MUNSOFT

municipal financial software

YEAR-END PROCEDURES

Version 7.3.4

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1. INTRODUCTION

With YEAR-END procedures, some checks and blocks have been put in place that might cause a delay if not attended to in time. The following tasks will **have** to be completed before the June month-end can be authorised:

- TB to balance
- Quick Code Validations (Cashier Quick Codes)
- Budget Lock
- Outstanding Transactions
- Accruals

The following task will not block the June month-end from happening, but it is advised to do these:

- 6.4 to 6.5 segment alignment

2. TB TO BALANCE

Your trial balance must balance. To extract your TB,

Go to **GENERAL LEDGER > ENQUIRIES AND REPORTS > MSCOA TB**

If there is an imbalance, please try recalculating the TB.

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

If after recalculation the TB is still out of balance, please contact Support as soon as possible.

3. QUICK CODE VALIDATION

When the Cashier Month-End authorisation is done, only valid Cashier Quick Codes will be migrated. Invalid Quick Codes will be blocked and therefore will not be able to be used until they have been corrected.

The following steps will explain what to do.

3.1. QUICK CODE MIGRATION FROM 6.4 TO 6.5

- Quick Codes that were used in 6.4 will have to be migrated across to the 6.5 chart.
- The system will migrate 6.4 Quick Codes that have not been flagged as "blocked" to 6.5.
- The system will then BLOCK any 6.4 Quick Codes that are not valid on the 6.5 chart.
- Quick Codes that will be migrated are: CASHIE, CONSUM, SUNDRY and SUNREG.

With the June Month-End authorisation, the system will automatically migrate any newly created 6.5 Quick Codes.

Ideally, users should finish the Quick Codes 6.4 Validation ahead of time and not only when busy the Year-End procedures.

When running the migration, the system will only ADD newly created Quick Codes. It will not overwrite what has already been corrected for 6.5 so this step may be repeated multiple times, if necessary.

The Quick Code Migration will migrate all Quick Codes, including the 3rd party mSCOA setup (your Prepaid and Traffic Fines setup) and the Payroll Quick Codes, if selected.

Go to **GENERAL LEDGER > MSCOA MENU > UTILITIES > QUICK CODE MIGRATION**

3.2. PAYROLL QUICK CODES

Payroll integration for July will not be successful should Payroll Quick Codes not be setup. Please ensure that by the July salary run, the Payroll Quick Codes and/or integration has been done. This will not block you from doing Year-End.

- Payroll quick codes need to be imported using the segments used for payroll in the budget.
- This will not block you from closing year-end, however, it needs to be completed before the July payroll run.

Go to **GENERAL LEDGER > MSCOA MENU > UTILITIES > QUICK CODE MIGRATION**

3.3. QUICK CODE VERIFICATION

This screen will assist in extracting *blocked (invalid) Quick Codes* that are migrated from 6.4 to 6.5 only. These are the quick codes that need to be corrected.

Go to **GENERAL LEDGER > MSCOA MENU > UTILITIES > QUICK CODE VERI EXTR**

Prefix Code	Prefix Desc	Quick Code	Quick Code Desc	Blocked YN	Invalid Reason
CASHIE	CASHIERS INC CODE	'000170	VAT Receivable:VAT Control(VAT Control:Payments)	Y	|ITEM MISSING|Item must be default if costing is NOT default
CRSAGE	NT Creditors Ageing	'000400	VAT Receivable:VAT Control(VAT Control:Payments)	Y	|ITEM MISSING|Item must be default if costing is NOT default
CRSAGE	NT Creditors Ageing	'000402	VAT Payable (Control):Receipts(Receipts: Cashier)	Y	|ITEM MISSING|Item must be default if costing is NOT default
CRSAGE	NT Creditors Ageing	'000403	VAT Payable (Control):Receipts(Receipts: Sundry Register)	Y	|ITEM MISSING|Item must be default if costing is NOT default
CRSAGE	NT Creditors Ageing	'000404	VAT Payable (Control):Receipts(Receipts: Sundries)	Y	|ITEM MISSING|Item must be default if costing is NOT default
CRSAGE	NT Creditors Ageing	'000405	VAT Payable (Control):Receipts(Receipts: Consumers)	Y	|ITEM MISSING|Item must be default if costing is NOT default
NERSAD		'000001	Function:Energy Sources:Non-core Function:Nonelectric Energy	Y	|ITEM MISSING|Item must be default if costing is NOT default
NERSAD		'000002	Function:Energy Sources:Core Function:Street Lighting and Signal Systems	Y	|ITEM MISSING|Item must be default if costing is NOT default
NERSAD		'000003	Function:Energy Sources:Non-core Function:Electricity	Y	|ITEM MISSING|Item must be default if costing is NOT default
NERSAD		'000004	Function:Energy Sources:Core Function:Electricity	Y	|ITEM MISSING|Item must be default if costing is NOT default
NERSAD		'000005	Function:Energy Sources:Core Function:Nonelectric Energy	Y	|ITEM MISSING|Item must be default if costing is NOT default

