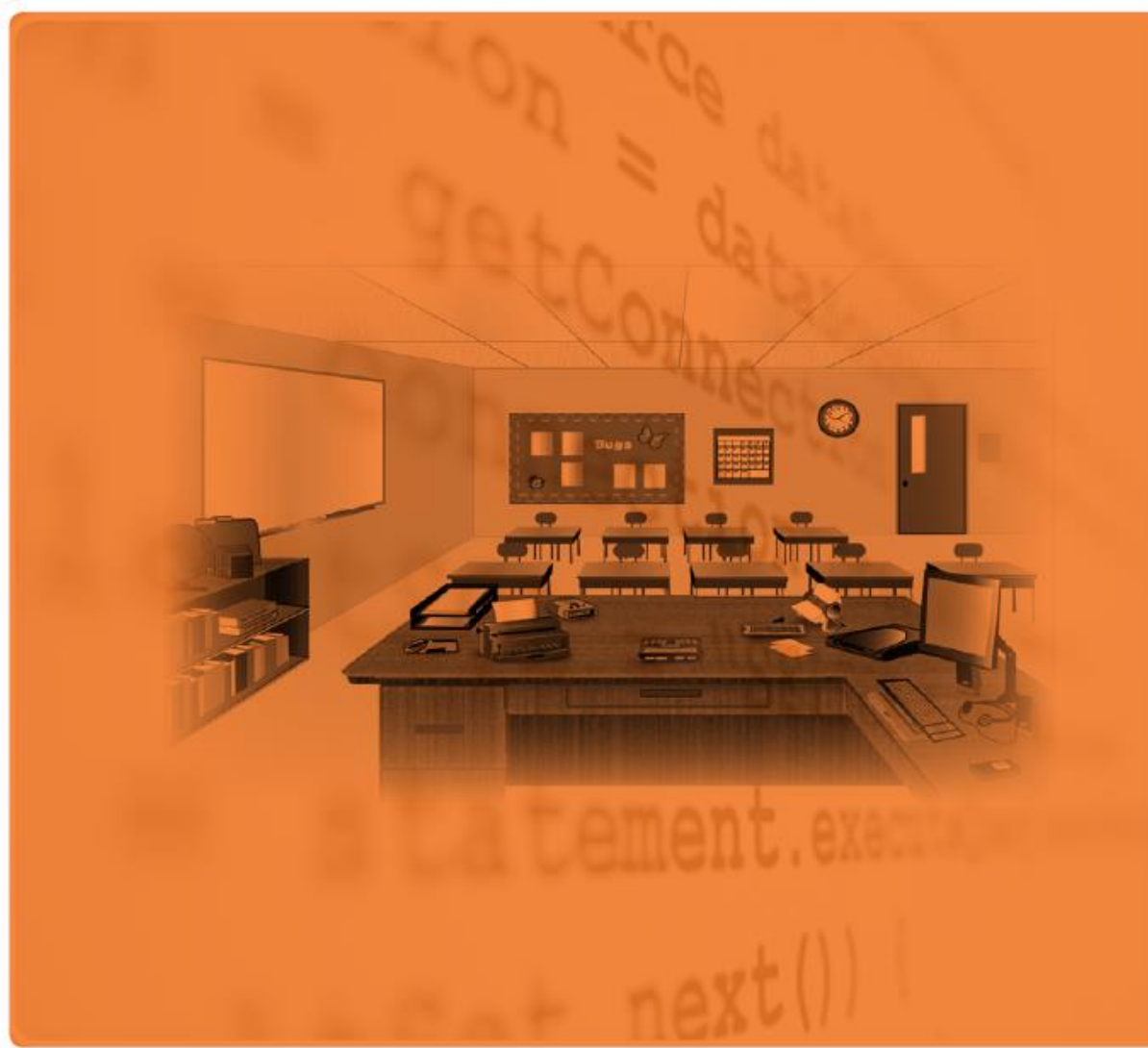


EVERY CHILD IS A NATIONAL ASSET

ABC OF ... PHYSICAL RESOURCES

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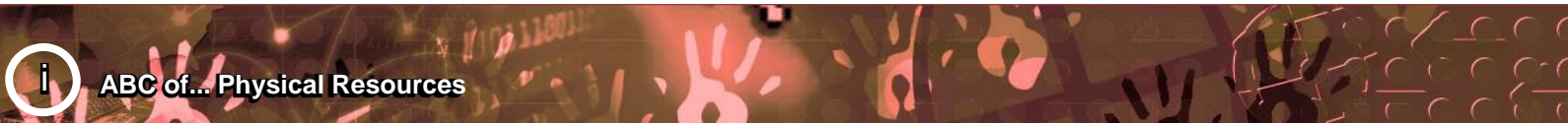


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Contents







| | |
|---|-----------|
| A. Introduction | 4 |
| 1. Physical Resource And School Infrastructure Register | 4 |
| 1.2 Learner Support Materials | 5 |
| 1.2.1 Adding Resources to the Main Inventory Master List | 7 |
| 1.3 Issue & Maintain LSM School Stock | 9 |
| 1.3.1 Adding Stock to the Resources | 9 |
| 1.3.2 To View the Current LSM Stock | 12 |
| 1.3.3 To Issue Books Out Of Stock to the Educators | 13 |
| 1.3.4 Remove LSM Item | 13 |
| 1.3.5 Return Items Received From Educators Back Into Stock | 15 |
| 1.4 Educator LSM Loan Details | 16 |
| 1.5 Detailed LSM Inventory List | 17 |
| 1.6 LSM Inventory Summary per Grade | 18 |
| 1.7 Blank LSM Issue Form | 19 |
| 1.8 Print LSM Stock Write Offs | 19 |
| 2. FIXED ASSETS | 21 |
| 2.1 Maintain Master List of Assets | 21 |
| 2.2 Maintain Venue List | 23 |
| 2.3 Allocate Stock Items (Fixed Assets) To Venues | 24 |
| 2.4 Issue and Maintain Fixed Assets | 25 |
| 2.5 Detail Fixed Assets | 27 |
| 2.6 Summary Fixed Assets | 28 |
| 2.7 Print Fixed Asset Stock Registers | 28 |
| 2.8 Print Fixed Assets Stock Write Off | 28 |

| | | |
|----|----------------------------------|-----------|
| 3. | Physical infrastructure | 29 |
| 4. | FlowChart Summary Diagram | 31 |
| | Feedback/Contact Form | 33 |

General Instructions on using SA-SAMS Manual:

- Click on the **menu option** to open the required screen.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen.

