

**MUNSOFT**

municipal financial software

# **USER MANUAL**

Munsoft 7.0.14 v1

## **YEAR-END PROCEDURES**

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## INTRODUCTION

With YEAR-END, some checks and blocks have been put in place that might cause a delay with year-end. The following tasks will **have** to be completed, before the June month-end can be authorised:

- TB to balance
- Quick code validations (cashier quick codes)
- Budget lock
- Outstanding transactions
- Accruals

The following task won't block the June month-end from happening but is advised to do these:

- 6.1 to 6.2 segment alignment
- Creditors NT grouping
- Debtor NT grouping

## TB TO BALANCE

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Your trail balance must balance. Which means that the MC to SC balance sheet items that have balances need to be aligned and migrated to SCOA.

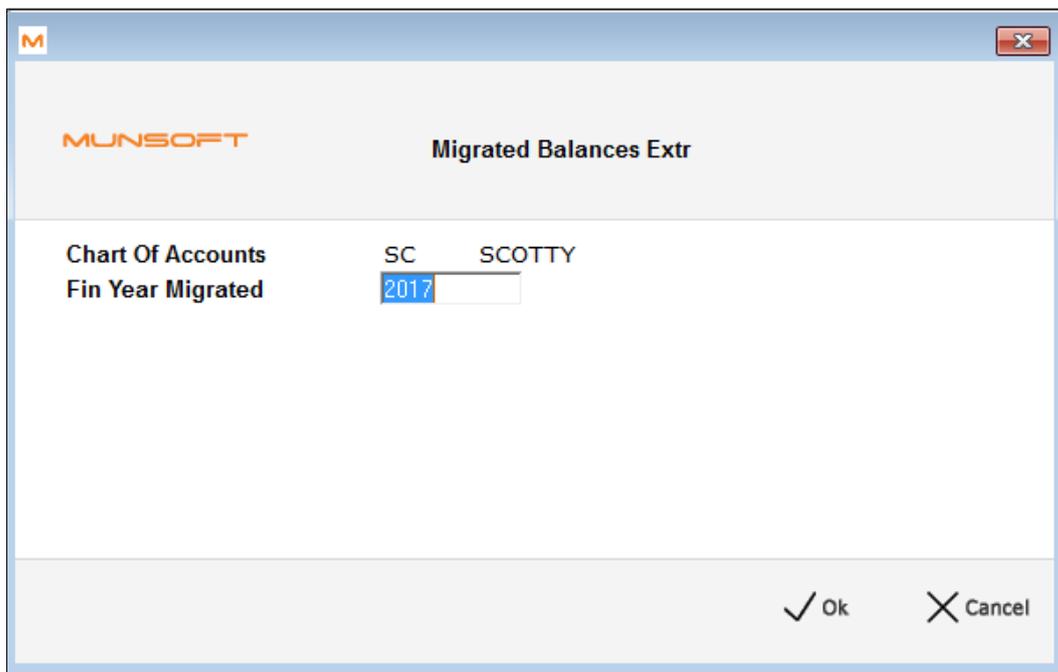
## MIGRATE BALANCES EXTRACT

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Extract the migrated balances for MC to SC segments.

## GENERAL LEDGER > SCOA MENU > COMPARITIVES SETUP > MIGRATED BALS EXTRACT

- **Fin year migrated:** This year will default to the year the data was converted to SCOA.
- Click "ok".



The screenshot shows a dialog box titled "MUNSOFT Migrated Balances Extr". The dialog box has a title bar with a close button (X) in the top right corner. The main content area contains the following text:

Chart Of Accounts SC SCOTTY  
Fin Year Migrated 2017

The text "2017" is highlighted in blue, indicating it is selected in a text input field. At the bottom right of the dialog box, there are two buttons: "Ok" with a checkmark icon and "Cancel" with an X icon.

- On the extract you will see that the first 5 columns relate to the MC chart. All other columns thereafter relate to the SC chart.
- The “opening balance” and “scoa opening balance” columns at the end of the document must equal to zero.
- If this is not the case then there are some alignments that have not yet been done. Use this document to identify these segments.
- In some cases, multiple MC segments might have been migrated to 1 SC segment. The total closing balance for these items should equal the total opening balance.

Financial Year	Company	MC Dept	MC Account	MC Desc	Closing Bal 2016	Opening Balance	Scoa Opening Balance
2017	MC	2206	700	RATES/ BUILDING CLAUSE - MONT			
2017	MC	2202	1550	DEBTPACK HANDOVERS			
2017	MC	2202	210	SUNDRYDEBTORS CONTRA - RECOVE			
2017	MC	2202	1750	SEWERAVAILABILITY: SUSPENSE A			
2017	MC	2202	300	SERVICE: ELEC. SEWER WATER AVA			
2017	MC	2202	360	TELEPHONE CHARGES: A M ISAKS			
2017	MC	2202	460	REPAIRS TO LBN RESIDENCE			
2017	MC	2202	800	RATES/ BUILDING CLAUSE-MONTHL			
2017	MC	2202	1700	SEWAGE AVAILABILITY Balance Brought Forw	23706611.23	26024681.46	
2017	MC	2202	1701	SEWAGE AVAILABILITY CHARGES (ANNUALLY) Year to Date	2318070.23		
2017	MC	2202	100	SUNDRY DEBTORS Balance Brought Forw	6372483.98	10310578.28	
2017	MC	2202	101	SUNDRY DEBTORS Movements	3938094.3		
2017	MC	2202	500	RATES / BUILDING CLA Balance Brought Forw	39275011.35	40095135.6	
2017	MC	2202	501	RATES / BUILDING CLAUSE - ANNUALLY Year to Date	820124.25		

## CREATE SCOA LEDGER

The first step is to create the SCOA ledger.

