

The logo for MUNSOFT, featuring the word "MUNSOFT" in a bold, orange, sans-serif font. The letters are slightly stylized, with the 'M' and 'N' having a unique shape. The logo is enclosed in a thin black rectangular border.

**MUNSOFT**

municipal financial software

## MUNSOFT SOFTWARE RELEASE

MUNSOFT VERSION: 7.1.3

OCTOBER 2018

## DESCRIPTION

Munsoft version 7.1.3 introduces a few outstanding new features, such as the Petty Cash Register interfacing to the General Ledger.

A timeout function for idle users has been created.

Bulk Transactions in the Consumer Debtors module has been enhanced and has to go through an authorisation process.

Authorisation functionality has been built in on Creditors Payments.

As per usual there are a host of error fixes and enhancements included within this release as well and where client specific, the SYSAID would have been addressed, resolved and the resolution communicated directly.

## RELEASE ITEMS

The following issues are addressed within the Munsoft 7.1.3 release.

### GENERAL

- An automatic timeout function will cause an idle user to be logged off after 45 minutes.
- When logging into Munsoft, if the operator types in an incorrect password, a message prompt will display the number of wrong attempts vs the maximum number of attempts so the operator can see how many attempts he/she has left. The number of attempts can be changed under Supervisor > ICT System Admin > Securities > Security Settings

### GENERAL LEDGER – ENQUIRIES & REPORTS

- NT Uploads – Pre-audited and Audited Creditors and Debtors Ageing uploads are available from the National Treasury Extracts selections.
- Vote Enquiry – Improvement made on how the information is displayed when extracting the History Details to Excel.
- Migrated SCOA Extract – Brought Forward and Calculated Opening Balances are included for easy reference.
- Budget Extract – The YTD and Movement option has been added.
- Journal Report – An Excel output option has been added.

### GENERAL LEDGER – SCOA MENU

Period 13 and 14 transactions currently updates to the current Fiscal Period for the current year. Going forward it will update the aligned Opening Balance item of the current financial year (alignment is done in SCOA Segm Verif screen). Take note that the Closing Balance will show on the Movement item in the previous financial year, but in the Opening Balance item in the new financial year. The actual transaction won't be picked up when doing a Vote Enquiry, but can be traced in the Vote History by Period (Look for document type OBALUP for everything that affects the opening balances).

## CASH BOOK – TRANSACTIONS

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- Petty Cash Register and General Ledger Interface. Refer to Annexure A for further details.
- Chart of Accounts field has been added for selection.

## CONSUMER DEBTORS – MASTER FILES

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After successfully creating a new meter on the system, the program will automatically redirect the user to the Meter Reconnection screen, allowing immediate connection to a consumer account. The Meter Book and Sequence No. will be prepopulated from the Master screen.

## CONSUMER DEBTORS – TRANSACTIONS

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- All Bulk Transaction Imports has to go through authorisation. Find the new authorise tab under Auth Transactions. The same user cannot import and authorise the transactions. A batch description is required for each import.
- When connection is somehow lost while importing a Bulk Transaction file, kindly inform the support team to enable the continuing of the specific batch after ensuring no duplicate records will be imported.
- A new button 'Generate File Layout' can be found on the File selection screen of each transaction type and opens the file layout in Excel for the specific import.
- Also note the new 'Auto Payment Revs' option for bulk reversal of incorrectly posted receipts. Bank Code is required on the file layout. Make sure that where an MC chart payment is being reversed, the user ensures the correct SC Bank Code is provided.

## CONSUMER DEBTORS – IMPORT MENU

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Amendments have been made to the 'Create Acnts Import' layout. Please refer to Annexure C for the full layout.

## CREDITORS – AUTOMATIC PAYMENTS

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Authorisation functionality has been built in. After capturing a payment, it has to be authorised under 'Authorize Payment'. Authorisation levels have to be allocated to a user to enable the user to authorise payments. After authorising a cheque payment, the cheque can be printed from the 'Print Cheque' option.

## SUPPLY CHAIN - ENQUIRY

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Operator deleting a request and Date deleted has been added to the Request for Goods Enquiry screen.

## STORES

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Stock Controls have been changed according to the chart. Each Product Group is aligned with the relevant Control. Refer to Annexure B for further details.

## SUPERVISOR – ICT SYSTEM ADMIN

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Operator Maintenance – Excel extract records Date, Time and User who created a new User as well as Inactive Status and User who deactivated a User.

## SUPERVISOR – REGULAR PROCEDURES

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An Excel output option has been added to the Consumer Debtor Interface listing.

### FIXED ASSETS – TRANSACTIONS

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Period 13, 14, 15 has been enhanced so postings affect previous year and current year Opening Balances.

### FIXED ASSETS – WIP REGISTER

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WIP Status Update – The transaction has been enhanced to automatically transfer the WIP Complete Asset to the Asset Register.

### CASHIERS – REPORTS

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The report has been enhanced and the Cashier Station is recorded on the Excel output.

### CASHIERS – BANK STATEMENT

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A Check/Uncheck button has been added for easy selection when importing Direct Deposits from the Bank Statement.

### IMPORTANT OVERALL FIXES

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- Journals – The issue of the document total doubling when a line was deleted has been corrected.
- Receipts – Errors with the Receipt Posting have been corrected.
- Stores – The issue of performing Stores Month End without an active Stores module has been corrected.
- Control Verification – Verification screen totals and Control reports are aligned.
- Consumer Payment Settlements Summary Report – Report totals have been corrected.
- Cashiers Preliminary Report – Receipt Day filter has been corrected.
- Payment Reversal – Issue on Document Reversal from Enquiry screen has been corrected.
- Erf Master File
  - Ward Code field is indicated as a mandatory field.
  - Uppercase functionality has been added to all fields.
  - Issue of missing information on Deeds Transfer Data on existing erf number has been corrected.

## RELEASE DEPLOYMENT SCHEDULE

Munsoft version 7.1.3 will be released from 26 October 2018. The Munsoft release version is visible on the Munsoft Login screen.

Regards,

THE MUNSOFT DEVELOPMENT TEAM

## ANNEXURE A

The Petty Cash Register Interfaces with the General Ledger. New Quick Codes have been created with prefix – PETCNT – for the Petty Cash Control. A Quick Code for Deposits into Petty Cash and one for Withdrawals from Petty Cash has been created.

The following parameters have been prepopulated:

- Cash Book Transaction Type – PT. If 'Petty Cash Deposit' is ticked, the transaction will post to the Petty Cash Register. 'Exclude from Budget' excludes the Cash Book transaction type from Budget Check. This is program controlled and cannot be changed by a user.

- Sub LA Codes (Global Parameters)

ANNEXURE A (CONTINUED – 2/3)

The following parameters NEED TO BE POPULATED:

- Supervisor > Parameters > Cash Book > SCOA Bank Types – PT with a Withdrawals Item.

- Supervisor > Parameters > Cash Book > Petty Cash Reg Func.  
Click on 'Add' and identify the Functions that have got Petty Cash.  
Max Bal Allowed is to control the maximum balance allowed for Petty Cash, for the specific Function. A user will not be able to transfer more than the indicated amount when transferring via the Cash Book.

Seq	F...	Desc	Max Bal Allowed	Delete
001	8	Supply Chain Management: SCM(105)	1000	<input type="checkbox"/>

When creating a Cash Book document for Petty Cash, the segment selection will only allow you to select a function that has a Petty Cash Register. Once selected, the segment will default to the Item linked on the SCOA Control for Petty Cash Refund/Deposit on Regional/Branches Parameter setup.

Once authorised, the deposit will reflect in the Petty Cash.

In the Petty Cash Register, there will be no option to Deposit as this can only be done from the Cash Book.

Only Functions defined for Petty Cash can be selected when capturing a Petty Cash Register document.

## ANNEXURE A (CONTINUED 3/3)

Types of transactions are WITHDRL and REFUND.

WITHDRL – Taking out of Petty Cash.

REFUND – Refunding any remaining cash from a withdrawal that was done.

When capturing, a segment has to be selected. PLEASE NOTE that normal budget check rules will apply.

A Petty Cash Document Number will be generated when the document is processed.

When REFUND is selected as the Document, a Reference Doc No can be selected. This is a mandatory field.

Cash Book Interface Post will post the Petty Cash transactions to the General Ledger.



## ANNEXURE B

Stock Controls have been changed according to the chart. Stores Parameters have been set up so each Product Group is aligned with the relevant Control. These Parameters are program controlled.

All Stock items have been set to Group 00002 (Consumables) and Nonstock items have been set to Group 0010. It is the responsibility of the municipality to change the Groupings, should they wish to group the inventory according to the chart. To change the Grouping, go to Stores > Parts Maintenance > Part Number – CHANGE, then enter/select the Part Number and the relevant Product Group Code from the dropdown list.

All transactions whereby the user selects the segments, will be posted to the new Control Item according to the transaction type and adopt the other segments from the segment selected for the specific transaction.

Other Transactions such as GRV'S, where the Stock Control has to default, will be posted to the new Control Item according to the transaction type.

Each Product Group Code has a Standard Rated and Zero-Rated Quick Code linked and the transaction will determine which Quick Code will be posted to.

## ANNEXURE C

Column A	EXTENSION
Column B	LOT NUMBER
Column C	SUB DIVISION
Column D	UNIT NUMBER
Column E	SURNAME
Column F	NAME
Column G	INITIALS
Column H	PROPERTY CATEGORY
Column I	TOWN CODE
Column J	SUBURB CODE
Column K	UNIT NO NAME
Column L	STREET NUMBER
Column M	STREET NAME
Column N	ZONING CODE
Column O	USAGE CODE
Column P	POST ADR1
Column Q	POST ADR2
Column R	POST ADR3
Column S	POST CODE
Column T	TEL NO
Column U	EMAIL
Column V	FIXED CHARGE TARIFF
Column W	LAND AREA
Column X	MARKET TARIFF
Column Y	MARKET VALUE
Column Z	CONSUMER TYPE
Column AA	ACCOUNT TYPE
Column AB	SUB ACCOUNT TYPE
Column AC	ID NUMBER