

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.

municipal financial software

MUNSOFT MATTERS  
REPORTS FOR AUDITORS

AUGUST 2018

## DESCRIPTION

The following information will assist with attaining frequently requested reports for auditors.

### OPERATOR MOVEMENTS

Supervisor > ICT System Admin > Securities > Opr Movements

This report will display the date, time and menu functions that was accessed. You can specify a certain Date Range and then have the option to specify the Operator and Function, or press Enter for ALL Operators and ALL Functions.

Print and Excel output options are available.

### OPERATOR MASTER AUDIT

Supervisor > ICT System Admin > Securities > Opr Master Audit

This report will display any updates/inserts/deleted records in the master operator file, as well as the operator responsible for the modification, the specific column that was modified and the old and new value. Again, a Date Range can be specified and you can specify an Operator or press Enter for ALL.

PDF and Excel output options are available.

### OPERATOR MENU ACCESS

Supervisor > ICT System Admin > Securities > Opr Menu Access

This report can be used to see which menu options are available for which operators. It displays the Status of the operator, the Role/Group it belongs to as well as the Menus and Submenus. ALL Groups and ALL Operators can be selected, or Groups and Operators can be specified.

Print and Excel output options are available.

### OPERATOR LOGINS REPORT

Supervisor > ICT System Admin > Securities > Opr Logins Report

On this report you will be able to see who logged in to the system, when they logged in, the reason for logging in and if it was a login to assist with a SysAid issue, the SysAid reference number will also be displayed. Again, a Date Range and Operator can be specified and then various report options are available (Successful Logins/Failed Logins/Users Blocked/Resets/Login Reasons)

Print and Excel output options are available.

### OPERATOR MENU CHANGE

Supervisor > ICT System Admin > Securities > Opr Menu Change

This report shows any changes that was done on an Operator's menu as well as the Date and Time it was changed and the Operator responsible for the changes. A Date Range can be specified and ALL Operators or a specific Operator can be selected.

An Excel output option is available.

## TRIAL BALANCE

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General Ledger > Enquiries & Reports > Trial Balance

For a 'Closing TB 2018', the user will have to run the Trial Balance for 201806. For a 'Opening TB 2019', the user will have to run the Trial Balance for 201807. The user can specify if the report should be consolidated by Account or Department, specify a Department or press Enter for ALL, indicate if it should be a Year To Date (YTD) Trial Balance or one showing Movement only.

Print and Excel output options are available.

## SCOA ACTUALS REPORT

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General Ledger > Enquiries & Reports > SCOA Actuals Report

For a more Detailed Trial Balance, showing all the movement, the Function and Item Report Type can be selected for ALL Functions. This report displays all the segments.

The report output is Excel.

## MIGRATED SCOA EXTRACT

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General Ledger > SCOA Menu > Comparatives Setup > Migrated SCOA Extract

If you want a report showing the linkage/translation between the segments in 2018 and 2019 (6.1 to 6.2), you'll run the extract for 'Fin Year Migrated – 2019'.

The report output is Excel.

## DEBTORS AGE ANALYSIS

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Consumer Debtors > Reports > Ageing Report

Previous popular requests during audit period are for the Debtors book by Tariff Code, Service Type, Account Type, Sub Account Type. All these options (as well as a few others) are obtainable from the Ageing Report.

Print and Excel output options are available.

## DEBTORS MASTER FILE

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Consumer Debtors > Extract Menu > Consumer Extract

This extract lists all the debtors accounts with all the consumer's details captured on the master file.

The report output is Excel.

## DEBTORS PAYMENT REPORTS

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Consumer Debtors > Reports > More Reports > Payment Report

Detailed Payments vs Settlements, Payment Rate, Settlement Summary, Settlement Breakdown are all Report Type options for how Payments can be analysed.

Print and Excel output options are available.

### CREDITORS AGE ANALYSIS AND MASTER FILE

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Creditors > Enquiries & Reports > Age Analysis

A Detailed or Summarised Ageing can be extracted by Creditor Name or Creditor Number per specific period.

Print, PDF and Excel output options are available.

### CREDITORS MASTER FILE

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Creditors > Enquiries & Reports > Master File Listing

This extract lists all the creditors accounts with all the creditor details captured on the master file.

PDF and Excel output options are available.