MUNSOFT

Software Release

MUNSOFT VERSION: 7.3.2

NOVEMBER 2020

DESCRIPTION

Munsoft Release 7.3.2 introduces a collection of new features such as our new Fixed Assets module with expanding capabilities and functionalities together with the new Procurement Plan.

Enhancements have been made across various modules, to accommodate Feature Requests, general Operational Requirements and to comply to Circular-specific guidelines.

RELEASE ITEMS

NEW FEATURES

CASH BOOK > BANK RECON > BULK MATCHING

This new option is a faster method of extracting the 'Matched' and/or 'Unmatched' items to Excel. The same can be used to import 'Matched' and/or 'Unmatched' items.

CONSUMER DEBTORS > TRANSACTIONS > BULK FIXED CHARGES

The new option allows for Fixed Charges to be imported in bulk. The 'Generate File Layout' button produces the layout in which information should be captured. The program checks for valid accounts and tariffs, won't allow duplicate tariffs or the deleting of already linked Fixed Charges.

CONSUMER DEBTORS > TRANSACTIONS > BULK PENSIONERS

New pensioners can be imported in bulk. 'Generate File Layout' produces the layout in which information should be captured for a successful import. The program runs an automatic pensioner tariff swap after authorisation.

CONSUMER DEBTORS > REPORTS > NERSA D6 DATA

A new report to assist the Municipality to accurately populate the data required in the NERSA D6 Form. Accurate data is dependant on correctly setting up the SIC codes, Load Profile codes and Tariff Structure codes.

GENERAL LEDGER > SCOA MENU > PROJECTS > PROCUREMENT PLAN

The Procurement Details can be captured per Function and Project, in line with the IDP.
A Procurement Plan can be extracted in Detail or Summary. The Summary option is designed according to the template in MFMA Circular 62, Annexure B.

SUPERVISOR > REGULAR PROCEDURES > SUNDRY DEBTORS > PROCEDURES

An option to update Sundry Debtor Interest % in bulk has been developed.

MUNSOFT VERSION: 7.3.2, NOVEMBER 2020

(NEW) FIXED ASSETS

The new Fixed Assets module is equipped with the following new additions, expanding capabilities and functionalities of the module:

SUPERVISOR > PARAMETERS > ASSETS (NEW)

- The previous mSCOA asset classification consisting of a two-tier hierarchy is replaced with a multilevel hierarchy, representing the various levels of mSCOA non-current asset levels. This allows for more defined detailed and summarised asset reporting, per classification.
- The new module accommodates pre-populated CIDMS parameters, that is Accounting Group, Sub-Group, Class, Group, Type, Component.
- A five point Conditional Grading Scale parameter, based on the Useful Life of an asset.
- Asset Status parameter.

FIXED ASSETS > NEW FIXED ASSETS

- Year-end adjustment transactions are simplified by allowing the recording of Period 13 and 14 transactions within the same screen as Current Year transactions.
- Period 13 and 14 will run parallel with the General Ledger, which means closing Period 13 in the General Ledger, will close Period 13 on the Assets module.
- Period 13 and 14 transactions will be recorded against Movement items, resulting in accurate reporting of asset movements within a reporting year.
- The Asset Acquisition screen will disclose the daily depreciation rate when recording the asset, allowing more transparency upon recognition.
- Upon recognition, the user has the option to indicate when depreciation has to commence, on the first day available for use, or only on the following day.
- Warranty details can be recorded against the relevant asset.
- Erf details can be recorded against property in the Asset Register.
- All sensitive transactions will be subject to authorisation as this will assist in reducing processing errors and strengthen internal controls.

FIXED ASSETS > NEW FIXED ASSETS > MAINTENANCE

- A maintenance allocation screen allows for maintenance expenditure to be allocated to the maintained asset(s).
- Detailed Maintenance Reports can be obtained.
- A Grading Report displays the conditions and the calculated conditions according to the condition grading scale.