The following symbols are used in the manual to indicate the required action with every screen:

| | | | | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| Background Information | Data used in other modules or pre-captured data needed | Options in drop-down tables | Screens that require capturing | Printouts and Reports | Summary and Stats screens |

A. Introduction

The Physical Resources module assists the school's Procurement or Stock Control Officer to register and manage all the resources belonging to a school, this includes school chairs, desks, computers, etc. Information from the learner module and the human resources module is required for the successful use of this module.

This module has the following distinct functions:

- o Learner Support Materials (LSM)
- o Fixed Assets
- o Physical Infrastructure Register



The Infrastructure Register has all the details required for the ASS and exports from SAMS directly into the SA Tool. This data can be printed and handed out to educators to check for current status so that changes can be made to update records

1. PHYSICAL RESOURCE AND SCHOOL INFRASTRUCTURE REGISTER

1.1 GETTING STARTED

To start using this module, click on the **Physical Resource** button from the Main Menu (see Fig 14.1 below).

The screenshot shows the SA-SAMS Main Menu interface. At the top, it displays 'EMIS CLEVER KIDS PRIMARY SCHOOL 2014' on the left and the South African Department of Basic Education logo on the right. The main title is 'SA-SAMS : School Administration and Management System MAIN MENU'. The menu items are arranged in two columns:

| | |
|-----------------------------------|-------------------------------------|
| 1. General School Information | 11. Financial Assistant |
| 2. Human Resource Information | 12. Curriculum Related Data |
| 3. Learner and Parent Information | 13. Timetabling Assistant |
| 4. Learner Listing | 14. Physical Resources |
| 5. Governance Information | 15. Library Module |
| 6. Standard Letters and Forms | 16. Security and Database Functions |
| 7. Export Data | 17. Lurits Approval Module |
| 8. Annual National Assessment | |

At the bottom right, there is a 'User Preferences' button. The footer contains 'SA-SAMS : Department of Basic Education - South Africa Login: Administrator (8) Marks Security: DIF' and 'About EXIT' buttons.

Figure 14.1: SA-SAMS Main Menu

Figure 14.2: Physical Resource and School Infrastructure Register

The **Physical Resources (Figure 14.2 above)** screen shows the following categories in this menu:

- o Learner Support Material (LSM)
- o Fixed Assets
- o Physical Infrastructure
- o Stock (Reconciliation & Certificate)
- o Exports



1.2 LEARNER SUPPORT MATERIALS

There are 5 main functions for which you may want to use the Learner Support Materials Module:

- You may want to add a book / other to your master register list
- When you receive books / other you will want to add this quantity to your stock (either new stock or existing stock)
- When you have books / other, you will want to distribute these learning materials through the educators and on to the learners. You will want to keep a record of where they are for retrieval at a later date.
- When these books / other are being returned, you will be want to book them back into stock so that they are available again
- When books / other are lost or damaged you will need to permanently remove these books out of stock



1.3 Maintain General LSM Master List



- Click on **Maintain General LSM Master List** button.
- There are already subjects / learning areas added on this list for your convenience. If there are subjects / learning areas that are being taught at your school but is not on the list below, do the following:
 - Click on **Maintain LSM Subject areas button** (top left hand of screen)
 - Click on **Add New Subject Area / Discipline to the list** memo box and type the name of the subject you wish to add.
 - Click on the **Save** button
 - Click on the **Delete a Subject Area** button to delete a subject which does not apply to your school

The screenshot displays the SA-SAMS (School Administration and Management System) interface. At the top left, it shows the EMIS logo and the school name 'CLEVER KIDS PRIMARY SCHOOL' for the year '2014'. On the top right, there is the South African coat of arms and the text 'basic education Department: Basic Education REPUBLIC OF SOUTH AFRICA'. The main header reads 'SA-SAMS : School Administration and Management System' followed by '14.1. LEARNER SUPPORT MATERIALS'. A list of menu items is shown in a table:

| |
|---|
| 14.1.1. Maintain General LSM Master List |
| 14.1.2. Issue & Maintain LSM School Stock |
| 14.1.3. Educator LSM Loan Details |
| 14.1.4. Detailed LSM Inventory List |
| 14.1.5. LSM Inventory Summary per Grade |
| 14.1.6. Blank LSM Issue Form |
| 14.1.7. Print LSM Stock Write-Offs |

At the bottom right of the menu area, there is a yellow button labeled '<< Physical Resources Menu'. The footer contains the text 'SA-SAMS : Department of Basic Education - South Africa Login: Administrator (8) Marks Security: Off' and two buttons labeled 'About' and 'EXIT'.

