

DMFAS Programme  
United Nations Conference on Trade and Development



# DMFAS 6 Training Catalogue

## DMFAS 6 FUNCTIONAL TRAINING

**Training Outline for institutions moving  
from DMFAS 5 to DMFAS 6**

**Detailed course descriptions**

**DMFAS Programme**

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# DMFAS 6 Basic and Advanced Functional Training

FOR INSTITUTIONS MOVING FROM DMFAS 5 TO DMFAS 6

## Training Outline



### **What is the objective of DMFAS 6 Basic Training?**

DMFAS Basic Training aims at providing debt officers involved in the day-to-day operational functions of debt management with the knowledge and skills to use DMFAS effectively and efficiently.

The focus of DMFAS Basic Training is on the recording, operating and controlling functions of the software:

- Recording functions: recording of debt instruments and non-debt instruments such as grants and on-lent loans.
- Operating functions: recording of individual transactions related to the mobilization of funds and to the debt service.
- Controlling functions: generating reports to check data accuracy and to validate data.

The DMFAS Programme ensures that debt officers who receive Basic Training can move smoothly from version 5 to 6 and are able to use DMFAS 6 to satisfy the daily operational needs of the debt office and to keep the debt database updated, complete and accurate.

### **What is the objective of DMFAS 6 Advanced Training?**

DMFAS Advanced Training targets the more advanced features of DMFAS, including analytical features and optional modules.

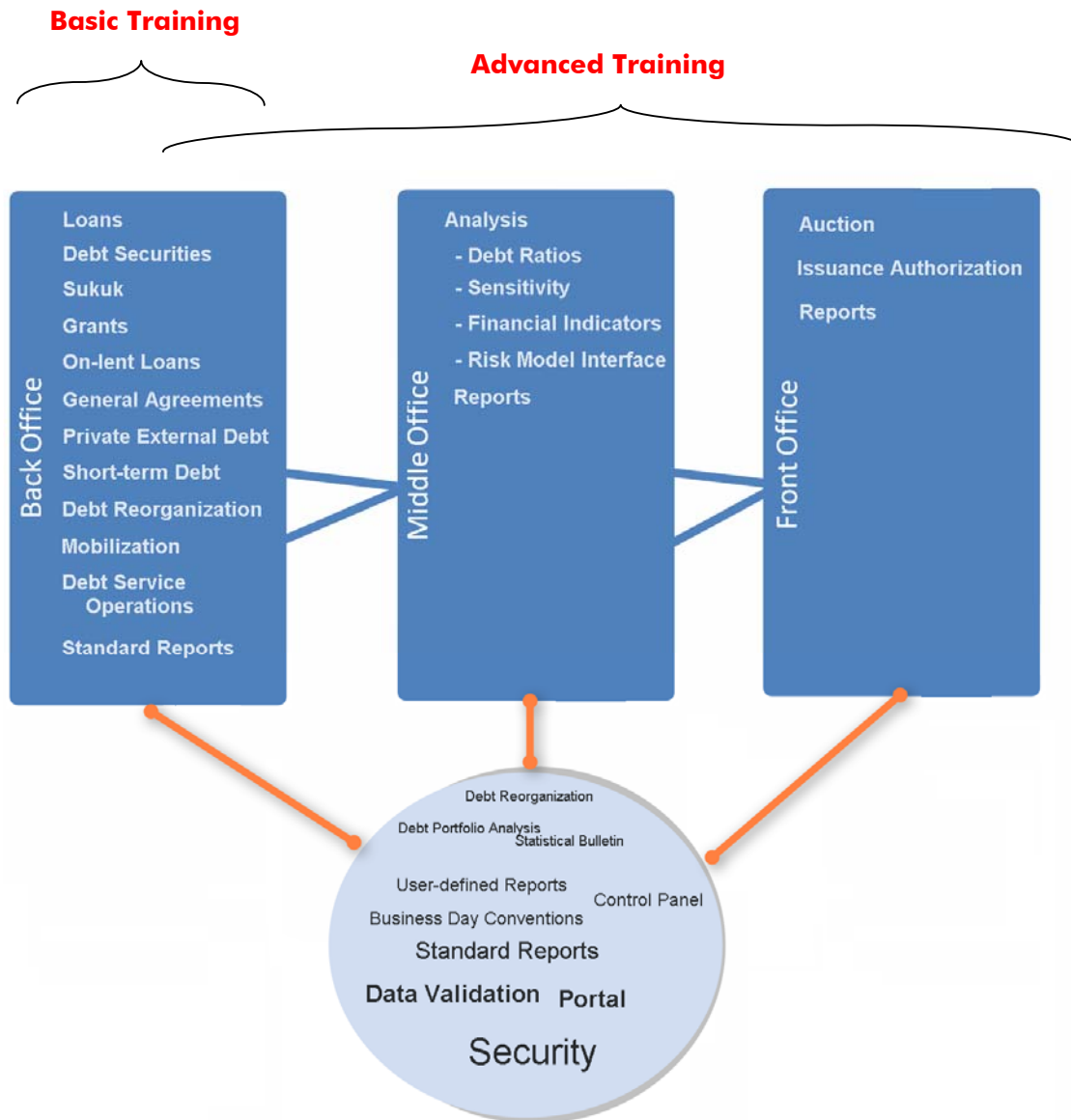
Advanced Training will be customized to the needs of the institution and its content will be adapted accordingly.

