



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Enquiries: SCOA helpdesk **Tel:** (012) 315 5311

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Date: 4 June 2018

TO: SCOA USERS

NOTICE NUMBER 02 OF 2018/19

REQUESTS TO THE STANDARD CHART OF ACCOUNTS (SCOA) TECHNICAL COMMITTEE

PURPOSE

1. The purpose of this document is to inform all government financial practitioners of the procedural changes implemented by the SCOA Technical Committee as of **01 June 2018**.

DISCUSSION

2. The SCOA Technical Committee is in the process of streamlining operational procedures to maximize staff efficiency.

PROCEDURAL CHANGES IMPLIMENTED

3. All requests made to the SCOA helpdesk will be forwarded by committee to the systems team on Thursdays only. Requests include the following:
 - access to existing codes on the chart of accounts,
 - name change requests and
 - new additions to / removals from the chart.
4. For departments' requests to be actioned on Thursday, requests should be submitted by **12:00 noon on Wednesdays**.

ACCESS TO EXISTING CODES REQUESTS

5. All requests pertaining to access to existing codes of the chart must be accompanied by the following:
 - BAS Screen dump showing that item is unavailable on the departments' database and
 - A completed **Segments Additions Request form**, which includes reasons for the payment/receipt. The form is available under *Documents tab* on the SCOA website.

NAME CHANGES REQUESTS

6. Name change to the existing codes should be emailed to the SCOA helpdesk and departments' should provide motivation consideration by the SCOA Technical Committee for such requests.

NEW ADDITIONS TO / REMOVALS FROM THE CHART REQUESTS

7. Requests for new additions to the chart should include a completed ***Additions to the Chart Request form*** with detailed reasons for the creation of such items. The form is available under *Documents tab* on the SCOA website.
8. Incomplete or insufficient information submitted to the Committee will lead to delays in finalizing the queries.
9. All other SCOA enquiries submitted to the helpdesk will be attended to as per the Technical Committee turnaround times.

CONTACT INFORMATION

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.

Regards,

SCOA Technical Committee

Date: 4 June 2018