EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

MODULE 14

ABC OF ...
PHYSICAL RESOURCES

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Published by the Department of Basic Education
222 Struben Street
Private Bag X 895, Pretoria, 0001
Website: www.education.gov.za or Thuthong

© Department of Basic Education - January 2013 (All rights reserved)
For use in publication please obtain the written permission of the Department.
ISBN:

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:

- 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).

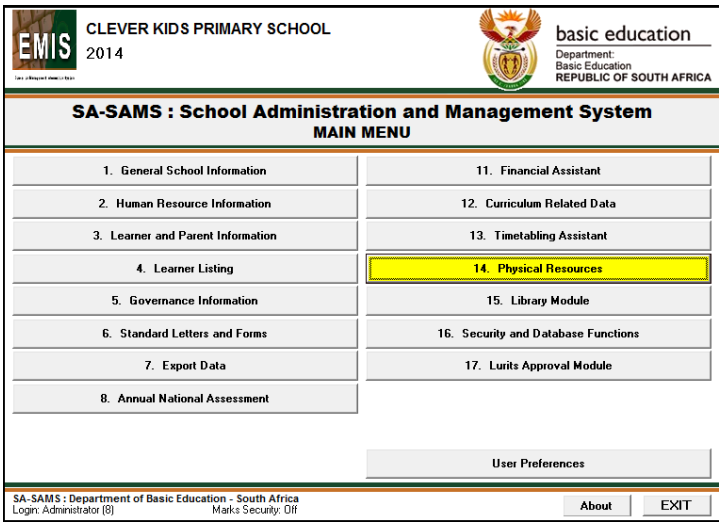


Figure 14.1: SA-SAMS Main Menu

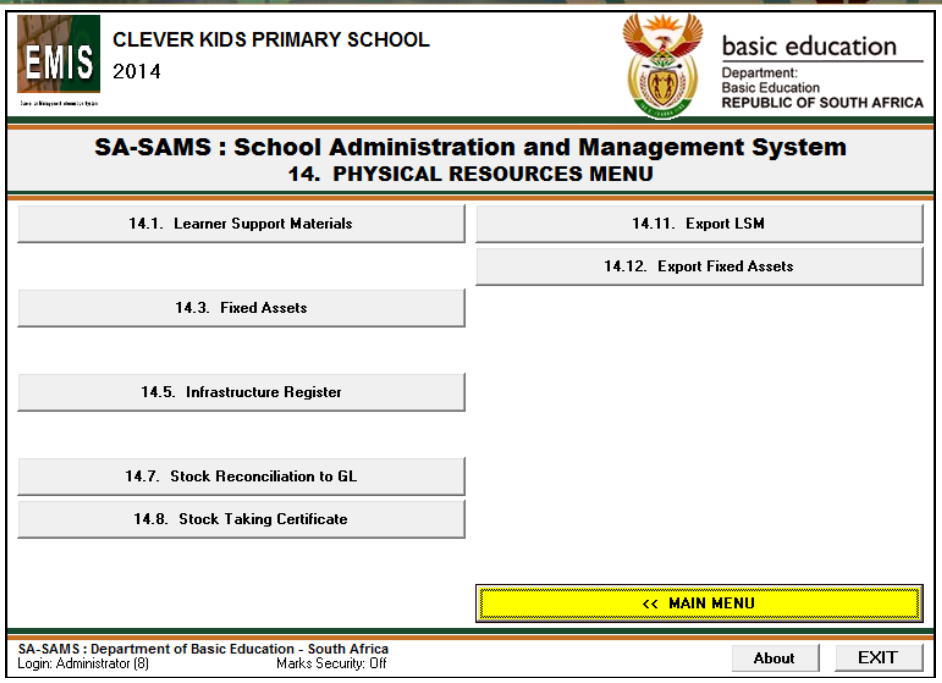


Figure 14.2: Physical Resource and School Infrastructure Register

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

- 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

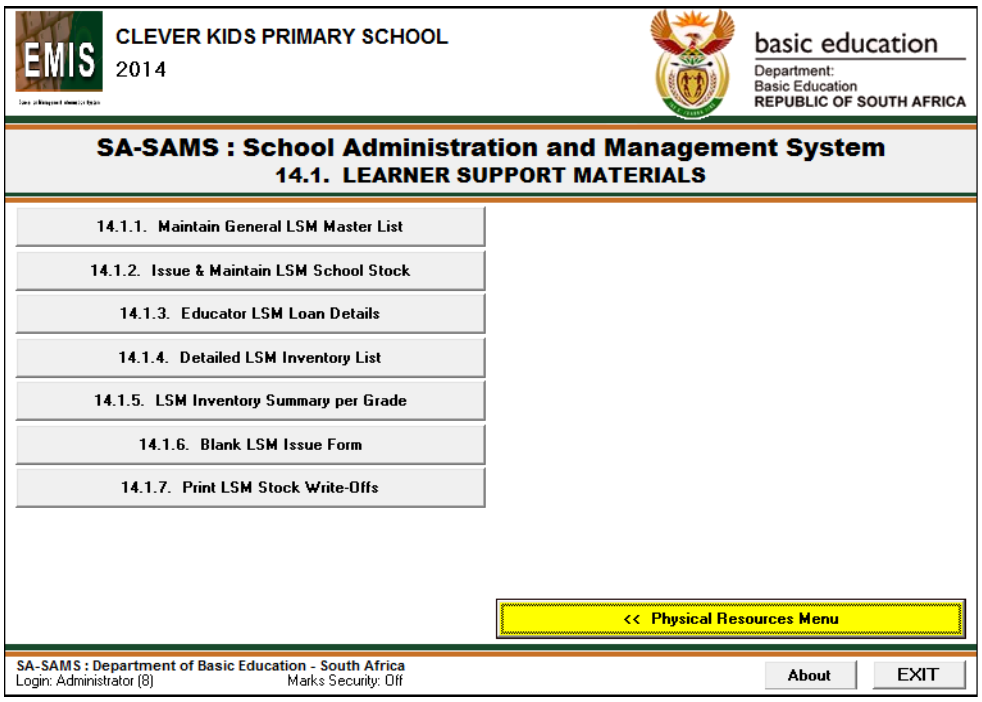


Figure 14.3: Maintain LSM Master List

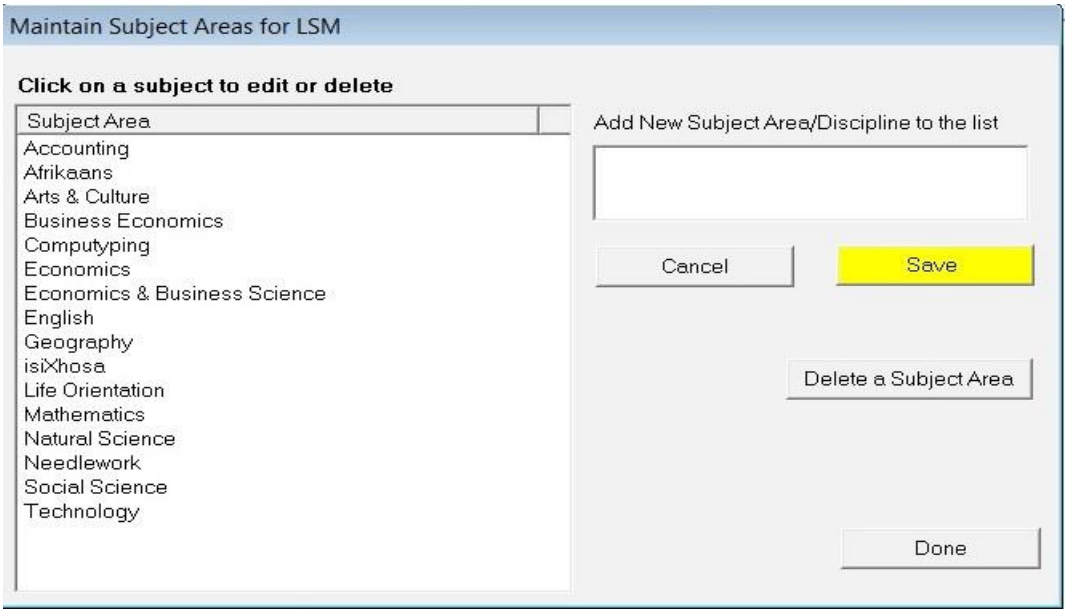


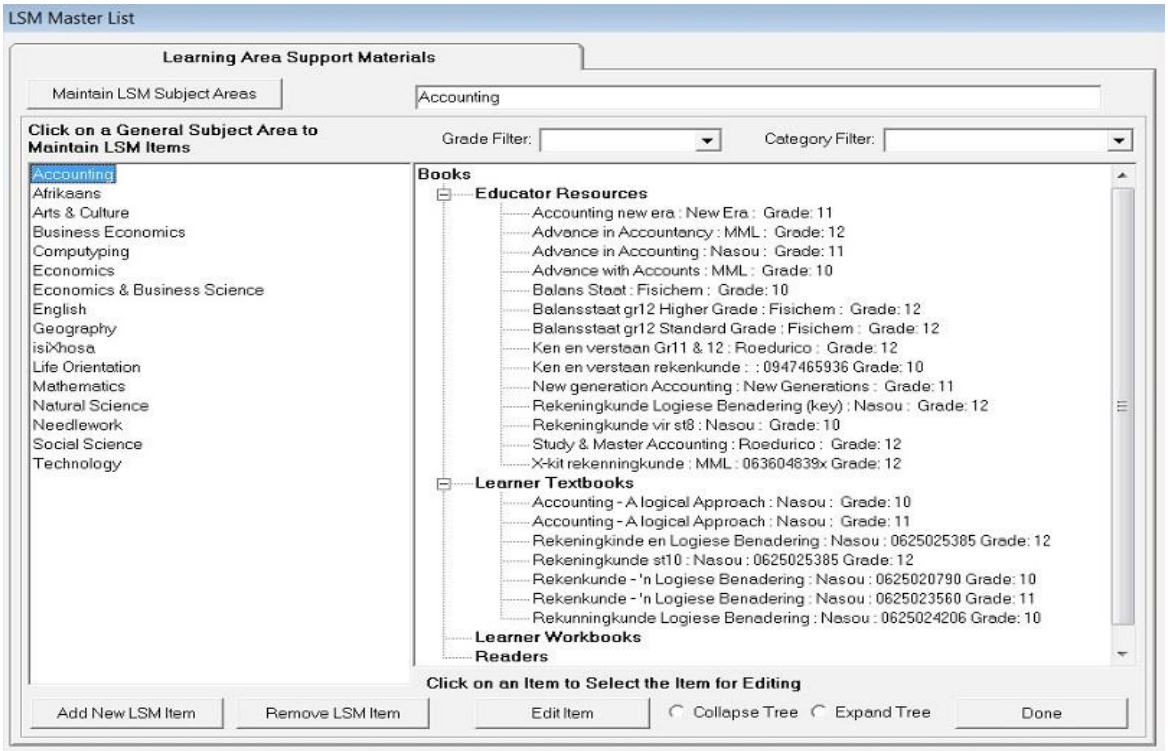
Figure 14.4: Maintain Subject Areas for LSM