The focus of DMFAS Advanced Training is on:

- The analytical features of DMFAS that have been identified as useful to the institution in the needs assessment (e.g. debt reorganization, debt ratios, financial indicators, sensitivity analysis, debt portfolio analysis)
- The advanced reporting features that will help debt officers meet the internal and external requirements in the area of debt reporting
- DMFAS optional features and modules as defined in the project document (e.g. auctions, private non-guaranteed external debt)

The DMFAS Programme ensures that debt officers who receive Advanced Training are able to use effectively and efficiently DMFAS 6 to satisfy the needs of the debt office.

## Scope of DMFAS 6 functional training



## Scope of training for institutions moving from DMFAS 5 to DMFAS 6

DMFAS 6 training for institutions that are current users of DMFAS 5 will focus on the new features and modules of the software. The smooth adaptation to the new interface of the software will also be a priority. Projections on outstanding, present value, late interest, accrued interest

### Functionalities of DMFAS 5

Debt Types and Other Instruments	Loans Bonds On-lent Loans Grants General Agreements
Life Cycle Operations	Real Drawings, Debt Service Operations, Reorganization
Other Features	Reports Projections on outstanding, present value, late interest, accrued interest Utilities Support

### Added functionalities of DMFAS 6

New Functional Modules	Auctions Debt Securities Sukuk Private Non-guaranteed External Debt Short-term External Debt Debt Reorganization Analysis module: - Debt Ratios - Sensitivity (Exchange Rates/Interest Rates) - Financial Indicators (Average Terms, Grant Element) - Risk Model Interface
New Technical Modules	Auditing Data Export
New Features	Conditions to Effectiveness Business Day Conventions Issuance Authorization Instrument Classification Financial Amendment History Attachments Indexes Reference File Drawing Request Details Prepayments, Buybacks, Stripping and Suspension (Debt Service Operations) Table of Aggregates Closing Dates Background Processes
New Tools	Query Tool Control Panel Direct Search
New Interface	Portal Graphical User Interface

Specific training modules were developed to cover new DMFAS 6 features as shown in the table below. A detailed description of the course content of each of these modules is provided in the third section of this catalog. When appropriate, a reference to these modules is provided in the outline of the basic and advanced training such as M1.

Module Number	Module Title
M0	Introduction to DMFAS
M1	What's New in DMFAS 6
M2	DMFAS 6 Portal and Interface
M3	DMFAS 6 Debt Securities
M4	DMFAS 6 Auctions
M5	Private Non-guaranteed External Debt
M6	Short-term External Debt
M7	DMFAS 6 Analytical Features
M8	DMFAS 6 Reorganization
M9	DMFAS 6 Reports
M10	What's New in Loans?
M11	Reference Files
M14	Control Panel

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are current users of DMFAS 5.3 and/or will be active users of DMFAS 6</li> <li>- Debt officers who are current users of DMFAS 5.3 and/or will be users of DMFAS 6 with read-only access</li> </ul>
<b>Prerequisites</b>	Familiarity with basic debt management concepts
<b>Duration</b>	1-2 weeks (depending on the number of participants and background with DMFAS)
<b>Objective of the module</b>	To use DMFAS 6 to record accurately debt and non-debt data and related transactions as well as to create operational reports.
<b>Skills developed</b>	<p>After completing this training, the participant will understand:</p> <ul style="list-style-type: none"> <li>- Main differences between DMFAS 6.0 and DMFAS 5.3</li> <li>- New basic functionalities of DMFAS 6.0</li> <li>- The benefits of the new modules relating to debt securities, auctions, private non-guaranteed external debt, short-term debt and debt reorganization</li> <li>- The new query tool for reports</li> </ul> <p>Using DMFAS 6, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Work with the new interface with ease</li> <li>- Consult the system parameters</li> <li>- React properly to the new validation system of data entry</li> <li>- Work with user-defined fields</li> <li>- Record reference files</li> <li>- Record loans</li> <li>- Record debt securities</li> <li>- Record drawings and subscriptions</li> <li>- Record debt service operations (prepayment, buyback, payment, arrear, rescheduling forgiveness, swap, suspension, stripping)</li> <li>- Generate operational and validation reports (including use of the new query tool); generate user-defined reports</li> <li>- Use libraries of reports</li> <li>- Use DMFAS utilities</li> <li>- Set up background processing</li> </ul> <p>Depending on the needs of the institution, participant may also:</p> <ul style="list-style-type: none"> <li>- Record general agreements</li> <li>- Record on-lent loans</li> <li>- Record grants</li> <li>- Record sukuk</li> <li>- Record issuance authorization</li> </ul>