FIXED ASSETS > NEW FIXED ASSETS > REPORTS

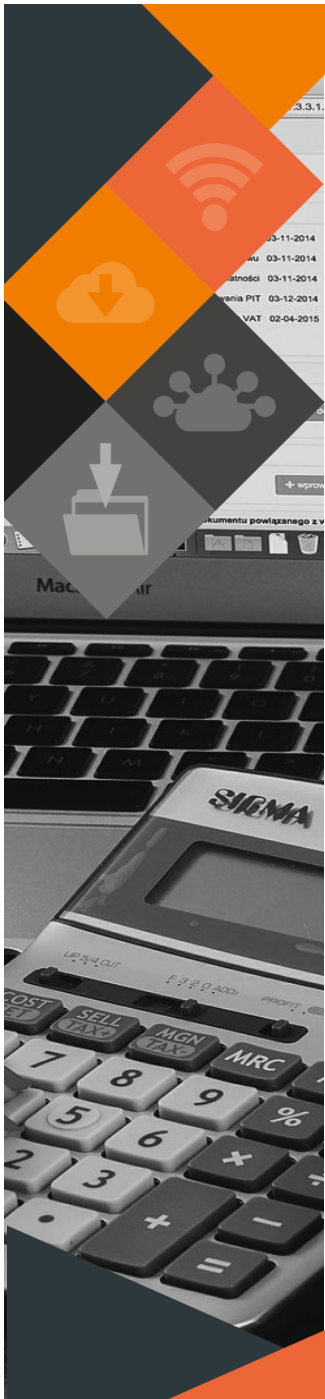All the popular Asset Reports are now menu driven and allows for reporting on the new classification.

ENHANCEMENTS

CASH BOOK > BANK RECON > RECONCILE CASH BOOK

- The Excel extract displays the Cashier Receipt Description.
- A complete extract of all items can be printed by selecting the 'Print' button, without having to list all the entries first.
- The Excel option includes columns displaying the period in which items were matched and the operator responsible for matching the items.
- A transaction imported through Direct Deposits will be displayed as DIR. Receipts captured by a Cashier, will be displayed as the Cashier's operator details.
- Matching items in a period ahead of the current Bank Recon period have been prohibited.
- A user can create the Cash Book transactions for Interest, Bank Charges, etc. from the Bank Recon screen, by selecting relevant interest or bank charges transactions on the Bank side. Normal authorisation rules apply. (Bank Types have to be set up under Supervisor > Parameters > Cash Book > Scoa Bank Types)

MUNSOFT VERSION: 7.3.2, NOVEMBER 2020

CONSUMER DEBTORS > TRANSACTIONS > BULK ACCOUNT UPDATE

The following fields have been added to the Bulk Account Update layout, which has to go through authorisation: Mailing Instruction, Owner Category and Group Account.

CONSUMER DEBTORS > TRANSACTIONS > DEBIT NOTE/TRANSFER

These transactions will no longer be allowed if the tariff code used is linked to a Liability item.

CONSUMER DEBTORS > TRANSACTIONS > AUTH TRANSACTIONS

A tab for 'Account Activation' has been added. If the entry is cancelled from this screen, the account will be inactivated. Owner accounts and/or accounts with linked meters cannot be inactivated.

CONSUMER DEBTORS > ENQUIRIES

Valuation Certificates for accounts linked to a group account can be printed from the 'Valuations' tab. The 'Group Print' button prints all active accounts linked to the Group Account and the 'Single Print' button prints for a single account.

CONSUMER DEBTORS > EXTRACT MENU > CONS TRANSACTIONS

Date range options have been added for Levy Period and GL Fiscal Period. Enter a different 'From' and 'To' date for a range, or the same 'From' and 'To' date for a specific month.

CONSUMER DEBTORS > REPORTS > ADJUSTMENT REPORT

An option to select a Control Quick Code has been added. This could assist with reconciling the monthly billing between the sub module and the Trial Balance.

CONSUMER DEBTORS > REPORTS > METER RECON REPORT

Columns have been added to the Annual Detailed Excel option to display the total Adjustment amount and Consumption.

CONSUMER DEBTORS > REPORTS > PENSIONER REPORT

Columns displaying the ID number and the Income amount have been added to the Pensioner Register.

COSTING > MASTER FILES > TIMESHEET % SPLIT

Enhancements have been made, allowing only Revenue items to appear when making a selection. The timesheet can only be processed if the total split % is equal to 100.

