Isalathiso: 20170405-9754
4/4/3/R
Imibuzo: HC Burger

INgcaciso eMfutshane yeCandelo loLawulo lweMicimbi yezeMali: 0004/2017

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (KwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zawo onke amacandelo namacandelwana, nakubasebenzi bemicimbi yezemali

Isihloko: Ukuqaliswa kosetyenziso lwesistim yentlawulo ngekhompyutha i-*Supplier Invoice Tracking System* (*SITS*)

1. Injongo yale ngcaciso imfutshane, ekhutshwe ngokwesiqendu 38 (1)(a)(i) soMthetho woLawulo lweMali kaRhulumente (*Public Finance Management Act*), ka-1999 (uMthetho1 ka-1999), njengoko ufakelwe izilungiso, kukuba:

   (a) kuqaliswe ukusebenzisa isistim entsha i-*automated Supplier Invoice Tracking System* (*SITS*) eya kuthatha indawo ye-*Manual Invoice Registers* (ngaphandle kwakwiimeko ezikhethekileyo) ukususela ngomhla wokusayinwa kwale ngcaciso ;
   (b) ithathe indawo yoMyalelo woLawulo lweMicimbi yezeMali 0004/2012 ngokwendlela ekubhalwe ngayo kule ngcaciso imfutshane;
   (c) inike isixhobo sokuqinisekisa ukuthotyelwa koMmiselo weOfisi kaNondyebo (*Treasury Regulation*) u-8.2.3;
   (d) inike indlela yokubhalisa, ukulandelela, ukubeka esweni nokunika ingxelo ngazo zonke ii-invoyisi ezifunyenweyo;
   (e) yenze luqilima imeko yezolawulo;
   (f) inciphise ilahleko ngenxa yeentlawulo eziphindwayo;
   (g) iphucule ukwenziwa ngokukhawuleza kwee-invoyisi ukuhlangabezana neentlawulo ngekhompyutha kwanokuqinisekisa ukuba ababoneleli-nkonzo bahlawulwa zingadlulanga iintsuku eziyi-30; yaye
   (h) iphucule indlela yokunika ingxelo yemali kwii-*Accruals* nakwii-*Payables*.

2. Ukusetyenziswa kwe-*Manual Invoice Registers*, njengokuba isetyenziswa ngoku liSebe leMfundo leNtshona Koloni (i*WCED*) ukubhalisa ii-invoyisi nokulawula iintlawulo eziya kubaboneleli-nkonzo (*suppliers*), yisistim ecothayo nekuye kuthi ngenxa yoko kufuneke ukuba yenziwe ngekhompyutha (*automate the system*) ukuphucula ukusebenza ngempumelelo, ubuchule nokunika ingxelo ngemali. Isistim yasekhompyutheni i-*SITS* yenzelwe yaphuhliselwa ukuqinisekisa ukuthotyelwa kwemigqaliselo yezomthetho, imigaqo-nkqubo kwaneenkqubo ezithile.

3. Kwisistim ye-*SITS* kungenwa nge-*WCED's Enterprise Content Management System* (*ECM*) yaye kunokungenwa kuyo ngokulandelayo:
   - loga ku-*ECM* "*MyContent*" nge-*user credentials* (usebenzisa iinkcukacha zomsebenzisi osemthethweni; uze
   - uklikhe ku-"*MyInvoice Tracking*" ku-"*Home" tab*.

4. Le theyibhile ingezantsi ibonisa ukutshintsha ukusuka kwisistim ebhalwa ngesandla i-*current manual system* ukuya kwi-*automated system*:

Inkqubo ebhalwa ngesandla	**Abenza umsebenzi**	**I-*automated system* kwi-*ECM***	**Abenza umsebenzi**
Incwadana i-*Manual Invoice Register*	Yi-Ofisi ejongene neeNtlawulo	Isistim i-*Automated Supplier Invoice Tracking System*	Ngabo bonke abantu obabandakanyeka kumjikelo wenkqubo yentlawulo
Isatifikethi sentlawulo eyenzeka emva kwexesha (isiHlomelo D) esibhalwe ngesandla nge-invoyisi nganye engahlawulwanga ngexesha elimiselwe ukungadluli kwiintsuku eziyi-30	Yi-Ofisi ejongene neeNtlawulo	Isatifikethi sentlawulo eyenzeka emva kwexesha (isiHlomelo D) esenziwa ekhompyutheni ngoko nangoko (*automatically*) nge-invoyisi nganye engahlawulwanga ngexesha elimiselwe ukungadluli kwiintsuku eziyi-30	Ngamagosa ajongene neentlawulo ezenzeka emva kwexesha Yi-Ofisi ejongene neeNtlawulo eyenza isatifikethi sentlawulo eyenzeka emva kwexesha (isiHlomelo D)
Iingxelo zemali ezinxulumene neentlawulo ezenziwa zingadlulanga iintsuku eziyi-30 zeentlawulo (ezihlawulweyo/ ezingahlawulwanga) ezibhalwa ngesandla ukwenzela amathuba okunika ingxelo	LiCandelwana i-*Batch & Loss Control*, iCandelo loLawulo lweMicimbi yezeMali (*Directorate*: *Financial Accounting* (*DFA*)	Iingxelo zeMali ezinxulumene neentlawulo ezenziwa zingadlulanga iintsuku eziyi-30 (ezihlawulweyo/ ezingahlawulwanga) ezenziwa ekhompyutheni ngoko nangoko ngethuba lokunika ingxelo	LiCandelwana i-*Batch & Loss Control*, leCandelo i-*DFA* Iingxelo ngezinxaxhi zinikwa liCandelwana i-*Batch & Loss Control*, kwiCandelo i-*DFA* zisiya kuBaphathi ukwenzela ukuba

