

MUNSOFT

Software Release

MUNSOFT VERSION: 7.3.3

MARCH 2021

DESCRIPTION

Munsoft Release 7.3.3 introduces a collection of new features such as the Organisational Structure Authorisation and Delegations and the Water Inventory Calculation.

Enhancements have been made across various modules, to accommodate Feature Requests, general Operational Requirements and to comply to Circular-specific guidelines.

RELEASE ITEMS

NEW FEATURES

CONSUMER DEBTORS > EXTRACT MENU > DEBTOR DATA PROFILE

A new extract containing Consumer Account information, and which displays Tariff Codes in use at the time of the specified period instead of tariff codes currently in use. This extract can replace the 'Tariffs on Accounts' report.

CONSUMER DEBTORS > TRANSACTIONS > ACC CONS REVERSAL

A new option to reverse an Account Consolidation is available. This feature can only be used on Account Consolidations done from this release onwards and not on historical Account Consolidations.

CONSUMER DEBTORS > TRANSACTIONS > BULK PREPAID MTRS

Prepaid meters can be imported and linked to valid Consumer Account numbers in bulk. Use the 'Generate File Layout' button for the import layout.

CREDITORS > ENQUIRIES & REPORTS > DUPL BANKING DETAILS

A report is available to extract Creditors with duplicate banking details. It is also indicated if the Creditor is on Hold. Only users with authorisation to change CRS Banking Details (Supervisor > ICT System Admin > Parameters) will have access to pull the report.

GENERAL LEDGER > BUDGETING > ENQUIRIES & REPORTS > FUND ITEM SUMMARY

The report displays Funding of a Budget for the current Financial Year and two outer years. A user can view available funds against specific Items on Original and Tabled Budget Types.

GENERAL LEDGER > BUDGETING > ENQUIRIES & REPORTS > PROJECT ITEM SUMMARY

This screen enables a user to search for a Project/Projects and extract a report with Actual figures for Capital Projects across multiple years with Non-Control Items affected. Select a specific Project from the dropdown or click on Excel to extract all Projects.

GENERAL LEDGER > JOURNALS > WATER INVENTORY CALC

A data capturing screen that will assist in the calculation of the theoretical Water Closing Balance and Apparent Water Losses by using a combination of Actuals from the system and Unit Value input from the user to calculate the Average Unit Price.

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GENERAL LEDGER > ENQUIRIES & REPORTS > GL ABBREVIATIONS

This screen allows a user to view the Descriptions of various abbreviations in the General Ledger. An Excel output option allows for all Abbreviations, Descriptions, and the Source and/or Document Type to be exported. (For auditors use)

GENERAL LEDGER > ENQUIRIES & REPORTS > JOURNAL SEQ LISTING

This report lists Journals in sequence for a selected Period and includes Journal details such as Journal Status, Capture Date, Capture Operator, Posting Operator.

SUNDRY DEBTORS > REPORTS > INTERFACE LISTING

An Interface Listing is available in Text or Excel for a specified Period in Summary or Detailed.

SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS

Organisational Structure Authorisation and Delegation -
Authorisation amounts can be set up by Operator to all Functions or to selected Functions within the Organisational Structure.
Delegation can be done to a specific Operator for a specific Date Range with a Reason specified.
A history of Delegations and all changes will be recorded.
Full details will be available in the user manual.

ENHANCEMENTS

CASH BOOK > BANK RECON > RECONCILE CASH BOOK

- Enhancements have been made to make it easier to reference the 'Reference' and 'Description' fields between the Bank and Cash Book side.
- Additional columns have been added on the Auto Match and Bulk Match import layouts. (Matched ID, Matched Date, Matched Time, Matched Period, Matched Operator). The Matched ID can be used to trace transactions between the Bank and Cash Book.
- Any document on the Cash Book side can be viewed by right clicking and selecting 'View' option. The module where the specific transaction originated from is also indicated.
- Fiscal Period fields have been added to filter Unmatched and Matched items for a specified Period. The Recon Report will be extracted based on the Period Range specified. If there are more than 300 transactions, use the Excel output option.
- Signature lines have been added to the Detailed Statements. Due to pdf page limitations, when a page exceeds the limit, a new page will open, continuing with statement information. Each page will have the signature lines.
- Cosmetic changes include:
 - > CB Bank Charges menu option has been removed.
 - > Unmatched fields have been added on the screen.
 - > 'No of Transactions' column added on the Bank Reconciliation Summary.
 - > Recon Report Date cannot be changed.

