MUNSOFT
municipal financial software

SOFTWARE RELEASE NOTES

VERSION 8.1.0

October 2023

Description

The release notes are grouped by classification, with modules in the same order as the new menu for ease of reference. The menu path and specific menu names are indicated in *Italic*.

Some highlights featured in this release include:

An Unallocated Receipts (UNA) Register under *Sundry Registers*.

Payout options for Combined Invoice/Retention and Combined Invoice/Guarantee Project Invoices under *Creditors*.

Automatic Secondary Budget allocation for the Adjustment Budget process under *IDP & Budgeting*.

Bulk Impairment Reversal under *Fixed Assets*.

Best Practice

Consumer Debtors	*Transactions > Payment Transfer Split* An option has been added for a payment to be transferred to a Sundry Register.
Sundry Debtors	*Transactions > Payment Transfer Split* An option has been added for a payment to be transferred to a Sundry Register.
Creditors	*Project Invoicing/Document* The search screen only lists Creditors that has budget allocated through Creditor Budgeting and Creditors added on a Contract.

Enhancements

Consumer Debtors	*Clearances > Clearance Certificate* The Draft Clearance Costing Document Number has been added to the Authorised Clearance Costing Certificate. *Reports > Adjustment Report* A column has been added to indicate if a Control entry forms part of a Service Balance Alignment when selecting GL Fiscal Range Period and Control Entries Quick Prefix. *Reports > Clearance Certificate Report* An Excel output option is available. *Reports > Cut Off Report* -A column has been added to display the Ward Description. -A column has been added for a sequence number to determine the total number of records. -A Total line has also been added to display the Total Overdue Amount.

Reports > Meter Route Report
-A column has been added to display the Ward Description.
-An Excel output option is available.

Reports > Meters Created Report
An Excel output option is available.

Sundry Debtors

Reports > Transactions Report
A column has been added to display the Document Number.

Sundry Registers

Sundry Register Enquiry
All processed transactions are listed on the PDF document.

Cash Book

Reconcile Cash Book
Totals have been added to the Detailed Bank Reconciliation PDF document.

Reporting & Extracts Menu > Payment Extract
A column has been added to display the Purchase Order number.

Contract Management

Contracts Data Import
Additional columns have been added to accommodate the importing of Take On Amount, No-Value Contract and Invoice Process Method.

Creditors

Creditor Budgeting
A field has been added to the *Vote Enquiry* and the *Project Enquiry* screens to display the Total Committed Budget amount.

Reporting & Extracts Menu > Retention Register
Detailed and Summary Report Type options are available.

Fixed Assets

Reporting & Extracts Menu > Full Register Extract
A column has been added to display the Additional ID.

Reporting & Extracts Menu > Totals Module vs GL
The Financial Year field is editable, allowing a user to extract data for a specific year.

General Ledger

Journal Import
A password prompt has been added when importing a Last Year and Period 15 Journal.

Journal Enquiry
The VAT Consolidation Journals are listed without having to enter a specific Journal Number.

Project Enquiry
Columns have been added to the Excel extract to display the
Creditor Code and Name.

Vote Enquiry
The Bulk Budget field has been added to the PDF document.

Reporting & Extracts Menu > GL Detail
A filter option per segment has been added for enhanced
reporting functionality.

Procurement

Purchase Orders Create
The Date Needed field has been added to the PDF document.

Procurement Enquiry
A column has been added to display the Tax Status of each
Creditor listed.

Stores

Stock Sheets Print
A column has been added to display the Bin Number.

Issue Enquiry
A column has been added to the Excel extract to display the
Update Date of a Stores Issue.

Reporting & Extract Menu > Stock Re-Order Report
A column has been added to display the Bin Number.

Reporting & Extract Menu > Deviation Extract
A column has been added to display the Location.

**Sub-Item
Maintenance**

Reporting & Extracts Menu > Vehicle Costs
-Detailed and Summary Reports are available. PDF and Excel
 output options are available for the Detailed Report and an
 Excel output option is available for the Summary Report.
-Columns have been added to display the Vehicle Description
 and the Function.
-The Consumption is calculated as kilometres divided by litres.

