### Module 0: Introduction to DMFAS

| **Target audience** | The audience addressed is first-time users of DMFAS; these persons can be:  
| - Debt officers who will be active users of DMFAS  
| - Debt officers who will be users of DMFAS with read-only access  
| - Staff of the institution who needs to know what DMFAS is  
| - The database administrator (DBA) or other IT staff involved with DMFAS  
| - Other persons whose work is related to the country’s debt (e.g. debt auditors, statisticians) |
| **Prerequisites** | None |
| **Duration** | 2-4 hours (depending on the number of participants) |
| **Objective of the module** | Learn about the basic purpose, structure and contents of DMFAS through a review of its main modules. |
| **Skills developed** | After completing this module, the participant will be able to:  
| - Describe the purpose and structure of the DMFAS software.  
| - State the phases of an instrument's life cycle  
| - Locate key modules in the DMFAS interface |
| **Content** | What is DMFAS ?  
| - DMFAS and capacity building  
| The life cycle structure  
| - Negotiation  
| - Administration  
| - Mobilize  
| - Debt Service  
| - Analysis  
| - Reports |
| **Modality** | Presentation made by the trainer during the classroom. Q&A session. |
| **Evaluation** | Informal evaluation using a quiz |
| **Material** | PowerPoint hand-outs |
| **Target audience** | - Debt officers who are or will be active users of DMFAS 6  
- Debt officers who are or will be users of DMFAS 6 with read-only access  
- Staff of the institution that needs to know what DMFAS 6 is  
- The database administrator (DBA) or other IT staff involved with DMFAS 6+  
- Other persons whose work is related to the country’s debt (e.g. debt auditors, statisticians) |
| **Prerequisites** | Familiarity with DMFAS 5.3 |
| **Duration** | 2-4 hours (depending on the number of participants) |
| **Objective of the module** | Learn about the new features, technical characteristics and interface of DMFAS 6. |
| **Skills developed** | After completing this module, the participant will be able to:  
- Describe the benefits offered by the DMFAS 6 technology and new features compared to DMFAS 5.3  
- Identify functionalities useful to perform her/his work or useful to the institution  
- Search for information using the on-line help in DMFAS 6 |
| **Content** | What is DMFAS 6?  
Why a new version?  
Benefits for users  
Your DMFAS installation  
Scope of the new version  
New modules  
New features  
New tools  
New interface  
User documentation  
Technical characteristics  
DMFAS 6 at a glance |
| **Modality** | Presentation made by the trainer during the classroom.  
Practice of DMFAS 6: using the DMFAS 6 on-line help  
Q&A session. |
| **Evaluation** | Informal evaluation using a quiz |
| **Material** | PowerPoint hand-outs |
# Module 2: DMFAS 6 Portal and Interface

## Course Description

| Target audience | - Debt officers who are or will be active users of DMFAS 6  
| - Debt officers who are or will be users of DMFAS 6 with read-only access  
| - The database administrator (DBA) or other IT staff involved with DMFAS 6+ |
| Prerequisites | Having completed Module 1. |
| Duration | 2-3 hours (depending on the number of participants) |
| Objective of the module | Get familiar with DMFAS 6 Portal and major features of the new interface. |
| Skills developed | After completing this module, the participant will be able to:  
| - Use DMFAS 6 Portal  
| - Work with the new interface with ease |
| Content | **Portal**  
| - What is a portal  
| - The different areas of DMFAS 6 portal  
| - Navigating in the portal  
| - How to use and access DMFAS modules  
| **Interface**  
| - Left panel, windows and tabs  
| - Navigation option  
| - Fields  
| - Calculator  
| - Entering and saving data  
| - Validation of data  
| - Deleting data  
| - Attaching files  
| - Recording notes  
| - The search facility  
| - Changing skins and text size |
| Modality | Presentation made by the trainer during the classroom.  
| Practice of DMFAS 6.  
| Q&A session. |
| Evaluation | Informal evaluation using a quiz |
| Material | PowerPoint hand-outs. |
## Target audience
- Debt officers who are or will be active users of DMFAS 6
- Debt officers who are or will be users of DMFAS 6 with read-only access (see members of the middle and front office)
- Staff of the institution that needs to know what DMFAS 6 is
- The database administrator (DBA) or other IT staff involved with DMFAS 6+
- Other persons whose work is related to the country’s debt (e.g. debt auditors, statisticians)

## Prerequisites
Familiarity with DMFAS 5.3 and DMFAS 6 Overview

## Duration
2-3 days (depending on the number of participants)

## Objective of the module
Learn about and get familiar with DMFAS 6 Debt Securities module and major features of the new user interface.

