

LOGIS FINANCIAL YEAR END PREPARATION PLAN AND CHECKLIST:

FINANCIAL YEAR END: PREPARATION PLAN

NO	ACTION OR TASK	RESPONSIBLE PERSON/TEAM	TARGET DATE	PROGRESS	CHECKED BY
1	Identify outstanding transactions and do finalization as far as possible before Financial Year End for accurate Financial Reporting. Suggested input documentation:				
i.	RM003: Requisitions older than X month.				
ii.	RR094: Payment Reconciliation Report.				
iii.	RR095: Payments Authorised but no BAS Payment No.				
iv.	RM031: Non-Authorised Surpluses/Shortage/Redundant.				
v.	RR084: Report on Transactions on hold.				
vi.	RR101: Invoice Age Analysis.				
vii.	RR016: Active Procurement Integration Commitments.				
viii.	RW013: Procurement Advices not yet approved.				
ix.	RO012: Receipt Diary.				
x.	RR070: List of Open/Rejected Procurement Transactions.				
xi.	RR104: Closed Orders not Finalised.				
2	Communicate Financial Year End (FYE) downtime (Notice 1 of CCYY).				
3	Appoint Resource(s) to monitor and address: The execution of FYE reports during the FYE down time; and The reclassification of Item Records (RY001).				

LOGIS FINANCIAL YEAR END PREPARATION PLAN AND CHECKLIST:

FINANCIAL YEAR END: CHECKLIST

NO	ACTION OR TASK	REFERRAL TO DETAIL ACTION PLAN	RESPONSIBLE PERSON & TEAM
1	Stock and or Asset evaluation.	1.1 - 1.2	
2	Status of open and outstanding transactions.	2	
3	Price verifications of item records.	3	
4	Printer set-up and year end detail.	4	
5	Re-classification reports.	5	
6	Filing of Year-end Reports.	6	
7	Asset, Inventory and Consumable reconciliations.	7.1 – 7.3	
8	Provide the LOGIS Financial Year End Reports to the person responsible for the compilation of the Annual Financial Statements: <ul style="list-style-type: none"> • Assets (A and M reports); • Inventory (I reports); • Consumables (C reports); and • Procurement [RR102 (Financial Statements Commitments) and RR103 (Financial Statements Accruals)]. 	8	
9	Ensure the correctness of the security profiles (SASP) of all active users in the Department.	9	
10	Execution of additional report before financial year end.	10	
11	Verify all vouchers, obtain relevant signatures and close applicable files.		
12	At Head Office for audit purposes: Obtain copies of the Financial Year End reports from Regional and or Other offices. File with annual Asset- Inventory and Consumable Verification certificates, discrepancy reports etc. This must be as per the Standard Operating Procedures of the Department.		

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1.1	<p><u>Asset evaluation</u></p> <p>Asset evaluation must be conducted at least once a year. Refer to the PFMA for more detail and the Treasury Regulation section 12.</p> <p>Section 45(e) of the PFMA) suggests programme managers be made responsible for the physical condition, use, functionality and financial performance of the assets. As per the PFMA this responsibility lies with the Accounting Officers.</p> <p>Asset evaluation consists of assessing the following:</p> <ul style="list-style-type: none"> • Physical condition • Functionality • Utilisation • Financial performance <div style="text-align: center;"> <pre> graph TD Asset((Asset)) --> PC[Physical Condition] Asset --> F[Functionality] Asset --> U[Utilisation] Asset --> FP[Financial Performance] PC --- Note[Requires regular Inspection & Assessment of maintenance costs] Asset --> IPR[Integrated Performance report] </pre> </div> <p>A proper physical condition assessment of an asset will involve:</p> <ul style="list-style-type: none"> • Setting the required condition relative to its service delivery requirements and value (criteria 			