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



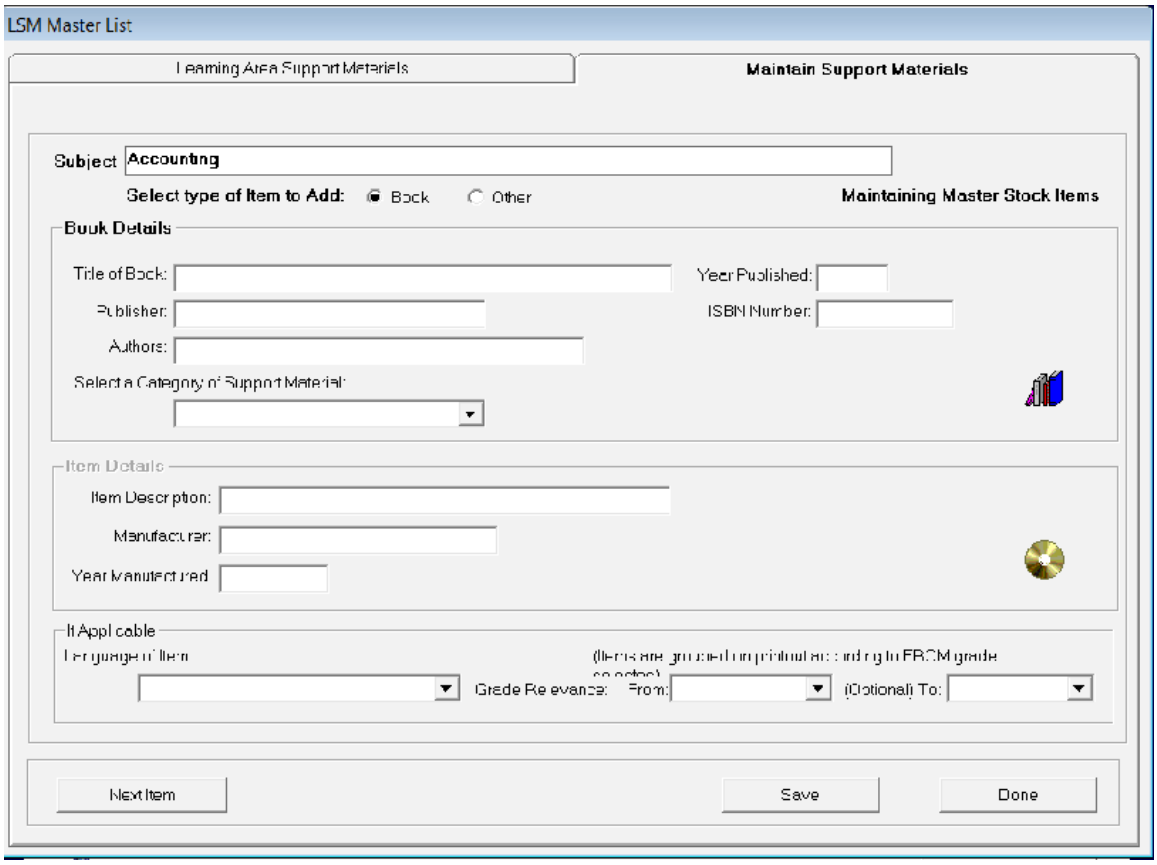


Figure 14.6 : Add New LSM/Maintain Support Materials

- 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

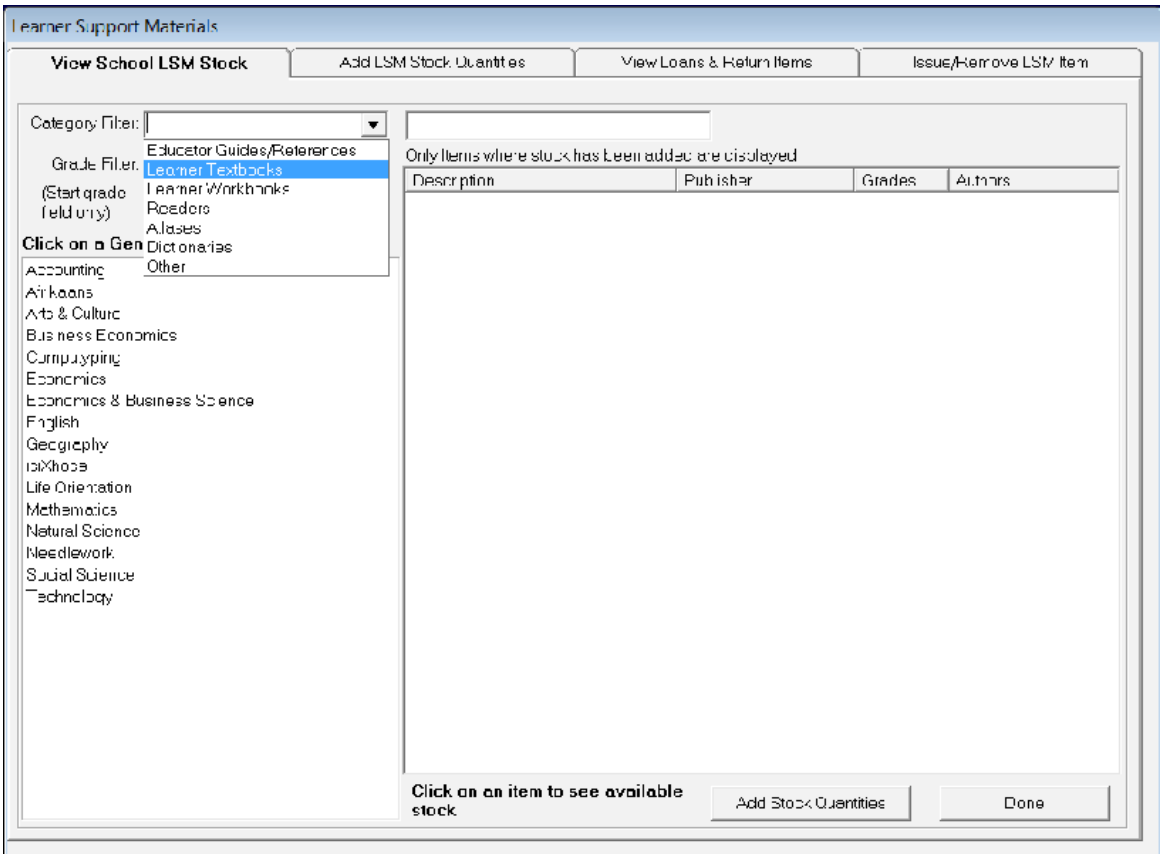


Figure 14.7 : View School LSM Stock

- 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

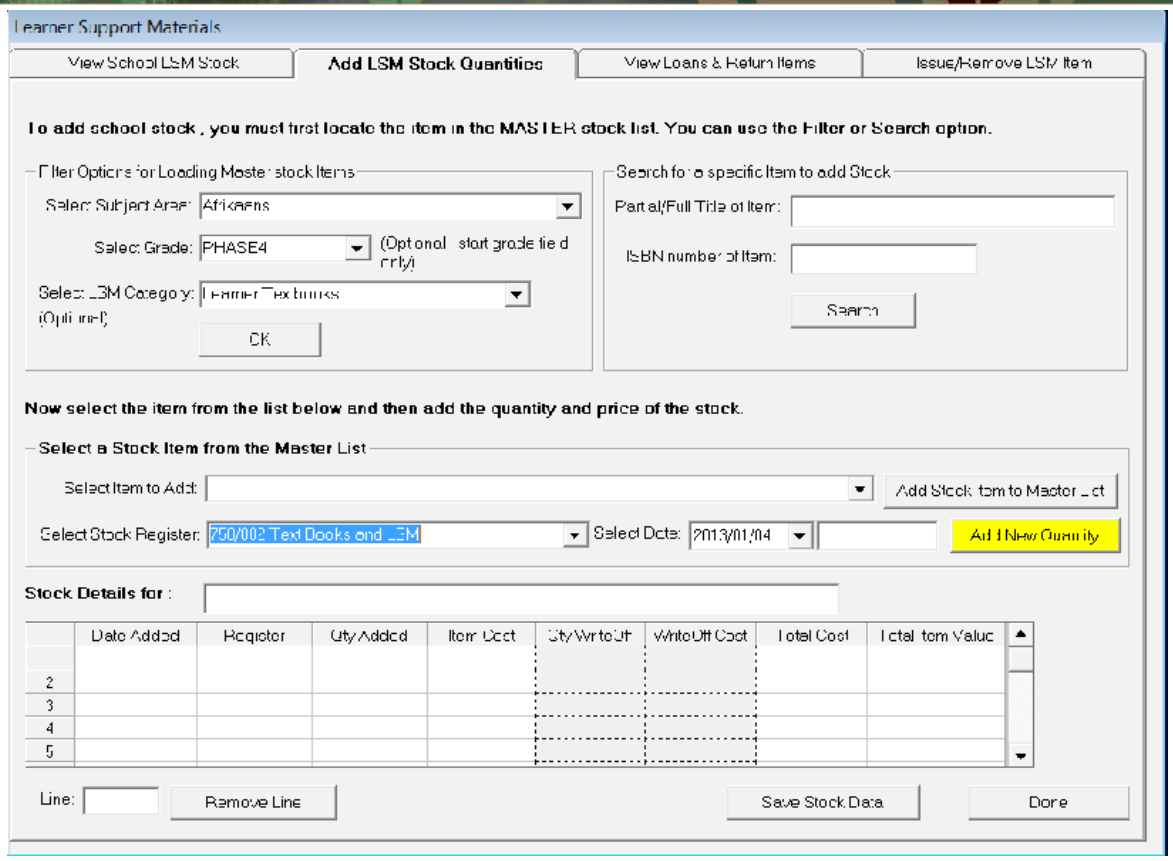


