

2019

**Merge the Basic Accounting System and
Logistical Information System oversight
units operating in the Northern Cape
Provincial Treasury**

STUDENT NAME: SHIRENE MACLEAN

CLUSTER: ADMINISTRATIVE SERVICES

PROVINCE: NORTHERN CAPE

Summary

The average Personnel Expenditure for the Basic Accounting System (BAS) and Logistical Information System (LOGIS) for 2018/2019 is over R5.6m. This would have been around R5.9m if the LOGIS unit had run on full staff compliment. Two officials resigned during the year and one was transferred to another unit.

The current BAS unit consists of 1 Deputy Director and 3 Assistant Directors. The LOGIS unit consists of 1 Deputy Director, 3 Assistant Directors and 4 Financial Administration Officers. The current structure for the two units makes provision for 12 officials. LOGIS has had one Financial Administration Officer (FAO) since 01 December 2018. The Deputy Directors (DD) for both units has retired as at end of March and April 2019. As per the DPSA Circular 2 of 2018, all oversight vacancies for levels 12, 10 and 08 should be filled at levels 11, 09 and 07. This should lower personnel expenditure in the units, however if the proposed organisational structure for LOGIS is implemented, expenditure will actually increase to about R6.1m. This is because LOGIS will then consist of 1 DD, 4 Assistant Directors (AD), and 3 FAO's.

Merging the units will save the Northern Cape Provincial Treasury (NCPT) between R1.8m and R2.3m. If the units are merged, the staff establishment will make provision for 6 or 7 officials; 1 DD, 5 or 6 AD's and 1 FAO.

The merger will benefit not only the NCPT by saving costs on personnel expenditure, but also the officials by broadening their knowledge and skills and improve the quality of service delivery to client departments as well as the public. The merged unit will have 5 trainers, eliminating the possibility of cancelling a training session due to the trainer being absent. Each trainer (AD) will conduct a maximum of 5 training session per year. The 3 BAS AD's

are responsible for 12 departments (4 departments per AD), with a user database of about 600 users (on average 200 each). The two LOGIS AD's are also responsible for 12 departments (6 departments per AD), with a user database of about 660 users. Of these 1 260 users, about 300 users are 'shared' users, having both BAS and LOGIS user-id's. If the units are merged, the AD's will be responsible for two departments each (1 AD will serve 3 departments – Environment and Nature Conservation and Agriculture, Land Reform and Rural Development has merged, hence there will only be 11 departments) with an average of 190 users. One AD will be responsible for three of the small departments. The 3rd AD at LOGIS is responsible for training only and is required to conduct 16 training sessions per year.

Having one System controller (Syscon) for BAS and LOGIS per department, will not only improve service delivery, but lead to quicker response times to resolve queries by eliminating the 3rd party (either the BAS or LOGIS syscon). The syscon will be able to assist the department without the query being referred among the BAS and LOGIS units. This process can prevent situations where, e.g. a supplier drive about 400 kilometres from Upington to Kimberley to get answers for an outstanding invoice of R4000, as a direct result of communication errors/interfaces between BAS and LOGIS.

The set up costs for the change will be around R693 060 depending the chosen scenario. The costs to be incurred will be for training purposes only. The current available budget for Travel and Subsistence for both Sub-directorates is about R371 360. Funds will thus be needed for set up costs.

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1. Introduction

This Performance and Expenditure Review (PER) report focus on the efficiency of merging the BAS and LOGIS units, specifically the productivity of both units and the need to fill the vacancies/create posts.

- Can the same or better results be achieved in a more effective and efficient way if the BAS and LOGIS units are merged?
- Is there a need based on the structure as proposed by the department to appoint more employees in the LOGIS unit?
- Are there potential similarities/duplications between the two units?

Since the implementation of LOGIS, activities on the BAS system have decreased. This is because the processing of entities, commitments and payments used to make up about 50 percent of BAS activities. Support calls have also decreased due to the automated password reset functionality, thus decreasing the workload of officials in the unit. Since the implementation of the Central Supplier Database (CSD) and successful completion of LOGIS in the province, the workload for officials in the unit has also decreased.

In the past, provision was made for BAS officials to work overtime when a new BAS version were implemented. The same can be done if the need arise to implement new LOGIS Stores instead of having a staff establishment that make provision for an adhoc need.

For the purpose of this PER we will focus on the integration between BAS and LOGIS. The systems are designed by National Treasury and implemented by Provincial Treasuries. BAS is the core government accounting system. It is the General ledger where all transactions are recorded and classified in accordance with the principles of the Standard Chart of Accounts (SCOA) and is the main source of information for the preparation of management reports and the annual financial systems. LOGIS is a procurement system used in the supply

chain process for the procurement of goods and services. LOGIS is designed to administer stores, monitor stock levels and to provide an asset and inventory management facility.

2. Policy and Institutional Information

The programme is regulated by the

- Public Finance Management Act, 1999 (act 1 of 1999);
- National treasury regulations,
- National treasury guidelines and prescripts.

Provincial treasury norms and standards

In terms of section 18(1)(c) of the Act, a provincial treasury must promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of provincial departments and provincial public entities.

Institutional norms and standards

In terms of section 38 of the Act, the accounting officer of a department or constitutional institution must ensure that the department or constitutional institutions has and maintains an effective, efficient and transparent system of financial management.

The South African Government uses three transversal systems for the management of

- financial aspects (Basic Accounting System referred to as BAS);
- supply chain (Logistical Information System referred to as LOGIS);
- human resources (Personnel and Salaries referred to as PERSAL)

Supporting and Interlinked Financial Systems (SIFS) is responsible for the oversight and management of these interlinked financial systems and its objective is to enhance

compliance with the PFMA and other relevant legislation within the provincial administration. Oversight and management of the systems indirectly provide service delivery to the public as well. If transactions on financial systems are monitored optimally on a weekly/monthly basis, e.g. Outstanding Payments reports/Processing Exceptions and/or the RR094, invoices that has not been paid within 30 days can be resolved, payment exceptions e.g. invalid or inactive banking details can be detected, payments in the resubmission queue can be detected and resolved. Small businesses who are dependent on receiving remuneration for services delivered can often not continue to provide services due to outstanding invoices. This has an indirect effect on small businesses. As an oversight and monitoring unit, we need to ensure that transversal systems are not a direct cause of non-compliance. Scenarios where a supplier drives from Upington to Kimberley, about 400 kilometres, to enquire about an invoice should be avoided at all times. If the system controllers understand both systems and are responsible for both systems for a department, the possibility of these scenarios will be eliminated. There will not be a 3rd party and syscon will not argue over which system is to blame.

