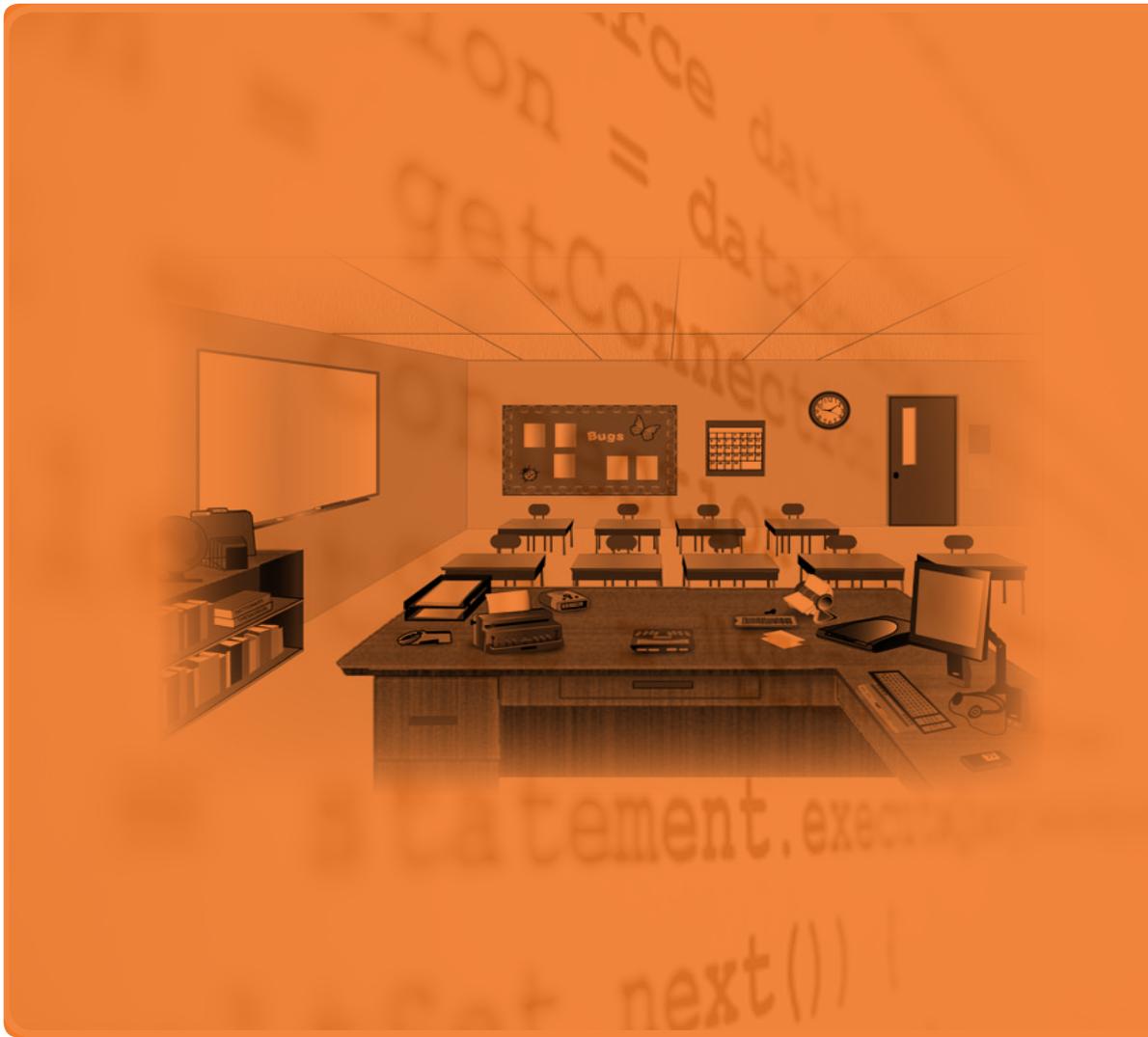


EVERY CHILD IS A NATIONAL ASSET

ABC OF ... PHYSICAL RESOURCES

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14



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



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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:

- Learner Support Materials (LSM)
- Fixed Assets
- 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, there is a header with the EMIS logo, the text 'CLEVERKIDS TECHNICAL HIGH SCHOOL 2013', the South African coat of arms, and 'basic education Department: Basic Education REPUBLIC OF SOUTH AFRICA'. Below this is a grey box with the title 'SA-SAMS : School Administration and Management System MAIN MENU'. The main content is a grid of buttons for various system functions. The 'Physical Resources' button is highlighted in yellow. At the bottom, there is a footer with 'SA-SAMS : Department of Basic Education - South Africa', a login field with 'Login: developers', a 'Show Menu/Option No.' checkbox, and buttons for 'About' and 'EXIT'.

