

MUNSOFT

municipal financial software

ICT & FINANCIAL SYSTEM ADMINISTRATION

Version 7.3.3



*Prepared by: **Munsoft Pty Ltd***

011 215 8000 | info@munsoft.co.za | www.munsoft.co.za

COPYRIGHT NOTICE

This training manual is protected by copyright under the Berne Convention and the South African Copyright Act, 98 of 1998. No part of this training manual may be reduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without the written permission of Munsoft.

Whilst every effort has been made to ensure that the information contained in this training manual is accurate and complete, Munsoft, its directors, officers and employees take no responsibility for any loss or damage suffered by any person as a result of their reliance upon the information contained herein.

CONTENTS

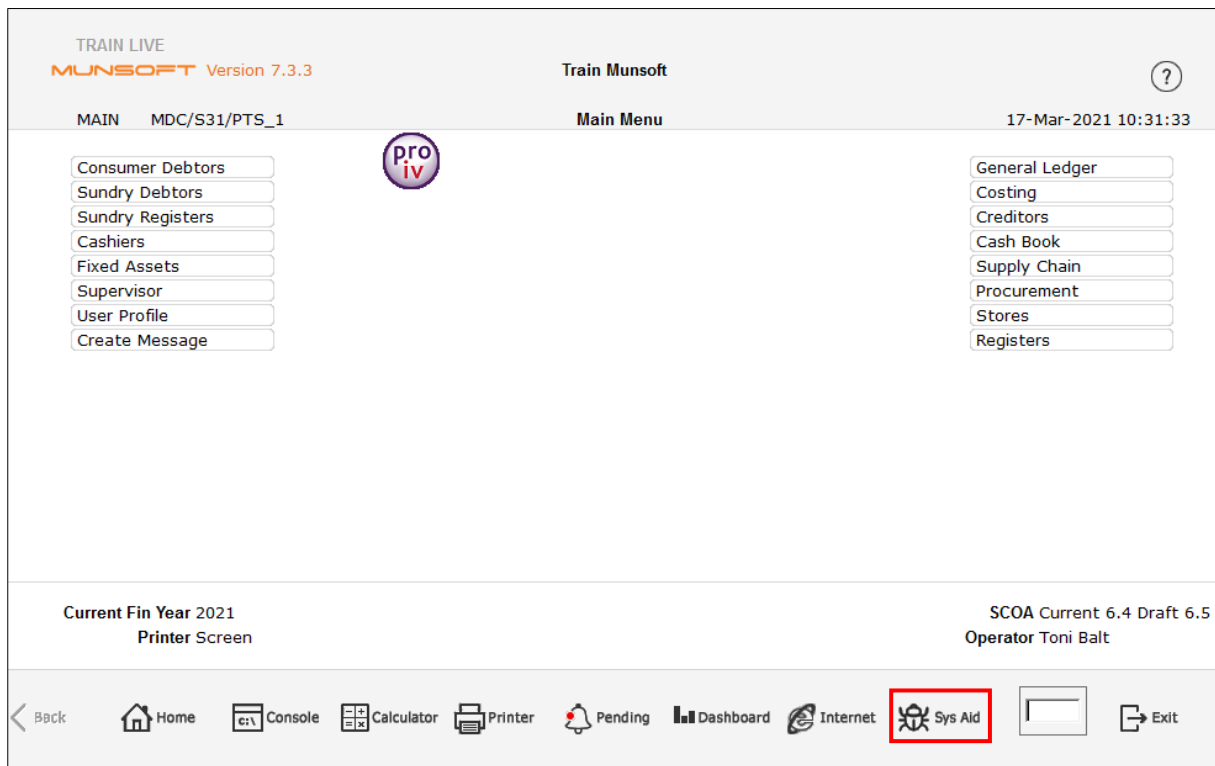
COPYRIGHT NOTICE	2
1. INTRODUCTION.....	4
2. SYSaid	4
3. OPERATING SYSTEM ACCESS.....	7
4. AUTOMATED CHANGE MANAGEMENT FOR SUPPORT TECHNICIANS	9
5. HOW TO CHANGE YOUR OWN PASSWORD	10
6. GLOBAL PARAMETERS	12
7. ICT SYSTEM ADMINISTRATION	28
7.1. UTILITIES.....	28
7.2. SYSTEM SECURITY SETTINGS.....	42
7.3. PRINTERS AND PRINTING.....	43
7.4. OPERATOR SETUP	47
7.5. OPERATOR AUTHORISATION LEVELS AND DELEGATIONS.....	57
7.6. SECURITY AUDIT REPORTS.....	63
8. FINANCIAL SYSTEM ADMINISTRATION.....	76
8.1. BACKUPS	76
8.2. FUNCTIONS LINKED TO OPERATORS	77
8.3. UTILITIES.....	79

1. INTRODUCTION

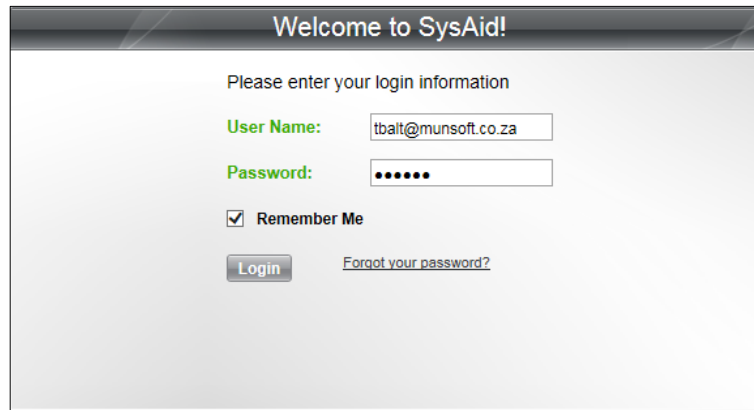
This manual is aimed at IT and financial system administrator or supervisor staff, that do general operator and menu maintenance, as well as system health checks and security audits.

2. SYSAID

SysAid is a web-based program where you can log faults/issues with your support consultant, and you can track the progress of the query. SysAid is web based, the web address being <http://support.munsoft.co.za>, or you can click on the Bug Track button on your Munsoft System (bottom Right corner, next to the Exit button) or you can e-mail support@munsoft.co.za.



- The Username and Password can be obtained from your support consultant. Please note that the username and password is case sensitive.



Welcome to SysAid!

Please enter your login information

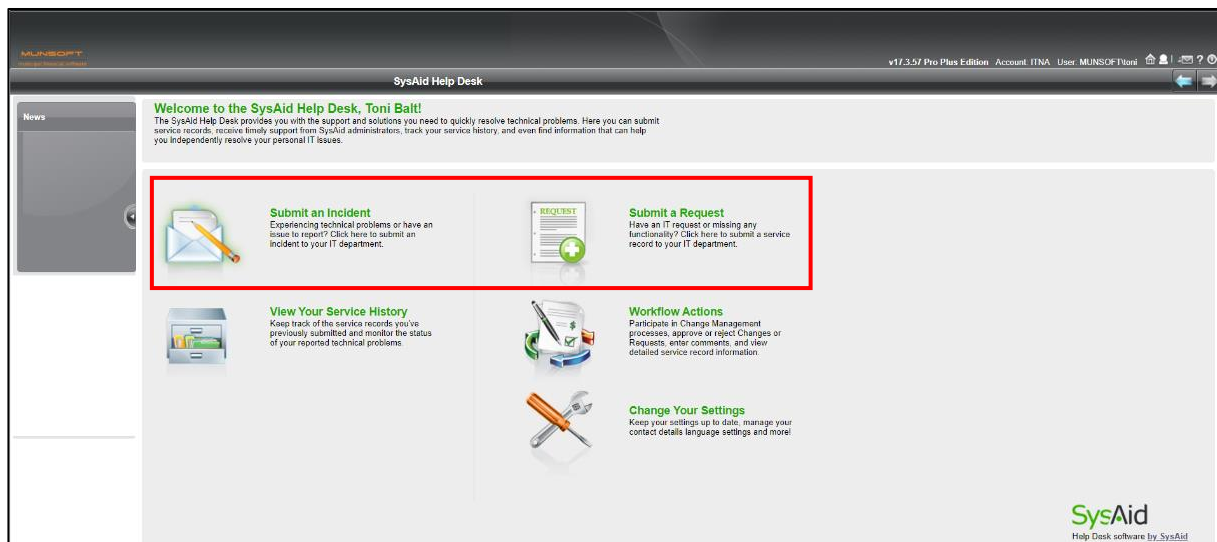
User Name:

Password:

☒ Remember Me

[Forgot your password?](#)

- Indicate if you are logging an error you are getting on the system (incident) or whether you are logging an enhancement (request).



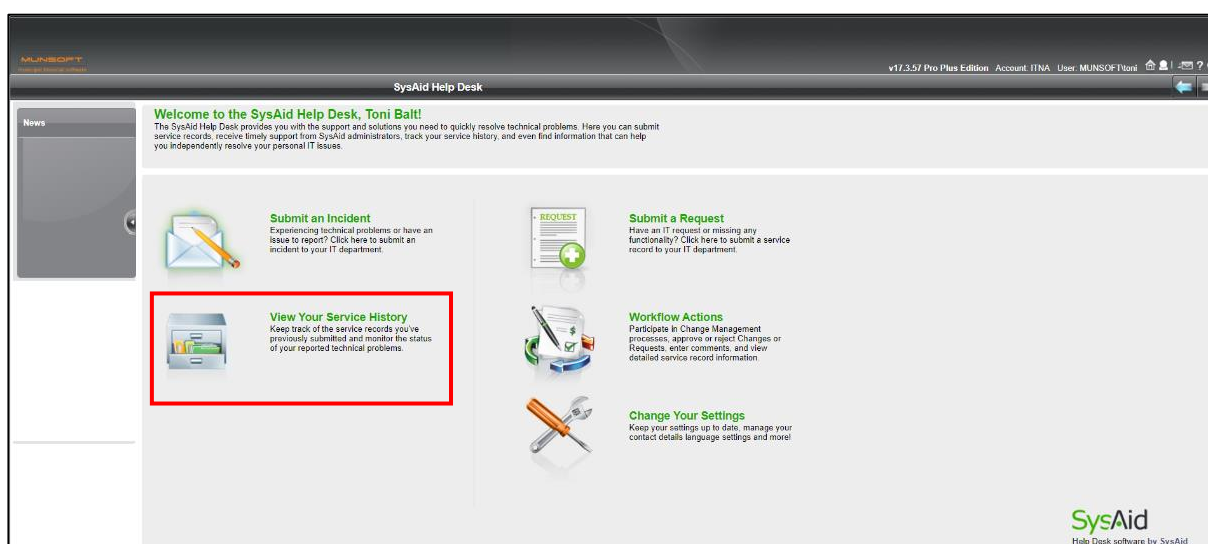
In order for your incident to be addressed correctly and quickly, please supply as much information as possible.

- **Category:** Select a category AND sub-category from the drop-down list. And if possible, select a third level category.
- **Title:** This is any relevant title for the request being logged.
- **Description:** Give an explanation with examples of the problem you are experiencing. Be detailed with steps followed/screens accessed.
- **Attachments:** Attached any documents or saved screenshots.
- When done, click on 'Submit'.
- Munsoft will then receive the service request and action will be taken to sort out your issue/query, and feedback will be given to you.

The screenshot shows the 'Submit Incident' form within the Munsoft v17.3.57 Pro Plus Edition interface. The form is titled 'Submit Incident' and is located under the 'General Details' tab. It contains the following fields and controls:

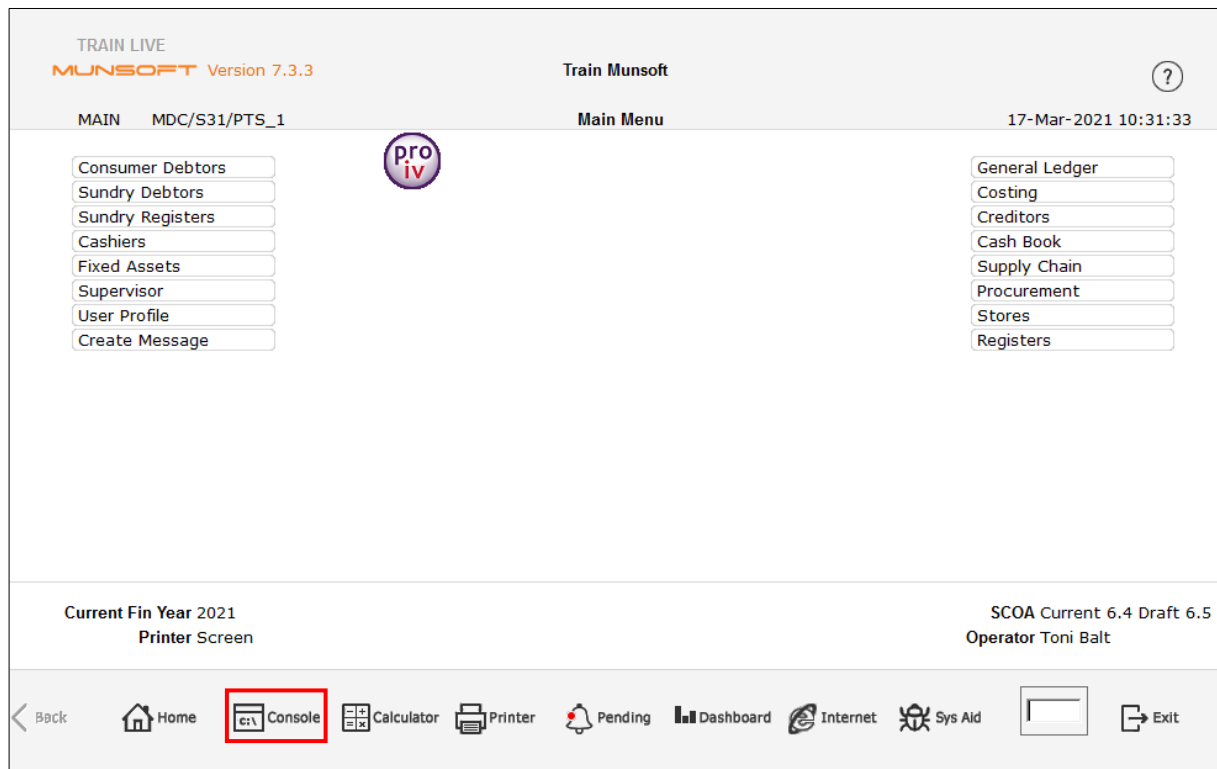
- Category:** A dropdown menu with 'Schedule A - Munsoft Technical Support' selected. To its right are two more dropdowns: 'Please select a sub-category' and 'Select third level category'.
- Title:** A text input field.
- Description:** A large text area for detailed input.
- Attachments:** A section with an 'Add' button.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom.

- Click on “view your service history” to view all request that have been logged by you.

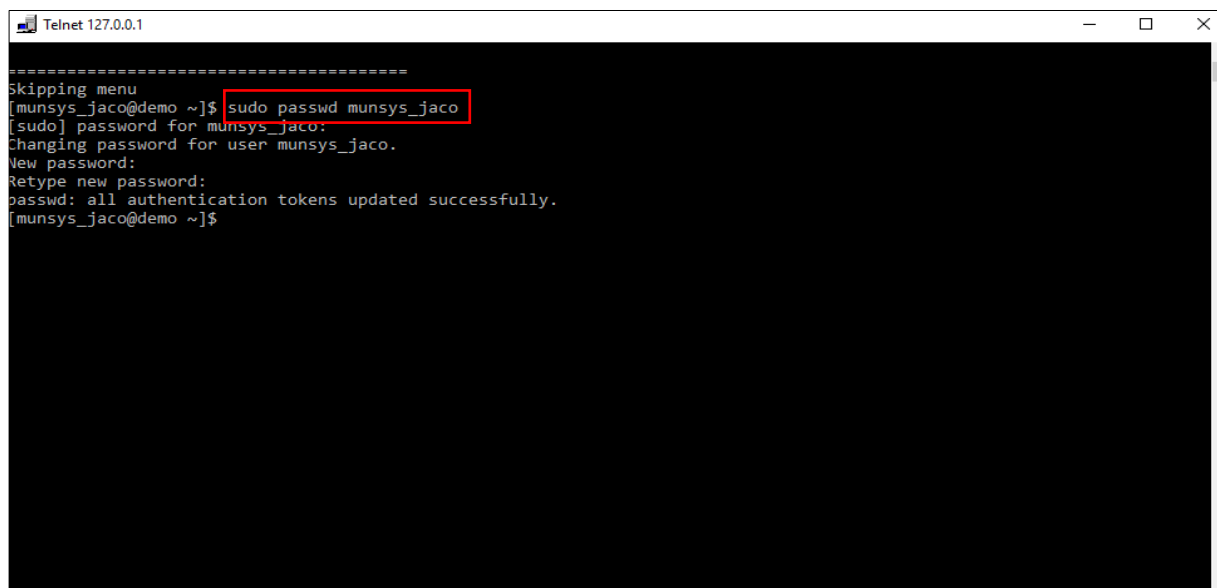


3. OPERATING SYSTEM ACCESS

It is possible to run all ICT System Administration activities via the Munsoft application. Should there be a need to access the operating system to run command line activities, you may access the command line via the **Console** button in the application.



- Each user uses their unique username to run commands.
- To run any command, you have to elevate your command to root level by typing **sudo** before the command. This is for audit trail purposes as the user root is deactivated for use.



- When running any sudo command, the system will ask you for your linux password before executing the command.
- If you are unable to run sudo commands, please log a service record via support@munsoft.co.za to be added into the administrator group to be able to execute commands. Note that a support consultant is not allowed to make any changes on the system without a signed letter from the CFO confirming they may go ahead and give access or changes as requested.
- When done, type “exit” and enter.

4. AUTOMATED CHANGE MANAGEMENT FOR SUPPORT TECHNICIANS

The Support log screen is useful for support technicians. When a support engineer logs into the system, they will be required to select a reason why they are logging into the system.

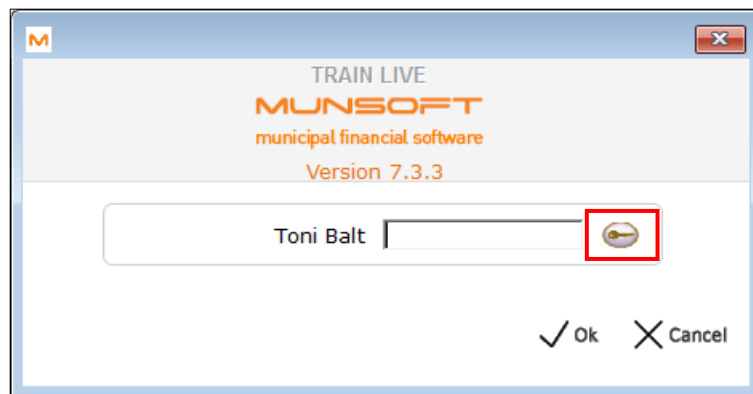
- **Request By:** Enter the operator code or search for it using the drop down.
- **Reason:** Select either investigation, program update, schedule N or support call.
- **Request Number:** This is the Sysaid number if investigating a support call.
- **Notes:** Any additional notes can be added.
- Click “ok”.

The screenshot shows a software window titled "Enter Details" with a close button in the top right corner. The window header includes the text "SALDAN LIVE", "MUNSOFT", and "Version 7.3.3". In the top right corner of the header area, there is a timestamp "7_3_3_a_20210316_1843" and a date/time "17/03/2021 10:40:37". The main form area contains three labeled fields: "Request By" with a dropdown menu showing "S31" and the text "MUNSYS_TONI" to its right; "Reason" with a dropdown menu showing "Support Call"; and "Request No" with a text box containing "123456". Below these fields is a "Notes" section with a text area containing the text "*AUTOMATIC ENTRY FOR SUPPORT LOGON*" and "Unable to do a request for goods". At the bottom right of the window, there are two buttons: "Ok" with a checkmark icon and "Cancel" with an 'X' icon.

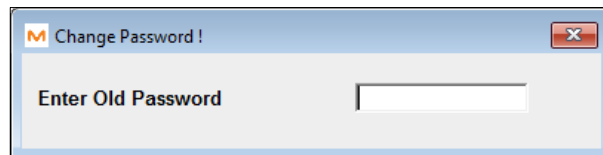
5. HOW TO CHANGE YOUR OWN PASSWORD

After a user has been created, or the user's password has been reset by IT, must the user change their password for security reasons.

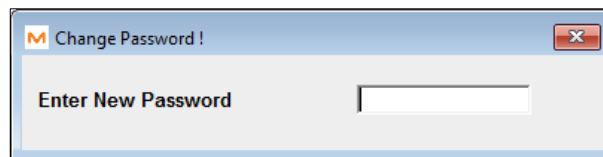
On the second password screen, click the "Password" button.



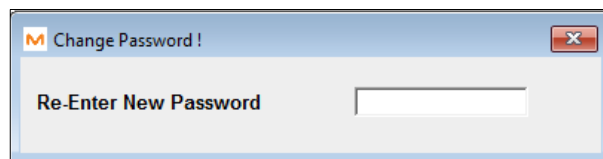
- Enter the old password (the password you have been using up to the point) you want to change.



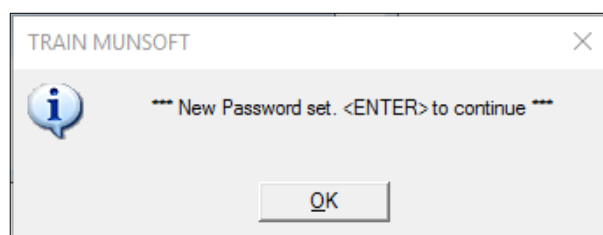
- Enter a new password.



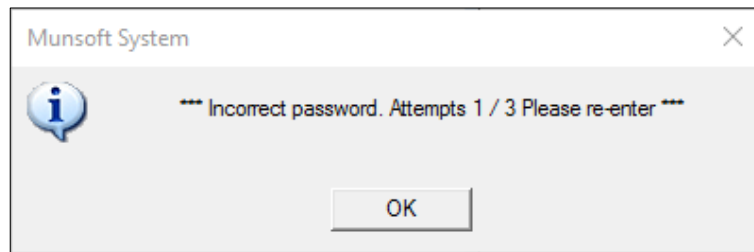
- Re-enter a new password.



- The following message will appear.
- Click "OK".



- Please note! When logging in, and an operator types in an incorrect password, a message will inform you of the number of wrong attempts vs the maximum number of attempts so the operator can see how many attempts are left. Please refer to the [system security settings](#) section where the number of attempts can be changed.
- On the last attempt, the account will be locked until your supervisor has unblocked the account.



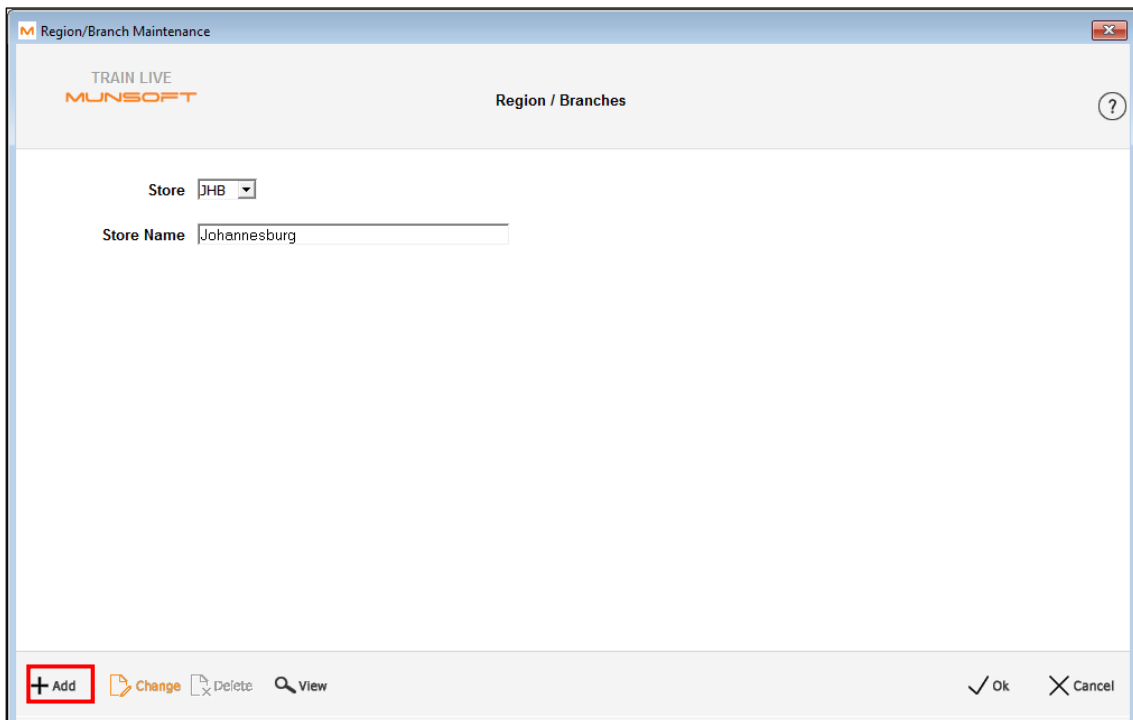
6. GLOBAL PARAMETERS

6.1. SUB LA CODES

This function is used to add more stores/regions or branches in the system. This is used in the stores module.