### GENERAL LEDGER > SCOA MENU > COMPARITIVES SETUP > CREATE SCOA LEDGER

- When running this function might take a while to complete.

## ALIGN OLD CHART TO SCOA

The second step is to align your existing trial balance to the corresponding SCOA function and item.

### GENERAL LEDGER > SCOA MENU > COMPARITIVES SETUP > ALIGN OLD CA TO SCOA

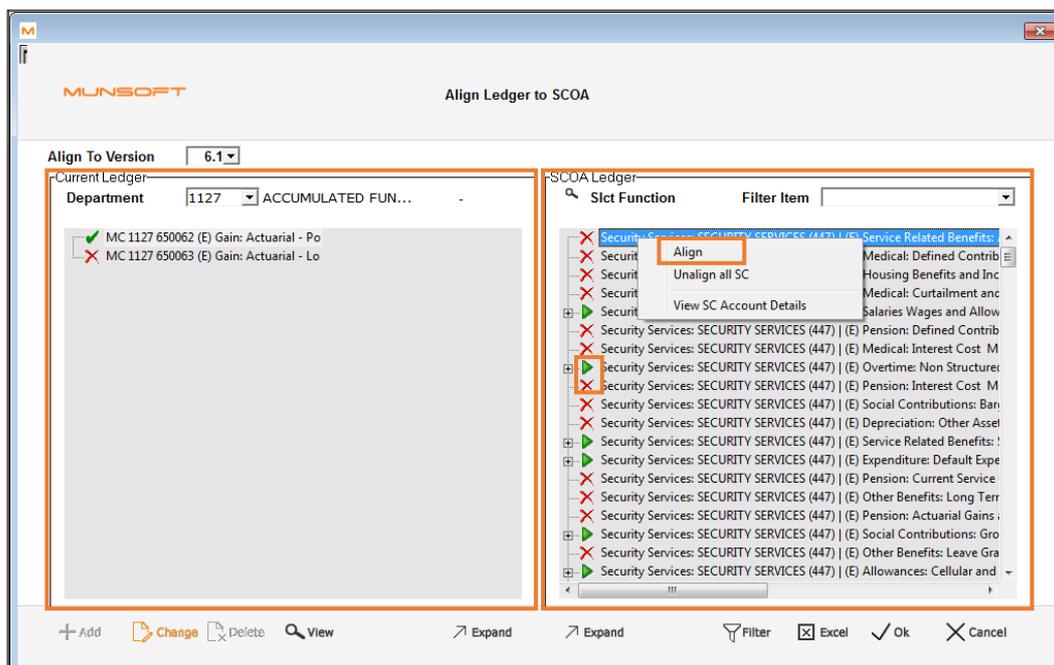
- **Align to version:** Select version 6.1

The screen is split into 2 sections. On the left is the old/existing trial balance and on the right, the mSCOA chart items. The aim would be to align all the old votes on the left of the screen to the corresponding new mSCOA item on the right of the screen.

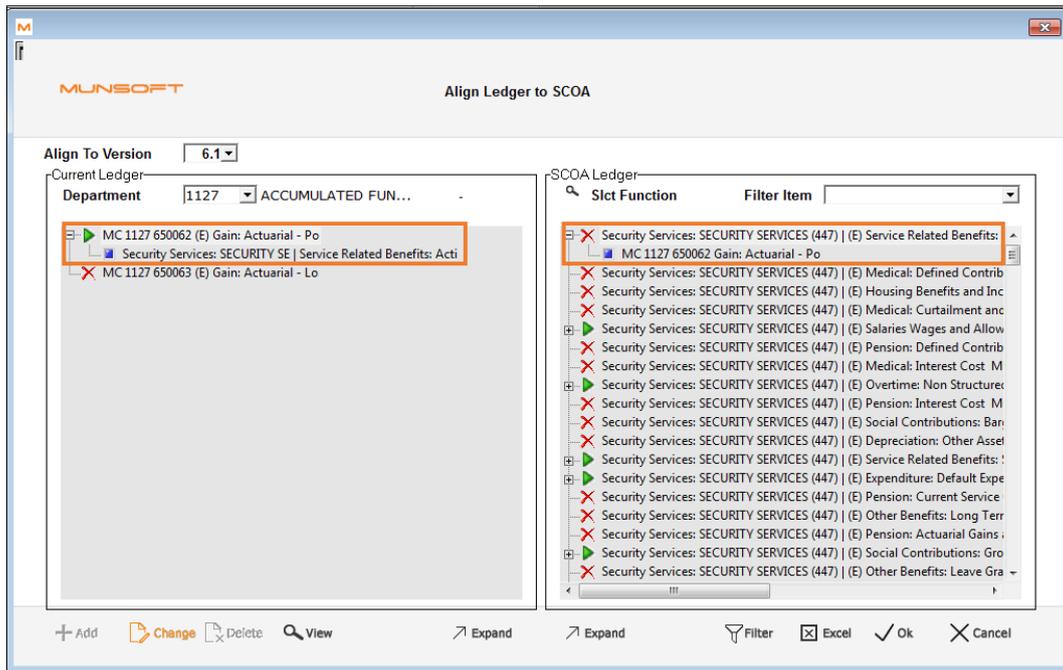
- **Department:** Click on the department arrow drop down, and hit enter to show all departments on the MC chart. Select the relevant department. All votes related to this department will be listed.
- **Filter button:** Select to show all, aligned or unaligned items.
- **Filter item:** Can further filter by item.

Items not aligned yet, will have a red cross displayed next to it, and those that have been aligned, will have a green arrow next to it.

- On the left, double click on the old vote, and the red cross will turn to a green tick.
- On the right, right-click on an item and select the “align” option.
- A message will be displayed informing you that the vote has now been aligned to the mSCOA item.
- The red cross will now be changed to a green arrow which means that the 2 items have now been paired or aligned.



