

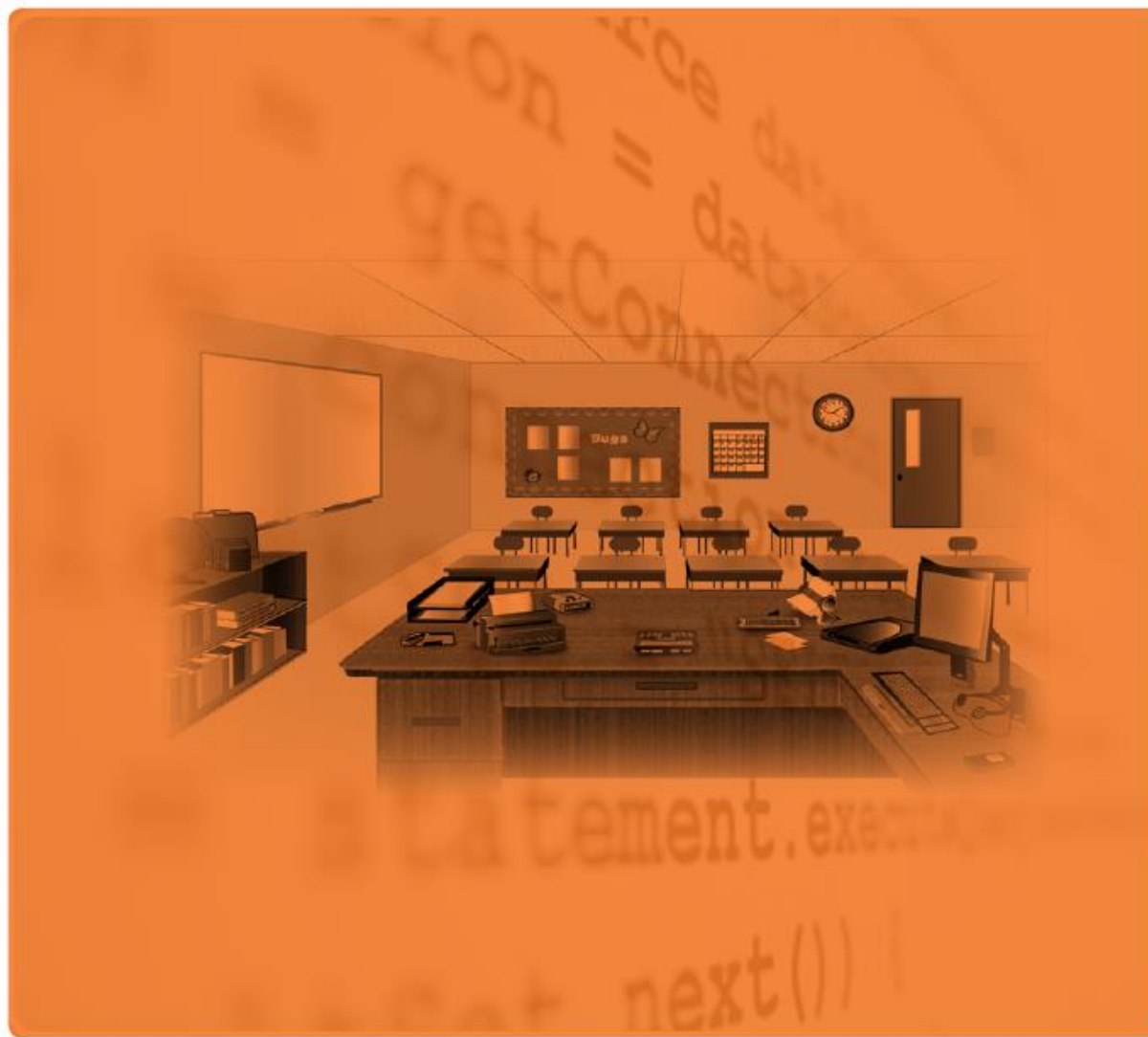


EVERY CHILD IS A NATIONAL ASSET

MODULE

14

ABC OF ... PHYSICAL RESOURCES



basic education

Department:
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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:

- 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).