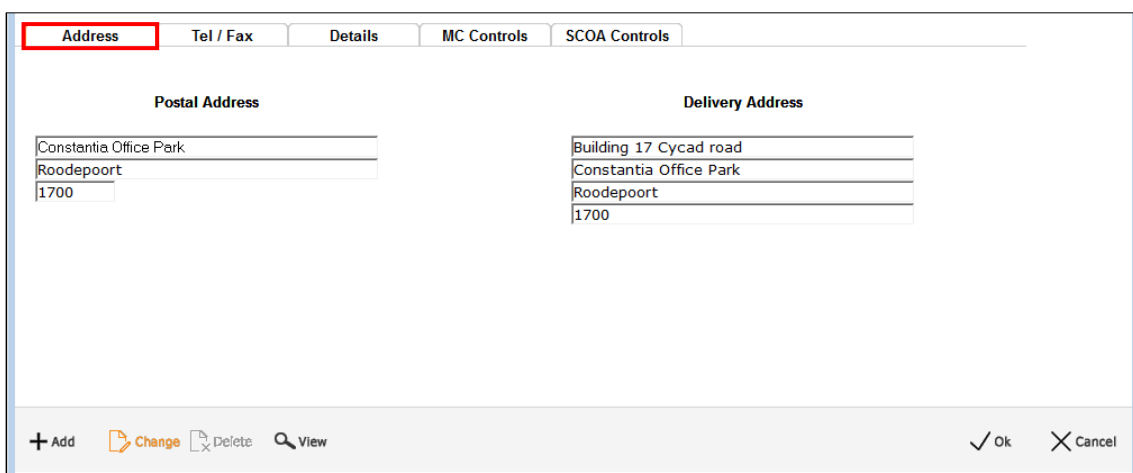
Go to **SUPERVISOR > PARAMETERS > GLOBAL > SUB LA CODES**

- Click on “add” to add another store or branch.



The screenshot shows the 'Region/Branch Maintenance' window. The title bar says 'M Region/Branch Maintenance'. Inside, there's a header with 'TRAIN LIVE' and 'MUNSOFT' logos, and 'Region / Branches' text. Below this, there's a 'Store' dropdown menu with 'JHB' selected, and a 'Store Name' text field with 'Johannesburg' entered. At the bottom, there's a toolbar with buttons: '+ Add' (highlighted with a red box), 'Change', 'Delete', and 'View'. On the right side of the toolbar, there are 'Ok' and 'Cancel' buttons.

- Populate the *address* tab.



The screenshot shows the 'Address' tab selected in the 'Region/Branch Maintenance' window. The tab is highlighted with a red box. The window has several tabs: 'Address', 'Tel / Fax', 'Details', 'MC Controls', and 'SCOA Controls'. The 'Address' tab is active, showing two sections: 'Postal Address' and 'Delivery Address'. Each section has three text input fields. The 'Postal Address' fields contain 'Constantia Office Park', 'Roodepoort', and '1700'. The 'Delivery Address' fields contain 'Building 17 Cycad road', 'Constantia Office Park', 'Roodepoort', and '1700'. At the bottom, there's a toolbar with buttons: '+ Add', 'Change', 'Delete', and 'View'. On the right side of the toolbar, there are 'Ok' and 'Cancel' buttons.

- Populate the *telephone and fax number* tab.

Address **Tel / Fax** Details MC Controls SCOA Controls

Telephone Number

Fax Number

+ Add Change Delete View Ok Cancel

- Populate the *details* tab.

Address Tel / Fax **Details** MC Controls SCOA Controls

Chart Of Account Training

Department

Company Reg No

VAT Registration

+ Add Change Delete View Ok Cancel

- The *MC Controls and SCOA controls* TABS should be left as is.

SCOA Control Accounts

TRAIN LIVE
MUNSOFT

SCOA Control Accounts

Creditors Control	<input type="text" value="000001"/>	Control Clearing and Interface Accounts: Goods Received/Invo
Stock	<input type="text" value="000003"/>	Consumables: Standard Rated
GRV Clearing Control	<input type="text" value="000004"/>	Control Clearing and Interface Accounts: Inventory Stores
Bank	<input type="text" value="000005"/>	Specify (Standard Bank Main 08290044): Closing Balance
Output VAT	<input type="text" value="000103"/>	Current Liabilities:Output VAT:Recognised:Cashier
Input VAT	<input type="text" value="000002"/>	VAT Receivable:Input VAT General(Input VAT General:Recognise
Discount Allowed	<input type="text" value="000008"/>	Operational Revenue: Discounts and Early Settlements
Discount Received	<input type="text" value="000008"/>	Operational Revenue: Discounts and Early Settlements
Handling Fees	<input type="text" value="000006"/>	Commission: Transaction Handling Fees
Retention Control	<input type="text" value="000007"/>	
Timesheet Vote Control	<input type="text" value=""/>	
Year-End Accrual Control	<input type="text" value="000009"/>	Trade and Other Payable Exchange Transactions: Payables and
VAT Suspense Vote	<input type="text" value="000010"/>	VAT Receivable:Input Accrual(Input Accrual:Recognised)
Rand For Rand VAT	<input type="text" value=""/>	
Consumer Debtor VAT Received	<input type="text" value="000100"/>	Current Liabilities:Output VAT:Recognised:Consumers)
Sundry Debtor VAT Received	<input type="text" value="000101"/>	Current Liabilities:Output VAT:Recognised:Sundries)
Sundry Register VAT Received	<input type="text" value="000102"/>	
Petty Cash WD	<input type="text" value="000002"/>	Withdrawal from Petty Cash
Petty Cash Dep / Refund	<input type="text" value="000001"/>	Petty Cash:Advances to Petty Cash

Ok Cancel

6.2. TYPE OF ENTRIES

This function is used to add and maintain transaction types that are used within Munsoft.

Go to **SUPERVISOR > PARAMETERS > GLOBAL > TYPE OF ENTRIES**

- **Store:** This is the store/branch/region added from Sub LA codes.
- **Type of Entry Code:** This is the transaction short code.
- **Description:** This is the transaction type description.
- **Document sequence #:** This is the starting transaction number.
- **Debit/Credit:** Indicates the accounting treatment of the transaction type.

MUNSOFT Type of Entries Maintenance

Store: MC1 TRAIN MUNSOFT

Type of Entry Code: CJN

Description: CREDITOR JNL

Document Sequence #: 3

Debit/Credit: ☒ Debit ☐ Credit

+ Add Change Delete View Ok Cancel

Code	Description
ADJ	STOCK ADJUST
ADS	STOCK TAKE
ASS	ASSETS
BCH	BATCH AUTH
BDA	BUDG ADJUST
BNK	Recon ID
BOR	BACK ORDERS
BTI	BATCH ISSUES
BUD	BUDGET JNL

6.3. INTERFACE CONTROL NUMBERS

This function is used to maintain generated interface numbers when updating the General Ledger.

Go to **SUPERVISOR > PARAMETERS > GLOBAL > INTERFACE CONTROL NOS**

- **Module:** Enter a module short code or click on the dropdown to select an existing module.
- **Description:** This is the name of the module/interface.
- **Interface Number:** This is the desired number the system should populate when updating the GL.

MUNSOFT Interface Number Maintenance

Module: CBK
Description: CASH BOOK
Interface Number: 91

+ Add Change Delete View Ok Cancel

Code	Description
ASS	GRAP Fixed Assets
CAS	Cashiers Bulk Posting
CBK	CASH BOOK
CRS	CREDITORS
CSM	CONSUMERS
FXA	FIXED ASSETS
PPV	PREPAID VENDING
SND	SUNDRY DEBTORS
SRG	SUNDRY REGISTER MODULE

6.4. VAT CODES

This screen is used to add and maintain VAT rates.

Go to **SUPERVISOR > PARAMETERS > GLOBAL > VAT CODES**

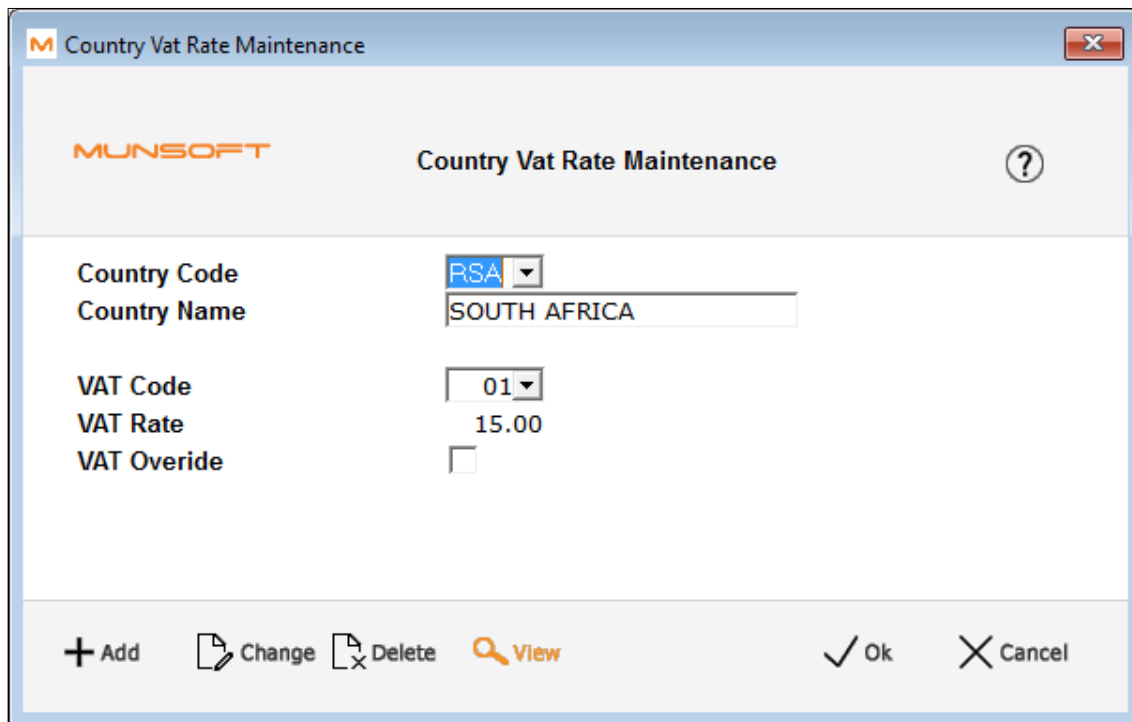
- **Code:** This is the short code of the VAT rate.
- **Rate:** This is the % rate for this VAT rate.
- **Type:** Indicate the category of VAT whether it is standard rated/ claimable/ zero rated or exempt.

The screenshot shows the 'Vat Maintenance' window from the MUNSOFT application. The window has a title bar with the MUNSOFT logo and a close button. Below the title bar, there's a header area with the MUNSOFT logo, the text 'VAT Maintenance', and a help icon. The main area contains four labels: 'Code', 'Rate', 'Type', and 'Exempt'. The 'Code' field is a dropdown menu showing '03'. The 'Rate' field is a text box showing '100.00'. The 'Type' field has five radio button options: 'Standard', 'Claimable' (which is selected), 'Both', 'Zero Rated', and 'Exempt'. The 'Exempt' field is currently empty. At the bottom of the window, there is a toolbar with icons and labels for '+ Add', 'Change' (with a pencil icon), 'Delete' (with a trash icon), 'View' (with a magnifying glass icon), 'Ok' (with a checkmark icon), and 'Cancel' (with an X icon).

6.5. COUNTRY VAT RATES

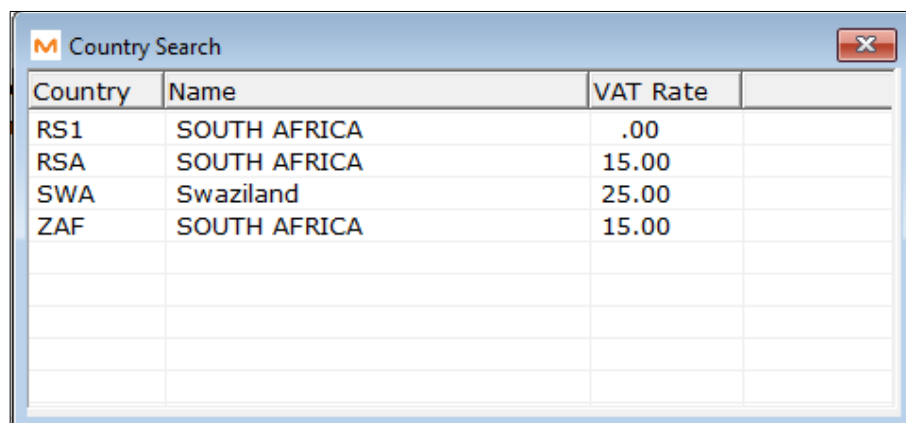
This screen is used to add and maintain a country's VAT rates that municipalities may be transacting with.

Go to **SUPERVISOR > PARAMETERS > GLOBAL > COUNTRY VAT RATES**



The screenshot shows the 'Country Vat Rate Maintenance' window. It features the MUNSOFT logo and a title bar. The main area contains fields for 'Country Code' (set to RSA), 'Country Name' (SOUTH AFRICA), 'VAT Code' (01), 'VAT Rate' (15.00), and a 'VAT Override' checkbox. At the bottom, there are buttons for '+ Add', 'Change', 'Delete', 'View', 'Ok', and 'Cancel'.

Country Code	Country Name	VAT Code	VAT Rate	VAT Override
RSA	SOUTH AFRICA	01	15.00	<input type="checkbox"/>



The screenshot shows the 'Country Search' window, which displays a table of countries and their VAT rates.

Country	Name	VAT Rate
RS1	SOUTH AFRICA	.00
RSA	SOUTH AFRICA	15.00
SWA	Swaziland	25.00
ZAF	SOUTH AFRICA	15.00

6.6. INVOICE MESSAGES

This is a consumer setting used for customising consumer's invoices and statements.

Go to **SUPERVISOR > PARAMETERS > GLOBAL > INVOICE MESSAGES**

- **Code:** Enter "INV" for Invoices, "SAL" for sales orders or "QUO" for quotes.
- **Message:** Populate information to be displayed for the code selected.

Sales Message Maintenance

MUNSOFT Sales Message Maintenance ?

Code INV INVOICE

Message A friendly reminder to pay your account.

+ Add Change Delete View ✓ Ok ✗ Cancel

6.7. HEADS OF DEPARTMENTS

This function is used create heads of departments within the municipality.

Go to **SUPERVISOR > PARAMETERS > GLOBAL > HEADS OF DEPT**

- Click on “add” to add a new head of department.
- **Operator Code:** Enter operator code or click on the dropdown to search for user.
- **Name:** The system will auto-populate the operator’s username.
- **Function:** Click on the drop down to select the mSCOA function.

The screenshot shows a software window titled "Head of Department Maintenance" with the MUNSOFT logo. The window contains three input fields: "Operator" with a dropdown menu showing "S68", "Name" with a text box containing "MUNSYS_JOHN", and "Function" with a dropdown menu showing "Finance:CFO (100)". At the bottom, there is a toolbar with five buttons: "+ Add" (highlighted with a red box), "Change", "Delete", "View", and "Ok/Cancel" (represented by checkmark and X icons).

6.8. ORGANISATIONAL STRUCTURE

By setting up the ORG Structure, enables a user to get internal authorization alerts via 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.

Go to **GENERAL LEDGER > SCOA MENU > REFIN NT CHART > ORG STRUCTURE SETUP**

- Add all the main and sub functions/departments in your organisation.
- Add the manager's name and e-mail addresses.

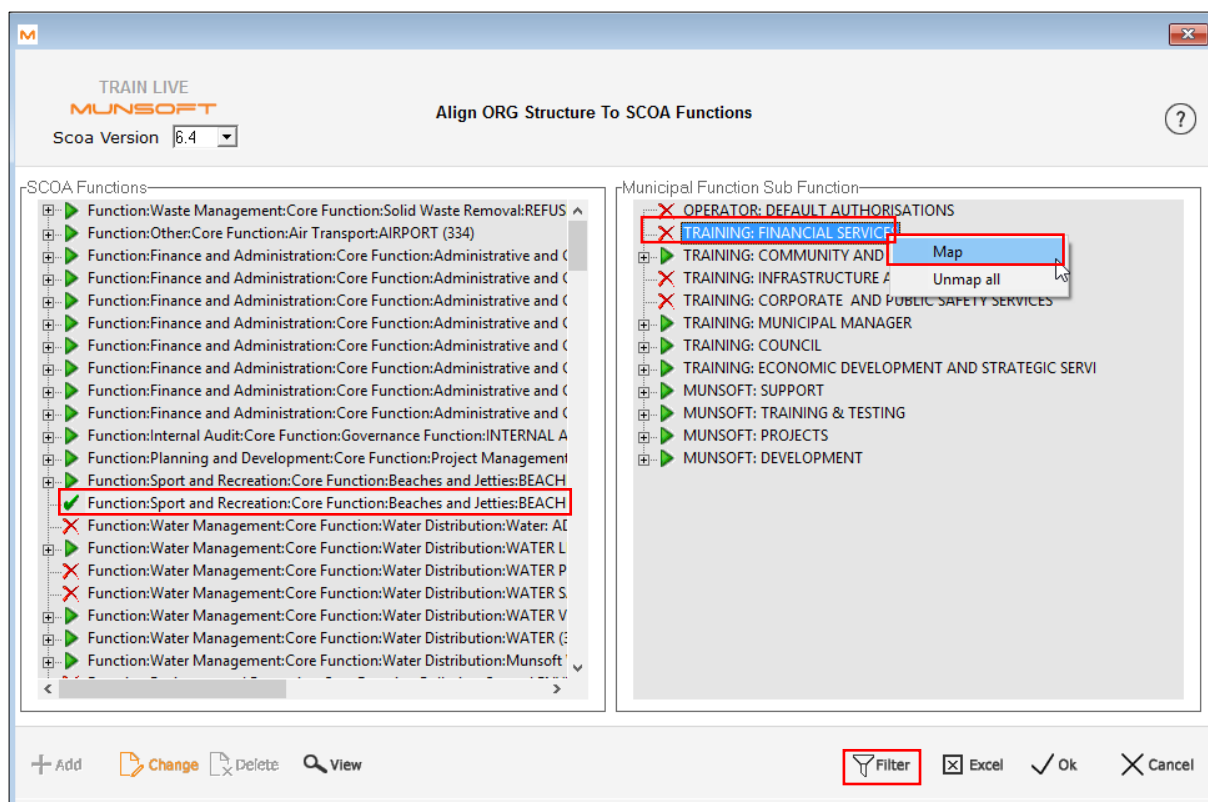
Seq	Main Fun	Sub Func	Main Description	Sub Description
0001	001	001	TRAINING	FINANCIAL SERVICES
Manager: JOHN Email: john@munsoft.co.za				
Authoriser: Marlie Email: Marlie@munsoft.co.za				
0002	001	002	TRAINING	COMMUNITY AND OPERATIONAL SERVICES
Manager: Email:				
Authoriser: Email:				
0003	001	003	TRAINING	INFRASTRUCTURE AND PLANNING SERVICES
Manager: Email:				
Authoriser: Email:				
0004	001	004	TRAINING	CORPORATE AND PUBLIC SAFETY SERVICES
Manager: Email:				
Authoriser: Email:				

+ Add Change Delete View Ok Cancel

The next step is to align the organisational structure to SCOA.

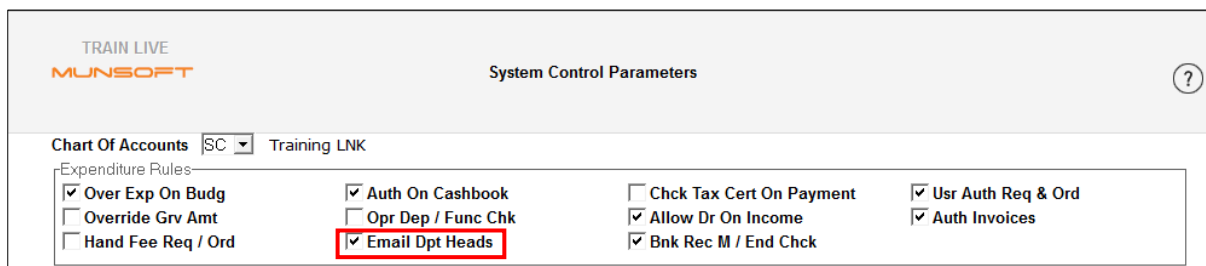
Go to **GENERAL LEDGER > SCOA MENU > REFINE NT CHART > ALIGN ORG TO SCOA**

- **SCOA Version:** Indicate for which chart version this alignment is being done.
- On the left, all the active SCOA functions in the system will be listed. And on the right, the org structure as setup previously.
- A red cross indicates that this function/org structure hasn't been aligned yet. And a green triangle indicates that this function/org structure has been aligned.
- To align, click on a function on the left so that the red cross becomes a green tick. Right click on a specific org structure on the right and select "Map".
- To unmap a specific org structure, select "unmap all".
- Click on "filter" to list all functions that have been aligned or that have not been aligned.



Go to **SUPERVISOR > PARAMETERS > GLOBAL > SYSTEM CONTROLS**

- **Email Department Heads:** Tick this option.



TRAIN LIVE
MUNSOFT

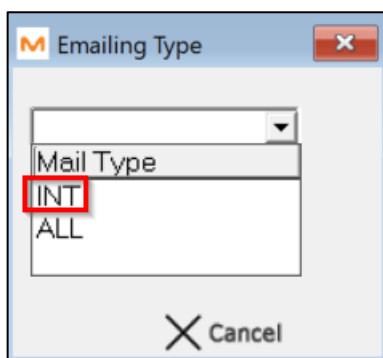
System Control Parameters

Chart Of Accounts SC Training LNK

Expenditure Rules

<input checked="" type="checkbox"/> Over Exp On Budg	<input checked="" type="checkbox"/> Auth On Cashbook	<input type="checkbox"/> Chck Tax Cert On Payment	<input checked="" type="checkbox"/> Usr Auth Req & Ord
<input type="checkbox"/> Override Grv Amt	<input type="checkbox"/> Opr Dep / Func Chk	<input checked="" type="checkbox"/> Allow Dr On Income	<input checked="" type="checkbox"/> Auth Invoices
<input type="checkbox"/> Hand Fee Req / Ord	<input checked="" type="checkbox"/> Email Dpt Heads	<input checked="" type="checkbox"/> Bnk Rec M / End Chck	

- **E-mailing Type:** 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 sent to the Suppliers, using e-mail addresses recorded in the Creditors Master File. It is advised to verify e-mail addresses captured, in which case 'INT' can be selected in the interim.



Emailing Type

Mail Type

INT

ALL

Cancel

6.9. SYSTEM CONTROLS

This screen is used to view and activate or deactivate rules and active modules.

Go to **SUPERVISOR > PARAMETERS > GLOBAL > SYSTEM CONTROLS**

Expenditure Rules			
<input checked="" type="checkbox"/> Over Exp On Budg	<input checked="" type="checkbox"/> Auth On Cashbook	<input type="checkbox"/> Chck Tax Cert On Payment	<input checked="" type="checkbox"/> Usr Auth Req & Ord
<input type="checkbox"/> Override Grv Amt	<input type="checkbox"/> Opr Dep / Func Chk	<input checked="" type="checkbox"/> Allow Dr On Income	<input checked="" type="checkbox"/> Auth Invoices
<input type="checkbox"/> Hand Fee Req / Ord	<input checked="" type="checkbox"/> Email Dpt Heads	<input checked="" type="checkbox"/> Bnk Rec M / End Chck	

Tick the box to:

- Allow overspending on budget.
- Allow overriding of GRV amounts.
- Charge a handling fee on requisitions and orders.
- Authorise cashbook transactions.
- Department heads will receive e-mail alerts when documents require authorisation.
- Check if a supplier's tax certificate is required when payment is made.
- Allow debit on income transactions.
- Make bank reconciliation month end mandatory.
- Allow the same user to authorise both requisitions and orders.
- Invoices require authorisation before payment can be made.

Income Rules	
<input checked="" type="checkbox"/> Split Billing (separate Water env)	<input type="checkbox"/> Match Receipts Rand for Rand

- **Split Billing:** This is used by a municipality that bills water on behalf of another.
- **Match Receipts Rand For Rand:** This is a debt collection function used to pay/write off the same receipt amount to what the consumer settles.

Budget Check on Vote Types	
Income	<input checked="" type="checkbox"/>
Project Cost	<input checked="" type="checkbox"/>
Expenditure	<input checked="" type="checkbox"/>
Vehicle Cost	<input checked="" type="checkbox"/>
Assets	<input checked="" type="checkbox"/>
Liabilities	<input checked="" type="checkbox"/>

- **Budget Check on Vote Types:** Tick box to allow budget check on these item segments.

Active Modules

<input checked="" type="checkbox"/> Creditors	<input checked="" type="checkbox"/> Stores
<input checked="" type="checkbox"/> Cashbook	<input checked="" type="checkbox"/> G / Ledger
<input checked="" type="checkbox"/> Consumer DRS	<input checked="" type="checkbox"/> Cashier
<input checked="" type="checkbox"/> Sundry DRS	<input checked="" type="checkbox"/> Fixed Assets
<input type="checkbox"/> RSC DRS	<input type="checkbox"/> Assets Dynamic Votes
<input type="checkbox"/> Receipt TF Sel	<input checked="" type="checkbox"/> Sundry Register

- This global parameter indicates current active modules in the system.

Salary Module

COBOL	<input type="checkbox"/>
PAYDAY	<input checked="" type="checkbox"/>
VIP	<input type="checkbox"/>
Check Budg	<input type="checkbox"/>
Contracts	<input type="checkbox"/>

- This parameter indicates the salary module/system integrating with Munsoft.
- **Contracts:** This will enable the link to the contract's module when capturing project invoices. This will require the user to specify a contact number whenever a project invoice is captured.

