MUNSOFT Software Release

MUNSOFT VERSION: 7.3.4

MAY 2021

DESCRIPTION

Munsoft Release 7.3.4 hosts exciting new features such as the Maintenance Forecast calculation based on the Current Replacement Cost value for a guideline on Annual budget for Asset Maintenance.

A new Billing Summary Report presents the levied amounts for the specified Levy Period and previous periods, per Service Type. This will assist a user to check the accuracy of a billing run compared to previous months.

RELEASE ITEMS – CASHIERS

RECEIPT TRANSFER

- The Receipt Transfer process is designed to take a receipt from the VT/ Segment to a CD/Consumer account, therefore the first line will default to VT and the lines thereafter will default to CD. VT/CD can however be changed by simply typing in the relevant code or selecting it from the dropdown.
- A user can now also transfer a receipt from a Consumer account to a Segment.

BANK STATEMENT

When entering an inactive Account Number to allocate a payment, a warning message is displayed. The program allows to continue.

RELEASE ITEMS – SUNDRY DEBTORS

SUPERVISOR > PARAMETERS > SUNDRY DEBTORS > DEPOSIT STATUS

Deposit Types can be set up and linked to the relevant Deposit Tariff Code.

TRANSACTIONS > BULK DEPOSIT INC/REM

Bulk Deposit Increase/Re-imbursements can be imported. The Layout for the import file is available when clicking the 'Generate File Layout' button. The Deposit Status and Tariff Code set up in Parameters need to match what is captured in the import file.

REPORTS > INTEREST LEVY REPORT

A report is available to display information relevant to the Interest Levy Run.

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RELEASE ITEMS – CONSUMER DEBTORS

MASTER FILES > METER MASTER

- When adding a new meter, a user will not be allowed to link a tariff that is not a meter related tariff code.
- A dropdown has been added to the Route Book field to search/select a specific Route Book. The Route Book Description can be maintained on the Route Book Master (Meter Menu) for simplified searching.

METER MENU/METER RDGS IMP/EXP

When a user changes a current meter reading, the Reading Type will also have to be updated, e.g., an Estimated Reading is overwritten with an (A)ctual Reading or a (S)elf Reading. Readings cannot be changed to (E)stimated and a Reading cannot be changed to (U)nread unless the readings are the same and a No Access Code is provided.

TRANSACTIONS > METER ADJUSTMENT/METER BULK ADJ

A Calculation Type indicator has been added to the capture screen to indicate (B) for Billing Unit Charge and (T) for Unit Charge on Tariff Code. This change is implemented to accommodate adjustments done over a period where the scale or unit charge might have changed. The indicators will show whether the adjustment calculation came from current Tariff setup (T) or the setup as at the time of Billing (B). Going forward all adjustments will be calculated from the setup as at the time of Billing.

TRANSACTIONS > RE-IMBURSEMENT

A Re-imbursement cannot be captured if there are pending transactions on the account.

REPORTS > AGEING REPORT

The Detailed Excel option, Detailed by Tariff code has a new column indicating if an account is Prescribed_YN.

REPORTS > DEPOSIT REPORT

A new column has been added to the Deposit Register Report Type to indicate the Deposit Type per line. An Excel output option is available.

REPORTS > INTERFACE LISTING

If the number of records extracted exceed the Excel maximum limit, multiple spreadsheets are populated to accommodate all records.

REPORTS > LEVY CONTROL REPORT

Additional columns have been added to the Split Step Tariffs Excel output option to display the units of any Basic Charges linked to scale “98” in different columns, MTD and YTD.

EXTRACT MENU > TARIFF CODE EXTRACT

New columns have been added to display Prior Year (PY) values and % changes between PY and CY (Current Year).

SUPERVISOR > PARAMETERS > CONSUMER DEBTORS > RULES & DEFAULTS

The default statement layout can be selected on the ‘Rules Indicator’ tab by choosing the specific Statement File Format option. If the default is set, no selection can be made on the Print Statement Batch screen.