REVENUE RELATED QUICK CODES

Review all revenue related quick codes to ensure that all are linked to a specified funding (i.e. can't be non-funding). Extract all quick codes.

On the extract, filter the funding column by "Fund: Non-Funding Transactions". Update those revenue related QC so that they have a specified funding (see next section).

3.4. QUICK CODE MAINTENANCE

Use this screen to correct or unblock any blocked/invalid Quick Codes.

A blocked CASHIER Quick Code have no impact when year-end is closed, however, cashiers will not be able to receipt against these quick codes until they have been corrected and unblocked.

A blocked CONSUM, SUNDRY or SUNREG Quick Code that is linked to tariff codes, will have to be unblocked and corrected before Year-End is closed.

The system will not allow you to perform Year-End until the above quick codes that are in use have been corrected and unblocked.

Also use this screen to update the revenue related quick codes (as per the previous section).

Go to **GENERAL LEDGER > MSCOA MENU > UTILITIES > QUICK CODE MAINT**

- Make sure you are in "Change" mode.
- **Version**: Select 6.5
- **Prefix**: Select the relevant Quick Code prefix (CASHIER, CONSUM, etc).
- **Code**: *Type* the Quick Code that is blocked. You will not be able to search for it using the drop down arrow. This information can be obtained from the extract discussed in the previous section.

Messages will be displayed, informinig you that the Quick Code you selected is invalid.

- Click on the magnifying glass and, search and select a valid 6.5 segment string combination.
- **Blocked Y/N**: Make sure it is unticked.
- Click "Ok".

3.5. QUICK CODE BULK IMPORT

This screen can be used to bulk upload Quick Codes that have been corrected (unblocked), but please take care!

The import will abort completely if:

- The segment(s) does not exist on the GL.
- The segment is invalid.
- The item is a Control item.

You will receive an error report indicating on which row the bad segments are. You will have to correct the data and reimport.

Use the below layout to import the Quick Codes.

- For each prefix, a new layout must be used.
- The headings may remain.
- The "description" field should not contain any commas.
- The file needs to be saved as comma delimited (.csv).
- The segment fields should contain GUIDS.

CODES	DESC	FUNCTION	ITEM	PROJECT	COSTING	FUNDING	REGIONAL
909	TEST	67347610-1db	747b08(	63348e37-4(	47c7ba65-c.	ac97d0b1-d32f	68391ec1-9d0

All **control** quick codes will be rolled over automatically at year-end.

Once you have compiled the various spreadsheets, can they be uploaded.

Go to **GENERAL LEDGER > MSCOA MENU > UTILITIES > QUICK CODES IMPORT**

- **Browse to File:** Select the file to be uploaded.
- **Version:** Select the mSCOA chart version.
- **Prefix:** Select the prefix for those Quick Codes you are importing.
- Search and select the file and click "Ok".

4. 6.4 TO 6.5 SEGMENT ALIGNMENT

The next step that needs to be completed before Year-End, is to check that all the segments that have been transacted on, are all valid on the 6.5 chart. Although this step will not block you when Year-End is performed, it is advised to perform this step before commencing with Year-End.

If the above is not completed at year-end, it may be done in the new financial year, but it **MUST** be completed before the end of July, as the system will not allow one to upload to NT if it is not completed.