Miscellaneous

<input type="checkbox"/> Delivery & Supplier Invoice	
Stock Orders Cutoff Date	<input type="text" value="29/06/2021"/>
Grv Cutoff Date Non Stock	<input type="text" value="29/06/2021"/>
Country Code	<input type="text"/>

- **Delivery & Supplier Invoice:** The system has the option for a delivery note and invoice transaction. It is important to not switch this on now, if this hasn't been used during the year, as it will have a severe impact on internal business processes. Delivery notes have to be captured for both Stock and Non-Stock orders. An invoice can be captured for only the quantity on the delivery note (so only be liable for payment of what is on the actual invoice). A delivery note that has not been invoiced can be returned by doing a 'Goods - RETURNED' under Procurement. If a client makes use of the delivery note option, orders may not be deleted if there are deliveries that have not been invoiced. These orders should be closed. The user will be able to invoice the delivered goods.
- **Stock Orders Cutoff Date:** This is the cut-off date of all stock orders.
- **GRV Cutoff Date for Non Stock:** This is the cut-off date of all non-stock GRVs.
- **Country Code:** Enter the geographic country code.

Document Printouts
<input checked="" type="radio"/> PDF <input type="radio"/> Text
Orig Budget Adj Expiry Date
31/12/2020

- **Document Print Out:** Indicated the printout format of the system's reports.
- **Original Budget Adjustment Expiry date:** This displays the original budget adjustment expiry date.

6.10. NATIONAL TREASURY AGEING CODES

This screen is used to add and maintain codes defined by National Treasury for creditor/consumer uploads.


Go to **SUPERVISOR > PARAMETERS > GLOBAL > NATIONAL TREAS CODES**

MUNSOFT

National Treasury Ageing Codes

Code	Description	Module	Type	
0100	Bulk Electricity	CREDITORS		^
0200	Bulk Water	CREDITORS		
0300	PAYE deductions	CREDITORS		
0400	VAT (output less input)	CREDITORS		
0500	Pensions / Retirement deductions	CREDITORS		
0600	Loan repayments	CREDITORS		
0700	Trade Creditors	CREDITORS		
0800	Auditor General	CREDITORS		
0900	Other	CREDITORS		
1000	Total	CREDITORS		
1100	Debtors Age Analysis By Income Source	DEBTORS		
1200	Trade and Other Receivables from Exchange Transactions - Water	DEBTORS		
1300	Trade and Other Receivables from Exchange Transactions - Electricity	DEBTORS		
1400	Receivables from Non-exchange Transactions - Property Rates	DEBTORS	RATES	
1500	Receivables from Exchange Transactions - Waste Water Management	DEBTORS		
1600	Receivables from Exchange Transactions - Waste Management	DEBTORS		
1700	Receivables from Exchange Transactions - Property Rental Debtors	DEBTORS		
1810	Interest on Arrear Debtor Accounts	DEBTORS		
1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	DEBTORS		
1900	Other	DEBTORS		v

+ Add

 Change

✓ Ok

7.1. UTILITIES

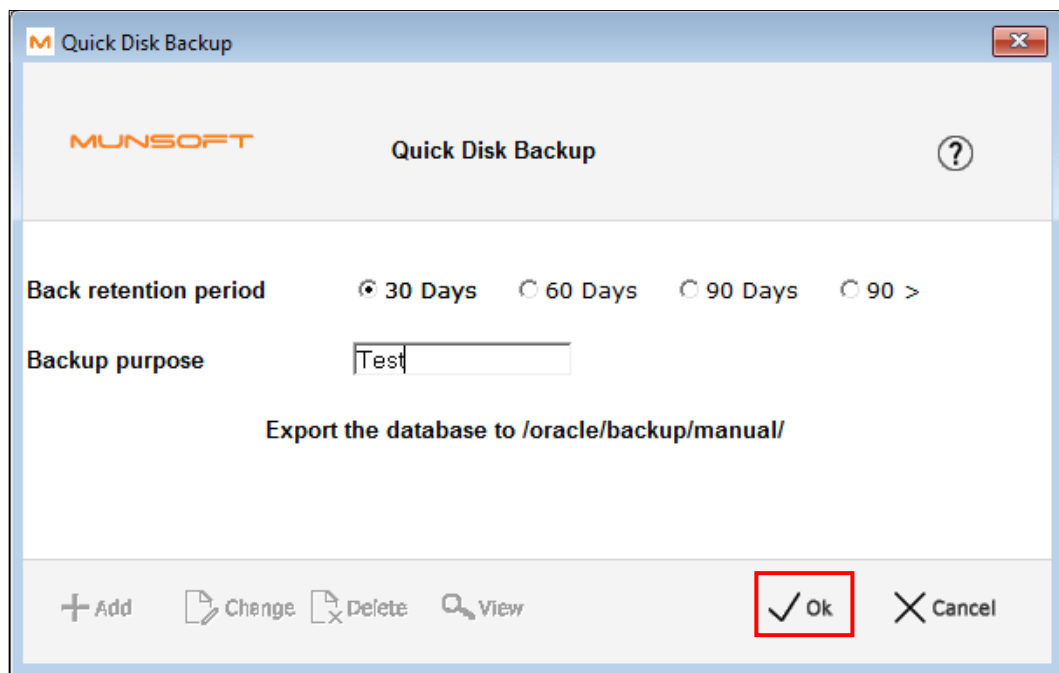
7.1.1. BACKUPS

A backup must be made before Billing and Month end. This backup is stored on the server for availability. This backup does not replace the Munsoft Backup & Disaster Recovery (DR) solution.

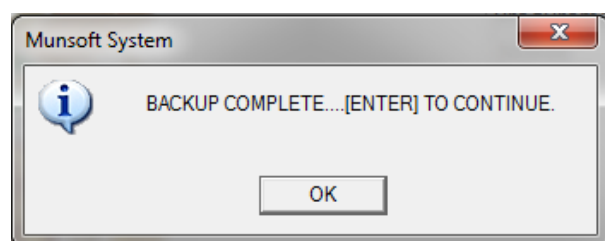
You are also able to indicate how long the backup must be stored on the server before it is deleted.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > REGULAR PROCEDURES > QUICK DISK BACKUP**

- **Back Retention Period:** This is the number of days the backup must be stored for before it is deleted off the server.
- **Backup Purpose:** This is the reason for the backup being made.
- Click "ok".



- The Backup will now be performed, and the system will return to the main screen when it has been completed.

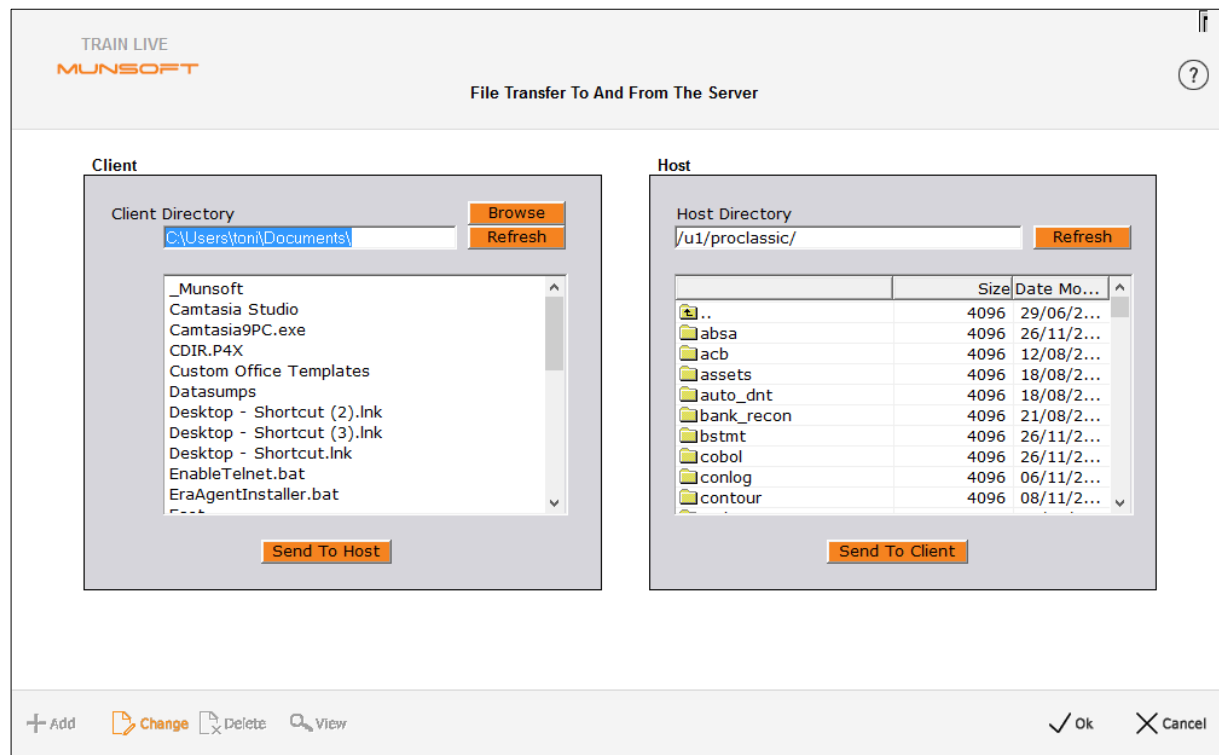


7.1.2. TRANSFER FILES

There might be some extracts that are downloaded to the server or files that are on the server that an end user might require to copy to their workstation. This menu enables an end user the ability to transfer files from the server to their workstation and vice versa.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > TRANSFER FILES**

- Select a file on the user's computer (client) or on the server (host).
- Then indicate whether to send the file to the "host" or to the "client".

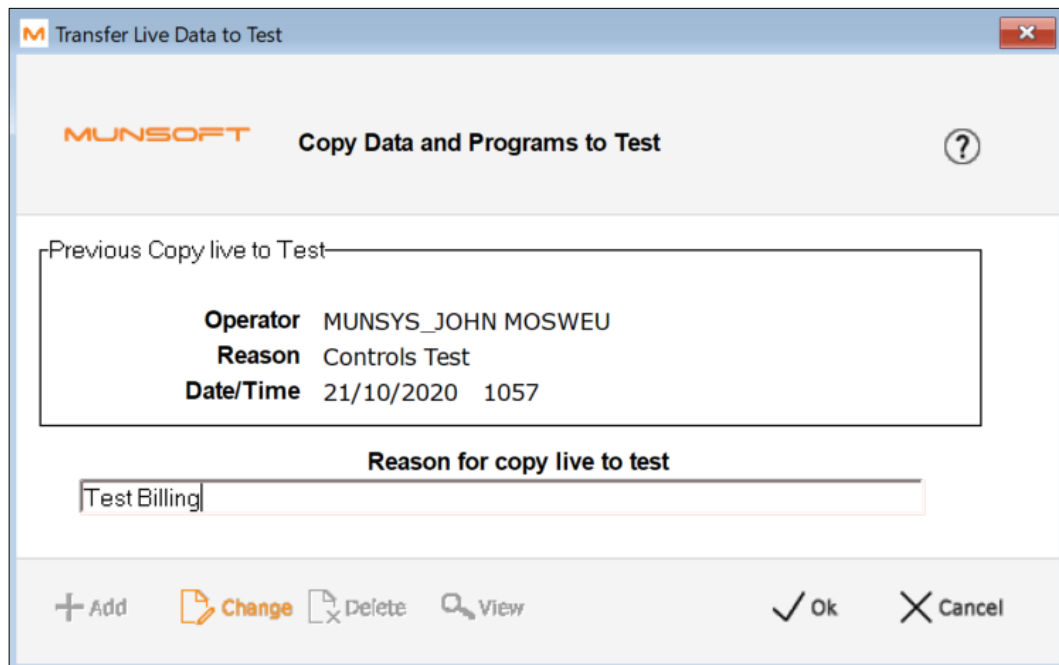


7.1.3. COPY LIVE TO TEST

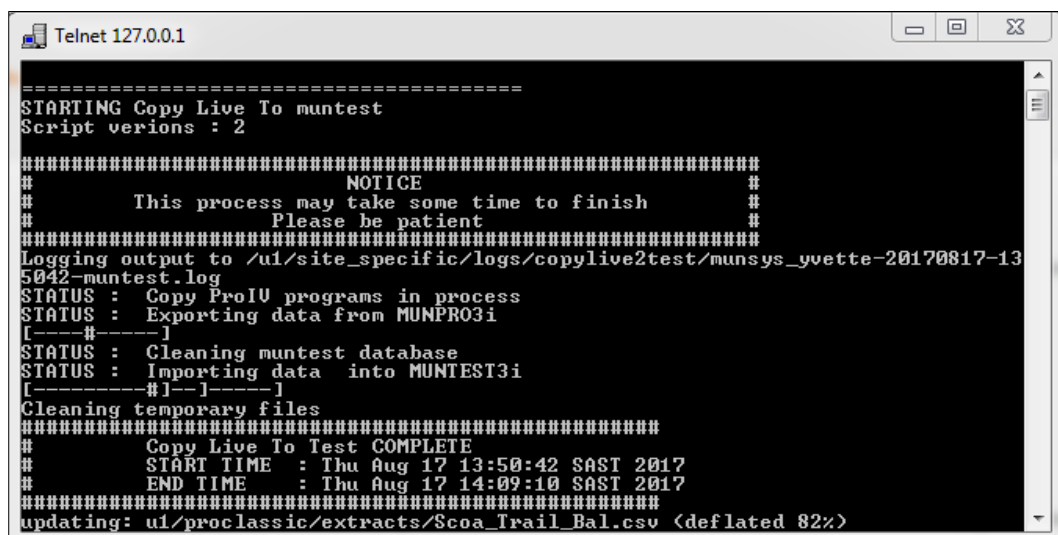
Munsoft has a feature that allows you to copy the whole LIVE system to a TEST system, should you want to do training on live data, or do test billing for instance.

Before doing this, check that no-one else is testing something on the TEST system, as their work will be overwritten.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > COPY LIVE TO TEST**



- Enter a reason for copy live to test. This will inform other users who and when did the copy.
- The system will bring up a black Telnet screen.
- It will firstly export the data from the LIVE system.
- Then it clears the TEST system.
- And then lastly, imports the data into the TEST environment.
- This might take a while, depending on how big your database is.



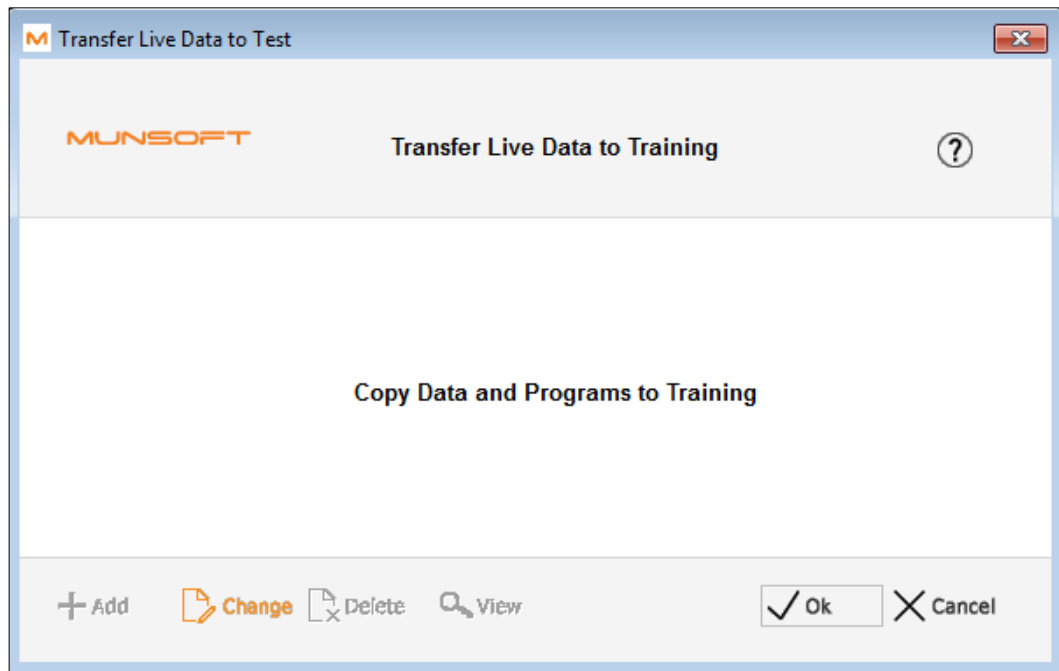
```
=====
STARTING Copy Live To muntest
Script versions : 2

#####
#                               #
#      NOTICE                  #
#      This process may take some time to finish      #
#      Please be patient                #
#####
Logging output to /ul/site_specific/logs/copylive2test/munsys_yvette-20170817-135042-muntest.log
STATUS : Copy ProIU programs in process
STATUS : Exporting data from MUNPRO3i
[-----#-----]
STATUS : Cleaning muntest database
STATUS : Importing data into MUNTEST3i
[-----#1-----]
Cleaning temporary files
#####
#      Copy Live To Test COMPLETE      #
#      START TIME  : Thu Aug 17 13:50:42 SAST 2017      #
#      END TIME    : Thu Aug 17 14:09:10 SAST 2017      #
#####
updating: ul/proclassic/extracts/Scoa_Trail_Bal.csv (deflated 82%)
```

7.1.4. COPY LIVE TO TRAINING

Munsoft has a feature that allows you to copy the whole LIVE system to a TRAINING environment, should you want to do training on live data. This might not be set up for all sites, as it all depends if there is space available on the server for a 3rd database.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > COPY LIVE TO TRAINING**



7.1.5. OPENING/CLOSING THE SYSTEM

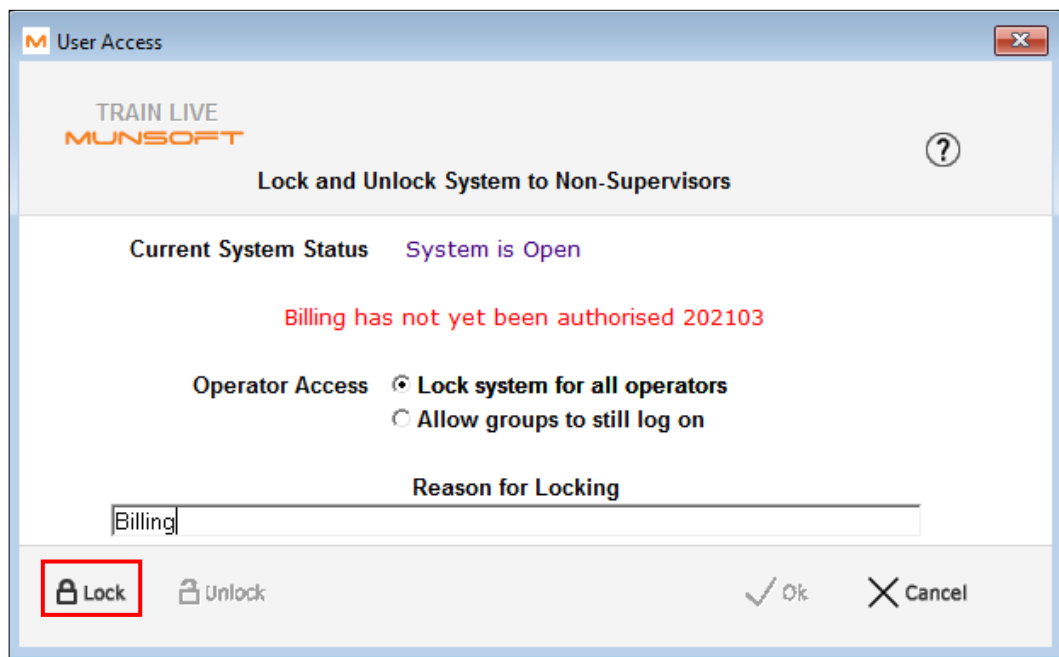
When a user locks the system, a user must:

- record the reason for locking
- specify to lock for all operators or allow only certain groups to still have access

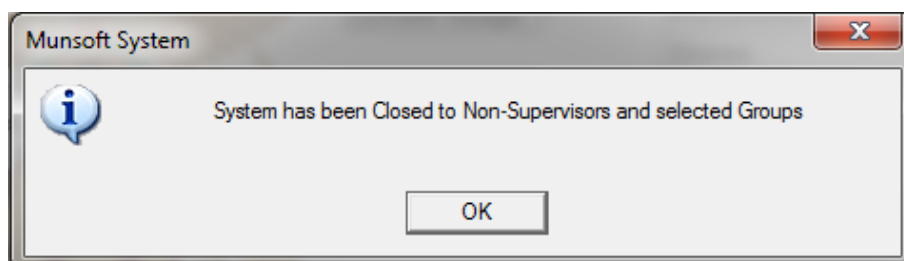
LOCKING/CLOSING THE SYSTEM

Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > OPEN/CLOSE SYSTEM**

- **Operator Access:** Select to lock the system for *all operators* or allow certain group to carry on with work on the system.
- **Reason for Locking:** Enter a reason for locking the system.
- Then click on the “lock” button.



- Any user logging into the system will be prompted with the date, user and reason for the system being locked.



- Every time the system is locked and unlocked it is recorded in an audit table.
- If certain groups can access the system while the system is locked, the “operator groups allow access” screen will open up. Tick those groups to allow them to continue working.

TRAIN LIVE
MUNSOF

Operator Group Allow Access

Operators linked to these groups will be allowed to log onto the locked system
Operators logging on while billing or month end is performed MAY NOT process any transactions
TONI BALT
is responsible to alert these operators of screens that should NOT be used while system is locked

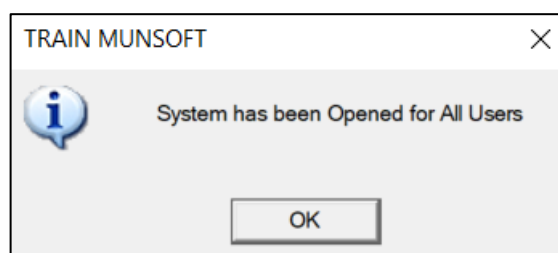
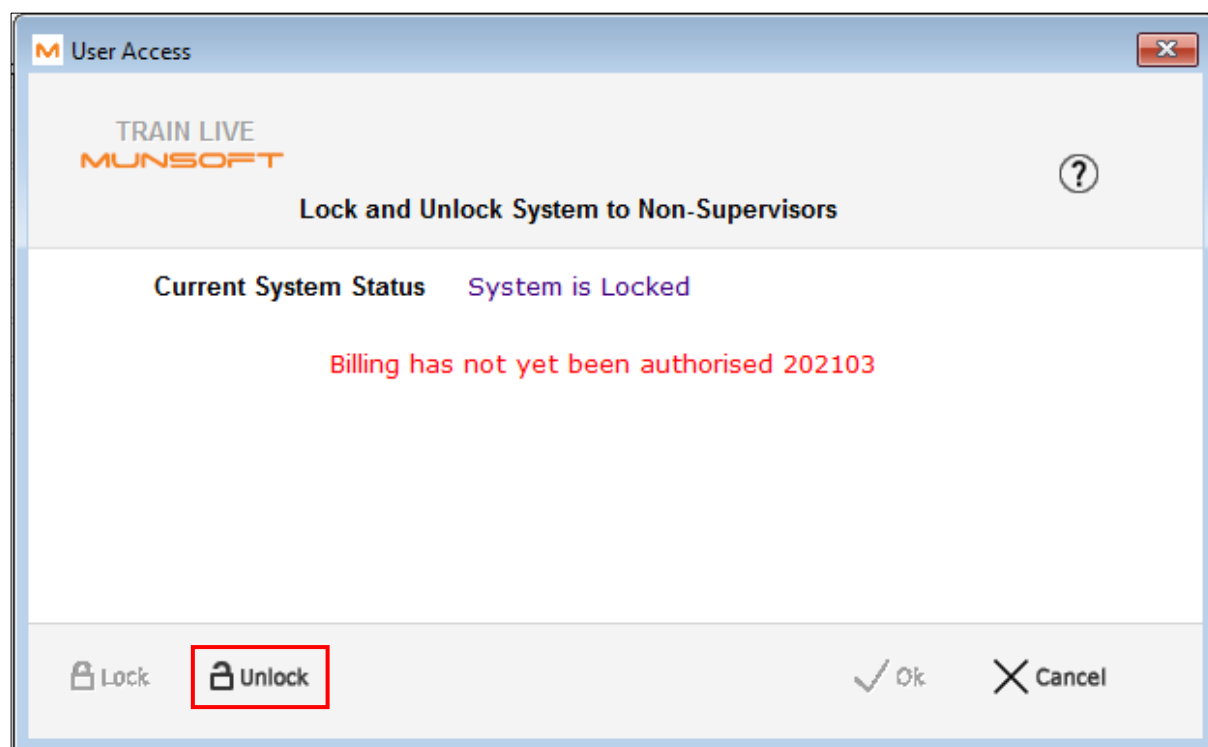
Group Code	Group Description	Allow Access
ASSETS	FIXED ASSETS USERS	<input type="checkbox"/>
CASHBO	CASHBOOK USERS	<input type="checkbox"/>
CASHIE	CASHIERS	<input checked="" type="checkbox"/>
CONSUM	CONSUMER DEBTORS	<input type="checkbox"/>
CREDIT	CREDITOR USERS	<input type="checkbox"/>
ENQUIR	ENQUIRIES ONLY	<input type="checkbox"/>
EXPENS	EXPENSE USERS	<input type="checkbox"/>
GENERA	GENERAL SYSTEM USERS	<input type="checkbox"/>
GLEDGE	GENERAL LEDGER USERS	<input type="checkbox"/>
MANAGE	MANAGEMENT AUTHORIZATIONS	<input type="checkbox"/>
REPS	REPS MENU	<input type="checkbox"/>
STORES	STORES	<input type="checkbox"/>
STORES	STORES SUPERVISOR	<input type="checkbox"/>
SUPERV	SUPERVISOR	<input type="checkbox"/>
SYSADM	SYSTEM ADMINISTRATOR	<input type="checkbox"/>
TEST	TESTING	<input type="checkbox"/>

✓ Ok ✕ Cancel

UNLOCKING/OPENING THE SYSTEM

The same screen can be used to *unlock* the system.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > OPEN/CLOSE SYSTEM**



7.1.6. PRINT BACKUP LOG

This screen indicates when any backups were made.