Figure 14.8: Add LSM Stock Quantities

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)

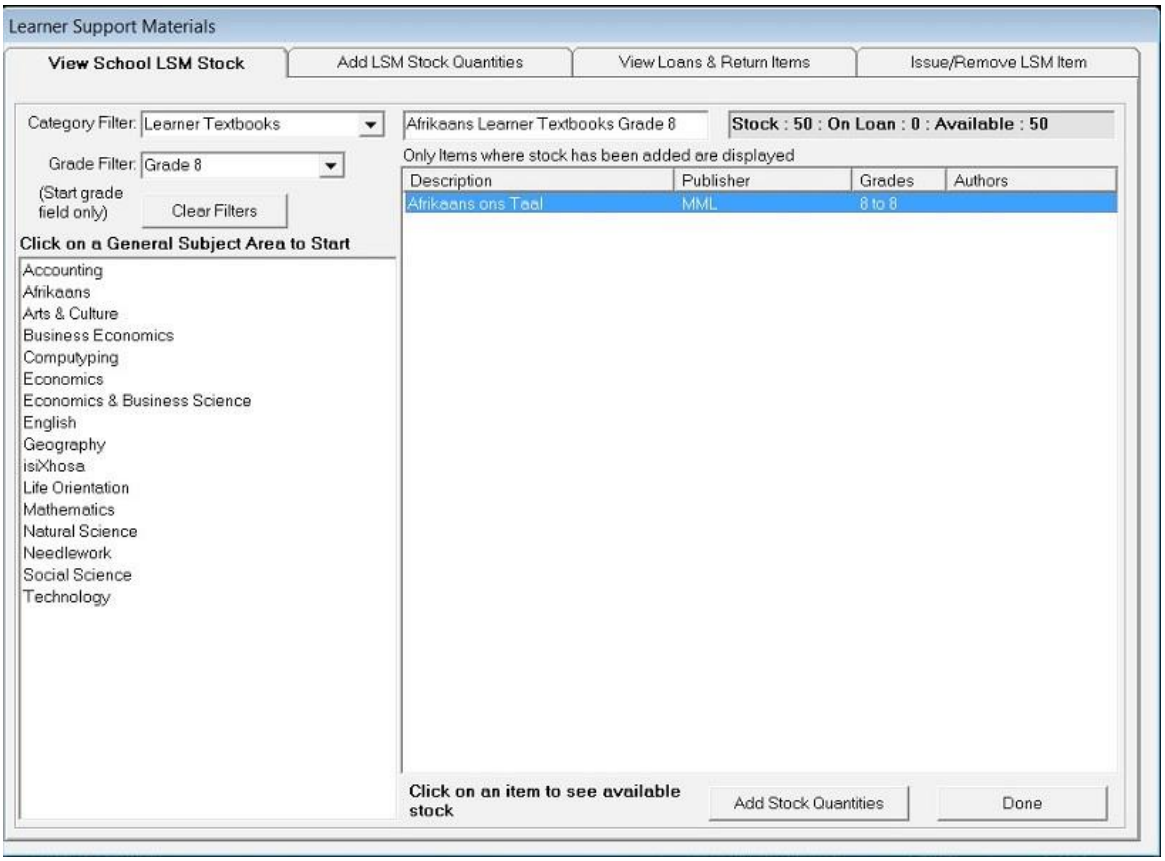


Figure 14.9: View Stock Quantity

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

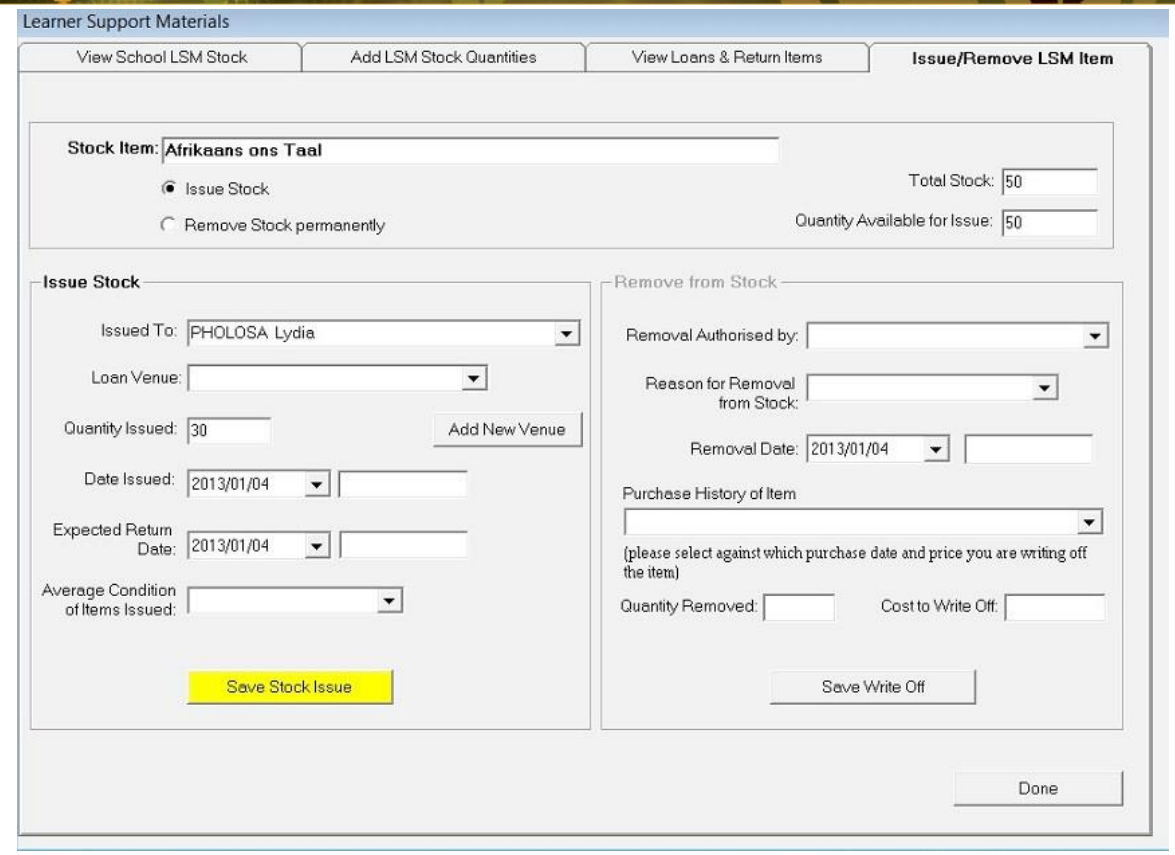


Figure 14.10: Issue / Remove LSM Item

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)