COSTING > TIMESHEETS > TIMESHEET - INPUT

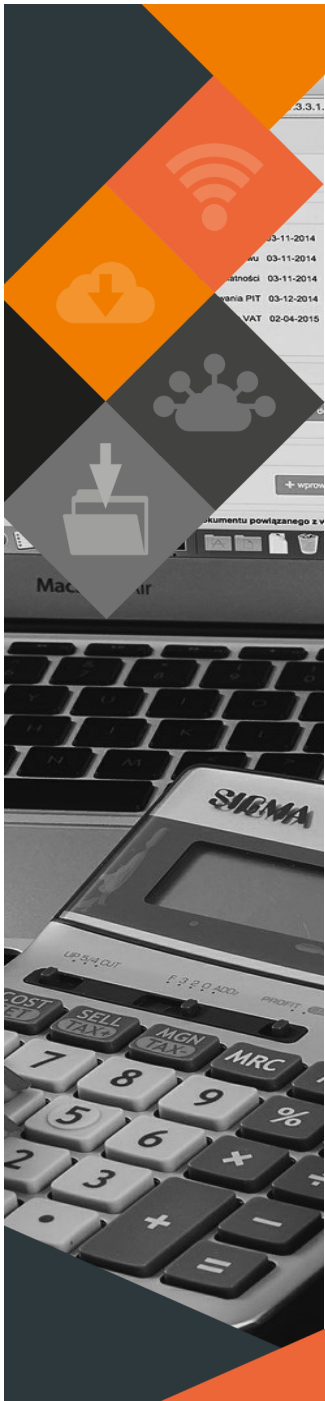Only Expenditure items are listed when capturing timesheets.

CREDITORS > CONTRACTS

The following enhancements have been made to the Contracts module:
- If the Contract Management module has been activated, a Contract Number can be linked at Requisition stage. The Contract Number is carried through to the Purchase Order, Goods Delivered/Returned, and Invoicing stages.
- New fields indicated on a Contract are 'Early Termination', 'Payment Penalty' and 'Payment Milestone Clauses'.
- Multiple Projects and Project amounts per financial year can be added to a contract. The total Project amount may not exceed the Contract Value.
- Clear distinction is made between Contract Value, Project Budget(s), Paid To Date and Invoiced Date.
- A listing for Contracts that are due to expire, or that have expired can be extracted from the 'Contr. Expiry Listing'.
- A menu option 'Contr. Cession Register' allows the user to extract a list, indicating all contracts where any 3rd Party Creditors have been linked.

MUNSOFT VERSION: 7.3.2, NOVEMBER 2020

CREDITORS > AUTOMATIC PAYMENTS > PAYMENT REPORTS

- A 'From' and 'To' date can be selected for reports per a specific date range.
- A Payment option for 'Projects' allows the user to search per Period, Project an Creditor on the Project Requisition screen. A Creditor can only be selected, if a Project has been selected.

FIXED ASSETS > ASSET TRANSACTIONS

A column for 'Budget Amount' has been added to the 'Segment Search' screen.

FIXED ASSETS > ASSET TRANSACTIONS > CORRECTION OF ERROR > BULK UL ADJUSTMENT

Bulk Useful Life Adjustments can be imported. The 'Generate File Layout' button produces the layout. After importing, the previous and new useful life will be displayed.

FIXED ASSETS > SUPERVISOR > IMPORT MENU > BULK ADDITIONS

A 'PDF Print' option allows the user to extract the imported items to a printable format.

FIXED ASSETS > SUPERVISOR > IMPORT MENU > VERI BULK UPDATE

Additional import fields for coordinates have been added to the import layout.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING

When importing budget opening balances (Forecast and ADJB), the system will only allow segments with Default projects. If an import file contains segments with non-Default projects, the import will be rejected and an error report will be generated, indicating the segments which should be corrected.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > LOCK/UNLOCK BUDGET

Capture a reason for locking/unlocking the budget.

GENERAL LEDGER > BUDGETING > REPORTS & ENQUIRIES > REPRINT LOCKED ORGB

An option to reprint a previously printed document has been added.

GENERAL LEDGER > JOURNALS > INPUT/IMPORTED

Journals that have been reversed or of which the reversal is pending authorisation, cannot be reversed again.

GENERAL LEDGER > ENQUIRIES & REPORTS > VAT ACCOUNTS EXTRACT/ VAT ANALYSIS

When selecting the first Fiscal Period of the financial year, the Summary report types include opening balances.

