



MUNSOFT

Software Release

MUNSOFT VERSION: 7.4.2

NOVEMBER 2021

DESCRIPTION

Munsoft Release 7.4.2 is filled to capacity with enhancements, new features and general maintenance items.

In the **Income modules**, look out for a new Bulk Payment Transfer to Multiple Accounts function, a Bulk Account Archive import and various Agreement enhancements.

Enhancements were made to the Administrator Audit Reports under **Supervisor**.

We're still growing and modifying the **New Fixed Assets** module with a lot of additional functionality added to it in this release.

On the **Expenditure** modules we added a New Creditor Type as well as an option to transfer Project Invoices.

We made changes to the **VAT Posting** programs to comply with mSCOA Circular 12.

All of this and more can be found in the detailed notes below.

RELEASE ITEMS – CASHIERS

RECEIPT CAPTURE/REPRINT (Feature Request)

Cosmetic changes have been applied, replacing the Cashier Operator's Name with the Cashier Operator's Code.

RECEIPT TRANSFER (Feature Request)

- A receipt transfer from VT to GR is available. A specific grant can be selected from the dropdown.
- A receipt transfer from VT to SD/SR/CD is also allowed.

RELEASE ITEMS – CONSUMER DEBTORS

MASTER FILES > ACCOUNT MASTER/CONSUMER ENQUIRIES (Feature Request)

Cosmetic changes have been applied, changing the label 'Physical address' to 'Physical (domicilium) address'.

TRANSACTIONS > DEPOSIT INC/REIMB (Best Practice)

Once a Deposit Status has been selected, the Tariff Code can no longer be changed.

TRANSACTIONS > PAYMENT TRANSFER SPLIT (Feature Request)

An option has been added for a user to upload a bulk file to allocate a Payment Transfer to multiple accounts. When selecting the 'Transfer YN' option, a Transfer Payment screen appears where 'Import' can be selected. The 'Generate File Layout' can be used for the correct layout. Information can be populated in this layout and then imported. Take note that transfers can be made to a Consumer account, Sundry Debtor account or a Cashier Quick Code. Standard authorisation rules apply.

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TRANSACTIONS > BULK ACC ARCHIVE (Feature Request)

An option has been added to archive accounts in bulk with an import. A new 'Archived' Debtor Status has been created. An archived account may be reactivated. No transactions, imports or Master File changes can be made to an archived account.

An account can only be archived if:

- The account has a zero balance.
- There are no deposits to be reimbursed.
- No active meters are linked.
- The account is not an owner.
- No movement for the past 12 months.
- The account has been authorised.

Archived accounts will be excluded from:

- Consumer Debtor Enquiry Search screen
- Consumer Extract
- Debtor Data Profile

SUPERVISOR > PARAMETERS > CONSUMER DEBTORS > TARIFF CODES (Legislative)

A user can use the existing field 'Applies to Account Type' to indicate if a tariff is Domestic/Business/Industrial, etc. which can then be used to report on per Category to NERSA. The field has been added to the Tariff and Transaction Extracts, Levy Control Report and the Rates, Meters and Service Recon Monthly Detailed and Summary Reports.

SUPERVISOR > PARAMETERS > CONSUMER DEBTORS > RULES & DEFAULTS (Feature Request)

A Default Variance Parameter field for Agreements has been added. This is used to determine the allowable difference in Rand value before an Agreement is flagged as Default or Good on the Agreement History Extract from the Agreements tab on Consumer Enquiries.

CONSUMER ENQUIRIES (Feature Request)

- A user can make use of an e-mail address on the Search screen when trying to locate a specific user account. Partial entries are accepted.
- The History Extract from the Agreements tab has an added 'Amount Payable' column. The 'Difference' calculation has been amended so the overpayment value is applied to the following month's calculations.
Amount Payable = Instalment + Prior Month Movement
Difference = Amount Payable + Current Months Payments + Prior Month Overpayment.
Result column: If equal or smaller than the Default Variance, the result is Good. If greater than the Default Variance, the result is Default.
- Enhancements have been made on the Transactions tab to allow a user to add notes to the Consumer Statement printed from the Enquiry screen.
Setup: Supervisor > Parameters > Global > Miscellaneous
'Generic' notes can be added/changed. The system will default to 'Generic'. This can be left blank if no notes should be printed.
Operational: A 'Notes' icon has been added to the top right corner of the Statement Reprint window. Choose from 3 options:
Custom – Enter individual notes per Consumer.
Generic – The notes entered in the Parameter screen. This is the default option.
None – No notes to be added.

