

# MUNSOFT

## MUNSOFT VERSION: 7.2.10

### Software Release

#### JUNE 2020

### DESCRIPTION

Munsoft version 7.2.10 hosts several new features and enhancements pertaining to Year End and New Financial Year processes, amongst others.

Release Notes can now be obtained from the Munsoft application, giving all Munsoft users easy access to this document. More details can be found on the next pages.



### RELEASE ITEMS

The following issues are addressed within the Munsoft 7.2.10 release.

#### CASH BOOK - TRANSACTIONS (NEW FEATURE)

'CB Requests Add' - A new option is available where the user can indicate on the following transactions, TI, TO, EF, DP, CQ if it is relating to the VAT201 submission. When the user selects the option for 'VAT 201 Pay/Rec', the program will default to the VAT Payable or VAT Receivable Control item. This will ensure that the same VAT Control items are affected, that affects the VAT Consolidation Journal. To successfully use this functionality, the user has to ensure that strings with the following items exist on the system: 1. Liabilities: Current Liabilities: VAT Payable (Control): Payment and 2. Assets: Current Assets: VAT Receivable: VAT (Control): Receipts.

#### CASH BOOK - ENQUIRIES & REPORTS (ENHANCEMENT)

'CB Enquiry' - For Document Type 'DP', under the CB Details tab, a detailed list of transactions is available by clicking on the dropdown of a specific entry. An Excel output option is available.

#### CASH BOOK - BANK RECON (NEW FEATURE)

'Bulk Matching' - A new option is available where the user can import transactions that need to be matched or unmatched. Specifics have to be selected on the screen and the 'See layout' option will provide the user with the required layout. When importing, a separate file has to be used for the Bank and for the Cash Book. The program will check that the Bank and Cash Book are in balance, before allowing the user to process.

#### CREDITORS - CREDITORS MAINTENANCE (NEW FEATURE)

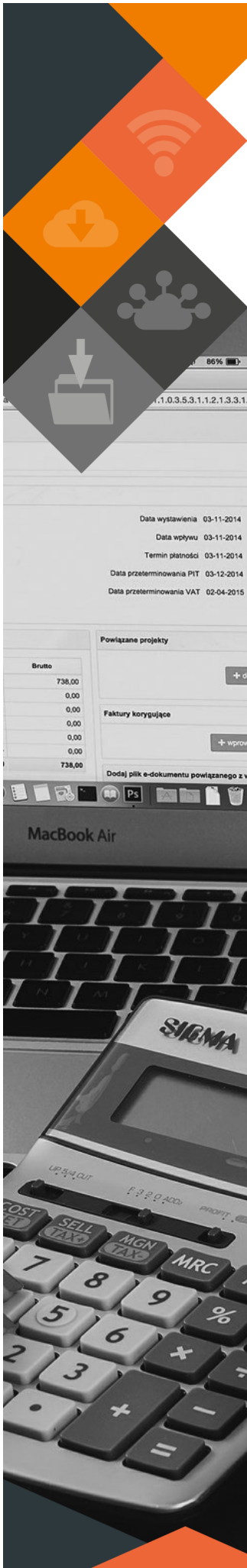
'Creditor Master' - A new search option has been added to view CSD related information on the Creditor. The search option will only be active if the specific creditor is linked to the CSD. The information populated comes directly from the CSD and is not editable on the new screen. (This same option is also available on the Creditors Enquiry screen)

#### CREDITORS - TRANSACTIONS (ENHANCEMENT)

'Credit Note - ADD' - When passing a Credit Note, it can now be selected whether it is done for a Stock Return, 'CRN Stock Return', or a Non-Stock item, 'CRN Value (Non-Stock)'. For users that make use of the Delivery & Supplier Inv option (refer to Global Parameters > System Controls section), a third option becomes available, 'CRN Invoice Reversal' which reverses an invoice as a whole, or partially. The invoice can be recaptured if/when necessary.

#### CREDITORS - AUTOMATIC PAYMENTS (ENHANCEMENT)

'Payment Reports' - Additional columns have been added to the Batch Listing to display if an EF batch was exported, the file name and the user responsible for the export.



### CASHIERS - RECEIPT CAPTURE (MAINTENANCE)

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Cosmetic changes have been applied, removing some capture fields that are no longer in use.