SA-SAMS : School Administration and Management System MAIN MENU	
General School Information	Financial Assistant
Human Resource Information	Curriculum Related Data
Learner and Parent Information	Timetabling Assistant
Learner Listing	Physical Resources
Governance Information	Library Module
Standard Letters and Forms	Security and Database Functions
Export Data	Lurits Approval Module
Annual National Assessment	

SA-SAMS : Department of Basic Education - South Africa
Login: developers

Show Menu/Option No. **About** EXIT

Figure 14.1: SA-SAMS Main Menu

**SA-SAMS : School Administration and Management System
PHYSICAL RESOURCES MENU**

Learner Support Materials	Export LSM
Fixed Assets	Export Fixed Assets
Infrastructure Register	
Stock Reconciliation to GL	
Stock Taking Certificate	
<input type="button" value="« MAIN MENU"/>	

SA-SAMS : Department of Basic Education - South Africa
Login: developers

Show Menu/Option No.

Figure 14.2: Physical Resource and School Infrastructure Register

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

- Learner Support Material (LSM)
- Fixed Assets
- Physical Infrastructure
- Stock (Reconciliation & Certificate)
- 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 shows the SA-SAMS web application interface. At the top, there is a header with the EMIS logo, the text 'CLEVERKIDS TECHNICAL HIGH 2013', the South African coat of arms, and 'basic education Department: Basic Education REPUBLIC OF SOUTH AFRICA'. Below the header, the main title is 'SA-SAMS : School Administration and Management System LEARNER SUPPORT MATERIALS'. A central menu is displayed with the following options: 'Maintain General LSM Master List' (highlighted in yellow), 'Issue & Maintain LSM School Stock', 'Educator LSM Loan Details', 'Detailed LSM Inventory List', 'LSM Inventory Summary per Grade', 'Blank LSM Issue Form', and 'Print LSM Stock Write-Offs'. At the bottom of the menu, there is a button labeled '<< Physical Resources Menu'. The footer contains the text 'SA-SAMS : Department of Basic Education - South Africa Login: developers', a checkbox for 'Show Menu/Option No.', and buttons for 'About' and 'EXIT'.