SA-SAMS : School Administration and Management System MAIN MENU	
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	
User Preferences	

SA-SAMS : Department of Basic Education - South Africa
Login: Administrator (8) Marks Security: Off About EXIT

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

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SA-SAMS : School Administration and Management System
14.1. LEARNER SUPPORT MATERIALS

- 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

<< Physical Resources Menu

SA-SAMS : Department of Basic Education - South Africa
Login: Administrator (8) Marks Security: Off

About EXIT

Figure 14.3: Maintain LSM Master List

Maintain Subject Areas for LSM

Click on a subject to edit or delete

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

Add New Subject Area/Discipline to the list

Cancel Save

Delete a Subject Area

Done

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 LSM Subject Areas Accounting

Click on a General Subject Area to Maintain LSM Items

Grade Filter: Category Filter:

Accounting

Books

Educator Resources

- Accounting new era : New Era : Grade: 11
- Advance in Accountancy : MML : Grade: 12
- Advance in Accounting : Nasou : Grade: 11
- Advance with Accounts : MML : Grade: 10
- Balans Staat : Fisichem : Grade: 10
- Balansstaat gr12 Higher Grade : Fisichem : Grade: 12
- Balansstaat gr12 Standard Grade : Fisichem : Grade: 12
- Ken en verstaan Gr11 & 12 : Roedurico : Grade: 12
- Ken en verstaan rekenkunde : : 0947465936 Grade: 10
- New generation Accounting : New Generations : Grade: 11
- Rekeningkunde Logiese Benadering (key) : Nasou : Grade: 12
- Rekeningkunde vir st8 : Nasou : Grade: 10
- Study & Master Accounting : Roedurico : Grade: 12
- X-kit rekeningkunde : MML : 063604839x Grade: 12

Learner Textbooks

- Accounting - A logical Approach : Nasou : Grade: 10
- Accounting - A logical Approach : Nasou : Grade: 11
- Rekeningkunde en Logiese Benadering : Nasou : 0625025385 Grade: 12
- Rekeningkunde st10 : Nasou : 0625025385 Grade: 12
- Rekeningkunde - 'n Logiese Benadering : Nasou : 0625020790 Grade: 10
- Rekeningkunde - 'n Logiese Benadering : Nasou : 0625023560 Grade: 11
- Rekeningkunde Logiese Benadering : Nasou : 0625024206 Grade: 10

Learner Workbooks

Readers

Click on an Item to Select the Item for Editing

Add New LSM Item Remove LSM Item Edit Item Collapse Tree Expand Tree Done

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 in printouts according to FROM grade as entered)

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)
 - o Title of Book –enter details
 - o Year Published – enter year
 - o Publisher – enter details
 - o Author/s – enter details
 - o ISBN –enter details (e.g. 0 623 00980 3)
- Select **Category of Support Material** (there are 6 categories)
 - o E.g. Learner Textbook
 - o Language of item (optional) – enter
 - o Grade relevance - Grade to Grade – enter details
- Or if it is other for Item (if equipment is to be registered as part of LSM)
 - o Item description - enter
 - o Manufacturer - enter
 - o Year manufactured – enter

-

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

Learner Support Materials

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

Category Filter:

Grade Filter: **Learner Textbooks**

(Start grade field only)

Click on a Gen

Educator Guides/References
 Learner Textbooks
 Learner Workbooks
 Readers
 Almanacs
 Dictionaries
 Other
 Accounting
 Air Raids
 Arts & Culture
 Business Economics
 Computing
 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
-------------	-----------	--------	---------

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:

Select Grade: (Optional - start grade field only)

Select LSM Category: (Optional)

Search for a specific item to add Stock:

Partial/Full Title of Item:

ISBN number of Item:

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:

Select Stock Register: Select Date:

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:

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:

Save Stock Issue

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 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**
 - o Authorisation By
 - o Reason for Removal
 - o Removal Date
 - o Purchase History of Item
 - o Quantity Removed
 - o Cost to Write Off – cost of purchase
 - o 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:

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
☒ Afrikaans ons Taal	2013/01/03	PHOLOSA, Lydia	30	0	30

Date of Return/Write Off: ☒ Items have been counted and checked for RETURN

Number of items being returned:

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.