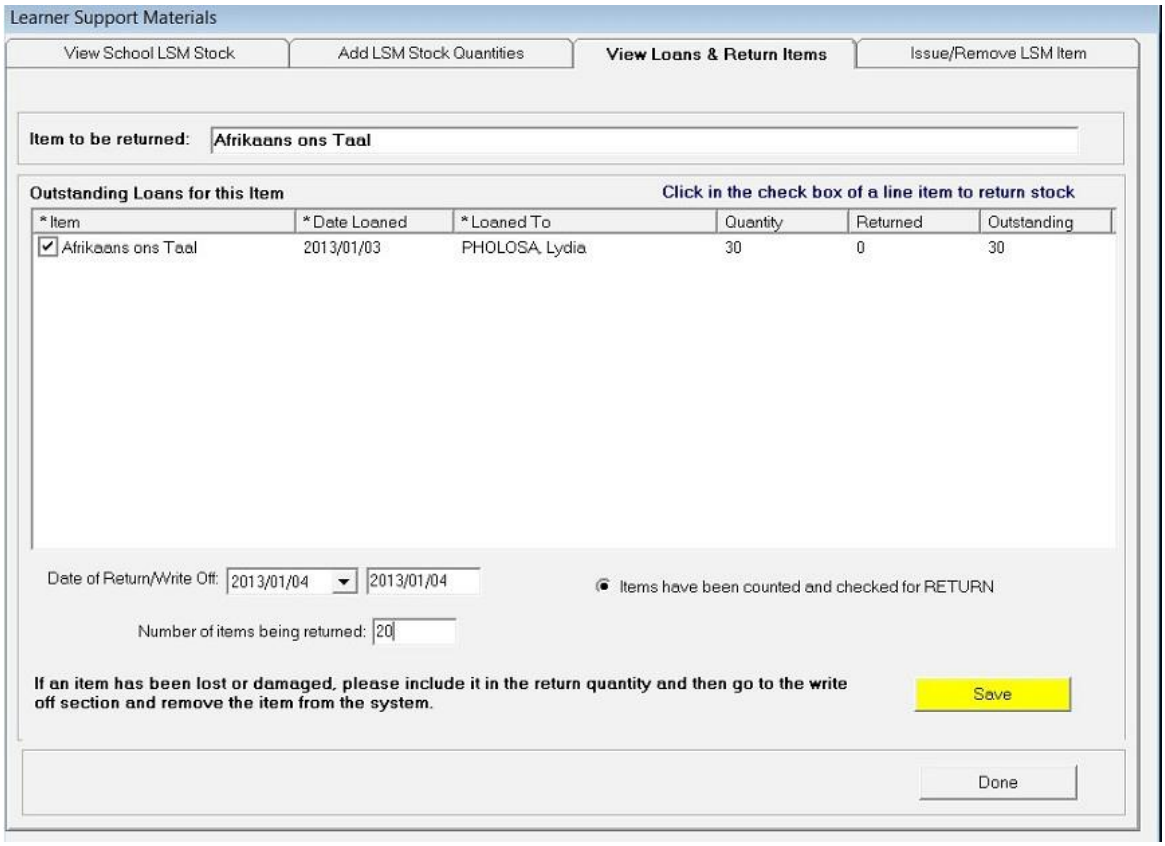


Figure 14.11: View Loans and Return Items

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

Figure 14.12: Educator LSM Loan Details

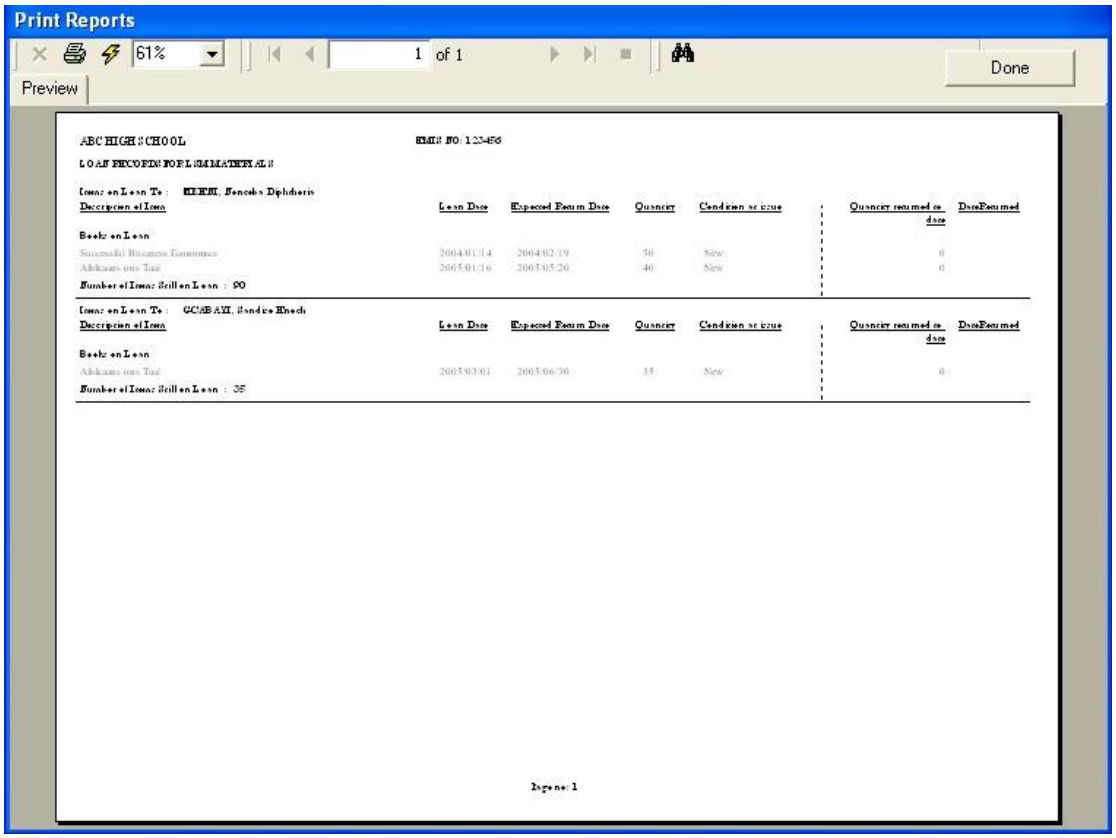


Figure 14.13: Outstanding Items Report

Or:

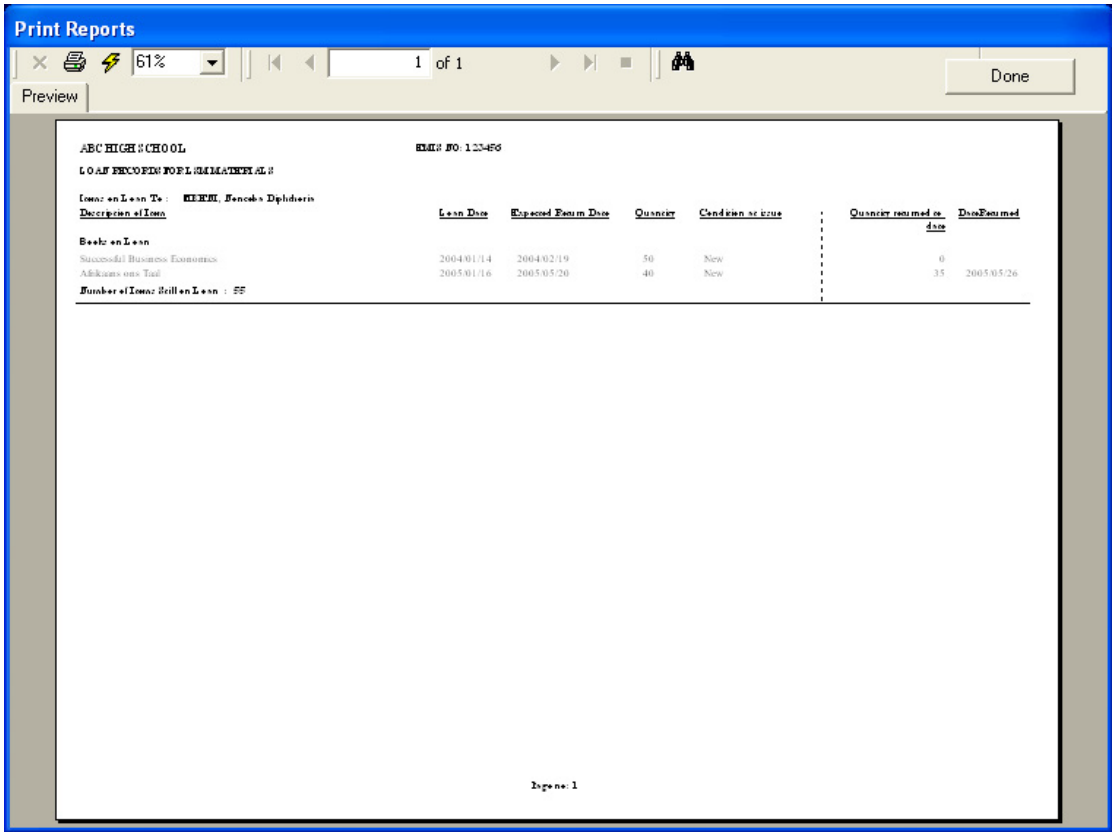


Figure 14.14: Loan History

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

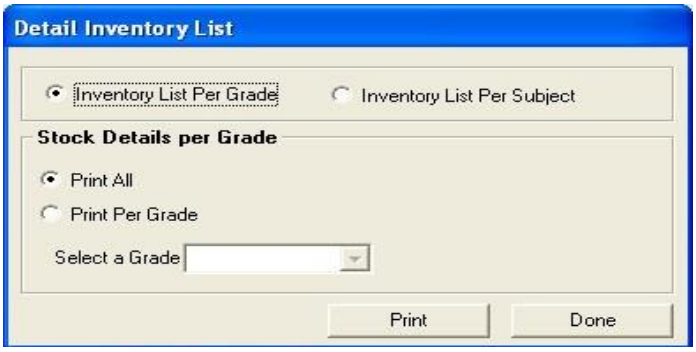


Figure 14.15: Detail Inventory List

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.