CUT OFF MENU > WARNING LETTERS (Feature Request)

Various enhancements have been implemented, cosmetic and other. When selecting the bulk Check/Uncheck button, accounts with an active Extension will not be selected. A user can however manually select an account. A warning message will be displayed. An Expand button has been added which will display if an Extension or Agreement is active on an account.

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REPORTS > ADJUSTMENT REPORT (Feature Request)

Additional filter options have been added for GL Fiscal Range, Write Off Transactions and VAT related Transactions.

REPORTS > AGREEMENTS REPORT (Feature Request)

- Additional columns have been added to the Excel output option of the All Agreements Report Type to display the Account Type, Employee Number and Max Deduction Amount. Cosmetic changes have also been applied, renaming some of the columns to be more in line with the Agreement Calculations extract on the Agreement tab of Consumer Enquiries.
- The Agreement Register Report Type has been enhanced to display information of both Normal and Informative Agreements. Additional columns have been added to enhance reporting for Informative Agreements.
- The Defaulting Agreements Report Type includes information for Informative and Normal Agreements.

REPORTS > DEPOSIT REPORT (Feature Request)

A Quick Code column has been added to the Deposit Control Report which will aid in tracking Deposits on the mSCOA Trial Balance. (CONSUM Quick Code for Deposits can be easily identified when extracting mSCOA TB under General Ledger > Enquiries & Reports)

REPORTS > LEVY CONTROL REPORT (Feature Request)

The units for MTD and YTD have been removed for Quick Codes CONSUM999999 and CONTRO00105 as these are VAT related and may cause confusion if displayed.

REPORTS > METER RECON REPORT (Feature Request)

- The Monthly Report Type has a new filter to specify and extract the report by Suburb.
- An additional filter for specific Meter Type has been added to the Annual Detailed and Annual Summary Report Types.

REPORTS > METER ROUTE BOOK PRINT (Feature Request)

Cosmetic changes have been applied, changing 'Sequence' to 'Sort Per Book'. A PDF document is created per Route Book and the Book Number and Meter Number has been added to the PDF.

REPORTS > SERVICES RECON REPORT (Feature Request)

An Excel output option is available.

REPORTS > MTRS PRIORYR CORR (Best Practice)

A new meter report assists the user to extract exception meters with regards to meter charges billed at previous year/current year charges. The report will assist with the correct calculation for credit notes to be passed. Clients who make use of the 'July Double Billing' option will find this useful.

EXTRACT MENU > CONS TRANSACTIONS (Feature Request)

A filter option has been added to search by Service Type.

SMS MENU > CREATE SMS FILE (Feature Request)

A filter option to select a specific Account Status has been added.

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RELEASE ITEMS – SUNDRY DEBTORS

TRANSACTIONS > SUNDRY DEPOSIT (Best Practice)

Once a Deposit Status has been selected, the Tariff Code can no longer be changed.

TRANSACTIONS > TRANSFERS (Feature Request)

Enhancements have been made, allowing a user to transfer between Sundry and Consumer Debtor accounts. It is no longer needed to have the same Tariff Code in both modules, as the user will be prompted to supply a Consumer Tariff and a Reference Tariff.

REPORTS > DEPOSIT REPORT (Feature Request)

New Report Types have been added - Deposit Control Report, Deposit Register, Detailed and Summary.

REPORTS > JOURNAL REPORT (Feature Request)

New Report Types have been added for Deposit Increases, Deposit Reimbursements, Transfers and Payment Transfers. Excel and Print output options are available.

RELEASE ITEMS – SUPERVISOR

GENERAL (Best Practice)

A program will run daily to check for and disable all users that have been idle for 60 days and more.

ICT SYSTEM ADMIN > PARAMETERS > AUT LVL+DLG ENQUIRY (Feature Request)

Amendments have been made for the extract to be populated when Delegations or Authorisation Levels have/have not been assigned. The extract will display Org Structures assigned whether Functions have been assigned, or not.

ICT SYSTEM ADMIN > SECURITIES > OPERATOR MAINTENANCE (Feature Request)

- Cosmetic changes have been applied, changing the wording of the warning message when an Administrator changes an Operator's Linux password, for clearer understanding.
- An additional column has been added to the extract for Admin YN to indicate if a user has administrative access to the system.