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	<p>should include related operational efficiency, public health and safety, and amenity);</p> <ul style="list-style-type: none"> • Inspecting the asset and comparing the condition with the requirement; and • Forecasting of future condition. <p>Continuous review of the functionality of the asset, to:</p> <ul style="list-style-type: none"> • Identify significant impacts on services; • Allow timely changes to improve both service delivery and functional standards; and • To assist with the formulation of asset strategies. <p>Asset utilisation measures if the usage of an asset meets the service delivery objectives of the Department in relation to the asset's potential capacity.</p> <p>The financial performance must be evaluated to determine if economically viable services are rendered.</p> <p>Determine the current and projected economic return of the asset or portfolio by measuring the current and projected economic return:</p> <ul style="list-style-type: none"> • Operating expenses; and • Current and projected cash flows, including capital expenditures. <p>On LOGIS asset verification can be done manually or with the Asset Verification functionality.</p>			
	<p><u>Step by step actions using manual asset verification:</u></p> <ol style="list-style-type: none"> 1. Appoint an Asset Evaluation Board in writing; 2. Asset Management must notify the department of the dates of the asset verification; 3. Use the latest Asset closing balance download (RY0A3 and RYM03) to evaluate the asset. 4. Conduct asset verification for each Location: <ol style="list-style-type: none"> a) Print the Location/Personnel Count/Control Sheet (RR032) per location/personnel; b) Do physical asset verification; c) Asset Manager to verify the findings on the count sheet and downloads of RY0A/M3; d) In case of balance differences - investigate and do updates using Balance Adjustments (BACP) after receiving the delegated approval; e) Note: Follow the normal disposal process for obsolete, redundant and unserviceable items – Refer to the LOGIS process Guide under Applications >> Portal>> Wiki>> Operational Material>> Guides>> Processes >>LOGIS Process Guide. f) Capture balance movements (BAMV), where applicable 			

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	<p>g) Where required, update the physical condition on LOGIS selection Maintain Serial Detail Information (AMAI);</p> <p>h) For cost price changes, OEM serial number, Asset Tracking number, Asset Category etc updates, use selection AMMA (Asset Register Maintenance per Asset).</p> <p>i) The following selections can be used for repairs:</p> <ul style="list-style-type: none"> • AMRP REPAIR/SERVICING OF SERIAL DETAIL ITEMS. • AMRH ENQUIRY ON ITEM REPAIR HISTORY. <p>j) When all updates have been applied, re-print the Location / Personnel control report (RR032) and forward it for signatures to the Asset Controller / Cost Centre Manager; and</p> <p>k) The signed copy (RR032) must be forwarded to Supply Chain Management/Asset Management Section for filing - marked as allocated assets per asset and date sequence.</p>			
	<p><u>Step by step actions using LOGIS asset verification functionality :</u></p> <p>1) Appoint an Asset Evaluation Board in writing;</p> <p>2) Asset Management must notify the department of the dates of the asset verification;</p> <p>3) Use the latest Asset closing balance download (RY0A3 and RYM03) to evaluate the asset.</p> <p>4) Conduct asset verification for each Location: Visit Annexures 1 – 4 published under Release 8.2 Interim 4.</p> <p>a) Capture an Asset Verification Plan (AMPL) on Department level Annexure 1 .</p> <p>b) Conduct Asset verification for each location/personnel using:</p> <ul style="list-style-type: none"> i. Asset Verification Execution (AMEX) Annexure 2 for departments who do not have scanners; or ii. Asset Verification Scanner Application (AMSC) Annexure 4 for departments who have the required scanners (LOGIS User Workshop 1 of 2018); <p>Note: Capturing of the condition is compulsory for the first time.</p> <p>c) Review captured results and approve resolution of mismatches using Asset Verification Review (AMAP) Annexure 3.</p> <p>Note: depending on the action required, some transactions will be done automatically where other tasks will result in the print-out of a log form that needs to be completed as a</p>			