- By clicking on the +sign on either side, will show which SCOA item (on the right) or old vote (on the left) has been aligned to the corresponding old vote (on the left) or SCOA item (on the right).



- To un-align a mapped vote, right click on the vote, and select “unalign MC”.
- A message will appear confirming this.
- This process has to be completed for the complete trial balance.
- The excel sub menu key will export all the votes and corresponding mSCOA items.

## MIGRATE BALANCES

The last step is to migrate the old trial balances to the SCOA trial balance. This step is to be done by Munsoft or by a consultant and is password protected.

## GENERAL LEDGER > SCOA MENU > COMPARITIVES SETUP > MIGRATE BALANCES

## QUICK CODE VALIDATION

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Payroll integration for July won't happen if payroll quick codes have not been setup. Please ensure that by July salary run, that the payroll quick codes and/or integration has been done. This won't block you from doing year-end.

When the cashier month-end authorisation is done, only valid cashier quick codes will be migrated. Invalid quick codes will be blocked and therefore won't be able to be used until they have been corrected (6.2 quick codes).

The following steps will explain what to do.

### 6.1 TO 6.2 QUICK CODE MIGRATION

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Quick codes that were used in 6.1 will have to be migrated across to the 6.2. The system will migrate 6.1 quick codes that have not been flagged as "blocked" to 6.2. The system will then BLOCK any 6.2 quick codes that are not valid on the 6.2 chart.

With the June month-end authorisation, the system will automatically migrate any newly created 6.1 quick codes.

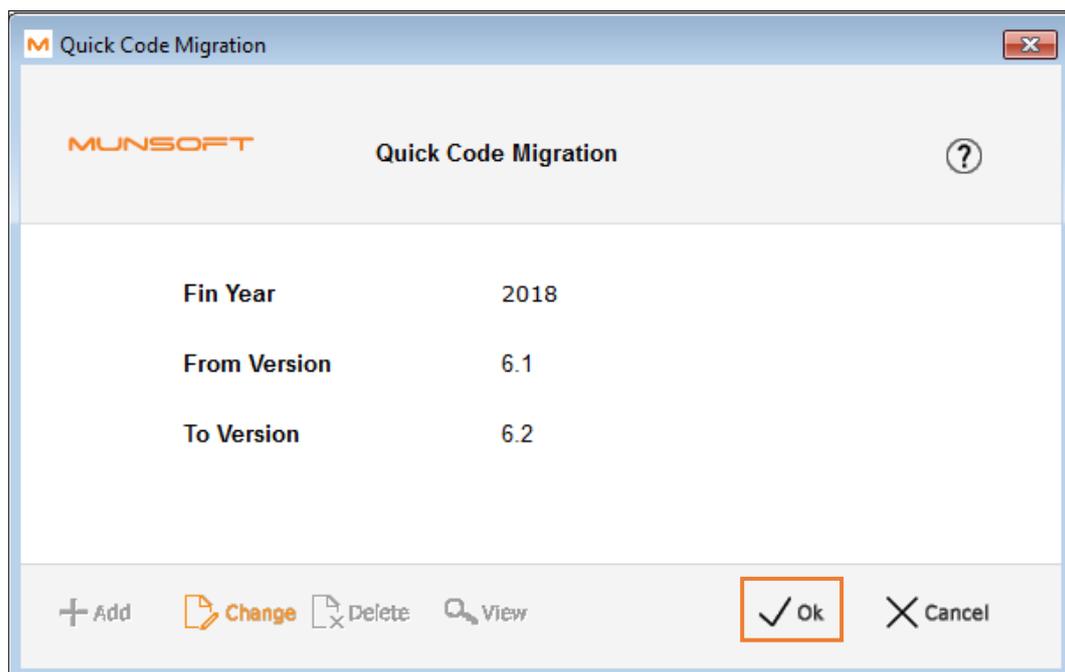
Ideally, users should finish the quick code 6.2 validation ahead of time and not when doing year-end.

When running the migration the system will only ADD newly created 6.1 quick codes to 6.2. It will not overwrite what has already been corrected for 6.2 so this step may be repeated multiple times until year-end.

The quick code migration will also migrate the 3rd party SCOA setup (your prepaid and traffic fines setup).

Quick codes that will be migrated are: CASHIE, CONSUM, SUNDRY and SUNREG.

### GENERAL LEDGER > SCOA MENU > UTILITIES > QUICK CODE MIGRATION



## QUICK CODE VERIFICATION

Use this screen to extract *blocked(invalid) quick codes* for 6.2 only. These are the codes that need to be corrected.

### GENERAL LEDGER > SCA MENU > UTILITIES > QUICK CODE VERI EXTR

**Quick Code Verification Extract**

MUNSOFT Quick Code Verification Extract

Fin Year: 2018  
 Budget Year: 2019  
 Budgets Locked YN: Y  
 To Version: 6.2  
 Filter:  All Quick Codes  Invalid Codes

+ Add Change Delete View Ok Cancel

Prefix Co	Prefix Desc	Quick Co	Quick Code Desc	Blocked YN	Invalid Reason
CASHIE	CASHIERS INC CODE	'000036	Grants Capital FMG (ICT 403)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000050	Grants Operational ROADS (Main Roads 350)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000107	Grants Operational LIBRARY (410)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000115	Deposits: Billboards pamphlets posters	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000116	Deposits: Tables chairs halls plants	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000119	Sale of assets (1500)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000123	Vehicle registration Transaction fees	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000124	Vehicle registration and licences	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000128	Unallocated deposits (unclaimed)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000140	Split of deposits - Default (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000141	Bank sweeps and errors (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000142	Card licences and penalties (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000143	Refund of medical aid (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000159	Community Development S12 bankacc (3001)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000160	Housing Topstructures - Diazville (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000161	Housing Topstructures - Middelpos (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000162	Housing Topstructures - Ongegund (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000163	Housing Topstructures - Middelpos (1204)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000164	Grant Housing Capital (1100)	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000170	Vat receivable - SARS refund	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000172	Salary control account - Repayment of salary (1204)	Y	ITEM NOT POSTING

The extract will also list the total or table budget (depending on whether the budget has been locked) for that quick code.