CASHIERS > CASHIER REPORTS > RECEIPTS/BACK DATED RECEIPTS

Columns to indicate Back Dated and Prior Period receipts have been added to the Receipts Report Type.

A new Report Type 'Back Dated Receipts' will list all the Back Dated and Prior Period receipts. Output options are Excel (Detailed), PDF and Print.



CONSUMER DEBTORS > CONSUMER ENQUIRIES

A 'Consolidations' tab lists 'Account Merge' and 'Transfer' transactions. Details of each relevant transaction can be viewed when clicking the 'Doc No' dropdown.

CONSUMER DEBTORS > REPORTS > CHARGES PER STAND

Enhancements to the report enables the user to extract Account related information driven from the Erf number, so information on Rates, Meters and Charges are listed per Erf. This is useful when a user wants to check that the correct number of charges and types of charges are linked to each stand.

CONSUMER DEBTORS > REPORTS > INTERFACE LISTING

Additional columns are available on the Detailed Excel by Fin Year option to display the Opening Balance and the Item Long Description. This will assist with Debtors reconciliations.

CREDITORS > CONTRACTS

Contracts with an early termination clause can now be terminated through a Contract Transaction. The transaction will need to be authorised. Once authorised, the contract Status will change to 'Terminated'.

A Retention Percentage value can be added to a Contract.

A Contract Value and Term can be amended through a Contract Transaction that needs authorisation. Normal authorisation rules apply.

CREDITORS > ENQUIRIES & REPORTS > CREDITORS ENQUIRY

Enhancements to the 'History' tab allows the user to select 'All Transactions' or 'Refine' by 'Period', 'Doc Type' and 'Doc Num'.

CREDITORS > ENQUIRIES & REPORTS > CRS HIST EXTRACT

Enhancements to this screen allows the user to select a specific Creditor, or All Creditors with All Statuses, or All Creditors with a Status specified. Additional filter options for transactions are available when clicking the 'Filter' button.

Options are 'All Transactions' or 'Refine' by 'Period', 'Doc Type' and 'Doc Num'.

FIXED ASSETS > NEW FIXED ASSETS > ASSET MASTER

New fields added to record the 'Risk Exposure Rating' per Asset. The calculation of risk based on Probability of Failure and Consequence of Failure, 1 – Low Risk and 25 – Disastrous.

The 'Current Replacement Cost' value field has also been added which in future will assist with maintenance forecasting.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > COPY TO MAIN/ADJB TO MAIN

The IDP Project count has to match the Budget Project count before a Copy to Main or ADJB to Main can be done.

GENERAL LEDGER > BUDGETING > ENQUIRIES & REPORTS

Reports for A/B Schedules are controlled by Munsoft. 'Detailed' and 'Monthly' options are removed from the screens.

C Schedules will also be removed until it has been finalised.

GENERAL LEDGER > ENQUIRIES & REPORTS > MSCOA TB

The 'Actuals Extract' Report Type has a new option to specify a Period within a Financial Year. This option is available for Detailed and Summary reports.

GENERAL LEDGER > ENQUIRIES & REPORTS > SEGMENT ENQUIRY

CON IFACE 999999 Journals in the General Ledger can now be reconciled with the sub-modules by using the respective Cash Book and General Ledger Interface numbers.

GENERAL LEDGER > MASTER FILES > VOTE MAINT > VIEW DELETED VOTES

An option to restore deleted segments have been added. Restore must be authorised under 'Delete Votes Auth'.

GENERAL LEDGER > SCA MENU > PROJECTS > PROCUREMENT PLAN

Enhancements on Procurement Plan includes details on the Item Level.

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PROCUREMENT > PROCUREMENT ENQUIRIES

When an order has a 'PARTLY' status, the number (ORD)ERED, (REC)EIVED and (OUT)STANDING will be indicated on the Enquiry screen and the printed document.

REGISTERS > INVESTMENTS

Enhancements have been made to accommodate interest accrual. Correct setup is required on Quick Codes and Bank Types. Please refer to Investment Manual for full details.

STORES > ENQUIRIES & REPORTS > DAILY FUEL REPORT

Sorting options have been added when selecting the Excel output option. The report can be sorted on Issue Date in (ASC)ending or (DESC)ending order, or by Issue Number.