<p><b>Content</b></p>	<p>What is DMFAS 6? <b>M1</b></p> <p>Technical characteristics of DMFAS 6, including security <b>M1</b></p> <p>Introduction to new features <b>M1</b>  Conditions to Effectiveness * Business Day Conventions * Issuance Authorization * Instrument Classification * Financial Amendment History * Attachments * Indexes Reference File * Drawing Request Details * New Debt Service Operations, etc.</p> <p>Introduction to new modules <b>M1</b>  Auctions * Debt Securities * Sukuk * Private non-Guaranteed External Debt * Short-term External Debt * Debt Reorganization * Analysis</p> <p>New interface (DMFAS Portal and graphical user interface) <b>M2</b></p> <p>Control Panel <b>M14</b>  Module Parameters * Background Processing * Security * Passwords</p> <p>Reference files <b>M11</b>  Participants * Exchange Rates * Interest Rates, etc.</p> <p>What's new in loans <b>M10</b>  New fields and features in Administration, Mobilization, Debt Service and Reports</p> <p>Debt securities <b>M3</b>  The four categories of debt securities: Money Market Instruments, Bonds and Notes, Promissory Notes and Other Debt Securities</p> <p>DMFAS 6 utilities  Copy and Delete Instruments * User Parameters * Roll Forward Estimated Drawings * Closing dates * Parameters for Tables of Aggregates</p> <p>User-defined fields</p> <p>Reports (operational and validation reports, new query tool) <b>M9</b></p> <p>User documentation</p> <p>DMFAS Helpdesk including Trac application</p> <p>Depending on the needs of the institution, the content may also cover:</p> <ul style="list-style-type: none"> <li>- General agreement</li> <li>- On-lent loans</li> <li>- Grants</li> </ul>
<p><b>Modality</b></p>	<p>Presentation made by the trainer during the classroom</p> <p>Practice on DMFAS 6 using examples and real instruments/data provided by the institution</p> <p>Q&amp;A sessions</p>
<p><b>Evaluation</b></p>	<p>Informal evaluation using quizzes (and possibly a formal end-of-training evaluation with the recording of an instrument)</p>
<p><b>Material</b></p>	<p>Course descriptions, PowerPoint hand-outs, exercises, <i>DMFAS 6 User's Guide</i>, <i>DMFAS 6 Control Panel</i>, <i>DMFAS 6 Utilities</i>, the <i>Glossary of Debt and DMFAS</i>, quizzes, and complementary material as may be needed.</p>

## Example of an agenda for basic training customized for a specific country

	Day 1	Day 2	Day 3	Day 4
9:00-10:45	<b>Introduction to DMFAS 6</b>  <b>Presentation and characteristics of the new version</b>	<b>Administration:</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Reference Files</li> </ul> <b>Practical Exercises on participants and exchange rates</b>	<b>Practical Session:</b> <i>Recording a full loan (General Information)</i>	<b>Practical Session:</b> <i>Mobilization module</i>
10:45-11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
11:00-12:30	<b>DMFAS 6 Portal</b>  <b>Presentation of the user interface</b>	<b>Practical Exercises on participants and exchange rates</b>	<b>Practical Session:</b> <i>Recording a full loan (Tranches)</i>	<b>Practical Session:</b> <i>Debt Service module</i>
12:30-14:00	LUNCH	LUNCH	LUNCH	LUNCH
14:00-15:15	<b>DMFAS 6 Control Panel</b> (parameters, business day conventions)	<b>Administration:</b> <ul style="list-style-type: none"> <li>• What's New in Loans</li> <li>• Loans module overview (General Info, Tranches, Commissions, Amortization Table)</li> </ul>	<b>Practical Session:</b> <i>Recording a full loan (Commissions)</i>	<b>Practical Session:</b> <i>New features of the Loans module</i>
15:15-15:30	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
15:30-17:30	<b>DMFAS 6 Control Panel</b> (security, auditing)	<b>Mobilization:</b> Recording drawings  <b>Debt Service:</b> Recording operations  <b>Standard reports in DMFAS 6</b>	<b>Practical Session:</b> <i>Recording a full loan (Reports)</i>	<b>Utilities module</b>