Prefix Co	Prefix Desc	Quick Co	Quick Code Desc	Original Budget	Blocked	Invalid Reason
CASHIE	CASHIERS INC CODE	'000036	Grants Capital FMG (ICT 403)	0	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000050	Grants Operational ROADS (Main Roads 350)	0	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000107	Grants Operational LIBRARY (410)	0	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000115	Deposits: Billboards pamphlets posters	0	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000116	Deposits: Tables chairs halls plants	0	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000119	Sale of assets (1500)	0	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000123	Vehicle registration Transaction fees	0	Y	ITEM NOT POSTING
CASHIE	CASHIERS INC CODE	'000124	Vehicle registration and licences	0	Y	ITEM NOT POSTING

## QUICK CODE MAINTENANCE

Use this screen to correct or unblock any 6.2 quick codes.

Blocked CASHIER quick codes, means that a cashier will not be allowed to receipt against this quick code until it has been corrected and unblocked. This quick code has no impact when year-end is rolled over.

Blocked CONSUM, SUNDRY or SUNREG quick codes that are linked to tariff codes, will have to be unblocked and corrected before year-end is rolled over.

The system will not allow you to perform year-end/June month-end until all quick codes that are in use have been corrected and unblocked.

### GENERAL LEDGER > SCOA MENU > UTILITIES > QUICK CODE MAINT

- **Version:** Select 6.2
- **Prefix:** Select the relevant quick code prefix (CASHIER/CONSUM etc).
- **Code:** Enter that quick code that is being blocked. You will not be able to search for it using the drop down arrow.

Messages will pop up informing you that the quick code you selected is invalid and that the item is not posting level.

- Make sure you are in change mode

SCOA Quick Code Maintenance

MUNSOFT SCOA Quick Code Maintenance

Version: 6.2  
Prefix: CASHIE CASHIERS INC CODE  
Code: 000036  
Quick Code Desc: Grants Capital FMG (ICT 403)  
Change Segments:

Block YN:

Segment Desc: Local Government Financial Management Grant (Schedule 5B):

Function: Function: Finance and Administration: Core Function: Finance: UNSPENT COND GOV GRANTS (1100)

Item: Liabilities:Current Liabilities:Trade and Other Payable Non-exchange Transactions:Transfers and Subsidies Unspent:CapitalMonetary AllocationsNational Government:Local Government Financial Management Grant

Project: Default Transactions

Costing: Costing:Default

Src of Funding: Fund:Non-funding Transactions

Regional: Regional:Regional Identifier:Local Government by Province:Western Cape:District Municipalities:DC01 West Coast:Municipalities:WC014 Saldanha Bay:Whole of the Municipality

+ Add Change Delete View Excel Ok Cancel

- Click on the magnifying glass to search and select for a valid 6.2 segment string combination.
- **Blocked Y/N:** Make sure it is unticked.
- Click “ok”.

SCOVA Quick Code Maintenance

MUNSOFT SCOVA Quick Code Maintenance

Version: 6.2  
 Prefix: CASHIE CASHIERS INC CODE  
 Code: 000036  
 Quick Code Desc: Grants Capital FMG (ICT 403)

**Change Segments** [Magnifying Glass]

**Block YN**

Segment Desc: 100-Grants-Oper-Mon-Nat-FMG  
 Function: Function: Finance and Administration: Core Function: Finance: CFO (100)  
 Item: Revenue:Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Governments:Local Government Financial Management Grant  
 Project: Default Transactions  
 Costing: Costing:Default  
 Src of Funding: Fund:Operational:Transfers and Subsidies:Monetary Allocations:National Government:Local Government Financial Management Grant  
 Regional: Regional Identifier:Local Government by Province:Western Cape:District Municipalities:DC01 West Coast:Municipalities:WC014 Saldanha Bay:Whole of the Municipality

+ Add Change Delete View Excel **Ok** Cancel

## QUICK CODE BULK IMPORT

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This screen can be used to bulk upload quick codes that have been corrected(unblocked), but please take care!

Payroll quick codes will not migrate. Use this screen to import PAYROLL quick codes using segments for their payroll budgeting.

The system will not allow you to import CONTROL codes.

DEFAULT, CONTRO, BNKCDE, CSMCNT, SNDCNT and SRGCNT quick codes will roll over and be set up by Munsoft.

The import will be aborted completely if:

- The combination of segments does not exist on the GL.
- The combination is invalid (phase 2 NT checks).
- The item is a control item.

You will receive an error report indicating on which row the bad segments are. You will have to correct the data and reimport.

The system will overwrite any codes that already exist and add any new codes.