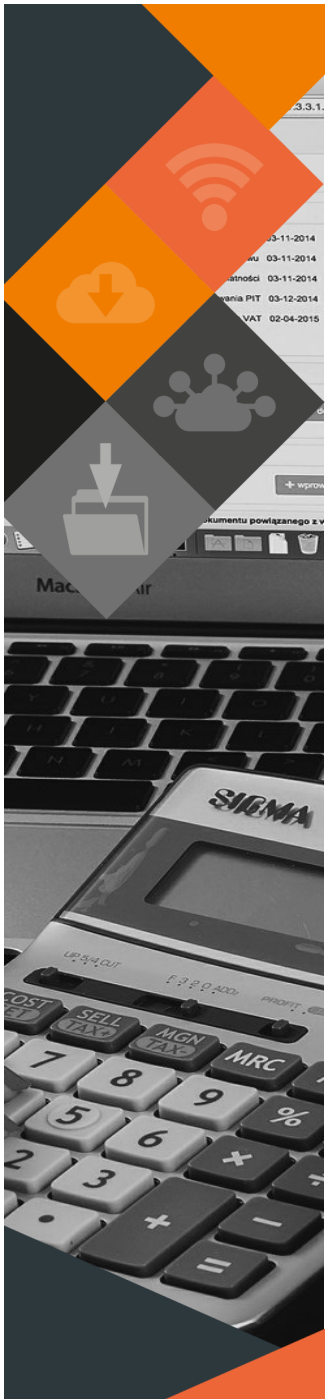**PROCUREMENT > CREDITOR INVOICE**

- Additional checks have been added to Creditor Invoice and Returns, whereby it has to be updated before Stores Month End can be performed.
- An invoice date cannot be prior to the requisition date.
- The Tax Clearance expiry date check has been removed and payments can be processed, even past expiry.

PROCUREMENT > PROCUREMENT ENQUIRIES

- Columns for the outstanding amounts and quantities have been added on the Detailed and Summary Excel reports.
- The number of multiple invoices are displayed in brackets for a specific order . The Detailed report also displays the additional columns.
- 'Track Changes' option has been added to view and extract changes made to specific transactions.

MUNSOFT VERSION: 7.3.2, NOVEMBER 2020

REGISTERS > GRANTS > GRANT REGISTER EXTRACT

Enhancements have been made to accommodate a consolidated Grant Register. All grants are listed when not selecting a specific Fund. A column for 'Revenue Recognised' has been added.

REGISTERS > INVESTMENT > INVESTM DOC CAPTURE/AMEND/AUTH/UPDATE

- An option for previous year transactions have been added. Select 'Last Yr' when a transaction should be posted to the previous financial year.
- Select 'TF' Document Type to transfer funds between investments.

REGISTERS > INVESTMENT > INVESTM DOC REVERSE

- A field for adding 'n reason for the reversal has been added.
- A user can specify the period to be affected when doing a reversal.

REGISTERS > INVESTMENT > INVESTMENT REGISTER

Additional selection options have been added for reporting purposes.

REGISTERS > LOANS

Enhancements have been made to the Loans Register. Previously, Loans details were captured for record keeping purposes alone. The Loans Register is now fully transactional and relevant information for NT Portal uploads can be extracted from the system.

Documents can be captured, amended, deleted, reversed and authorised and updated as per normal authorisation rules within the system.

The Loans Register can be extracted and an enquiry screen displays all details of a specified loan.

Previously captured Loans details can be viewed under the 'Old Loans Register' menu.

STORES > STORES ISSUES/RETURNS

Stores Issues and Returns can only be issued using a date in the current month (as per Stores Calendar), while the 'Date Needed' can be a future date.

STORES > STORES ISSUES/RETURNS > ISSUE ENQUIRIES

'Track Changes' option has been added to view and extract changes made to specific transactions.

STORES > ENQUIRIES & REPORTS > STOCK ENQUIRIES

'Track Changes' option has been added to view and extract changes made to specific transactions.

SUNDRY DEBTORS > TRANSACTIONS > DEBIT/CREDIT NOTE

An indicator for 'Statement Desc to be this' have been added to the capture screen. If selected, the captured 'Narration' will be displayed on the statement.

SUNDRY DEBTORS > ENQUIRIES

A tab for 'Track Changes' has been added where details of all the changes made to an account are recorded.

SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS > AUTHORISATION LEVELS

A new field for 'Auth Creditors Invoices' has been added. This option has to be selected and an amount indicated for users who are responsible for authorising creditors invoices.

MUNSOFT VERSION: 7.3.2, NOVEMBER 2020

SUPERVISOR > PARAMETERS > CONSUMER DEBTORS > RULES & DEFAULTS

The Contour Prepaid Interface program has been enhanced to calculate whether the Payment Due Date has been reached.
If the balances in the prior period are not yet due (so due date has not been reached), the Contour arrears amount will be calculated based on outstanding balances from two periods prior and older.
Once the due date has been reached, the arrears is calculated on outstanding balances from the prior period and older.
Under 'Interface Settings' tab, if the 'Block Arrs' is set to 2, the Contour arrears balances will calculate on 60 days and older. Otherwise it will default to 30 days and older.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > CONSUMER DEBTORS > C/DEBTORS I'FACE PRINT

A 'Fin Year' option for Summary and Posted Entries to Excel allows the user to compare total values per item to the CON bulk posting entries on the Fin Hist Extract.

MAINTENANCE

CONSUMER DEBTORS > MASTER FILES > ACCOUNT MASTER

The following applies to the 'Cell Number' field:
System warns if number does not start with 06/07/08
System warns if number is more than 10 digits
System does not allow a number with less than 10 digits
System automatically removes spaces
"+" only allowed as first digit for international numbers
Blocks any other special characters or letters

CONSUMER DEBTORS > CUT OFF MENU > CUT OFF REPORT

A field to display e-mail addresses has been added to the Detailed report type, in Excel and pdf.

CONSUMER DEBTORS > REPORTS > AGEING REPORT

Cosmetic changes have been applied to change the names of a few headings, for ease of reference.

COSTING > TIMESHEETS

Cosmetic changes have been applied to standardise the journal print layout.

COSTING > ENQUIRIES & REPORTS

An Excel output option is available for the Vehicle Costs report.

GENERAL LEDGER > JOURNALS > MUNPAY SAL INTERFACE

Checks have been put in place to eliminate duplicate imports. An error will be displayed if the same file number is selected for import more than once.

GENERAL LEDGER > ENQUIRIES & REPORTS > BUDGET OVERRIDE AUDIT

An Excel output option has been added.

GENERAL LEDGER > ENQUIRIES & REPORTS > CHECK CONTROLS

Cosmetic changes have been applied. Negative signs can be seen on the screen and the printed document.

GENERAL LEDGER > ENQUIRIES & REPORTS > VOTE ENQUIRY

Cosmetic changes have been applied to the 'Pending Summary' tab.

MUNSOFT VERSION: 7.3.2, NOVEMBER 2020

GENERAL LEDGER > MONTH END DASHBOARD

Cosmetic changes have been applied. An indicator for 'Monthend Complete YN' is visible on the Billing Overview tab.

PROCUREMENT > REQUISITIONS

Additional space added for capturing and displaying the instructions on requisitions.

REGISTERS > INVESTMENT > INVESTMENTS ENQUIRY

A screen for drawing enquiries have been added.

SUNDRY DEBTORS > TRANSACTIONS

Cosmetic changes have been applied to various transactions types, adding capture fields for a 'Document Date' and standardising import layouts.

SUPERVISOR > PARAMETERS > CONSUMER DEBTORS > CREDIT STATUS

The size of the 'Description' field has been increased.

SUPERVISOR > PARAMETERS > COSTING

Cosmetic changes have been applied, removing some outdated/unused fields.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > PERIOD 13/14 CLOSE

A warning message has been added for a user to confirm if the period are indeed to be closed.
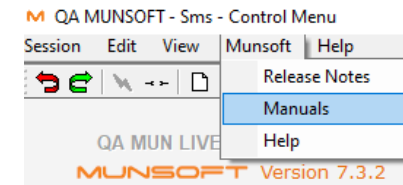
SUPPLY CHAIN > REQUEST FOR GOODS

Additional space added for capturing and displaying the description of goods.

GENERAL

- Cosmetic changes have been made to the login and Home screens.
- Manuals can be obtained from the Munsoft Home screen.

RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.3.2 will be released from 12 November 2020.

The Munsoft release version is visible on the Munsoft Login screen.

MUNSOFT VERSION: 7.3.2, NOVEMBER 2020