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

The dialog box titled "Educator Loan Details" contains the following elements:

- A tab labeled "Educator Loan Details".
- Two radio buttons: "All Educators" (selected) and "Select Educator" (with a dropdown menu).
- Two checkboxes: "Outstanding Items" (checked) and "Loan History" (unchecked).
- Two buttons at the bottom: "Print" and "Done".

Figure 14.12: Educator LSM Loan Details

The "Print Reports" window displays a report titled "ABC HIGH SCHOOL" and "LOAN RECORD FOR REMATERIALS". The report is for "ITEM NO: 123456". It shows two sections of loan data.

Section 1: Item: on Loan To: KERRI, Brenda Dphiso

Description of Item	Loan Date	Expected Return Date	Quantity	Condition at issue	Quantity returned so far	Date Returned
Book: on Loan						
Successful Business Economics	2004/01/14	2004/02/19	50	New	0	
Additional copy: Text	2005/01/16	2005/03/20	40	New	0	
Number of Items: Still on Loan : 90						

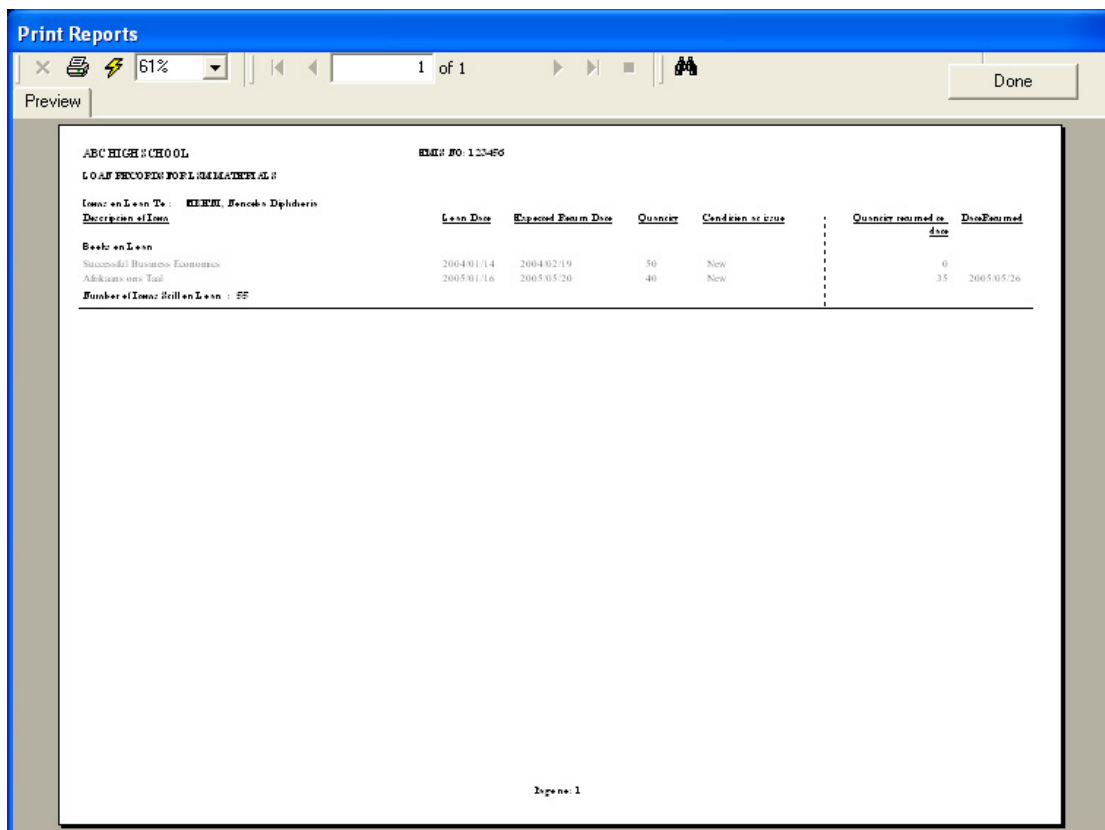
Section 2: Item: on Loan To: GCHABAM, Brenda Bhebe