Figure 14.3: Maintain LSM Master List

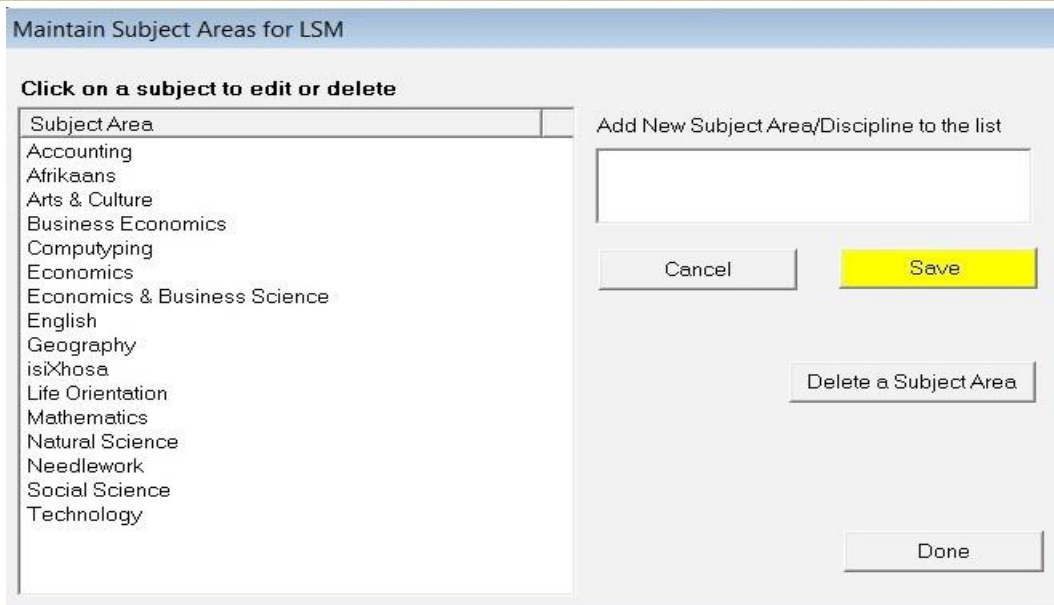


Figure 14.4: Maintain Subject Areas for LSM

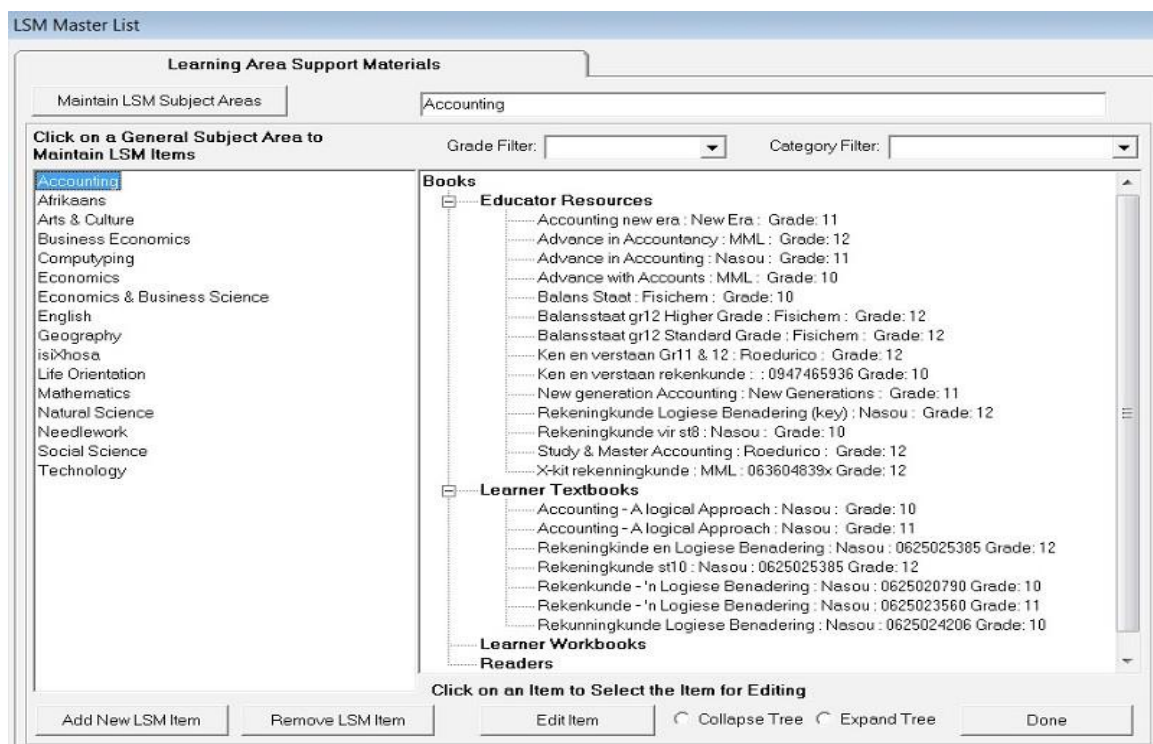
1.2.1 Adding Resources to the Main Inventory Master List

You can now continue to add books / other to the Subject Areas / learning areas:



- Click on the subject to add a book to (Each main subject area has a list of books already captured on the system). If the book you want to add is not already captured here:
- Click on “**Add New LSM Item**” button at bottom of page
- If it is already on the list, do not re-enter but you can click on the **Edit Item** button to edit the Item if required.

Figure 5 (Below): Learning Area Support Materials



LSM Master List

Learning Area Support Materials Maintain Support Materials

Subject:


Select type of Item to Add: Book Other Maintaining Master Stock Items

Book Details

Title of Book: Year Published:

Publisher: ISBN Number:


Authors:

Select a Category of Support Material: 

Item Details

Item Description:

Manufacturer:

Year Manufactured: 

If Applicable

Language of Item: (Items are grouped on printout according to FRCM grade as noted)

Grade Relevance: From: (Optional) To:

Next Item Save Done

Figure 14.6 : Add New LSM/Maintain Support Materials

- It jumps to the next page and will show Subject: (this is the one you have chosen on previous page)
- Select type of item to add – Book / Other (other learning support material)
 - Title of Book –enter details
 - Year Published – enter year
 - Publisher – enter details
 - Author/s – enter details
 - ISBN –enter details (e.g. 0 623 00980 3)
- Select **Category of Support Material** (there are 6 categories)
 - E.g. Learner Textbook
 - Language of item (optional) – enter
 - Grade relevance - Grade to Grade – enter details
- Or if it is other for Item (if equipment is to be registered as part of LSM)
 - Item description - enter
 - Manufacturer - enter
 - Year manufactured – enter

- Click on the **Save** button.
- Click on the **Ok** button.
- Click on the **Done** button.
- To continue adding items to this subject, click on **Next Item** button
- To add items to new subject, go back to LSM Master List (fig 14.4) and select the subject before adding the item.

1.3 Issue & Maintain LSM School Stock

Now that you have the Subject / Learning Areas and items / resources under each subject / learning area captured you are now ready to stock to these resources.

1.3.1 Adding Stock to the Resources



- Click on **Issue & Maintain LSM School Stock**.
- There are 4 pages (tabs) at the top of the screen:
 - o View School LSM Stock
 - o Add LSM Stock Quantities
 - o View Loans & Return Items
 - o Issue/Remove (write-off) LSM Item

The screenshot shows the 'Learner Support Materials' application window. The 'View School LSM Stock' tab is active. On the left, there is a 'Category Filter' dropdown menu with 'Educator Guides/References' selected. Below it is a 'Grade Filter' dropdown menu with 'Learner Textbooks' selected. A list of subjects is displayed, including Accounting, Art, Business Economics, and others. On the right, there is a table with columns for 'Description', 'Publisher', 'Grades', and 'Authors'. The table is currently empty. At the bottom, there are buttons for 'Add Stock Quantities' and 'Done'.

