

# MPUMALANGA PROVINCIAL GOVERNMENT

No. 7 Government Boulevard  
Building No. 4  
Riverside Park Extension 2  
Nelspruit  
1201



Private Bag X 11205  
Nelspruit  
1200  
Tel: (013) 766 4572  
Fax: (013) 766 4604  
E-mail : hodfinance@mpg.gov.za

## Department of Finance *Office of the Head of Department*

Litiko LeteTimali

UmNyango weZeemali

Departement van Finansies

Kgoro ya Matlotlo

Enquiries: LJ Radebe  
Ref No : DoF 14/6/1  
Tel No : (013 7664380)

### PROVINCIAL TREASURY CIRCULAR NO 35 OF 2012

TO : ALL ACCOUNTING OFFICER

THE ACCOUNTING OFFICER: VOTE 1: OFFICE OF THE PREMIER (DR N MKHIZE)  
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (Mr S.SANYANE)  
THE ACCOUNTING OFFICER: (ACTING): VOTE 3: FINANCE (Mr J.B. MBATHA)  
THE ACCOUNTING OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (Mr D. MAHLOBO)  
THE ACCOUNTING OFFICER: VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (Ms N.L. SITHOLE)  
THE ACCOUNTING OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM (Dr D.V. DLAMINI)  
THE ACCOUNTING OFFICER: VOTE 7: EDUCATION: (Mrs M.O.C. MHLABANE)  
THE ACCOUNTING OFFICER: VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (Mr K.M. MOHLASEDI)  
THE ACCOUNTING OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (Mr S.T. SIBUYI)  
THE ACCOUNTING OFFICER: VOTE 10: HEALTH (MR R MNISI)  
THE ACCOUNTING OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (Ms S.P. MJWARA)  
THE ACCOUNTING OFFICER: VOTE 12: SOCIAL DEVELOPMENT (Ms N.L. MLANGENI)  
THE ACCOUNTING OFFICER: VOTE 13: HUMAN SETTLEMENT (Mr D. DUBE)

TO : ALL CHIEF FINANCIAL OFFICERS

THE CHIEF FINANCIAL OFFICER: VOTE 1: OFFICE OF THE PREMIER (Mr T. NKOJOANA)  
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL LEGISLATURE (Mr C MABUNDA)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: FINANCE (Ms P. SEMENYA)  
THE CHIEF FINANCIAL OFFICER: VOTE 4: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS (Mr M.D. SHIPALANA)  
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 5: AGRICULTURE, RURAL DEVELOPMENT & LAND ADMINISTRATION (Mr C DLAMINI)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (Ms J.P. HLATSHWAYO)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: EDUCATION (Mr C.B. MNISI)  
THE CHIEF FINANCIAL OFFICER (ACTING): VOTE 8: PUBLIC WORKS, ROADS & TRANSPORT (Mr S. SHONGWE)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: SAFETY, SECURITY & LIAISON (Mr B.H. NGOMA)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: HEALTH (Ms G. MILAZI)  
THE CHIEF FINANCIAL OFFICER: VOTE 11: CULTURE, SPORTS & RECREATION (Mr M. KHOZA)  
THE CHIEF FINANCIAL OFFICER: VOTE 12: SOCIAL DEVELOPMENT (Ms P. MORGAN)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: 13 HUMAN SETTLEMENT (Ms B. MOJAPELO)

TH GENERAL MANAGER: SUSTAINABLE RESOURCE MANAGEMENT (PT) MS N NKAMBA  
THE GENERAL MANGER: ASSETS AND LIABILITIES MANAGEMENT (PT) MR R MASAMBO  
THE GENERAL MANAGER: FINANCIAL GOVERNANCE (PT) MS J BEZUIDENHOUT



## **SUBJECT: RE-IMPLEMENTATION OF BAS**

---

### **1. PURPOSE**

- 1.1. The purpose of this circular is to inform Departments about the changes that will be taking place on Basic Accounting System (BAS) as a result of changes in Standard Chart Of Accounts (SCOA) with effect from 01 April 2013 and the action plan that needs to be followed by Departments.

### **2. BACKGROUND**

- 2.1. The SCOA Committee has reviewed the latest version of the chart and based on the evidence of the review, pilot projects in some Departments, as well as feedback from numerous practitioners are proposing further adjustments to the SCOA.
- 2.2. The following changes are proposed to the SCOA Chart
  - 2.2.1. Introduction of the new infrastructure segment
  - 2.2.2. All segments will be standardised excluding project and responsibility.
  - 2.2.3. Economic classification will be removed from the project segment
  - 2.2.4. Item and infrastructure project will determine economic classification
  - 2.2.5. Recording of own account and outsourced construction will be improved
  - 2.2.6. Lower level details of assets items moved to asset segment

### **3 IMPLICATIONS**

The above mentioned changes will necessitate the re-implementation of BAS from version three to version four to cater for the proposed changes.

### **4 ACTION PLAN**

The following action plan has been prepared to assist Departments for a smooth transition from BAS version three to BAS version four.

Provincial Treasury (Interlinked Financial Systems) will be working closely with BAS System Controllers in assisting them with the re-implementation and Departments are requested to release BAS System Controllers when they are invited to meetings or workshops at short notices.