Description of Item	Loan Date	Expected Return Date	Quantity	Condition at issue	Quantity returned so far	Date Returned
Book: on Loan						
Additional copy: Text	2005/03/01	2005/06/30	35	New	0	
Number of Items: Still on Loan : 35						

Page no: 1

Figure 14.13: Outstanding Items Report

Or:



Print Reports

ABC HIGH SCHOOL
LOAN HISTORY FOR LIBRARY

Item on Loan To: **HERM, Brenda's Diploma**

Description of Item	Loan Date	Expected Return Date	Quantity	Condition at issue	Quantity returned or date	Date Returned
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

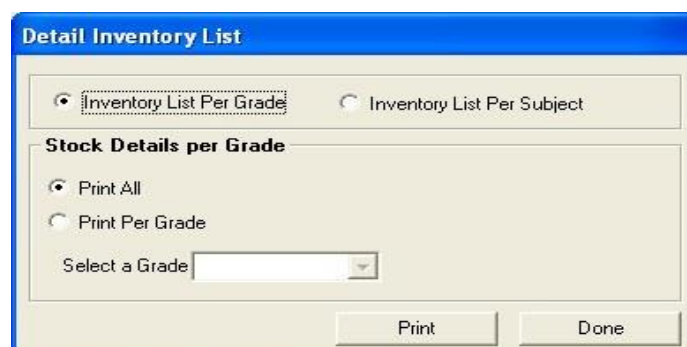
1.5 Detailed LSM Inventory List



- 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	Teacher's Guides		Learner textbooks		Learners workbooks		Readers		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

1 of 1

Done

Preview

Text Book Issue Form and Learner's Undertaking

BOTS-BOTSIE SECONDARY SCHOOL

Grade: _____ Year: 2009

Form No: _____

Learner Information

Surname _____

First Name: _____

Address _____

Telephone of Parent _____

Text Book Readers	Title of Book	Page of	Issued	Return	Condition	Price
Biology						
Mathematics						
3rd Language						
Microbiology						
Life Orientation						
Natural Sciences						
Social Sciences						
Arts & Culture						
Geography & History						
Technology						
Electronics						
Others						
Joint & Several Undertaking by Learner, Parents and Guardian						Total Paid: _____

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.

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: [Dropdown Menu]

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

1 of 1

Done

Preview

BOTSEBOTSE SECONDARY SCHOOL							
18/05/2009							
LSM Stock Write-Offs							
Date	Supplier	Job Written off	Qty	Cost	Register	Authorized By	Reason
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.

Maintain Master List of Fixed Assets

Maintain Fixed Asset Items | Create Venue Asset List for Stock Count

Select a Filter Option to View Master Asset List

Select Items to View: View by Code: Code between and

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

Add New Stock Item

Description:

Item Code: Average Cost:

Click on Item in the List to Remove

Search List For Stock Item

☒ Other ☐ Stock Item Description

Search:

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'

The screenshot shows a software window titled "Maintain Venue List". At the top, there are two dropdown menus: "Select Items to View:" and "Filter by Category:", followed by a "Show All Venues" button. Below this is a table with the following data:

*Description	Category	Room
Grade 8A	Classroom	40

To the right of the table is a panel with the following elements:

- An "Add New Venue" button (highlighted in yellow).
- Input fields for "Description", "Category" (a dropdown), and "Room Number".
- A "Save Venue" button.
- A section titled "Click on a Venue to Remove" with a "Remove Venue" button.
- A section titled "Search List For Venue" with a "Search:" input field, a magnifying glass icon, and a "GO" button.
- A "Done" button at the bottom right.