	Day 5	Day 6	Day 7
9:00-10:45	<b>Reports:</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• What's new</li> </ul>	<b>Practical Exercises:</b> <i>Generating user-defined reports</i>	<b>Recording Debt Securities:</b>  <b>Practical Exercise:</b> <i>Treasury Bond</i>
10:45-11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
11:00-12:30	<b>Standard Operational Reports:</b> <b>Introduction to the new Query Tool</b>  <b>Practical Exercises</b>	<b>Practical Exercises:</b> <i>Generating user-defined reports</i>  <b>Validation Reports</b>	<b>Practical Exercise:</b> <i>country-specific instrument</i>
12:30-14:00	LUNCH	LUNCH	LUNCH
14:00-15:15	<b>User-defined Reports:</b> <ul style="list-style-type: none"> <li>• Libraries and utilities</li> <li>• Aggregates</li> </ul> <b>Practical Exercises</b>	<b>Debt Securities module: Overview</b>  <b>Practical Exercise: Treasury Bill</b>	<b>User documentation</b>  <b>Wrap-up Session</b>  <b>Final Evaluation</b>
15:15-15:30	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
15:30-17:30	<b>Practical Exercises:</b> <i>Generating user-defined reports</i>	<b>Recording Debt Securities</b>  <b>Practical Exercise: Treasury Bill</b>  <b>Helpdesk and Trac application</b>	<b>Closure</b>

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are current users of DMFAS 5.3 and/or will be active users of DMFAS 6</li> <li>- Debt officers who are current users of DMFAS 5.3 and/or will be users of DMFAS 6 with read-only access</li> </ul>
<b>Prerequisites</b>	<p>Familiarity with basic debt management concepts</p> <p>Completion of DMFAS 6 Basic Training</p>
<b>Duration</b>	1-2 weeks (depending on the number of participants and background with DMFAS)
<b>Objective of the module</b>	To use DMFAS 6 analytical features, advanced reporting functions, and optional new modules to satisfy the operational, reporting and analytical needs of the debt office.
<b>Skills developed</b>	<p>After completing this training, the participant will understand:</p> <ul style="list-style-type: none"> <li>- The analytical functions of DMFAS 6</li> <li>- The different options to capture short-term and private external debt</li> <li>- The Debt Reorganization module</li> <li>- The Auctions module</li> <li>- The advanced reporting capabilities of DMFAS 6 including DMFAS tables and views</li> </ul> <p>Using DMFAS 6, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Use analytical features (debt ratios, financial indicators, sensitivity analysis, risk model interface, etc.) needed by the institution</li> <li>- Calculate the debt ratios and financial indicators needed by the institution</li> <li>- Perform interest rate/exchange rates sensitivity analysis for a set of debt instruments</li> <li>- Prepare data for export to a risk model interface</li> <li>- Work with the new DMFAS 6 query tool</li> <li>- Create user-defined reports, including reports showing projections on outstanding, the present value of a set of debt instruments and calculation of accrued interest</li> <li>- Generate the managerial, analytical and statistical reports</li> <li>- Use the relevant tables and views of DMFAS to create reports required by the institution</li> <li>- Generate World Bank reports</li> </ul> <p>Depending on the needs of the institution, participant may also:</p> <ul style="list-style-type: none"> <li>- Record auction data</li> <li>- Record short-term external debt</li> <li>- Record private non-guaranteed external debt</li> <li>- Record debt reorganization terms</li> </ul>

<p><b>Content</b></p>	<p>DMFAS 6 advanced reporting capabilities: <b>M9</b></p> <ul style="list-style-type: none"> <li>- Refresher for user-defined reports</li> <li>- Analytical and managerial reports: projections on outstanding, present value, accrued interest, etc.</li> <li>- Statistical bulletins</li> <li>- World Bank reports</li> <li>- Closing date reports</li> <li>- The query tool</li> </ul> <p>Analytical features: <b>M7</b></p> <ul style="list-style-type: none"> <li>- Debt ratios</li> <li>- Financial indicators</li> <li>- Sensitivity</li> <li>- Risk model interface</li> </ul> <p>Depending on the needs of the institution, the content may also cover:</p> <ul style="list-style-type: none"> <li>- Auctions <b>M4</b></li> <li>- Private non-guaranteed external debt <b>M5</b></li> <li>- Short-term external debt <b>M6</b></li> <li>- Debt reorganization <b>M8</b></li> </ul>
<p><b>Modality</b></p>	<p>Presentation made by the trainer during the classroom. Practice on DMFAS 6 using examples and real instruments/data provided by the institution Q&amp;A session</p>
<p><b>Evaluation</b></p>	<p>Informal evaluation using quizzes (and possibly a formal end-of-training evaluation with exercises in DMFAS 6)</p>
<p><b>Material</b></p>	<p>Course descriptions, PowerPoint hand-outs, exercises, <i>DMFAS 6 User's Guide</i>, <i>DMFAS 6 Control Panel Guide</i>, the <i>Glossary of Debt and DMFAS</i>, quizzes, and complementary material as may be needed.</p>