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	<p style="text-align: center;">source document to complete the transaction.</p> <p>Other changes:</p> <ol style="list-style-type: none"> 1. If investigation found that receipts or issues were captured incorrectly the following can be done. <ol style="list-style-type: none"> a) Reverse receipts on selection Reversal of Receipt (RCRV) and recapture on Capture Receipt (RCCP)/ Simultaneous Receipt or Issues (RCRI) ONLY IF NO PAYMENTS ARE CAPTURED AND AUTHORISED AGAINST THE RECEIPTS. b) Verify the location of the assets prior to reversing the receipt. 2. If the assets are not in the store they must be returned to the store: <ol style="list-style-type: none"> a) Reverse the issue (ISRV) or b) Capture a return to store transaction on Extra Ordinary Receipts/Returns (RCXO). 3. If any inconsistency reflects on report ITEM RECORD BALANCES VS ITEM SERIAL (RX002) ensure that: <ul style="list-style-type: none"> • All BACF transactions are completed; • No outstanding issue or receipt transactions exist; • No transactions are on hold for the remainder; and • No outstanding transactions are on suspense. <p>Note: If 'other changes' were made, it is possible that the printed RR032 was impacted. This will require a reprint of RR032.</p> <p style="text-align: center;">All of the above steps must be completed prior to FYE and the execution of the asset reports for FYE. Departments are encouraged to update the departmental/provincial Standard Operating Procedures (SOP's) and follow the steps.</p>			
1.2	<p><u>Inventory/Consumable verification</u></p> <p>An Inventory and Consumable verification must be conducted at least once a year.</p> <p>Step by step actions are:</p> <ol style="list-style-type: none"> a) An Inventory/Consumable verification board/team must be appointed in writing; b) Item records must be linked to stock take cycles as set up on table 45 on selection SADC; c) The freeze/unfreeze process of item records will take place as per stock Unfreeze Indicator set on 			

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	<p>IFST;</p> <p>d) The Miscellaneous/Postings/Warehouse official and System controller needs to verify report RR001 (Items per Cycle Count) with the LOG 14 bin card;</p> <p>e) If upon investigation it is found that receipts or issues were captured incorrectly the following actions should be taken:</p> <ul style="list-style-type: none"> • Reverse receipts on RCRV and do a recapture on RCCP; ONLY IF NO PAYMENTS ARE CAPTURED AND AUTHORISED AGAINST THE RECEIPTS; • Reverse issues on ISRV and do a recapture on ISCP; and • Correct the balance adjustments on BACP and complete it with the authorization on BAAT. <p>f) File the signed reports in a register/file marked Annual Inventory/Consumable verification.</p> <p>Note: Follow the normal disposal process for damaged, obsolete, redundant and unserviceable items. Refer to the LOGIS process Guide under Applications >> Portal>> Wiki>> Operational Material>> Guides>> Processes >>LOGIS Process Guide.</p>			
1.2.1	<p><u>Automatic freeze/unfreeze of items for stock take</u></p> <p>a) Set Stock Unfreeze indicator to “A” on IFST;</p> <p>b) Ensure that dates are setup correctly on SASC table 45 cycle number;</p> <p>c) LOGIS will change the stock freeze flag to “R” on SASC table 45; 2 days prior to the stock take date;</p> <p>d) The night prior to the verification date, LOGIS will freeze all item records for that cycle according to the date indicator on selections IFST and SASC;</p> <p>e) LOGIS will generate an Inventory verification control sheet after the verification is completed;</p> <p>f) The Inventory verification board/team completes and signs the report;</p> <p>g) When the verification period (number of days of stock take as setup on SASC table 45) has passed, LOGIS will change the stock freeze flag to “Y”, unfreeze the item records and set freeze flag to “N”.</p>			
1.2.2	<p><u>Manually freeze/unfreeze of items for stock take</u></p> <p>a) Set stock unfreeze indicator to “M” on IFST;</p> <p>b) Set stock freeze flag to “R” on SASC Table 45;</p> <p>c) Run program PABR05BD to generate the verification count report (BD005);</p> <p>d) Run the Items Per Cycle Count report (RR001) per cycle;</p> <p>e) On the day of the verification LOGIS will freeze all the item records for that cycle according to the</p>			

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	settings on selections IFST and SASC; f) The Inventory verification board/team completes and signs the report; g) When the verification is completed, update the stock freeze flag to "N" on LSLG for the affected item records or follow the automatic unfreeze process.			
1.2.3	<u>Do not freeze items</u> a) Print the Items Per Cycle Count report RR001 –and do stock take; and b) Verify, investigate and do Balance Adjustments (BACP) and do Balance Adjustment Authorisation (BAAT).			
2	<u>Identify transactions that can be finalized prior to financial year-end</u> a) Determine number of outstanding transactions (transactions which are open on LOGIS and need to be finalised prior to financial year- end); b) Determine the time frame to clear/finalise the transaction; c) Identify and allocate a responsible person and resources to ensure that outstanding transactions are cleared/finalised; d) Capture balance adjustments when: <ul style="list-style-type: none"> • A discrepancy is identified; • An item needs to be disposed of, declared as redundant, obsolete or unserviceable; NB: Complete the LOG 4: Balance adjustment form before capturing a balance adjustment on BACP; • A movement of an asset item need to be done to reflect the correct quantities per location; • The LOG 4 form is filed in the relevant balance adjustment document number sequence in a marked register/file: <ul style="list-style-type: none"> ○ Balance adjustments-Disposals per financial year; ○ Balance adjustments-shortages/deficiencies (stock items) per financial year; ○ Balance adjustments-shortages/deficiencies (asset items) per financial year; ○ Balance adjustments-surpluses (stock items) per financial year; ○ Balance adjustments-surpluses (asset items) per financial year; e) Utilise the enquiry selections on LOGIS and Procurement Integration with relevant reports to identify outstanding transactions; f) Use selection BACF to complete transactions or authorise merge transaction on MGAT if the following error occurred "Item is in "H"old status. Report RR084 REPORT OF TRANSACTION ON			