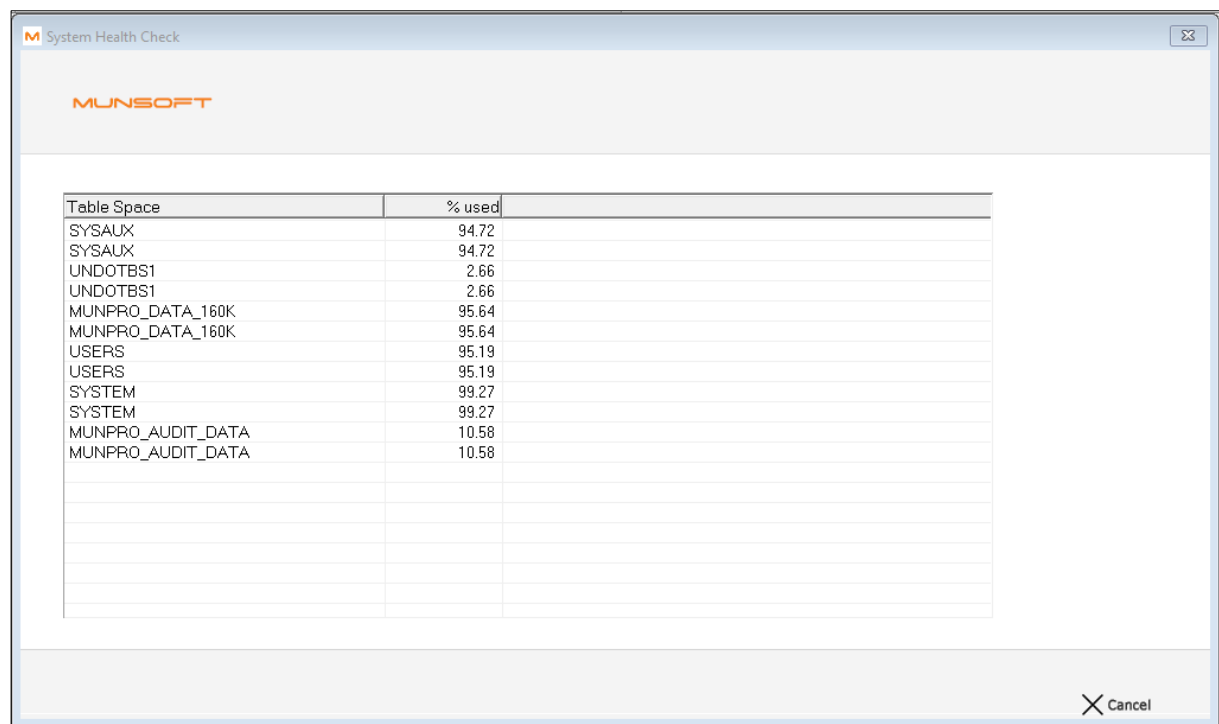
Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > PRINT BACKUP LOG**

```
total 30592656
-rw-r--r-- 1 root root 773217718 Jun 18 2020 proclassic_20200618_072347_manual_S13_30days_TRA
-rw-rw---- 1 oracle oinstall 632210825 Jun 18 2020 munpro_dp_bkp_20200618_072347_manual_S13_30days_
-rw-r--r-- 1 root root 766244077 Jan 15 2020 proclassic_20200115_091327_manual_OBG_30days_BAC
-rw-rw---- 1 oracle oinstall 348560646 Jan 15 2020 munpro_dp_bkp_20200115_091327_manual_OBG_30days_
-rw-r--r-- 1 root root 765002773 Dec 13 2019 proclassic_20191213_105155_manual_OBG_30days_dat
-rw-rw---- 1 oracle oinstall 346777469 Dec 13 2019 munpro_dp_bkp_20191213_105155_manual_OBG_30days_
```

7.1.7. SYSTEM HEALTH CHECK

The ICT system administrator may as part of the ICT daily/weekly or monthly server maintenance routine, in accordance with council approved policies, use this menu to check, monitor and review the health of the server architecture. This menu may assist in server pro-active maintenance.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > SYSTEM HEALTH CHECK**



The screenshot shows a window titled "System Health Check" with the MUNSOFT logo. It contains a table with two columns: "Table Space" and "% used". The table lists various database table spaces and their current usage percentages.

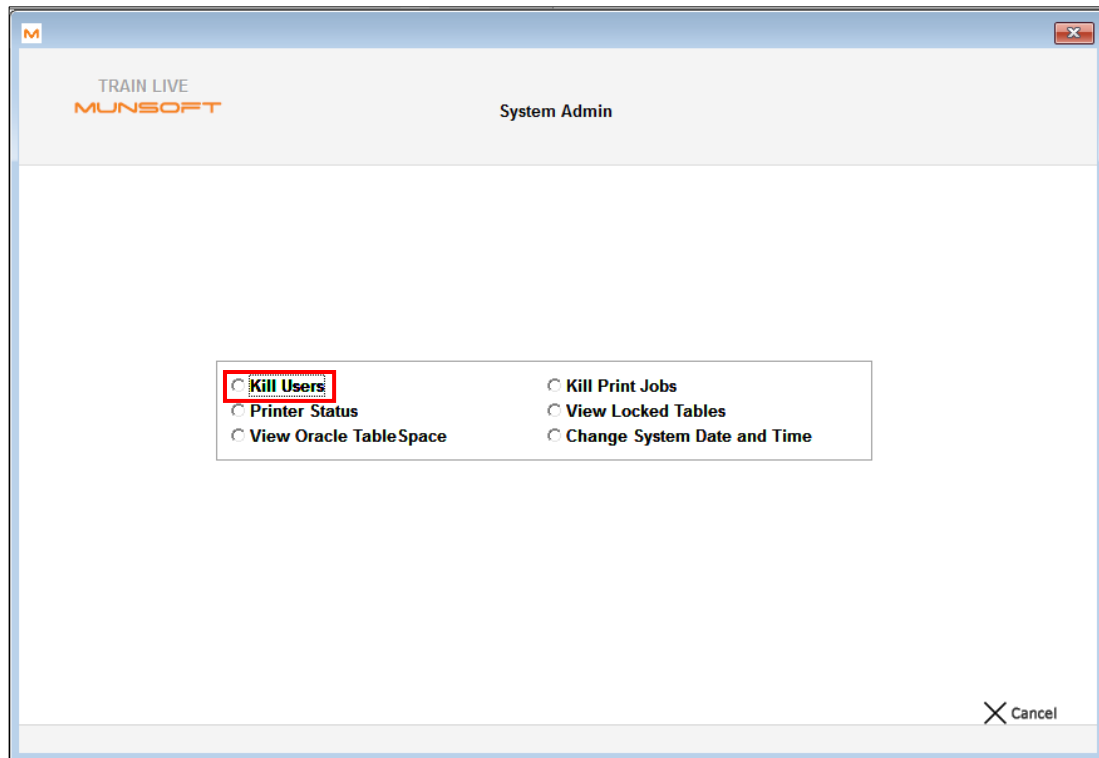
Table Space	% used
SYSAUX	94.72
SYSAUX	94.72
UNDOTBS1	2.66
UNDOTBS1	2.66
MUNPRO_DATA_160K	95.64
MUNPRO_DATA_160K	95.64
USERS	95.19
USERS	95.19
SYSTEM	99.27
SYSTEM	99.27
MUNPRO_AUDIT_DATA	10.58
MUNPRO_AUDIT_DATA	10.58

At the bottom right of the window is a "Cancel" button with a close icon.

Here, users' sessions can be killed, printer status checked, oracle table space usage checked, print jobs killed, locked tables viewed, and the system date changed.

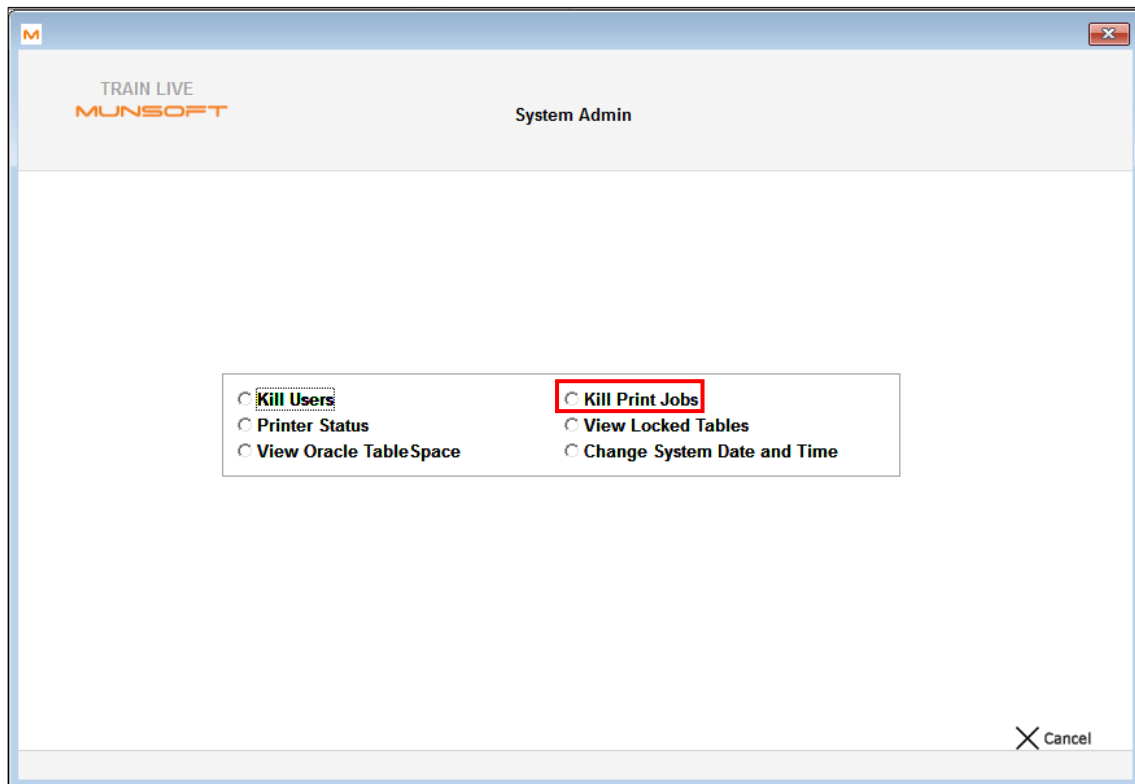
KILL USERS

The feature is used to kill users/end a user's session. If a user receives a *record lock* message, use this menu to end their session to allow them access to the table that was locked.

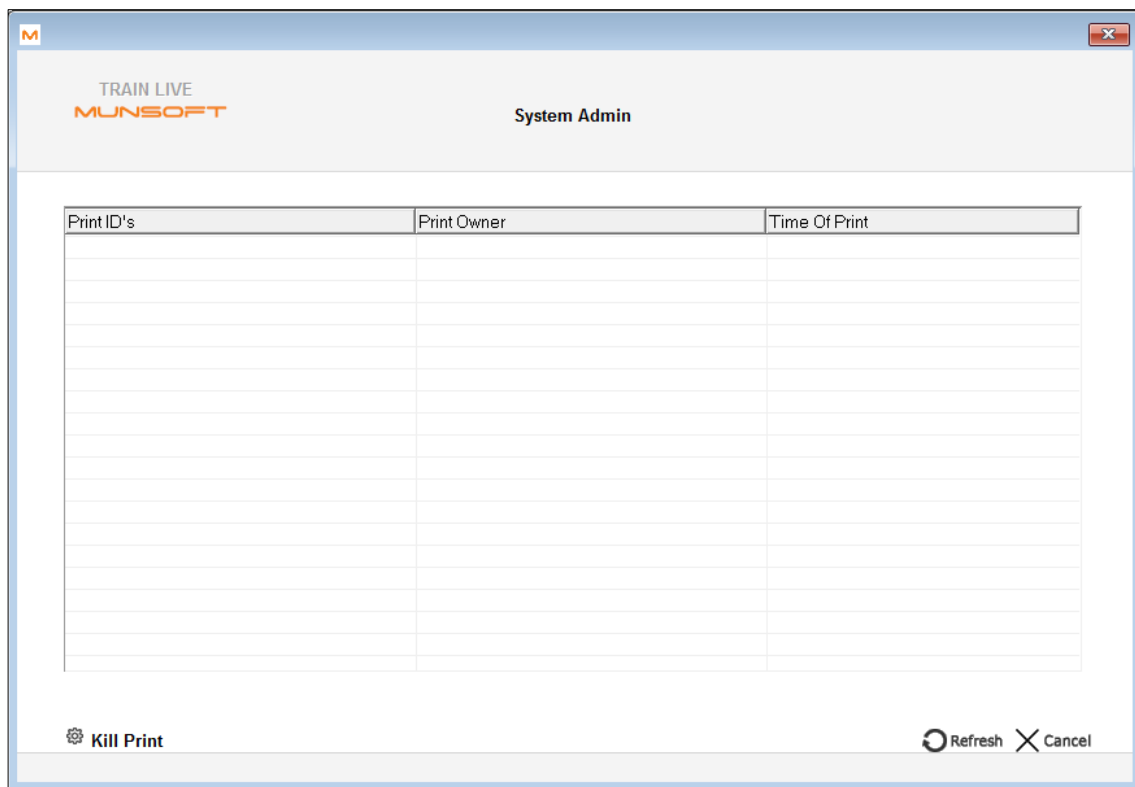


- [illegible]

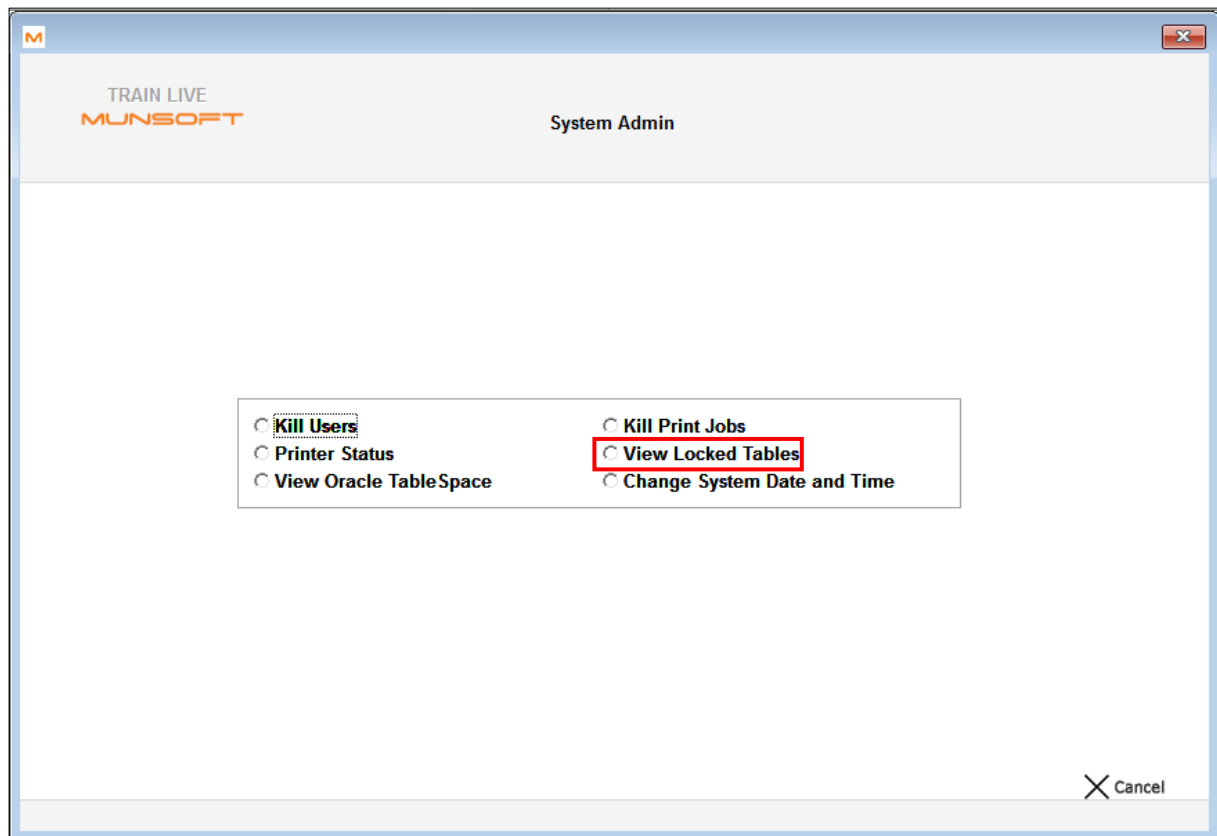
View print queue and release queue, enable or disable printer(s).



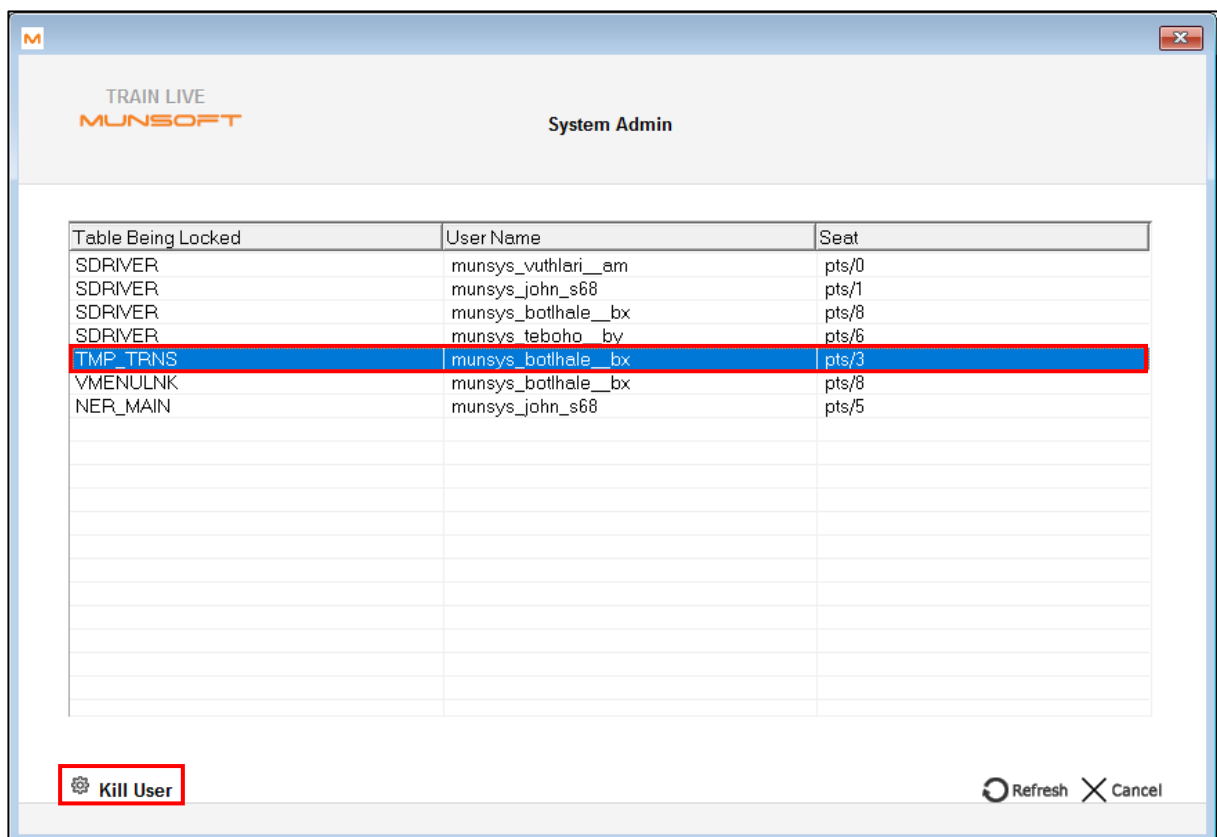
- Select the print job to kill, and then click on the “kill print” button.



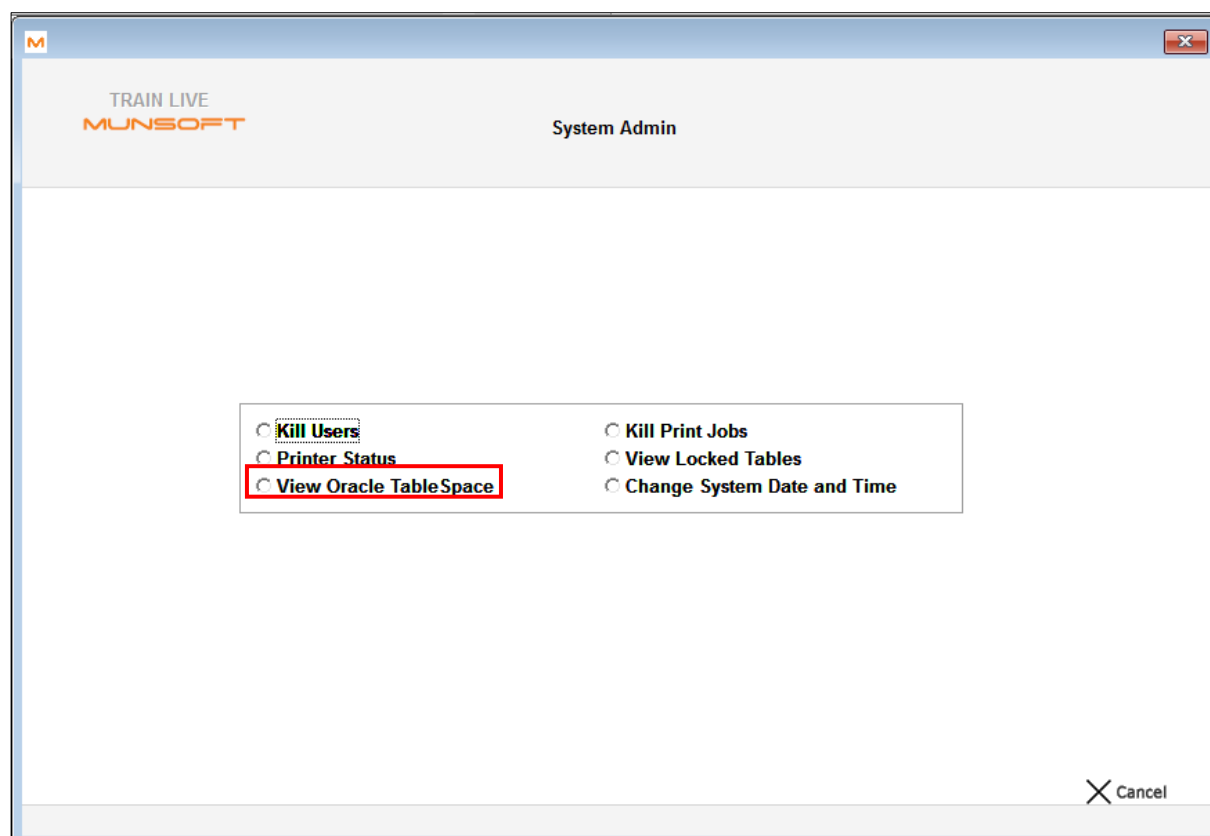
VIEW LOCKED TABLES/ RECORD LOCKED



- This screen views locked tables/ record locked users. Select the user and table to kill, and then click on the “kill user” button.