The units are driven by section 38 of the Act, to ensure that departments or constitutional institutions has and maintains an effective, efficient and transparent system of financial management.

3. Programme Chain of Delivery

The objective of SIFS is to manage the provision of financial systems oversight for provincial government. The purpose of BAS and LOGIS is to manage and render functional support to the respective users.

<u>SUB-DIRECTORATE: BAS SUPPORT AND ADMINISTRATION</u>	<u>SUB-DIRECTORATE: LOGIS MANAGEMENT AND SUPPORT</u>
<p><u>Purpose:</u> To manage and render functional support to BAS users</p> <p><u>Functions:</u></p> <ol style="list-style-type: none"> 1. Render functional support to BAS users. 2. Capacity building sessions which include formal training as well as workshops. 3. Produce reports to enhance monitoring of compliance to prescribed legislation and prescripts. 4. Provide departmental system controller function on behalf of provincial departments. 	<p><u>Purpose:</u> To manage and render functional support to user of LOGIS in the provincial government</p> <p><u>Functions:</u></p> <ol style="list-style-type: none"> 1. Render functional support to LOGIS users. 2. Capacity building sessions which include formal training as well as workshops. 3. Produce reports to enhance monitoring of compliance to prescribed legislation and prescripts. 4. Assess optimal utilisation of LOGIS.

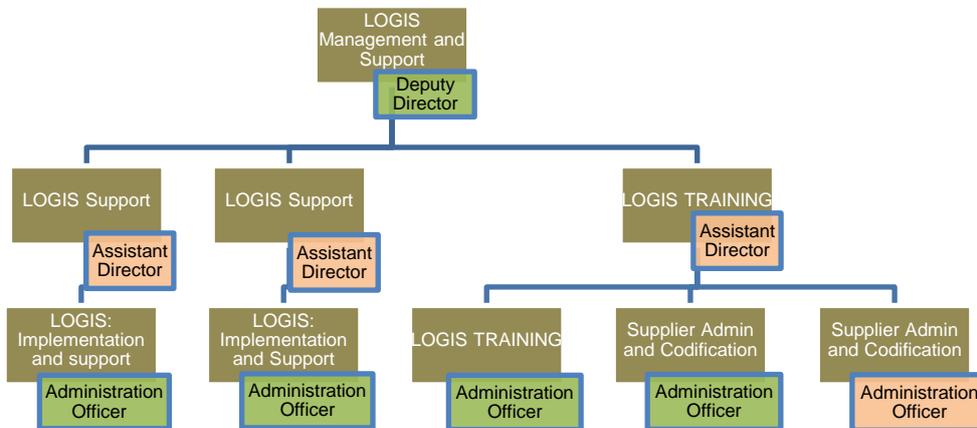


Figure 1 Current structure: LOGIS: Management and Support (Green – Vacant)

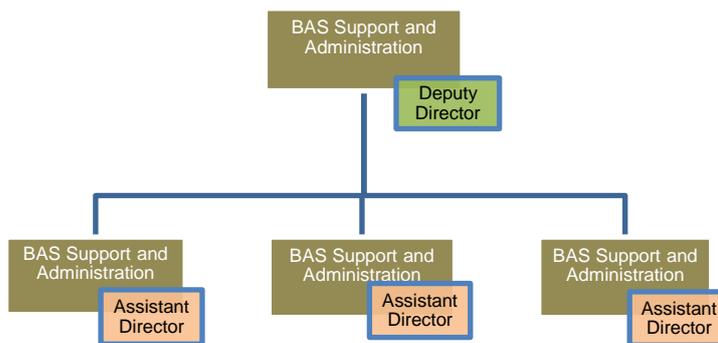
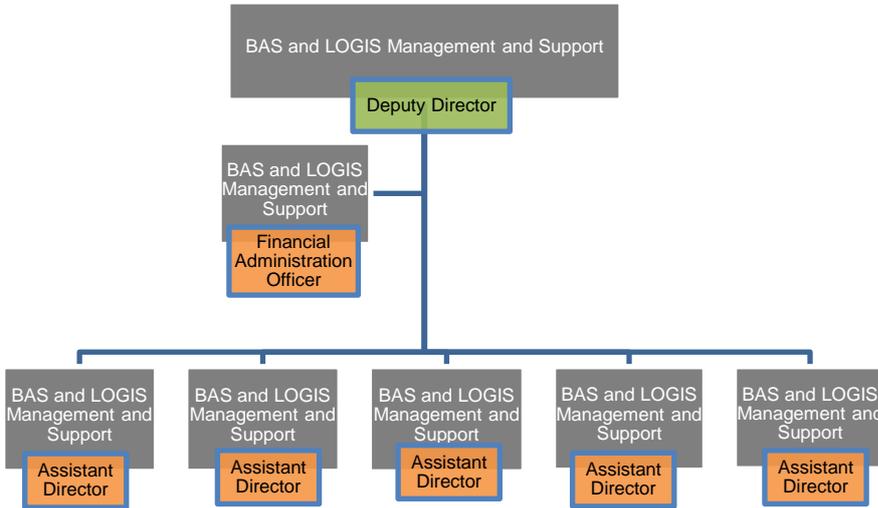
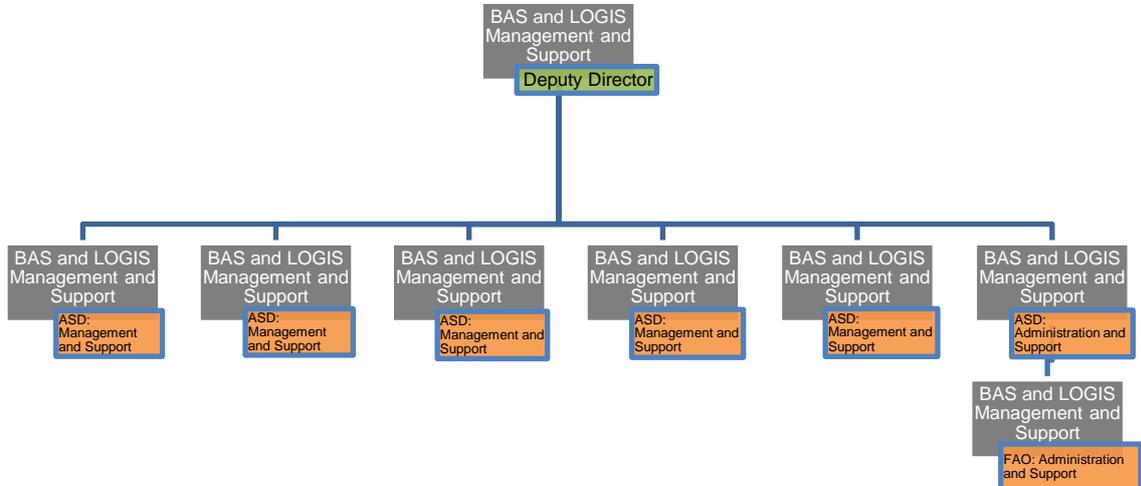