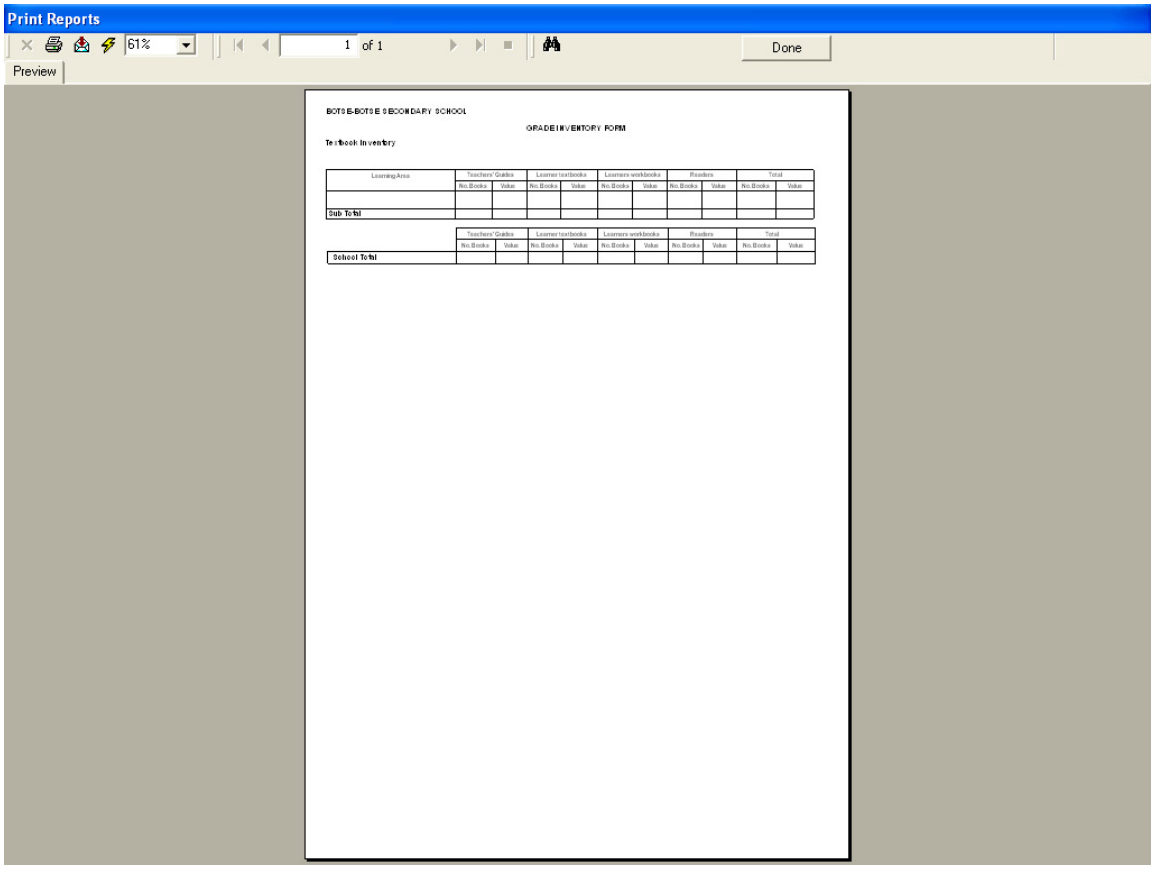


Figure 14.16: LSM Inventory Summary Per Grade print out

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.

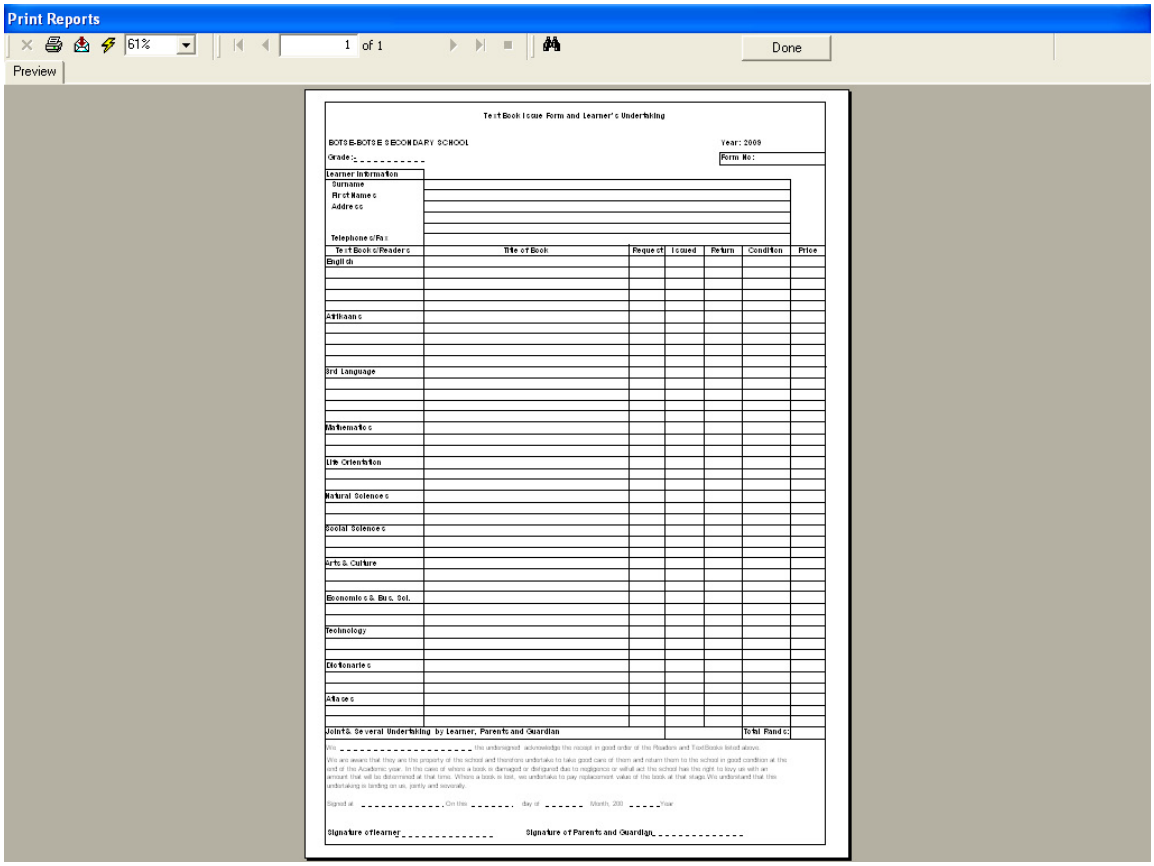


Figure 14.17: Print Reports

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

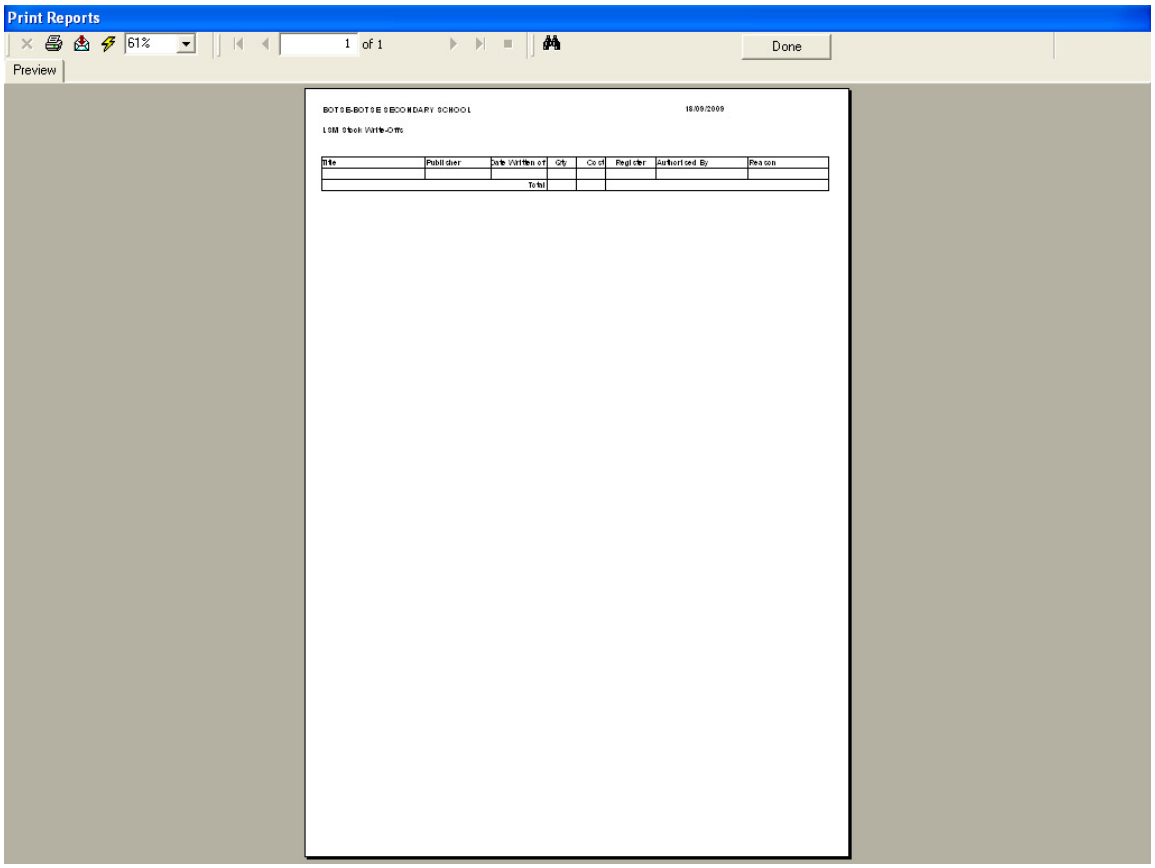


Figure 14.19: LSM Stock Write-Offs print out

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.

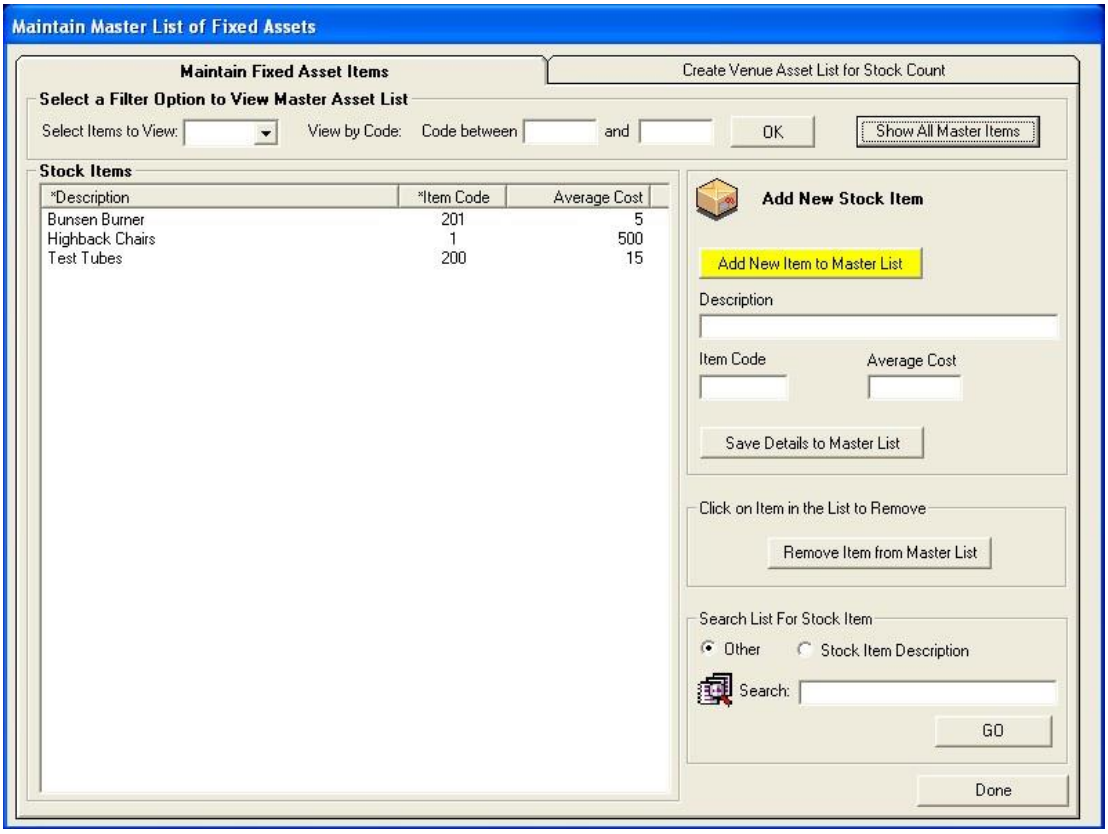


Figure 14.20: Maintain Master List of Fixed Assets

- 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’

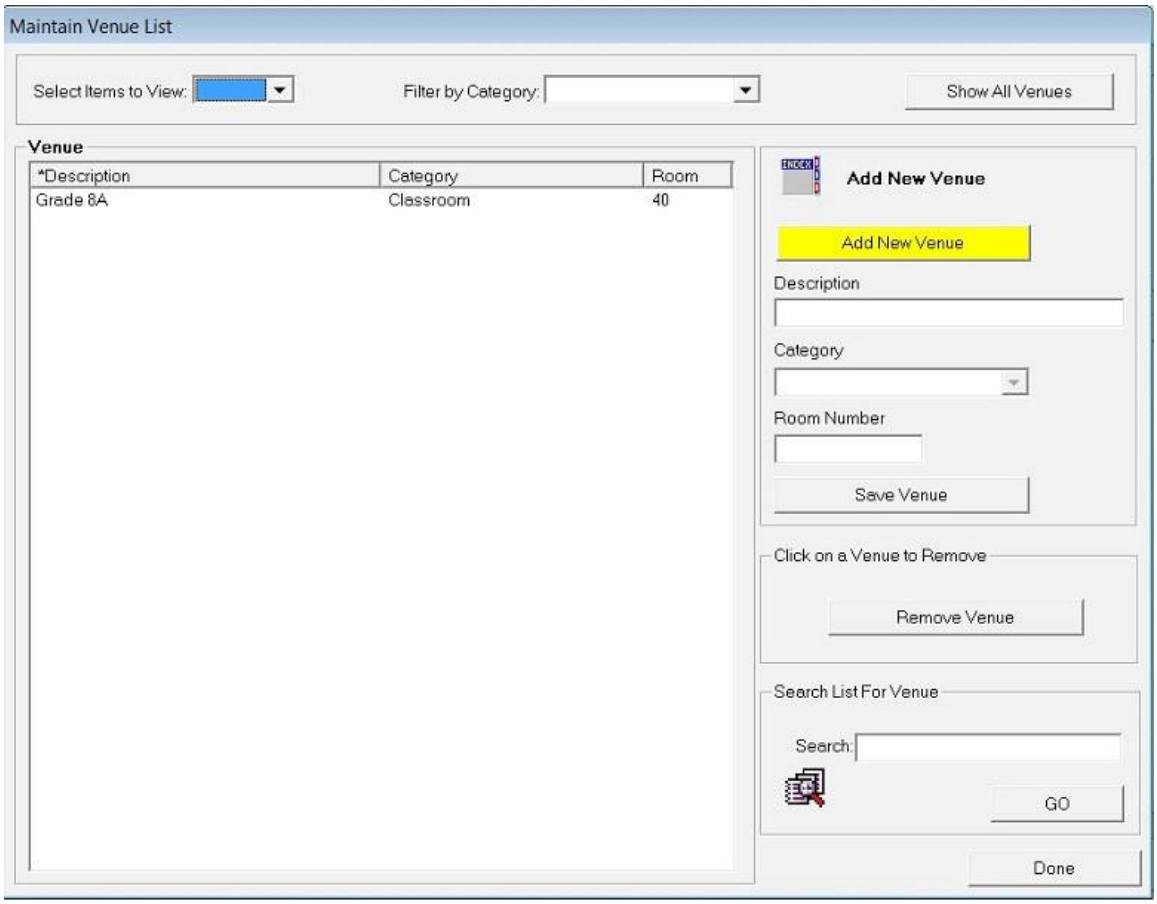


Figure 14.21: Maintain Venue List

- 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)