Figure 14.7 : View School LSM Stock

- Select the Category Filter (7 selections)
- Select the Grade
- Click on the Subject Area: e.g. Afrikaans
- At the bottom of the page click on tab Add Stock Quantities or click on the second tab '**Add LSM Stock Quantities**'
- This takes you to the next page (see fig 7 below)
- Select **Subject Area**: enter details (e.g. Afrikaans)
- Select **Grade**
- Select **LSM Category** – dropdown box – (e.g. learner textbooks)
- Click on **Ok**
- Select **item to be added** from the **Select item to add** drop down list
- Click on drop down box Or **Add Stock Item to Master List** e.g. Afrikaans Ons Taal (this will only show if you have already added it to the master list)
- Select **Stock Register**: e.g. 750/002 Textbooks and LSM
- Select **Date**: enter
- Click on **Add New Quantity**:
- Go to cell **Quantity Added** and enter amount of stock received e.g. 100
- **Item cost**: enter e.g. R50
- Press **Tab** button – it automatically calculates the amount of total purchase of this item e.g. R5000
- Click on **Save Stock Data** button.
- Click on **Ok**, and **Done** buttons
 - If a mistake has been made it can be removed by
Entering Line number to be removed
- Click on **Remove Line** button

Learner Support Materials

View School LSM Stock **Add LSM Stock Quantities** View Loans & Return Items Issue/Remove LSM Item

To add school stock, you must first locate the item in the MASTER stock list. You can use the Filter or Search option.

Filter Options for Loading Master stock items

Select Subject Area: Afrikaans

Select Grade: PHASE4 (Optional - start grade field only)

Select LSM Category: Home Textbooks (Optional)

CK

Search for a specific item to add Stock

Partial/Full Title of Item:

ISBN number of Item:

Search

Now select the item from the list below and then add the quantity and price of the stock.

Select a Stock Item from the Master List

Select Item to Add: Add Stock Item to Master List

Select Stock Register: 700/002 Text Books and ... Select Date: 2013/01/04 Add New Quantity

Stock Details for:

| | Date Added | Register | Qty Added | Item Cost | Qty Written Off | Written Off Cost | Total Cost | Total Item Value |
|---|------------|----------|-----------|-----------|-----------------|------------------|------------|------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

Line: Remove Line Save Stock Data Done

Figure 14.8: Add LSM Stock Quantities

13.2 To View the Current LSM Stock



- Once you have added stock to a resource it is advisable to go back and check that it has been correctly entered. This can also be done at any time to check stock records.
- To do this go back to **View School LSM Stock** (1st tab)
- Choose the category filter – learner textbooks
- Click on **Subject** – e.g. Afrikaans
- Click on **Resource** – e.g. Afrikaans Ons Taal
- A small screen on the top right hand corner of the screen will highlight
- Stock: quantity/ On Loan : quantity / Available : quantity (see fig below)

Learner Support Materials

View School LSM Stock | Add LSM Stock Quantities | View Loans & Return Items | Issue/Remove LSM Item

Category Filter: Learner Textbooks | Afrikaans Learner Textbooks Grade 8 | Stock : 50 : On Loan : 0 : Available : 50

Grade Filter: Grade 8
(Start grade field only) | Clear Filters

Click on a General Subject Area to Start

- Accounting
- Afrikaans
- Arts & Culture
- Business Economics
- Computyping
- Economics
- Economics & Business Science
- English
- Geography
- isiXhosa
- Life Orientation
- Mathematics
- Natural Science
- Needlework
- Social Science
- Technology

Only Items where stock has been added are displayed

| Description | Publisher | Grades | Authors |
|--------------------|-----------|--------|---------|
| Afrikaans ons Taal | MML | 8 to 8 | |

Click on an item to see available stock | Add Stock Quantities | Done

Figure 14.9: View Stock Quantity

1.3.3 To Issue Books Out Of Stock to the Educators



- Go to **View School LSM Stock** (tab 1)
- Choose the **Category** Filter – e.g. Learner Textbooks
- Select the **Grade** – e.g. Grade 8
- Click on the **General Subject Area** – e.g. Afrikaans
- Click on the resource in the right hand screen – e.g. Afrikaans Ons Taal
- **Now go to Issue / Remove Maintain LSM School Stock** (Tab 4)
(see fig below)
- Stock Item will show – e.g. Afrikaans Ons Taal
- Click on **Issue Stock**
- It will show – **Total Stock**
- It will show – **Quantity Available for Issue**
- Issued to – select the educator
- **Quantity issued** – enter amount issued
- **Date issued:** select the date issued to educator
- **Expected return date:** select the date that the educator should return the book
- **Average Condition:** select
- **Save Stock Item**
- Click on the **Ok** button

Learner Support Materials

View School LSM Stock Add LSM Stock Quantities View Loans & Return Items **Issue/Remove LSM Item**

Stock Item: Afrikaans ons Taal

Issue Stock Total Stock: 50
 Remove Stock permanently Quantity Available for Issue: 50

Issue Stock

Issued To: PHOLOSA Lydia
 Loan Venue:
 Quantity Issued: 30 Add New Venue
 Date Issued: 2013/01/04
 Expected Return Date: 2013/01/04
 Average Condition of Items Issued:

Remove from Stock

Removal Authorised by:
 Reason for Removal from Stock:
 Removal Date: 2013/01/04
 Purchase History of Item:
 (please select against which purchase date and price you are writing off the item)
 Quantity Removed: Cost to Write Off:

Save Stock Issue Save Write Off Done

Figure 14.10: Issue / Remove LSM Item

1.3.4 Remove LSM Item

You can also Remove LSM Item on this page.



- Go to '**View School LSM Stock**' (Tab 1)
- Click on **Subject** – e.g. Afrikaans
- Click on **Resource** – Afrikaans Ons Taal
- Go to TAB '**Issue / remove LSM Items**' (Tab 4)
- Click on **Remove Stock Permanently**
 - Authorisation By
 - Reason for Removal
 - Removal Date
 - Purchase History of Item
 - Quantity Removed
 - Cost to Write Off – cost of purchase
 - Save Write Off

1.3.5 Return Items Received From Educators Back Into Stock

As soon as an educator brings back resources they should be entered immediately back into the stock records.



