

EMIS Presentation

THE USE OF SASAMS IN SCHOOLS FOR ADMINISTRATION

22 September 2023



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What issues for discuss

- ✓ Background of SASAMS
- ✓ Updating details on SASAMS.
- ✓ Recording Learner Misconduct.
- ✓ Capturing and updating Finances on SASAMS.
- ✓ Capturing and updating LTSM and Assets.
- ✓ LURITS update.



Brief Background on SASAMS

- Department needed the standardised system for all provinces that can collect data from all schools.
- Concluded in the meetings between **HEDCOM** and **CEM** that such system be implemented. (Full report is available online <https://pmg.org.za/committee-meeting/8576> (**COPY**))
- Funding was allocated for the project for provinces which were ready, Free State was one of them.
- In March 2008, group of 6 SASAMS Trainers were appointed in Free State.



Legislative Framework

It is the duty of institutions to provide information to the education departments and the public in terms of **Section 59 of the South African Schools Act, 1996** (Act No.84 of 1996).

National Education Policy Act, 1996 (Act No. 27 of 1996), the Minister of Education must monitor and evaluate the standards of education provision, delivery and performance, to a large extent through the use of national education statistics



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- Promotion of Access to Information Act, 2000 (Act No.2 of 2000 PAIA). – *Access to information.*
- Statistics Act, 1999 (Act No.6 of 1999). Section 14.
 - *For set quality standards.*
- Protection of Personal Information Act 4 of 2013.
 - *Safeguarding Personal Information.*
- State Information Technology Agency Act 38 of 2002.
 - *Application of IT for improved service delivery.*
- Bath Pele for *Service Delivery to the public*
- South African Qualification Authority – *for creating National Learner Records Database (NLRD).*



SASAMS INTEGRATION IN EDUCATION

- SASAMS as a tool to provide information to the entire education system for better planning and decision making.
- Data quality is therefore the priority.
- ***Key role players in the system at school level.***
 - Educators
 - School Management Teams
 - Administrators



Roles of Administrator on SASAMS



WORKSHOP 2 TRAINING SCHOOL

2023



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SA-SAMS : School Administration and Management System MAIN MENU

1. School General 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	

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- All SASAMS Modules are accessible to Administrators.
- It was recommended that Administrators should not capture marks, instead process them for reports and schedules.
- It is also recommended that where there are two or more administrators all should execute SASAMS Modules. (Schools do separate duties on SASAMS).
- SASAMS is controlled and managed by Principal and Emis Officer not Administrator (Clerk).



Key areas that schools are
not giving attention on
capturing.



School Contact Details

Administrator should update school contact details every time there is a change in;

- School Telephone number.
- Principal's cellphone number.
- School email address (prefer to use department email for first field), *MOST of schools are not using it.*



**Use Menu 1.1 on SASAMS to
update School contact details.**



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How to Access the department email Address

- Use the internet and browser (Microsoft Edge or Google Chrome).
- Use the address: <https://outlook.office365.com>
- Type in the department email address:
12345678@fsschoolsportal.gov.za and use password **Pass@123** if you never used the email before, or use forget password for IT to reset it for you, someone may contact to confirm the reset.



Outlook



Sign in

to continue to Outlook



No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

Type your email address and the password



Sign-in options

Farm Schools

Identifying Learners who Participate in Farm Schools Project on SASAMS

Identifying Learners who are benefiting on Learners' Transport



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Attendance

1. Capturing Learners Attendance

[Learner Attendance Policy, Section 48 A](#)

- SASAMS generated attendance register for a term should be printed, bind in a booklet and issued to educators.
- No loose sheet should be used as this cause Audit Query.
- Encourage to Print [Monthly Attendance Register](#)

Note:

- 1. Sometimes attendance register does not show learner names. [\(Click\)](#)*
- 2. If learner is achieved or admitted at the earlier date then attendance should be updated from that date.*



2. Educator and Staff Attendance

- Schools have the tendency of just saving attendance on the System for the sake of doing online submission.
- During the Data Quality Assurance monitoring in some schools we found leaves on time-register differ from leaves in SASAMS.
- There are schools that still not on 100% attendance capturing on SASAMS from January to 25 August 2023.

Educators and Staff
Attendance



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How to capture Learner Misconduct on SASAMS



Recording Tool

- School will decide on the capturing tool to record the misconduct or may use [Emis design tool](#).
- Tool should contain details of misconduct that will be usable for capturing.



WHEN TO RECORD MISCONDUCTS ON SASAMS?

- Schools may decide on frequency of capturing such misconduct in the system, preferably daily or weekly.
- It is advisable to use levels codes when recording both misconduct and disciplinary actions taken.
- Anyone may record and reported misconduct at school.
- LEVEL 5 misconducts should be captured by principal or designated person, preferable Deputy or HOD.



