



Reference number: RCS/C.6

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR NO. 22/2023

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)

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: POLICE OVERSIGHT AND COMMUNITY SAFETY (ADV. Y PILLAY)

THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MR B WALTERS)

THE ACCOUNTING OFFICER: VOTE 6: HEALTH AND WELLNESS (DR K CLOETE)

THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)

THE ACCOUNTING OFFICER: VOTE 8: MOBILITY (MS M MOORE)

THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR G GERBER)

THE ACCOUNTING OFFICER: VOTE 10: INFRASTRUCTURE (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 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)

THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MS A SMIT)

THE CHIEF FINANCIAL OFFICER: VOTE 4: POLICE OVERSIGHT AND COMMUNITY SAFETY (MR M FRIZLAR)

THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)

THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH AND WELLNESS (MR S KAYE)

THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)

THE CHIEF FINANCIAL OFFICER: VOTE 8: MOBILITY (MR F DE WET)

THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR RT MOSOME)

THE CHIEF FINANCIAL OFFICER: VOTE 10: INFRASTRUCTURE (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)

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THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR D GREEN)

THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MR H METTLER) (ACTING)

THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MR L NOKWAZA)

THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS G LENTZ)

For information

THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MS R GANI)  
 THE ACCOUNTING AUTHORITY: CASIDRA (PROF. J KIRSTEN)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MR R KINGWILL)  
 THE ACCOUNTING AUTHORITY: ATLANTIS SPECIAL ECONOMIC ZONE (MS J JOHNSTON)  
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 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)  
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 THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR D NEFDI) (ACTING)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MR S GEORGE) (ACTING)  
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 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR S GCWABE)  
 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 ADAMS) (ACTING)  
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 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR T NTSHINGILA)  
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## **PROVINCIAL TREASURY INTEGRATED FINANCIAL SYSTEMS TRAINING PROGRAMME FOR THE PERIOD 1 OCTOBER 2023 – 31 MARCH 2024**

### **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 October 2023 – 31 March 2024.

### **2. NOMINATION PROCESS**

The focus of Provincial Treasury Financial Systems Training will be on addressing the training gap per department as of 30 June 2023.

## 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                 | <ul style="list-style-type: none"><li>● Users must be committed to complete the training within the allocated timeframe.</li><li>● Departments should be sensitive towards the users on training with regards to work obligations and provide a conducive environment.</li><li>● 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).</li><li>● Nominated officials should be computer literate.</li><li>● Users will be expected to participate in contact sessions via MS Teams.</li></ul> |
| Online Learning (MS Teams) | <ul style="list-style-type: none"><li>● Users must be committed to complete the training within the allocated timeframe.</li><li>● Departments must block diaries of users on online training and allow nominated officials time to complete this training without disruptions while in office.</li><li>● 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).</li><li>● Commitment is critical to user capacitation and thus 100% virtual attendance is required.</li></ul>                 |
| Classroom Training         | <ul style="list-style-type: none"><li>● 100% classroom attendance is required for the duration of the course.</li><li>● 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).</li></ul>  |

## 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, **15 September 2023** via e-mail to:

Ms C Grundling (LOGIS and PERSAL): [Cornette.Grundling@westerncape.gov.za](mailto:Cornette.Grundling@westerncape.gov.za)

Ms V Mntuyedwa (BAS AND AFS): [Valencia.Mntuyedwa@westerncape.gov.za](mailto:Valencia.Mntuyedwa@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 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.

**ISAC SMITH**  
**CHIEF DIRECTOR: ASSET MANAGEMENT**

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                                       |
|-------------------------------|---|---|
| 2 – 6 October 2023            | LOGIS Payments  | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 2 – 6 October 2023            | Module 1 - Requesting and Procuring of Goods and Services | E-Learning                                  |
| 10 – 12 October 2023          | Introduction to LOGIS                                     | E-Learning                                  |
| 10 – 12 October 2023          | Introduction to LOGIS                                     | E-Learning                                  |
| 16 – 20 October 2023          | Module 1 - Requesting and Procuring of Goods and Services | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 23 – 27 October 2023          | Module 2 - Receiving and Issuing of Goods and Services    | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 30 October – 1 November 2023  | Introduction to LOGIS                                     | E-Learning                                  |
| 30 October – 1 November 2023  | Introduction to LOGIS                                     | E-Learning                                  |
| 6 – 10 November 2023          | Module 1 – Requesting and Procuring of Goods and Services | E-Learning                                  |
| 6 – 10 November 2023          | Module 2 – Receiving and Issuing of Goods and Services    | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 20 – 24 November 2023         | Module 2 – Receiving and Issuing of Goods and Services    | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 20 – 24 November 2023         | LOGIS Payments  | Kromme Rhee                                 |
| 27 November – 1 December 2023 | LOGIS Payments  | Die Bult, George                            |
| 29 November – 1 December 2023 | Introduction to LOGIS                                     | E-Learning                                  |
| 6 – 8 December 2023           | Introduction to LOGIS                                     | E-Learning                                  |
| 24 – 26 January 2024          | Introduction to LOGIS                                     | E-Learning                                  |
| 24 – 26 January 2024          | Introduction to LOGIS                                     | E-Learning                                  |
| 29 January – 2 February 2024  | Module 1 - Requesting and Procuring of Goods and Service  | E-Learning                                  |
| 29 January – 2 February 2024  | Module 2 – Receiving and Issuing of Goods and Services    | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 29 January – 2 February 2024  | LOGIS Payments  | Kromme Rhee                                 |
| 12 – 16 February 2024         | Module 2 – Receiving and Issuing of Goods and Services    | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 12 – 16 February 2024         | Module 2 – Receiving and Issuing of Goods and Services    | Kromme Rhee                                 |
| 19 – 23 February 2024         | LOGIS Payments  | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 26 February – 1 March 2024    | Asset Management  | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 4 – 8 March 2024              | Module 1 - Requesting and Procuring of Goods and Service  | E-Learning                                  |
| 6 – 8 March 2024              | Introduction to LOGIS                                     | E-Learning                                  |
| 13 – 15 March 2024            | Introduction to LOGIS                                     | E-Learning                                  |
| 13 – 15 March 2024            | Introduction to LOGIS                                     | E-Learning                                  |