SUPERVISOR > REGULAR PROCEDURES > MONTH END > PROCEDURES

A new Billing Summary Report presents the levied amounts for the specified Levy Period and previous periods, per Service Type. This will assist a user to check the accuracy of a billing run compared to previous months.

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RELEASE ITEMS – PROCUREMENT

SUPERVISOR > PARAMETERS > GLOBAL > SUB LA CODES > SCOA CONTROLS

Default Part Number can be defined, or it can be left blank. The Part Number on the Requests and Requisitions capture screens will be adopted from this setup.

REQUISITION - ADD

- The 'Used' amount field on the capture screen and printed document displays the pending (including current) transactions plus YTD spent as per the Vote Enquiry.
- If a Creditor Type is NOT 'Trade Creditor' and at Requisition stage a Capital Project is captured, the system will warn a user and automatically post the transaction to Trade Creditors. Capital Projects have to post to Trade Creditors.

REQUISITION - AUTH

Enhancements have been made to sort transactions by Transaction Date in descending order.

P/ORDER - DELETE

A Purchase Order can only be deleted if no items were received, and no invoice was captured. For partially received goods/returns/invoices, a user will not be allowed to delete a Purchase Order, but can Close it if completed.

GOODS DELIVERED

- Details captured in the Instructions field on a Delivery Note are displayed on the printed document.
- Cosmetic changes applied to clarify that Payment Terms need to be set up when selecting the Order No on the capture screen.

PROCUREMENT ENQUIRIES

- Function details and Payment Document Numbers are displayed on extracts and printed documents.
- Type of Document: Purchase Orders - 'Status' column is now specified as 'Order Status' and if more than one GRV apply, on the GRV/GRS dropdown for 'MANY', the GRV Status for each document is displayed.
- Type of Document: Goods Delivered – The Status is displayed when clicking on the GRV dropdown and is also visible on the Summary and Detailed Excel extracts.

RELEASE ITEMS – STORES

SUPERVISOR > PARAMETERS > GLOBAL > SUB LA CODES/TYPE OF ENTRIES

When creating a New Store, all entry types relating to the Store will be listed when navigating to 'Type of Entries'.

STORES > STORES ISSUES/RETURNS > STORE ISSUE – ADD/RESUME/AMEND

If the quantity captured is less than the set minimum QOH, a warning message will be displayed, and a reason has to be entered.

If the quantity captured is more than the set maximum Re-Order number, an error message will be displayed, and the user will not be able to proceed with the transaction.

Important: When a Request for Goods and/or Requisition is captured, and the quantity ordered is more than the re-order level, a warning message will be displayed, but the system will NOT stop the user from proceeding with the transaction.

STORES > STORES ISSUES/RETURNS > STORE ISSUE – RETURN

A pdf document is generated when a Stores Issue Return is captured.

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STORES > STORES ISSUES/RETURNS > FUEL IMPORT

Enhancements have been made, making available an option for .CSV file import. This option is parameter driven and can be set up under Global Parameters > Miscellaneous. The default option is .TXT.

A file can be imported with or without headings. Correct information will import successfully, while an error report will be produced if the file contains incorrect information.

RELEASE ITEMS - CREDITORS

PROJECT INVOICES > PROJ TRN REQUEST AUTH

A user can enter for All Projects for invoices that require authorisation to be displayed, or still select a specific Project to authorise an invoice.

ENQUIRIES & REPORTS > PROJECT ENQUIRY

New fields have been added.

Total Pending (Pending Transactions)

Total Budget (Allocated Budget)

Total Project Payments (Updated once a Project Invoice is captured and authorised, excl. VAT)

Total Spent (Updated once Payment has been processed, excl. VAT).

ENQUIRIES & REPORTS > VAT ANALYSIS

Columns have been added to display the GUID information.

CONTRACTS > CONTRACT MANAGEMENT

The Status of the contract is displayed on the capture screen.

CONTRACTS > AUTH CONTR CHANGES

Contracts can be captured with only some fields being mandatory, so missing information can be added at a later stage. The Authorisation screen checks that the following fields are populated: Project, Responsible Person 1 and 2, Contract Category, Contract Type, Contract Value, Contract Start Date, Contract Creditor, Contract Duration.

CREDITOR BUDGETING

Cosmetic changes have been applied.

Total Project Payments field has been renamed to Total Project Invoicing (Updated once a Project Invoice is captured and authorised, excl. VAT)

Total Spent (Updated once Payment has been processed, excl. VAT).

Total Budget (Allocated Budget)

Total Pending (Pending Transactions)

Removed Total Estimate (Pending Transactions)

SUPERVISOR >REGULAR PROCEDURES > MONTH END

Enhancements have been made to the Creditors I'Face Print report. Various filter options are available. Additional columns have been added to the extract to display Quick Code details, Control Y/N, Ref Period and Creditor Type.

GENERAL LEDGER > MONTH END AUTH (CRS)

Creditors Month End can only be authorised once Project invoices have been processed/finalised.

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RELEASE ITEMS – CASH BOOK

SUPERVISOR > PARAMETERS > CASH BOOK > BANK MASTER FILES

Additional validation checks ensure that only a correct Parent Cost Centre GUID can be entered.

ENQUIRIES & REPORTS > EXTRACT FOR B/RECON

Transactions will be displayed by Transaction Date in descending order.

BANK RECON > BULK MATCHING

When doing a Bulk Matching Import, the program will cancel the import if the import amount is out of balance due to already matched items in the file.

RELEASE ITEMS – REGISTERS

INVESTMENTS > INVESTM DOC CAPTURE

- Enhancements have been made, allowing transfers between investment accounts. The SCOA Bank Type (under Cash Book Parameters) has to be set up for each investment account that will use the Transfer (TF) Transaction Type. For the Transfer to correctly affect the deposit and withdrawal GUIDS, the SCOA item has to be set up with the withdrawal GUID and the Revenue item has to be set up with the Deposit GUID. Amounts withdrawn from an Investment Account will reflect under Withdrawals and amounts deposited into an Investment Account will reflect under Top Up. Balances are updated accordingly.
- When Document Types ID or IW are captured, only Cash Book Bank Codes will be available for selection as the contra entry.

INVESTMENTS > INVESTMENT ENQUIRY

Cosmetic changes have been applied.

Print and Excel output options display all information.

PETTY CASH > PETTY CASH CAPTURE

- Cosmetic changes have been applied. Total Deposit, Total Refund, Total withdrawn are displayed in separate fields. Current Balance field has been renamed to Total Available.
- When capturing a refund, a user will need to select a document to reference the refund to (withdrawal doc). The refund will use the same segment as the withdrawal.
- Additional checks are done, ensuring a refund can only be done against the same Petty Cash Register where the withdrawal was made and ensuring that one cannot refund more than what was withdrawn.

RELEASE ITEMS – SUNDRY REGISTERS

SUPERVISOR > REGULAR PROCEDURES > MONTH END

Excel Output options are available on the Interface Reports.

RELEASE ITEMS – SUB-ITEM MAINT

MASTER FILES > TIMESHEET & SPLIT

A Costing Allocation option is available for a user to select if Primary or Secondary Costing should be applied to the Cost Code/Sub Item.

MASTER FILES > TIMESHEETS > TIME SHEET - INPUT

Upon entering the screen, a user has to select if the Time Sheet captured is for Primary or Secondary Costing.

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RELEASE ITEMS – GENERAL LEDGER

SUPERVISOR > REGULAR PROCEDURES > MONTH END

General Ledger Month End and closing of P13/14 will be stopped if there are invalid segment strings. An extract displaying the invalid strings will be populated, so correcting journals can be processed before performing Month End or Closing of P13/14 and this way ensuring successful NT uploads.