School should use the Misconduct Codes to report the learners Misconducts, the codes should be included in the School Code of Conduct.

The appropriate disciplinary action may also be applied and selected from the list.



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Capturing Individual Misconduct

1. Identify the learner
2. Click on disciplinary record
3. Add either Demerit or Merit



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How to handle Level 5 Misconduct on SASAMS

- Only **principal** or **designated person** may capture level 5 misconducts on SASAMS.
- **Security** should be used to assign only designated persons the right to capture level 5 misconduct on SASAMS.
- **Menu 5.5.4** should be the one used to capture level 5 misconducts.



Capturing of Finances on SASAMS

As from January 2024 all schools are required to capture their finances on electronic system, such as SASAMS, Pastel and other systems currently used. Refer to [Circular 2 of 2023](#), school administrator who seeks assistances should report to DEO (District Emis Officer).



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What challenges were experienced on capturing finances on SASAMS?

- ❖ Financial period capturing is not completed and not CLOSED.
- ❖ Transactions that are manually captured may not comply when captured electronically on system. E.g. Patty Cash
- ❖ Schools do not capture budget on SASAMS and cannot compare their spending.



1. Setup Accounts

1. Previous financial period must be closed.
2. Add the new period
3. Archive the previous financial period.
4. Update the bank accounts (Main Account and NSNP)
5. Add Receipt Books.
6. Add Deposit Books.



2. Setup Charts of Accounts

Menu 11.2

- All the incomes and expenses should be directed to the specific account on COA.
- Income Accounts starts with **0**
- Expenses starts with **280**
- School can add or edit accounts according to their school need.

Show COA



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3. Budget

- School should update the budget amounts on SASAMS after approval by parents.
- Budget on SAMS is able to show how much is spend from the budgeted amount.



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Transactions

All transactions are on concluded on [Menu 11.4](#)

1. Menu 11.4.1 – Receipts
2. Menu 11.4.2 – Deposits
3. Menu 11.4.3 – Income
4. Menu 11.4.12 – Direct Deposit
5. Menu 11.4.13 – Petty Cash
6. Menu 11.4.14 – SGB Salaries
7. Menu 11.6 – Bank Reconciliation



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Capturing LTSM on SASAMS

- School LTSM Inventory is not updated.
- Schools are required to capture LTSM continually on SASAMS.
- Books that are stolen, old or damaged are not written off from the system.
- Books are not issued to individual learners and keep manual records.



4. LTSM CAPTURING - ISSUING AND RETURNING

Books can now be issued to all learners in the class per subject.

Menu 14.1.7

[Click to Open](#)

5. LTSM CAPTURING - BOOKS RETURNING

Books are retrieved from all learners per book issued from past loan. Search the issued with name or ISBN number

Menu 14.1.18



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Use the ISBN 9781431014729 to retrieve the book on the list

LSM Items: Past Due Loans (14.1.18)

Incl. Archived Items Max View

TRAINING PRIMARY SCHOOL

LSM Items: Past Due Loans
2023/01/17

No	Dates:	Item Details Loan Details	Quantities:
	Expected Return Issued		Outstanding Issued
1	2022/11/30	Book: ditharollo tsa bohle Sesotho Kereiti 7 Buka ya Moithuti (ISBN:9781431014729)	1
	2022/01/26	Learner: MOKOENA, Mmokgo (Archived)	1
2	2022/11/30	Book: Mme, ha ke molato Grade 7 Novel (ISBN:9781430723943)	1
	2022/01/26	Learner: MOKOENA, Mmokgo (Archived)	1
3	2022/11/30	Book: ditharollo tsa bohle Sesotho Kereiti 7 Padiso (ISBN:9781431019878)	1
	2022/01/26	Learner: MOKOENA, Mmokgo (Archived)	1
4	2022/11/30	Book: Platinum English First Additional Language Grade 7 Learner's Book (ISBN:9780636139695)	1
	2022/01/26	Learner: MOKOENA, Mmokgo (Archived)	1
5	2022/11/30	Book: MY SISTER IS MISSING (ISBN:9781775880455)	1
	2022/01/26	Learner: MOKOENA, Mmokgo (Archived)	1
6	2022/11/30	Book: Platinum Natural Sciences Grade 7 Learner's Book (ISBN:9780636140899)	1
	2022/01/25	Learner: MOKOENA, Mmokgo (Archived)	1

School Subjects Group:
Area:
Grade & Subject:
Type: Books Others Category:
Language of Item: Search Fields:

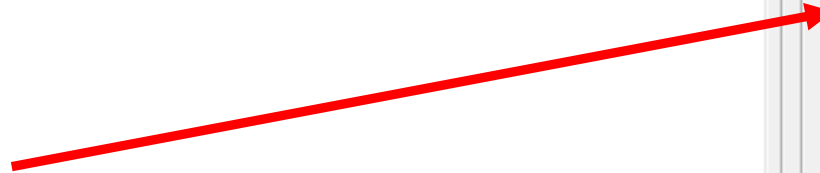
Search Fields
Partial/Full Title of Item:
ISBN number of Item: Full Partial

Click on an Item to Select the Item.