Figure 2 Current structure: BAS: Support and Administration (Green – Vacant)



Scenario 1: 5 Assistant Directors and 1 Financial Administration Officer, 1 Assistant Director to be transferred (Green – Vacant).



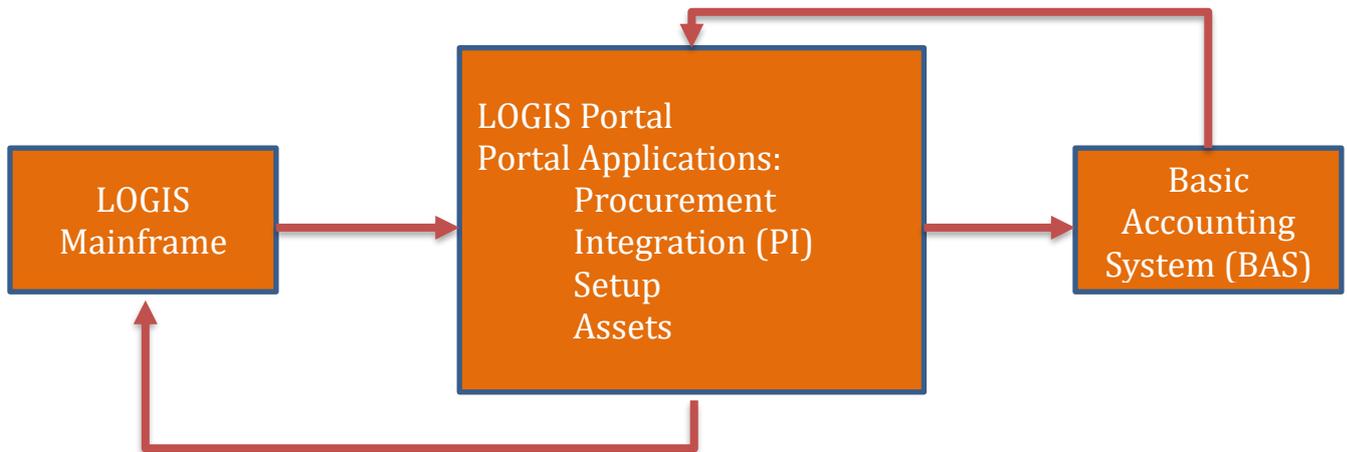
Scenario 2; 6 Assistant Directors and 1 Financial Administration Officer (Green – Vacant).

The process for BAS and LOGIS start with implementation of the systems. There is a chain of events that need to be followed, e.g. checklists, signoffs from CFO's, assessments of the technical environment of departments, policy and procedure manuals that need to be drafted, training that needs to be provided. Once all the boxes are ticked off, implementation of the systems can commence.

BAS Process	LOGIS Process	BAS and LOGIS Processes
<p>Implementation (as and when a new BAS version is available)</p> <ul style="list-style-type: none"> • Capture static data, i.e. current users, Parameters, Transaction Processing Rules (TPR'S), Printers • Verify and confirm any changes on the Responsibility, Objective and Project structures • Assist with the implementation process as and when the NCPG have a change in Provincial Banker 	<p>Co-ordinate, implement and maintain LOGIS at sites</p> <ul style="list-style-type: none"> • Appoint the roll-out team, conduct process alignment with management and personnel • Prepare and compile infrastructure (Cost centre) • Train and assist system controllers to create user profiles, train users on the utilisation of assets tool and monitor upload of assets • Update store control files 	<p>Co-ordinate, implementation and maintain BAS and LOGIS (as and when a new BAS version is available, a new store need to be implemented)</p> <ul style="list-style-type: none"> • Capture static data, i.e. current users, Parameters, Transaction Processing Rules (TPR'S), Printers • Verify and confirm any changes on the Responsibility, Objective and Project structures • Assist with the implementation process as and when the NCPG have a change in Provincial Banker • Appoint the roll-out team, conduct process alignment with management and personnel • Prepare and compile infrastructure (Cost centre) • Train and assist system controllers to create user profiles, train users on the utilisation of assets tool and monitor upload of assets • Update store control files
<p>Support services</p> <ul style="list-style-type: none"> • Assist departments during Financial month and year-end closures to clear suspense accounts • Provide support services for (BAS {Financial/HR/Supply Chain}) • Assist users with all BAS functions i.e. Receipts, Debt, Journals, Bank Recon, Persal Exceptions, Payments etc. • Request and submit 30 day payment data 	<p>Support services</p> <ul style="list-style-type: none"> • Provide functional support on LOGIS, LBIS and Vulindlela, supplier admin and codification • Compile monthly reports on the number of calls handled/solved • Visit departments and perform quality assessments 	<p>Support services</p> <ul style="list-style-type: none"> • Assist departments during Financial month and year-end closures to clear suspense accounts • Provide support services for (BAS {Financial/HR/Supply Chain}) • Assist users with all BAS functions i.e. Receipts, Debt, Journals, Bank Recon, Persal Exceptions, Payments etc. • Request and submit 30 day payment data • Provide functional support on LOGIS, LBIS and Vulindlela, supplier admin and codification • Compile monthly reports on the number of calls handled/solved • Visit departments and perform quality