Go to **GENERAL LEDGER > MSCOA MENU > COMPARITIVES SETUP > SCOA SEGM VERIF**

- **Year:** Enter 2022
- **Compare to version:** Automatically defaults to 6.5.
- **Project:** Select a specific project or hit "Enter" to select all.
- **Segment Search:** Or click on the magnifying glass to search for a specific segment.
- **Partial Description:** Further filter the results by only displaying those segments that are not valid ("errors only").
- The program will indicate (in red) those segments which require correction, and the reason for being invalid.
- The tabs indicated in **green** are where individual segments are verified and corrected.
- Click on "print" to extract all segments that need to be corrected.

Click on the function/funding/project/costing/items/regions tab to _fix_ the invalid segment.

Once on the relevant tab:

- **Change YN**: Place a tick mark in this box if you want to correct this line.
- Click on the drop down to select the correct segment.
- Once done, click "Ok" and then on the "Process" buttons.
- This will automatically migrate all balances from 6.4 to 6.5.

You will not be able to proceed with Year-End if your Original Budget has not been locked and authorised.

After the primary and secondary forecast tabled budgets have been locked and authorised can it be copied over to become the Original Budget for the new financial year.

5.1. COPY TO ORIGINAL

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > COPY TO MAIN BUDGET**

- **Financial Year:** This is the financial year the municipality is currently in.
- **Copy To:** Original.
- **Budget Year:** This is the forecast/draft budget year to copy across. This will have to be done for all budget years individually.
- **Clear ORIGINAL:** This tick box must be selected for the "ok" button to be active.

5.2. ORIGINAL BUDGET LOCK

After the primary and secondary Original Budgets have been copied over, must it be locked for each forecast/draft budget year.

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > LOCK/UNLOCK BUDGET**

- **Type:** Select the Original Budget.
- **Financial Year:** This is the current actual year.
- Click on "add" and add the budget year to Lock. All 3 years on the Original Budget must be added to lock.
- Select the "Lock" radial button to lock this Original Budget.
- Click "Ok" and then "Process" to finalise this step.
- The operator name who locked the budget will be recorded as well as the date.

5.3. AUTHORISING THE ORIGINAL BUDGET LOCK

Once the Original Budget has been locked, it needs to be authorised by someone other than the person who locked the budget. This must be done for each financial year.

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > AUTH BUDGET LOCK**

- **Type:** Select the Original Budget.
- **Financial Year:** This is the current actual year.
- Select the "yes" radial button for each budget year lock you want to authorise.
- Click "Ok" and then "process" to finalise this step.
- The operator name and date the budget lock was authorised will be recorded.
- Once authorised, the Original Budget for that budget year is now locked.

- A certificate of the budget that was approved and successfully locked in the system will be displayed.

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24 MAY 2021

National Treasury
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Pretoria
0002

ENQUIRIES:
TONI TEST
APPROVED ORIGINAL BUDGET
2023

Certification that the approved budget for 2023 is correctly captured and locked on the municipality's financial management system

(as requested by National Treasury in terms of section 74 of the MFMA, with reference to paragraph 6.3 of MFMA Budget Circular 59 dated 16 March 2012)

I, ANITA MOOKANE, Municipal Manager of QA, hereby certify that the 2023 annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and Regulations made under that Act, and that the adjustments budget and supporting documentation are consistent with the Integrated Development Plan of the Municipality

- The adopted annual budget has been captured on the municipality's financial system;
- There is 100 per cent reconciliation between the budget on the system and the budget adopted by council;
- The adopted annual budget on the municipality's financial system is locked and will not be changed as it serves as the baseline against which to monitor and measure performance; and
- The relevant budget return forms have been submitted to the local government database.

I further certify that the municipality has in place controls to ensure that any changes to the adopted budget will be captured seperately and only in accordance with:

- a virement authorised by the municipal manager, or duly delegated official, in term of a council approved virements policy; and
- an adjustments budget approved by council.

Print Name   ANITA MOOKANE

Municipal Manager of   QA • WC014
                          (Name and demarcation code of municipality)

Signature   _____

Date   24 MAY 2021

Printed By   TONI TEST

6. OUTSTANDING TRANSACTIONS

It is extremely important to finalise ALL transactions (while the General ledger is still open) prior to finalising Year-End. NO LAST YEAR TRANSACTIONS/CORRECTIONS on *any sub module* will be allowed, except for the Cash Book. The Cash Book is the only sub module that allows for Period 13 corrections. Any other corrections that need to be done in 2021, will have to be captured on the General Ledger as a Period 13 journal.