Items:

- Books
 - Text Book (1)
 - [ditharollo tsa bohle Sesotho Kereiti 7 Buka ya Moithuti : Pub: Macmillan South Africa \(Pty\) Ltd : ISBN: 9781431014729](#)

Click on Issue / Return



School Subjects Group:

Area:

Grade & Subject:

Type: Books Other

Language of Item:

Search Fields

Partial/Full Title of Item:

ISBN number of Item:

Publishers:

Authors:

LSM Items: Issue / Return (by Item) (14.1.8)

Item: **ditharollo tsa bohle Sesotho Kereiti 7 Buka ya Moithuti : Pub: Macmillan South Africa (Pty) Ltd : ISBN:**

Total Stock: **358** Loans: **1** Write Off: **0** Available: **357**

Mode: Issue Return **View Full Loan History**

Full Loan History for this Item: Count: 461

* Date Loaned	* Loaned To	Quantity	Returned	Outstanding
2022/01/26	Learner: MOLATUDI, Tshepiso	1	1	0
2022/01/26	Learner: MOKOENA, Mahlola	1	1	0
2022/01/26	Learner: MTHOMBENI, Lethokuhle	1	1	0
2022/01/26	Learner: MPHANYA, Amohelang	1	1	0
2022/01/26	Learner: MOTSIRI, Keitumetse	1	1	0
2022/01/26	Learner: MOTAUNG, Modiehi	1	1	0
2022/01/26	Learner: MOTAUNG, Bokamoso	1	1	0
2022/01/26	Learner: MOSIA, Lebohang	1	1	0
2022/01/26	Learner: MOSIA, Hlonolofatso	1	1	0
2022/01/26	Learner: MOPELI, Lehlohonolo	1	1	0
2022/01/26	Learner: MOLOTSI, Leya	1	1	0
2022/01/26	Learner: MOLOI, Temeki	1	1	0
2022/01/26	Learner: NGUBENI, Serame	1	1	0
2022/01/26	Learner: MOLOI, Keabetswe	1	1	0
2022/01/26	Learner: NKOSI, Tankiso	1	1	0
2022/01/26	Learner: MOKOENA, Reabetsoe	1	1	0
2022/01/26	Learner: MOKOENA, Ntoa	1	1	0
2022/01/26	Learner: MOKOENA, Lebohang	1	1	0
2022/01/26	Learner: MOHOKARE, Reitumetse	1	1	0
2022/01/26	Learner: MOFOKENG, Sibusiso	1	1	0
2022/01/26	Learner: MOFOKENG, Lebohang Thokozile	1	1	0
2022/01/26	Learner: MOFOKENG, Bokamoso	1	1	0

Click on an Item to Select the Item.

- Books
- Text Book (1)
 - ditharollo tsa bohle Sesotho Kereiti 7 Buk

Items:

Item: **ditharollo tsa bohle Sesotho Kereiti 7 Buka ya Moithuti : Pub: Macmillan South Africa (Pty) Ltd : ISBN:**Total Stock: **358** Loans: **1** Write Off: **0** Available: **357**Mode: Issue Return View Full Loan History

Outstanding Loans for this Item:

Count: **1**

* Date Loaned	* Loaned To	Quantity	Returned	Outstanding
<input checked="" type="checkbox"/> 2022/01/26	Learner: MOKOENA, Mmoko	1	0	1

Click ALL learners with loans, number of books returned should be 1 (ONLY one copy issued to learners)

Click in the check box of Item(s) to return stock.Date of Return/Write Off: Number of items being returned: Items have been counted and checked for RETURN**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.**

Capturing Assets on SASAMS

SA-SAMS : School Administration and Management System

14.3. FIXED ASSETS

14.3.1. Maintain Master List of Assets

14.3.2. Maintain Venue List

14.3.3. Issue and Maintain Fixed Assets

14.3.4. Inventory List

14.3.5. Total Fixed Assets List

14.3.6. Detail Fixed Assets

14.3.7. Summary Fixed Assets with Costs

14.3.8. Print Fixed Asset Stock Registers

14.3.9. Print Fixed Asset Stock Write Offs

14.3.10. Create Fixed Assets Register/Report

<< Physical Resources Menu

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First update the venues for your school, each room has the number just above the door. **Menu 14.3.2**

Add Items with serial numbers on description.
Menu 14.3.1

Print the items assigned to each room. **Menu 14.3.6**