		assessments
Monitoring <ul style="list-style-type: none"> • Monitor clearance of suspense accounts in preparation for closure • Monitor and examine opening journals, capturing of the budget, final audit closure 	Monitoring <ul style="list-style-type: none"> • Monitor the number of RACF and Gatekeeper ID's vs. number of users • Monitor logon violations, ensure existence of LSP forms • Verify content of monthly reports published on LBIS and point out shortcomings if any. • Verify supplier administration and codification • Compile quarterly management reports to departments 	Monitoring <ul style="list-style-type: none"> • Monitor clearance of suspense accounts in preparation for closure • Monitor and examine opening journals, capturing of the budget, final audit closure • Monitor the number of RACF and Gatekeeper ID's vs. number of users • Verify content of monthly reports published on LBIS and point out shortcomings if any. • Verify supplier administration and codification
Perform BAS system controller services <ul style="list-style-type: none"> • Create and maintain BAS user accounts, e.g. user profiles, group profiles, workflows • Create and maintain SCOA segments on BAS, e.g. Item, Objectives, Assets etc. • Maintain static data on BAS • Perform BAS security verifications • Compile quarterly management reports to departments • Monitor logon violations, ensure BAS forms are filed for audit purposes 		Perform BAS system controller services <ul style="list-style-type: none"> • Create and maintain BAS user accounts, e.g. user profiles, group profiles, workflows • Create and maintain SCOA segments on BAS, e.g. Item, Objectives, Assets etc. • Maintain static data on BAS • Perform BAS security verifications • Compile quarterly management reports to departments • Monitor logon violations on BAS and LOGIS, ensure BAS and LSP forms are filed for audit purposes
	Perform supplier admin and codification services <ul style="list-style-type: none"> • Conduct/monitor supplier administration • Perform codification functions (create Item control number) 	Perform supplier admin and codification services <ul style="list-style-type: none"> • Conduct/monitor supplier administration • Perform codification functions (create Item control number)
Building capacity <ul style="list-style-type: none"> • Responsible for BAS training and user group forums 	Building capacity <ul style="list-style-type: none"> • Responsible for LOGIS training and user group forums 	Building capacity <ul style="list-style-type: none"> • Responsible for BAS and LOGIS training and user group forums
Administrative management of the Section/unit	Administrative management of the Section/unit	Administrative management of the Section/unit

The relationship between BAS and LOGIS



The LOGIS system comprises of two environments:

LOGIS Mainframe: Web

Portal: Procurement Integration (PI).

These components are used to manage and maintain procurement of inventory, consumables and assets of a department. The LOGIS System is supported by BAS on the financial side. BAS is a system designed to manage the finances of the South African Government and was developed to improve financial control. PI interfaces with BAS.

The BAS and LOGIS system controllers are responsible for populating the databases, to capture all static data, to create and maintain user profiles, manage workflow profiles, groups etc. The inputs for these systems are different but similar at the same time.

On BAS, the system controller needs to capture the code structure, parameters, activate processing rules, all of which is necessary to capture transactions on both LOGIS and BAS. LOGIS on the other hand need to capture for example Item Control Numbers (ICN's), create gatekeeper user-id's and add stores.

The creation of user profiles is essential for both systems. Procurement integration user-ids and stores are captured on BAS and LOGIS for interfaces to take place.

Once all of the above is done, users can transact on the systems.

Monitoring on both systems are essential.

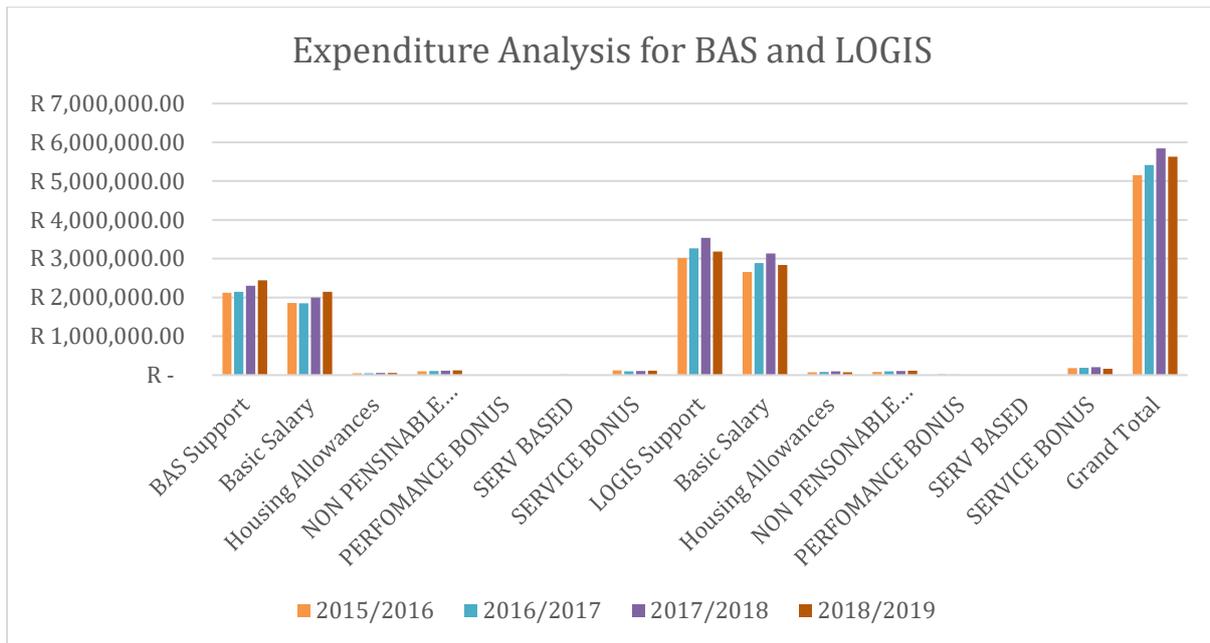
The process for monitoring user access is similar. The system controller need to request user activity reports (reports differ as per the system, but the process is the same), verify user access against job descriptions and/or the user application forms that has been submitted, identify and remove dormant users and report on logon violations.