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)

Maintain Master List of Fixed Assets

Maintain Fixed Asset Items **Create Venue Asset List for Stock Count**

Laboratory

Venue Types

Click on a Venue Type to create a Master Stock Take List

Description

- Classroom
- Computer room
- General room
- Kitchen area
- Laboratory
- Library and Media area
- Office area
- Specialist classroom
- Store area
- Utility area
- Workshop

Print Options

☒ Print All ☐ Print per Group

Select a Group:

Select Items for this Venue Type

Filter Drop Down List by Clear Filter

Stock Items

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

Click on Item to remove and then select the Remove Button

Remove Item

Print Save Done

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

Add Stock to Venues Write Off Stock Items Move Items between Venues Items Movement History

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 to Venue List

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: Remove Line Print Grid Save to Venue Done

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

2.5 Detail Fixed Assets



- Order by Item code –
 - o Print all venues
 - o Print per venue
 - o Print per group (category)
- Alphabetically by Item Description –
 - o Print all venues
 - o Print per venue
 - o 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).

Physical Planning Submenu

Current Infrastructure Register

Infrastructure Register Part 1 (Page 1 to 4)

Infrastructure Register Part 2 (Page 5 to 9)

Registers from previous years

Select year to view past Infrastructure Registers

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.

School Register of Infrastructure

SCHOOL INFRASTRUCTURE REGISTER : PART 1 2013

Page 1 Page 2 Page 3 Page 4

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

PART 1

YEAR
2013

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)				
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)				
Biology and/or Science Laboratory				
Specialist rooms (Includes art, typing, home economics, technical drawing etc)				
Workshops				
Multipurpose rooms				
Computer room/Laboratory				
Media Centre/Library				

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

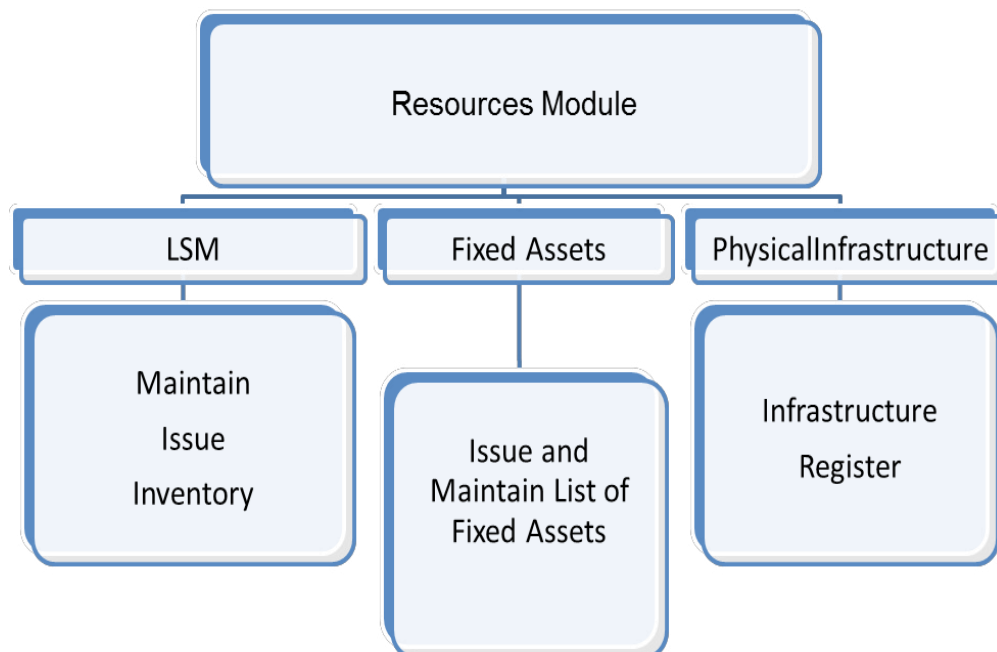
Done

Figure 14.28: Part 2 School Register of Infrastructure

Note: All nine pages must be filled in

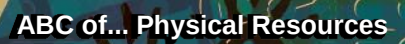
- To view past Infrastructure Registers, click on the **Registers from Previous Years** – select the relevant Year button (either PART 1 or PART 2).
- Click **Done** to complete the task.

4. FlowChart Summary Diagram





Notes

[illegible]



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

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EVERY CHILD IS A NATIONAL ASSET



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