ICT SYSTEM ADMIN > SECURITIES > OPERATOR LOGINS REPORT (Feature Request)

When selecting the Report Type for Users Blocked, the data populated will only be that of a user that entered the password incorrectly 3(three) times and is then automatically blocked by the program. This report will not display users that were blocked manually by the System Administrator.

ICT SYSTEM ADMIN > SECURITIES > OPERATOR REPORT (Feature Request)

- Additional filter options have been added for Blocked selection. 'Both' will extract a report with blocked and unblocked users. Select 'N/A' to exclude Blocked selection.
- New columns have been added to record Blocked/Unblocked and the User ID captured on the User Profile screen.

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RELEASE ITEMS – FIXED ASSETS

NEW FIXED ASSETS > ASSET IMPAIRMENT (Best Practice)

The Impairment formula has been added to the Narration column on the extract.

NEW FIXED ASSETS > FIXED ASSET ENQUIRY/REPORTS > FULL REGISTER (Best Practice)

The number of days of the RUL and EUL on the Enquiry screen is calculated from the current system date. A user can hover on the number on the screen to see the date. When extracting the Full Register, there are two columns containing RUL information, one indicating a date (the last day of the previous period) and RUL will be calculated from that date and a second indicating the start of the current financial year, so RUL will be calculated from that date.

NEW FIXED ASSETS > REPORTS > ADDITIONS REPORT (Best Practice)

- Enhancements have been made, to also display assets with a 'Disposed' Status.
- A column has been added to display the Supplier on all output options.

NEW FIXED ASSETS > REPORTS > TOTALS MODULE VS GL (Best Practice)

A more detailed and defined balance report that ties back to the Control Report figures. A user can select a specific period.

NEW FIXED ASSETS > REPORTS > MASTER AUDIT REPORT (Best Practice)

An Audit Report on the Asset Master import records all changes that were made, when and by who, when a batch was created and the authorisation thereof. The report can be extracted for all assets, or an Asset Number and Date Range can be specified.

NEW FIXED ASSETS > IMPORT MENU > BULK IMPAIRMENT (Feature Request)

Enhancements have been made, allowing different date formats for the Impairment Date: YYYY/MM/DD, YYYY-MM-DD, YYYYMMDD.

NEW FIXED ASSETS > IMPORT MENU > MULTIPLE OCCUPANTS IMPORT (Feature Request)

A new option has been added for multiple occupants to be imported. The Generate File Layout button can be used for the correct layout. A room can have more than one occupant. An error report will be produced if the same file gets imported, therefore no duplicates will be allowed. Once imported a Multiple Occupants report can be extracted under New Fixed Assets > Reports. Take note that only Codes are valid for importing, not Descriptions.

NEW FIXED ASSETS > AUTHORISATIONS > BULK AUTH (Feature Request)

Bulk transactions that are yet to be authorised on Disposal, Reassessment and Impairment screens can be printed to PDF and/or extracted to Excel.

NEW FIXED ASSETS > NEW WIP REGISTER > WIP REGISTER (Best Practice)

P13/15 Transactions are included on the WIP Register screen and can be extracted.

NEW FIXED ASSETS > NEW WIP REGISTER > WIP BALANCES REPORT (Best Practice)

- For the Detailed Report Type, prior transactions have been added to the transactions list for the current Fin Year.
- For the Summary Report Type, both Excel and Print output options, additional columns were added for Opening Balance Adjustment and Adjusted Opening Balance (Opening Balance + Opening Balance Adjustments) and Impairment Opening Balance which will display the Impairment Journal passed in the previous financial year.

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RELEASE ITEMS – REGISTERS

INVESTMENTS > INVESTM DOC CAPTURE (Compliance: mSCOA Circular No 11)

- When capturing Investment Charges (IC), the program will default to the VAT code as per the segment string setup. The VAT Code and Incl/Excl fields are editable.
- Enhancements have been made for the Investment transactions to adopt the segments of the Quick Code set up. An Investment Quick Code cannot be added with Non-Funding being the Funding Source.

GRANTS (Compliance: mSCOA Circular No 12)

The following enhancements have been made to Grants:

The Grant Register will display Grants based on 'monetary allocation' description and long account number.

The Grant Opening Balance will show on the Register if the Parameter is setup for Opening Balance Item.

Where VAT is applicable to a Grant, both REVENUE and TRANREV Tran Types must be set up for VAT, otherwise the Grant Journal will be out of balance.

The Grant Journal number has a prefix, GRN, to easily identify the journal.