Figure 14.3: Maintain LSM Master List

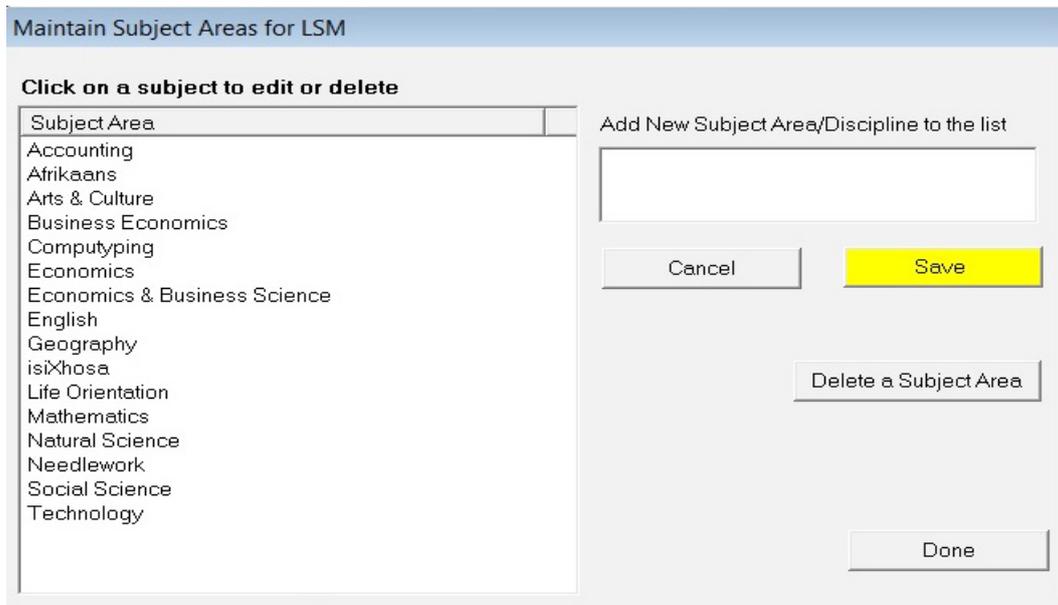


Figure 14.4: Maintain Subject Areas for LSM

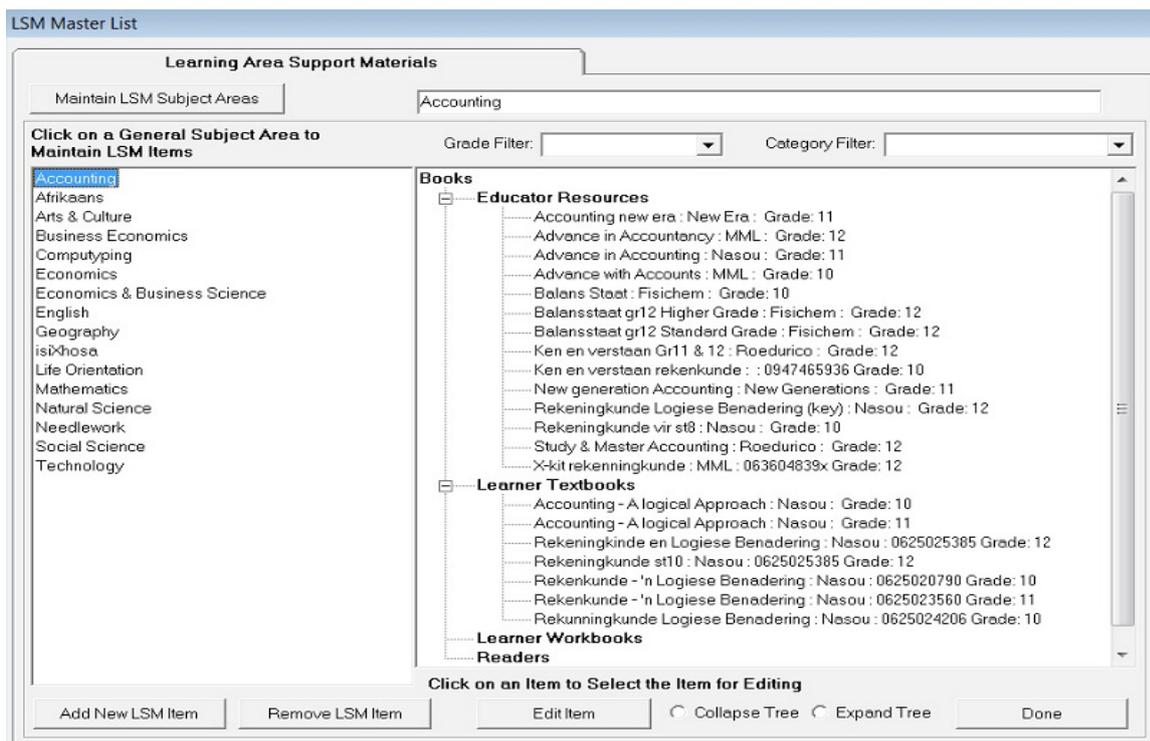
1.2.1 Adding Resources to the Main Inventory Master List

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 processed in printout according to FROM grade on contact)

Grade Relevance: From: (Optional) To:

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:
 - View School LSM Stock
 - Add LSM Stock Quantities
 - View Loans & Return Items
 - Issue/Remove (write-off) LSM Item

The screenshot shows the 'Learner Support Materials' application with the 'View School LSM Stock' tab selected. The interface includes a category filter dropdown, a list of subjects, and a table for stock items.