Inkqubo ebhalwa ngesandla	**Abenza umsebenzi**	**I-*automated system* kwi-*ECM***	**Abenza umsebenzi**
			kuthathwe amanyathelo okulungisa iimposiso
Incwadana i-*Manual Invoice Register* esetyenziselwa ithuba lokunika ingxelo eliphela nge- 31 Matshi 2017	Yi-Ofisi ejongene neeNtlawulo	I-*SITS* isebenza ukuqala ngomhla wokusayinwa kwale ngcaciso	Ngabo bonke abantu obabandakanyeka kumjikelo wenkqubo yentlawulo
Ukungqinelanisa ingxelo i-*KITSO* kunye nezatifikethi zeentlawulo ezibhalwa ngesandla zasemva kwexesha (isiHlomelo D) nezokuqala ngqa	LiCandelwana i-*Batch & Loss Control*, leCandelo i-*DFA*	Ukungqinelanisa ingxelo ye-*KITSO* nezatifikethi zesiHlomelo D ezenziwe yisistim neengxelo zingadlulanga iintsuku eziyi-30 ngezinxaxhi ezenziwe kwi-*SITS*	LiCandelwana i-*Batch & Loss Control,* leCandelo i-*DFA*) Iingxelo ngezinxaxhi zinikwa liCandelwana i-*Batch & Loss Control*, kwiCandelo i-*DFA* zisiya kuBaphathi
Ukubala ngentloko ukwenza iingxelo (kuhlawulwe zingadlulanga iintsuku eziyi-30/ akuhlawulwanga) ezithunyelwa kwi-Ofisi kaNondyebo yePhondo ungadlulanga owe-10 ngenyanga nganye	LiCandelwana i-*Batch & Loss Control,* iCandelo i-*DFA*)	Ukubala ngekhompyutha ukwenza iingxelo (kuhlawulwe zingadlulanga iintsuku eziyi-30/ akuhlawulwanga) ezithunyelwa kwi-Ofisi kaNondyebo yePhondo ungadlulanga owe-10 ngenyanga nganye	LiCandelwana i-*Batch & Loss Control*, leCandelo i-*DFA*

5. I-*SITS* iquka i-*automated centralised online Supplier Invoice Register* edibanisa indlela yokwenziwa komsebenzi ekhompyutheni elungiselelwe abasebenzisi abaninzi apho uklikha khona iqhosha.

6. Imisebenzi ye-*SITS* iquka oku kulandelayo:
   (a) Ubhaliso lwe-invoyisi
   (b) Ubhaliso lwenowuthi yekhredithi
   (c) Ubhaliso lwezixa-mali ezityalwayo (*negative amounts*) kwi-invoyisi
   (d) Ukufaka ekhompyutheni ingcaciso ngee-invoyisi ezingangqinelaniyo
   (e) Ukufaka ingcaciso entsha kwinkqubo yentlawulo yee-invoyisi nokuthunyelwa komsebenzi ngekhompyutha (*electronic workflow routing*)
   (f) Ukubekwa esweni kokuba "seMpilweni" kobume be-invoyisi
   (g) Ukuqhagamshelanisa iinowuthsi zekhredithi nee-invoyisi ukungqinelanisa iincwadi
   (h) Ukuhlaba (*cancelling*) inkqubo yentlawulo yee-invoyisi
   (i) Ukubuyisela kwakhona inkqubo yentlawulo yee-invoyisi
   (j) Ukusebenza kwenkqubo yokukhangela ingcaciso ekhompyutheni
   (k) Iideshibhodi – iingxelo ezichaziweyo kusetyenziswa imifanekiso
   (l) Ukwenza iiNgxelo-mali neeNkcukacha-manani

7. I-*SITS* inika olu ncedo lulandelayo:
   (a) Inciphisa ukwenziwa kwemisebenzi ecothayo ngesandla
   (b) Iphelisa iirejista ezibhalwa ngesandla ezithunyelwa kwi*WCED* iphela
   (c) Iphucula ucazululo lwengcaciso, ukwenza izigqibo nokunika ingxelo
   (d) Iphucula imeko yezolawulo, umz. ukwahlukaniswa kwemisebenzi nokuthotyelwa kwemimiselo
   (e) Ibeka esweni ukuhlawulwa kweekhreditha (*creditors*) zingadlulanga iintsuku eziyi-30 ifunyenwe i-invoyisi
   (f) Inika idatha yemisebenzi eyenziwayo yesebe; yaye
   (g) Iqwalasela indlela yokuthunyelwa nokungena kwee-invoyisi