Monitoring of suspense accounts is imperative to improve service delivery e.g. on the BAS system, a Payment Processing Exception report is automated after every disbursement run, which should be used to verify if all payments did indeed post with the disbursement run, and if any intervention is needed for payments that did not disburse. A RR094 can be requested on LOGIS to verify if all payments has posted and interfaced with BAS.

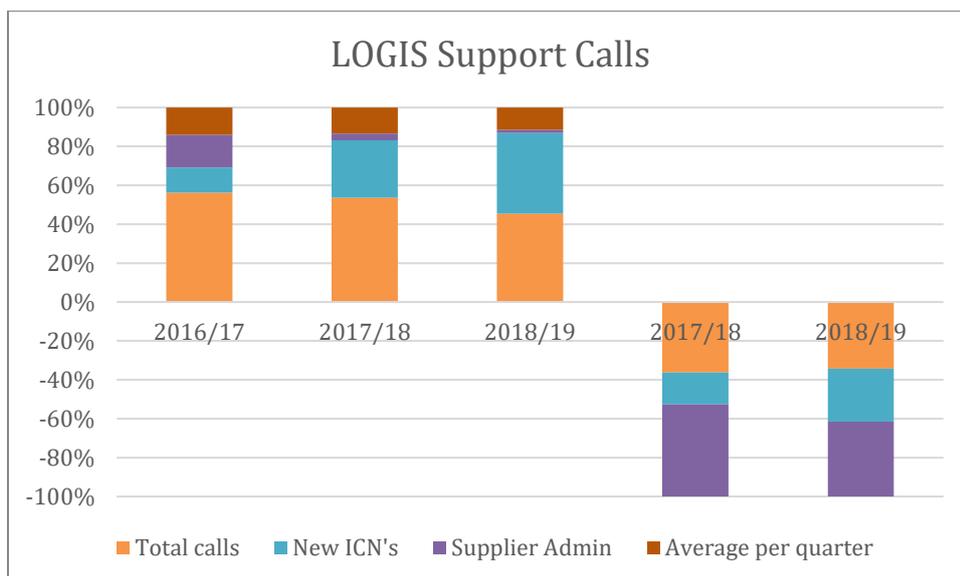
It is the responsibility of both units to provide on-the-job and accredited training to users on the respective systems.

4. Expenditure Observations

Expenditure over the past four financial years has grown steadily as per the yearly cost of living adjustments and performance increases. There was a slight decrease in expenditure for the BAS unit because one Assistant Director went on early retirement. Due to the decrease in calls, the position had not been filled. Since the implementation of LOGIS, commitments, supplier administration and the bulk of payments were no longer done on BAS, hence the decrease in calls. Requests/calls further decreased when the password reset function was automated.



The LOGIS unit employed 11 officials between 2010 and 2015, the current structure make provision for nine officials (4 vacancies are filled, 5 are vacant -1 Deputy Director, 3 Assistant Directors, 5 Financial Administration Officers). The newly proposed structure makes provision for eight officials (1 Deputy Director, 4 Assistant Directors, and 3 Financial Administration Officers). With the implementation of LOGIS which fully started from 2009, the unit needed Administration Officers to capture especially ICN's and Asset registers for new stores. All suppliers had to be registered on LOGIS. The implementation process required a lot of work, however now that it's done, the need for 5-7 Administration Officers has decreased. As per the call statistics, the unit only need 1 Administration Officer to assist departments with Supplier Administration and (ICN's).



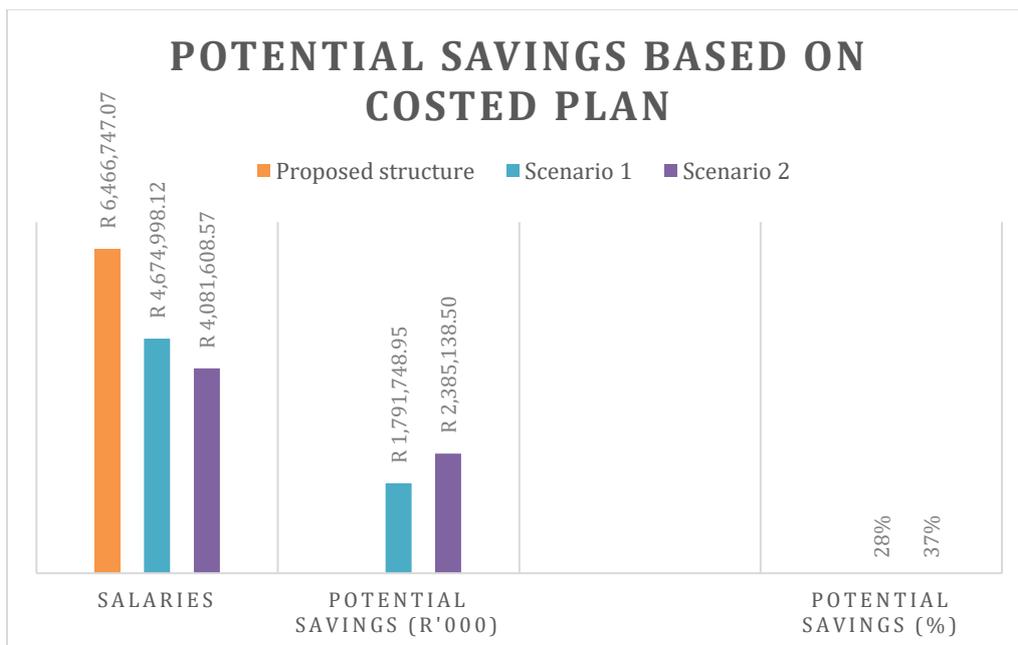
About fifty-seven percent of LOGIS calls for the MTEF 2016/17 – 2018/19 were processed by the 2 FAO's: LOGIS (Supplier Admin and Codification). Supplier Administration has decreased with 93 percent between 2016/17 and 2017/18, because of the implementation of the CSD. CSD became mandatory since 01 July 2016 as per LOGIS Notice No 6 of 2017. Codification (Item Control Numbers (ICN's)) has also decreased on average with 33 percent. From the analysis based on the three-year period, the workload for the 2 FAO's: Supplier Admin and Codification has decreased on average by 68.5 percent.

