



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Enquiries: SCOA helpdesk Tel: (012) 315 5311

TO SCOA USERS

NOTICE NUMBER 1 OF 22/23

LOGGING CALLS TO THE STANDARD CHART OF ACCOUNTS (SCOA) TECHNICAL COMMITTEE

PURPOSE

1. The purpose of this document is to inform all government departments' financial practitioners about the procedures for logging calls with the SCOA Technical Committee.
2. This SCOA Notice repeals the SCOA notice number 2 of 2018/19 that was issued by the SCOA Technical Committee on 4 June 2018.
3. This document does not introduce changes to the procedures; it aims to remind users of the chart about the correct process to be followed when logging calls on the SCOA helpdesk.

DISCUSSION

4. The SCOA Technical Committee aims to streamline operational procedures to maximize efficiency.
5. SCOA often receives requests for advice or new items etc. but without contact details or even the name of the relevant Department included in the email. This makes it difficult for SCOA to render sufficient and timely advice.
6. Incomplete or insufficient information submitted to the Committee also leads to delays in finalising the queries.

EMAIL REQUESTS TO THE SCOA HELPDESK

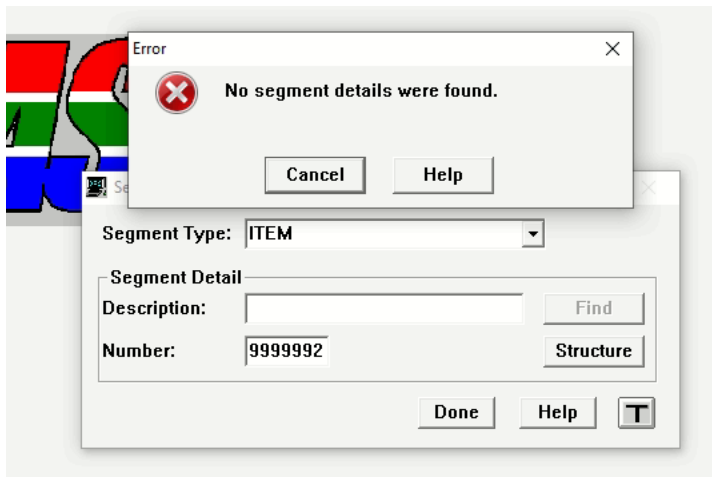
7. **All requests** made to the SCOA helpdesk must contain at least:
 - a. The name and vote of the Department requiring assistance.
 - b. The name and surname of the person logging the call.
 - c. Contact details that include a telephone or a mobile number.

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- d. A completed **SCOA Additions Request Form (Annexure A)**, including the reasons and motivation for the request for consideration by the SCOA Technical Committee.
8. Adequate information should always be provided to the SCOA Technical Committee when requests for classification of expenditure and / or revenue are requested to assist the Committee to advise the Departments accordingly.
9. It is important to note that all SCOA requests should be forwarded to the SCOA mailbox and not only to individual SCOA Technical Committee member's work email address. This is to ensure that the call is picked up by the relevant SCOA Technical Committee members.

ACCESS TO EXISTING CODES ON THE CHART OF ACCOUNTS

10. All access requests made to the SCOA helpdesk will be forwarded by the Committee to the systems team (BAS) on **Thursdays only**.
11. All requests pertaining to **access to existing codes** of the chart must be accompanied by the following:
 - a. The relevant information as contained in paragraph 7 above.
 - b. A BAS screen print showing that the item is unavailable on the department's database (refer to example below). The screen print must be in the correct format as illustrated below.



- c. A completed **SCOA Additions Request Form (Annexure A)**, including the reasons for the request for access to the item.

NAME CHANGE REQUESTS

12. Requests to change the name of existing codes should include the reasons and motivation for consideration by the SCOA Technical Committee.

NEW ADDITIONS TO THE CHART REQUESTS

13. Scanned request documents are not copiable for creating new items. Therefore, only MS Excel or Word format of the **SCOA Additions Request Form (Annexure A)** must be submitted to the SCOA Technical Committee with adequate description of the item needed.
14. For new Transfers to Non-Profit Organisations or Private enterprises, the CIPRO certificates of each new item must be attached to the **SCOA Additions Request Form (Annexure A)**. This is to ensure that the item is correctly captured under the relevant category of Transfers.
15. All new additions to the Chart will be captured on BAS on **Thursdays only**.
16. For departments' requests to be actioned on Thursdays, they should be **submitted by 12:00 noon on Tuesdays**.

CONTACT INFORMATION

17. Please contact the SCOA Technical Committee via the **SCOA call center at (012) 315 5311**, or by sending a concise mail to scoa@treasury.gov.za if further clarity or discussion is required regarding the changes highlighted above.
18. For updated versions of the SCOA COR database and classification circulars please visit <https://scoa.treasury.gov.za/>

Regards,

SCOA Technical Committee

Date: 4 April 2022

ANNEXURE A

SCOA ADDITIONS REQUEST FORM

DEPARTMENT NAME:	
PROVINCE:	
VOTE NUMBER:	

How to request for addition of an item:

- The drop-down lists in the blue shaded area of the form show all items as it would appear in the "Item segment" of the SCOA.
- Each item requested should start from "Item Level 1" up to the required Item level. For example, if an item request is for Level 4, Columns for "Item Level 1, Item Level 2 and Item Level 3" (i.e. parent Level) must also be completed.
- For each item requested, please provide a definition in the space provided.

Item Level 1	Item Level 2	Item Level 3	Item Level 4	Item Level 5	Item Level 6	Item Level 7	Item Level 8	Item Level 9	Item Level 10	Description of Item

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Where relevant, include additional information here:

Completed by:	Signed:
Designation:	
Contact number:	
E-mail address:	
Date:	

Recommended by:	Signed:
Designation:	

Approved by:	Signed:
Designation:	