## Example of an agenda for advanced training customized for a specific country

	Day 1	Day 2	Day 3	Day 4	Day 5
9:00-10:45	<b>Analysis:</b> Introduction  <b>Analysis:</b> Debt Ratios	<b>Analysis:</b> Sensitivity Analysis - Exchange Rates	<b>Present Value Calculations in DMFAS 6</b>	<b>Accrued Interest Calculations in DMFAS 6</b>  <b>Practical Session:</b> Accrued Interest	<b>Auction module: An introduction and example</b>
10:45-11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
11:00-12:30	<b>Analysis:</b> Financial Indicators -Grant Element	<b>Analysis:</b> Sensitivity Analysis - Interest Rates	<b>Practical Session:</b> Present Value	<b>Statistical Bulletin Reports</b>	<b>Practical Session:</b> Recording auctions
12:30-14:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14:00-15:15	<b>Analysis:</b> Financial Indicators - Average Terms	<b>Practical Session:</b> Sensitivity Analysis	<b>Projections on outstanding in DMFAS 6</b>	<b>Closing Date Reports</b>	<b>Practical Session:</b> Generating reports on auctions
15:15-15:30	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
15.30-17:30	<b>Practical Session:</b> Analysis	<b>Practical Session:</b> Sensitivity Analysis	<b>Practical Session:</b> Projections on Outstanding	<b>Practical Session:</b> <ul style="list-style-type: none"> <li>• Generating user-defined reports</li> <li>• Generating World Bank reports</li> </ul>	<b>Wrap-up Session</b> <b>Final Evaluation</b> <b>Closure</b>





# DMFAS 6 Basic and Advanced Functional Training

**FOR INSTITUTIONS MOVING FROM DMFAS 5 TO DMFAS 6**

## **Detailed course descriptions**





## Module 1: What's New in DMFAS 6

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are or will be active users of DMFAS 6</li> <li>- Debt officers who are or will be users of DMFAS 6 with read-only access</li> <li>- Staff of the institution that needs to know what DMFAS 6 is</li> <li>- The database administrator (DBA) or other IT staff involved with DMFAS 6+</li> <li>- Other persons whose work is related to the country's debt (e.g. debt auditors, statisticians)</li> </ul>
<b>Prerequisites</b>	Familiarity with DMFAS 5.3
<b>Duration</b>	2-4 hours (depending on the number of participants)
<b>Objective of the module</b>	Learn about the new features, technical characteristics and interface of DMFAS 6.
<b>Skills developed</b>	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Describe the benefits offered by the DMFAS 6 technology and new features compared to DMFAS 5.3</li> <li>- Identify functionalities useful to perform her/his work or useful to the institution</li> <li>- Search for information using the on-line help in DMFAS 6</li> </ul>
<b>Content</b>	<p>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</p>
<b>Modality</b>	<p>Presentation made by the trainer during the classroom.            Practice of DMFAS 6: using the DMFAS 6 on-line help            Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

## Module 2: DMFAS 6 Portal and Interface

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are or will be active users of DMFAS 6</li> <li>- Debt officers who are or will be users of DMFAS 6 with read-only access</li> <li>- The database administrator (DBA) or other IT staff involved with DMFAS 6+</li> </ul>
<b>Prerequisites</b>	Having completed Module 1.
<b>Duration</b>	2-3 hours (depending on the number of participants)
<b>Objective of the module</b>	Get familiar with DMFAS 6 Portal and major features of the new interface.
<b>Skills developed</b>	<p>After completing this module, the participant will be able:</p> <ul style="list-style-type: none"> <li>- To use DMFAS 6 Portal</li> <li>- To work with the new interface with ease</li> </ul>
<b>Content</b>	<p><u>Portal</u>            What is a portal            The different areas of DMFAS 6 portal            Navigating in the portal            How to use and access DMFAS modules</p> <p><u>Interface</u>            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</p>
<b>Modality</b>	<p>Presentation made by the trainer during the classroom.            Practice of DMFAS 6.            Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs.

## Module 3: DMFAS 6 Debt Securities

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are or will be active users of DMFAS 6</li> <li>- Debt officers who are or will be users of DMFAS 6 with read-only access (see members of the middle and front office)</li> <li>- Staff of the institution that needs to know what DMFAS 6 is</li> <li>- The database administrator (DBA) or other IT staff involved with DMFAS 6+</li> <li>- Other persons whose work is related to the country's debt (e.g. debt auditors, statisticians)</li> </ul>
<b>Prerequisites</b>	Familiarity with DMFAS 5.3 and DMFAS 6 Overview
<b>Duration</b>	2-3 days (depending on the number of participants)
<b>Objective of the module</b>	Learn about and get familiar with DMFAS 6 Debt Securities module and major features of the new user interface.
<b>Skills developed</b>	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Record different types of debt securities in DMFAS 6</li> <li>- Work easily with the new interface for debt securities</li> </ul>
<b>Content</b>	<p><u>Overview of debt securities</u></p> <p>The new Debt Securities module</p> <p>The four categories of Debt Securities and their general characteristics:</p> <ul style="list-style-type: none"> <li>- Money Market Instruments</li> <li>- Bonds and Notes</li> <li>- Promissory Notes</li> <li>- Other Debt Securities</li> </ul> <p><u>Interface</u></p> <p>How to record a debt security (based on a Discount Money Market Instrument)</p> <p>Standard reports available</p> <p>Similar recording for other types of debt securities</p> <p>How to record the rest of debt securities</p>
<b>Modality</b>	<p>Presentation made by the trainer during the training session</p> <p>Practice of DMFAS 6</p> <p>Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