The following transactions need to be processed for Year-End to commence:

- Cashiers
    - All receipts should be posted.
      CASHIERS > RECEIPT POSTING

- Consumer Debtors, Sundry Debtors and Sundry Registers
    - All transactions to be authorised or cancelled.
      CONSUMER DEBTORS > TRANSACTIONS > MORE OPTIONS > AUTH TRANSACTIONS
      SUNDRY DEBTORS > TRANSACTIONS > AUTH TRANSACTIONS
      SUNDRY REGISTERS > TRANSACTIONS > AUTH TRANSACTIONS

- Creditors
    - Creditor's batch payments to be authorised or deleted.
      CREDITORS > AUTOMATIC PAYMENTS > AUTHORIZE PAYMENT

    - Credit notes to be authorised or deleted.
      CREDITORS > TRANSACTIONS > CREDIT NOTE – AUTH

    - Standard expenses to be authorised or deleted.
      CREDITORS > TRANSACTIONS > STD EXPENSE – AUTH

    - Project Invoices to be authorised and updated or deleted.
      CREDITORS > PROJECT INVOICES > PROJ TRN REQUEST AUTH & UPD

- Cash Book
    - All transactions (current and prior year), including reversals to be authorised and updated or deleted.
      CASH BOOK > TRANSACTIONS > CB REQUESTS AUTHORISISE & UPDATE

7.1. GOODS DELIVERED

Goods delivered will raise the liability in the General Ledger (accrual raised) and update the Stores module in the case of a delivery on a Stock order. This will ensure a more accurate stock take.

Accrual on **Order** should really not be done as you have not yet received the goods.

All municipalities are therefore encouraged to use the delivery option.

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

Go to **PROCUREMENT > GOODS DELIVERED**

7.2. OUTSTANDING PURCHASE ORDERS

At Year-End, an **Accrual** journal is created for all outstanding orders, debiting the Expense Item and crediting the Accrual Item under Trade Creditors, and the current year budget is used. This journal must be authorised.

When the GRV is captured in the new financial year, the Accrual Item will be debited (clearing it out) and the Creditors Control will be credited.

An option is also available to **Carry Over** outstanding STOCK orders. If carried over, the next financial year's budget will be affected when the order is invoiced. A validation check will be performed to ensure that the segment string is valid on the current mSCOA chart. The order amount will carry over as pending on the String in the new year until the goods are received.

Purchase Orders of which the items will not be received, can be **Deleted**. The current year budget is released and the order is marked as deleted.

It is important to note, that when doing Year-End, there must be no outstanding Purchase Orders.

The preparation for outstanding orders can only be done once the Stores and Creditor modules have been closed for June.

Go to **SUPERVISOR > REGULAR PROCEDURES > MONTH END > GENERAL LEDGER > ORDERS YE PREPARATION**

- Select either to **Delete (D)**, **to Accrue (A) or to Carry Over (C)** each purchase order.

Manual Accrual Journals are discouraged as the normal process of capturing is disrupted. Clients delete all orders, do a manual accrual journal then do STD Exp against expense again, never clearing the Accrual Item.

Once all outstanding orders have been either deleted, accrued or carried over, a journal is created. This journal will need to be authorised. Also refer to the JOURNAL WARNINGS section.

Go to **GENERAL LEDGER > JOURNALS > JOURNAL – AUTHORISE**

YEAR-END ORDERS REPORT

Go to **PROCUREMENT > YEAR END ORDER REPORT**

7.3. CLOSING A PURCHASE ORDER

If, for example you received 1 of the 2 products ordered, or the budget is held up, or the stock was never received, then the entire procurement process can be stopped, and the process will have to be started from the beginning.

Go to **PROCUREMENT > P/ORDER – CLOSE**

8. STORES

Also ensure that a stock take has been done before year-end. Refer to the stores manual for more details.

Go to **STORES > STOCK TAKE**

9. CONSUMER DEBTORS

Populate a default funding and default function to all inactive tariff codes. This should be done after the consumer debtor June period has been closed.

Go to **GENERAL LEDGER > SCOA MENU > UTILITIES > INACT TARIFF GUID SETUP**

- The screen will auto populate with all the current inactive tariff codes. Specify a default function and function segment for each inactive tariff code.