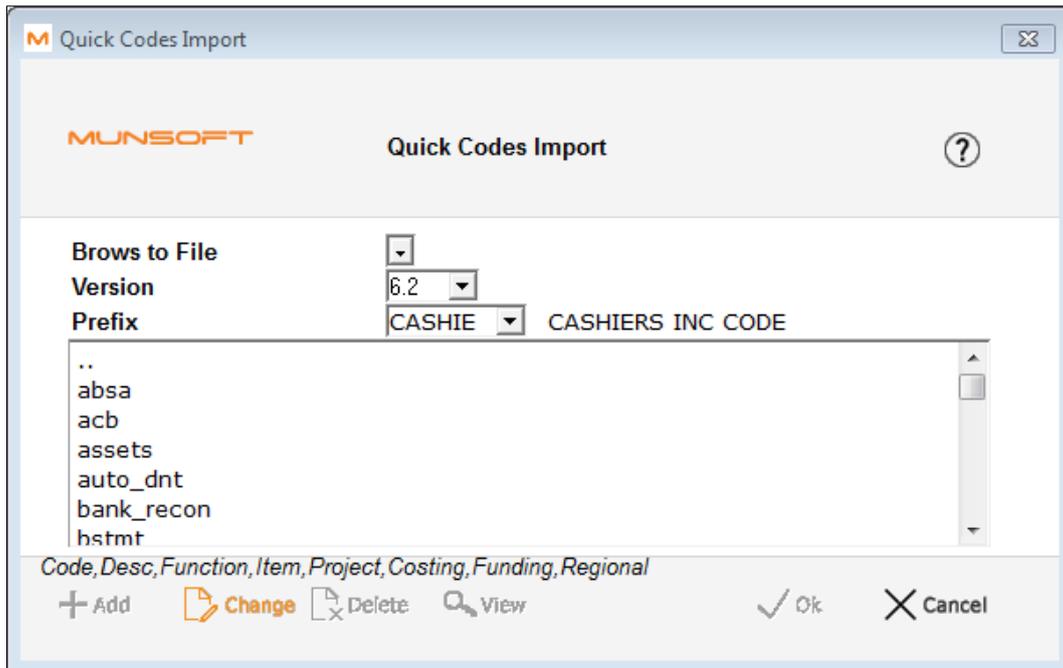
- Use the below layout to bulk upload quick codes.
- For each prefix, a new layout must be used.
- The headings may remain. The “description” field should not contain any commas and the file needs to be saved as a comma delimited (.csv). The other segment fields should contain GUIDS.

Code	Desc	Function	Item	Project	Costing	Funding	Regional
909	TEST IMP	c0fa3f7-55b6-4ef6-b0e3-76b190e04071005	043970c4-7b25-43a0-aa1b-c7a276f69575	53d432c7-5d06-4d53-a785-f29995840060	47c7ba65-c270-4a7f-91ba-3842eb629ddf	9257bcbd-f49b-4d57-8ec1-5792780d80fd	063724ba-65d8-4cc5-aa17-34b2080f408e

Once you have compiled the various spreadsheets, can they be uploaded.

**GENERAL LEDGER > SCOA MENU > UTILITIES > QUICK CODE IMPORT**

- **Version:** Select the version you are uploading.
- **Prefix:** Select the prefix for those quick code you are importing.
- **Browse to file:** Select the file to be uploaded.
- Search and select the file and click “ok”.



## BUDGET LOCK

The system will block you if your tabled budget has not been locked and authorised. Once locked, the system will copy your tabled budget over to become the original budget.

### LOCKING THE TABLED BUDGET

#### GENERAL LEDGER > BUDGETING > SC BUDGETING > FORECAST BUDGETING > LOCK TABLED BUDGET

- Click on the “add” sub menu key and enter the budget year to lock.
- Continue clicking “ok” until the “process” sub menu key is activated, and click on it to finalise this step.
- The operator name and date the budget was locked will be recorded.

**MUNSOFT** Lock/Unlock Tabled Budgets

Company SC SCOTTY  
Fin Year 2018

Seq	BudYear	LockUnLock	LockedYN	Opr	Date	Operator Name
001	2019	<input checked="" type="radio"/> Lock <input type="radio"/> Unlock	N	S31	08/06/2018	MUNSYS_TONI
002	2020	<input checked="" type="radio"/> Lock <input type="radio"/> Unlock	Y	S28	18/05/2018	MUNSYS_LUKE
003	2021	<input checked="" type="radio"/> Lock <input type="radio"/> Unlock	Y	S13	16/05/2018	MUNSYS_MARLIE
004	2023	<input checked="" type="radio"/> Lock <input type="radio"/> Unlock	Y	S22	02/05/2018	MUNSYS_LUKE

+ Add Change Ok Cancel

## AUTHORISING THE BUDGET LOCK

Once the tabled budget has been locked, it needs to be authorised by someone other than the person who locked the budget.

### GENERAL LEDGER > BUDGETING > SC BUDGETING > FORECAST BUDGETING > AUTH BUD LOCK

- Select the “yes” radial button for each budget year lock you want to authorise.
- Click “ok” and then on the “process” sub menu keys to finalise this step.
- The operator name and date the budget lock was authorised will be recorded.
- Once authorised, the table is locked.

MUNSOFT Authorise Lock/UnLock Tabled Budgets

Company SC SCOTTY  
Fin Year 2018

Seq	BudYear	Authorise	Reason	Opr	Date Requested	Operator Name
001	2020	<input checked="" type="radio"/> Yes <input type="radio"/> No	UNLOCK BUDGET	S28	18/05/2018	MUNSYS_LUKE

+ Add    Change    ✓ Ok    ✗ Cancel

## OUTSTANDING TRANSACTIONS

It is extremely important to finalise ALL transactions (while the General ledger is still open) prior to finalising year end. NO LAST YEAR TRANSACTIONS/CORRECTIONS on any sub module will be allowed. In other words, if any transactions/corrections that need to be done in 2018, but is not, will have to be captured on the General Ledger as a Period 13 journal. The sub modules do not cater for period 13 transactions.

The following transactions need to be finalised in order for year end to happen:

- All receipts should be posted. **CASHIERS > RECEIPT POSTING**
- Consumer debtors transactions to be authorised or cancelled. **CONSUMER DEBTORS > TRANSACTIONS > AUTH TRANSACTIONS**
  - Debit/credit notes
  - Payment reversals
  - Consumer deposits
  - Write offs

The screenshot shows the 'Authorise Transactions' window in the MUNSOFT system. The window title is 'MUNSOFT Authorise Transactions'. The 'Auth Operator' is set to 'S31' and the 'Enter Operator' is 'MUNSYS\_TONI'. There are two radio buttons for 'Enter Operator': 'All Operators' (selected) and 'Specific Operator'. Below this, there are several transaction categories with checkboxes: 'Write Offs / Reversal', 'Meter Adjustments', 'Clearances', 'Indigents', 'Pensioners', 'Meter Discon/Recon', 'Acc Master Changes', 'Interim Transaction', 'Consumer Deposit', 'Consumer Agreement', 'Reimbursements', 'Account Merge', 'Debit/Credit Note', 'Consumer Transfers', and 'Payment Trnfer/Rever'. At the bottom of the window, there are buttons for '+ Add', 'Change', 'Delete', 'View', 'Ok', and 'Cancel'.

- Expenditure modules
  - Creditor's invoice captured. **PROCUREMENT > CREDITOR - INVOICE**
  - Creditor's payments to be authorised or deleted. **CREDITORS > TRANSACTIONS >**
  - Credit notes to be authorised or deleted. **CREDITORS > TRANSACTIONS >**
  - Cash book transactions (ALL including reversals) to be authorised and updated or deleted. **CASH BOOK > TRANSACTIONS >**

## ACCRUALS

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At year end, the system will automatically create an Accrual Journal for all open orders, debiting the Expense Item and crediting the Accrual Item under Trade Creditors.

Once the GRV is then captured in the new financial year, the Accrual Item will be debited (clearing it out) and the Creditors Control will be credited.

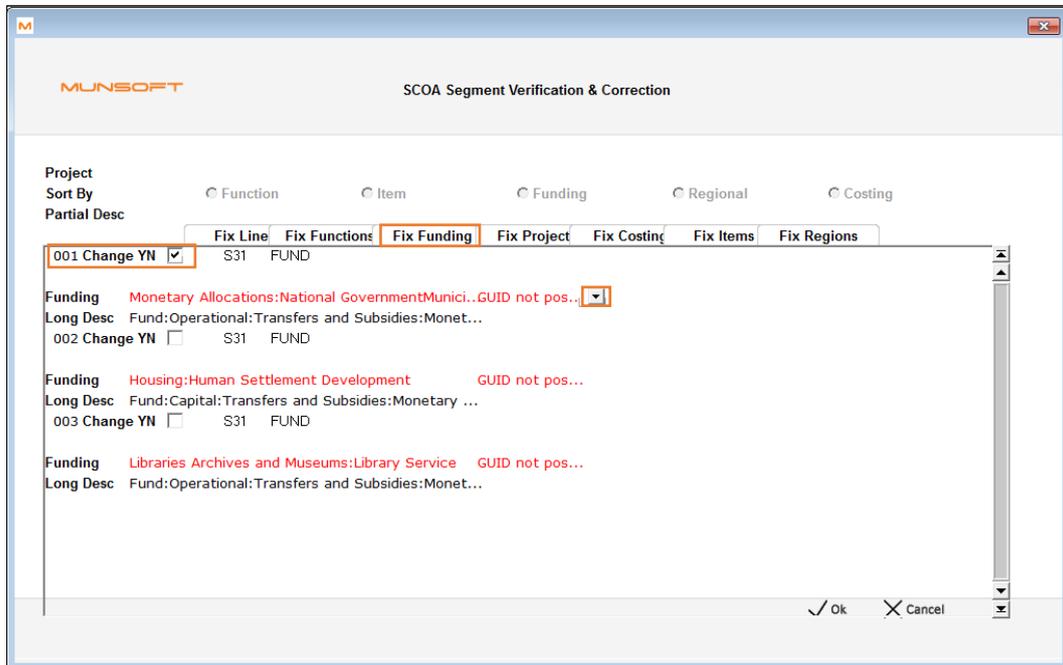
### **SUPERVISOR > REGULAR PROCEDURES > MONTH END > GENERAL LEDGER > ORDERS YE PREPARATION**

- Either delete or accrue the transactions.

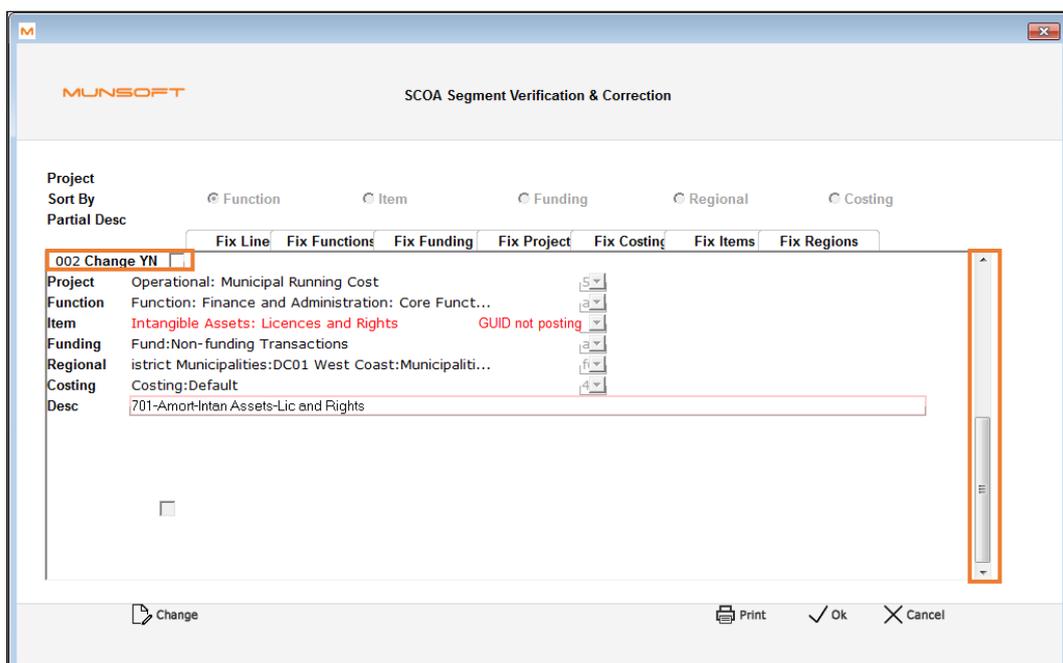


Once on the relevant segment tab(s):

- **Change YN:** Place a tick mark in this box.
- Click on the drop down to select a new segment.
- Once done click “ok”.



- You will return to the first screen. To continue fixing other segments, scroll down to the next segment, and continue fixing all segments.
- If you are done, click “ok” and then on the “process” sub menu key.



## CREDITORS NT GROUPING SETUP

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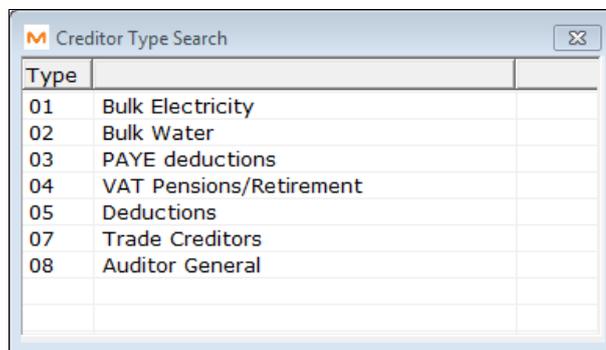
If municipalities wish to accurately report per creditor type, it is important to remember to correctly allocate the “creditor type” on the creditors master file.

The creditors NT groupings is a new requirement from National Treasury. Each creditor in your database would need to be assigned to one of NT’s 8 prescribed creditor types. With version 7.0.14, all creditor types will default to 07 “Trade Creditors” to avoid any invalid postings.

Up until year-end, transactions will still be posted to the current GUID. The split will only take affect after year-end.

## CREDITOR TYPE CODES

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The screenshot shows a window titled "Creditor Type Search" with a search icon in the top right corner. The window contains a table with the following data:

Type		
01	Bulk Electricity	
02	Bulk Water	
03	PAYE deductions	
04	VAT Pensions/Retirement	
05	Deductions	
07	Trade Creditors	
08	Auditor General	

## CREDITOR MASTER

In the creditor's master screen, on the "company details" tab, the creditor type would need to be checked and or corrected if accurate reporting per creditor type is to be done.

### CREDITORS > CREDITORS MASTER > CREDITOR MASTER

- Click on the "type" drop down to select a new creditor type if you are not satisfied with "trade creditors".

The screenshot displays the 'Creditors Master File' interface in the MUNSOFT system. The 'Company Details' tab is active and highlighted. The form contains the following fields and values:

Creditor Code	00003	Postal Address	Emabhanoyini Area
CSD Reference No.	MAAA0559035	Sync CSD	<input checked="" type="checkbox"/>
Trading Name	DUMENKANINI	Postal Code	3969
Legal Name	DUMENKANINI	Physical Address	

Navigation tabs: Contact Info, **Company Details**, Payment Details, Business Details, Commodities, Audit Trail

Country: RS1, 0.00

Company Reg. Details: 2017/649364/07

VAT Reg. Details:

Income Tax Ref. Number: 9209210237

Tax Clearance Exp. Date: 01/01/1900 (DDMMYYYY)

Unemployment Ins Fund No.:

Compensation Comm Reg No.:

Directors: View / Edit Directors

Statement Day: 01

Category: 01 CREDITORS

**Type: 07**

Buttons: + Add, Change, Delete, View, Ok, Cancel

## CONTROL ACCOUNTS

The current creditors control item will be split into various control items. This will allow for ageing on certain groups of creditors, thus ensuring a proper creditors age analysis.

For the 6.1/6.2 chart, the transaction types on creditors posting will also dictate the control – deposit/withdrawals. Control accounts will be assigned per creditor type.

### SUPERVISOR > PARAMETERS > CREDITORS > TYPES

- Example, creditor type code 1 (Bulk electricity) can be either a deposit or withdrawal (each with it's own unique quick code).

The screenshot shows the 'Creditors Type Maintenance' window with the following fields:

Version	6.2
Code	01
Transaction Type	WD
Description	Bulk Electricity
Scoa Control Quick Cde	000112

Buttons at the bottom: + Add, Change, Delete, View, Ok, Cancel.

The screenshot shows the 'Creditors Type Maintenance' window with the following fields:

Version	6.2
Code	01
Transaction Type	DP
Description	Bulk Electricity
Scoa Control Quick Cde	000111

Buttons at the bottom: + Add, Change, Delete, View, Ok, Cancel.

## DEBTOR NT GROUPING SETUP

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The debtor NT groupings should already have been done. If not please refer below. This is also covered in the “NT Data extracts user manual 7.0.12 v1” section “Actuals extracts” on the Munsoft Academy website.

## NT DEBTORS/CREDITORS AGEING SETUP AND EXTRACT

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Before the debtors and creditors extracts for NT can be extracted, the relevant National Treasury (NT) customer group codes (which is a requirement) need to be assigned to each consumer and sundry debtor account types.