LOGIS CALLS	2016/17	2017/18	2018/19	2017/18	2018/19
Total calls	4560	1288	303	-72%	-76%
New ICN's	1054	711	277	-33%	-61%
Supplier Admin	1350	84	12	-94%	-86%
Average per quarter	1140	322	75.75		
Average per Official/per quarter	142.50	40.25	12.63		
BAS CALLS	2016/17	2017/18	2018/19	2017/18	2018/19
Total calls	1649	1609	625	-2%	-61%
Resets	895	815	103	-9%	-87%
Average per quarter	412.25	402.25	156.25		
Average per Official/per quarter	103.06	100.56	39.06		

It can be concluded that due to the decrease in requests/calls and the successful implementation of LOGIS across the province, the unit can combine the functions for the

FAO: LOGIS (Supplier Admin and Codification) and FAO: LOGIS (Implementation and Support). The 2 Assistant Directors: LOGIS Support is currently responsible for all system support functions.

There have not been significant changes in the two programmes based on expenditure analysis; however, based on productivity, the Northern Cape Provincial Treasury can merge the two units. This will not only save costs on personnel expenditure, but also improve service delivery.



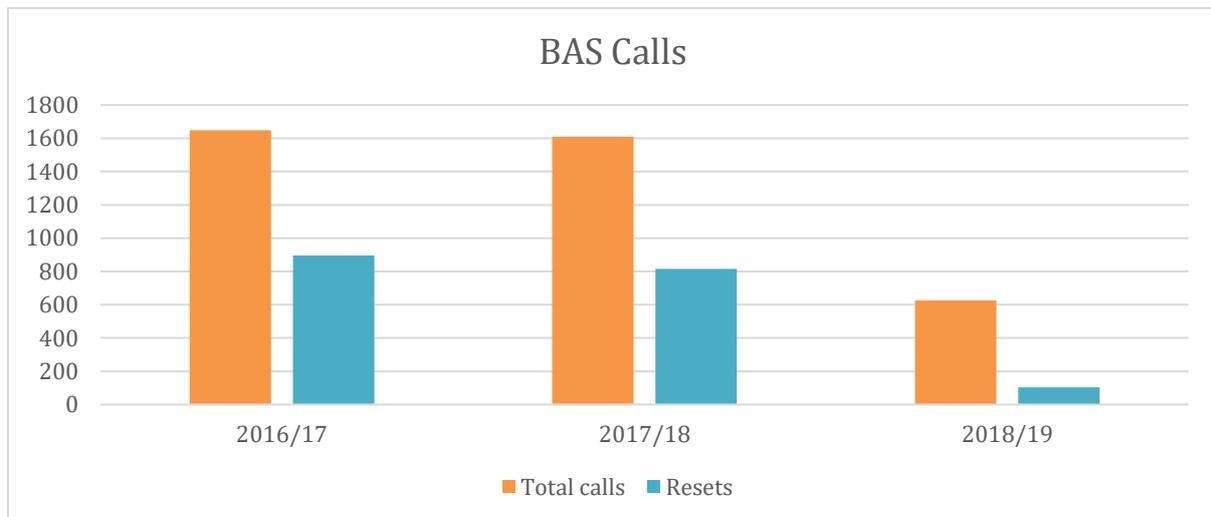
The department can save between R1.8m to R2.3m on salaries and wages, without compromising service delivery. This change will in fact improve service delivery as the client departments will now deal with one system controller for both systems, eliminating the calls logged with one system and being referred to another and/or the duplication of calls.

5. Performance

The overall performance of the units for the assessed period has been stable.