10. CLOSURE OF PERIOD 13 & 14

Your AFS must agree to the TB on Munsoft prior to closing P13 & P14. Ensure that upload to NT is submitted prior to the closure of these periods.

Period 15 becomes available once Period 14 is closed. Will affect 2 years back.

If users do not close period 13 and 14 when they should these journals will affect AUDA, PAUD and RAUD.

Go to **GENERAL LEDGER > ENQUIRIES & REPORTS > NAT TREAS EXTRACTS**

To authorize Period 13/14,

Go to **GENERAL LEDGER > MONTH END AUTH> PERIOD 13/14 AUTHORIZATION**

Once authorized,

Go to **SUPERVISOR > REGULAR PROCEDURES > MONTH END > PERIOD 13/14 CLOSE**

11.1. CONSUMER DEBTORS

11.1.1. INTEREST SETUP & BREAKDOWN

Interest set-up needs to be verified before billing in the new financial year.

Go to **SUPERIVSOR > PARAMETERS > CONSUMER DEBTORS > RULES & DEFAULTS**

- **Percentage:** This is the interest rate that will be charged.
- **Period (Month):** This is interest that is raised on monthly tariffs. 1 is interest raised on arrears 30 days and older, 2 is interest raised on 60 days and older, etc.
- **Period (Annual):** This is interest that is raised on annual tariffs. 1 is interest raised on arrears 30 days and older, 2 is interest raised on 60 days and older, etc.
- **Current Financial Year:**
  - When the current financial year box is ticked, this means that the interest levy will try and find any outstanding debt on the system in the current financial year.
  - Therefore after year-end has been closed, there will not be an interest levy run as there will not be any outstanding debt in the new financial year.
  - If the tick is not selected, the interest levy run will levy any outstanding debt sitting in 30days.
- **Tariff:** This is the default interest tariff code where all interest will be posted to, unless otherwise specified per type of service.

Viewing the interest breakdown,

Go to **CONSUMER DEBTORS > CONSUMER ENQUIRIES**

- Click on the document number drop down arrow to view more detail on how the interest is calculated.

Click on the excel to extract all records that make up the interest bearing amounts.

e.g. Tariff code 11 for Water (Residential), the Interest-bearing amount of R5 276.42 is made up of the below accumulated amounts as highlighted below.

ACCOUNT_NO	PERIOD	TARIFF_CODE	TARIFF_DESC	SERVICE_CODE	SERVICE_DESC	SCOA_CONTROL_CODE	SCOA_CONTROL_DESC	BALANCE	ACCOUNT_HOLDER	ACCOUNT_STATUS	INDIGENT_YN	SUB_ACCOUNT_TYPE
10000003	202008	11	WATER - RESIDENTIAL	7	WATER	56001	Water: Monthly Billing	355.62	BURGER J	ACTIVE	N	DOMESTIC
10000003	202009	11	WATER - RESIDENTIAL	7	WATER	56001	Water: Monthly Billing	1118.7	BURGER J	ACTIVE	N	DOMESTIC
10000003	202011	11	WATER - RESIDENTIAL	7	WATER	56001	Water: Monthly Billing	1118.7	BURGER J	ACTIVE	N	DOMESTIC
10000003	202101	11	WATER - RESIDENTIAL	7	WATER	56001	Water: Monthly Billing	1591.7	BURGER J	ACTIVE	N	DOMESTIC
10000003	202103	11	WATER - RESIDENTIAL	7	WATER	56001	Water: Monthly Billing	1091.7	BURGER J	ACTIVE	N	DOMESTIC
							Total	5276.42				

11.1.2. CONSUMER DEBTOR AGEING

It is important to make sure that it ran successfully (do not close the Telnet screen).

Go to **SUPERVISOR > REGULAR PROCEDURES > MONTH END > CONSUMER DEBTORS > AGEING REPORT**

11.1.3. TARIFF CHARGES

New tariff charges for the new financial year can be uploaded in bulk, before the first billing run in the new financial year.

Go to **CONSUMER DEBTORS > TRANSACTIONS > MORE OPTIONS > BULK TARIFF CHRG UPD**

11.1.4. PENSIONERS AND INDIGENTS AGREEMENTS

Check when Pensioners/Indigents agreements expire. Pensioners/Indigents expiry dates are normally in June.