VIEW ORACLE TABLE SPACE



TRAIN LIVE
MUNSOFT

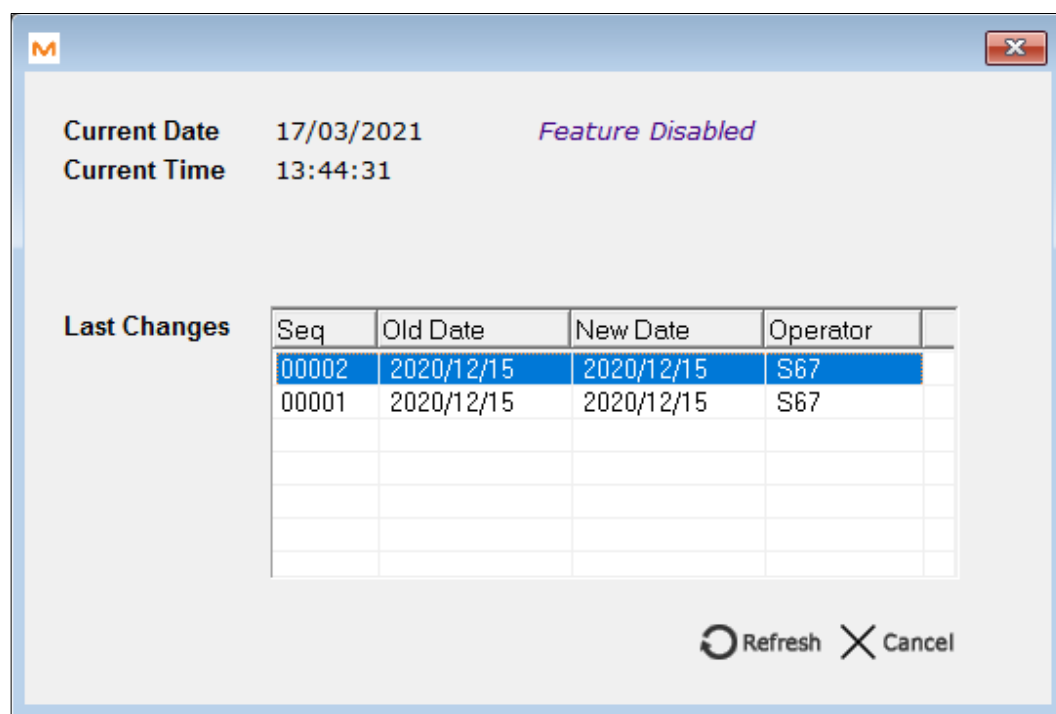
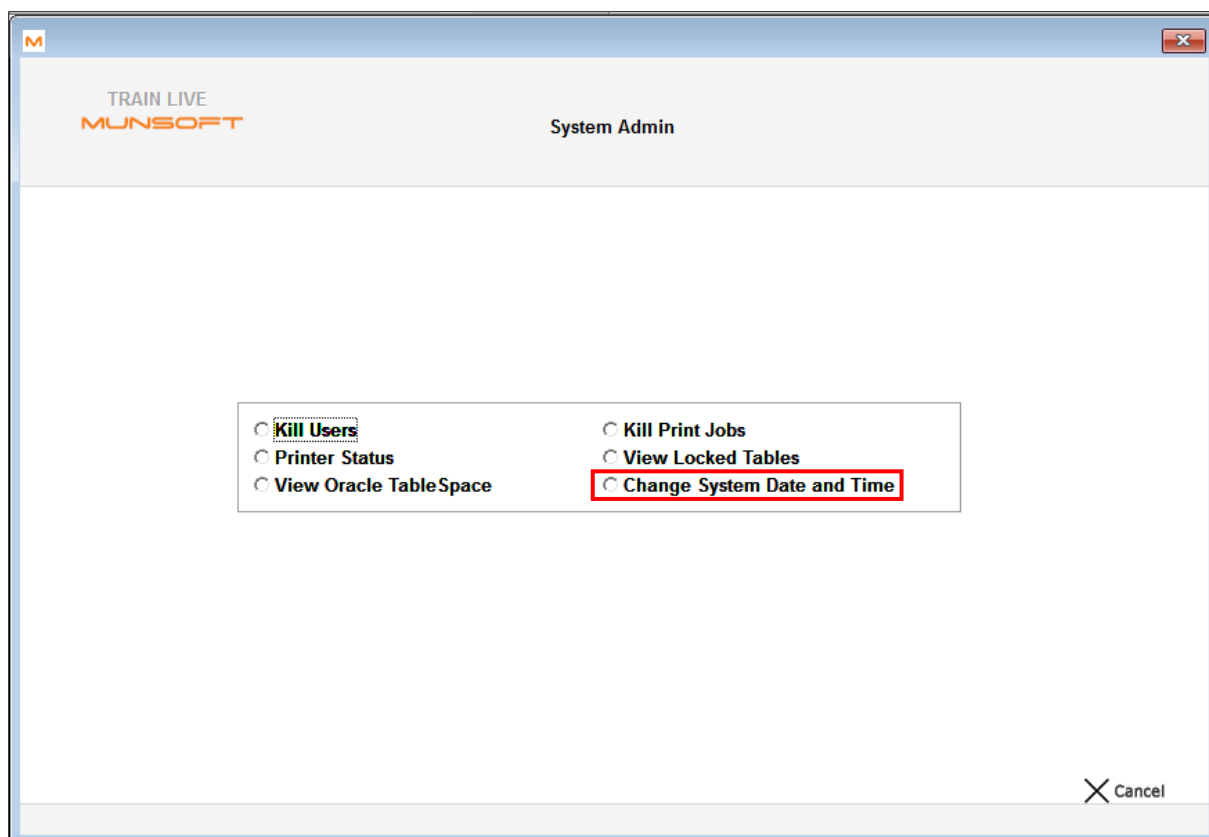
System Admin

Table Space	% used
SYSAUX	94.72
SYSAUX	94.72
UNDOTBS1	2.66
UNDOTBS1	2.66
MUNPRO_DATA_160K	95.64
MUNPRO_DATA_160K	95.64
USERS	95.19
USERS	95.19
SYSTEM	99.27
SYSTEM	99.27
MUNPRO_AUDIT_DATA	10.58
MUNPRO_AUDIT_DATA	10.58

Cancel

CHANGE SYSTEM DATE AND TIME

The system date change has been disabled. The option was used to back date receipts and bank reconciliation. Changes to accommodate such transactions have been implemented.



7.1.9. MODULE USAGE

This screen will show all the modules that have been used in Munsoft, the last time there was a transaction made in that module, as well as the number of transactions that were made within that module.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > UTILITIES > MODULE USAGE**

MUNSOFT

Financial System Module Usage Screen

?

Module Desc	Module Used YN	Date of last Transaction/Entry	# of entries
CONSUMER PENSIONER REGISTER	N		
ASSETS MODULE	Y	26/02/2021	108
CASHBOOK MODULE	Y	25/02/2021	100
CONSUMER ACCOUNT MESSAGING	Y	14/12/2020	2
CONSUMER AGREEMENTS	Y	29/01/2021	1
CONSUMER CLEARANCES	Y	02/03/2021	7
CONSUMER CREDIT CONTROL: CUT OFFS	Y	29/01/2021	3
CONSUMER CREDIT CONTROL: HAND OVER	Y	29/01/2021	2
CONSUMER DATA INTEGRITY MODULE	Y		7
CONSUMER INDIGENT REGISTER	Y	02/03/2021	1
CONSUMER PAYMENT TRNFER/REVERSALS	Y	03/03/2021	6
CONSUMER VALUATION INTERIMS	Y	30/09/2020	2
CREDITORS MODULE	Y	15/03/2021	863
STORES MODULE	Y	15/03/2021	232
SUNDRY REGISTER	Y	16/02/2021	17
SUPPLY CHAIN MODULE	Y	15/03/2021	32

+ Add

Change

Delete

View

Print

Ok

Cancel

7.2. SYSTEM SECURITY SETTINGS

This screen will show you if the password parameters have been set according to minimum best practice standard.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > SECURITY SETTINGS**

SETTINGS TAB

Ensure that the below configuration is in line with your site's approved and adopted ICT security policy.

The screenshot shows the 'Global Security Settings' dialog box with the 'Settings' tab selected. The 'Company' dropdown is set to 'SC'. The 'Setting' tab is highlighted with a red box. The configuration includes:

- Password Complexity:** All four checkboxes (UpperCase Char, LowerCase Char, Special Char, Number) are checked.
- Password Length:** 8 (Password Minimum Length Required (Max 12))
- Password Expiry:** 99 (How Many Days Before Password Expires?)
- Incorrect Passwords:** 3 (How Many Incorrect Passwords Allowed?)
- Failed Login Rule:** Consecutive (No reset for failed login count)
- # of Historic Passwords:** 24 (How Many historic passwords are kept?)
- Check Password History:** Checked (Check Performed on Password History?)

Buttons at the bottom: Ok, Cancel.

CHANGE HISTORY TAB

This tab indicates an audit trail of password change.

The screenshot shows the 'Global Security Settings' dialog box with the 'Change History' tab selected. The 'Company' dropdown is set to 'SC'. The 'Change History' tab is highlighted with a red box. The table below shows the audit trail of password changes:

Seq	Setting	Old	New	Date	Username
001	PASSWD_EXP	30	99	09/12/2020	munsys_toni_s

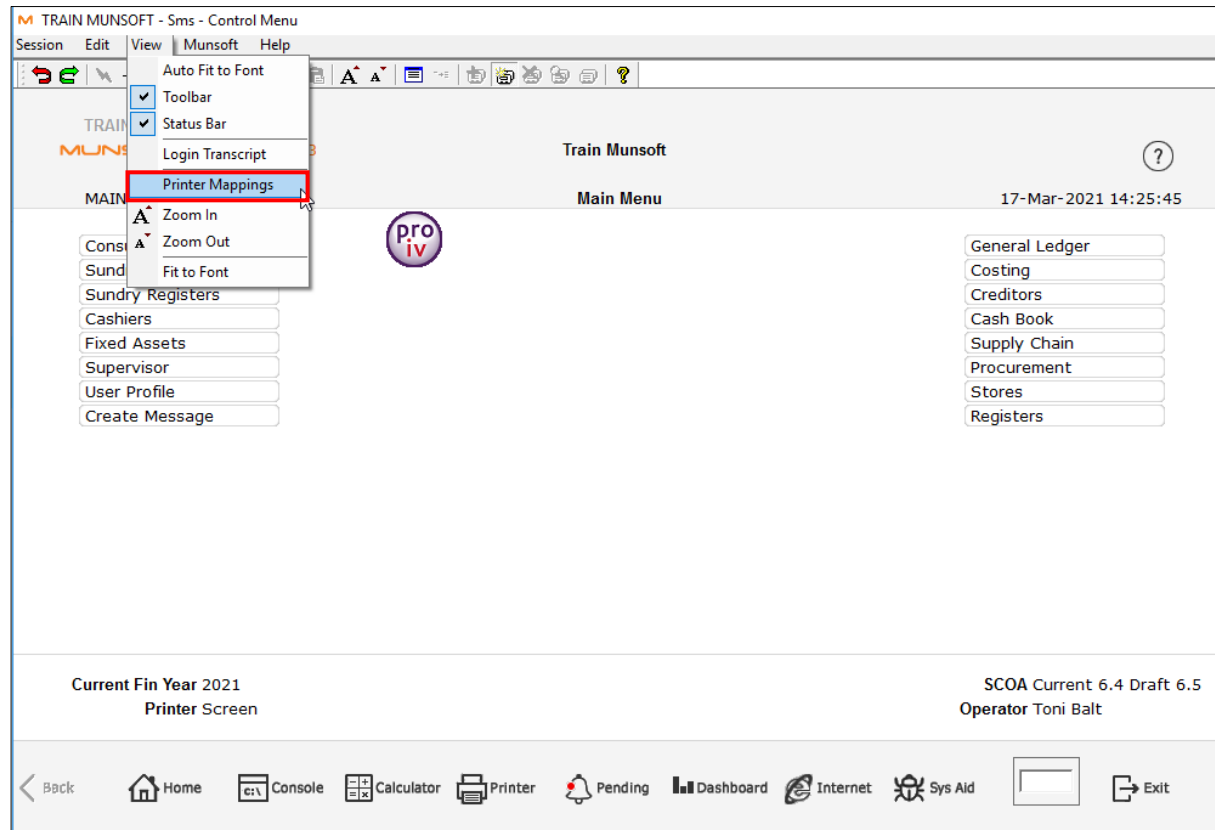
Buttons at the bottom: Ok, Cancel.

7.3. PRINTERS AND PRINTING

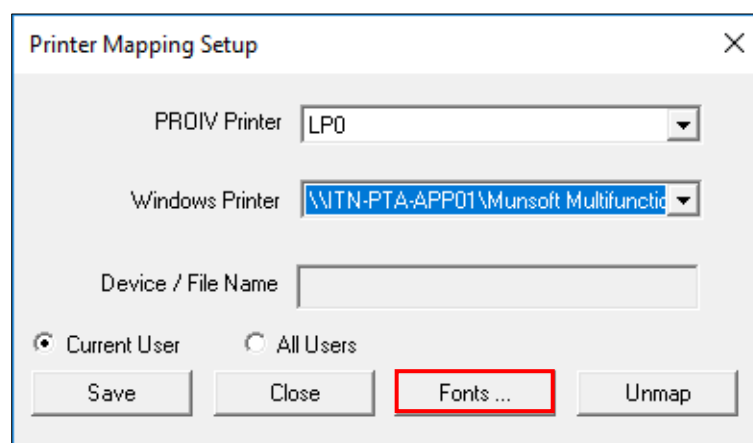
7.3.1. PRINTER MAPPINGS

LPO is the Local Printer (on desk or most used) which the user will use. The settings must be set up as follows for it to print correctly from the Munsoft System.

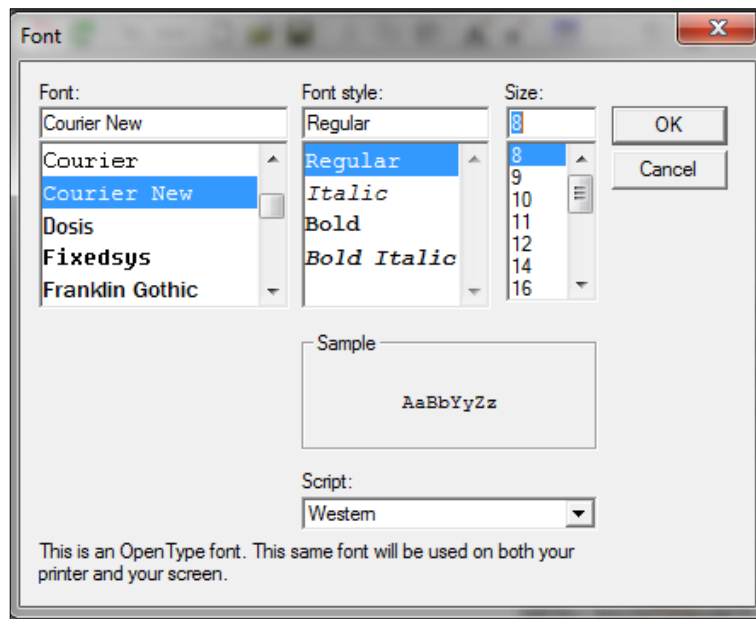
- In the Munsoft system, click on *view*, and then select *printer mappings*.



- **PROIV Printer:** Select *LPO*.
- **Windows Printer:** This is the printer name which is loaded onto a user's Windows profile which the user will print to mostly.
- Click on *fonts*.



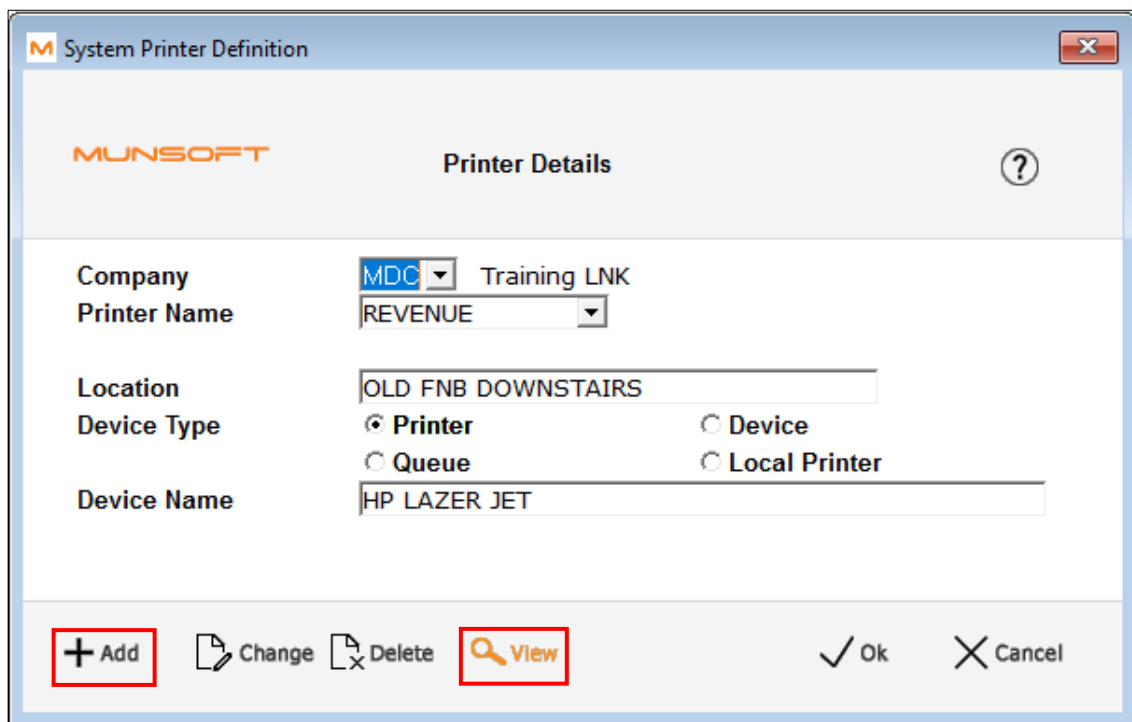
- **Font:** Courier new
- **Font Style:** Regular
- **Size:** 8
- **Script:** Western
- When done, click “ok”, “save” and close”.



7.3.2. DEFINE NEW PRINTERS

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > DEFINE PRINTERS**

- To add a new printer, click on the “add” button.
- **Company Name:** This is MDC.
- **Printer Name:** Enter the new printer name.
- **Location:** This is a description name of where the printer is located.
- **Device Type:** This is either a printer, a device, cheque or local printer.
- **Device Name:** This is the device’s name.
- Click “ok” to save.
- To view all printers in the system, click on “view”. Then click on the *printer name* drop down.



The screenshot shows a window titled "System Printer Definition" with the MUNSOFT logo. The main section is "Printer Details" with a help icon. The form contains the following fields:

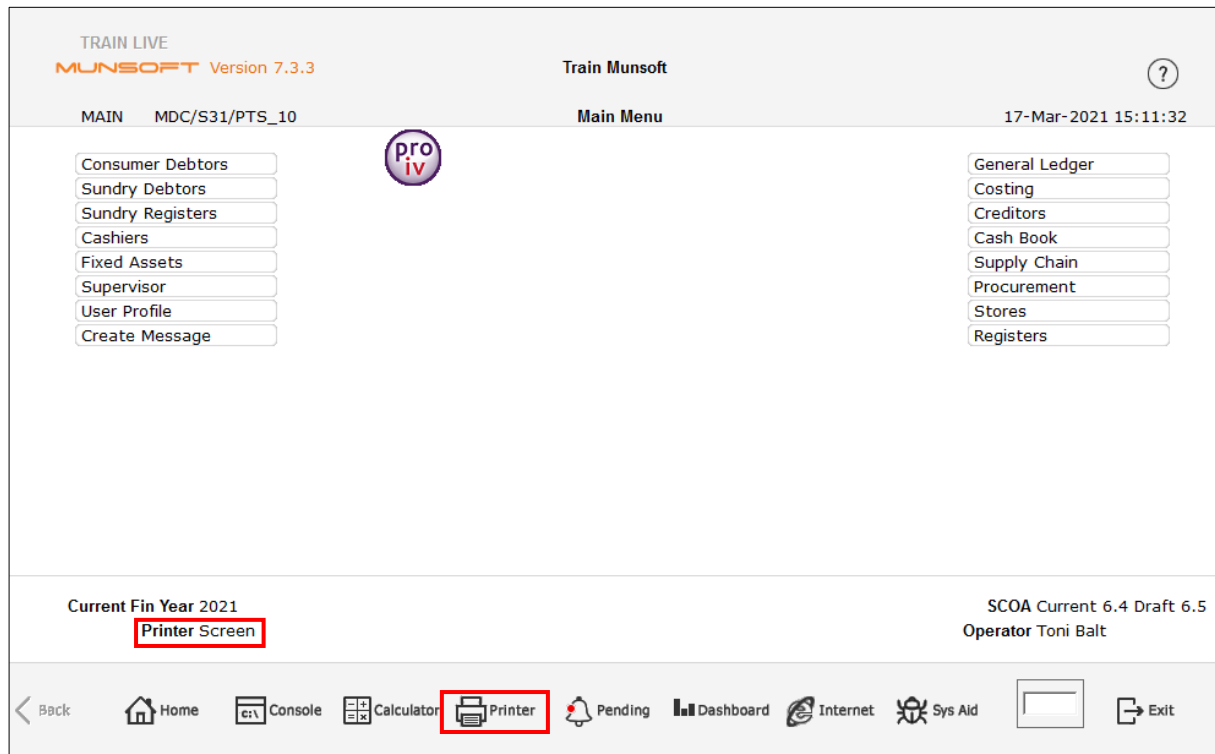
- Company:** A dropdown menu showing "MDC" and "Training LNK".
- Printer Name:** A dropdown menu showing "REVENUE".
- Location:** A text field containing "OLD FNB DOWNSTAIRS".
- Device Type:** Four radio buttons: "Printer" (selected), "Device", "Queue", and "Local Printer".
- Device Name:** A text field containing "HP LAZER JET".

At the bottom, there is a toolbar with icons for "+ Add", "Change", "Delete", and "View" (highlighted with a red box). To the right are "Ok" and "Cancel" buttons.

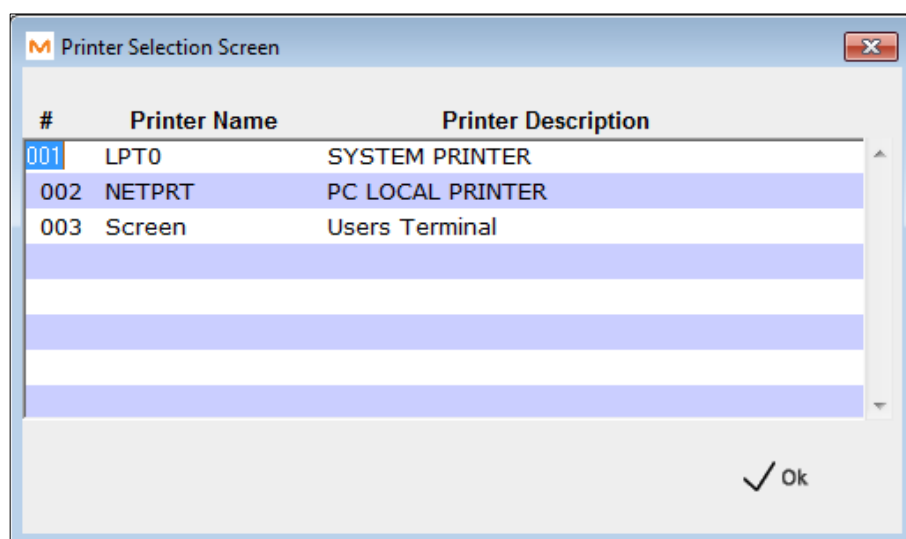
7.3.3. PRINTING OPTIONS

Users have the option to print to a *printer* or to *screen* (notepad).

- On the main screen, you can view which printer is select for an operator (in this instance it is *screen*).
- Click on the “printer” button, to view all active printers linked to the operator. Please refer to the [operator maintenance](#) section on how to link multiple printers to a specific operator.



- A screen will open, listing all the active printers for that user.
- Select another printer to change the printer for that operator.



7.4. OPERATOR SETUP

7.4.1. OPERATOR GROUPS

This function is used to group or categorise users according to their function/departments or roles in the system/municipality.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPERATOR GROUPS**

- Click on “add” to add a new group to your system.
- **Group:** This is the new group’s code.
- **Description:** This is a description for the new group.
- Click on “view” and then on the group drop down to view all groups already setup in your system.

The screenshot shows the 'Operator Group Definition' window. The title bar says 'M Operator Group Definition'. The main area has the MUNSOFT logo and 'Group Details' with a help icon. Below this are three fields: 'Company' with a dropdown menu showing 'MDC', 'Group' with a dropdown menu showing 'SUPERVISOR', and 'Description' with a text box containing 'SUPERVISOR'. At the bottom, there are five buttons: '+ Add' (highlighted with a red box), 'Change' (with a pencil icon), 'Delete' (with a trash icon), 'View' (highlighted with a red box and a magnifying glass icon), and 'Ok' (with a checkmark icon). To the right of 'Ok' is a 'Cancel' button (with an 'X' icon).

- **Password Maintenance:** Set the user's password. The administrator can choose to define the password, or, when the user logs in again, will be prompted to enter a new password.
- Click "ok".

Update Operator Password

Operator: D05 DEMO5

Option: ☐ Set Password ☒ Defined By User (Reset)

New Password
Retype Password
Change Password *Operator may change own password*

Password Complex: ☒ UpperCase Char ☒ Number
☒ LowerCase Char
☒ Special Char

Password Length: *Password Minimum Length Required*

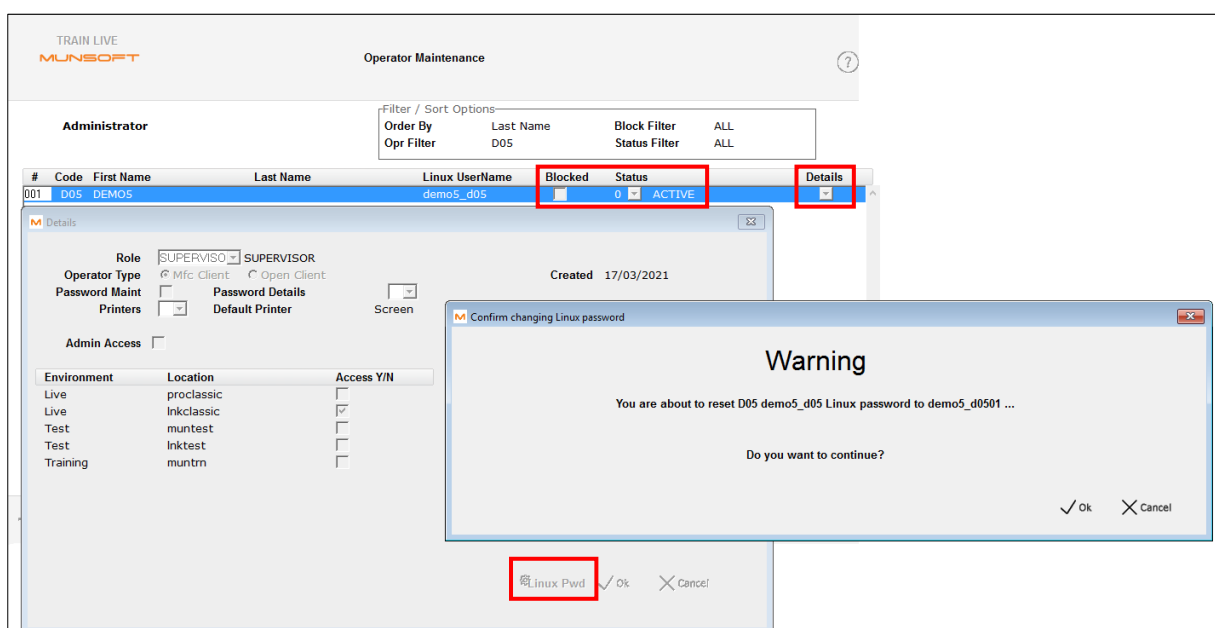
✓ Ok ✗ Cancel

7.4.3. OPERATOR MAINTENANCE

This screen is used to change an operator's password/printers/status, to print a user status report, or to unblock a user.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPERATOR MAINTENANCE**

- Click on "filter" to search for a specific user.
- **Block:** Indicates if this user is blocked. Untick to unblock a user.
- **Status:** If applicable change an operator's status.
- **Details:** Reset an operator's password, link/unlink printers or change the environment(s) a user has access to.
- **Linux Password:** Change an operator's linux password.

