 2023	Introduction to Persal	E-Learning
6 – 10 March 2023	Persal Personnel Administration	12th Floor, Golden Acre, Room 3
6 – 10 March 2023	Persal Personnel Administration	12th Floor, Golden Acre, Room 2
27 – 31 March 2023	Introduction to Persal	E-Learning
27 – 31 March 2023	Introduction to Persal	E-Learning

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)

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
To be confirmed	Introduction to the Compilation of Annual Financial Statements	MS Teams
27 – 28 October 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.