- Click on TAB 'View School LSM Stock' (Tab 1)
- Click on **Subject Area** – e.g. Afrikaans
- Click on **Resource** on right hand screen – Afrikaans Ons Taal
- Click on TAB 'View Loans and Return Items' (tab 3)
- Items to be returned: resource 'Afrikaans Ons Taal'
- Tick in the applicable educator box
- **Date of write-off:** select date
- Number of items being returned: e.g. 40
- (if there are still 5 books outstanding as they have been lost by learners but you have to log it as all books as having been returned and then go to 'remove LSM' tab to remove it from stock)

Learner Support Materials

View School LSM Stock Add LSM Stock Quantities **View Loans & Return Items** Issue/Remove LSM Item

Item to be returned: Afrikaans ons Taal

Outstanding Loans for this Item Click in the check box of a line item to return stock

| * Item | * Date Loaned | * Loaned To | Quantity | Returned | Outstanding |
|--|---------------|----------------|----------|----------|-------------|
| <input checked="" type="checkbox"/> Afrikaans ons Taal | 2013/01/03 | PHOLOSA, Lydia | 30 | 0 | 30 |

Date of Return/Write Off: 2013/01/04 2013/01/04 Items have been counted and checked for RETURN

Number of items being returned: 20

If an item has been lost or damaged, please include it in the return quantity and then go to the write off section and remove the item from the system.

Save Done

Figure 14.11: View Loans and Return Items

1.4 Educator LSM Loan Details



- To start Educator LSM Loan Details sub module, click on the **Educator LSM Loan Details** button from the Physical Resources main menu on Figure 2 above.

Printouts

- All Educators
- Select Educator

Educator Loan Details

Educator Loan Details

All Educators

Select Educator

Outstanding Items Loan History

Print Done

Figure 14.12: Educator LSM Loan Details

Print Reports

61% 1 of 1 Done

Preview

ABC HIGH SCHOOL ITEM #0: 123456

LOAN RECORD FOR: GEMATEL

| Loan: on Loan To: KERRI, Feneke Dphoris | Loan Date | Expected Return Date | Quantity | Condition or Issue | Quantity returned or due | Date Returned |
|--|------------|----------------------|----------|--------------------|--------------------------|---------------|
| Description of Loan | | | | | | |
| Books on Loan | | | | | | |
| Standard Business Economics | 2004/01/14 | 2004/02/19 | 50 | New | 0 | |
| Algebra one Text | 2005/01/16 | 2005/05/20 | 40 | New | 0 | |
| Number of Items: Still on Loan : 90 | | | | | | |
| Loan: on Loan To: GCIBAM, Sandra Enoch | Loan Date | Expected Return Date | Quantity | Condition or Issue | Quantity returned or due | Date Returned |
| Description of Loan | | | | | | |
| Books on Loan | | | | | | |
| Algebra one Text | 2005/03/01 | 2005/06/30 | 35 | New | 0 | |
| Number of Items: Still on Loan : 35 | | | | | | |

Page: 1

Figure 14.13: Outstanding Items Report

Or:

Print Reports

ABC HIGH SCHOOL ITEM# 00120466

LOAN RECORD FOR LEAN MATERIALS

Loan: on Loan To: **HERMI, Encobe Dplidaris**

| Description of Item | Loan Date | Expected Return Date | Quantity | Condition at Issue | Quantity returned to date | Date Returned |
|-------------------------------|------------|----------------------|----------|--------------------|---------------------------|---------------|
| Books on Loan | | | | | | |
| Successful Business Economics | 2004/01/14 | 2004/02/19 | 50 | New | 0 | |
| African Arts Text | 2005/01/16 | 2005/05/20 | 40 | New | 35 | 2005/05/26 |

Number of Items on Loan: 55

Page: 1

Figure 14.14: Loan History

1.5 Detailed LSM Inventory List



- To start Detailed LSM Inventory List sub module, click on the **Detailed LSM Inventory List** button from the Physical Resources main menu on Figure 2 above.

Printouts available:

- Inventory List Per Grade
- Inventory List per Subject

Detail Inventory List

Inventory List Per Grade Inventory List Per Subject

Stock Details per Grade

Print All Print Per Grade

Select a Grade:

Print Done

Figure 14.15: Detail Inventory List

1.6 LSM Inventory Summary per Grade



- To start LSM Inventory Summary Per Grade sub module, click on the **LSM Inventory Summary Per Grade** button from the Physical Resources main menu on Figure 2 above.

Print Reports

61%

1 of 1

Done

Preview

BOTS-BOTS E SECONDARY SCHOOL

GRADE INVENTORY FORM

Textbook Inventory

| Learning Area | Teachers' Guides | | Learners' workbooks | | Learners' workbooks | | Resources | | Total | |
|---------------------|------------------|-------|---------------------|-------|---------------------|-------|-----------|-------|-----------|-------|
| | No. Books | Value | No. Books | Value | No. Books | Value | No. Books | Value | No. Books | Value |
| Sub Total | | | | | | | | | | |
| School Total | | | | | | | | | | |

Figure 14.16: LSM Inventory Summary Per Grade print out

1.7 Blank LSM Issue Form



- To print Blank LSM Issue Form sub module, click on the **Blank LSM Issue Form** button from the Physical Resources main menu on Figure 2 above.

Print Reports

61% 1 of 1 Done

Preview

Text Book Issue Form and Learner's Undertaking

BOTSE-BOTSE SECONDARY SCHOOL Year: 2009

Grade: _____ Form No: _____

Learner Information

Signature _____
Parent Name _____
Address _____
Telephone No: _____

| Text Book Readers | Title of Book | Phase of | Issued | Return | Condition | Price |
|--------------------|---------------|----------|--------|--------|-----------|-------|
| English | | | | | | |
| Maths | | | | | | |
| Science | | | | | | |
| History | | | | | | |
| Geography | | | | | | |
| Art & Culture | | | | | | |
| Physical Education | | | | | | |
| Music | | | | | | |
| Language | | | | | | |
| Other | | | | | | |

Joint & General Undertaking by Learner, Parents and Guardian

I, _____ the undersigned, acknowledge the receipt in good order of the Textbook and Textbook Issued Above.

I do warrant that this is the property of this school and I warrant to take good care of them and return them to the school in good condition at the end of the Academic year. In the case of where a book is damaged or discarded due to negligence or willful act, the school has the right to levy an amount that will be determined at that time. Where a book is lost, we undertake to pay replacement value of the book at the stage who understand that this undertaking is binding on us, jointly and severally.

Signed at _____ On this _____ day of _____ (Month), 2009.

Signature of Learner _____ Signature of Parents and Guardian _____

Figure 14.17: Print Reports

1.8 Print LSM Stock Write Offs



- To print Blank LSM Issue Form sub module, click on the **Blank LSM Issue Form** button from the Physical Resources main menu on Figure 2 above.



