

## 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.

QA LIVE  
MUNSOFT Quick Code Verification Extract

Fin Year 2021

Budget Year 2022 ORIGINAL Budget Locked YN? N

To Version 6.5

Filter  All Quick Codes  Invalid Codes

+ Add Change Delete View Ok Cancel

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, informing you that the Quick Code you selected is invalid.

SCOA Quick Code Maintenance

MUNISOFT SCOA Quick Code Maintenance

Version: 6.5  
Prefix: CASHIE CASHIERS INC CODE  
Code: 000170  
Quick Code Desc: VAT Receivable:VAT Control(VAT Control:Payments)  
Change Segments: [Search]  
Block YN:   
Segment Desc: VAT Receivable: VAT Control  
Function: Function:Finance and Administration:Core Function:Finance:Default  
Item: Assets:Current Assets:VAT Receivable:VAT Control:Payments  
Project: Default Transactions  
Costing: Costing:Default  
Src of Funding: Fund:Non-funding Transactions  
Regional: Regional:Regional Identifier:Local Government by Province:Western Cape:District Municipalities:DC01 West Coast:Municipalities:WC014 Saldanha Bay:Whole of the Municipality

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- 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”.

Version: 6.5  
 Prefix: CASHIE CASHIERS INC CODE  
 Code: 000170  
 Quick Code Desc: VAT Receivable: VAT Control(VAT Control:Payments)  
 Change Segments:   
 Block YN:

Segment Desc: VAT Receivable: VAT Control  
 Function: Function:Finance and Administration:Core Function:Finance:Default  
 Item: Assets:Current Assets:VAT Receivable:VAT Control:Opening Balance  
 Project: Default Transactions  
 Costing: Costing:Default  
 Src of Funding: Fund:Non-funding Transactions  
 Regional: Regional Identifier:Local Government by Province:Western Cape:District Municipalities:DC01 West Coast:Municipalities:WC014 Saldanha Bay:Whole of the Municipality

+ Add Change Delete View Excel Ok Cancel

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### 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	747b08c	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".