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	<p>HOLD can identify these items;</p> <p>g) When the error missing monthly consumption data occur browse on Consumption History And Totals (SECH) to identify the missing months and run the monthly update (BM002) backdated for the missing months. If the item is on hold due to the merge transaction use MGAT to authorise all item change transactions;</p> <p>h) Reset the date parameter on BM002 to a blank.</p> <p>Note: On the LOGIS website view under Applications >> Portal>> Wiki>> Library>>Reports. Search on reports for report detail and parameters of the above-mentioned reports.</p>															
3	<p>Price verification of item records:</p> <p>a) Print the Item record price verification report (RR058);</p> <p>b) Verify that unit of issue and equalization factor correlate;</p> <p>c) Verify if the item record prices are in line with the unit of issue; and</p> <p>d) Change the prices on selection LSRM if incorrect.</p> <p>Pre-requisite: SADC and SASC table 202 flag settings must allow the update.</p> <p>Note: When changing the average/ unit price for assets on LSRM the cost price reflected on all asset reports will NOT change. For cost prices changes on assets, changes needs to be captured on Asset Register Maintenance per Asset (AMMA) and Asset Register Maintenance Authorisation (AMMU).</p>															
4	<p>Printer set-up and year end detail:</p> <p>a) Check if printers are set-up and parameters are correct;</p> <p>b) Confirm access to Control D and Core FTP;</p> <p>c) Confirm the date parameter on BRCP for the PABR02BM: Month Update is blank;</p> <p>d) Ensure printers are online, operational, with toner and enough paper;</p> <p>e) The batch run for year end on IFST will be defaulted to "Y" and the reports will execute thereafter;</p> <p>f) Check during the LOGIS downtime that the following reports printed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">RQ - Report quarterly</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">RQ010 – Redundant / obsolete stock report</td> <td>RQ010 – Redundant / obsolete stock report</td> </tr> <tr> <td>RQ011 – Report: consolidated stock discrepancies</td> <td>RQ012 – Report: stock discrepancies</td> </tr> <tr> <td>RQ013 – Disposal schedule - non authorised</td> <td>RQ014 – Disposal schedule – authorised</td> </tr> <tr> <th colspan="2" style="text-align: left;">RY - Report yearly</th> </tr> <tr> <td>RY000 – Audit report: faulty receipts</td> <td>RY001 – Reclassification</td> </tr> </tbody> </table>	RQ - Report quarterly		RQ010 – Redundant / obsolete stock report	RQ010 – Redundant / obsolete stock report	RQ011 – Report: consolidated stock discrepancies	RQ012 – Report: stock discrepancies	RQ013 – Disposal schedule - non authorised	RQ014 – Disposal schedule – authorised	RY - Report yearly		RY000 – Audit report: faulty receipts	RY001 – Reclassification			
RQ - Report quarterly																
RQ010 – Redundant / obsolete stock report	RQ010 – Redundant / obsolete stock report															
RQ011 – Report: consolidated stock discrepancies	RQ012 – Report: stock discrepancies															
RQ013 – Disposal schedule - non authorised	RQ014 – Disposal schedule – authorised															
RY - Report yearly																
RY000 – Audit report: faulty receipts	RY001 – Reclassification															