Figure 14.18: LSM Stock Write-Offs

- Select **Filter by Date** or **Filter by Subject**
- Select Date From and Date To from **Filter by Date** drop menu if using date
- Select Subject from **Subject** dropdown Menu if using Subject.
- Click on **Print** button

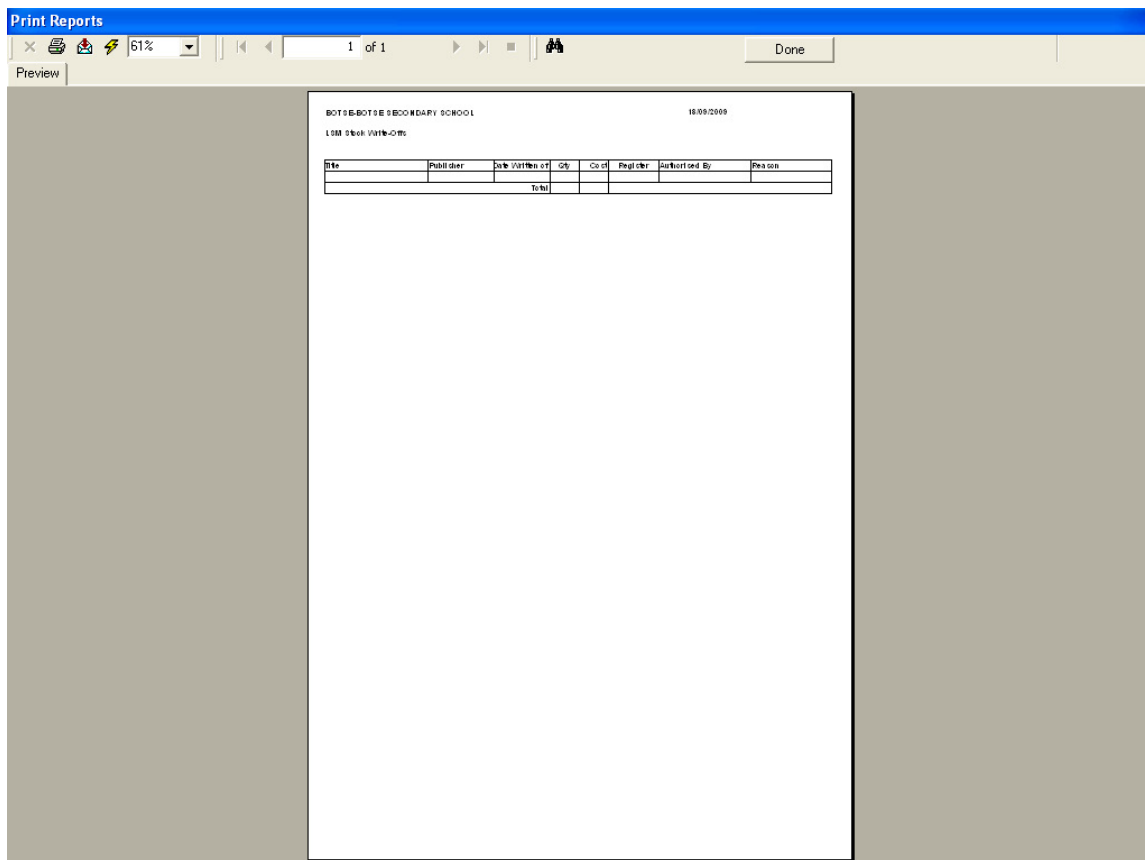


Figure 14.19: LSM Stock Write-Offs print out

2. FIXED ASSETS

In this section there are 5 main functions for which you may want to use the Fixed Assets Module



- You may want to add some equipment or fixed asset to your master register list
- When you receive assets you will want to add this quantity to your stock (either new stock or existing stock)
- When you have assets, you will want to distribute these assets through the school. You will want to keep a record of where they are retrieval at a later date
- When these assets are being returned, you will be want to book them back into for stock so that they are available again
- When assets are lost or damaged you will need to permanently remove these books out of stock
- In this way we are going to process some purchases and allocate them to a specific venue.


2.1 Maintain Master List of Assets



- To start the **Maintain Master List Assets** sub menu Click on the button 'Maintain Fixed Assets Items' button from the Physical Resources main menu no Figure 2 above.

| *Description | *Item Code | Average Cost |
|-----------------|------------|--------------|
| Bunsen Burner | 201 | 5 |
| Highback Chairs | 1 | 500 |
| Test Tubes | 200 | 15 |

Figure 14.20: Maintain Master List of Fixed Assets

- 
- Click on button – ‘Add **New item to Master List**’
 - Description: enter item description e.g. High back chairs
Item code: e.g. 001
 - Average Cost: e.g. R500 each
 - Click on **Save Details to Master List**
 - Click on **Ok**, and **Done** to finish
 - Carry out this function for all items on your Fixed Assets register
 - You now have created the **Master List of Assets**. You can always add to this list as you receive assets

Other functions available on this screen:

- Select item to View (alphabetical listing)
- View by Code (code between and)
- View All Master Items
- Remove Item from Master List (this function is available if the school sells the item, or it is lost or stolen)
- Search List for Stock Item

2.2 Maintain Venue List



- Go to 'Maintain Venue List'

| *Description | Category | Room |
|--------------|-----------|------|
| Grade 8A | Classroom | 40 |

Figure 14.21: Maintain Venue List

- Click on '**Add New Venue**'
- There are 11 categories of venues in the drop box to choose from (please identify them first in order to decide which rooms fall under which Category):
 - Enter **Description** e.g. Grade 1 class
 - Enter **Category** e.g. Classroom
 - Enter **Room number** e.g. Room 1
- Click on **Save Venue**, and **Ok**
- **You now do this for every room in your school**

Note: You have now created all the venues in your school so that you can go on to the next step and log where the assets are going to be registered at.

2.3 Allocate Stock Items (Fixed Assets) To Venues



- Click on **'Maintain Master List of Assets'** button on the **Physical Resources** main menu
- Now go to the TAB **'Create Venue Assets List for Stock Count'** (Tab 2)

| *Description | *Item Code | Average Cost |
|---------------|------------|--------------|
| Bunsen Burner | 201 | 5 |
| Test Tubes | 200 | 15 |

Figure 14.22: Maintain Master List of Fixed Assets

- Click on **Venue** type – e.g. Laboratory – and it jumps into the top cell
- Click on - **Select items for this venue** type – drop down box –
- Select **Items for this Venue** Type – e.g. Bunsen Burner
- Click on **Accept Item for Venue**
- Click on **Save, Ok, and Done.**
- Do this for all items selected for this venue – one by one
- Do this for all venues – one by one
- You have now allocated types of assets to specific rooms in your schools so that you know where they should be found at any stage
- Other functions available on this screen:
 - o Remove item.