## Skills developed
After completing this module, the participant will be able to:
- Record different types of debt securities in DMFAS 6
- Work easily with the new interface for debt securities

## Content
### Overview of debt securities
The new Debt Securities module
The four categories of Debt Securities and their general characteristics:
- Money Market Instruments
- Bonds and Notes
- Promissory Notes
- Other Debt Securities

### Interface
How to record a debt security (based on a Discount Money Market Instrument)
Standard reports available
Similar recording for other types of debt securities
How to record the rest of debt securities

## Modality
Presentation made by the trainer during the training session
Practice of DMFAS 6
Q&A session.

## Evaluation
Informal evaluation using a quiz

## Material
PowerPoint hand-outs
### Module 4: DMFAS 6 Auctions

#### Course Description

| **Target audience** | Debt officers in charge of debt securities emissions, who are or will be active users of DMFAS 6 Auctions module, or users of DMFAS 6 with read-only access  
- Debt officers responsible for analyzing information and statistics produced from the DMFAS 6 Auctions module  
- Debt officers receiving the information on the accepted bids and confirming the related debt transactions in DMFAS 6 |
| **Prerequisites** | Familiarity with DMFAS 5.3 and completion of Module 1 (What’s new in DMFAS 6) and Module 3 (DMFAS 6 Debt Securities) |
| **Duration** | 1-2 days (depending on the number of participants and the different types of auctions used by the institution) |
| **Objective of the module** | Learn how to record auctions in DMFAS 6 Auction module. |
| **Skills developed** | After completing this module, the participant will be able to:  
- Define major concepts used in DMFAS 6 Auction module (auction, competitive and non competitive bids, yield, clean price, dirty price, etc.)  
- Record the country-specific auctions in DMFAS 6 Auction module  
- Produce auction-related reports |
| **Content** | **Auctions**  
What is the Auctions module?  
Main features of the Auctions module  
Security and users’ rights  
New concepts and definitions  
**Auctions module interface**  
Accessing the Auctions module  
Auctions by type of debt security  
- Auctions for money market instruments  
- Auctions for bonds and notes  
Link with debt securities  
**Workflow (Auctions and Debt Securities modules)**  
Reports on auctions |
| **Modality** | Presentation made by the trainer in the classroom.  
Practice of DMFAS 6.  
Q&A session. |
| **Evaluation** | Informal evaluation using a quiz |
| **Material** | PowerPoint hand-outs |
## Module 8: DMFAS 6 Reorganization

### Course Description

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<th>Target audience</th>
<th>Debt officers who are or will be active users of DMFAS 6</th>
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| Prerequisites                 | - Familiarity with DMFAS 6 data entry procedures  
|                               | - Enough experience of debt reorganization process     |
| Duration                      | 5 working days                                           |
| Objective of the module       | Learn about the implementation of the results of debt reorganization into DMFAS 6. |
| Skills developed              | After completing this module, the participants will be able:  
|                               | - To prepare all reports needed for the reorganization negotiation stage  
|                               | - To better understand the reorganization agreement the country obtained or it may obtain in the future  
|                               | - To extract the different elements needed to record the reorganization agreement in DMFAS 6  
|                               | - To apply the reorganization agreement to their DMFAS debt database  
|                               | - To generate reports on the debt situation before and after the reorganization |
| Content                       | What is Debt Reorganization?  
|                               | - What are different types of reorganization?  
|                               | - Debt eligible for reorganization  
|                               | - Different reports that could be generated from DMFAS for the stage of negotiation  
|                               | - How to extract necessary information from the signed reorganization agreement  
|                               | - Recording of terms and conditions of reorganization into DMFAS 6  
|                               | - Creating the relationship between new instrument resulted from the reorganization and the original reorganized instruments  
|                               | - Applying the reorganization  
|                               | - Generating reports showing the debt situation before and after the reorganization |
| Modality                     | - Presentation made by the trainer during the classroom.  
|                               | - Practice of DMFAS 6: using the DMFAS 6 to implement a real reorganization agreement or a hypothetical one.  
|                               | - Q&A session.                                           |
| Evaluation                    | Informal evaluation using a quiz                          |
| Material                      | PowerPoint hand-outs                                     |
## Module 9: DMFAS 6 Reports

### Target audience
- Debt officers who are or will be active users of DMFAS 6
- Debt officers who are or will be users of DMFAS 6 with read-only access
- The database administrator (DBA) or other IT staff involved with DMFAS 6+
- Other persons whose work is related to the production of the country’s debt statistics (e.g. debt auditors, statisticians)

### Prerequisites
Familiarity with DMFAS 5.3

### Duration
3-4 days (depending on the number of participants)

### Objective of the module
Learn about the Reports module in DMFAS 6 and how to create reports.

### Skills developed
After completing this module, the participant will be able to:
- Understand the organization of the reports in DMFAS 6
- Explain the main types of reports available in DMFAS 6
- Generate standard operational reports as well as user-defined reports

### Content
- About the Reports module
- What's new in reports?
- New format for reports
- The Table of Aggregates
- The Sets Calculation menu
- New reports
- About 5.3 queries
- The main types of reports
- DMFAS libraries
- Report utilities
- Summary of the Reports module

### Modality
Presentation made by the trainer during the classroom.
Practice of DMFAS 6: creation and generation of different types of reports, including practice of the Query tool.
Q&A session.

### Evaluation
Informal evaluation with the creation of several reports

### Material
PowerPoint hand-outs