### CASHIERS - CASHIER CONTROL (NEW FEATURE)

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- 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. To enable this, the 'Prior' option for the specific Cashier has to be selected and a Receipt Date entered. The Cashier Administrator has to ensure that a correct date is entered. The Cashier capturing the prior period 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 'Prior' option will be reset.
- A Cashier will be allowed to capture back dated receipts, within the current period. To enable this, the 'Receipt Date' field has to be populated. The Cashier Administrator has to 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.

### CASHIERS - RECEIPT POSTING (NEW FEATURE)

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- All unposted receipts can be posted at once, by selecting the new option on the screen. Posting can still be done per day, per Cashier, or for All Cashiers, All Unposted Receipts. Posting to Cash Book will still be grouped per day, cashier and payment type for easy reconciliation.
- Administrator Posting will always default to the prior period if the Cash Book and General Ledger are still open for that period. Once month end for these modules have been complete and Cashiers, Cash Book and General Ledger are in the same (current) period, posting will continue as normal, to the current period.

### CASHIERS - RECEIPT IMP/EXP MENU (MAINTENANCE & NEW FEATURE)

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- Importing receipts to an inactive Consumer Account with a zero balance are no longer allowed. A report will be generated, indicating the specific row, in order for an alternative Account No (or Quick Code) to be used.
- A 'Generate File Layout' option has been added to all Receipt Import screens. Some layouts have changed, so please make use of the file layout generated from the system only.
- For prior period imports, the Cashier doing the import has to have the 'Prior' option selected on the Cashier Control screen. Import Date fields on different import screens apply for current period imports.
- Cosmetic changes have been applied, removing some items no longer in use.

### CASHIERS - BANK STATEMENT (MAINTENANCE)

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'Bank Statement' - Additional Remark column has been added.

### REGISTERS - INVESTMENT (MAINTENANCE)

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'Investm Doc Capture' - Cosmetic changes applied, removing some capture fields no longer in use.

### REGISTERS - PETTY CASH (MAINTENANCE)

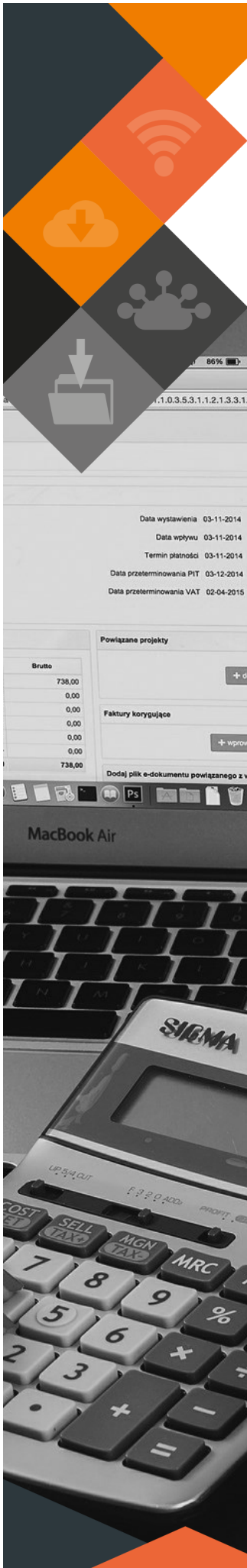
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Documents are generated when capturing and authorising Petty Cash transactions.

### REGISTERS - RETENTION REGISTER (NEW FEATURE)

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A report on the movement on Retention items can be extracted for a specific Period, for a specific Project and Creditor (where linked).



### SUPERVISOR - PARAMETERS (NEW FEATURES)

- *'Global'* - The system has the option for a delivery note and invoice transaction. To enable this, the 'Delivery & Supplier Inv' option has to be selected on System Controls. **It is important to not switch this on now, if this hasn't been used during the year, as it has severe impact on internal business processes.** Delivery notes have to be captured for both Stock and Non-Stock orders. An invoice can be captured for only the quantity on the delivery note (so only be liable for payment of what is on the actual invoice). A delivery note that has not been invoiced can be returned by doing a 'Goods - RETURNED' under Procurement. If a client makes use of the delivery notes option, orders may not be deleted if there are deliveries that have not been invoiced. These orders should be closed. The user will be able to invoice the delivered goods.
- *'Global'* - An option has been added to System Controls whereby it can be selected if the same user should be allowed to authorise a requisition and create an order for it. If 'Usr Auth Req & Ord' option is selected, the same user can perform both functions.
- *'Consumer Debtors'* - A 'Statement Disp Date' option is available under Rules & Defaults for a user to select the Capture Date or the Document Date to display on the statements.
- *'Consumer Debtors'* - For users who make use of the double billing option for their July billing, the tariff against which the June portion of the consumption is billed, is maintained on the Rules & Defaults screen (Mtr Pro Rata).
- *'Consumer Debtors'* - A new field for 'Seasonal Charge' is available on the Tariff Maintenance screen. This allows a user to indicate if a tariff has to charge differently for a certain season. When the 'Seasonal Charge' option is selected, a 'From' and 'To' month has to be entered, which will mean that in those months the Seasonal Charge indicated will be levied, instead of the normal charges on the tariff. The Seasonal Charges are captured below the normal Charges on the same screen.