- o Print Options:
- o Print all
- o Print per Group – select a Group
- o Print

2.4 Issue and Maintain Fixed Assets



- Click on '**Issue and Maintain Fixed Assets**' button from the Physical Resources main menu
- Click on TAB – '**Add stock to Venues**' (Tab 1)

Maintain Inventory Stock per Venue

Select a Venue

Select a Venue to Maintain Stock Quantities:

Add Assets for the Venue

Select Asset Register:
 Date Of Purchase:
 Stock Code:
 Select Fixed Asset Item to Grid:
 Quantity:

| | Date | Code | Description | Asset Register | Cost | Qty Added | Qty Write Off | Total Cost | Venue Value |
|---|------|------|-------------|----------------|------|-----------|---------------|------------|-------------|
| 1 | | | | | | | | | |

Figure 14.23: Maintain Inventory Stock per Venue

- Click on '**Select a venue to Maintain Stock Quantities**'
- Drop down box: select e.g. Principals office
- Select **Asset Register**: e.g. 600/001 Furniture & Fittings
- **Date of Purchase**: e.g. 16/01/2005
- Add **Fixed Asset** to grid: select item e.g. high back chair
- Stock code – it is automatically populated after having highlighted high back chairs(This

Information pops automatically into the first line of the grid) Tab across to Quantity added: e.g.1

- TAB across – this populates the Total Amount
- Click on **Save To Venue** and Done buttons.

Note: This adds the quantity of any item and the total value to the venue where they should be found. This should be done for every item and quantity of every item that you have allocated in the school.

- If you have made a mistake and entered an item twice or entered incorrectly then go to the bottom of the page. Enter in the line number which you would like to delete and Press – 'Remove Line' and on **Save To Venue** button.

WRITE OFF STOCK ITEMS

- Click on 'Issue and Maintain Fixed Assets button from the **Physical Resources** main menu on Figure 2 above
- Click on TAB '**Write off Stock Items**' Tab 2
- '**Select Venue for write off**': choose
- Click on item to be written off: select



Note: This populates the right hand side of the screen Number of items to be discarded: enter quantity Reason for write off: 3 Options: Broken, Stolen or Lost

- Select **date**, **Write off stock**, and **Ok**
- You will see the stock written off under screen on Figure 22

Maintain Inventory Stock per Venue

Add Stock to Venues Write Off Stock Items

Select a Venue
 Select a Venue to Maintain Stock Quantities:

Add Assets for the Venue
 Select Asset Register: Date Of Purchase: Stock Code: Add Fixed Asset Item to Grid:

| | Date | Code | Description | Asset Register | Cost | Qty Added | Qty Write Off | Total Cost | Venue Value |
|---|------------|------|-------------------|----------------|-------|-----------|---------------|------------|-------------|
| 1 | 2005/05/27 | 200 | Test Tubes | 600/003 | 15.00 | 5 | | 75.00 | 75.00 |
| 2 | 2005/05/27 | 201 | Bunsen Burner | 600/003 | 5.00 | 10 | 10 | 0.00 | 75.00 |
| 3 | 2005/05/27 | 201 | Bunsen Burner | 600/003 | 5.00 | 10 | | 50.00 | 125.00 |
| 4 | 2005/05/31 | 201 | 201 Bunsen Burner | 600/003 | 5.00 | | | | 125.00 |

Line:

Figure 14.24: Maintain Inventory Stock per Venue: Add Stock to Venue

2.5 Detail Fixed Assets



- Order by Item code –
 - Print all venues
 - Print per venue
 - Print per group (category)

- Alphabetically by Item Description –
 - Print all venues
 - Print per venue
 - Print per group (category)



Figure 14.25: Detail Fixed Assets

2.6 Summary Fixed Assets



- This will give you a summary total of number of pieces (Assets) in each venue

2.7 Print Fixed Asset Stock Registers



- Print all or Print per register (per account number)


2.8 Print Fixed Assets Stock Write Off



- Filter per date – (from ... to ...)
- Filter per stock item – (Code between ... and ...)
- Filter per register: (Choose account)

3. PHYSICAL INFRASTRUCTURE

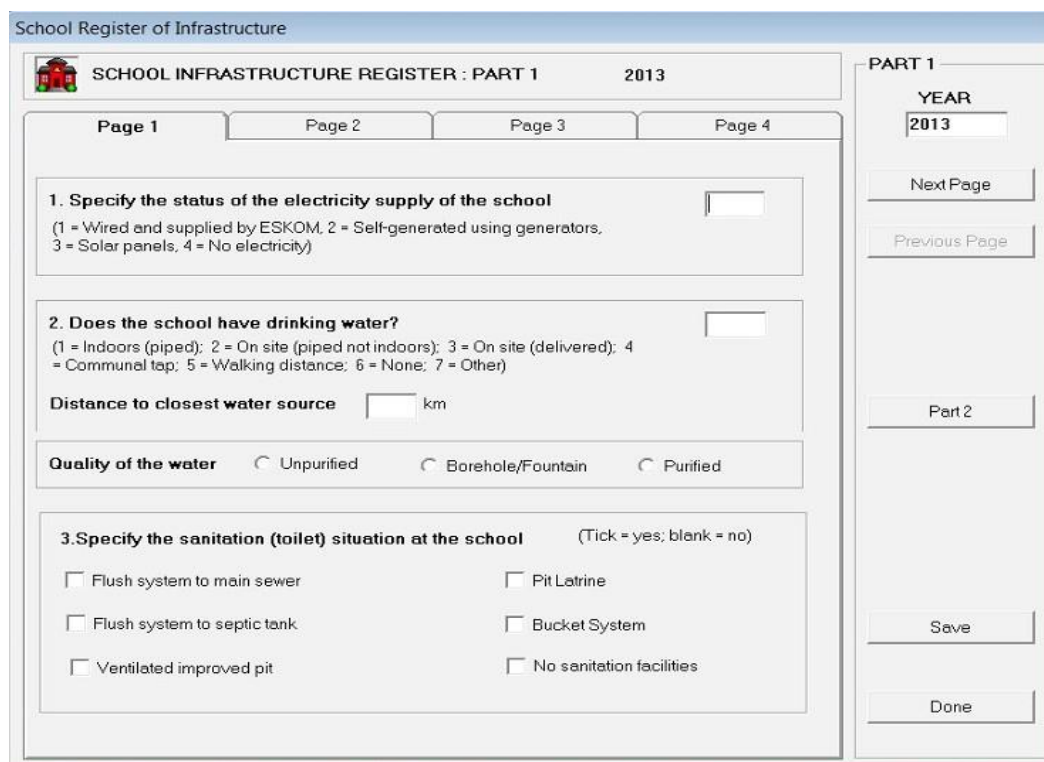
- Select the **Infrastructure Register** from the Physical Resources Submenu. (Figure 2).