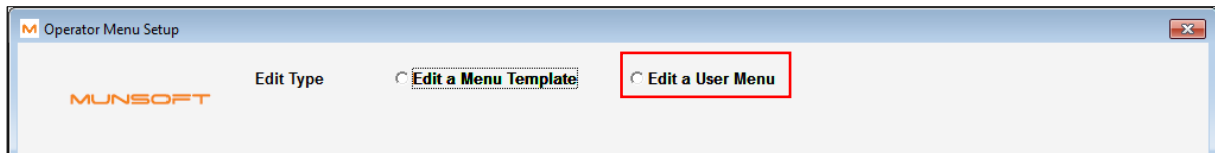


7.4.4. OPERATOR MENU SETUP

This feature is used to customize a user's menu. Use this function to assign a user access to specific menus (programs).

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPERATOR MENU SETUP**

- **Edit Type:** Select the “edit a user menu” option.



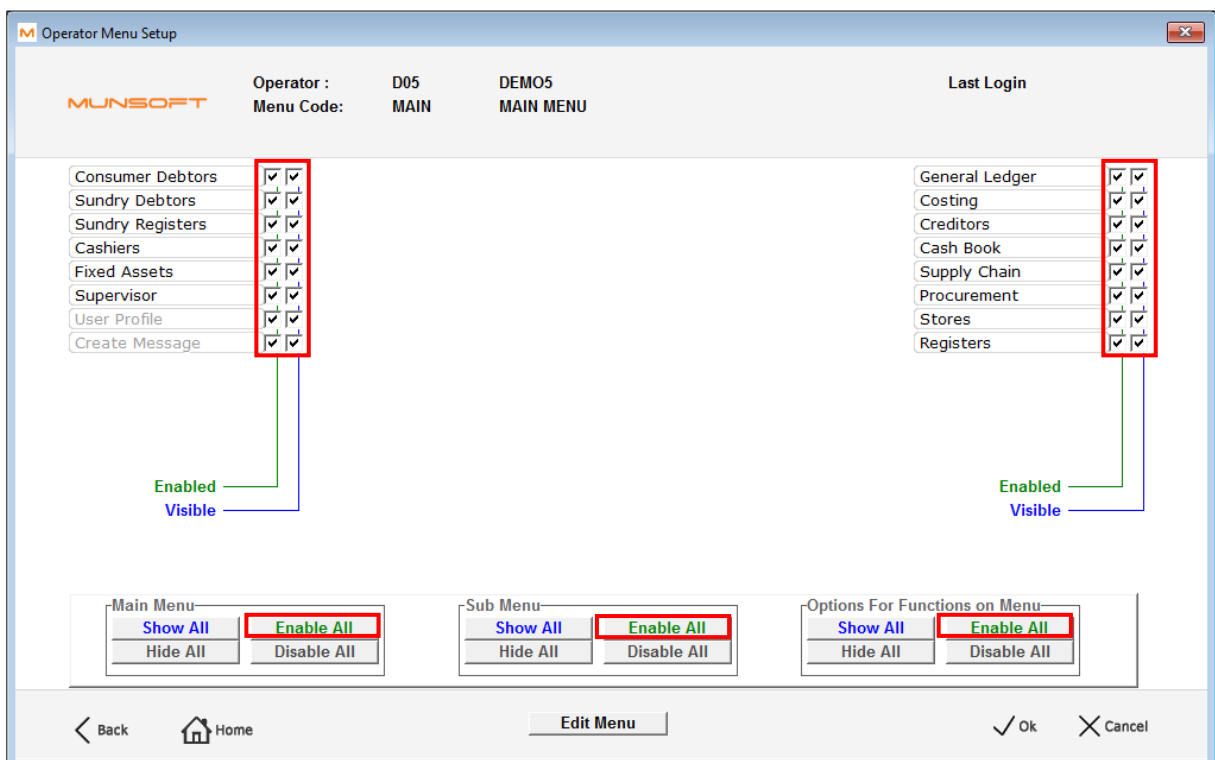
The screenshot shows the 'Operator Menu Setup' window. At the top, there is a 'MUNSOFT' logo and an 'Edit Type' section. Under 'Edit Type', there are two radio buttons: 'Edit a Menu Template' and 'Edit a User Menu'. The 'Edit a User Menu' option is selected and highlighted with a red rectangle.

- Search for or enter the **operator's** code.
- **Menu Code:** Main.



The screenshot shows the 'Operator Menu Setup' window. The 'Operator' field is set to 'S31' and 'TONI BALT'. The 'Menu Code' field is set to 'MAIN'. A red rectangle highlights the 'Menu Code' field.

- To enable a menu/screen, make sure there are 2 ticks next to the menu/screen name.
- Use the “enable all” buttons to enable all menus/screens at once.



The screenshot shows the 'Operator Menu Setup' window. It displays a list of menu items with checkboxes for 'Enabled' and 'Visible'. The 'Enabled' and 'Visible' checkboxes are highlighted with red rectangles. Below the list, there are three sections: 'Main Menu', 'Sub Menu', and 'Options For Functions on Menu'. Each section has 'Show All', 'Hide All', 'Enable All', and 'Disable All' buttons. The 'Enable All' buttons are highlighted with red rectangles. At the bottom, there are 'Back', 'Home', 'Edit Menu', 'Ok', and 'Cancel' buttons.

- To disable a menu/screen, remove the 1st tick next to the menu/screen name.
- Use the “disable all” buttons to disable all menus/screens at once.
- This will only grey out the menu. Which means the user will see the menu but will not be able to access the function.

Operator Menu Setup

Operator : D05 DEMO05
Menu Code: MAIN MAIN MENU

Last Login

Consumer Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sundry Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sundry Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cashiers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fixed Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enabled
Visible

General Ledger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Costing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creditors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supply Chain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Procurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stores	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enabled
Visible

Main Menu: Show All, Enable All, Hide All, Disable All

Sub Menu: Show All, Enable All, Hide All, Disable All

Options For Functions on Menu: Show All, Enable All, Hide All, Disable All

Back Home Edit Menu Ok Cancel

- When enabling an entire module, click on the module and make sure that all relevant sub menus and sub-sub menus within this module are also activated for this user.

Operator Menu Setup

Operator : D05 DEMO05
Menu Code: REG.M000 Registers

Last Login

Consumer Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sundry Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sundry Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cashiers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fixed Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enabled
Visible

1. Master files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Investment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Bond Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Petty Cash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Retention Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. OLD-Investm Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enabled
Visible

General Ledger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Costing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creditors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supply Chain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Procurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stores	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enabled
Visible

Main Menu: Show All, Enable All, Hide All, Disable All

Sub Menu: Show All, Enable All, Hide All, Disable All

Options For Functions on Menu: Show All, Enable All, Hide All, Disable All

Back Home Edit Menu Ok Cancel

Operator : D05
 Menu Code: REG.M004

DEMO5
 Investment

Last Login

Consumer Debtors	<input checked="" type="checkbox"/>	1. Investm Doc Capture	<input checked="" type="checkbox"/>	8. Investm Takeon Amt	<input checked="" type="checkbox"/>	General Ledger	<input checked="" type="checkbox"/>
Sundry Debtors	<input checked="" type="checkbox"/>	2. Investm Doc Amend	<input checked="" type="checkbox"/>	9. Investm Takeon Auth	<input checked="" type="checkbox"/>	Costing	<input checked="" type="checkbox"/>
Sundry Registers	<input checked="" type="checkbox"/>	3. Investm Doc Delete	<input checked="" type="checkbox"/>			Creditors	<input checked="" type="checkbox"/>
Cashiers	<input checked="" type="checkbox"/>	4. Investm Doc Revers	<input checked="" type="checkbox"/>	10. Investment Register	<input checked="" type="checkbox"/>	Cash Book	<input checked="" type="checkbox"/>
Fixed Assets	<input checked="" type="checkbox"/>	5. Investm Doc Auth	<input checked="" type="checkbox"/>	11. Investments Enquiry	<input checked="" type="checkbox"/>	Supply Chain	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	6. Investm Doc Update	<input checked="" type="checkbox"/>	12. OLD-Investm Register	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>
User Profile	<input checked="" type="checkbox"/>	7. Eft Export	<input checked="" type="checkbox"/>			Stores	<input checked="" type="checkbox"/>
Create Message	<input checked="" type="checkbox"/>					Registers	<input checked="" type="checkbox"/>

Enabled
Visible

Enabled
Visible

Enabled
Visible

Enabled
Visible

Main Menu
 Show All Enable All
 Hide All Disable All

Sub Menu
 Show All Enable All
 Hide All Disable All

Options For Functions on Menu
 Show All Enable All
 Hide All Disable All

< Back Home

Edit Menu

✓ Ok ✕ Cancel

7.4.5. COPY OPERATOR STRUCTURE

Another way of assigning menu access to a specific user, is to copy the menu structure from an existing user to the new user.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > COPY OPR STRUCTURE**

- **From Company:** Enter MDC. Or click on the dropdown to select it.
- **From Operator:** Enter the operator code to copy the menu from or click on the dropdown to search for the operator.
- **From Menu:** Enter the table name or click on the dropdown to select from there. Hit 'enter' to copy all menus.
- **To Company:** Enter MDC. Or click on the dropdown to select it.
- **To Operator:** Enter or search the new operator's code.

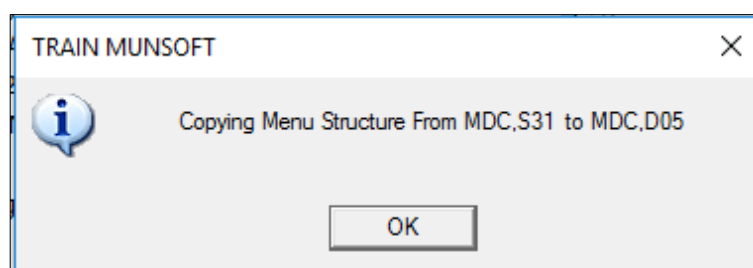
Copy Menu Structure

TRAIN LIVE
MUNSOFT

Copy Menu Structure To Opr / Menu

From Company MDC Training LNK
From Operator S31 TONI BALT
17/03/2021
From Menu ALL MENUS
To Company MDC Training LNK
To Operator D05 DEMO5

+ Add Change Delete View Ok Cancel



7.4.6. OPERATOR GROUP ENQUIRY

This screen is used to display user operators and the groups each user belongs to.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR GROUP ENQUIRY**

MUNSOFT

Operator Group Enquiry

?

Company

Group

Output

MDC

SUPERVISOR

SUPERVISOR

#	Company	Operator	Name	Group
001	MDC	D05	DEMO5	SUPERVISOR
002	MDC	XN1	XOLISWA NKUME	SUPERVISOR

+ Add

Change

Delete

View

✓ Ok

✗ Cancel

7.4.7. PROFILE SETUP

Once logged in to the system, ensure your profile is setup accordingly.

The screenshot shows the 'Train Munsoft' main menu. At the top, it says 'TRAIN LIVE MUNSOFT Version 7.3.3'. Below this, there are navigation tabs: 'MAIN', 'MDC/S31/PTS_10', and 'Main Menu'. The 'Main Menu' tab is active. On the left side, there is a list of menu items: 'Consumer Debtors', 'Sundry Debtors', 'Sundry Registers', 'Cashiers', 'Fixed Assets', 'Supervisor', 'User Profile' (highlighted with a red box), and 'Create Message'. On the right side, there is another list of menu items: 'General Ledger', 'Costing', 'Creditors', 'Cash Book', 'Supply Chain', 'Procurement', 'Stores', and 'Registers'. A 'pro iv' logo is visible in the center. The top right corner shows the date and time: '17-Mar-2021 16:41:48'.

- Add personal information.
- **Email Address:** This email address will be used for contract management notifications.
- **Role:** This will be auto-populated as per the user setup.
- **Store Path:** Select the path where extracts will be saved. (It is best not to do this in case network paths are changed).

The screenshot shows the 'User Profile' setup window. At the top, it says 'MUNSOFT User Profile'. Below this, there are fields for 'Company' (MDC) and 'Operator Code' (S31). The main section contains fields for 'First Name' (TONI), 'Last Name' (BALT), 'Email Address' (TONI@MUNSOFT.CO.ZA), 'Cell Phone Number', 'Telephone Number', 'Fax Number', 'Role' (SYSTEM ADMINISTRATOR), and 'Store Path'. There is a 'Default To Path' checkbox. Below these fields, there is a 'System Notifications' section with checkboxes for 'Income', 'Expenditure', and 'IT & Sys Admin', all of which are checked. To the right of this section, there are fields for 'Last Login Date' (17/03/2021), 'Last Login Time' (142724), 'Number Of Logins' (02619), and 'Update Graphics' (with a button labeled 'Update Graphics'). At the bottom, there are buttons for '+ Add', 'Change', 'Delete', and 'View', along with 'Ok' and 'Cancel' buttons.

7.5. OPERATOR AUTHORISATION LEVELS AND DELEGATIONS

Operator authorisation levels must be set up before an operator can authorise transactions. And you may even specify up to what amount an operator can authorise. The system will also not allow you to add authorisation levels to an inactive user.

All approved forms must be filled after execution for review by auditor general.

CURRENT PROCESS FLOW

Below is the current way of assigning authorisation levels to a user. This process is set to be replaced with the new operator authorisation levels and delegations process flow.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS > AUTHORISATION LEVELS**

- Add authorisation levels according to the user's duties. Only tick what the user is allowed to do and enter the maximum value of the transactions/functions.
- **Password:** This will be the password required to override budget amounts.

TRAIN LIVE
MUNSOFT

Operator Authorisation Maintenance

?

User Code TONI BALT
Password

Auth Amount Per Transaction

Override Budgets

Y/N ☒ Amt.

Requisitions

Y/N ☒ Amt.

Consumer Debtors

Y/N ☒

Override GRV Amts—**NOT ALLOWED!**

Y/N ☒ Amt.

Change Orig Budg Adj Date

Y/N ☒

Store Transfers

Y/N ☒

Purchase Orders

Y/N ☒ Amt.

Budget Journals

Y/N ☒ Amt.

Sundry Debtors

Y/N ☒

Auth GL Journals

Y/N ☒ Amt.

Auth Creditors Payments

Y/N ☒ Amt.

Auth Creditors Invoices

Y/N ☒ Amt.

Stores Issues

Y/N ☒ Amt.

Project Costings

Y/N ☒ Amt.

Sundry Registers

Y/N ☒

Change CRS Banking Details

Y/N ☒

Cashiers Receipt Copy Funct

Y/N ☒

Assets

Y/N ☐

+ Add Change Delete View

☒ Ok ☐ Cancel

NEW PROCESS FLOW

In the new process flow, not only can you assign authorisation levels, but a user can also assign their authorisation rights to another user, should the user be out of the office and documents and transactions need authorisation.

Please refer to the [organisational structure](#) section as this step is crucial before setting up the user authorisation levels.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS > AUT LVL+DLG ADD/CHNG**

- **Operator:** Enter the operator's code, else search for it using the drop down.
- **Password:** This will be the password required to override budget amounts.
- All users will get assigned the "Operator: Default Authorisations". Click on "Auths" to indicate which modules/functions this user can authorise transactions in. Only tick what the user is allowed to do and enter the maximum value of the transactions this user is allowed to authorise up to.

TRAIN LIVE
MUNSOFT

Authorisation Levels & Delegation ADD / CHANGE

Operator: S17 MUNSYS_YVETTE
Password: ****

Org Code	Description	Functions	Auths	Delegate
000000	OPERATOR: DEFAULT AUTHORISATIONS			

M Authorisations

TRAIN LIVE 000000 OPERATOR: DEFAULT AUTHORISATIONS

Sundry Debtors ☒
Change CRS Bank Details ☒
Cashiers Receipt Copy ☒
Consumer Debtors ☒
Sundry Register ☒
Authorise Creditor Payments ☒ 0.00
Stores Transfer ☒ 0.00
Assets ☒
Ok

+ Add Change Delete View

Ok Cancel

- A user may also be linked to multiple organisational structures.
- Click on “add” to add an org structure.
- If a user is allowed access to **all functions with this org structure**, select the “all” radio button.
- Click on “Auths” to indicate which modules/functions this user can authorise transactions in. Only tick what the user is allowed to do and enter the maximum value of the transactions this user is allowed to authorise up to.

TRAIN LIVE
MUNSOFT

Authorisation Levels & Delegation ADD / CHANGE

Operator: S17 MUNSYS_YVETTE
Password: ****

Org Code	Description	Functions	Auths	Delegate
000000	OPERATOR: DEFAULT AUTHORISATIONS			
001001	TRAINING: FINANCIAL SERVICES	<input checked="" type="radio"/> All <input type="radio"/> Sel	<input type="checkbox"/> <input type="checkbox"/>	

Authorisations

TRAIN LIVE 001001 TRAINING: FINANCIAL SERVICES

Override Budgets	<input type="checkbox"/>	0.00	Purchase Orders	<input type="checkbox"/>	0.00
Authorise GL Journals	<input type="checkbox"/>	0.00	Stores Issues	<input type="checkbox"/>	0.00
Requisitions	<input checked="" type="checkbox"/>	50000.00	Budget Journals	<input type="checkbox"/>	0.00
Project Costings	<input type="checkbox"/>	0.00			

Override GRV Amounts **NOT ALLOWED!**

Authorise CRS Invoices ☐ 0.00

✓ Ok

+ Add Change Delete View

✓ Ok X Cancel

If a user is only allowed access to **certain functions within an org structure**, then you may group functions together.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS > GROUP MAINT**

- Add as many groups as needed.

Code	Description
GRP01	Group One
GRP02	Group Two
GRP03	Group Three
GRP04	Group Four
GRP05	Group Five
GRP06	Group Six
GRP07	Group Seven
GRP08	Group Eight
GRP09	Group Nine
GRP10	Group Ten

Go to **SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS > AUT LVL+DLG ADD/CHNG**

- Then select the “sel” drop down. Here you can, for a specific org structure, group functions into groups, and then assign a group to a user.
- **Group:** Select which group of functions within the specific org structure, to assign to this user.

Org Code	Description	Functions	Auths	Delegate
000000	OPERATOR: DEFAULT AUTHORISATIONS			
001001	TRAINING: FINANCIAL SERVICES	All Sel		
001002	TRAINING: COMMUNITY AND OPERATIONAL SERVICES	All Sel		

Functions
001002 TRAINING: COMMUNITY AND OPERATIONAL SERVICES
Group: GRP01 Group One
Partial Name
☒ 0f52d9e5-907f-4d9f-934f-57dc012524d6001
Function: Finance and Administration: Core Function: Administrative and Corporate Support: COMMUNITY SERVICES (200)

- If a user needs to assign their user authorisation rights over to another user, then click on the “delegate” drop down.
- **To Operator:** This is the user who will be assigned the user authorisation rights.
- **From and To:** This is the from and to dates this user will be assigned the authorisation rights.
- **Reason:** This is the reason this operator is being assigned the authorisation rights.
- Once the end date is reached, all user rights will be revoked automatically.

TRAIN LIVE
MUNSOFT

Authorisation Levels & Delegation ADD / CHANGE

Operator: S17 MUNSYS_YVETTE
Password: ****

Org Code	Description	Functions	Auths	Delegate
000000	OPERATOR: DEFAULT AUTHORISATIONS			
001001	TRAINING: FINANCIAL SERVICES	All Sel		
001002	TRAINING: COMMUNITY AND OPERATIONAL SERVICES	All Sel		

Delegation

TRAIN LIVE S17 MUNSYS_YVETTE

To Operator: S13 MUNSYS_MARLIE

From: 01/04/2021 To: 15/04/2021

Reason: Annual Vacation

✓ Ok

+ Add Change Delete View

✓ Ok ✗ Cancel

When a site is ready to switch over to the new user authorisation levels and delegations workflow, and all organisation structures have been setup, functions assigned to each org structure, and org structures assigned to each operator, then proceed to [switch over](#) to the new workflow.

7.5.1. REVOKING USER AUTHORISATION LEVELS AND DELEGATIONS

Use this function to remove any user authorisation rights that have been assigned to a user.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS > AUT LVL+DLG CANCEL**

- **Operator:** Enter the user operator code.
- Place a tick mark in the “cancel” block to remove/revoke the authorisation rights.

[illegible]

7.6. SECURITY AUDIT REPORTS

7.6.1. OPERATOR MOVEMENTS REPORT

What menus did an Administrator Access?

- The implementation of this would involve a monthly print out of the Operator Movement Audit.
- This Report is just to ensure that an Administrator is not accessing what he/she is not supposed to be access.
- E.g. If an administrator was set to Inactive and he/she calls and asks for access to work on a certain menu, after the access form is approved and you grant access, you can then when done check their movement.
- If you notice something strange (Menu Access that was not requested) you may then go a step further and Audit the changes they made using the Operator Master File Audit.
- This Print out should be signed by the ICT Manager and Director to acknowledge & ensure that review/monitoring for user movement has been performed.

The Operator movement report can be used to view an operator's activity on the system by viewing the programs they went into.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR MOVEMENTS**

- The date, operator and function fields can be used to filter your search. Else hit enter to select all records.
- Either export your results to excel or print to your selected printer.

The screenshot shows the 'Operator Movement Audit' window from MUNSOFT. It features a search filter section with 'Date From' and 'To' set to 18/03/2021, and dropdowns for 'Operator' and 'Function'. Below this is a table with columns: Opr, Name, Seat, Date, Time, From Function, and To Function. The table lists 18 records for operator TONI BALT on 2021/03/18. At the bottom, there are buttons for 'Print' and 'Excel' (highlighted with a red box), and 'Ok' and 'Cancel' buttons.

Opr	Name	Seat	Date	Time	From Function	To Function
S31	TONI BALT	PTS_1	2021/03/18	15:11:30		SYS.AUDT
S31	TONI BALT	PTS_1	2021/03/18	15:11:29	SYS.AUDT	
S31	TONI BALT	PTS_1	2021/03/18	15:10:37		SYS.AUDT
S31	TONI BALT	PTS_1	2021/03/18	15:10:33	OPR.DLGL	
S31	TONI BALT	PTS_1	2021/03/18	15:10:32	OPR.DLGL	
S31	TONI BALT	PTS_1	2021/03/18	15:10:30	OPR.DLGL	
S31	TONI BALT	PTS_1	2021/03/18	15:10:10	OPR.DLGL	
S31	TONI BALT	PTS_1	2021/03/18	14:27:35	OPR.DLGL	
S31	TONI BALT	PTS_1	2021/03/18	14:24:42		OPR.DLGL
S31	TONI BALT	PTS_1	2021/03/18	14:24:41	OPR.DLGD	
S31	TONI BALT	PTS_1	2021/03/18	14:24:31		OPR.DLGD
S31	TONI BALT	PTS_1	2021/03/18	14:24:30	OPR.DLGL	
S31	TONI BALT	PTS_1	2021/03/18	14:24:11		OPR.DLGL
S31	TONI BALT	PTS_1	2021/03/18	14:24:09	OPR.DLGD	
S31	TONI BALT	PTS_1	2021/03/18	14:22:03		OPR.DLGD
S31	TONI BALT	PTS_1	2021/03/18	14:22:02	OPR.DLGH	

- The results contain the operator code and name, the Linux 'seat', date, and time of the action taken on the menu. The from function and to function are the actual programs accessed.