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	RY004 – Annual Weapons/Machines Report (only for Weapons)			
	RY006 - Annual report on discrepancies			
	Asset Reports A = major assets C=minor assets			
	RY0A/M3 – Asset Register Closing Balance		RY0A/M4 – Additions To The Asset Register	
	RY0A/M5 – Asset Disposal Report		RY0A/M6 – Adjustments To The Asset Register	
	RY0A/M7 – Asset Register Subsidiary Issues		RY0A/M9 – Internal Transfer Report	
	I - Inventory Reports			
	RY0I3 – Inventory Closing Balance		RY0I4 – Inventory Addition Report	
	RY0I5 – Inventory Disposal Report		RY0I6 – Inventory Adjustment Report	
	RY0I7 – Inventory Issue Report If no data is applicable for the inventory portion then this report will not print due to cost saving measures		RY0I9 – Inventory Internal Transfer Report	
	C - Consumable Reports			
	RY0C3 – Consumable Closing Balance		RY0C4 – Consumable Addition Report	
	RY0C5 – Consumable Disposal Report		RY0C6 – Consumable Adjustment Report	
	RY0C7 – Consumable Issue Report If no data is applicable for the consumable portion then this report will not print due to cost saving measures		RY0C9 – Consumable Internal Transfer Report	
	RR - Report on request			
	RR0A1 – Asset Payment Information		RR009 –Accepted/Not Accepted quotations	
	RR016 – Active Procurement Integration Report		RR020 – Spend Analysis	
	RR101 – Invoice Age Analysis Report		RR203 – Financial Statements Commitments and Accruals	
	RR105 – Purchase to Payment Report		RR121 – Security user profile report	
	RR122 – Security user profile history report		RR123 – RACF ID report	
	RR124 – RACF ID history report			
	BM - Monthly Batch Run			
	BM001 – Audit trail			
	Log a request if reports were not received or when exception reports print with an error message. g) Once Confirmation is received from LOGIK that reports executed, use Control D to retrieve the			

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	identified reports.			
5	<p><u>Reclassification</u> There are two phases for reclassification: The temporary reclassification and Permanent reclassification. The LOGIS project will run the temporary classification per store, this batch run generates six sub-reports for reclassification, changes needs to be made before the permanent reclassification as no changes can be made after the permanent reclassification run:</p> <ul style="list-style-type: none"> • RY001-1 Reclassification Schedule A list of all item control numbers that will be reclassified during the reclassification batch run. ICN's are sorted according to the new classification type. The permanent reclassification batch run can run 5 days prior or up to 60 days after the year-end. • RY001-2 Reclassification Summary Report The percentage of the total value of store items that will be reclassified as A- and B- items. It prints the total number and value of items that will be reclassified as C-, D-, E- and F- items. • RY001-3 Reclassification Warning Report All C-items that will be reclassified as store items but which have stock in the store. • RY001-4 Reclassification Follow-up Report A detailed list of all the items that will be reclassified, with all the information that will be changed on the item record, with the annual average consumption as percentage of A- and B- item consumption. • RY001-5 Reclassification Schedule - Open Transactions A list of all items that will be reclassified but still have open transactions. • RY001-6 Exception Report A detailed error log of all the items that will give errors during the reclassification batch run. The following item will appear on this report: Un-Authorised Item Records (items have to be Authorised with a 'U' on selection LSLG or LSRM). Inactive item records: (items can only be activated by the Distribution Data Base team at the LOGIS project). Items with an average price of zero (Verify that item record prices are in line with the unit of issue and if necessary change the prices on selection LSRM). Items with missing monthly consumption data use report BM002 (Month update) and check on 			