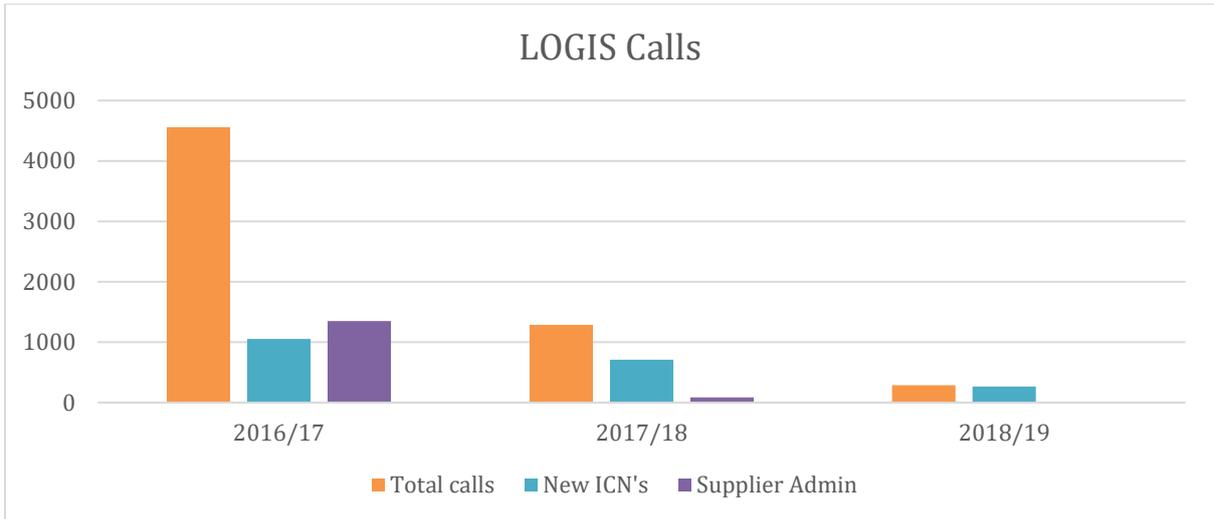
BAS

The unit has achieved its targets over the assessed period, except for some calls being out of the SLA of 3 days (24 working hours), mainly due to a new system. Officials did not close the calls in time due to forgetfulness and login problems with the new system. Overall performance with regard to monitoring and support, especially during financial year-end closures has been satisfactory. Overall requests have declined over the MTEF period for both systems



LOGIS

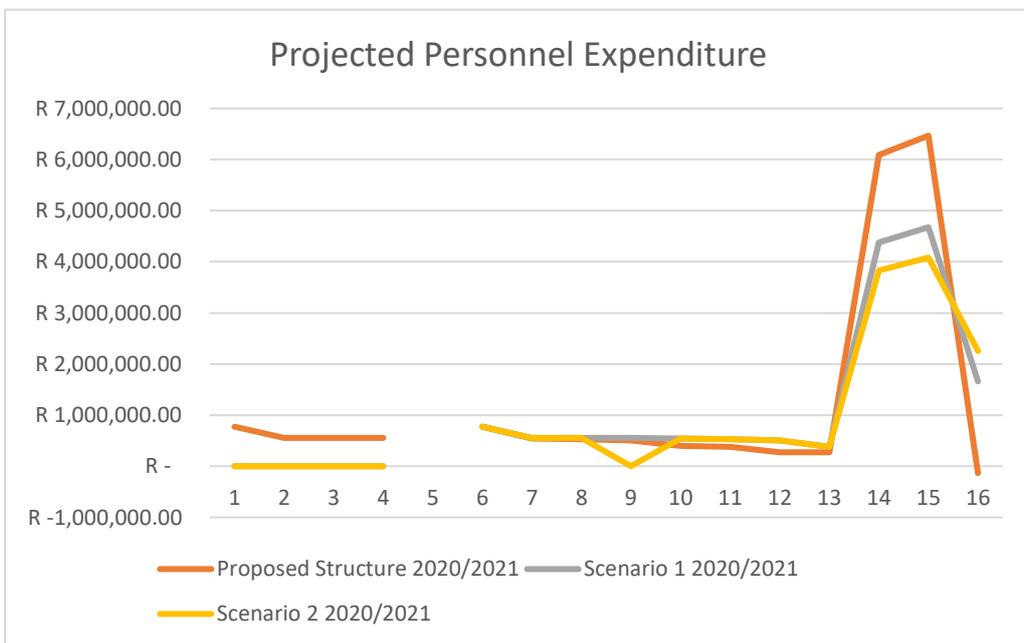
The Implementation of LOGIS has been successful. The unit has recently started with security verifications. The major concern in the unit is the lack of an accredited trainer. The official currently employed as the LOGIS trainer is not accredited, and as a result do not have authorisation to access the LOGIS training database. Another concern in the unit is the asset registers for some departments that still need to be added on LOGIS.



This merger will enhance performance. The system controllers will be focused on fewer departments, granting them more time to attend to their department's needs especially Assets. Conducting training for different modules on both systems will give them insight of what is happening in departments (officials tend to share a lot during training sessions). It is also a need for any training unit to have more than one trainer to avoid the cancellation of training sessions due to unforeseen circumstances.

6. Options

The possibilities for and effects of doing things differently



The possibility for doing things differently will not only save money, but also improve service delivery and ultimately improve overall financial management for departments. One official will be responsible for both systems as per their allocated department. Understanding the systems and processes for BAS and LOGIS from the requisition until the payment is disbursed will ensure better service delivery to client departments and roll down to suppliers. Training will be conducted by 5 officials on both systems. Each official will conduct a maximum of 5 training sessions per year. This will ensure that the targets for this KPA are met. The 5 AD's will be responsible for 2/3 departments instead of 4/6 departments, with less users per AD. Even though the AD's will be responsible for 2 systems, the working hours will not be affected negatively, in fact, based on productivity, the AD's will have 67 to 72 working days for additional monitoring and preparation of training sessions. The 6th AD will have on average 67 days if scenario 1 is implemented, and the FAO will have on average 41 or 110 days to attend to request based on scenario 1 and 2 respectively.

Current activities on BAS and LOGIS

All financial transactions, except procurement for goods and services and salary payments are done on BAS. The occasional transfer payments and petty cash payments are still processed on BAS. Some departments still process payment for service providers like Vodacom, Telkom on BAS. These payments should be processed on LOGIS.

Improvements if the units are merged

A definite improvement will be to eliminate the duplication of calls between BAS and LOGIS and the shift of responsibility – there has been numerous arguments over the responsibility of the units with regard to certain requests/problems.

Example; a call was logged in May this year with the BAS helpdesk with regard to double payments. The payments were captured on LOGIS in 2018, but it did not interface. The payments were then captured on BAS to comply with Instruction note 34.

The payments then interfaced and were disbursed on 28 May 2019 after a clean-up that was done on LOGIS. The call was logged as a fraud alert as one of the officials who captured the payments in 2018 had left the department and no one was aware of the outstanding payments.

There was quite an argument about whose responsibility it is and who should have notified the department of the outstanding payment. These payments did not interface on BAS. If the interface had taken place, the department would have closed the Financial Year with a balance on the Outstanding Payments Account. LOGIS could also not trace the payments, but after logging a call with LOGIK, it was confirmed that the payments were in a queue and was released from LOGIS during a clean-up process. If one system controller were responsible for both the BAS and LOGIS system, she/he would have understand and follow the process up to the point where the supplier received the money.