SUPERVISOR > FIN SYSTEM ADMIN > UTILITIES > HARD BLOCK CONTROLS

The 'View' button enables a user to see the history and track the status of a module. It lists the date, time, and operator. Consumer Controls are also split, and the user can select the sub-module or 'ALL'.

SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPR MENU ACCESS

A Summary option has been added. The Detailed option extracts all menu items and functions, and the Summary option extracts main menus only.

SUPERVISOR > PARAMETERS > CASH BOOK > PETTY CASH REG FUNC

A user can allocate a 'Monthly Balance Allowed' amount. If nothing is allocated in this field, the program will look at the 'Max Balance Allowed'. If a transaction is captured/amended exceeding the allowed limits, an error will occur.

The 'Delete' check box have been renamed to 'Inactive' and can be checked and unchecked. If checked, the function will be inactive and will not be listed on the Cash Book when capturing transactions.

SUPERVISOR > PARAMETERS > STORES > PRODUCT GROUPS

A 'Control Function' option has been added to change the Default Function. Once the Control Function has been set up and a group is linked to the Part Number, an issue can be captured with the Part Number and posting will affect the specific Function.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > CINSUMER DEBTORS

The overall performance of billing programs have been enhanced. Various factors may have an impact on this performance, but in general the billing runs should be faster.

SUPERVISOR > SECURITIES > OPERATOR MAINTENANCE

An automatic check is done daily on the login of users. If a user has not logged in within the last 6 months, the user will be deactivated. An authorised person at the municipality can reactivate a user, should it ever be necessary.

SUPPLY CHAIN/PROCUREMENT

Enhancements in the Supply Chain and Procurement processes will allow tracking of Operators and Dates throughout the process.

MAINTENANCE

CASH BOOK > TRANSACTIONS > CB REQUEST AUTHORISE

Cosmetic changes applied, changing wording 'Period 13' to 'Prior Year'.

CASHIERS > RECEIPT IMP/EXP MENU > EASYPAY FILE IMPORT

Amendments have been made for the program to use the 'Import Date' field and NOT the date in the import file. Note that if a file with numerous lines and different dates are imported, the captured 'Import Date' will be used by the program and reflect on the Cash Book Enquiry.

CASHIERS > RECEIPT IMP/EXP MENU > POST OFFICE FILE IMPORT

The Receipt Date will be the date as per the import file and NOT the 'Import Date' captured on the import screen.

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CASHIERS > RECEIPT IMP/EXP MENU > PAYDAY FILE IMPORT

The following program checks have been implemented:

- If a valid Consumer Account number is recognised, the program will process successfully, even if 'CONSUM' is not specified in the file.
- 'CONSUM' and 'SUNDRY' entries can be imported in the same file, as long as it is specified and with correct Account numbers.
- An import will be processed if the file name is correct and contains valid Account numbers and Amounts.
- If a file contains invalid Account numbers, the valid Account numbers will be processed, and a rejected file will be generated for the invalid lines.
- A file will be rejected if the file sequence and/or file name is incorrect.
- When the import is done, the Total number of Payments, Payment Amount, Total number of Receipts (excluding invalid) will be displayed.

CONSUMER DEBTORS > EXTRACT MENU > METER EXTRACT/METER HISTORY EXTRACT

Additional columns have been added to display GPS coordinates for each meter which will be updated/maintained through the meter reading integration files.

CONSUMER DEBTORS > MASTER FILES > METER MASTER

Additional date fields have been added to capture the Status Change Date, Inspection Date, Date Captured on system and Date Installed on site.

CONSUMER DEBTORS > METER MENU > METER CONSUMP STATS

An Excel output option has been made available. Note that current meter information, prior to the billing is displayed.

CONSUMER DEBTORS > REPORTS > AGREEMENTS REPORT

Additional columns have been added to the Text and Excel output options, displaying the Document Number, Capture Operator, Authorise Operator and on Excel also the Capture Date.

CONSUMER DEBTORS > REPORTS > INTEREST LEVIED REPORT

An Excel output option is available.

CONSUMER DEBTORS > REPORTS > JOURNAL REPORT

Write Offs and Reversals Transaction Types have been added to the selection options.

CONSUMER DEBTORS > REPORTS > METER CONSUMPTIONS

An Excel output option has been made available. Note that current meter information, prior to the billing is displayed.