Operator	Name	Seat	Date	Time	From Function	From Function Desc	To Function	To Function Desc
S31	TONI BALT	PTS_1	3/18/2021	15:11:30			SYS.AUDT	Operator Movement Audit
S31	TONI BALT	PTS_1	3/18/2021	15:11:29	SYS.AUDT	Operator Movement Audit		
S31	TONI BALT	PTS_1	3/18/2021	15:10:37			SYS.AUDT	Operator Movement Audit
S31	TONI BALT	PTS_1	3/18/2021	15:10:33	OPR.DLGL	Auth Levels & Delegation ENQUI		
S31	TONI BALT	PTS_1	3/18/2021	15:10:32	OPR.DLGL	Auth Levels & Delegation ENQUI		
S31	TONI BALT	PTS_1	3/18/2021	15:10:30	OPR.DLGL	Auth Levels & Delegation ENQUI		
S31	TONI BALT	PTS_1	3/18/2021	15:10:10	OPR.DLGL	Auth Levels & Delegation ENQUI		
S31	TONI BALT	PTS_1	3/18/2021	14:27:35	OPR.DLGL	Auth Levels & Delegation ENQUI		
S31	TONI BALT	PTS_1	3/18/2021	14:24:42			OPR.DLGL	Auth Levels & Delegation ENQUI
S31	TONI BALT	PTS_1	3/18/2021	14:24:41	OPR.DLGD	Auth Levels & Delegation CANCE		
S31	TONI BALT	PTS_1	3/18/2021	14:24:31			OPR.DLGD	Auth Levels & Delegation CANCE
S31	TONI BALT	PTS_1	3/18/2021	14:24:30	OPR.DLGL	Auth Levels & Delegation ENQUI		
S31	TONI BALT	PTS_1	3/18/2021	14:24:11			OPR.DLGL	Auth Levels & Delegation ENQUI

tmp_rpt11160_2 - Notepad								
File Edit Format View Help								
MDC SYS.AUDT Operator Movement Audit								
Company : Training LNK								
Opr Name		Seat	Date	Time	From Function		To Function	
S31 TONI BALT		PTS_1	2021/03/18	15:11:30			SYS.AUDT Operator Movement Audit	
S31 TONI BALT		PTS_1	2021/03/18	15:11:29	SYS.AUDT Operator Movement Audit			
S31 TONI BALT		PTS_1	2021/03/18	15:10:37			SYS.AUDT Operator Movement Audit	
S31 TONI BALT		PTS_1	2021/03/18	15:10:33	OPR.DLGL Auth Levels & Delegation ENQUI			
S31 TONI BALT		PTS_1	2021/03/18	15:10:32	OPR.DLGL Auth Levels & Delegation ENQUI			
S31 TONI BALT		PTS_1	2021/03/18	15:10:30	OPR.DLGL Auth Levels & Delegation ENQUI			
S31 TONI BALT		PTS_1	2021/03/18	15:10:10	OPR.DLGL Auth Levels & Delegation ENQUI			
S31 TONI BALT		PTS_1	2021/03/18	14:27:35	OPR.DLGL Auth Levels & Delegation ENQUI			
S31 TONI BALT		PTS_1	2021/03/18	14:24:42			OPR.DLGL Auth Levels & Delegation ENQUI	
S31 TONI BALT		PTS_1	2021/03/18	14:24:41	OPR.DLGD Auth Levels & Delegation CANCE			
S31 TONI BALT		PTS_1	2021/03/18	14:24:31			OPR.DLGD Auth Levels & Delegation CANCE	
S31 TONI BALT		PTS_1	2021/03/18	14:24:30	OPR.DLGL Auth Levels & Delegation ENQUI			
S31 TONI BALT		PTS_1	2021/03/18	14:24:11			OPR.DLGL Auth Levels & Delegation ENQUI	

7.6.2. OPERATOR MASTER AUDIT REPORT

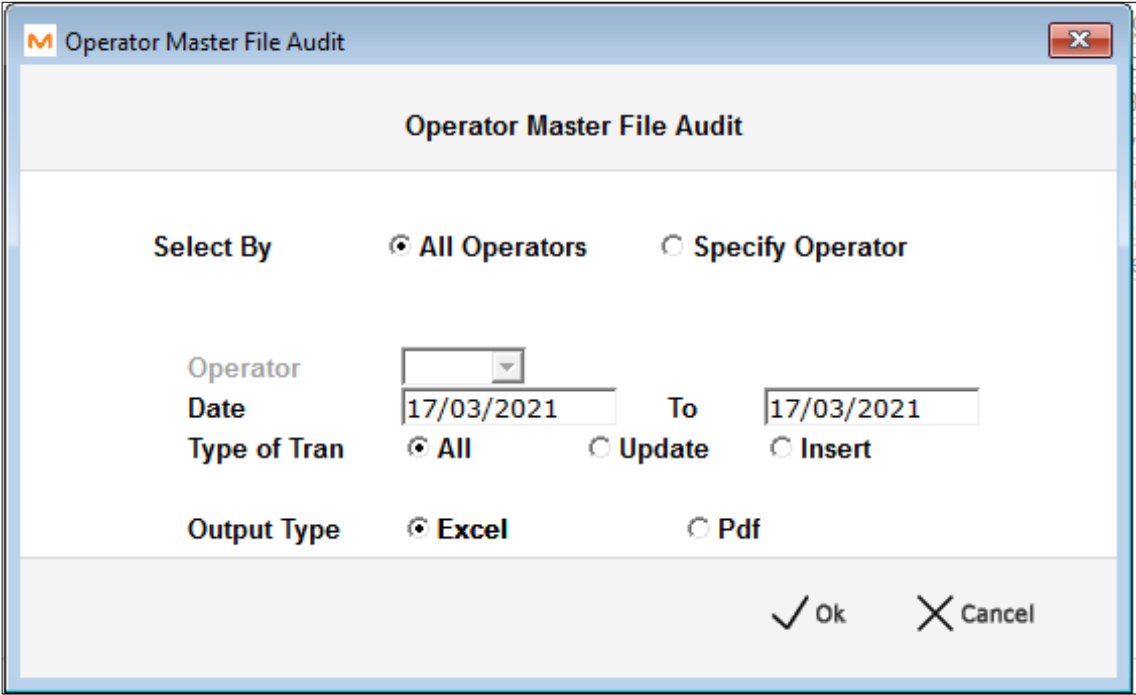
What changes did a user make?

The Operator Master Audit is used to report on the changes made to the **operator master file (login date, operator detail changes, password changes etc)**. The old value as well as the new value, the date and the operator's Linux username which performed the change is recorded on the audit database.

- The implementation of this would involve a monthly print out of the Operator Master File Audit Report.
- This Report is to ensure that changes made on the system are authorised changes, be it a change that needs a formal approval form or a change done according to user job function/day to day operations.
- This Print out should be signed by the ICT Manager and Director to acknowledge & ensure that review/monitoring for user changes has been performed and those changes that need an approved form have an approved form e.g. User Deletion, Addition, Menu Change etc.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR MASTER AUDIT**

- Filter the results by a specific operator or by all operators.
- Further filter by a specific operator, a date range when the changes were performed and the type of change – it could either be an update (change) or Insert (new info).
- Select to export the results to excel or PDF.



The screenshot shows a dialog box titled "Operator Master File Audit". It contains the following fields and options:

- Select By:** ☒ All Operators, ☐ Specify Operator
- Operator:** A dropdown menu.
- Date:** A date field with the value "17/03/2021".
- To:** A date field with the value "17/03/2021".
- Type of Tran:** ☒ All, ☐ Update, ☐ Insert
- Output Type:** ☒ Excel, ☐ Pdf
- Buttons:** "Ok" and "Cancel" at the bottom right.

- Below is an example of the report you can expect from this screen.

Operator Audit							
Operator	Name	Modify	Date	Type of Transaction	Column Name	Old Value	New Value
_BX	MUNSYS_BOTHLEALI	munsys_botlhale__bx	3/17/2021	UPDATE	OP_LAST_LOGIN_DATE	20210316	20210317
_CA	MUNSYS_CEBISA	munsys_cebisa__ca	3/17/2021	UPDATE	OP_LAST_LOGIN_DATE	20210316	20210317
S68	MUNSYS_JOHN	munsys_john_s68	3/17/2021	UPDATE	OP_LAST_LOGIN_DATE	20210316	20210317
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_COMP		MDC
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_OPR		D05
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_NAME		DEMO5
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_FN_CALL		N
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_SUPP_BK		N
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_AUDIT		Y
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OG_GRP		SUPERVISOR
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_LOGON_FUN		INT.DATE
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_CH		Y
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_LEN		8
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_LIFE		99
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_TB		N
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST1		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST2		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST3		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST4		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST5		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST6		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST7		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST8		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST9		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PASSWD_HIST10		
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PRN_SEL		Y
D05	DEMO5	munsys_toni_s31	3/17/2021	INSERT	OP_PRN_DEF		Screen

7.6.3. OPERATOR MENU ACCESS REPORT

This report is used to print/extract user access rights on a month-to-month basis to ensure that each change is referenced to the extract.

- The implementation of this would involve a monthly print out of the Operator Menu Report.
- You would then check it against the previous month's print out.
- For each user with any changes you should then make sure that you have a formal request and approved form for the identified change.
- This printout should be signed by the ICT Manager and Director to acknowledge & ensure that review/monitoring for user access rights has been performed.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR MENU ACCESS**

- Select a specific operator or all operators. Only non-support roles may be specified.
- Select a specific operator group or all operator groups.
- Extract a detailed report which includes the function/table name as it is in the system.

Operator Menu Report Selection

Company Code MDC

Operator
☐ All
☒ Specific

MUNSYS_CEBISA

Group Code
☒ All
☐ Specific

Report
☒ **Detail (Function / Menu)**
☐ Summary (Menu)


OperatorCode	OperatorName	Group	Status	BlockedYN	1stMenu -->	2ndMenu -->	3rdMenu -->	4thMenu -->	5thMenu -->	6thMenu -->	Function	Visible	Access
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Calendar (ASS.CALF)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Categories (ASS.CATG)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Classes (ASS.CLSS)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Conditions (ASS.COND)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Depreciation Method (ASS.DPMT)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Source Of Funding (ASS.FUND)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Import Verif. Scans (ASS.IMP)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: City/Town (ASS.LOC1)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: Buildings (ASS.LOC2)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: Floors (ASS.LOC3)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: Rooms (ASS.LOC4)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Measurement Basis (ASS.MTHD)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			FAR RE-CATEGORIES (ASS.RCAT)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Room Master File (ASS.ROOM)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Type of Take-on (ASS.RTYP)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Rules & Defaults (ASS.RULE)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Type Of Entries (ASS.TOEM)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Types (ASS.TYPE)	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Insurance Category (INS.CATG)	Y	Y

7.6.4. OPERATOR LOGINS REPORT

This menu allows you to check successful login of users, failed login attempts, password resets and users that have been blocked due to failed logins. The report will also list the IP address should the same user have logged in using another person's login details.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR LOGINS REPORT**

- Select a specific operator or all operators.
- Select a specific date range.
- Then select a specific login report.


TRAIN LIVE
MUNSOFT

Operator Logins Audit

Select By ☐ All Operators ☒ Specify Operator
Operator TONI BALT
Date To

Report ☒ Successful Logins ☐ Failed Logins
☐ Users Blocked ☐ Resets
☐ Login Reasons

Output ☒ Excel ☐ Text

SUCCESSFUL LOG-INS

- This report will indicate all successful login details.

Company	Operator	Role	LinuxUser	LogONDate	LogONTime	LogOFFDate	LogOFFTime	IP Address	MachineName
Training LNK	S31 TONI BALT	SUPPORT	toni	20210318	12:36:59	N/A	N/A	192.168.0.110	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210318	12:16:35	N/A	N/A	192.168.0.110	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210318	11:04:32	N/A	N/A	192.168.0.110	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	vuthlari.shingange	20210318	9:23:52	N/A	N/A	192.168.0.107	mun-jhb-vuthlari
Training LNK	S31 TONI BALT	SUPPORT	vuthlari.shingange	20210318	9:20:04	N/A	N/A	192.168.0.107	mun-jhb-vuthlari
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	17:01:12	N/A	N/A	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	16:52:56	N/A	N/A	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	vuthlari.shingange	20210317	14:27:24	N/A	N/A	192.168.153.59	mun-jhb-vuthlari
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	12:35:52	20210317	12:35:53	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	11:15:23	N/A	N/A	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	10:52:04	N/A	N/A	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	10:44:29	N/A	N/A	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	10:38:14	N/A	N/A	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	vuthlari.shingange	20210317	10:10:05	N/A	N/A	192.168.153.59	mun-jhb-vuthlari
Training LNK	S31 TONI BALT	SUPPORT	toni	20210317	8:42:35	N/A	N/A	192.168.0.107	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210316	13:35:15	N/A	N/A	192.168.153.37	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210316	9:09:38	N/A	N/A	192.168.153.37	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210315	14:51:12	20210315	15:28:36	192.168.153.37	MUN-JHB-TONI
Training LNK	S31 TONI BALT	SUPPORT	toni	20210315	9:10:16	20210315	14:50:41	192.168.153.37	MUN-JHB-TONI
Company	Operator	Role	#						
MDC	S31 TONI BALT	SUPPORT	19						

FAILED LOGON ATTEMPTS

- This being the logon violation report printout, it should be signed by the ICT Manager and Director to acknowledge & ensure that review/monitoring for user account lockout has been performed.

Company	Operator	Role	LinuxUser	LogONDate	LogONTime	IP Address	MachineName	Attempts
Training LNK	_BY MUNSYS_TEBOHO		teboho	20210318	9:21:34	192.168.153.28	MUN-JHB-TEBOHO	2
Training LNK	_BY MUNSYS_TEBOHO		teboho	20210318	9:21:27	192.168.153.28	MUN-JHB-TEBOHO	1
Training LNK	_BY MUNSYS_TEBOHO		teboho	20210302	12:04:20	192.168.153.38	MUN-JHB-TEBOHO	1
Training LNK	_BY MUNSYS_TEBOHO		teboho	20210302	11:27:03	192.168.153.38	MUN-JHB-TEBOHO	1
Company	Operator	Role	#					
MDC	_BY MUNSYS_TEBOHO		4					

LOGIN REASONS

- This report is used to view log-in reasons from Munsoft consultants logging into client sites. Refer to the [automated change management for support technicians](#) section.

LoginDate	LoginTime	AssignedTo	RequestedBy	RequestNo	ReadAndAcknowledged	MessageLine1	MessageLine2	NotesLine1	NotesLine2	NotesLine3	NotesLine4	NotesLine5	NotesLine6	NotesLine7	NotesLine8
20210311	163150	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI	N/A	Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Program Update								
20210311	153130	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI		Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Investigation								
20210311	150009	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI	N/A	Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Program Update								
20210311	141729	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI		Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Investigation								
20210311	105244	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI		Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Investigation								
20210311	92131	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI	N/A	Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Program Update								
20210311	80130	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI		Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Investigation								
20210310	141629	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI		Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Investigation								
20210310	100636	MUNSYS_VUTHLARI	MUNSYS_VUTHLARI	N/A	Y	*AUTOMATIC ENTRY FOR SUPPORT LOGON*	Program Update								

BLOCKED USERS

- This report enables you to do pre-emptive maintenance, you know about a user status before the user requests for assistance on a password reset and unblocking for system access.
- Should Management need a report as to who is blocked from accessing the system, this report becomes sufficient, supported by another report being e.g., Active users report, or Failed login attempts report.

Company	Operator	Role	LinuxUser	LogONDate	LogONTime	IP Address	MachineName	Status As At 20210318
Training LNK	S28 MUNSYS_LUKE	SUPPORT	luke	20210310	16:13:08	10.201.100.32	MUN-JHB-LUKE	Un-Blocked
Training LNK	D04 DEMO4		Training41	20210301	14:16:32	192.168.153.78	MUN-JHB-TRAIN41	Un-Blocked
Training LNK	T01 TRAIN1	SUPPORT	john	20210217	17:05:41	192.168.0.111	MUN-JHB-JOHN	Un-Blocked
Training LNK	T01 TRAIN1	SUPPORT	john	20210212	10:11:55	192.168.0.111	MUN-JHB-JOHN	Un-Blocked
Training LNK	S67 MUNSYS_IVOR	SUPPORT	ivor	20210125	12:52:26	10.201.100.47	MUN-JHB-IVAR	Un-Blocked
Training LNK	T01 TRAIN1	SUPPORT	john	20210111	11:17:39	10.201.100.41	MUN-JHB-JOHN	Un-Blocked
Company	Operator	Role	#					
MDC	D04 DEMO4		1					
MDC	S28 MUNSYS_LUKE	SUPPORT	1					
MDC	S67 MUNSYS_IVOR	SUPPORT	1					
MDC	T01 TRAIN1	SUPPORT	3					

RESETS

- This report may be used to identify who has reset a user's password; the results may be used to audit against paperwork approving the reset if a reset was not performed by account owner.


Company	Operator	Reset By	Date	Time	Ip Address	Machine Name	
Training LNK	'OIM IMTYAAZ	imtyaaz_0im	20210208	13:45:03	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'OME MUHAMMEND ESSACK	muhammend_0me	20210208	13:54:49	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'BUD BUDGET OFFICER	budget_bud	20210302	12:03:12	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'CIC VINCENT DUBE	vincent_cic	20210302	12:04:32	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'P01 PAKAMISA PK	pakamisa_p01	20210120	14:38:12	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'S67 MUNSYS_IVOR	munsys_ivor_s67	20210125	12:57:11	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'T01 TRAIN1	train1_t01	20210108	11:24:55	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'T01 TRAIN1	munsys_john_s68	20210111	11:18:15	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'T01 TRAIN1	train1_t01	20210210	8:51:02	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'T01 TRAIN1	munsys_john_s68	20210212	10:12:59	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'TSO TSO TSO	tso_tso	20210302	12:08:01	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'VUT MUNSYS_VEE SHINGANGE	munsys_john_s68	20210302	11:47:55	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'VUT MUNSYS_VEE SHINGANGE	munsys_john_s68	20210302	11:48:14	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'VUT MUNSYS_VEE SHINGANGE	munsys_vee_vut	20210302	11:49:49	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'ZEE ZANZAN	zanzan_zee	20210302	12:09:56	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'_AA MUNSYS_ARTHUR	munsys_arthur_aa	20210224	11:02:18	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'_AM MUNSYS_VUTHLARI	munsys_vuthlari_am	20210122	8:47:50	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'_BX MUNSYS_BOTHALLI	munsys_john_s68	20210302	9:20:58	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'_BX MUNSYS_BOTHALLI	munsys_botlhale_bx	20210302	9:21:57	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'_BY MUNSYS_TEBHOHO	munsys_teboho_by	20210302	9:32:52	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'_BZ MUNSYS_ZANELE	munsys_zanele_bz	20210302	9:19:11	127.0.0.1	mun-demo-munsoft	UPDATE
Training LNK	'_CA MUNSYS_CEBISA	munsys_cebisa_ca	20210302	9:19:42	127.0.0.1	mun-demo-munsoft	UPDATE

7.6.5. OPERATOR MENU CHANGE REPORT

This report shows any changes that were done on an **Operator's menu access** as well as the Date and Time it was changed and the Operator responsible for the changes.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR MENU CHANGE**

- **Report Type:** Select a report type.
- Specify an operator or hit enter to select all operators.
- Specify the period range



TRAIN LIVE

MUNSOFT

Audit Menu Change

?

Report Type

☒ Access Change
 ☐ Change Counts
 ☐ Template Change

Operator

CA

From Period

01/03/2021

To

18/03/2021

Print

Excel

Cancel

ACCESS CHANGE REPORT

ChangeCol	OldVal	NewVal	ChangedBy	ChangeDateYYYYMMDD	ChangeTimeHH:MM:SS	ChangeType	(M)enu/(P)rogram	AffectedUser	MenuName	MenuDesc	ProgramName	ProgramDesc
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			CMS.CA01	Contract Category
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			CMS.CT01	Contract Type
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			CMS.CT01	Contract Type
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			DIS.GRPS	Distrib. Groups
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			DIS.GRPS	Distrib. Groups
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			MSN.TYPS	Milestone Type
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			MSN.TYPS	Milestone Type
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			MSN.PERF	Milestone Performance
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(P)rogram	CA_MUNSYS_CEBISA			MSN.PERF	Milestone Performance
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(M)enu	CA_MUNSYS_CEBISA	SUP.M200	PARAMETERS		
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:45:00	INSERT	(M)enu	CA_MUNSYS_CEBISA	SUP.M200	PARAMETERS		
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(P)rogram	CA_MUNSYS_CEBISA			PRD.MOVS	Stock Movement Report
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(P)rogram	CA_MUNSYS_CEBISA			PRD.MOVS	Stock Movement Report
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(M)enu	CA_MUNSYS_CEBISA	STK.M100	STORES		
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(M)enu	CA_MUNSYS_CEBISA	STK.M100	STORES		
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(P)rogram	CA_MUNSYS_CEBISA			STK.ADIS	Stock Adjust - ADD
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(P)rogram	CA_MUNSYS_CEBISA			STK.ADIS	Stock Adjust - ADD
OR_ACCESS_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(P)rogram	CA_MUNSYS_CEBISA			STKSADIC	Stock Adjust - AMEND
OR_VISIBLE_YN		Y	munsys_john_s68	20210302	9:44:59	INSERT	(P)rogram	CA_MUNSYS_CEBISA			STKSADIC	Stock Adjust - AMEND

CHANGE COUNTS REPORT

This report determines the number of menu changes.

ChangeOperator	Changes	FromDate	ToDate
munsys_botlhale__bx	166	20210302	20210316
munsys_cebisa__ca	118	20210316	20210316
munsys_john_s68	138	20210302	20210302
munsys_michael_s40	2059	20210311	20210311
munsys_teboho__by	68	20210302	20210302
munsys_toni_s31	204	20210316	20210317
munsys_zanele__bz	88	20210316	20210316
zanzan_zee	96	20210302	20210302

TEMPLATE CHANGE REPORT

ChangeCol	OldVal	NewVal	ChangedBy	ChangeDateYYYYMMDD	ChangeTimeHH:MM:SS	ChangeType	MenuDescName
VM_NUMBER11		6	munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER15		8	munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER16		9	6 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER18		10	7 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER20		11	8 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER22		12	9 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER24		13	10 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER26			11 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER28		14	12 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_NUMBER30		15	13 munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_DESC9	Import Budg Open Bals	Imp Budg Ctrl Flag	munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_DESC11	Convert Sage TB/GL		munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_DESC13	Imp Budg Ctrl Flag		munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_DESC15	G/L Item Summary		munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_DESC16	Create Budg Consol	Conversions	munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_DESC26		Budget Cash Flow	munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_DESC28	Budget Cash Flow	Caseware Batch	munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)
VM_EXIT_LINK9	Import Budg Open Bals (BLK.OPLS)	Imp Budg Ctrl Flag (BUD.IMCS)	munsys_michael_s40	20210311	22:46:31	UPDATE	Utilities (FIN.M003)

7.6.6. COMPARE MENU ACCESS

This report is used to compare user's old menu access/structure to the new menu access and structure. This report will also indicate function, user's menu accessibility and visibility. Please note that only non-supervisor users may be selected. This report is similar to the [operator menu access report](#), in that it will include the current as well as the old menu access.

This menu can also be used to disable/enable menus or so show/hide menus.

Go to **SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > COMPARE MENU ACCESS**

- **Operator:** Filter by a specific user or select all operators.
- **Group Code:** Specify a group or select all groups.
- **Only Exceptions:** If this option is ticked, the user will only see menus that do not appear/Inaccessible on the current structure.

Compare Old / New Menu Structure

Company Code MDC

Operator
☐ All Operators
 ☒ Specific Operator

CA

MUNSYS_CEBISA

Group Code
☒ All Groups
 ☐ Specific Group

Only Exceptions ☐

+ Add
 Change
 Delete
 View

✓ Ok

✗ Cancel

OperatorCode	OperatorName	Group	Status	BlockedYN	1stMenu -->	2ndMenu -->	3rdMenu -->	4thMenu -->	5thMenu -->	6thMenu -->	Function	OldVisible	OldAccess	CurrentVisible	CurrentAccess
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Calendar (ASS.CALF)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Categories (ASS.CATG)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Classes (ASS.CLSS)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Conditions (ASS.COND)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Depreciation Method (ASS.DPMT)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Source Of Funding (ASS.FUND)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Import Verif. Scans (ASS.IMPF)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: City/Town (ASS.LOC1)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: Buildings (ASS.LOC2)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: Floors (ASS.LOC3)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Locations: Rooms (ASS.LOC4)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Measurement Basis (ASS.MTHD)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			FAR RE-CATEGORIES (ASS.RCAT)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Room Master File (ASS.ROOM)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Type of Take-on (ASS.RTYP)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Rules & Defaults (ASS.RULE)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Type Of Entries (ASS.TOEM)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Asset Types (ASS.TYPE)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Insurance Category (INS.CATG)	Y	Y	Y	Y
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	SUPERVISOR MENU (SUP.M000)	PARAMETERS (SUP.M004)	GRAP Fixed Asset (ASS.M001)			Location Listing (ASS.LOCS)	Y	Y	N	N
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	GRAP Fixed Assets (FXA.MN11)	Asset Report (ASS.M014)				Assets Register Report (ASS.RGSR)	Y	Y	N	N
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	GRAP Fixed Assets (FXA.MN11)	Asset Enquiries (ASS.MN13)				Asset Enquiry (ASS.ENGQ)	Y	Y	N	N
CA	MUNSYS_CEBISA	SYSTEM ADMINISTRATOR	ACTIVE	N	MAIN MENU (MAIN)	GRAP Fixed Assets (FXA.MN11)	Asset Enquiries (ASS.MN13)				Asset Expiry Lookup (ASS.EXPI)	Y	Y	N	N

A user will also be able to view it as an enquiry on this screen. The system administrator can also assign menu access and menu visibility from this screen, which works the same as the [operator menu setup](#).