## CUSTOMER GROUP CODES

Predefined customer group codes

CustGrpCode	Customer group codes
	<b>Organs of state</b>
2201	National: Agriculture, Forestry and Fisheries
2202	National: Arts and Culture
2203	National: Basic Education
2204	National: Communications
2205	National: Cooperative Governance and Traditional Affairs
2206	National: Correctional Services
2207	National: Defence and Military Veterans
2208	National: Economic Development
2209	National: Energy
2210	National: Environmental Affairs
2211	National: Government Communication and Information System
2212	National: Health
2213	National: Higher Education and Training
2214	National: Home Affairs
2215	National: Human Settlements
2216	National: Independent Police Investigative Directorate
2217	National: International Relations and Cooperation
2218	National: Justice and Constitutional Development
2219	National: Labour
2220	National: Mineral Resources
2221	National: National Treasury
2222	National: Parliament
2223	National: Performance Monitoring and Evaluation
2224	National: Police
2225	National: Public Enterprises
2226	National: Public Service and Administration
2227	National: Public Works
2228	National: Rural Development and Land Reform
2229	National: Science and Technology

2230	National: Social Development
2231	National: Sport and Recreation South Africa
2232	National: Statistics South Africa
2233	National: The Presidency
2234	National: Tourism
2235	National: Trade and Industry
2236	National: Transport
2237	National: Water Affairs
2238	National: Women, Children and People with Disabilities
2276	Other Municipalities
2277	Other Traditional Authority Property
2250	Provincial: Agriculture
2251	Provincial: Education
2252	Provincial: Health
2253	Provincial: Housing and Local Government
2254	Provincial: Office of the Premier
2255	Provincial: Other Departments
2256	Provincial: Public Works, Roads and Transport
2257	Provincial: Social Development
2258	Provincial: Sport, Arts and Culture
2270	Public Institutions: Constitutional
2271	Public Institutions: Major Public Entities
2272	Public Institutions: Other: National Government Business Enterprises
2273	Public Institutions: Other: National Public Entities
2274	Public Institutions: Other: Provincial Government Business Enterprises
2275	Public Institutions: Other: Provincial Public Entities
2290	RSA
	<b>Commercial</b>
2301	Businesses: Municipal Licensed Area
2302	Businesses: Eskom Licensed Area
2303	Industrial: Municipal Licensed Area
2304	Industrial: Eskom Licensed Area
2305	Mining Companies: Municipal Licensed Area
2306	Mining Companies: Eskom Licensed Area
2307	Embassies and Consulates: Municipal Licensed Area
2308	Embassies and Consulates: Eskom Licensed Area
2309	Other: Municipal Licensed Area
2310	Other: Eskom Licensed Area
	<b>Households</b>
2401	Households: Non-indigents - Municipal Licensed Area
2402	Households: Non-indigents - Eskom Licensed Area
2403	Households: Indigents - Municipal Licensed Area
2404	Households: Indigents - Eskom Licensed Area

## ALIGNMENT OF CONSUMER DEBTOR ACCOUNT TYPES TO CUSTOMER GROUP CODES

In this screen, you are required to assign the relevant NT customer group code (NT requirement) to each consumer debtor account type.

### SUPERVISOR > PARAMETERS > CONSUMER DEBTORS > MORE PARAMETERS > SUB CONSUMER TYPES

- Select the **main account type** from the arrow drop down.
- Select the **sub account type** from the arrow drop down.
- Make sure that you are in **change** mode, and then select the most appropriate **customer group code** from the arrow drop down.
- Continue adding all customer group codes for all main and sub account types. No need to click ok between changes. Just select a new main/sub account type.
- To track your progress, click on the excel sub menu.

- Complete the process until all account types on the extract have a corresponding customer group code.

ConsumerType	Description	SubConsumerType	Description	CustomerGroup	Description
000000	GENERAL	0BUS1M	Business: Mun Area	2205	National: Cooperative Governance and Traditional Affairs
000000	GENERAL	0DOM1E	Households:Non-Indig:EskomArea		
000000	GENERAL	0DOM1M	Households:Non-Indig:Mun Area		
000000	GENERAL	0	GEWONE REKENINGS		
000000	GENERAL	0BUS1E	Business: Eskom Area	2206	National: Correctional Services
000000	GENERAL	0BUSIN	BUSINESS-IND/COMM		
000000	GENERAL	0DOM2M	Households:Indig: Mun Area		
000000	GENERAL	0OTH1E	Buss/Ind: Other - Eskom Area		
00000C	COMPANY	0	GEWONE REKENINGS		
00000C	COMPANY	000BUS	BUSINESS	2201	National: Agriculture Forestry and Fisheries
00000C	COMPANY	000MUN	MUNICIPAL	2206	National: Correctional Services
00000C	COMPANY	0BUS1E	Business: Eskom Area	2202	National: Arts and Culture
00000C	COMPANY	0BUS1M	Business: Mun Area		
00000C	COMPANY	0BUSIN	BUSINESS-IND/COMM		
00000C	COMPANY	0DOM1E	Households:Non-Indig:EskomArea		
00000C	COMPANY	0DOM1M	Households:Non-Indig:Mun Area		
00000C	COMPANY	0DOM2M	Households:Indig: Mun Area		
00000C	COMPANY	0IND1E	Industrial: Eskom Area		
00000C	COMPANY	0IND1M	Industrial: Mun Area		
00000C	COMPANY	0INDIV	INDIVIDUALS/DOMESTIC		

## ALIGNMENT OF SUNDRY DEBTOR ACCOUNT TYPES TO CUSTOMER GROUP CODES

In this screen, you are required to assign the relevant NT customer group code (NT requirement) to each sundry debtor account types.

### SUPERVISOR > PARAMETERS > SUNDRY DEBTORS > SUNDRY DEBTORS TYPES

- Select the **sundry debtor type code** from the arrow drop down.
- Make sure that you are in **change** mode, and then select the most appropriate **customer group code** from the arrow drop down.
- Continue adding all customer group codes for all sundry debtor account types. No need to click ok between changes. Just select a new sundry debtor code.
- To track your progress, click on the excel sub menu.

- Complete the process until all account types on the extract have a corresponding customer group code.

SundryType	Description	CustomerGroup	Description
000	NORMAL	2203	National: Basic Education
001	SUNDRY DEBTOR	2401	Households: Non-indigents - Municipal Licensed Area
00F	FINES		
00L	LICENSE		
00B	BOOKINGS	2208	National: Economic Development
00G	GENERAL		