

**MUNSOFT**

municipal financial software

## MUNSOFT MATTERS

### HELPFUL HINTS

- QUICK CODE MIGRATION
- ALIGNING CONTROL BALANCES (6.1 TO 6.2)
- SEGMENT VERIFICATION

JULY 2018

DESCRIPTION

The following information will assist with the finer details of successfully completing your Munsoft Year End process.

QUICK CODE MIGRATION

If the quick code you are correcting is of an Income nature and you have budgeted on the correct 6.2 strings, the new segment string will be listed to choose from on the Quick Code Maintenance screen.

However, if you have not captured budget against the correct strings, but you want to transact against the correct Income Item, you can use below steps to correct the Quick Code.

In the screenshot below, the Item on the quick code on 6.1 is no longer at posting level on 6.2.

The screenshot shows the 'Segment Enquiry' interface in Munsoft. At the top, the 'Financial Year' is set to 2018 and the 'Quick Code' is CONSUM094501. The 'Opening Balance' is 127,475.64 and the 'Closing Balance' is 0.00. Below this, the 'Function' is 'Finance: Revenue Sheriff Fees (532)' and the 'Item' is 'Payables and Accruals'. A 'Segment Detail' table is visible with tabs for History, History Details, Budgets, Costing, and Segments. The 'Item' row in this table is highlighted in yellow and shows the path: 'Liabilities:Current Liabilities:Trade and Other Payable Exchange Transactions:Payables and Accruals'. Other fields like 'Project', 'Costing', 'Funding', and 'Regional' are also visible.

Segment Detail	History	History Details	Budgets	Costing	Segments
Function	Function: Finance and Administration: Core Function: Finance: Revenue Sheriff Fees (532)				
Item	Liabilities:Current Liabilities:Trade and Other Payable Exchange Transactions:Payables and Accruals				

To correct:

On the 6.1 mSCOA Chart, note the 'level' of the Item (Posting with Internal Breakdown allowed)

On the 6.2 mSCOA Chart, the Posting level of the same Item has moved down a level, therefore the 'new' Posting level Item will be selected.

The image displays two screenshots of the MUNSOFT SCO Account Selection interface, comparing the account selection process between Version 6.1 and Version 6.2.

**Version 6.1 (Left Screenshot):**

- Version: 6.1
- Segment: 1
- Item: Trade and Other Payable Exchange Transactions: Payables and Accruals (I)
- Annotation: A blue arrow points to the selected item.

**Version 6.2 (Right Screenshot):**

- Version: 6.2
- Segment: 1
- Item: Payables and Accruals
- Annotation: A blue box highlights the selected item with a callout "6.1 Posting level".
- Annotation: A green box highlights the sub-items (Opening Balance (I), Deposits (P), Withdrawals (P), Payables and Accruals: Creditors Accruals (P) (+), Payables and Accruals: Creditors Control (P) (+), Payables and Accruals: Trade Creditors (P) (+)) with a callout "6.2 Posting level".

ADD the new segment (in 2019) - General Ledger > Projects > Project Master

MUNSOFT Project: Default Transactions  
Year: 2019

Sort By: Partial Desc | Function | Item | Funding | Regional | Costing

001 Budget Line Desc Sheriff Fees and Revenue Stamps 860/711145

Function 6 Finance: Revenue Sheriff Fees (532)

Item 7 Payables and Accruals: Creditors Accruals ← 'New' 6.2 Item

Funding 3 Fund:Non-funding Transactions

Regional 5 istrict Municipalities:DC21 Ugu:Municipalities:KZN216 Ray Nkonyeni:Whole of the Municipality

Costing 4 Costing:Default

KPI Ref

Control Acc

Budget	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

ADD a Quick Code with the new segment string - General Ledger > SCOA Menu > Utilities > Quick Code Maintenance

MUNSOFT SCOA Quick Code Maintenance

Version 6.2

Prefix CONSUM CONSUMER DEBTOR INC CODE

Code 094502

Quick Code Desc Sheriff Fees and Revenue Stamps 860/711145

Change Segments

Block YN

Segment Desc Sheriff Fees and Revenue Stamps 860/711145

Function Function:Finance and Administration:Core Function:Finance: Revenue Sheriff Fees (532)

Item Liabilities:Current Liabilities:Trade and Other Payable Exchange Transactions:Payables and Accruals: Creditors Accruals

Project Default Transactions

Costing Costing:Default

Src of Funding Fund:Non-funding Transactions

Regional Regional:Regional Identifier:Local Government by Province:KwazuluNatal:District Municipalities:DC21 Ugu:Municipalities:KZN216 Ray Nkonyeni:Whole of the Municipality

+ Add Change Delete View Excel Ok Cancel

ALIGNING CONTROL BALANCES AFTER YEAR END

An automated process will align Controls from 6.1 – 6.2

VERIFYING SEGMENTS AFTER YEAR END

- Once the system has rolled over to 2019, all NON-Control Account alignments should be done using the SCOA Verification Screen.  
 General Ledger > SCOA Menu > Comparatives Setup > SCOA Segm Verif
  - The program will indicate the segment which requires correction, in red with a reason for being invalid.
  - Use the dropdown to select the correct segment.
  - Make sure to visit all the different tabs to ensure all segments are verified.
  - Once all is complete, make sure to click the PROCESS button at the bottom of the screen. (OK, OK, Process – if you Cancel, all changes will be rolled back)
  - By clicking PROCESS, there will be an automatic migration of balances from 6.1 to 6.2.

The screenshot displays the 'SCOA Segment Verification & Correction' interface. At the top, it shows 'Year' set to 2019 and 'Compare to Version' set to 6.2. Below this are options for 'Sort By' (Function, Item, Funding, Regional, Costing) and 'Partial Desc' (All, Errors Only). A series of tabs are visible: 'Fix Line', 'Fix Functions', 'Fix Funding', 'Fix Project', 'Fix Costing', 'Fix Items', and 'Fix Regions'. The main table lists account segments with the following details:

Project	Function	Item	Funding	Regional	Costing	Desc
001 Change YN	Default Transactions	Function: Finance and Administration: Core Funct...	Fund:Non- funding Transactions	istrict Municipalities:DC01 West Coast:Municipali...	Costing:Default	Current Portion of Non-current Receivables: Housing Selling