Compare Old and New Menu Structure

Operator CA MUNSYS_CEBISA

Seq	Opr	Menu Desc	Menu Acc	Menu Vis	Func Desc	Acc	Vis	Old Acc	Old Vis	Change
0001	CA	GRAP Fixed Asset	Y	Y	Calendar	Y	Y	Y	Y	Menu
		MUNSYS_CEBISA	ASS.M001		ASS.CALF					
0002	CA	GRAP Fixed Asset	Y	Y	Asset Categories	Y	Y	Y	Y	Menu
		MUNSYS_CEBISA	ASS.M001		ASS.CATG					
0003	CA	GRAP Fixed Asset	Y	Y	Asset Classes	Y	Y	Y	Y	Menu
		MUNSYS_CEBISA	ASS.M001		ASS.CLSS					
0004	CA	GRAP Fixed Asset	Y	Y	Asset Conditions	Y	Y	Y	Y	Menu
		MUNSYS_CEBISA	ASS.M001		ASS.COND					
0005	CA	GRAP Fixed Asset	Y	Y	Depreciation Method	Y	Y	Y	Y	Menu
		MUNSYS_CEBISA	ASS.M001		ASS.DPMT					
0006	CA	GRAP Fixed Asset	Y	Y	Source Of Funding	Y	Y	Y	Y	Menu
		MUNSYS_CEBISA	ASS.M001		ASS.FUND					
0007	CA	GRAP Fixed Asset	Y	Y	Import Verif. Scans	Y	Y	Y	Y	Menu
		MUNSYS_CEBISA	ASS.M001		ASS.IMPF					
0008	CA	GRAP Fixed Asset	Y	Y	Locations: City/Town	Y	Y	Y	Y	Menu

7.6.7. OPERATOR REPORT

This report contains information regarding a user's log in time and date, status, operator group and language.

- **Operators:** Filter this report for all or a specific user.
- **Status:** Filter by Active, Inactive or all statuses.
- **Blocked?:** Filter by blocked or un-blocked users.
- **Role:** Filter by operator role or click "all" to select all operator roles.
- **Creation Date:** Filter further by the date a user was added to the system.
- Click on "excel" to see the report in excel.

Operator Report

TRAIN LIVE
MUNSOFT Operator Report

Operators ☐ Select ☒ All

Operator

Status ☐ Active ☐ Inactive ☒ All

Blocked? ☐ Un-Blocked ☐ Blocked ☒ All

Creation Date To

Role ☐ Select ☒ All

☒ Excel ☐ Cancel

OperatorCode	OperatorName	OperatorLanguage	Status	OperatorGroup	LastLoginDate_YYYYMMDD	LastLoginTime_HH:MM:SS	StatusChangeDate_YYYYMMDD	StatusChangeTime_HH:MM:SS	StatusChangeOperatorCode	StatusChangeOperatorName
T04	TRAIN4	en	ACTIVE	SYSTEM ADMINISTRATOR	20200904	8:25:55				
T10	TRAIN10	en	ACTIVE	SYSTEM ADMINISTRATOR	20200911	11:54:46				
00T	TEST USER	en	ACTIVE	SYSTEM ADMINISTRATOR						
WAS	WASEEM	en	ACTIVE	SYSTEM ADMINISTRATOR						
MUH	MAHAMMED	en	ACTIVE	SYSTEM ADMINISTRATOR						
CEO	CEO	en	ACTIVE	SYSTEM ADMINISTRATOR						
QIM	IMTYAAZ	en	ACTIVE	SYSTEM ADMINISTRATOR	20210208	13:45:07				
OME	MUHAMMEND ESSACK	en	ACTIVE	SYSTEM ADMINISTRATOR	20210208	13:54:52				
VUT	MUNSYS_VEE SHINGANGE	en	ACTIVE	SYSTEM ADMINISTRATOR	20210302	11:49:51				
CEE		en	INACTIVE							
BUD	BUDGET OFFICER	en	ACTIVE	SYSTEM ADMINISTRATOR	20210302	12:03:14				
CIC	VINCENT DUBE	en	ACTIVE	SYSTEM ADMINISTRATOR	20210302	12:04:34				
ZEE	ZANZAN	en	ACTIVE	SYSTEM ADMINISTRATOR	20210302	12:09:58				
TSO	TSO TSO	en	ACTIVE	SYSTEM ADMINISTRATOR	20210302	12:08:02				
T03	TRAIN3	en	ACTIVE	SYSTEM ADMINISTRATOR	20200904	8:24:36				
T06	TRAIN6	en	ACTIVE	SYSTEM ADMINISTRATOR	20200904	9:24:45				
T07	TRAIN7	en	ACTIVE	SYSTEM ADMINISTRATOR	20200903	14:41:03				
_BV	MUNSYS_CHRISTA		ACTIVE	SYSTEM ADMINISTRATOR						
S13	MUNSYS_MARLIE	en	ACTIVE	SYSTEM ADMINISTRATOR	20200902	14:57:11	20201007			
_AM	MUNSYS_VUTHLARI	en	ACTIVE	SYSTEM ADMINISTRATOR	20210318	7:58:19				
S08	MUNSYS_JEAN	en	ACTIVE	SYSTEM ADMINISTRATOR	20210311	8:19:49	20200204			
S09	MUNSYS_MANDLA	en	ACTIVE	CASHBOOK USERS	20210225	15:46:40	20200115			
S31	TONI BALT	en	ACTIVE	SYSTEM ADMINISTRATOR	20210318	12:36:59	20200811			

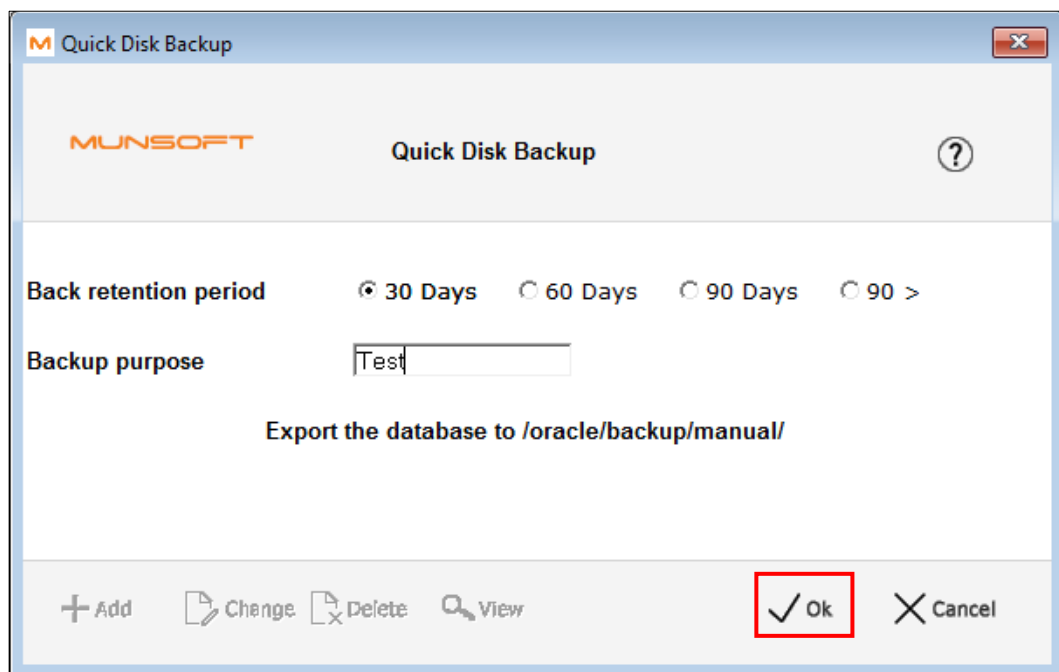
8.1. BACKUPS

A backup must be made before Billing and Month end. This backup is stored on the server for availability. This backup does not replace the Munsoft Backup & Disaster Recovery (DR) solution.

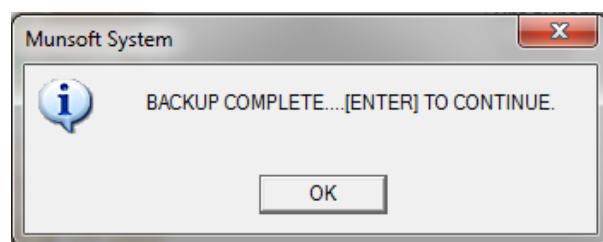
You are also able to indicate how long the backup must be stored on the server before it is deleted.

Go to **SUPERVISOR > FIN SYSTEM ADMIN > REGULAR PROCEDURES > QUICK DISK BACKUP**

- **Back Retention Period:** This is the number of days the backup must be stored for before it is deleted off the server.
- **Backup Purpose:** This is the reason for the backup being made.
- Click "ok".



- The Backup will now be performed, and the system will return to the main screen when it has been completed.



8.2. FUNCTIONS LINKED TO OPERATORS

You can link all or only specific functions (departments) to a specific operator. This function might not be activated for all sites. If this is the case all operators will be able to see and transact against **any** function.

The system will not allow you to link functions to an inactive user.

NB: Please note that this feature will fall away when a site decides to switch over to the new [operator authorisation levels and delegations](#) workflow.

Go to **SUPERVISOR > FIN SYSTEM ADMIN > SECURITIES > OPR DEPARTMENT**

- Specify an operator.
- You can choose to link “all” functions to this operator, or to specify certain functions (1 by 1).

MUNSOFT Operator Functions

Chart of Accounts SC Training LNK
Operator CA MUNSYS CEBISA
Functions ☒ All ☐ 1 by 1

Print Ok Cancel

- If you choose to link certain functions to an operator, another screen will open.
- Click on “add”.
- The next line item will be shown.
- Click on the “function and description” drop down.

MUNSOFT Operator Functions

Chart of Accounts SC Training LNK
 Operator CA MUNSYS_CEBISA
 Functions All 1 by 1

#	Function & Description
001	

+ Add Change Delete View Print Ok Cancel

- The function search screen will open up where you can now search for a specific function or hit “enter” to list all functions. Select the function and then click “ok”.

Function Search

Partial Name STORE

Function Name	Type Post/Summ	Scoa Long Description
Finance:STORES (106)	POSTING	Function:Finance and Administration:Core Function:Finance:STORES (106)

Ok Cancel

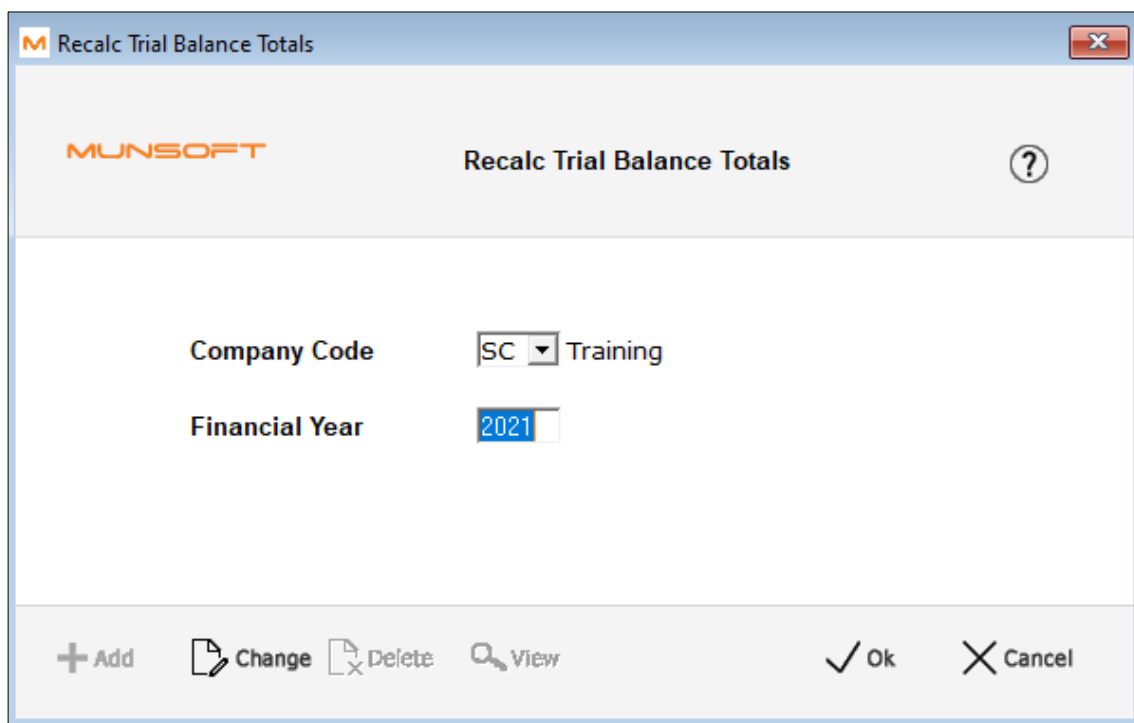
8.3. UTILITIES

8.3.1. RECALCULATE THE TRIAL BALANCE

This function allows a user to recalculate trial balances totals should there be an imbalance caused by miscalculations or omissions.

Go to **SUPERVISOR > FIN SYSTEM ADMIN > UTILITIES > RECALC TRIAL BALANCE**

- **Financial Year:** Enter the trial balance financial year and click 'OK'.



The screenshot shows a software window titled "Recalc Trial Balance Totals" with the MUNSOFT logo in the top left. The window has a header bar with the title and a help icon. Below the header, there are two input fields: "Company Code" with a dropdown menu showing "SC" and "Training", and "Financial Year" with a text input field containing "2021". At the bottom of the window, there is a toolbar with icons for "+ Add", "Change", "Delete", "View", "Ok", and "Cancel".

8.3.2. RECALCULATE THE CASH BOOK

This function allows a user to recalculate the cash book totals should there be an imbalance caused by miscalculation, omissions, or unposted transactions.

Go to **SUPERVISOR > FIN SYSTEM ADMIN > UTILITIES > RECALC CASH BOOK**

- **Financial:** Enter the financial year of the cash book concerned.
- **Bank:** Enter the bank code or click on the dropdown to see all available bank codes. This will include investments bank accounts.
- Click “ok”.

The screenshot shows a software window titled "Recalc Trial Balance Totals". The window has a header bar with the MUNSOFT logo and the text "Recalc Cash Book" next to a help icon. Below the header, there are three input fields: "Company" with a dropdown menu showing "SC", "Financial" with a text box containing "2021", and "Bank" with a dropdown menu showing "000005" and a label "Standard Bank". At the bottom of the window, there is a bar with icons for "+ Add", "Change", "Delete", and "View", along with "Ok" and "Cancel" buttons.

8.3.3. CHECK GUIDS

This function allows a user to check for invalid segment GUIDS on the current financial year or mSCOA chart after importing a file.

- Firstly, create an excel file.
- Add columns for Function, Item, Project, Costing, Funding, and Region. Enter guids for each segment in that order.
- Save the save as a CSV (comma delimited) format.

Function	Item	Project	Costing	Funding	Region
67347610-1db2-421f-a89a-f87e772911eb999	7c4979f4-582c-46fc-8ac6-c878554f158f	63348e37-464e-4ac0-a13a-e577838ff961	47c7ba65-c270-4a7f-91ba-3842eb629ddf	ac97d0b1-d32f-4077-947c-f147177f7bfb	68391ec1-9d01-4f88-8702-1b05f05f41e4

Go to **SUPERVISOR > FIN SYSTEM ADMIN > UTILITIES > CHECK GUIDS**

- **Year:** Enter the financial year according to the SCOA version chart (6.1, 6.2, 6.3 or 6.4).
- **Path/Browse:** Click on the drop down to search for the file to import.
- Indicate if file being imported contains header lines.
- A user may also use the files previously imported. Browse on the files copied to the server, double click to select a file and then click 'Process'.

Budget Adjustment Import

MUNSOFT **Check Guides CSV Format** ?

Year 2021

Path/Browse /u1/lnkclassic/ext

File Has Header Line ☐

..

Checking_guids.csv

Contract upload.csv

ObalTemplate20200930.csv

ObalTemplate20201207.csv

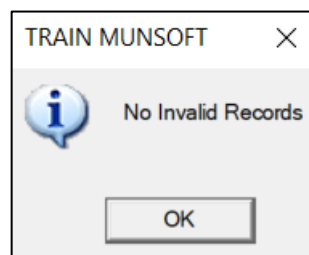
ObalTemplate20201210.csv

budg_template_2021_20200930_154907.csv

budq_template_2021_20200902_154404.csv

Functn,Item,Project,Costing,Funding,Region

Cancel



8.3.4. IMPORT SEGMENTS

This function allows the user to upload new strings in bulk.

Go to **SUPERVISOR > FIN SYSTEM ADMIN > UTILITIES > IMPORT SEGMENTS**

- Click on the export template to extract the template/format to use.
- Populate the 6 segment columns in GUID format.
- The segment description field is free text.
- **Vat Code:** Can be any code as specified in the [vat codes](#) section.
- **Vat Claimable Code:** Enter the VAT claimable code applicable.
- **Blocked YN:** Enter either "Y" or "N".
- **Old Number:** Enter the old vote number if applicable.
- Save the file as CSV.

A	B	C	D	E	F	G	H	I	J	K
Function	Item	Project	Costing	Funding	Region	Segment Descrip	VatCode	VatClaimC	BlockYN	OldNum
67347610	7c4979f4	63348e37	47c7ba65	ac97d0b1	68391ec1-9d01-4f88	Segment Test	01	01	N	12345

- Once the spreadsheet has been populated, can it be uploaded.
- **Version:** Indicate the mSCOA version for the segments being imported.
- **Path/Browse:** Search for the file to upload.
- Indicate if the file has any headers.
- Search for the file, double click on the file to be imported and click 'Process'.

MUNSOFT Import Segment Strings (Add/Change) CSV Format

Version: 6.5
Path/Browse: /u1/lnkclassic/ext
File Has Header Line: ☐

File	Date	Time
..	20210319	082846
budg_template_2021_20210317_105458.csv	20210317	105720
budg_template_2021_20210317_103338.csv	20210317	103730
budg_template_2021_20210309_102515.csv	20210309	105639
budg_template_2021_20210309_095833.csv	20210309	101802
budg_template_2021_20210309_094508.csv	20210309	095554
scoa KPI budgets extract 2022 20210308 115045.csv	20210308	115824

Please ensure there are no commas in the description
Functn, Item, Project, Costing, Funding, Region, Segm Desc, VatCode, VatClaimCod, BlockYN, OldN

8.3.5. BUDGET CONTROL FLAG

This function is used to import control accounts for budget. These segments will initially be imported with the budget. This function is only used to flag control accounts on the budget imported.

Go to **SUPERVISOR > FIN SYSTEM ADMIN > UTILITIES > IMP BUDG CTRL FLAG**

- Click on the export template to extract the template/format to use.
- Populate the 6 segment columns in GUID format.
- **Control YN:** Indicate whether this segment is a control by putting a “Y” or “N” if not a control.
- Only import segments to be flagged as controls.
- Save the file as CSV.

Funcn	Item	Project	Costing	Funding	Region	Control YN

- **Year:** Indicate the budget year being imported.
- **Path/Browse:** Search for the file to upload.
- Indicate if the file contains header lines.
- Search for the file, double click on the file to be imported and click ‘Process’.

MUNSOFT Import Budget Control Flagging CSV Format

Year: 2022

Path/Browse: /u1/proclassic/ext

File Has Header Line ☐

	Date	T.
..	20200623	1.
segment_Import.csv	20200623	1.
Opening Balance Import.csv	20200623	1.
Primary_budgeting_2021.csv	20200623	1.
scoa_KPI_budgets_extract_2021_20200623_115121.csv	20200623	1.
scoa_KPI_budgets_extract_2020_20200623_083249.csv	20200623	0.
JNL_IMPORT_TEMPLATE.csv	20200512	1.
AAAAbudq_template_2020_20200508_144916.csv	20200508	1.

Funcn,Item,Project,Costing,Funding,Region,Control YN

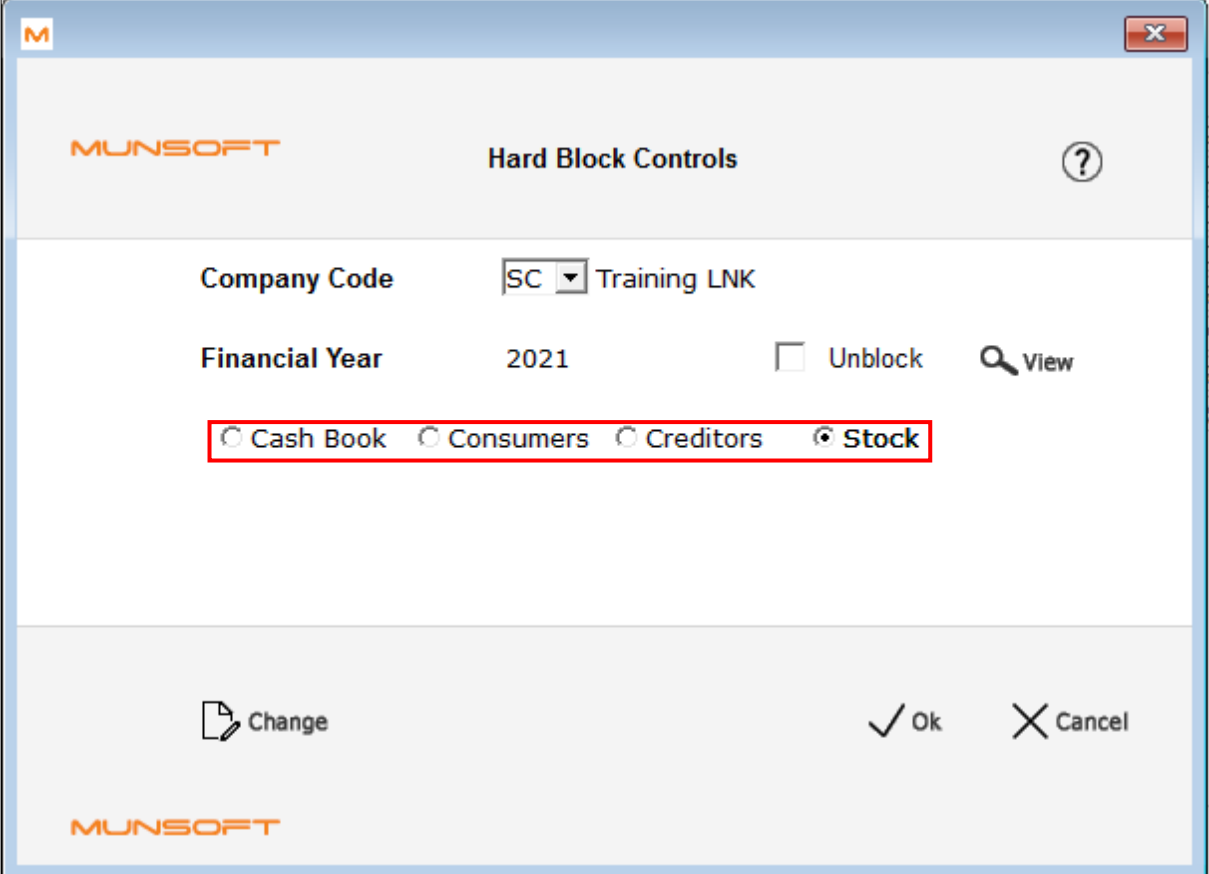
Export Template Cancel

8.3.6. HARD BLOCK CONTROLS

This function is used to block control accounts/segments per module. This is to prevent clients from transacting on these control accounts. Once the Control Account(s) for Consumers, Cash Book, Creditors and Stores have been blocked, the items will not be displayed on the Segment Search screen for Journals.

Go to **SUPERVISOR > FIN SYSTEM ADMIN > UTILITIES > HARD BLOCK CONTROLS**

- Select a specific module to hard block and then click “ok”.
- When these controls accounts are blocked, only Munsoft Support staff will be able to unblock accounts that have been hard blocked.



The screenshot shows a window titled "Hard Block Controls" with the Munsoft logo in the top left. The window contains the following fields and controls:

- Company Code:** A dropdown menu showing "SC" and a button labeled "Training LNK".
- Financial Year:** A text field containing "2021".
- Controls:** Four radio buttons labeled "Cash Book", "Consumers", "Creditors", and "Stock". The "Stock" radio button is selected and highlighted with a red rectangle.
- Buttons:** An "Unblock" button with a checkbox icon and a "View" button with a magnifying glass icon.
- Footer:** A "Change" button with a document icon, and "Ok" and "Cancel" buttons with checkmark and X icons respectively.

- Select a specific module, and then tick the “unlock” box to unlock all blocked control accounts within the specified module.
- Click on a specific module and then click “view” to see all blocked and unblocked controls.

MUNSOFT **Hard Block Controls** ?

Company Code Training LNK

Financial Year 2021 ☒ **Unlock** **View**

☐ Cash Book ☐ Consumers ☐ Creditors ☒ **Stock**

Change **Ok** **Cancel**

MUNSOFT

MUNSOFT **Hard Block History**

SeqNo	Name	Number of Records	Action	Date	Time	User	Machine Name
00001	STOCK	2987	UNBLOCKED	15/12/2020	11:45:29	S50	MUN-JHB-ANITAM
00002	STOCK	3090	BLOCKED	15/12/2020	11:47:47	PRE	MUN-JHB-ANITAM
00003	STOCK	3090	UNBLOCKED	15/12/2020	11:56:51	S50	MUN-JHB-ANITAM
00004	STOCK	3090	BLOCKED	17/12/2020	08:56:01	S50	MUN-JHB-ANITAM
00005	STOCK	3090	UNBLOCKED	17/12/2020	08:57:45	PRE	MUN-JHB-ANITAM

Cancel

MUNSOFT

municipal financial software



011 215 8019



info@munsoft.co.za



www.munsoft.co.za



LIMPOPO OFFICE

Office 10
90 Schoeman Street
Polokwane Central
Polokwane
0700



GAUTENG OFFICE

Building 17, Cycad House
Constantia Office Park
Cnr 14th Avenue &
Hendrik Potgieter Street
Weltevredenpark
Roodepoort 1709



KWAZULU-NATAL OFFICE

Regus Business Centre
1st Floor
Liberty Life Building
21 Aurora Drive
Umhlanga Ridge 4301



WESTERN CAPE OFFICE

Regus Business Centre
Colosseum Building
Foyer 3, 1st Floor
Century Way
Century City
Cape Town 7441