Feature Requests

**Consumer
Debtors**

System Parameters > Rules & Defaults
-A field has been added for 'Allow Transactions from Enquiries'
 on the Rules & Settings tab. If this field is ticked, a user will be
 allowed to do transactions from the Consumer Debtor Enquiry
 screen when expanding an entry on the Transaction Detail tab.
-A field has been added for 'Mandatory Prepaid Meter Tariffs'
 on the Billing Setup & Rules tab. If this field is ticked, a Tariff
 Code has to be entered on a Pre-paid meter when created.

-A password prompt has been added for changes made to
 settings that will have a transactional impact on the billing.
 These settings include, under the Billing Setup & Rules tab:
 'Current Financial Year Balances'
 'Levy Indigents'
 'Levy Inactive Accounts'
 'Apply in Du Plum Rule'

System Parameters > Tariff Code Maintenance
A field has been added for 'Meter Basic Charge' on the Tariff
Maintenance screen so the Meter Rule can be applied per Tariff
Code.

System Parameters > Meter Reading Types
An option has been added for a user to indicate if/when a
Reading Type can be overwritten by an imported Reading Type.

System Parameters > Reservoirs
A new screen has been added to maintain Reservoirs
information. The following Reports and Data Extracts has been
amended to include Reservoir information:
Levy Control Report
Meter Reconciliation Report
Meter Report
Transactions Report
Meter History
Meter Master
Transactions Extract
Debtor Data Profiling

*System Parameters > More Parameters > Query Category
Maintenance*
Additional categories have been added for 'Formal Dispute' and
'Informal Dispute'. This enables a user to categorise Queries or
Notes according to their unique requirements.

Consumer Debtor Enquiry
-The number of New/Pending/Open Queries linked to a
 Debtor's Account is displayed.
-An 'Annual Proforma Tax Invoice' button has been added which
 enables the user to extract annual statements for Rates and
 Refuse when doing assessments.
-An 'Assessment Letter' button has been added which populates
 an Annual Rates and Service Assessment Notice.
-Inactive meters and Active meters linked to the same property
 is displayed on the Meters tab. The Inactive meters will be a
 different shade to be separated from the Active Meters.
-On the Credit Control tab, a dropdown on the Batch Number
 provides information on the specific batch. The 'Expand' button
 also provides more information on the specific Notes and

relevant Letter File and details.

Meter Billing Enquiry
Enquiries can be done on disconnected meters that have not been reconnected to any accounts.

Clearances > Clearance Costing
-An option is available to select the current Levy Period for Clearance Costing calculations, which will base the calculation on the next billing values. If a past Levy Period is selected, the calculation will be based on the past billing values and if the current Levy Period is selected it will be based on current billing values.
-Additional fields are available to accommodate Clearances with more than one buyer. The information is also displayed on the Draft and Authorised PDF documents.

Reports > Transfer Ownership Report
An option has been added for Capture Date to accommodate selecting a specific Date Range for transfers. This enables a user to check and compare deeds transfers for specified periods. Deeds Transfer information can be captured on *Erf Master* which will be displayed on all relevant reports. When capturing a Transfer of Ownership, the 'Transfer Date' is now a mandatory field.

Sundry Debtors

Reports > Movement Report
P13 Transactions are included at year end for both Detailed and Summary Report Types.

Sundry Registers

General
A new Register for Unallocated Receipts is available. Receipts are captured and posted to the UNA Register from where it can then be transferred to the relevant account. This transfer needs to go through authorisation. A detailed register for Unallocated Receipts can be extracted for auditing purposes.
Please refer to 'User Guide: Unallocated Receipts Register' for further detailed information.

Contract Management

Master File Maintenance
A field has been added to indicate a No Value Contract. When transacting with this field ticked, there will be no Contract Budget Check, only a general Budget Check.

Creditors

Master File Maintenance
A display field has been added for the 'Last Successful Sync Date' for the CSD Sync. It is also displayed on the PDF document.

