

MUNSOFT

Software Release

MUNSOFT VERSION: 7.2.9

APRIL 2020

DESCRIPTION

Munsoft version 7.2.9 hosts various new features and enhancements.

The capturing of Project Invoices & Payments will be handled differently.

Additional control measures have been added to account creation in the Consumer Debtors module.

Enhancements on Forecast Budgeting will ensure earlier reporting on budget processes.



RELEASE ITEMS

The following issues are addressed within the Munsoft 7.2.9 release.

CREDITORS - CREDITORS MAINTENANCE (ENHANCEMENTS)

- The menu path previously known as 'Creditors > Creditors Master', has been changed to 'Creditors > Creditors Maintenance'.
- 'Auth New Creditors' - The capturing and authorising of a new creditor have to be done by 2 different users. A highlighted notification will be displayed on the Creditor Master screen, if the creditor still needs to be authorised.

CREDITORS - AUTOMATIC PAYMENTS (NEW FEATURE)

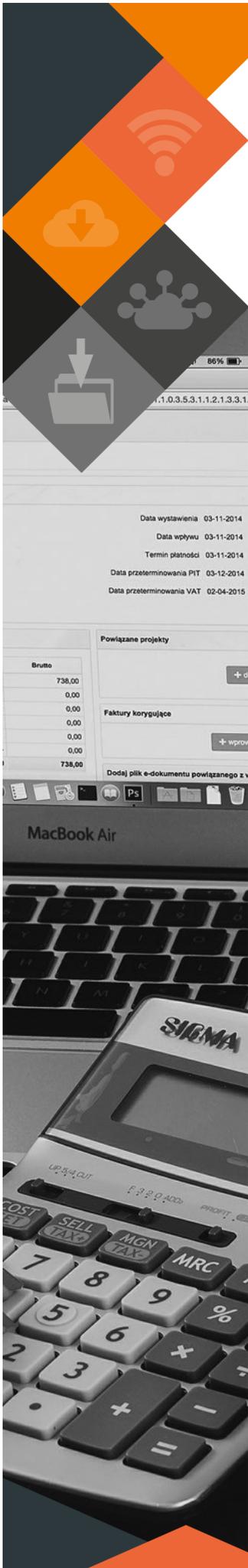
- 'Payment Reports' - A Project Payment can be captured under Automatic Payments. It will also be displayed when printing the Remittance Advice report.
- 'Print Cheque' - A feature has been added whereby a cheque does not have to be printed and if so, a reason has to be entered. After a cheque payment has been authorised, on the Cheque Print screen, 'No' can be selected, which will bring a 'Reason' text box. Insert a reason and click 'OK' to be taken back to the previous screen, then click 'Exit'.
- 'Cheque Register' - An option for 'Unsuccessful Cheque Prints' have been added to extract a report displaying all cheques not printed with the reasons.

CREDITORS - PROJECT INVOICES (NEW FEATURE)

Project Invoice and Project Payments are separate functions. A user needs to capture a project Invoice in the 'Proj Inv Request Add' screen. It can be amended and should be authorised and updated. The Project Invoice is then paid through the Automatic Payments screen. When an invoice has been captured, but not yet updated, the budget will show in 'Pending' on the Vote Enquiry as 'Project Inv Request'. Once updated, it will be under 'Creditors'. If an invoice was captured incorrectly, it can be reversed by doing a credit note. A CRS Journal can also be done on a project invoice.

CREDITORS - CONTRACTS (ENHANCEMENT & NEW FEATURE)

- 'Contracts Data Import' - A few new fields have been added. Import errors are easier to identify.
- 'Enquiries & Reports' - The new 'Contr. Milestone Listing' extracts milestones by due date, status, performance, etc. for better planning of upcoming milestones or to view the performance of achieved milestones.



SUPERVISOR - PARAMETERS (ENHANCEMENT)

'Consumer Debtors' - A new parameter has been added to 'Rules & Defaults' for the authorising of new Consumer Accounts. If 'Auth Account Act' on the 'More Settings' tab is ticked, new Consumer Accounts will go through an authorisation process before it becomes an active account.

CONSUMER DEBTORS - MASTER FILES (ENHANCEMENT)

'Account Master' - If 'Auth Account Act' parameter is flagged (mentioned in Supervisor section), when creating a new account, the Account Status will be 'U' (unauthorised) until the new account is authorised. Once authorised, the Account Status will change to 'O' (active). Meters, Charges, Transfer of Ownership and Valuations should be captured and authorised while authorisation of the new account is pending.