The image shows a dialog box titled "Physical Planning Submenu". It contains two main sections. The first section, "Current Infrastructure Register", has two buttons: "Infrastructure Register Part 1 (Page 1 to 4)" and "Infrastructure Register Part 2 (Page 5 to 9)". The second section, "Registers from previous years", includes a dropdown menu labeled "Select year to view past Infrastructure Registers" and a "Cancel" button. At the bottom right of the dialog is a "Done" button.

Figure 14.26: Maintain Infrastructure Details

- You will see that there are two parts to the register. Both parts must be filled in.
- To fill in the register use the example given. Enter the correct data for your school, using the codes and your own data to fill in the text blocks.
- When each page is complete, press **Next Page** to continue. When all 4 pages are completed, press the yellow **Save** button to save your data. Press **Done** to complete the task.




The image shows a web-based form titled "School Register of Infrastructure". The main header reads "SCHOOL INFRASTRUCTURE REGISTER : PART 1" and "2013". Below this are four tabs labeled "Page 1", "Page 2", "Page 3", and "Page 4", with "Page 1" selected. The form contains three numbered sections:

- 1. Specify the status of the electricity supply of the school**
(1 = Wired and supplied by Eskom, 2 = Self-generated using generators, 3 = Solar panels, 4 = No electricity)
- 2. Does the school have drinking water?**
(1 = Indoors (piped); 2 = On site (piped not indoors); 3 = On site (delivered); 4 = Communal tap; 5 = Walking distance; 6 = None; 7 = Other)
Distance to closest water source km
Quality of the water: Unpurified Borehole/Fountain Purified
- 3. Specify the sanitation (toilet) situation at the school** (Tick = yes; blank = no)
 Flush system to main sewer Pit Latrine
 Flush system to septic tank Bucket System
 Ventilated improved pit No sanitation facilities

On the right side of the form, there is a sidebar for "PART 1" with a "YEAR" dropdown set to "2013", and buttons for "Next Page", "Previous Page", "Part 2", "Save", and "Done".

Figure 14.27: Part 1 School Register of Infrastructure

Infrastructure Register

 SCHOOL INFRASTRUCTURE REGISTER : PART 2

Page 5 | Page 6 | Page 7 | Page 8 | Page 9

12. Please indicate the number of instruction rooms according to the given categories

| | On the Premises | | | On another site or other premises |
|---|----------------------|----------------------|----------------------|-----------------------------------|
| | Permanent | Prefab | Under Construction | |
| General Classrooms (single classrooms) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Classrooms used by more than one class group (i.e. rooms divided to accommodate more than one class group. Indicate number of groups accommodated in the rooms) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Biology and/or Science Laboratory | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Specialist rooms (Includes art, typing, home economics, technical drawing etc) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Workshops | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Multipurpose rooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Computer room/Laboratory | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Media Centre/Library | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

The number of 'General Classrooms' should indicate total individual classrooms. Should a room be divided into 2 or 3 instruction areas i.e. accommodate 2 or 3 class groups; indicate the numbers of class groups accommodated in the next category 'Classrooms used by more than one class groups'

PART 2
YEAR
2013

Next Page

Previous Page

Part 1

Save

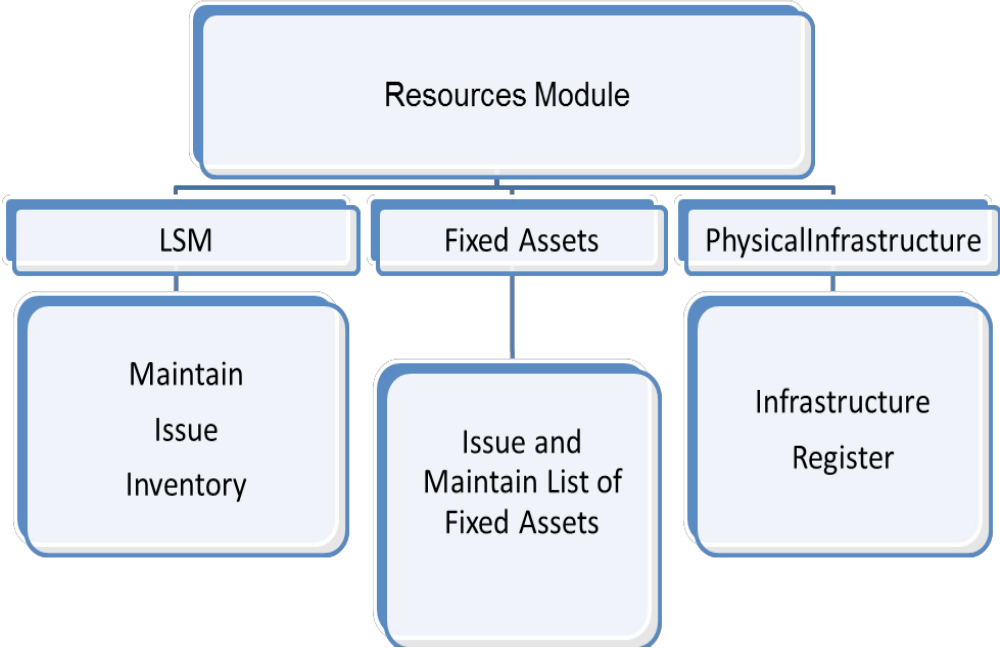
Done

Figure 14.28: Part 2 School Register of Infrastructure

Note: All nine pages must be filled in

- To view past Infrastructure Registers, click on the **Registers from Previous Years** – select the relevant Year button (either PART 1 or PART 2).
- Click **Done** to complete the task.

4. FlowChart Summary Diagram



Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person

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EVERY CHILD IS A NATIONAL ASSET



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA