

STANDARD OPERATING PROCEDURE (SOP)

Database Maintenance

Process Name	1. Database Maintenance		
Process Scope	Maintenance of the database of all moveable assets of the WCED		
Applicable legislation/policy	<ul style="list-style-type: none"> • The Constitution of the Republic of South Africa, Act 108 of 1996, section 217; • Public Finance Management Act (PFMA), 1999 (Act 1 of 1999); • Preferential Procurement Policy Framework Act (PPFA), (Act 5 of 2000); • Preferential Procurement Policy Framework Act Regulations, 2017; • Broad-Based Black Economic Empowerment Act, (Act 53 of 2003); • National Treasury Regulations issued in terms of the PFMA dated March 2005; • Accounting Officer's System of the WCED; • Institutional Instructions; and • Standard Operating Procedures 		
Process Beneficiary	Responsibility Managers (RM)		
Task no.	Task	Sub-Task	Responsibility
Process Name	2. Maintaining the database - HARDCAT		
		<ol style="list-style-type: none"> 1. Store Database used to create asset register (AR) for previous financial year 2. Export information related to AR from HARDCAT into excel format 3. Migrate data from HARDCAT to create "dat" file 4. Copy "dat" file on to compact disc 5. Copy database to create database for new financial year 6. Copy "dat" file into HARDCAT folder 	Systems team

		<ol style="list-style-type: none"> 7. Run "admin32.exe" to upload information from "dat" file 8. Run valuation report to verify assets and value of database 9. Update database with new/updated information received from the different stock take teams 10. Additions list – verify values and number of assets 11. Clean file by removing information and additional lines not needed on file 12. Verify all barcodes scanned by comparing an extract of barcodes from base against additions barcodes 13. Once all discrepancies are resolved, import additions financial information 14. Verify values on database by drawing valuation report 15. Disposals list – verify values and number of assets disposed 16. Clean file by removing information and additional lines not needed on file 17. Verify all barcodes by comparing an extract of barcodes from base against barcodes indicated as disposals 18. Once all discrepancies are resolved, import disposal reference no and disposal date and change asset status to disposed 19. Verify values and number of assets on database by drawing valuation report 20. Shortages/stolen items: (The same process as the disposal process above) 21. E-class Items: Verify product information with information identified during physical stock take 22. Once discrepancies are resolved; delete assets identified as e-class 23. Verify values and number of assets on database by drawing a valuation report 24. Replacement Barcodes: 25. Verify product information with information identified during physical stock take 26. Replace barcodes as indicated by stock-take team 	
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		27. File supporting documents on file 9/6/R	
Process Name	3. Completion of Disclosure Notes (Annual and Mid-Year statements)		
		<ul style="list-style-type: none"> Documentation required: <ol style="list-style-type: none"> Schedule of items (majors and minors) purchased for the financial year (Additions List) Schedule of disposed items for the financial year (Disposal List) Schedule of items transferred out for the financial year (From cost centres to other educational institutions) Schedule of items purchased by the department (departmental funds) for educational institutions (These items cannot be included in the asset register of the department) A transferring certificate is required to substantiate the transfer out Schedule of items transferred in (items reported as shortages in previous financial years but found during the current financial year) Schedule of items not found during the stock take for current financial year (List of Shortages) Schedule of items reported as stolen during the current financial year Schedule of items donated to the department and accepted by the department in terms of the prescripts Schedule of items classified as E-class items All abovementioned schedules must be accompanied by relevant supporting documentation All schedules must be properly signed off (compiled by, checked by and verified by) by 3 officials before the information can be utilized for the completion of the Annual Financial Statements disclosure notes Completion of the Disclosure Note for Moveable Tangible Capital Assets The opening balance is the closing balance reported on the previous financial year's disclosure note 	

		<p>14. Purchases for the financial year are split between Transport Assets, Computer Equipment, Furniture and Office Equipment as well as Other Machinery and Equipment and entered on the Disclosure Note as such</p> <p>15. Disposals are also split in the categories as for purchases for the financial year and entered on the Disclosure Note</p> <p>16. Transfers Out, Shortages, Stolen Items as well as gifts and donations are also split into the categories as for purchases for the financial year and entered on the Disclosure Notes</p>	
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