BUDGETING > FORECAST BUDGETING > AUTH BUD LOCK/AUTH ADJB LOCK

When authorizing the Original, Tabled or Adjustment Budget, the Designation/ Title captured in the User Profile will be displayed on the printed document.

BUDGETING > VIREMENTS > VIREMENT - RESUME

Incorrectly selected segments cannot be changed on the Resume screen. It is suggested to delete the document and capture a new one with correct segments or capture the incorrect segment line with a zero amount.

BUDGETING > FORECAST BUDGETING > BUDGET OPEN BAL CALC

The Opening Balance for budget in the outer years will be calculated based on the allocated Opening Balance for the draft year and Movement of succeeding years.

ENQUIRIES & REPORTS > VOTE ENQUIRY/SEGMENT ENQUIRY

- Enhancements have been made to only display valid segments for the selected Fin Year.
- Interface No. and Quick Codes relating to Consumer and Sundry modules have been added to the screen when using the 'Expand' button or 'Doc Number' dropdown. Additional columns are available on the Excel extracts, displaying the Interface No. and Quick Code.
- An 'Opening Balance' field has been added to the Budgets tab to display the Budgeting Opening Balance.

ENQUIRIES & REPORTS > PROOF LISTINGS

Period 13, 14, 15 can be included when extracting for a specified Fin Year.

MONTH END AUTH >PERIOD 13/14 AUTHORISATION

A document is generated when closing of P13/14 is authorised.

SCOA MENU > REFINE NT CHART

A user can no longer 'Maintain Breakdown' on Item segments as internal breakdowns have been blocked on Item segments.

RELEASE ITEMS – FIXED ASSETS

SUPERVISOR > PARAMETERS > MAINTENANCE > MAINTENANCE GROUPS

Set up the Maintenance Budget percentage per Asset Class.

SUPERVISOR > PARAMETERS > ASSETS > GRAP CLASS

Additional grouping option to assist with alignment to AFS reporting.

NEW FIXED ASSETS > MAINTENANCE > MAINTENANCE PLAN

All assets linked to CIDMS Classification is listed per Class. Use this functionality to assist with planning for maintenance intervals and recording details of maintenance performed.

NEW FIXED ASSETS > MAINTENANCE > MAINTENANCE BUDGET

A Maintenance Forecast calculation based on the Current Replacement Cost value for a guideline on Annual budget for Maintenance.

NEW FIXED ASSETS > MAINTENANCE > CIDMS REPORT

A report to display all CIDMS Classification Parameters.

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NEW WIP REGISTER > TRANSACTION ALLOCATIONS

Transactions that are flagged as WIP Project transactions are listed per Project. The user can indicate which transactions transfer to the WIP Register.

NEW WIP REGISTER > WIP BALANCES REPORT

This report displays WIP Balances inclusive of processed Transaction Allocations.

RELEASE ITEMS – SUPERVISOR

ICT SYSTEM ADMIN > PARAMETERS > AUTHORISATION PRINT

User Activity option has been added, and a user can select 'Active' to see only active users' Authorisation Levels.

RELEASE ITEMS – USER PROFILE

DESIGNATION/TITLE AND MUNICIPAL MANAGER

New fields have been added to capture/select Designation/Title and if a user is the Municipal Manager.

Only one user can have Municipal Manager selected.

The Designation/Title captured, is what will be displayed on the printed document when authorizing the Original, Tabled or Adjustment Budget.

Even if Municipal Manager is selected, the Designation/Title still has to be inserted.

RELEASE ITEMS – GENERAL

BUDGET CHECKS

Enhancements have been made for budget checks to be done on Item level, for example on Assets, the budget check will only be relevant to CAPEX.

RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.3.4 will be released from 12 May 2021.

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

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