THE TREASURY

TREASURY ACCOUNTING SYSTEM (TAS) UNIT

What is TAS?

TAS is an Oracle-based system- E- Business Suite (Financials) that is used for the processing, recording, accounting and reporting of the financial transactions of the Government and for the preparation of statutory annual financial statements and other financial reports.

TAS consists of the following modules

➢ *General Ledger*

➢ *Payables*

➢ *Receivables*

➢ *Cash Management*

All transactions are recorded using the GFS 2001 compliant Chart of Accounts.

What is a chart of Accounts?

The COA is an organised and coded listing of all the individual accounts that are used to record transactions and make up the ledger system.

Who uses TAS?

TAS is used mostly used by the Officers of the Finance Section of Ministries and departments and also by officers involved in budget monitoring, cash management.

What services does TAS unit provide?

Services	Service Standards
Providing assistance to all TAS users with respect to functionalities and other related matters.	*On a daily basis*
Training of staff of all Ministries/Departments on TAS as a tool for accounting, reporting and reconciliation	*As and when required*
Access to the system	*On a daily basis*
Availability and maintenance of system-loading of values, system and functionalities, reports.	*On a daily basis*
Creation of Chart of Account values	*On a daily basis*

When is TAS available to users?

TAS is available from 07:00 hrs to 22:00 hrs from Monday to Sunday.

Maintenance and back up is carried on a daily basis as from 22:00 hrs.

*In the event of general preventive maintenance of the system which requires downtime, users will be notified at **least two working days** prior to the system not being available.*

In the event of unforeseen downtime, users will be immediately informed of the downtime and on system being up and running through mail.

When E-mail service is not available, users will be notified through phone or Fax.

What should I do if there is a problem to access TAS or use a feature

In the event of a problem in accessing the TAS, request assistance of the CISD support team posted at your department. If the problem is not resolved, notify the TAS Unit with description of the problem.

Contact details of officers of the TAS unit in the contact us section of the document.

What should I do if I need access to TAS

A request, duly filled prescribed form, should be submitted to the TAS unit, with the recommendation of the Officer in Charge of the Finance Section (OIC) or the alternate Officer in charge.

Request not signed by the OIC or his alternate will not be entertained.
In the case of access is required for the Officer in charge of the Finance Section, a senior officer from the organisation should recommend access.

What should I do if I note problem/discrepancies on my records/reports?

In the event of the above, proceed as follows:

- ➢ *check information on system/checklist/reports generated by system with vouchers*
- ➢ *Check report parameters to ensure that the period and COA values have been properly given*
- ➢ *If problem not resolved contact the TAS Unit, using the form for notification of issues.*

Kindly provide adequate details so that the TAS unit can identify problem and resolve issue in the shortest possible delay.

What I should do when I am transferred to other Ministry/Department?

In the event of transfer to another Ministry/Department, notify the TAS unit after the handing over procedures completed so that responsibilities assigned may be removed.

The TAS unit may be contacted on the following :

E-MAIL
rkalleechurn@govmu.org _hgunesh@govmu.org_ _yappanah@govmu.org_ _khow-chiap-kin@govmu.org_ _iudhin@govmu.org_ **Database Administrator** _cgopal@govmu.org_

FAX
_212 67 67_ _208 3147_

Phone
_210 7435_