CONSUMER DEBTORS - TRANSACTIONS (ENHANCEMENTS)

- 'Auth Transactions' - If 'Auth Account Act' parameter is flagged (mentioned in Supervisor section) and a new Consumer Account is created, the new account will not be authorised. The program will not allow a new account to be authorised if Meters, Charges, etc. are still to be authorised. Those will be displayed in RED on the Authorise screen. Billing and Consumer Month End can't be authorised if new accounts have not been authorised. New accounts can't be cancelled once it's been authorised.
- 'Meter Reconnection' - When reconnecting a meter, a user now has an option to search for the specific meter by Book and Seq No, or Meter No, entering a partial Meter No.
- 'Fixed Charges' - The adding of a Fixed Charge to an account has to be authorised on the 'Auth Transactions' screen. Usual Consumer Debtors Authorisation level rules apply.

CONSUMER DEBTORS - REPORTS (ENHANCEMENT)

'Debtors Recon Report' - When running this report, a secondary Excel spreadsheet is generated. This spreadsheet contains service imbalance detail in the form of opening balance, total movement and closing balance per debtor account, per service.

CONSUMER DEBTORS - AUDIT REPORTS (MAINTENANCE)

'Master Audit Report' - An Excel output option has been added.

GENERAL LEDGER - BUDGETING (ENHANCEMENTS)

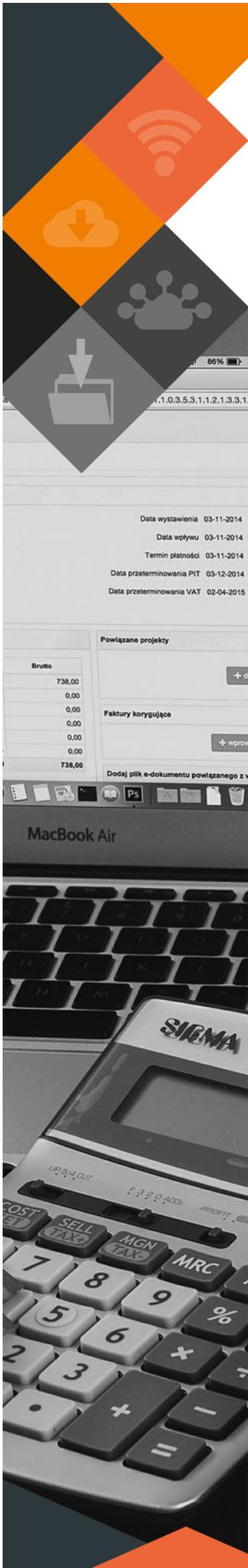
'Forecast Budgeting'

The program has been enhanced to cater for the following items:

- Enhancements have been made to the 'Forecast Budgeting' screen to enable a user to allocate Primary as well as Secondary Balance Sheet Budget in order to adhere to Balance Sheet Budget rules, which supports alignment to various schedules, specifically the A7. (Same can still be done on the 'Align Budget to Control' screen as well.)
- Balance Sheet Budgeting is now possible while doing Forecast Budgeting. This ensures complete reports at an earlier stage of the budget process.
- In order to ensure smarter controls during the budget process, proceeding with Secondary Budget will be prohibited if the Primary Budget is out of balance.
- In order to update the controls for Forecast Budget, use the 'Forecast Budget Control' option under General Ledger > Budgeting > Forecast Budgeting.
- The 'Align Item to Control' may be used for bulk item alignment while the 'Forecast Budget Control' may be used to define the alignment of an item such as the Operational Projects for Free Basic Services. (Again, for Forecasting, use the 'Forecast Budget Control')
- A new enquiry screen enables a user to view balances per budget, Primary and/or Secondary, it indicates budget imbalances and allows to drill down into the details. Information can be extracted to Excel. General Ledger > Budgeting > Forecast Budgeting > Forecast Budget Bals.
- A detailed document will follow.

GENERAL LEDGER - ENQUIRIES & REPORTS (ENHANCEMENT)

'Budget/Hist Extract' - Enhancements have been made to include the opening balances in the final budgeting totals for both YTD and Movement options.