## Module 4: DMFAS 6 Auctions

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- 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</li> <li>- Debt officers responsible for analyzing information and statistics produced from the DMFAS 6 Auctions module</li> <li>- Debt officers receiving the information on the accepted bids and confirming the related debt transactions in DMFAS 6</li> </ul>
<b>Prerequisites</b>	Familiarity with DMFAS 5.3 and completion of Module 1 (What's new in DMFAS 6) and Module 3 (DMFAS 6 Debt Securities)
<b>Duration</b>	1-2 days (depending on the number of participants and the different types of auctions used by the institution )
<b>Objective of the module</b>	Learn how to record auctions in DMFAS 6 Auction module.
<b>Skills developed</b>	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Define major concepts used in DMFAS 6 Auction module (auction, competitive and non competitive bids, yield, clean price, dirty price, etc.)</li> <li>- Record the country-specific auctions in DMFAS 6 Auction module</li> <li>- Produce auction-related reports</li> </ul>
<b>Content</b>	<p><u>Auctions</u>            What is the Auctions module?            Main features of the Auctions module            Security and users' rights            New concepts and definitions  <u>Auctions module interface</u>            Access to the Auctions module            Info about the formulas            Auctions by type of debt security</p> <ul style="list-style-type: none"> <li>- Zero coupon instruments</li> <li>- Interest bearing instruments</li> </ul> <p>Workflow            Link with the Debt Securities module            Reports on auctions</p>
<b>Modality</b>	<p>Presentation made by the trainer in the classroom.            Practice of DMFAS 6.            Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers responsible for recording and monitoring private debt in their institutions</li> <li>- Other staff whose work is related to the country's private debt</li> </ul>
<b>Prerequisites</b>	<p>Completion of Module 0 (Introduction to DMFAS) and Module 1 (What's New in DMFAS 6)</p> <p>Knowledge of private debt concepts and issues</p>
<b>Duration</b>	1 to 3 days (depending on the methodologies of the institution)
<b>Objective of the module</b>	Record private non-guaranteed external debt (PNED) data in DMFAS 6.
<b>Skills developed</b>	<p>At the end of the session, you will be able to:</p> <ul style="list-style-type: none"> <li>- Define private non-guaranteed external debt and explain its growing importance</li> <li>- Record PNED instruments in DMFAS using the option selected by your institution as detailed data or aggregated data; for the latter, either manually or by import from Excel</li> <li>- Download the PNED template and to import data from Excel</li> <li>- Generate the related reports</li> </ul>
<b>Content</b>	<p>What is private non-guaranteed external debt (PNED)?</p> <p>The growing importance of PNED</p> <p>International standards</p> <p>Classification of PNED instruments in DMFAS</p> <p>Prerequisite to PNED reporting</p> <p>PNED monitoring in your country</p> <p>Accessing the PNED module</p> <p>Where to find information on the PNED module</p> <p>Recording options for PNED instruments</p> <p>Menu options of the PNED module</p> <p>Recording aggregated data manually</p> <p>Importing aggregated data (Excel file)</p> <p>Recording detailed data</p> <p>User-defined reports</p> <p>Data validation</p>
<b>Modality</b>	<p>Presentation made by the trainer during the classroom.</p> <p>Practice of PNED module</p> <p>Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