Monitoring of accounts plays a major part in such cases. This particular department is one of the few who monitor the exception reports and the payments were recalled. Incidents like this result in Debts being taken on for suppliers as not all departments are as vigilant. This can be avoided if we understand both systems and monitor accordingly. The LOGIS RR094 report might have assisted in noticing the payment prior to the financial year-end closure

Another example is when a user on LOGIS gets an error “segment details invalid for posting date”, or “invalid user-id for PI”. The user will automatically log a call with the LOGIS helpdesk as the problem occurs on LOGIS. These calls are then referred to the BAS helpdesk as such errors need to be attended to from the BAS side.

Merging the units will have a positive impact on current officials, as it will not only better the understanding of interface process, but it will also grant them an opportunity to broaden their knowledge and skills. Based on scenario 1, no official will be negatively affected as all will still be employed in the same unit. In Scenario 2 however, an official will/might be required to

move to another unit, where there is a vacancy based on his/her education, skills and competencies.

Both scenarios will provide the department with 4 or 5 accredited LOGIS trainers, thus preventing the current scenario where accredited training for LOGIS cannot be provided.

7. Recommendations

Recommendations based on Scenario 1

The proposed structure is restructured as per the costed plan. The officials in the units will be more productive and efficient when the units are merged.

Scenario 1	Scenario 2
<p>Deputy Director</p> <ul style="list-style-type: none"> • Manage the preparation, implementation and maintenance of BAS and LOGIS in the Province • Manage the support services and guidance rendered to Provincial BAS and LOGIS users • Manage the monitoring of compliance and enforcement of prescribed legislation, policy and guidelines relating to BAS and LOGIS processes • Manage and or co-ordinate the performance of BAS System Controller functions • Manage and/or co-ordinate the capacity building of all BAS and LOGIS users • Manage the component • Manage the system process with the change in Provincial Banker 	<p>Deputy Director</p> <ul style="list-style-type: none"> • Manage the preparation, implementation and maintenance of BAS and LOGIS in the Province • Manage the support services and guidance rendered to Provincial BAS and LOGIS users • Manage the monitoring of compliance and enforcement of prescribed legislation, policy and guidelines relating to BAS and LOGIS processes • Manage and or co-ordinate the performance of BAS System Controller functions • Manage and/or co-ordinate the capacity building of all BAS and LOGIS users • Manage the component • Manage the system process with the change in Provincial Banker
<p>Assistant Director – BAS and LOGIS Management and Support</p> <ul style="list-style-type: none"> • Co-ordinate, implement and Maintain BAS and LOGIS • Render a support service to all BAS and LOGIS users • Monitor compliance and 	<p>Assistant Director – (System Controllers/Trainers)</p> <ul style="list-style-type: none"> • Co-ordinate, implement and Maintain BAS and LOGIS • Render a support service to all BAS and LOGIS users • Monitor compliance and

<p>enforcement of prescribed legislation, policy and guidelines relating to BAS and LOGIS processes</p> <ul style="list-style-type: none"> • Perform BAS system controller functions • Building capacity of BAS and LOGIS users (conduct BAS and LOGIS training) • Administrative management of the system 	<p>enforcement of prescribed legislation, policy and guidelines relating to BAS and LOGIS processes</p> <ul style="list-style-type: none"> • Perform BAS system controller functions • Building capacity of BAS and LOGIS users (conduct BAS and LOGIS training, co-ordinate user group forums and workshops) • Administrative management of the system
<p>Assistant Director: Administration and Support</p> <ul style="list-style-type: none"> • Compile, prepare and maintain BAS and LOGIS training guidelines and materials • Provide training administrative services for BAS and LOGIS • Manage the maintenance of the training database • Manage/monitor LOGIS Supplier administration and codification functions • Manage the coordination of BAS and LOGIS user forums • Administrative management of the system 	
<p>Financial Administration Officer: BAS and LOGIS Support</p> <ul style="list-style-type: none"> • Compile and prepare training material, facilitate logistics relating to training. • Prepare and distribute results/certificates to all users • Maintain the training database • Assist with LOGIS Supplier administration and codification functions • Co-ordinate BAS and LOGIS user forums • Provide guidance on LOGIS circulars, practice notes and LOGIS tables 	<p>Financial Administration Officer: BAS and LOGIS Support</p> <ul style="list-style-type: none"> • Compile, prepare and maintain training materials and guidelines and facilitate logistics relating to training. • Provide training administrative services for BAS and LOGIS, including the preparation, printing and distribution of certificates • Manage and maintain the training database • Assist with LOGIS Supplier administration and codification functions • Co-ordinate BAS and LOGIS user forums • Provide guidance on LOGIS circulars, practice notes and LOGIS tables

The offices for the two units are situated on one floor, thus having easy access to one another. System controllers can therefore start by having knowledge sharing sessions

especially when calls are received that require both BAS and LOGIS intervention. Two BAS system controllers attended the LOGIS Literacy session from 05-07 August 2019 to gain a better understanding of the LOGIS system.

8. Action

Immediate action to be taken

I will present the findings of this PER to the Director: Supporting and Interlinked Financial Systems, and request that he consider the changes before filling the current vacancies.

The LOGIS system controllers can be trained on BAS, training is provided locally for all BAS modules, except the system controller training. This is provided at National treasury.

The system controller courses for both units should be provided for the system controllers respectively due to the nature of the work. This can be done within the next six months. The pre-requisite for the courses is LOGIS Literacy and BAS General Principles. The General Principle course can be provided before the end of September, which will then leave one BAS system controller to attend the LOGIS Literacy course.

The need for the train-the-trainer course for LOGIS is critical, as there is currently no accredited training provided due to the unit not having an accredited trainer. This is a six-week course and arrangement need to be made in such a way that service delivery is not hampered if officials attend the course. This can however be finalised by August/September 2020.

Employer intervention

Employer intervention is required to achieve the above and will depend on the approval of the costed plan.