CONSUMER DEBTORS > REPORTS > METER RECON REPORT

Additional columns have been added to the Detailed and Summary version to display Meter Adjustments and Monthly Rebates.

CONSUMER DEBTORS > REPORTS > METER REPORT

An Excel output option is available for the Detailed report, including additional columns to display the mentioned new fields.

CONSUMER DEBTORS > STATEMENT MENU > STATMINT BTCH REPORT

Output options for the 'Detailed' Report Type are Excel and PDF.

CONSUMER DEBTORS > TRANSACTIONS > AGREEMENT ADJUSTMENT

When selecting the 'Interest' option, the 'No Interest' check box can be flagged/unflagged to indicate if the Account should be charged interest on the Agreement amount, or not.

CONSUMER DEBTORS > TRANSACTIONS > BULK INDIGENTS

An option to inactivate indigents in bulk have been added. The 'Generate File Layout' button will populate an extract with active Indigents. An 'Inactivate' Date and Reason must be captured. When the file is imported and 'Inactivate' Date and Reason fields are empty, the record will remain unchanged.

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CONSUMER DEBTORS > TRANSACTIONS > DEBIT/CREDIT NOTE

Further enhancements have been made to allow a Debit Note on a Tariff Code linked to a Liability Item if the outstanding balance on the Liability Item will not result in a debit amount. This is an exception to the normal Debit Note rule to accommodate historic (pre-Munsoft) corrections.

CONSUMER DEBTORS > TRANSACTIONS > METER DISCONNECTION/RECONNECTION

Installation Date and Removal Date fields have been added for recording purposes.

CONSUMER DEBTORS > TRANSACTIONS > PAYMENT TRNFER/REVER

The Narration entered on the capture screen will be displayed on the printed document.

CONSUMER DEBTORS > TRANSACTIONS > TRANSFER

- When capturing a Transfer and the 'Statement Desc to be this' box is not ticked, the program will print 'TRANSFER' and the relevant service description on the document.
- Amendments have been made, allowing a user to select a credit transaction where the tariff code is not the Payment Tariff Code but the REF Tariff Code is the Payment Tariff Code. An error will occur, and the user will be stopped when they try to insert an amount that will leave the Tariff Code linked to a Liability item in debit.

CREDIOTRS > ENQUIRIES & REPORTS > CREDITORS ENQUIRY

The specific Order Number is displayed when expanding a line on the History tab. The order number has also been added to the Excel extract.

GENERAL LEDGER > BUDGETING > B/SHEET BUDGETING > ALIGN ITEM TO CTRL

A column 'BUD GRP (Prim/Sec)' has been added to the 'Align Item to Control' extract, indicating if the Item is in (P)rimary or (S)econdary budget.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > AUTH ADJB LOCK

When a user authorises the ADJB, a certificate is generated.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > AUTH BUD LOCK

When a user authorises the Tabled Budget, a certificate is generated.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > COPY ADJB TO MAIN

When selecting 'Copy OpenBalanc', a user will be notified that Opening Balances are being copied and not Budget.

GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > FORECAST COSTING

An Adjustment Budget Report Type option has been added.

GENERAL LEDGER > BUDGETING > ENQUIRIES & REPORTS > RPRNT LOCK ADJB

A reprint option for the ADJB certificate is available.

GENERAL LEDGER > ENQUIRIES & REPORTS > CHECK CONTROLS

Bank Codes are displayed on the Financial Control Verification Screen and the report.

GENERAL LEDGER > ENQUIRIES & REPORTS > PROOF LISTING

An option to select JRN as the Journal Type has been added and can be filtered on Authorised Journals, Unauthorised Journals and Deleted Journals. Output options are Excel and Print (pdf).

PROCUREMENT > REQUISITION ADD/AMEND/DECLINE/AUTH/ENQUIRIES

A CSD Reference No field has been added to display the CSD reference number. If there is no CSD reference number, the field will be empty.

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PROCUREMENT > PROCUREMENT ENQUIRIES

A column for 'Specifications' has been added to the Detailed and Summary report options.

Cosmetic changes have also been made to the filtered reports, adding extra columns for ease of reference.

PROCUREMENT > REQUISITION AMEND

Already Authorised Requisitions have been removed from the Amend screen.

REGISTERS > INVESTMENTS > EFT EXPORT

An EFT option has been added and the 'ID' is the Doc No to export. Only EFT exports that have not been done will be displayed. Once exported, the item will be removed from the list.