Category Filter: Educator Guides/References
 Grade Filter: Learner Textbooks
 (Start grade: 1, Learner Workbooks
 Field only) Readers
 Alases
 Click on a Gen Dictionary
 Accounting
 Art Icons
 Arts & Culture
 Business Economics
 Copywriting
 Economics
 Economics & Business Science
 English
 Geography
 Mathematics
 Life Orientation
 Mathematics
 Natural Science
 Needlework
 Social Science
 Technology

Only Items where stock has been added are displayed

Description	Publisher	Grades	Authors

Click on an item to see available stock

Add Stock Quantities 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 tied only)

Select LSM Category: Home Textbooks (Optional)

OK

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 LSM Selected Date: 2013/01/04 Add New Currency

Stock Details for:

	Date Added	Register	Qty Added	Item Cost	Qty Write Off	Write 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

Only Items where stock has been added are displayed

Description	Publisher	Grades	Authors
Afrikaans ons Taal	MML	8 to 8	

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

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)

The screenshot shows the 'Learner Support Materials' application with the 'View Loans & Return Items' tab selected. The 'Item to be returned' field contains 'Afrikaans ons Taal'. Below this is a table titled 'Outstanding Loans for this Item' with a note to 'Click in the check box of a line item to return stock'. The table has columns for Item, Date Loaned, Loaned To, Quantity, Returned, and Outstanding. One entry is visible: 'Afrikaans ons Taal' loaned on 2013/01/03 to 'PHOLOSA, Lydia' with a quantity of 30, 0 returned, and 30 outstanding. Below the table, there are input fields for 'Date of Return/Write Off' (set to 2013/01/04) and 'Number of items being returned' (set to 20). A radio button is selected for 'Items have been counted and checked for RETURN'. A 'Save' button is highlighted in yellow, and a 'Done' button is at the bottom right.

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

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 REP# 80: 123456

LOAN PROVIDED FOR LEARNER(S):

Loan: on Loan To: **KERRI, Hancock Diploma**

Description of Loan	Loan Date	Expected Return Date	Quantity	Condition or Issue	Quantity returned or due	Date Returned
Books on Loan						
Successd! Business Economics	2004/01/14	2004/02/19	50	New	0	
Afrikaans ons Taal	2005/01/16	2005/05/20	40	New	0	
Number of Items Still on Loan : 90						

Loan: on Loan To: **GCSE/AM, Sandra Bessie**

Description of Loan	Loan Date	Expected Return Date	Quantity	Condition or Issue	Quantity returned or due	Date Returned
Books on Loan						
Afrikaans ons Taal	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 RMR# 00 122-456

LOAN HISTORY FOR RMR# 00 122-456

Items on Loan To: RMR# 00 122-456

Description of Item	Loan Date	Expected Return Date	Quantity	Condition at Issue	Quantity returned or due	Date Returned
Successful Business Economics	2004/01/14	2004/02/19	50	New	0	
Adikians one Text	2005/01/16	2005/05/20	40	New	35	2005/05/26

Number of Items Still 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

BOTSIBOTSE SECONDARY SCHOOL

GRADE INVENTORY FORM

Textbook Inventory

Learning Area	Teacher's Guide		Learner text books		Learners workbooks		Pens/Ink		Total
	No. Books	Value	No. Books	Value	No. Books	Value	No. Books	Value	
Sub Total									
School Total	Teacher's Guide		Learner text books		Learners workbooks		Pens/Ink		Total
	No. Books	Value	No. Books	Value	No. Books	Value	No. Books	Value	

Figure 14.16: LSM Inventory Summary Per Grade print out

LSM Stock Write-Offs

Filter by Date Filter by Subject

Filter by Date

From: 2005/05/27 To: 2005/05/27

Filter by Subject

Subject: _____

Print Done

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

Print Reports

61% 1 of 1 Done

Preview

BOTHEBOTS SECONDARY SCHOOL 18/09/2009

LSM Stock Write-Offs

Date	Publisher	Date Written off	Qty	Co of	Register	Authorized By	Person
Total							

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:
 - Remove item.