### SUPERVISOR - REGULAR PROCEDURES (MAINTENANCE)

*'Daily/Monthly'* - In alignment with the Schedules, Creditors Postings on the 6.4 chart will be aligned with the mSCOA business rules on movement accounts. Invoices and Credit Notes will be raised against the Liability Deposit, while Payments and Payment Reversals will be raised against the Liability Withdrawal.

### SUPERVISOR - ICT SYSTEM ADMIN (MAINTENANCE)

*'Utilities'* - The option to change the system date and time has been disabled. Changes to accommodate specific dates for Receipts, Bank Recon, etc. have been implemented.

### SUPERVISOR - FIN SYSTEM ADMIN (NEW FEATURE)

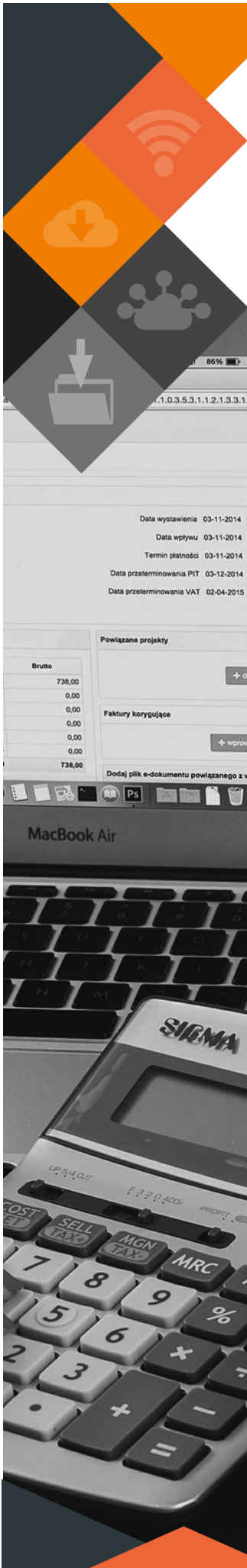
*'Utilities'* - A new option, 'G/L Item Summary', enables a user to extract a summary report per Item, of amounts posted per Source and Type of Entry. This report assists in determining which sub module transactions were posted to specific Items. Controls are highlighted on the report.

### FIXED ASSETS - ASSET TRANSACTIONS (MAINTENANCE)

*'Asset Recognition'* - Cosmetic changes have been applied to this screen for simplified usability as well as for future componentisation.

### STORES - ENQUIRIES & REPORTS (ENHANCEMENT)

*'Stock Enquiries'* - Additional information is displayed, such as Internal Stock Ins & Outs, and the Closing Value for the current period. Clicking on 'Expand' provides the user with details on the Average Cost Price per line.



## CONSUMER DEBTORS - TRANSACTIONS (NEW FEATURES & MAINTENANCE)

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- *'Bulk Write Off/Cr Note'* - Enhancements have been made to ensure that the CRNOTE and WRTOFF transactions no longer affect the VAT Output Control accounts.
- *'Auth Transactions'* - The Bulk Interims import are authorised under the Bulk Trans Import tab. The total amount of the bulk file will be displayed and individual transactions can be viewed from the drop down.
- *'Auth Billing'* - When billing is authorised, the user can enter a specific billing date.
- *'Valuation Import'* - General and Supplementary valuation rolls can now be imported by Erf Number, Account Number or by Property SG Code. Selecting the required Import Type and then selecting 'Generate File Layout' will extract the specific layout. Details can be captured and imported, after which it has to go through authorisation (Authorise Transactions > Bulk Trans Imports). This screen can only be used to update existing properties. (Please refer to manual for further details and specifics pertaining to the Property Categories, Rates Tariff codes, Account Type codes and more).
- *'Bulk Account Create'* - Accounts can be created in bulk. The file layout for import are obtainable by clicking the 'Generate File Layout' button. The import has to go through authorisation (Authorise Transactions > Bulk Trans Imports).
- *'Bulk Account Update'* - Account details can be updated in bulk. The file layout for import are obtainable by clicking the 'Generate File Layout' button. The import has to go through authorisation (Authorise Transactions > Bulk Trans Imports).
- *'Bulk Erf Update'* - Erf details can be updated in bulk. The file layout for import are obtainable by clicking the 'Generate File Layout' button. The import has to go through authorisation (Authorise Transactions > Bulk Trans Imports).
- *'Bulk Tariff Chrg Upd'* - New functionality enables the user to upload a file with new tariff charges for the new financial year. Before the first billing run in the new financial year, the user can extract the current tariff charges by clicking 'Generate File Layout'. New charges can be captured and imported. This import has to go through authorisation.