FIXED ASSETS - ASSET TRANSACTIONS (ENHANCEMENTS)

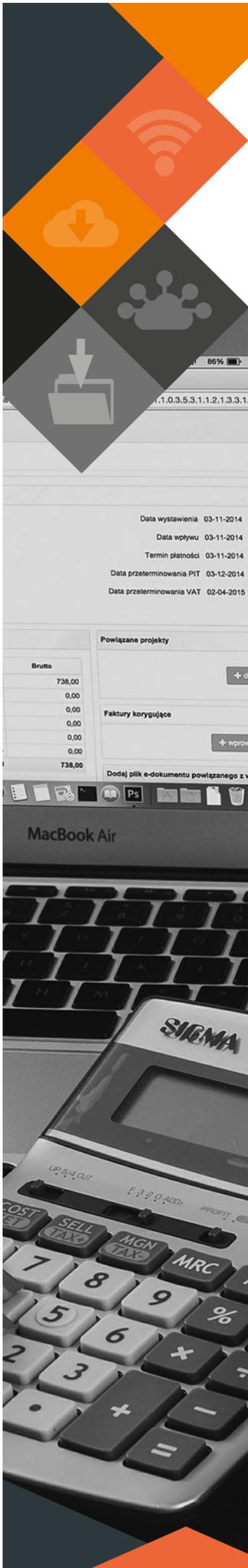
- *'Correction Of Error'* - Four new transactions have been added to assist the user to correct errors on balances that have already been reported on. The transaction will be allocated to the relevant period in the year the error occurred, for example, period 15 of 2018 financial year.
- > *'Useful Life Adjust'* - The useful life may be increased or decreased and will be adjusted retrospectively with the program calculating the correcting entries against 'Accumulated Depreciation' and 'Correction of Prior Period Errors'. The correcting entry will be processed against the relevant open period, which in most cases will be period 15.
- > *'Residual Value Adjust'* - This option to be used in cases where the basis on which residual value was calculated was incorrect and depreciation needs to be adjusted retrospectively.
- > *'Prior Yr Recognition'* - Assets that were incorrectly not recorded in prior years and reported on can be corrected. The program will capitalise the acquired asset in the correct period, with necessary calculated depreciation entries per period from the day it came in use.
- > *'Prior Yr Disposal'* - Assets that incorrectly remained in the Assets Register and incorrectly depreciated can be corrected. The program will rectify the Assets Register and allocate the correcting entries to the Cost, Accumulated Depreciation, Disposal Clearing and Net Assets. Current and prior year depreciation that was incorrectly accounted for, will be corrected.
- In order to assist with reconciliation processes, where correcting entries to Depreciation in the current year is concerned, the entire Depreciation for the current year will be eliminated by means of a transaction and followed by a correcting entry, so the system will not post merely the net effect. This is relevant to Useful Life and Residual Value Adjustments.
- The program has also been enhanced to cater for period 13, 14 and 15, which runs concurrently with the General Ledger. This, in essence, means that if period 13 is closed to the General Ledger, period 13 is closed for Fixed Assets.

FIXED ASSETS - SUPERVISOR (ENHANCEMENTS)

- *'Investment Prop Adj'* - Enhancements have been made, enabling revaluation of Investment Properties. The 'Generate File Layout' and 'Import' options on the screen allows for transactions to be captured in bulk. The recalculated balances will post to **Gains & Losses: Fair Value Adjustment: Investment Property: Losses/Gains and Assets: Non-current Assets: Investment Property: Fair Value Adjustments**.
- *'Classification Trf'* - Current period assets can be reclassified. Enhancements have been made for an asset to be transferred from one class to another or one measurement module to another.
- *'Revaluation'* - The program makes use of the rule of elimination where the Accumulated Depreciation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount.

STORES - STOCK TAKE (NEW FEATURE)

'Counted Stock Import' - A new option allows for counted stock numbers to be imported in bulk. The user has to use the 'Print Stock Sheets' option to Excel which will open the file on the user's machine. Once all quantities have been captured, the file should be saved with the current stock batch number after which it can be imported.



GENERAL - SYSTEM CONTROLS (MAINTENANCE)

- As part of a System Control initiative, an internal breakdown item called the **Submodule Integrity Item** (with the suffix '777' to the GUID) will now be available for each of the System Control's Opening and Movement item segments. New line items will need to be created for each **Submodule Integrity '777'** string (using Project Master Screen / Import Segments), before importing the correction journal.
- **System Controls will be hard-blocked and used exclusively for system integrity.**
- In-depth reconciliations will substantiate the correcting journals, transferring the imbalance out of the relevant System Control item and posting it to the **Submodule Integrity** item with internal breakdown of '777'.
- Should the imbalance stem from pre-2020 transactions, a current journal can be processed using the Opening Balance '777' and the Control Opening Balance.
- **Please note the recommended journals will not affect data uploaded to NT nor any other data reported on. The Submodule Integrity item ('777') is an internal breakdown item, thus having a net effect of zero on the reporting level.**
- Further communication around this project will follow.

GENERAL - ALL SEGMENT SEARCH SCREENS (MAINTENANCE)

An Excel button has been added to all Segment Search screens to enable a user to run an extract based on the search.

RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.2.9 will be released from 14 April 2020. The Munsoft release version is visible on the Munsoft Login screen.