8. Igosa elibandakanyeka kwinkqubo yentlawulo kuya kufuneka ukuba:
   (a) libhalise zonke ii-invoyisi ezithunyelwe ngekhompyutha kwi-*SITS*
   (b) lirekhode iinombolo zezalathi ezifana zodwa (*unique SITS reference number*) ze-*SITS* kwi-invoyisi
   (c) lizalise inyathelo elithathwa yinkqubo ebhalwa ngesandla ligosa elijongene noko
   (d) lifake ingcaciso entsha kwinkqubo yentlawulo eyenziwa ligosa elinoxanduva loko ekhompyutheni kwi-*SITS* lize lithumele ngekhompyutha inyathelo lokwenziwa komsebenzi ekhompyutheni usiya kwigosa elilandelayo (*route workflow step*) elijongene noko kwinkqubo yentlawulo
   (e) liqiniseke ukuba inkqubo ebhalwa ngesandla iyangqinelana ne-*SITS*; yaye
   (f) libeke esweni yaye lilandelele intlawulo ye-invoyisi lize lithathe amanyathelo okulungisa iziphene xa kuyimfuneko.

9. Kuya kunikwa uqeqesho kuwo onke amagosa akwaNdlunkulu nawee-ofisi zezithili achaphazelekayo.

10. Izicelo zolunye uqeqesho okanye zoncedo lobugcisa mazibhekiswe kwii-*SITS Operations Administrators* eziphantsi kolawulo lweCandelwana i-*Batch and Loss Control* kwiCandelo loLawulo lweMicimbi yezeMali (*Directorate: Financial Accounting*):
Mnu Hein Burger (ifoni 021 467 2188 okanye nge-imeyili Hein.Burger@westerncape.gov.za)
Nks Azra Domingo (ifoni 021 467 2061 okanye nge-imeyili Azra.Domingo@westerncape.gov.za)
Mnu Mfundiso Nkente (ifoni 021 467 2885 okanye nge-imeyili Mfundiso.Nkente@westerncap.gov.za)

11. Onke amagosa makabe nolwazi lokuba kukho iintlawulo ngekhompyutha ezicwangcisiweyo (*scheduled payment runs*). Le nyaniso mayifakwe kwisicwangciso sokwenza umsebenzi (*operational planning*) ngentsebenziswano nomboneleli-nkonzo, yaye mayingasetyenziswa njengesizathu sokungamhlawuli umboneleli-nkonzo zingekadluli iintsuku eziyi-30 ezabelwe oko.

12. Khon' ukuze kulungiselelwe yaye kwenziwe lula ungqinelaniso phakathi kweesistim ezisebenzisanayo kubalulekile ukuba ingcaciso efakwe kwisistim yeentlawulo echaphazelekayo nee-*SITS* zingqinelane yaye zibe zezichanekileyo, umzekelo, umhla wokwenziwa kwe-invoyisi ncakasana nomhla wokufunyanwa kwe-invoyisi evunywe ngokusemthethweni.

13. Iisistim i-*SITS User Manual* ne-*Administrator Maintenance Manual* ziyafumaneka kwi-*SITS* phantsi kwe-"*HELP" menu*.

14. Inkqubo ekwinqanaba eliphezulu lolawulo lwe-*SITS* ichaziwe apha ngezantsi:

UMnini weSistim – nguMlawuli oyiNtloko wezeMali (*Financial Management*)				
UMlawuli weSistim – nguMlawuli weCandelo leMicimbi yezeMali (*Financial Accounting*)				
UMlawuli wezoKwenziwa koMsebenzi eKhompyutheni (*Operations Administrator*) – kwiCandelo leMicimbi yoLawulo lwezeMali (*Batch and Loss Control*)				
Itheyibhile i-*Supplier Master Table*	Itheyibhile i-*SITS User Table*	Itheyibhile i-*SITS User Authorisation Table*	Itheyibhile i-*BAS Capture Dates Table*	Itheyibhile i-*SITS Delegation Table*

15. Ukungathotyelwa koMmiselo weOfisi kaNondyebo u-8.2.3 kudala ilahleko eninzi kwi-*WCED*, kuquka nokudala umfanekiso ongancomekiyo nge*WCED*. Ulibaziseko lweentlawulo kwakhona luchaphazela kakubi ukuhlawulwa kwemali ababoneleli-nkonzo, yaye ubukhulu becala luchaphazela ukuba nako kwababoneleli-nkonzo abasakhulayo ukuzisa iimpahla neenkonzo.

16. Iya kuthakazelelwa kakhulu intsebenziswano yakho malunga noku ukuqinisekisa ukusasazwa kakhulu nokuqaliswa kokusetyenziswa kwale nkqubo.

ISAYINWE: NGU-LJ ELY
USEKELA MLAWULI-JIKELELE WECANDELO LEZEMALI
UMHLA: 2017-05-05