**THE LOGIS INTRODUCTION COURSE IS COMPULSORY. TRAINING OFFICIALS TO BRING LEAVER ARCH FILE TO CLASS**

# PROSPECTUS

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# 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 MANAGEMENT

### 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                                       |
|------------------------------|----------------------------|---|
| 2 – 6 October 2023           | BAS Sundry Payments        | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 9 – 13 October 2023          | Introduction to BAS        | E-Learning                                  |
| 9 – 13 October 2023          | BAS Sundry Payments        | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 23 – 27 October 2023         | BAS Sundry Payments        | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 23 – 27 October 2023         | BAS Journals               | 12 <sup>th</sup> Floor, Golden Acre, Room 3 |
| 30 October – 3 November 2023 | BAS Journals               | Kromme Rhee                                 |
| 30 October – 3 November 2023 | BAS Sundry Payments        | Kromme Rhee                                 |
| 13 – 17 November 2023        | BAS Debts                  | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 13 – 17 November 2023        | Introduction to BAS        | E-Learning                                  |
| 20 – 24 November 2023        | Introduction to BAS        | E-Learning                                  |
| 20 – 24 November 2023        | BAS Debts                  | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 4 – 8 December 2023          | Introduction to BAS        | E-Learning                                  |
| 4 – 8 December 2023          | Introduction to BAS        | E-Learning                                  |
| 22 – 26 January 2024         | BAS Cash Receipts          | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 22 – 26 January 2024         | BAS Journals               | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 5 – 9 February 2024          | BAS Cash Receipts          | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 5 – 9 February 2024          | BAS Journals               | Die Bult, George                            |
| 12 – 16 February 2024        | BAS Debts                  | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 12 – 16 February 2024        | BAS Debts                  | Kromme Rhee                                 |
| 26 February – 1 March 2024   | Introduction to BAS        | E-Learning                                  |
| 26 February – 1 March 2024   | BAS Reports                | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 4 – 8 March 2024             | Introduction to BAS        | E-Learning                                  |
| 4 – 8 March 2024             | BAS Reports                | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 11 – 15 March 2024           | Introduction to BAS        | E-Learning                                  |
| 25 – 28 March 2024           | BAS Orientation in Finance | Ms Teams                                    |
| 25 – 28 March 2024           | BAS Orientation in Finance | Ms Teams                                    |

**THE BAS INTRODUCTION COURSE IS COMPULSORY.**

# PROSPECTUS

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## 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)

### 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                                       |
|-------------------------------|---------------------------------|---|
| 30 October – 3 November 2023  | Introduction to PERSAL          | E-Learning                                  |
| 30 October – 3 November 2023  | Introduction to PERSAL          | E-Learning                                  |
| 13 – 17 November 2023         | PERSAL Personnel Administration | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 13 – 17 November 2023         | PERSAL Personnel Administration | 12 <sup>th</sup> Floor, Golden Acre, Room 3 |
| 27 November – 1 December 2023 | PERSAL Salary Administration    | Kromme Rhee 1                               |
| 4 – 8 December 2023           | Introduction to PERSAL          | E-Learning                                  |
| 4 – 8 December 2023           | Introduction to PERSAL          | E-Learning                                  |
| 22 – 26 January 2024          | Introduction to PERSAL          | E-Learning                                  |
| 22 – 26 January 2024          | Introduction to PERSAL          | E-Learning                                  |
| 5 – 9 February 2024           | PERSAL Personnel Administration | Kromme Rhee/Worcester                       |
| 5 – 9 February 2024           | PERSAL Personnel Administration | George Regional Office                      |
| 19 – 23 February 2024         | PERSAL Service Termination      | 12 <sup>th</sup> Floor, Golden Acre, Room 2 |
| 19 – 23 February 2024         | PERSAL Service Termination      | 12 <sup>th</sup> Floor, Golden Acre, Room 3 |
| 4 – 8 March 2024              | PERSAL Salary Administration    | 12 <sup>th</sup> Floor, Golden Acre, Room 1 |
| 4 – 8 March 2024              | PERSAL Salary Administration    | 12 <sup>th</sup> Floor, Golden Acre, Room 3 |
| 11 – 15 March 2024            | Introduction to PERSAL          | E-Learning                                  |
| 11 – 15 March 2024            | Introduction to PERSAL          | E-Learning                                  |

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



# PROSPECTUS

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## 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    |
|-----------------|--|----------|
| To be confirmed | Introduction to the Compilation of Annual Financial Statements | MS Teams |
| To be confirmed | Intermediate Capita Selecta on Financial Accounting            | MS Teams |

# PROSPECTUS

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# 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.