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	<p>SECH for missing months and run BM002 backdated for missing months. Items without a corresponding record on the item master file (Items will still be reclassified). Items that cannot be reclassified due to non-compliance to the item record business rules. These exception messages will print in alphabetical and then ICN (Item Control Number) sequence.</p> <p>On selection LSRM (Item record restricted maintenance) check:</p> <ul style="list-style-type: none"> • Future Classification – This field is only used during the Year-end re-classification of the Item Records. This field allows the user to specify the new classification of all those ‘A’ and ‘B’ classification Item Records that will be re-classified to a classification of ‘C’ or ‘D’. When the Temporary reclassification program run at year-end it will populate this field with a ‘C’ classification for all those ‘A’ and ‘B’ classification Item Records to be re-classified to either a ‘C’ or a ‘D’ classification. The user will be allowed to specify which classification is required, either ‘C’ or ‘D’, by editing this field. When the permanent re-classification program run, it will read the updated information. • Permanent Classification – This field is only applicable for item records with a classification of ‘D’ or ‘C’, all other classifications in this field is No. When this flag is set to ‘Y’ a ledger with a classification of ‘D’ or ‘C’, will be permanently classified and the classification will not be updated during the Yearly Batch Run. When this flag is set to ‘N’ it is not permanent, which means that the system will automatically re-classify stock items according to consumption and the analytical technique, when the year-end Batch Run is executed. If an A or B item is reclassified to another classification for example an A item is reclassified to a C, nothing can be done about it. • Confirm that all reports and exception reports print. Make the necessary changes before the permanent reclassification. No changes can be made after the run of permanent reclassification. Classification can only be change on selection MGCP and authorised on MGAT. <p>Note: It is essential that the above mentioned steps for reclassification be completed before the permanent reclassification. If not, certain item records will reclassify that should not reclassify.</p> <ul style="list-style-type: none"> • The users have ±10 working days after the temporary reclassification to do this exercise – • LOGIS Notice 1 of CCYY communicate the date of the permanent classification. • On BRCP, Ensure that the print flag of the reclassification report (PABR01RY) is set to ‘P’ for permanent and ‘Y’ to be included in the run. The flag settings change automatically one day 			

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	<p>before the permanent reclassification.</p> <ul style="list-style-type: none"> Compare the temporary and permanent reclassification report and report any discrepancy by logging a request. 			
6	<p><u>Filing of Financial year- end documentation</u> All documentation for the specific financial year should be filed according to the prescribed procedures.</p>			
7.1	<p><u>Asset Reports</u> The listed monthly reports generated by the project forms part of the Annual Financial statement (Assets):</p> <ul style="list-style-type: none"> RY0A3, RY0M3 – Closing Balance; RY0A4, RY0M4 – Input to the disclosure notes: Cash & Non Cash Additions to Tangible & Intangible Capital Assets per Asset Category for the year ended 31 March; RY0A5, RY0M5 – Input to disclosure notes: Disposal of Tangible & Intangible Capital Assets per Asset Category for the Year ended 31 March; RY0A6, RY0M6– Input Report to disclosure note: Adjustments to Tangible & Intangible Capital Assets Prior Year Balances per Asset Category for the year ended 31 March & Exclusions; RY0A7, RY0M7 – Asset subsidiaries report. These reports will only execute where departments have been activated to use subsidiaries; and RY0A9, RY0M9- Internal transfer Matched an unmatched Reports. <p>Do reconciliation of the above mentioned reports; and Calculate the balancing sum as per the latest report values. The balancing sum is as follows:</p> <ul style="list-style-type: none"> Opening balance – RY0A3, M3 (Previous years reported Closing Balance used on AFS) Add (+) additions – RY0A4, M4 Minus (-) disposals –RY0A5, M5 Plus/minus (+/-) adjustments – RY0A6, M6 Minus (-) issues to subsidiaries – RY0A7, M7 Plus/minus (+/-) Internal transfers – RY0A9, M9 Equal (=) – Closing balance RY0A3, M3 			
7.2	<p><u>Inventory Reports</u></p>			

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	<p>The listed monthly reports generated by the project forms part of the Annual Financial statement:</p> <ul style="list-style-type: none"> • RY013 – Inventory Open/ Closing Balance; • RY014 – Inventory Addition Report; • RY015 – Inventory Disposal Report; • RY016 – Inventory Adjustment Report; • RY017 – Inventory Issue Report (only print if there are data); and • RY019 – Inventory Internal transfer report. <p>Do reconciliation of the above mentioned reports; and calculate the balancing sum as per the latest reports.</p> <p>Access to selection Inventory & Consumables Reports (BRIN) provide access to the Inventory & Consumables Movement Report and the Inventory and Consumables Annual Financial Statement Report.</p> <p>The balancing sum must be calculated on Quantity and Value:</p> <ul style="list-style-type: none"> • Opening Balance – RY013 (Previous years reported Closing Balance used on AFS) • Add (+) additions/Purchases Cash & Non cash – RY014 • Add/minus (+/-) adjustments – RY016 • Less (-) disposals – RY015 • Less (-) issues – RY017 • Add/minus (+/-) internal transfers – RY019 • Equal (=) – Calculated closing Balance before the Weighted Average Price (WAP) Variance • Closing Balance – RY013 –(Current years reported Closing Balance) this is the “After Weighted Average Price Variance value”. <p>The Weighted Average Price (WAP) will only be applicable on VALUE.</p> <p>This value is the difference between the before Weighted Average Price and the After Weighted Average Price.</p> <p>Note: WAP is only applicable on value.</p> <ul style="list-style-type: none"> • Users with selection access to BRIN (Inventory & Consumables Reports) can view and save the Inventory report for AFS. • The above mentioned calculation can be checked with the available report for correctness. 			