## B. TECHNICAL

### B.1 Equipment

No.	Action	Responsibility		Comments	Target Date	% Comp.
		Dept	Team			
B.1.4	Copy BAS Executables and Codestables to the departmental file servers (BAS Directory Structure)	X		Departments that do not have own IT must liaison with ITB (Provincial Treasury)	11 Jan 2013	
B.1.5	Department IT must distribute Executables and Codestables to the departmental sites (BAS Directory Structure)	X			11 Jan 2013	
B.1.8	Complete Knowledge Transfer Signoff and Give to BAS technical person	X			11 Jan 2013	
B.1.9	Set-up workstations at all Sites (Ktfnd.ini; Loginlst.ini; FNDenv.cfg; Environment loader shortcut)	X		Training has been provided to technicians	11 Jan 2013	
B.1.1 0	Complete Documents of relevant information (IP addresses etc) And send to BAS	X			11 Jan 2013	
B.1.1 1	Complete every Site Technical signoff and fax to BAS.	X		Configuration of workstations for the 8 <sup>th</sup> segments	11 Jan 2013	

### B.3 OPERATORS/DATABASE PREPARATION

No.	Action	Responsibility		Comments	Target Date	% Comp.
		Dept	Team			
C.1	The Department must submit a letter for the creation of a new database	X			30 Sept. 2012	100%
C.2	The Department must submit the form that contains the details for SITA billing purposes	X			30 Sept. 2012	100%
C.3	The Department must submit the form that contains the contact details of the person responsible for the 8 <sup>th</sup> segment rollout	X			30 Sept. 2012	100%

### D.2 Departments

No	Action	Responsibility		Comments	Target Date	% Comp.
		Dept	Team			
D.2.1	Prepare and capture security and workflow for users that will be working on BAS. The following need to be captured: <ul style="list-style-type: none"> <li>• User Id's;</li> <li>• Code Block access;</li> <li>• Group Profile's; and</li> <li>• Workflows</li> </ul>	X		A training centre will be booked by Provincial Treasury from 14 Jan. 2013 - 25 Jan. 2013 as the capturing centre for all the Departments Bas Syscons. Bas syscon will be expected to avail themselves so that they may be assisted	25 Jan 2013	
D.2.2	Capture all parameters required excluding debt types, entity types and regional indicators.	X			25 Jan 2013	

	The following code entries need to be captured: 173, 211, 213, 216, 231, 232, 235, 239, 241, 249, 245, 269 and 271. Department need to provide the BAS team with department specific value for parameter 114. Department need to log a request at the LOGIK contact centre with details of parameter 114. The following combination entries need to be captured: 7, 40 and 41. Note: All System Parameters will be captured by the BAS team					
D.2.3	Reinstate and capture Item segment details required by the department	X				25 Jan 2013
D.2.4	Reinstate and capture Fund segment details required by the department	X				25 Jan 2013
D.2.5	Reinstate and capture Objective segment details required by the department	X				25 Jan 2013
D.2.6	Reinstate and capture Responsibility segment details required by the department	X				25 Jan 2013
D.2.7	Reinstate and capture Project segment details required by the department	X				25 Jan 2013
D.2.8	Reinstate and capture Net Asset segment details required by the department	X				25 Jan 2013
D.2.9	Reinstate and capture Regional Indicator segment details required by the department	X				25 Jan 2013
D.2.10	Reinstate transaction processing rules	X				25 Jan 2013
D.2.11	Assist/monitor progress of Departments with capturing printers	X				25 Jan 2013
D.2.12	Capture TELKOM register	X				25 Jan 2013
D.2.13	Department to ensure that link codes are updated on PERSAL with the new segment detail numbers (excluding Items)	X		Table 805 and 806		01 Feb. 2013
D.2.14	Departments to provide all source systems with the new segment detail numbers	X				01 Feb. 2013
D.2.15	Ensure that the test tapes are processed for source systems requesting testing	X				29 Feb. 2013
D.2.16	Capture Budget	X				29 Mar 2013
D.2.17	CFO to sign-off Trial Balance in acceptance of Database with zero financial postings	X				29 Mar 2013

### D.3 Banks

No	Action	Responsibility		Comments	Target Date	% Comp.
		Dept	Team			
D.3.2	Ensure that the Departments have written a letter stating live dates for new user abbreviated name, installation location number and	X	RSS	Provinces to ensure communication is done to their sponsoring bank by	15 Jan. 2013	

	installation ID.			their Provincial Treasuries and the National Treasury will communicate on behalf of the National Departments.		
--	------------------	--	--	---	--	--

#### D.4 Conversion

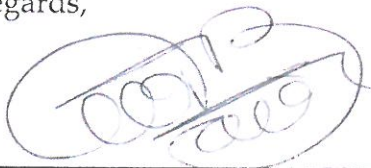
No	Action	Responsibility		Comments	Target Date	% Comp.
		Dept	Team			
D.4.4	Determine Balance Conversion date. This can only take place once the Department has final audit closed FY12/13	X	RSS		31 Oct. 2013	
D4.5	CFO to sign off the balance conversion	X			15 Nov 2013	

### 5 RECOMMENDATIONS

The followings are recommended:

- Departments to release BAS Syscons from 14 January 2013 to 25 January 2013 to capture the static data at the central place (Building 8 training centre) where an attendance register will be maintained and made available on request.
- Codes must be updated in Persal by the 29<sup>th</sup> of March 2013 to avoid Persal Exceptions.
- Standing orders that will be overlapping to 2013/14 financial year (subject to necessary approval being obtained) must be re-committed using the eight allocations and orders that will not be needed must be cancelled.

Regards,



**MR J.B. MBATHA**  
**ACTING HEAD OF DEPARTMENT**

DATE: 19/4/2012