Go to **SUPERIVSOR > PARAMETERS > CONSUMER DEBTORS > RULES & DEFAULTS**

The Expiry Dates are specified on the Pensioner and Indigent Master Files.

Upload pensioners/indigents registers,

Go to **CONSUMER DEBTORS > TRANSACTIONS > MORE OPTIONS > BULK INDIGENTS/BULK PENSIONERS**

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11.1.5. VALUATION ROLL

Needs to be uploaded before July billing.

Go to **CONSUMER DEBTORS > TRANSACTIONS > MORE OPTIONS > VALUATION IMPORT**

CONSUMER DEBTORS > TRANSACTIONS > MORE OPTIONS > VALUATION CHECK

CONSUMER DEBTORS > TRANSACTIONS > MORE OPTIONS > VALUATION PROCESSING

11.2. CASHIERS

11.2.1. BACK DATES RECEIPTS

The previous feature that was used to change the System Date to accommodate the back dating of Cashier Receipt Dates, has been disabled.

A Cashier will now be allowed to capture back dated receipts, within the current period. To enable this, the 'Receipt Date' field under Cashier Control menu must be populated. The **Cashier Administrator** must ensure that a correct date is entered. The Cashier capturing the back dated receipts will see the entered Receipt Date/Period in red, on the Receipt Capture screen. When the Cashier Audit is run for the said Cashier, the 'Receipt Date' will be reset.

A Cashier will be allowed to capture receipts for a prior period, given the General Ledger and Cash Book are in a prior period and the Cashier period is ahead.

NB: Please note that at year-end, the cashier's module must be closed. However, any omitted receipts for the previous year can still be captured using this back dated receipts option provided the cashbook and GL are still open for period 12.

Go to **CASHIERS > CASHIER CONTROL**

- **Prior:** Enable this field for the specific cashier.
- **Receipt Date:** Enter the receipt date.

11.2.2. RECEIPT CAPTURE

To capture receipts for the prior period, the cash book and the GL must still be open for the prior period.

Go to **CASHIERS > RECEIPT CAPTURE**

- When the cashier clicks on the cashier receipt capture screen, the screen below will appear.
- The back dated receipt date will be shown on the Cashier Receipts capture screen in RED as indicated below.

11.2.3. BACK-DATED RECEIPT REPORTS

Back dated Receipts Report can be found under:

Go to **CASHIERS > CASHIER REPORTS**

11.3. GENERAL LEDGER

11.3.1. JOURNALS

Journals can be prepared in different periods.

Go to **GENERAL LEDGER > JOURNALS > JOURNAL INPUT**

- **Journal Type:** "**C**urrent year" means 2021 which is Period 12. "**L**ast Year" means Period 13, 14 & 15 which affects the 2020 Financial year. Period 15 (**O**) which affects 2019 Financial Year or 2 years back from the current financial year.

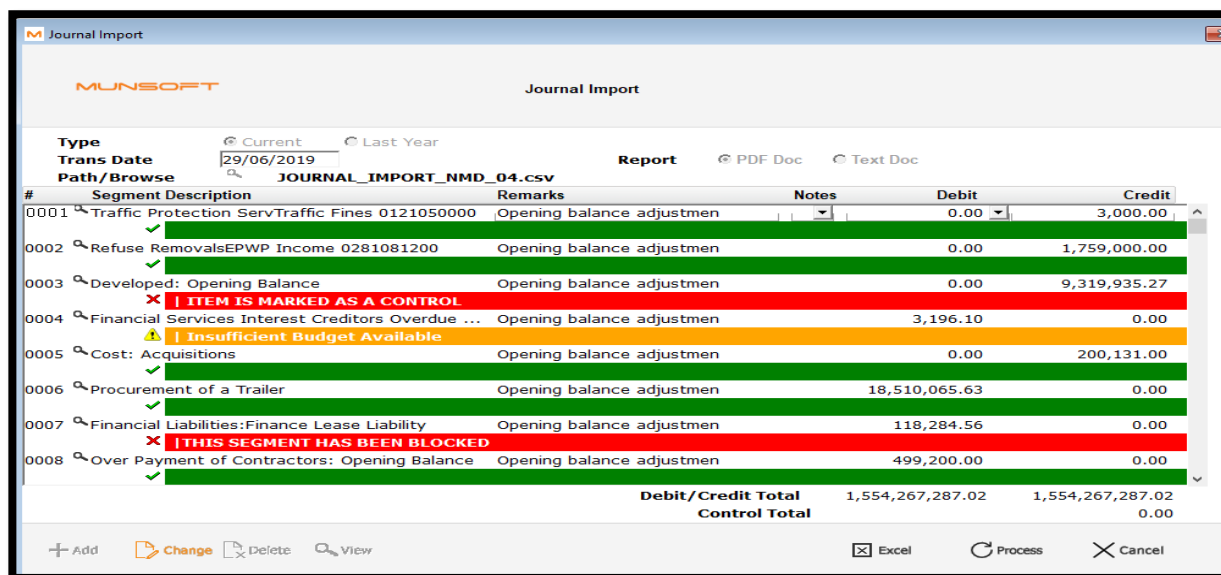### 11.3.2. JOURNAL PROOF LISTING

A report which indicates all the journals processed in a specific financial year including period 13, 14 and 15.

- Current year – C
- Last Year – L
- Period 15 – O (2 years back)

Go to **GENERAL LEDGER > ENQUIRIES & REPORTS > PROOF LISTING**

- Green – There are no issues with your segments in that journal.
- Orange – There are issues however the system will not block you from processing or authorising the journals.
- Red – You cannot move forward until your issues are resolved. In this case extract all segments to excel. On the extract you will be able to identify those segments that have been blocked or marked as a control. Then go to **GENERAL LEDGER > MASTER FILES > VOTE MAINTENANCE > AMEND A VOTE** to unblock those segments.

- **Item marked as a control** – This means that the vote is a control and to use it for journal purpose, the user will have to go to amend a vote and untick control.
- **This segment has been blocked** – A vote that is blocked will not allow transactions to flow into it, the user will have to go amend the vote and untick vote block.
- **Insufficient Budget Available** – The budget available if at all cannot accommodate the transactions you want to process via your journal, further to that it means that under system parameters, budget check has been activated to warn you every time you want to overspent. Surely the user with authorisation levels can override the budget or system paraments can be amended not to check for budget. **(OVEREXPENDITURE)**
- **Invalid Vote Number** – The segment does not exist in the year you want to process the journal therefore the user will have to create it.
- **Invalid Scoa Version** – The segment existed in the previous versions but does not exist in the year you are processing the journal.
- **Item not posting** – If an item is not selected on NT chart when you process a journal it will not go through, the user will have to select/activate it on NT chart to be at a posting level in the correct version.
- **Capital projects can only have Item Assets or Payables and Accruals and Retentions** – This is an NT rule which explains that the combination of Project and Item should go hand in hand.

- **Default projects may NOT have Item Expenditure and Assets except for current assets and default items** - This is an NT rule which explains that the combination of Project and Item should go hand in hand.
- **Invalid (Process not allowed) Journal does not balance** – Debits do not equal credits, the user will have to balance the journal first before processing.
- **Function, region, funding, project, costing, item missing** – Either the GUID is not valid for the version being adjusted or the GUID requires a further breakdown on NT SCOA chart.
- **Segment verification need to be done** – It's a process were the user will have to verify one or more of the six strings on a vote that is opening balance in the following year.
- **Vote Missing** – The vote does not exists in the version the client wants to use it for, therefore should be created.
- **Segment not found** – Either the GUIDS (function, item, costing, region, project, funding) have been mixed matched in different columns on the import file, the user will have to review the file and correct them or the segment do not exists.
- **Item Marked as Hard block** – This means that the segment the user want to transact on is a system control which feeds from submodules but in this case the user wants to use GL journal to make changes on the vote.

11.3.4. AVAILABILITY OF P13, P14. P15

Users should note that after rolling over to the new financial year, Period 13 under General Ledger becomes available. This period is available until the municipality submits the AFS to AG, NT, COGTA etc.

Once AG starts auditing and suggests corrective journals, should these corrections be captured under Period 14 until audit is complete.

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Weltevredenpark
Roodepoort 1709

KWAZULU-NATAL OFFICE
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1st Floor
Liberty Life Building
21 Aurora Drive
Umhlanga Ridge 4301

WESTERN CAPE OFFICE
Regus Business Centre
Colosseum Building
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Century City
Cape Town 7441