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NO	ACTION OR TASK	RESPONSIBLE PERSON	TARGET DATE	STATUS
7.3	<p>Consumable Reports</p> <p>Access to selection Inventory and Consumables Reports (BRIN) provide access to the Inventory & Consumables Movement Report and the Inventory and Consumables Annual Financial Statement Report.</p> <p>Alternatively use the listed reports generated by the project to do the reconciliation :</p> <ul style="list-style-type: none"> • RYOC3 – Consumable Opening/Closing Balance; • RYOC4 – Consumable Addition Report; • RYOC5 – Consumable Disposal Report; • RYOC6 – Consumable Adjustment Report; • RYOC7 – Consumable Cash related Issue Report (only print if there are data); and • RYOC9 – Consumable Internal Transfer Report. <p>The balancing sum must be calculated on Quantity and Value:</p> <ul style="list-style-type: none"> • Opening Balance – RYOC3 (Previous years reported Closing Balance used on AFS) • Add (+) additions/Purchases Cash & Non cash – RYOC4 • Add/minus (+/-) adjustments – RYOC6 • Less (-) disposals – RYOC5 • Less (-) issues – RYOC7 • Add/minus (+/-) internal transfers – RYOC9 • Equal (=) – Calculated closing Balance before the Weighted Average Price (WAP) Variance • Closing Balance – RY013 –(Current years reported Closing Balance) this is the “After Weighted Average Price Variance value”. <p>The Weighted Average Price (WAP) will only be applicable on VALUE. This value is the difference between the before Weighted Average Price and the After Weighted Average Price.</p> <p>Note:</p> <ul style="list-style-type: none"> • WAP is only applicable on value. • Users with selection access to BRIN (Inventory & Consumables Reports) can view and save the Inventory report for AFS. • The above mentioned calculation can be checked with the available report for correctness. 			
8	Provide the LOGIS Financial Year End Reports to the person responsible for the compilation of the Annual Financial Statements:			

LOGIS FINANCIAL YEAR END PREPARATION PLAN AND CHECKLIST:

NO	ACTION OR TASK	RESPONSIBLE PERSON	TARGET DATE	STATUS
	<ul style="list-style-type: none"> • Assets (A and M reports); • Inventory (I reports); • Consumables (C reports); and • Procurement [RR102 (Financial Statements Commitments) and RR103 (Financial Statements Accruals)]. 			
9	<p><u>Security Profiles</u> Where needed, update user profiles on IDCI and selection access on SASP according to user status and functions and as per the Standard Operating Procedure (SOP) document of the department. To determine the statuses of users the following action can be performed:</p> <p>a) Use Security User Profile Report RR121.</p> <ul style="list-style-type: none"> • Verify all billing codes linked to users on SASP. • Ensure the validity of the PERSAL number. • Ensure that all additional information e.g. Id no etc. is linked to the active user. • All invalid active users on the store must be made inactive with a relevant reason code. • Ensure that the user ids are correct and valid on LOGIS by confirming the information on the RACF reports from SITA or by executing the RACF report RR123 to ensure correctness of active users for the Department as at Year-end. • Ensure that SASP and RACF id filing are done with cross references to external reference numbers and is filed on a register. <p>b) User Allocated Functions for Active Users (RR125) can assist to modify profiles where needed.</p> <p>c) Report Security Profile Cost Centre (RR126) is available for reconciling access with responsibilities.</p> <p>d) History of Allocated Functions (RR127) can be of assistance for user enquiries.</p> <p>Note: Downloads of RR121- RR124 are available on LBIS, RR125 – RR127 must be executed by the users.</p>			
10	<p><u>Execution of additional Reports on Request</u> When additional reports are required prior to the financial year end, execute the reports before system closure with sufficient time to extract it, the jobs might be archived due to the year end downloads that will be in the queue.</p>			