Project Invoice Capture
Payout options for Combined Invoice/Retention and Combined Invoice/Guarantee has been added. This allows for the final Project Invoice to be combined with a Retention/Guarantee Payout, where previously two separate invoices (Project Invoice and Retention/Guarantee Payout) had to be captured. Information is displayed for the Project Invoice and for the Retention or Guarantee Invoices. The drop down that shows the Ret/Guar amounts still to be invoiced, will have a tick box to select the Retentions/Guarantees the user would like to pay out. When a combined invoice is selected it will populate the lines with the Ret/Guar Amounts and segments and then the user can allocate the Invoice Amount and segments after that. If Combined Invoices are selected, the different lines from all Invoices selected will be auto populated.

Reporting & Extracts Menu > Creditors Audit Report
An extract to list the consolidated CSD Sync details.

Fixed Assets

Impairments Import
Impairments may be reversed in bulk by means of an Import. It is limited to the amount necessary to restore the asset to its pre-impairment carrying amount, less any subsequent depreciation or amortisation that would have been recognised (i.e. based on the asset's pre-impairment depreciated/amortised carrying amount). To reverse the impairments, select the Impairment Reversal option and indicate the Transaction Period.

Procurement

Requisition Capture/Resume
-A notification has been added to inform a user when capturing for a Creditor of which the Tax Clearance Certificate has expired.
-An Incl/Excl field has been added to indicate if the Price Captured is inclusive or exclusive of VAT.

Delivery Note Capture
(Only applies when utilising the Delivery Note System)
When an invoice is captured against a Purchase Order, the Quantity Delivered will only be updated to Quantity Invoiced once the Invoice has been authorised. Only once the full quantity ordered has been invoiced and authorised, or once the Order has been Closed, will the order be removed from the items listed on the search screen.

IDP & Budgeting

ADJB Control Create
The Adjustment Budget process accommodates Automatic Secondary Budget allocation based on the Primary and Secondary alignment as allocated in the Budget Item Control screen under *System Parameters > General Ledger*.

This automatic allocation has a two-fold activation, first being the activation of the item within the parameter and secondly the activation of the Secondary Budget allocation when running the Control for Adjustment Budget as part of the Forecast process. The Auto allocation may be cleared by rerunning 'ADJB Control Create' and not flagging the option for "Create Secondary Records".

Registers

Petty Cash Take On Amount Capture
When changes are made to the document, before authorisation, a PDF document with updated information is populated.

Stores

Stock Enquiry
A PDF output option is available when a user clicks the dropdown on Document No.

Reporting & Extracts Menu > Stock Movement Report
A selection option per Period is available.

Finance Administration

Operator Departments Assign
A selection field for Status has been added after which an Excel extract can be generated displaying all users with the selected Status. If the Status is selected for All and an Operator is selected, another selection field for Functions is available.

ICT Administration

Operator Movements
A selection field for Role has been added and is also displayed on the Excel output option.

Legislation

Supply Chain Management

System Parameters > SCM Criteria Setup
The Military Veterans option has been added.

Quotation Capture
The program will auto allocate points based on the SCM Criteria Setup for B-BBEE Levels Allocation.

Operational

Cashiers

Receipt Integration > Direct Deposit/Third Party File Import
Credit values are rejected when imported.

Creditors

General
Additional checks have been added to the program to ensure that a duplicate invoice number per Creditor can't be captured.

General Ledger	*Reporting & Extracts Menu > Summary Trial Balance* A PDF output option is available for Function and Function/Item Display selections.
Stores	*Reporting & Extracts Menu > Stock Movement Report* A text output option is available for the Values Summary Report Type.
Monthly Procedures	*Month End Authorise* -Cosmetic changes have been applied to accommodate the process flow of month end procedures. -Petty Cash transactions have been added to the month end checks. Cash Book month end can only be completed if all Petty Cash transactions have been authorised.

Deployment Schedule

Munsoft version 8.1.0 will be released from 25 October 2023.

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

Software Change Authorisation

The Software Change Authorisation notice document is included with the Release Note communication.

Kindly print, sign and save for auditing purposes.