## Module 6: Short-term External Debt

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers responsible for handling and monitoring short-term debt in their institutions</li> <li>- Other staff whose work is related to the country's debt (e.g. debt auditors, statisticians)</li> </ul>
<b>Prerequisites</b>	<p>Completion of Module 0 (Introduction to DMFAS) and Module 1 (What's New in DMFAS 6)</p> <p>Sound knowledge of public debt concepts and issues relating to short-term debt</p>
<b>Duration</b>	1 day (depending on the level of participants)
<b>Objective of the module</b>	Record short-term external debt (STED) instruments in DMFAS 6.
<b>Skills developed</b>	<p>At the end of the session, you will be able to:</p> <ul style="list-style-type: none"> <li>- Define short-term external debt</li> <li>- Record STED data in DMFAS using the method selected by your institution (manual recording of aggregated data or import by Excel)</li> <li>- Download the STED template and use it to import data from Excel (if appropriate)</li> <li>- Generate the related reports</li> </ul>
<b>Content</b>	<p>What is Short-term External Debt (STED)?</p> <p>About the maturity</p> <p>About arrears</p> <p>International standards</p> <p>About the STED module in DMFAS</p> <p>Classification of STED instruments in DMFAS</p> <p>Accessing the STED module</p> <p>Where to find information on the STED module</p> <p>Two recording methods for STED instruments</p> <p>Recording aggregated data</p> <p>Importing aggregated data</p> <p>User-defined reports</p>
<b>Modality</b>	<p>Presentation made by the trainer during the classroom.</p> <p>Practice of STED module</p> <p>Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers responsible for conducting analysis on the debt portfolio, who are or will be active users of DMFAS 6</li> <li>- Debt officers responsible for assessing the impact of new borrowing strategies and/or interest and exchange rates variations, who are or will be active users of DMFAS 6</li> <li>- Debt officers responsible for liaising with macroeconomic and fiscal units of the institution</li> <li>- Other staff whose work is related to the country's debt analysis (e.g. statisticians)</li> </ul>
<b>Prerequisites</b>	<p>Completion of Module 0 (Introduction to DMFAS) and Module 1 (What's New in DMFAS 6)</p> <p>Familiarity with basic macroeconomic and financial analysis (ex: macroeconomic indicators, market risks, etc.)</p> <p>Sound knowledge of public debt concepts (grant element, present value, grace period, maturity, etc.)</p>
<b>Duration</b>	2-3 days (depending on the level of participants)
<b>Objective of the module</b>	Use DMFAS 6 analytical features to carry out the analysis of the country's debt portfolio
<b>Skills developed</b>	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Explain the key Analysis features and summarize the steps or procedures they involve</li> <li>- Relate debt and macroeconomic indicators using debt ratios</li> <li>- Calculate some basic cost and market risk indicators of the debt portfolio</li> <li>- Measure the impact of different interest rates or exchange rate scenarios on the existing debt portfolio</li> </ul>
<b>Content</b>	<p>What is the Analysis Module?</p> <p>Debt Ratios</p> <p>Financial Indicators</p> <p>Sensitivity</p> <p>Debt Portfolio Analysis</p> <p>DSM+ Export Sets</p> <p>Risk Model Interface</p>
<b>Modality</b>	<p>Presentation made by the trainer during the classroom.</p> <p>Practice of DMFAS 6: using DMFAS 6 analytical features</p> <p>Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

## Module 8: DMFAS 6 Reorganization

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are or will be active users of DMFAS 6</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>- Familiarity with DMFAS 6 data entry procedures</li> <li>- Sufficient experience with the debt reorganization process</li> </ul>
<b>Duration</b>	5 working days
<b>Objective of the module</b>	Learn about the DMFAS 6 Reorganization module and the process involved for recording a reorganization.
<b>Skills developed</b>	<p>After completing this module, the participants will be able to:</p> <ul style="list-style-type: none"> <li>- Prepare all reports needed for negotiation stage of the reorganization</li> <li>- Better understand the reorganization agreement the country obtained or may obtain in the future</li> <li>- Extract the different elements needed to record the reorganization agreement in DMFAS 6</li> <li>- Record a reorganization agreement in DMFAS 6</li> <li>- Generate reports on the debt situation before and after the reorganization and analyze the resulting debt relief through projections on outstanding.</li> </ul>
<b>Content</b>	<p>What is Debt Reorganization?</p> <ul style="list-style-type: none"> <li>- What are different types of reorganization?</li> <li>- Debt eligible for reorganization</li> <li>- Different reports that could be generated from DMFAS for the negotiation stage</li> <li>- How to extract necessary information from the signed reorganization agreement</li> <li>- Recording the terms and conditions of reorganization in DMFAS 6</li> <li>- Creating the relationship between new instrument resulting from the reorganization and the original reorganized instruments</li> <li>- Applying the reorganization</li> <li>- Generating reports showing the debt situation before and after the reorganization</li> </ul>
<b>Modality</b>	<ul style="list-style-type: none"> <li>- Presentation made by the trainer during the classroom.</li> <li>- Practice of DMFAS 6: using DMFAS 6 to implement a real reorganization agreement or a hypothetical one.</li> <li>- Q&amp;A session.</li> </ul>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs



## Module 9: DMFAS 6 Reports

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are or will be active users of DMFAS 6</li> <li>- Debt officers who are or will be users of DMFAS 6 with read-only access</li> <li>- The database administrator (DBA) or other IT staff involved with DMFAS 6+</li> <li>- Other persons whose work is related to the production of the country's debt statistics (e.g. debt auditors, statisticians)</li> </ul>
<b>Prerequisites</b>	Familiarity with DMFAS 5.3
<b>Duration</b>	3-4 days (depending on the number of participants)
<b>Objective of the module</b>	Learn about the Reports module in DMFAS 6 and how to create reports.
<b>Skills developed</b>	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Understand the organization of the reports in DMFAS 6</li> <li>- Explain the main types of reports available in DMFAS 6</li> <li>- Generate standard operational reports as well as user-defined reports</li> </ul>
<b>Content</b>	<p>About the Reports module</p> <p>What's new in reports?</p> <p>New format for reports</p> <p>The Table of Aggregates</p> <p>The Sets Calculation menu</p> <p>New reports</p> <p>About 5.3 queries</p> <p>The main types of reports</p> <p>DMFAS libraries</p> <p>Report utilities</p> <p>Summary of the Reports module</p>
<b>Modality</b>	<p>Presentation made by the trainer during the classroom.</p> <p>Practice of DMFAS 6: creation and generation of different types of reports, including practice of the Query tool.</p> <p>Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation with the creation of several reports
<b>Material</b>	PowerPoint hand-outs

