

DMFAS Programme
United Nations Conference on Trade and Development



DMFAS 6 Training Catalogue

DMFAS 6 FUNCTIONAL TRAINING

Training Outline for new installations

Detailed course descriptions

DMFAS Programme
UNCTAD
Palais des Nations
8-14 Avenue de la Paix
1211 Geneva 10
Switzerland

Phone: +41 22 917 59 24
Fax: +41 22 917 00 45
E-mail: dmfas@unctad.org

 **DMFAS**



DMFAS 6 Basic and Advanced Functional Training

FOR NEW INSTALLATIONS

Training Outline

What is the objective of DMFAS 6 Basic Training?

DMFAS 6 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 to set up their debt database.

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 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, reporting functions and optional modules.

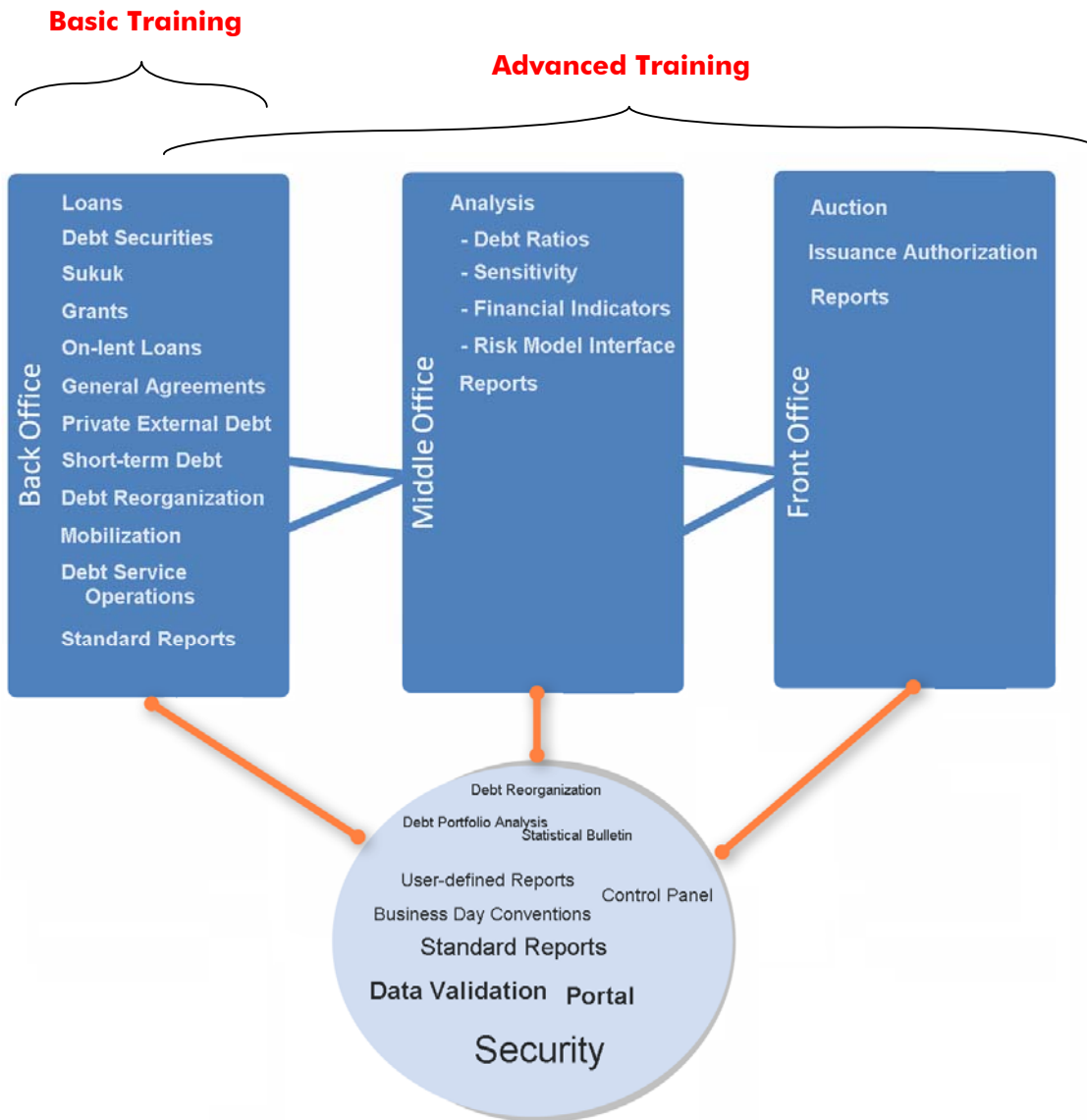
Advanced Training will be customized to the needs of the institution and its content will be adapted accordingly.

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
- The DMFAS optional features and modules as defined in the project document (e.g. auctions)

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 new institutions

The scope of DMFAS 6 training for institutions that are new users of DMFAS will be defined according to a training needs assessment. These needs depend specifically on the institution's debt coverage (external/domestic debt, public/private debt), on the variety and complexity of instruments to be recorded (loans, debt securities, grants, revolving credits, syndicated loans, etc.), and on the reporting and analytical requirements of the debt institution.

DMFAS 6 Portal

					
Negotiation Auctions	Administration Loans On Lent Loan Debt Securities Sukuk Private Ext. Debt Short-term Debt Grants General Agreements Issuances Authorization Debt Reorganization Reference Files	Mobilization Loan Drawings On-lent Loans Drawing Debt Security Subscriptions Sukuk Subscriptions Grant Drawings Drawing Request	Debt Service Loans On Lent Loan Debt Securities Sukuk	Reports Std Operational Std Analytical & Managerial UD Operational UD Analytical & Managerial Data Validation Statistical Bulletins World Bank Reports	Analysis Debt Ratios Financial Indicators Sensitivity Debt Portfolio Analysis DSM- Interface Risk Model 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

Target audience	<ul style="list-style-type: none"> - Debt officers who will be active users of DMFAS 6 - Debt officers who will be users of DMFAS 6 with read-only access
Prerequisites	Familiarity with basic debt management concepts
Duration	2-4 weeks (depending on the number of participants and DMFAS functionalities covered by the training)
Objective of the module	To use DMFAS 6 to set up the debt – and non-debt – database and to record accurately debt and non-debt data and related transactions as well as to create operational reports.
Skills developed	<p>After completing this training, the participant will understand:</p> <ul style="list-style-type: none"> - What is DMFAS? - How DMFAS is implemented in the institution - DMFAS life cycle and the structure of the DMFAS menu - How DMFAS security works and affects user rights - The importance of system configuration and administration <p>Using DMFAS 6, the participant will be able to:</p> <ul style="list-style-type: none"> - Record reference files used by the institution (participants, exchange rates, interest rates, bank accounts, etc.) - Record historical data and operations - Consult the system parameters - Work with user-defined fields - Record loans contracted by the institution - Record debt securities issued by the institution - Record drawings and subscriptions - Record debt service operations (prepayment, buyback, payment, arrear, rescheduling forgiveness, swap, suspension, stripping) - Generate operational and validation reports (including introduction to the query tool) - Use libraries of reports - Use DMFAS utilities - Set up background processing - Apply the naming conventions adopted by the institution to record instruments <p><i>Depending on the needs of the institution, participant may also:</i></p> <ul style="list-style-type: none"> - Record general agreements - Record on-lent loans - Record grants - Record sukuk - Record issuance authorization

<p>Content</p>	<p>Introduction to DMFAS: M0 DMFAS and capacity building * The life cycle structure of a debt instrument * Negotiation * Administration * Mobilization * Debt Service * Analysis * Reports</p> <p>DMFAS Portal and graphical user interface: M2</p> <p>Control Panel: M14 Security * User Accounts and Passwords * The DMFAS Cut-off Date * Module Parameters * Background Processing</p> <p>Historical data and operations</p> <p>Reference files: M11 Participants * Exchange Rates * Common Interest Rates, Bank Accounts * Budget Lines * Discount Rates * Funds * Indexes * Projects * Other</p> <p>Loans: General Information * Tranches * Commissions * Amortization Table * Capitalization * Drawings * Debt Service * Business Day Conventions * Reports</p> <p>Debt securities: M3 The four categories of debt securities: Money Market Instruments, Bonds and Notes, Promissory Notes and Other Debt Securities * General Information * Series * Commissions * Subscriptions * Debt Service * Business Day Conventions * Reports</p> <p>DMFAS 6 utilities Copy and Delete Instruments * Automatic Recording of Operations * Update Tables for User-defined Reports * 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): M9</p> <p>User documentation, on-line help and resources in the DMFAS web site</p> <p>DMFAS Helpdesk including Trac application</p> <p><i>Depending on the needs of the institution, the content may also cover:</i></p> <ul style="list-style-type: none"> - Specific Loans: revolving credits, syndicated loans, Asian Development Fund loans, local government debt instruments - General agreement - On-lent loans - Grants
<p>Modality</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&A sessions</p>
<p>Evaluation</p>	<p>Informal evaluation using quizzes (and possibly a formal end-of-training evaluation with the recording of an instrument)</p>
<p>Material</p>	<p>Course descriptions, PowerPoint hand-outs, exercises, DMFAS 6 User's Guide, DMFAS 6 Control Panel, DMFAS 6 Utilities, the Glossary of Debt and DMFAS, quizzes, 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	Day 5
9:00-10:30	DMFAS 6 Overview DMFAS Portal and GUI Reference Files: <ul style="list-style-type: none"> • Participants • Exchange Rates 	Loans: <ul style="list-style-type: none"> • Commissions • Drawings 	Practical Session: <i>Recording a full loan</i>	On-lent Loans: <ul style="list-style-type: none"> • General Info • Tranches • Commissions • Drawings • Debt Service 	Grants: <ul style="list-style-type: none"> • General Info • Drawings
10:30-11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
11:00-13:00	Reference Files: <ul style="list-style-type: none"> • Common Interest Rates • Others Loans: General Info	Business Day Conventions Loans: Debt Service	Practical Session: <i>Recording a full loan</i>	Practical Session: <i>Recording a full on-lent loan</i>	Practical Session: <i>Recording a full grant</i>
13:00-14:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14:00-15:45	Loans: Tranches	Capitalization Loans: Wrap-up	Practical Session: <i>Recording full loan</i>	Practical Session: <i>Recording a full on-lent loan</i>	QUIZ
15:45-16:00	NAVIGATION MEETING				

	Day 6	Day 7	Day 8	Day 9	Day 10
9:00-10:30	Debt Securities: Introduction Money Market Instruments: Discount	Bonds and Notes General Info, Series and Commissions for: <ul style="list-style-type: none"> • Fixed-rate bond • Floating-rate bond • Stepped bond • Annuity bond 	Practical Session: <i>Recording a full fixed-rate bond</i>	Prepayment Buyback	Control Panel: <ul style="list-style-type: none"> • DMFAS Parameters • Security • Auditing
10:30-11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
11:00-13:00	Money Market Instruments: Interest Bearing Zero-coupon Bonds	Bonds and Notes Subscriptions and Debt Service for: <ul style="list-style-type: none"> • Fixed-rate bond • Floating-rate bond • Stepped bond • Annuity bond 	Practical Session: <i>Recording a full floating-rate bond</i>	Utilities: <ul style="list-style-type: none"> • Loans • Debt Securities • Grants • User Parameters • Automatic Recording of Operations 	Standard Reports Validation Reports Introduction to User-defined reports
13:00-14:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14:00-15:45	Practical Session: <ul style="list-style-type: none"> • <i>Recording a Treasury Bill</i> • <i>Recording a Zero-coupon Bond</i> 	Other Debt Securities: <ul style="list-style-type: none"> • Perpetual • Promissory Notes 	QUIZ	Practical Session: <i>Utilities</i>	User documentation Helpdesk and Trac Wrap-up Session Final Evaluation
15:45-16:00	NAVIGATION MEETING				

Target audience	<ul style="list-style-type: none"> - Debt officers who will be active users of DMFAS 6 - Debt officers who will be users of DMFAS 6 with read-only access
Prerequisites	<p>Familiarity with basic debt management concepts</p> <p>Completion of DMFAS 6 Basic Training</p>
Duration	2-3 weeks (depending on the number of participants and DMFAS functionalities covered by the training)
Objective of the module	To use DMFAS 6 analytical and advanced reporting features, and optional modules to satisfy the operational, reporting and analytical needs of the debt office.
Skills developed	<p>After completing this training, the participant will understand:</p> <ul style="list-style-type: none"> - The analytical functions of DMFAS 6 - The different options to capture short-term and private external debt - The Debt Reorganization module - The Auctions module - The advanced reporting capabilities of DMFAS 6 including DMFAS tables and views <p>Using DMFAS 6, the participant will be able to:</p> <ul style="list-style-type: none"> - Use analytical features (debt ratios, financial indicators, sensitivity analysis, risk model interface, etc.) needed by the institution - Calculate the debt ratios and financial indicators needed by the institution - Perform interest rate/exchange rates sensitivity analysis for a set of debt instruments - Prepare data for export to a risk model interface - Work with the new DMFAS 6 query tool - Create user-defined reports, including reports showing projections on outstanding, the present value of a set of debt instruments and calculation of accrued interest - Generate the managerial, analytical and statistical reports - Use the relevant tables and views of DMFAS to create reports required by the institution - Generate World Bank reports <p><i>Depending on the needs of the institution, participant may also:</i></p> <ul style="list-style-type: none"> - Record auction data - Record short-term external debt - Record private non-guaranteed external debt - Record debt reorganization terms

<p>Content</p>	<p>DMFAS 6 advanced reporting capabilities: M9</p> <ul style="list-style-type: none"> - User-defined reports - Analytical and managerial reports: projections on outstanding, present value, accrued interest, etc. - Statistical bulletins - World Bank reports - Closing date reports - The query tool <p>Analytical features: M7</p> <ul style="list-style-type: none"> - Debt ratios - Financial indicators - Sensitivity - Risk model interface <p><i>Depending on the needs of the institution, the content may also cover:</i></p> <ul style="list-style-type: none"> - Auctions M4 - Private non-guaranteed external debt M5 - Short-term external debt M6 - Debt reorganization M8
<p>Modality</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&A session</p>
<p>Evaluation</p>	<p>Informal evaluation using quizzes (and possibly a formal end-of-training evaluation with exercises in DMFAS 6)</p>
<p>Material</p>	<p>Course descriptions, PowerPoint hand-outs, exercises, DMFAS 6 User's Guide, DMFAS 6 Control Panel, the Glossary of Debt and DMFAS, 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
9:00-10:30	Analysis: Introduction Analysis: Debt ratios	Analysis: <ul style="list-style-type: none"> Financial Indicators - Average Terms 	Analysis: Sensitivity Analysis - Exchange Rates	Analysis: Interface with Risk Model	Practical Session: User-defined Reports
10:30-11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
11:00-13:00	Analysis: Financial Indicators -Grant Element	Practical Session: Average terms	Practical Session: Sensitivity analysis	User-defined reports Query Tool: Exercises	Practical Session: User-defined Reports
13:00-14:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14:00-15:45	Practical Session: <ul style="list-style-type: none"> Debt Ratios Grant Element 	Analysis: Sensitivity Analysis - Interest Rates	Practical Session: Sensitivity analysis	Practical Session: User-defined Reports	Quizzes
15:45-16:00	NAVIGATION MEETING				

	Day 6	Day 7	Day 8	Day 9	Day 10
9:00-10:30	Present Value Calculations in DMFAS 6	Practical Session: Projections on Outstanding	Closing Date Reports	World Bank Reports	Practical Session: Generating reports on auctions
10:30-11:00	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
11:00-13:00	Practical Session: Present Value	Practical Session: Projections on Outstanding	Statistical Bulletin Reports	Auction module: An introduction and example	Quizzes
13:00-14:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14:00-15:45	Projections on Outstanding in DMFAS 6	Accrued Interest Calculations in DMFAS 6 Practical Session: Accrued Interest	Practical Session: Statistical reports	Practical Session: Recording auctions	Wrap-up Session Final Evaluation Closure
15:45-16:00	NAVIGATION MEETING				



DMFAS 6 Basic and Advanced Functional Training

FOR NEW INSTALLATIONS

Detailed course descriptions

Module 0: Introduction to DMFAS

Course Description

Target audience	<p>The audience addressed is first-time users of DMFAS; these persons can be:</p> <ul style="list-style-type: none">- 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	<p>After completing this module, the participant will be able:</p> <ul style="list-style-type: none">- To describe the purpose and structure of the DMFAS software.- To state the phases of an instrument's life cycle- To locate key modules in the DMFAS interface
Content	<p>What is DMFAS ? DMFAS and capacity building The life cycle structure Negotiation Administration Mobilize Debt Service Analysis Reports</p>
Modality	<p>Presentation made by the trainer during the classroom. Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Module 1: What's New in DMFAS 6

Course Description

Target audience	<ul style="list-style-type: none"> - 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	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> - 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	<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>
Modality	<p>Presentation made by the trainer during the classroom. Practice of DMFAS 6: using the DMFAS 6 on-line help Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Module 2: DMFAS 6 Portal and Interface

Course Description

Target audience	<ul style="list-style-type: none"> - 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	<p>After completing this module, the participant will be able:</p> <ul style="list-style-type: none"> - To use DMFAS 6 Portal - To work with the new interface with ease
Content	<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>
Modality	<p>Presentation made by the trainer during the classroom. Practice of DMFAS 6. Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs.

Module 3: DMFAS 6 Debt Securities

Course Description

Target audience	<ul style="list-style-type: none"> - 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	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> - Record different types of debt securities in DMFAS 6 - Work easily with the new interface for debt securities
Content	<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"> - Money Market Instruments - Bonds and Notes - Promissory Notes - Other Debt Securities <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>
Modality	<p>Presentation made by the trainer during the training session</p> <p>Practice of DMFAS 6</p> <p>Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Module 4: DMFAS 6 Auctions

Course Description

Target audience	<ul style="list-style-type: none"> - 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	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> - 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	<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"> - Zero coupon instruments - Interest bearing instruments <p>Workflow Link with the Debt Securities module Reports on auctions</p>
Modality	<p>Presentation made by the trainer in the classroom. Practice of DMFAS 6. Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Target audience	<ul style="list-style-type: none"> - Debt officers responsible for recording and monitoring private debt in their institutions - Other staff whose work is related to the country's private debt
Prerequisites	<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>
Duration	1 to 3 days (depending on the methodologies of the institution)
Objective of the module	Record private non-guaranteed external debt (PNED) data in DMFAS 6.
Skills developed	<p>At the end of the session, you will be able to:</p> <ul style="list-style-type: none"> - Define private non-guaranteed external debt and explain its growing importance - 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 - Download the PNED template and to import data from Excel - Generate the related reports
Content	<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>
Modality	<p>Presentation made by the trainer during the classroom.</p> <p>Practice of PNED module</p> <p>Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Module 6: Short-term External Debt

Course Description

Target audience	<ul style="list-style-type: none"> - Debt officers responsible for handling and monitoring short-term debt in their institutions - Other staff whose work is related to the country's debt (e.g. debt auditors, statisticians)
Prerequisites	<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>
Duration	1 day (depending on the level of participants)
Objective of the module	Record short-term external debt (STED) instruments in DMFAS 6.
Skills developed	<p>At the end of the session, you will be able to:</p> <ul style="list-style-type: none"> - Define short-term external debt - Record STED data in DMFAS using the method selected by your institution (manual recording of aggregated data or import by Excel) - Download the STED template and use it to import data from Excel (if appropriate) - Generate the related reports
Content	<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>
Modality	<p>Presentation made by the trainer during the classroom.</p> <p>Practice of STED module</p> <p>Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Target audience	<ul style="list-style-type: none"> - Debt officers responsible for conducting analysis on the debt portfolio, who are or will be active users of DMFAS 6 - 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 - Debt officers responsible for liaising with macroeconomic and fiscal units of the institution - Other staff whose work is related to the country's debt analysis (e.g. statisticians)
Prerequisites	<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>
Duration	2-3 days (depending on the level of participants)
Objective of the module	Use DMFAS 6 analytical features to carry out the analysis of the country's debt portfolio
Skills developed	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> - Explain the key Analysis features and summarize the steps or procedures they involve - Relate debt and macroeconomic indicators using debt ratios - Calculate some basic cost and market risk indicators of the debt portfolio - Measure the impact of different interest rates or exchange rate scenarios on the existing debt portfolio
Content	<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>
Modality	<p>Presentation made by the trainer during the classroom.</p> <p>Practice of DMFAS 6: using DMFAS 6 analytical features</p> <p>Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Module 8: DMFAS 6 Reorganization

Course Description

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

Course Description

Target audience	<ul style="list-style-type: none"> - 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	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> - 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	<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>
Modality	<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&A session.</p>
Evaluation	Informal evaluation with the creation of several reports
Material	PowerPoint hand-outs

Module 10: What's New in Loans

Course Description

Target audience	<ul style="list-style-type: none"> - 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 about the Loans module
Prerequisites	Familiarity with DMFAS 5.3
Duration	2-4 hours (depending on the number of participants)
Objective of the module	Learn about the main changes and improvements in the Loans module of DMFAS 6.
Skills developed	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none"> - Describe the new features in the Loans module of DMFAS 6 - Identify functionalities useful to perform one's work or useful to the institution
Content	<p>Administration 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>Mobilization Extended and new feature for drawing requests</p> <p>Debt Service Reorganized menu * New field for the status of a payment * Renamed payment fields * New feature to record full and partial prepayments</p> <p>Reports New standard operational reports on changes made after closing dates.</p>
Modality	Presentation made by the trainer during the classroom. Exercises Q&A session
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Module 11: Reference Files

Course Description

Target audience	The audience addressed is first-time users of DMFAS; these users can be debt officers who will be active users of DMFAS 6.
Prerequisites	Completion of Module 0 (Introduction to DMFAS)
Duration	A half-day or a full day (depending on the number of reference files used by the institution).
Objective of the module	Learn about the purpose, importance and use of reference files in DMFAS 6.
Skills developed	At the end of the session, you will be able to: <ul style="list-style-type: none">- Explain the main characteristics of reference files- Describe the importance of reference files- Record data in reference files- Identify the reference files useful to perform your work or useful to the institution- Generate reports on certain reference files
Content	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
Modality	Presentation made by the trainer during the classroom. Record data in reference files Q&A session.
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

Module 14: The DMFAS 6 Control Panel

Course Description

Target audience	<p>The two types of users of the Control Panel:</p> <ul style="list-style-type: none">- The database administrator (DBA)- 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 <p>Each type of individual can be responsible for the installation, maintenance and administration of DMFAS at a site.</p>
Prerequisites	Familiarity with DMFAS 5.3
Duration	3-4 hours (depending on the number of participants)
Objective of the module	Learn about the different modules available in the DMFAS 6 Control Panel.
Skills developed	<p>After completing this module, the participant will be able to:</p> <ul style="list-style-type: none">- Configure the installation and module parameters of DMFAS- Assess the usefulness of the Security and Auditing modules for his/her institution- Customize the DMFAS software- Apply the Support functions as needed- Monitor scheduled background operations or calculations
Content	<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>
Modality	<p>Presentation made by the trainer during the classroom. Practice of DMFAS 6 Control Panel Q&A session.</p>
Evaluation	Informal evaluation using a quiz
Material	PowerPoint hand-outs