LOANS (Compliance: mSCOA Circular No 11)

Amendments have been made to the way Loan Repayments are handled in the program. The Repayments used to post to non-Current loan Liability Item. NT only looks at the Current Liabilities:Financial Liabilities:Current Portion of non-Current Borrowings Withdrawal Items for Cashflow purposes. The Quick Code screen has been amended to allow a user to select a Loan Current Liability Item, as well as a Loan non-Current Liability Item, preferably the Opening Balance.

VERY IMPORTANT: Quick Codes and SCOA Bank Types setup on existing Loans must be amended for the Loan Repayment transaction to correctly affect the Cashflow.

PETTY CASH > PETTY CASH CAPTURE (Feature Request)

When a user captures a Petty Cash Withdrawal, the system includes Assets, Expense and Liability Segments for selection.

RELEASE ITEMS – SUNDRY REGISTERS

REPORTS > SUNDRY REG EXTRACT (Feature Request)

Additional columns have been added for Main Facility Type and Sub Facility Type.

TRAFFIC FINES I'FACE > TRAFFIC FINES IMPORT (Feature Request)

A new field has been added to capture a Document Date when processing TCS files. The program will use this captured date when grouping transactions to post to the Cash Book.

RELEASE ITEMS – GENERAL LEDGER

MASTER FILES > VOTE MAINTENANCE > ELIMINATION SEGMENTS (Compliance: GRAP 35)

ONLY APPLICABLE TO MUNICIPALITIES WITH AN ENTITY.

Elimination segments can be imported. Use the Export Template for the correct layout. Consolidated reports (MSCOA TB, NT Consolidated Extracts) will exclude these segments. This only affects Budgets and Actuals.

JOURNALS > VAT CONSOLIDATION JNL (Feature Request)

A document is printed after processing the VAT Consolidation Journal.

JOURNALS > CREATE GRANT JNL (Compliance: mSCOA Circular No 12)

- When processing the Grant Journal, the segments will be adopted off the Grant Quick Code and not the Expense line.
- Enhancements have been made for the program to only look at the Input Accrual:Recognised Item to determine the VAT amount to be transferred to Revenue. This will ensure that the Grant Journal still correctly transfers the VAT portion on a Grant even after the VAT Consolidation Journal has been processed.

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ENQUIRIES & REPORTS > VOTE ENQUIRY (Feature Request)

- Receipt details can be printed from the Vote Enquiry screen. The Receipt Reprint button will print a duplicate receipt and the Print button will print a PDF of the Receipt details.
- The Pending Summary screen from the Budgets tab has been amended to remove the Deliveries dropdown. Goods Delivered and Goods Returned are included under the Stores Interface dropdown.

ENQUIRIES & REPORTS > CHECK CONTROLS (Best Practice)

Sub-module totals are being displayed as per Asset Group for integrity verification.

ENQUIRIES & REPORTS > MSCOA TB (Feature Request)

A column for the VAT Code has been added.

BUDGETING > VIREMENTS (Best Practice)

Enhancements have been made whereby a warning message will be displayed, alerting a user when a new batch is created while the Adjustment Budget is in progress. A user will however be able to proceed with capturing, amending and authorising virements. Once the Adjustment Budget has been locked and authorised, a user will not be allowed to process any further transactions.

BUDGETING > ENQUIRIES & REPORTS > FUND ITEM SUMMARY (Feature Request)

Enhancements have been made for the report to roll up to Posting Levels 1 through 3 for Funding and Item. An additional filter has been added to select Income/Expense Type. This will assist in identifying non-funded allocations against items.

MSCOA MENU > PROJECTS > BUDGET VS ACTUAL (Feature Request)

A report which allows the user to compare the budgeted amount to the actual spending for a specific financial year. It can also be extracted based on Project, Funding and Item.

MSCOA MENU > UTILITIES > QUICK CODE MAINTENANCE (Feature Request)

- A new field has been added to the Quick Code search screen to indicate if the Quick Code is active or not.
- Additional columns have been added to display if Active Y/N and the Item GUID.

MSCOA MENU > UTILITIES > DUPLICATE QUICK CODES (Feature Request)

A new menu item allows a user to extract duplicate segment combinations on Quick Codes. Quick Codes with the same Prefix and Segment combination will be displayed in the extract. Different filter options are available.

SUPERVISOR > PARAMETERS > BONDS AND LOANS > TYPE (Compliance: Section 71)

Amendments have been made to display the NT allowable institution as per the IM and BM NT Submissions.