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

Line:

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)

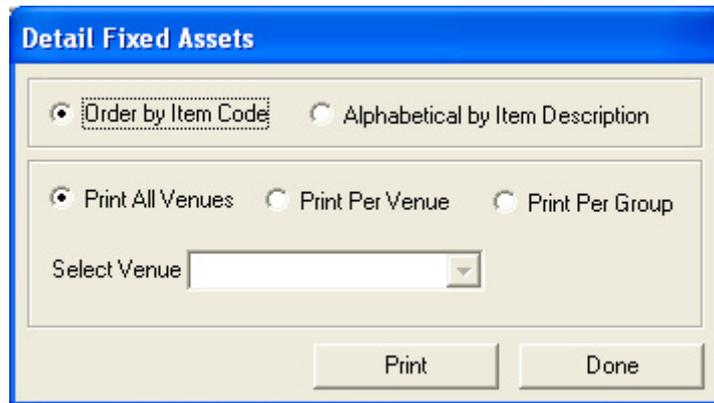


Figure 14.25: Detail Fixed Assets

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 screenshot shows a window titled "Physical Planning Submenu". Inside, there is a section for "Current Infrastructure Register" with two buttons: "Infrastructure Register Part 1 (Page 1 to 4)" and "Infrastructure Register Part 2 (Page 5 to 9)". Below this is a section for "Registers from previous years" with a dropdown menu labeled "Select year to view past Infrastructure Registers", a "Cancel" button, and a "Done" button at the bottom right.

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 screenshot shows the "School Register of Infrastructure" application. The title bar reads "School Register of Infrastructure". The main window has a header with a school icon, "SCHOOL INFRASTRUCTURE REGISTER : PART 1", and the year "2013". Below the header are four tabs labeled "Page 1", "Page 2", "Page 3", and "Page 4". The "Page 1" tab is active and contains the following 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) with a dropdown menu.
- 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) with a dropdown menu.
- Distance to closest water source** with a text input field and "km".
- Quality of the water** with radio buttons for "Unpurified", "Borehole/Fountain", and "Purified".
- 3. Specify the sanitation (toilet) situation at the school** (Tick = yes; blank = no) with checkboxes for:
 - Flush system to main sewer
 - Flush system to septic tank
 - Ventilated improved pit
 - Pit Latrine
 - Bucket System
 - No sanitation facilities

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

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

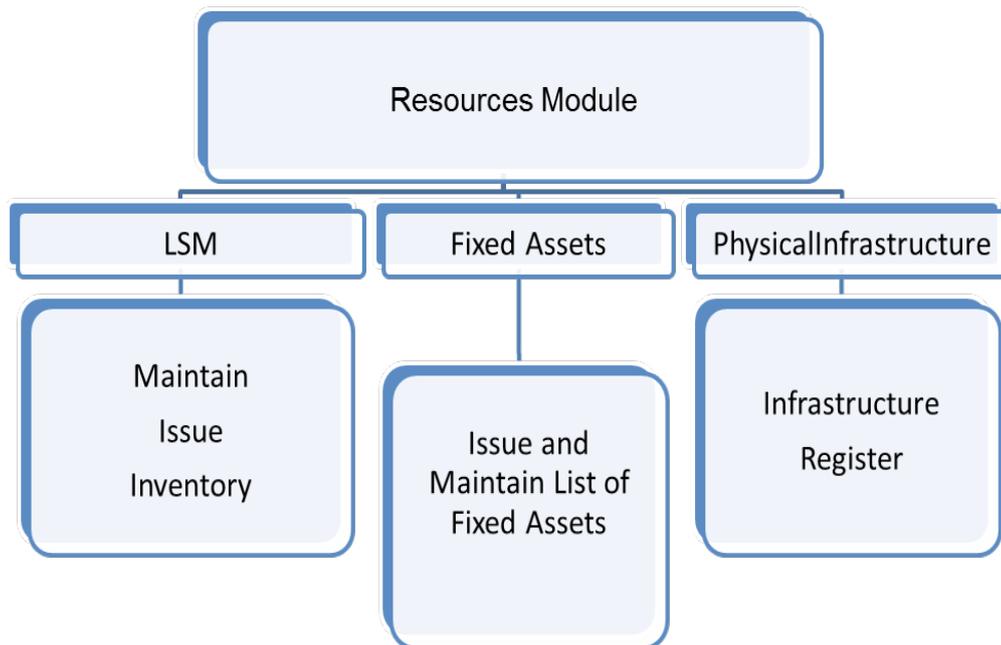
 Next Page
 Previous Page
 Part 1
 Save
 Done

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:

School Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System Version:

District / Province:

Comment / 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