REGISTERS > INVESTMENTS > INVESTM DOC CAPTURE

A Document Number will be generated once a transaction has been processed.

REGISTERS > LOANS > LOANS DOC CAPTURE

A Document Number will be generated once a transaction has been processed.

STORES > STOCK TAKE > COUNTED STOCK IMPORT

A 'Generate File Layout' button has been added to use for the import layout.

STORES > STOCK TRANSACTIONS > ADJUSTMENT - RPRINT

Amendments have been made to allow a user to reprint Captured and Authorised Adjustments. 'ADJ' can be selected for Stock Adjustments and 'CPA' can be selected for Cost Price Adjustments. The Fiscal Period field accepts prior year periods.

STORES > STORES ISSUES/RETURNS > FUEL ISSUE

Fuel Issues can be back dated by one month to allow for delays between issuing and capturing and therefore ensuring accurate monthly reporting.

STORES > STORES ISSUES/RETURNS > FUEL IMPORT

A 'Fuel Import Template' option is available, providing the correct layout for import. The filename must contain the word 'Fuel'. The number of valid lines and Total Amount is displayed. After successful import, the details of imported transactions will be displayed in an Excel file. The import is automated, so no authorisation is required. Transactions can be viewed on the Issue Enquiry screen. (Please note that correct setup is required for Fuel Import function to be used.)

SUB-ITEM MAINT > ENQUIRIES & REPORTS > VEHICLE COSTS

Output options available are Excel, PDF, XML.

SUPERVISOR > ICT SYSTEM ADMIN > CREATE NEW/OPERATOR MAINTENANCE

Cosmetic changes have been applied for simplified usability. Linux passwords can also be changed by the administrator and only administrators will have access to create new users. Use the Details dropdown for changes on the Maintenance screen.

SUPERVISOR > ICT SYSTEM ADMIN > PARAMETERS > AUTHORISATION LEVELS

Cosmetic changes have been applied to the wording of pop-up messages when adding/changing Authorisation Levels.

SUPERVISOR > ICT SYSTEM ADMIN > SECURITIES > OPERATOR REPORT

Additional columns have been added to 'All' Excel output options to display the Operator, Date and Time of a Status Change.

SUPERVISOR > PARAMATERS > CONSUMER DEBTORS

Various 'Add', 'Change', 'Delete' buttons have been disabled on sensitive parameter screens. These parameters are set up during conversion phase or otherwise maintained by Munsoft.

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SUPERVISOR > PARAMETERS > CONSUMER DEBTORS > RULES & DEFAULTS

- New fields for 'Unallocated Receipt Transfer Fee' Tariff Code and Fee have been added. This should be set up if a penalty must be levied when a receipt was posted to the Unallocated Quick Code due to an incorrect reference being used. When using the Receipt Transfer screen and transferring from VT to CD and the Quick Code selected is the Unallocated Quick Code, a user will have an option to charge the fee to the Consumer Account.
- A 'Statement Interest' option has been added under the 'Rules Indicators' tab for a user to select if interest should be displayed in 'Detail' or 'Consolidated' on the Consumer Statement.

SUPERVISOR > PARAMETERS > GLOBAL > SYSTEM CONTROLS

- Cosmetic changes have been applied, realigning wording and check boxes and renaming 'Chck Tax Cert On Payment' to eliminate confusion with the 'Check Suppliers Tax Clearance' under SCM Controls.
- An 'Auth Invoices' option has been added. If invoices need to be authorised, this field needs to be checked. If the field is not checked, when capturing an invoice (Procurement > Creditor Inv – ADD), the AMEND, DELETE, AUTH options will not apply.

SUPPLY CHAIN > REQUEST AMEND

Already Authorised Requests have been removed from the Amend screen.

SUPPLY CHAIN > SCM REQUEST ENQUIRY

An option to filter by Formal Quotation has been added. Filtered results can be exported to Excel.

SUPPLY CHAIN > TENDER AWARD/SCM REQUEST ENQUIRY

Output options are PDF Print and TXT Print.

GENERAL

- Excel output options are available on Interface Listings across all modules.
- Regular maintenance is done on audit table triggers which might affect some processing and posting programs. The maintenance is necessary, but if processing/posting times are becoming a problem, kindly inform us by logging a call, so we can assist with an alternative solution.

RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.3.3 will be released from 10 March 2021.

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

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