## Module 10: What's New in Loans

### Course Description

<b>Target audience</b>	<ul style="list-style-type: none"> <li>- Debt officers who are or will be active users of DMFAS 6</li> <li>- Debt officers who are or will be users of DMFAS 6 with read-only access</li> <li>- Staff of the institution that needs to know about the Loans module</li> </ul>
<b>Prerequisites</b>	Familiarity with DMFAS 5.3
<b>Duration</b>	2-4 hours (depending on the number of participants)
<b>Objective of the module</b>	Learn about the main changes and improvements in the Loans module of DMFAS 6.
<b>Skills developed</b>	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Describe the new features in the Loans module of DMFAS 6</li> <li>- Identify functionalities useful to perform one's work or useful to the institution</li> </ul>
<b>Content</b>	<p><b>Administration</b>            Redesign of the Loans module * New fields for the long name of the loan, conditions precedent and the details of the loan's purpose * New location and revision of the economic sector * Modification of the instrument classification * Credit Terms replaced by Concessionality * More user-defined fields * Business day conventions * New feature to record changes in financial conditions (amendments)</p> <p><b>Mobilization</b>            Extended and new feature for drawing requests</p> <p><b>Debt Service</b>            Reorganized menu * New field for the status of a payment * Renamed payment fields * New feature to record full and partial prepayments</p> <p><b>Reports</b>            New standard operational reports on changes made after closing dates.</p>
<b>Modality</b>	Presentation made by the trainer during the classroom. Exercises Q&A session
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

## Module 11: Reference Files

### Course Description

<b>Target audience</b>	The audience addressed is first-time users of DMFAS; these users can be debt officers who will be active users of DMFAS 6.
<b>Prerequisites</b>	Completion of Module 0 (Introduction to DMFAS)
<b>Duration</b>	A half-day or a full day (depending on the number of reference files used by the institution).
<b>Objective of the module</b>	Learn about the purpose, importance and use of reference files in DMFAS 6.
<b>Skills developed</b>	At the end of the session, you will be able to: <ul style="list-style-type: none"><li>- Explain the main characteristics of reference files</li><li>- Describe the importance of reference files</li><li>- Record data in reference files</li><li>- Identify the reference files useful to perform your work or useful to the institution</li><li>- Generate reports on certain reference files</li></ul>
<b>Content</b>	What are reference files? The importance of reference files How to access reference files Types of reference files: Participants, Bank Accounts, Exchange Rates, Common Interest Rates, Budget Lines, Discount Rates, Maturity Groups, Interest Rate Groups, Euro National Currency Units, Funds, Historical Exchange Rates, Indexes, Projects Generating reports on reference files
<b>Modality</b>	Presentation made by the trainer during the classroom. Record data in reference files Q&A session.
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs

## Module 14: The DMFAS 6 Control Panel

### Course Description

<b>Target audience</b>	<p>The two types of users of the Control Panel:</p> <ul style="list-style-type: none"> <li>- The database administrator (DBA)</li> <li>- The DMFAS functional administrator who is expert in debt management operations and who may also have knowledge of issues relating to system performance and/or database management</li> </ul> <p>Each type of individual can be responsible for the installation, maintenance and administration of DMFAS at a site.</p>
<b>Prerequisites</b>	Familiarity with DMFAS 5.3
<b>Duration</b>	3-4 hours (depending on the number of participants)
<b>Objective of the module</b>	Learn about the different modules available in the DMFAS 6 Control Panel.
<b>Skills developed</b>	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> <li>- Configure the installation and module parameters of DMFAS</li> <li>- Assess the usefulness of the Security and Auditing modules for his/her institution</li> <li>- Customize the DMFAS software</li> <li>- Apply the Support functions as needed</li> <li>- Monitor scheduled background operations or calculations</li> </ul>
<b>Content</b>	<p>What is the Control Panel?            Who should use the Control Panel?            How to access            Documentation on the Control Panel            Installation Parameters            Module Parameters            The Security module            Customizing DMFAS            The Support module            The Auditing module            Background Processing</p>
<b>Modality</b>	<p>Presentation made by the trainer during the classroom.            Practice of DMFAS 6 Control Panel            Q&amp;A session.</p>
<b>Evaluation</b>	Informal evaluation using a quiz
<b>Material</b>	PowerPoint hand-outs