

MUNSOFT

Software Release

MUNSOFT VERSION: 7.3.1

AUGUST 2020

DESCRIPTION

Munsoft's first quarterly release for the 2021 financial year introduces several new features along with global enhancements and a few maintenance items.

The Forecast Adjustment Budget process is effortless with the new Adjustment Budget module.

Enhancements to various reports are intended to assist during the audit season.

RELEASE ITEMS

NEW FEATURES

CREDITORS > PROJECT INVOICES

Project Payments previously captured on the Projects menu, can be reversed by using the menu option 'Proj Old Pay Reversal'.

This reversal has to be authorised and updated by selecting the 'Reversal' option on 'Proj Tran Request Auth' and 'Proj Tran Request Upd' menus.

FIXED ASSETS > SUPERVISOR > IMPORT MENU > IMPAIRMENT IMPORT

Impairments can be imported in bulk. The 'Layout' dropdown button, generates the import layout. All valid asset numbers will be imported and invalid asset numbers will be exported to an error report.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > FORECAST COSTING

A costing summary by function on Forecast Budget, Tabled and Original.

GENERAL LEDGER > ENQUIRIES & REPORTS > COSTING SUMMARY

A costing summary by function on Budget Actuals, Tabled and Original.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING

The new Adjustment Budget process is built with a similar workflow to that of the Forecast Budgeting process.

Previous Budget Amendments and Bulk Adjustments are replaced with this new process. Virements remain unchanged.

The Adjustment Budget is done within the live environment. The required reports can be generated, balance sheet budgeting and opening balances completed.

The Main Budget is not affected until a copy is done, but figures are updated for an accurate view and reporting.

B-Schedules can be populated and sent to Council for approval. Once Council has approved the Adjustments, a copy to Main can be done.

(Please see user guide attached for details)

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MUNSOFT VERSION: 7.3.1, AUGUST 2020



PROCUREMENT > CREDITOR INV - ADD, CREDITOR DOC - AMEND/DELETE/ AUTH

A creditor invoice/invoice return (GRV/GRS) will only have an effect once it has been authorised. Statuses on these documents are 'C' for captured, 'D' for deleted and 'U' for updated.

If an invoice was deleted before being authorised, the user may capture it again against the same order.

Month end checks won't allow the period to be closed if all documents have not been updated.

Before authorising, amendments can be made through the 'Amend' screen.

REGISTERS > PETTY CASH > PETTY CASH ENQUIRY

An enquiry screen allows a user to enquire on the different transactions per function. An Excel output option is available.

SUPERVISOR > PARAMETERS > GRAP FIXED ASSETS > ASSET CONDITION

A parameter has been added to record the condition of a captured asset. When using this information on an import file, it is important to capture the precise code as per the parameter.

ENHANCEMENTS

CASH BOOK > BANK RECON > BANK RECONCILIATION

The 'Auto Match' function is now an automatic process that runs every night and also when a new bank statement has been imported. To view, run the Detailed Recon Statement and include matched items.

CASHIERS > RECEIPT IMP/EXP MENU

When importing a Direct Deposit file, the receipt date will be the date captured in the import file, which will also be the date reflecting when posted to the Cash Book. (The 'Import Date' field has been disabled as it is no longer relevant)

CONSUMER DEBTORS > CONSUMER ENQUIRIES > ANALYSIS TAB

A 'Back Dated' ageing option enables a user to extract a detailed ageing per tariff code (with interest indicator) to Excel, per debtor, for any period. It aids with tracking the outstanding balance on interest bearing tariff codes to verify interest calculation. This is helpful for audit related queries regarding interest calculations.

CONSUMER DEBTORS > CONSUMER ENQUIRIES > TRANSACTIONS

An Excel button is available when dropping down on any interest transaction. The balances per tariff code is displayed and the Excel option will extract outstanding balances per tariff code for all periods (even if over a year). This is helpful for audit related queries regarding interest calculations.

CONSUMER DEBTORS > CUT OFF MENU

Options are available whereby the Minimum Amount can be selected as 'Arrears' or 'Outstanding'. When selecting 'Arrears', only the amount in arrears will be taken into account. When selecting 'Outstanding', the program calculates the total of the arrears amount and the current balance.

CONSUMER DEBTORS > HAND OVER MENU

When creating Hand Over letters, new options are available to select all accounts in the batch to be handed over (select 'All Check/Uncheck') or to exclude accounts with active Agreements (after selecting 'All Check/Uncheck', also select 'Agreements Check/Uncheck. This will deselect accounts with active Agreements for Hand Over letters).



CONSUMER DEBTORS > REPORTS > AGEING REPORT

An Interest Y/N indicator is available when selecting the Detailed Excel Report Type and Detailed by Tariff Code. This is helpful for audit related queries regarding interest calculations.

CONSUMER DEBTORS > REPORTS > MOVEMENT REPORT

New Report Type options are available for Monthly Detailed, Annual Detailed, Monthly Summary or Annual Summary reporting. The Annual Detailed extract will display the closing balance per account, equalling the Debtor Recon and General Ledger totals. (Text output options are available, but might not contain all columns, due to width limitation. Excel output options contain all columns with detailed movements)

CONSUMER DEBTORS > STATEMENT MENU > GROUP ACC STATMNTS

The Payment Due Date will default to the date set up on the Parameters > Rules & Defaults. The date is editable on the screen.