### IMPORTANT:

- > Only values of existing charges can be updated.
- > If existing charges are a credit (e.g. rates reductions), the new value should also be a credit.
- > New tariff codes can't be added with this import.
- > Rows not needed, can be removed.
- > If a tariff has more than one charge, all charges should be captured.

## CONSUMER DEBTORS - STATEMENT MENU (MAINTENANCE)

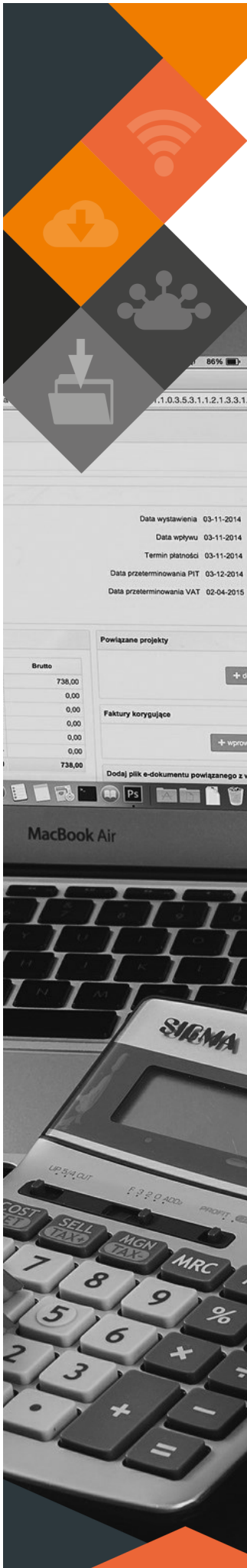
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*'Create Statement Batch'* - The 'Notes' fields have been extended and words are spaced and edited correctly into the next line. Each field allows for up to 200 characters.

## CONSUMER DEBTORS - REPORTS (ENHANCEMENT)

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*'Deposit Report'* - An option to extract deposit details per Account No. has been added. Select 'Specific Deposit Type' and press Enter for the 'Acc/Dep Details' option.



### GENERAL LEDGER - BUDGETING (ENHANCEMENTS)

- *'Forecast Budgeting'* - A change has been made to the 'Imp Forecast OpenBal' screen, enabling the Tabled Opening Balance to populate, once 'Copy to Tabled' has been done.
- *'Enquiries & Reports'* - The Opening Balance for outer years are included in the Forecast Budgeting report. The Actuals column has been removed. A 'Control/Source' column has been added, indicating when segments are Controls.

### GENERAL LEDGER - ENQUIRIES & REPORTS (ENHANCEMENT)

*'mSCOA TB'* - On the 'Summary' report option, Projects and Items can be specified.

### GENERAL LEDGER-SCOA MENU (MAINTENANCE)

- *'Utilities'* - With the Quick Code Migration at year end, new Quick Codes are created and linked to the Assets: Current Assets: Receivable for Non-Exchange Transactions: Property Rates by Usage item on the mSCOA 6.4 chart.

### GENERAL - RELEASE NOTES (NEW FEATURE)

- Release notes can now be obtained from the Munsoft application. Click on 'Munsoft' (in the top left corner, next to Session, Edit, View) and select 'Release Notes'. By clicking on the 'Detail' dropdown, the specific document will open and options to save, copy, print, zoom and open in Adobe are available. An Excel output option allows for all major releases to be extracted.

### GENERAL - CREDIT BALANCES ALLOCATION (NEW FEATURE)

- (Mainly for Auditor's and/reporting use). When performing General Ledger month end, a credit allocation program runs automatically. Once the program is done, the remaining credit amounts (per service) will be moved to the Liabilities: Current Liabilities: Trade and Other Payable Exchange Transactions: Advance Payments item.

### RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.2.10 will be released from 10 June 2020. The Munsoft release version is visible on the Munsoft Login screen.

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