RELEASE ITEMS – PROCUREMENT

REQUISITION ADD/AMEND/DECLINE/AUTH (Feature Request)

- Cosmetic changes have been applied, displaying the full string budget in the Budget field, spent and pending amounts in the Used field and Budget minus Used in the Available Budget field. If the Budget Check is disabled, the Total Budget and Available Budget will be displayed as 0 (zero).
- A line has been added to the PDF document to display in detail the document totals.

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GOODS - DELIVERED (Feature Request)

Budget is checked/reserved for Goods Delivered prior to the Delivery Note being captured. No budget check is done when Delivery Note is captured.

CREDITOR INVOICE - DELETE (Feature Request)

A PDF document is generated when a user deletes a Creditor Invoice.

RELEASE ITEMS – STORES

STOCK TRANSACTIONS (Feature Request)

Fields for Captured By and Authorised By have been added to the printed documents.

ENQUIRIES & REPORTS > STOCK RE-ORDER LISTING (Feature Request)

A column to display Location has been added.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > STORES PERIOD END (Operational)

An additional check has been added not allowing any transactions that will affect the Stores module after the Stores Month-End has been authorised. Stock-affecting transactions are allowed before authorising the Stores Month End or after the Stores Period has been closed.

RELEASE ITEMS – CREDITORS

GENERAL (Feature Request)

Cosmetic changes have been applied allowing for more characters in all Invoice Number fields.

ENQUIRIES & REPORTS > MASTER FILE LISTING (Feature Request)

When a user captures creditors details using a comma, the system will replace the comma with a space as the commas causes issues when data is extracted.

TRANSACTIONS > STD EXPENSE (Feature Request)

Enhancements have been made whereby the program allows up to 4 (four) decimals on the Price field and 2 (two) decimals on the Quantity field (Qty). Whether adding, placing on hold, or amending, only 4 (four) decimals will be allowed on the Price field.

CREDITORS MAINTENANCE > CREDITOR MASTER

(Compliance: mSCOA Circular No 11)

A new Creditor Type has been added under the Company Details tab for 'Contractors'. Creditor Type is a mandatory field to be selected as it dictates the posting. Stock will post to the Inventory Liability Item, while others will refer to the Creditor Type to determine the Liability Classification.

PROJECT INVOICES > TRANSFER PROJ INV IMP (Feature Request)

A new option has been added to enable a user to transfer Project Invoices from one Project to another. 'Export Template' can be used for the correct file layout. The 'File has Header' option must be used.

Project GUIDs and Creditor columns are required for a successful import.

More than one Creditor with its Invoices from different Projects can be imported, all being transferred to one.

If transferring to a Project that has no budget, a budget check will be done, and a password will be required for those Invoices to go through.

If a Project had no Creditors linked, the Creditor will be transferred, but not the Creditor appointed amount, due to budget that will need to be authorised.

This will only change the Project Invoices. A Journal will still have to be passed to move the posted Actuals.

CONTRACTS > CONTRACT MANAGEMENT (Feature Request)

A field has been added on the Financials tab to capture a Guarantee Value.

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RELEASE ITEMS – CASH BOOK

GENERAL (Feature Request)

Cosmetic changes have been applied allowing for more characters in all Invoice Number fields.

TRANSACTIONS > CB REQUESTS AUTHORISE/UPDATE (Feature Request)

- An enhancement has been made whereby all updated and authorised Cash Book documents will be saved in a zip folder. When it reaches 20 documents, a PDF Listing will be created.
- A Check/Uncheck button has been added to select/deselect records to authorise and/or update.

BANK RECON (Feature Request)

Cosmetic changes have been applied, renaming headings on statements and printed documents to correctly reflect debit and credit values relating to Cash Book and Bank, Revenue and Expenditure.

BANK RECON > BULK MATCHING (Feature Request)

When a user imports a bulk matching file and there are errors, the program will generate an error report displaying all items that were not matched due to errors.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > C/BOOK I'FACE PRINT (Feature Request)

Additional filter options have been added to the screen to select a Quick Code and/or specific Cash Book Code. Two extracts are generated, a complete Cash Book Interface Report and a Sub-module Interface Report which displays Interface details from the Income modules to assist with reconciliations.

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RELEASE ITEMS – USER PROFILE

A new field has been added to the User Profile screen to uniquely identify each user account. It is a standard text field and is not mandatory.

RELEASE ITEMS – GENERAL

VAT POSTINGS (Compliance: mSCOA Circular No 12)

The Quick Code used for VAT Consolidation Journal has been updated with the Funding Source.

RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.4.2 will be released from 17 November 2021.

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

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