CREDITORS > CONTRACTS > CONTRACT MANAGEMENT

New fields have been added to the Contracts capture screen to record additional information.

FIXED ASSETS > SUPERVISOR > IMPORT MENU > VER BULK UPDATE

New fields have been added to import additional information.

GENERAL LEDGER > BUDGETING > VIREMENTS > VIREMENT AUTH

All segment details are displayed on the printed document.

GENERAL LEDGER > ENQUIRIES & REPORTS > MSCOA TB

An option is available to run a consolidated Trial Balance between two environments. If 'Consolidate Env' is selected, a report with combined TB values will be generated and also the TB of both environments on the same report. (This is specifically for districts and entities)

SUNDRY DEBTORS > TRANSACTIONS > AUTO DT/CR NOTES

Enhancements have been made to accommodate bulk debit and/or credit note imports.

SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR LOGINS REPORT

The log on and log off date and time is recorded and displayed on the Excel and Text reports.

SUPERVISOR > PARAMETERS > GRAP FIXED ASSETS > RULES NULL

Additional parameters on the Rules & Defaults screen allow a user to select if a WIP can be transferred to an Acquisition. Residual Value and Useful Life options are also on this screen, but are controlled by Munsoft.

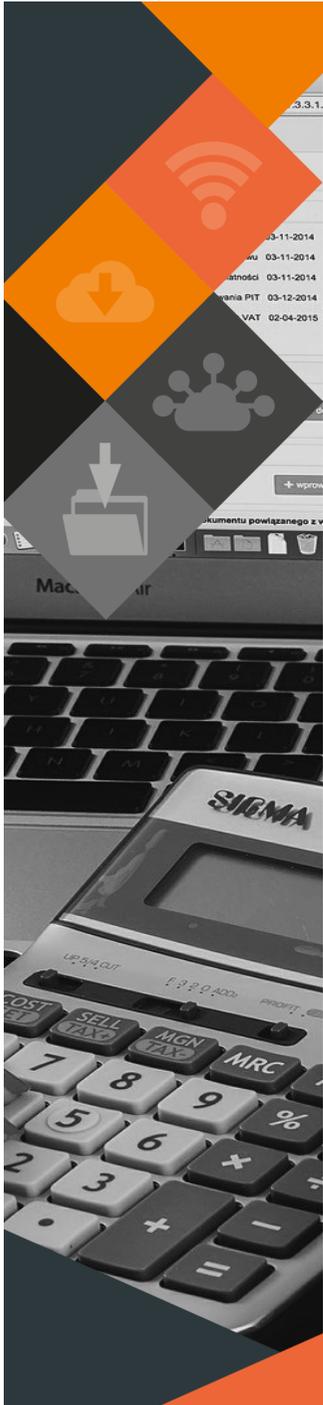
MAINTENANCE

CONSUMER STATEMENTS

Cosmetic changes have been applied to display reading types in full on the statements.

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MUNSOFT VERSION: 7.3.1, AUGUST 2020



CONTRACT MANAGEMENT

Cosmetic changes have been applied to display the names of certain fields clearly.

CREDITOR PAYMENT REPORTS

Cosmetic changes have been applied to display the creditor code and name on the remittance advice.

PREPAID METERS

Prepaid units are recorded on the Meter history reports and the total for a period are also displayed on the Consumer statements.

PROJECT ENQUIRY

The Project Enquiry screen are also located under the Creditors > Enquiries & Reports menu.

PROJECT INVOICE

Unfinalised project invoice transactions will reflect under pending budget on the General Ledger Enquiries. If the transaction is based on a liability, the amount in pending will be VAT inclusive. If the transaction is based on an expense, the amount in pending will be VAT exclusive.

STORES

Maintenance has been done to the Stores/Fuel Issues program to notify a user if a previous session is 'holding' a process. Such process will have to be ended in order for the user to continue.

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FUNCTIONALITY REMINDER

GENERAL LEDGER > SCOA MENU > ORG STRUCTURE SETUP

By setting up the ORG Structure, it enables users to get internal authorisation alerts by e-mail.

If you wish to have this functionality set up, please log a call by sending an e-mail to support@munsoft.co.za.

Secondly, tick the 'Email Dpt Heads' option under Supervisor > Parameters > Global > System Controls.

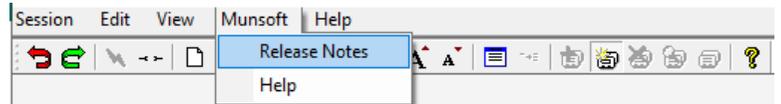
Select 'INT' if e-mails are only to be sent internally when requisitions need to be authorised.

Select 'ALL' for internal e-mails as well as e-mails directly to the Suppliers, using e-mail addresses recorded in the Creditors Master File.

It is advisable to verify e-mail addresses captured, in which case 'INT' can be selected in the interim.

MUNSOFT > RELEASE NOTES

Release Notes can be obtained from the Munsoft application, giving all Munsoft users easy access to this document.



RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.3.1 will be released from 11 August 2020.

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

MUNSOFT VERSION: 7.3.1, AUGUST 2020