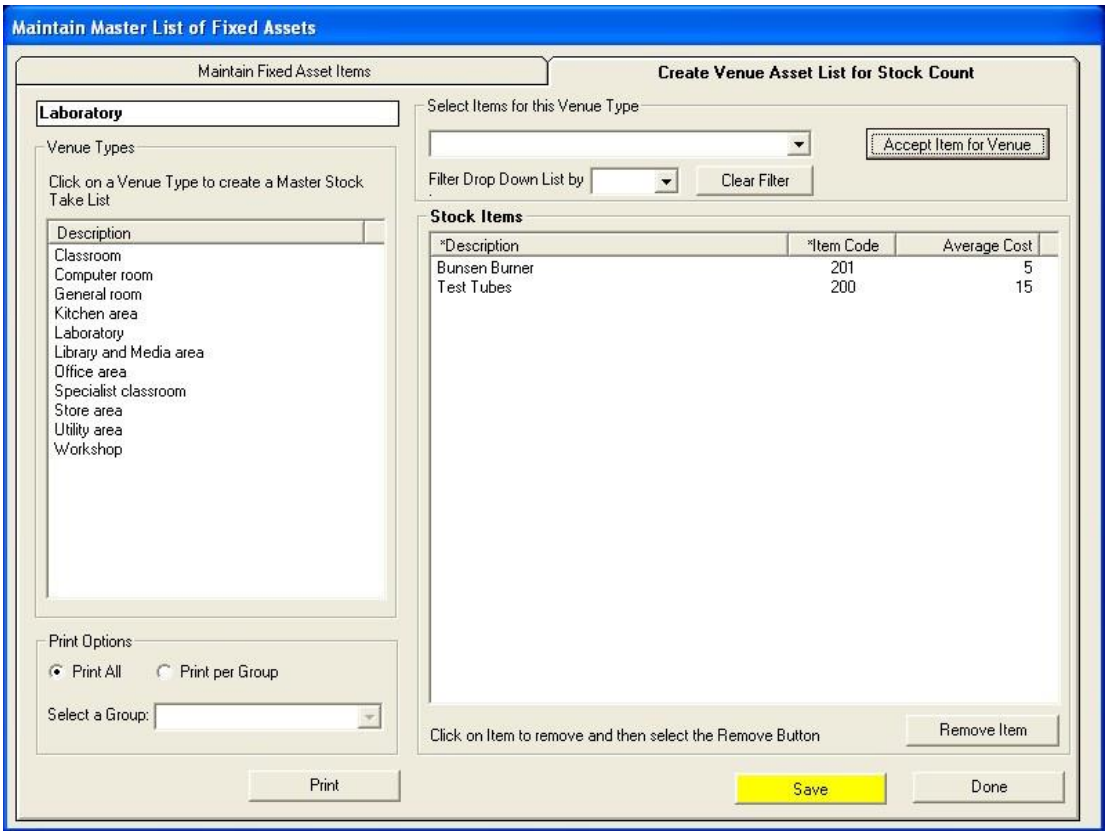


Figure 14.22: Maintain Master List of Fixed Assets

- 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)

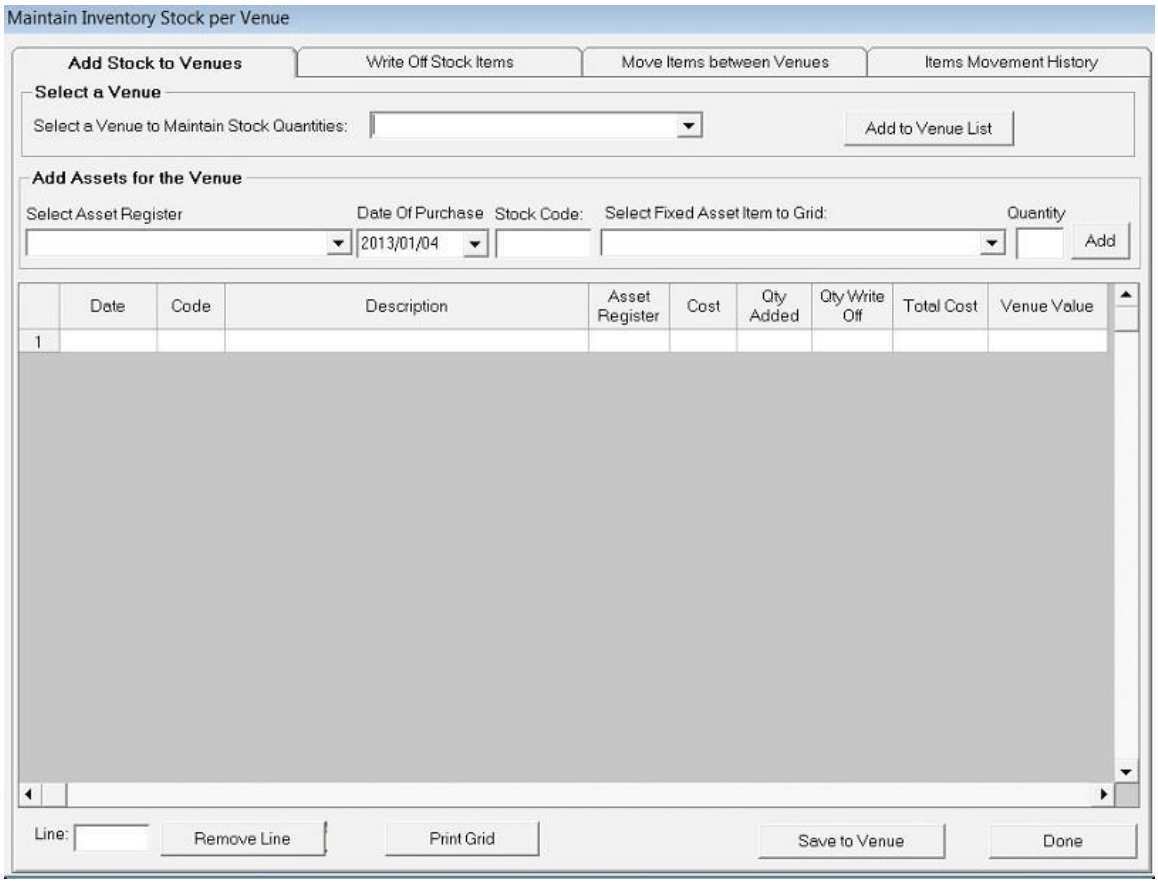


Figure 14.23: Maintain Inventory Stock per Venue

- 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

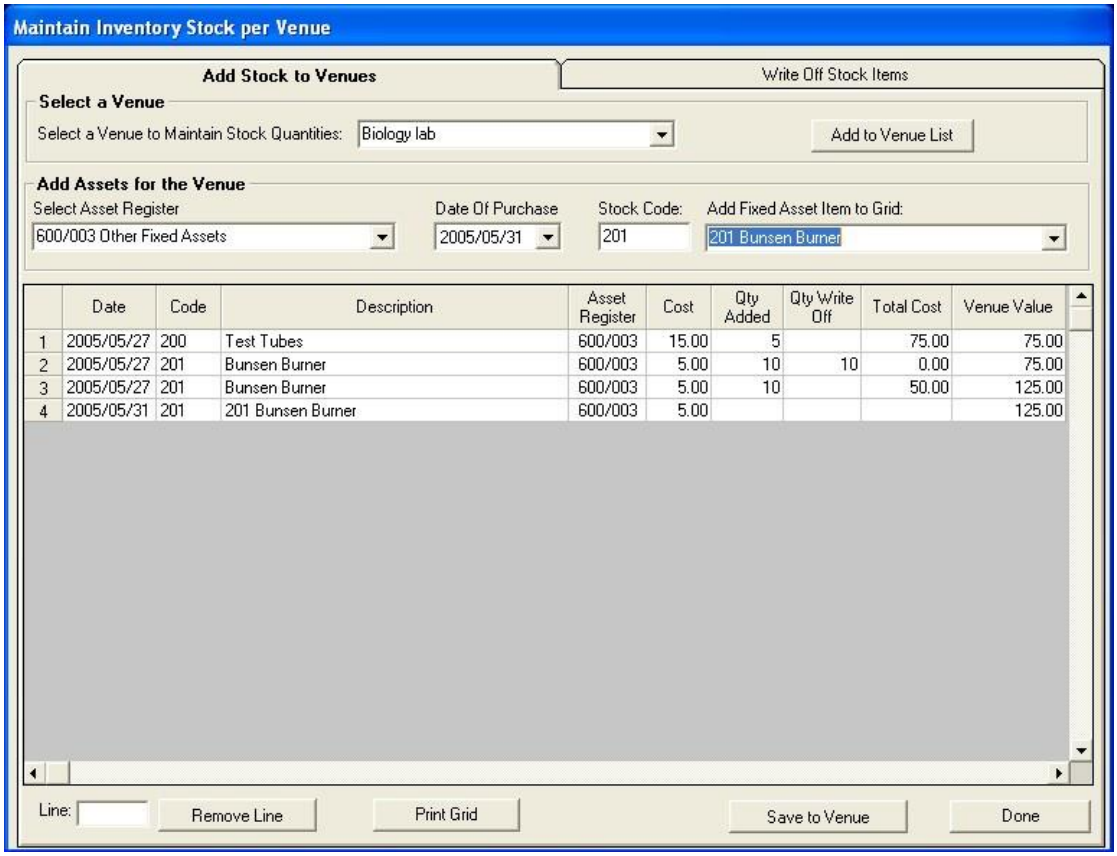


Figure 14.24: Maintain Inventory Stock per Venue: Add Stock to Venue

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)

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

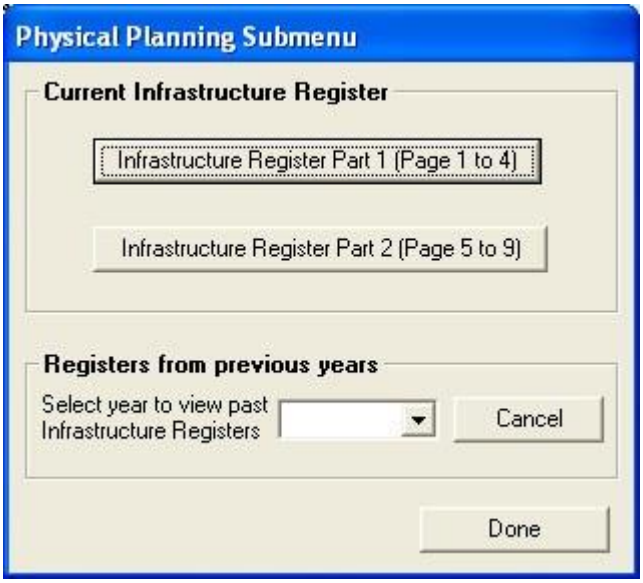


Figure 14.26: Maintain Infrastructure Details

- 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.

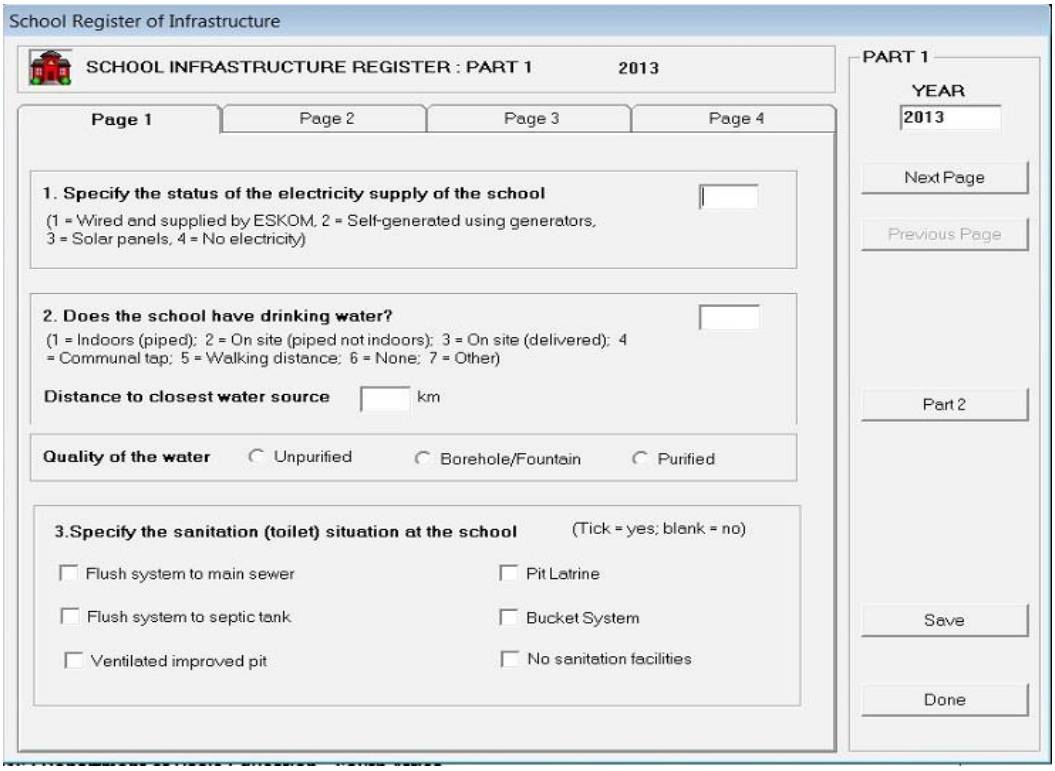


Figure 14.27: Part 1 School Register of Infrastructure

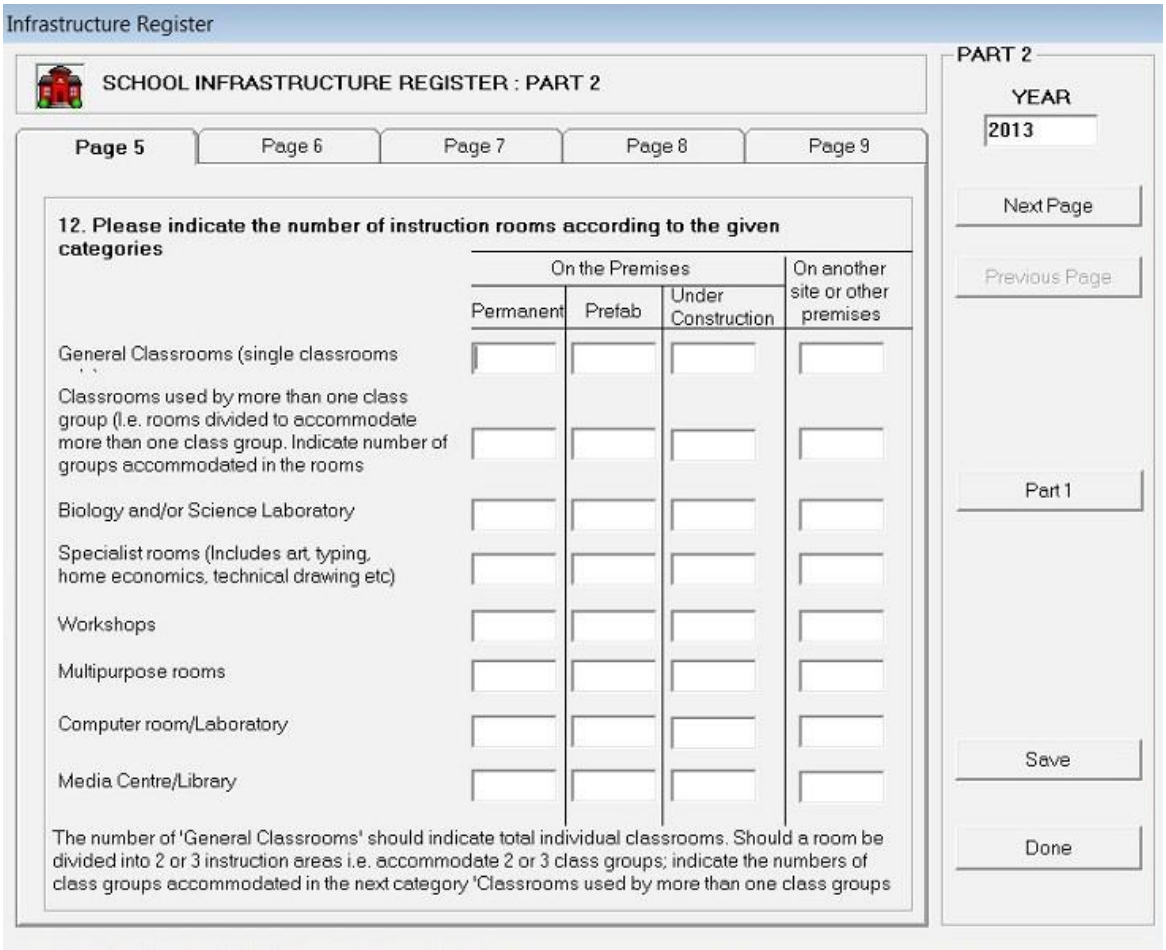
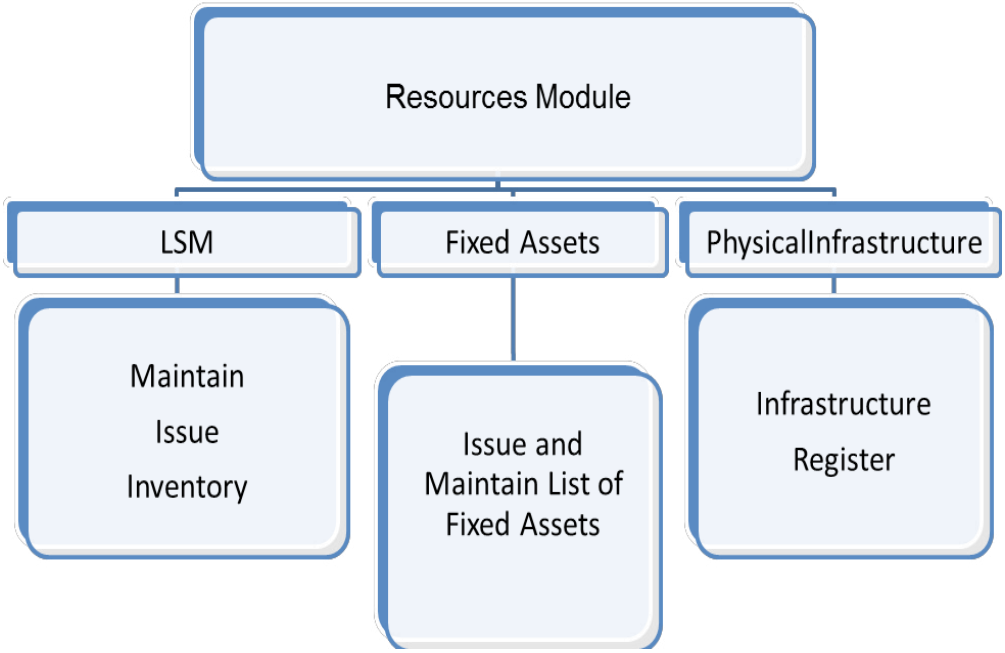


Figure 14.28: Part 2 School Register of Infrastructure

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

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	Telephone	Email
Carinne van der Westhuizen	0123573832	vanderwesthuizen@dbe.gov.za
Pauline Ramphele	0123573287	ramphele.m@dbe.gov.za
Lebogang Mveke	0123573396	mveke.l@dbe.gov.za

SA SAMS

South African School and Administration Management System

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA