

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 to:</p> <ul style="list-style-type: none">- 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	<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	After completing this module, the participant will be able to: <ul style="list-style-type: none">- Use DMFAS 6 Portal- 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	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.

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> Accessing the Auctions module Auctions by type of debt security</p> <ul style="list-style-type: none"> - Auctions for money market instruments - Auctions for bonds and notes <p>Link with debt securities Workflow (Auctions and Debt Securities modules) 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

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- 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: <ul style="list-style-type: none">- 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? <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 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	<ul style="list-style-type: none">- 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

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	After completing this module, the participant will be able to: <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	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

