



User Guide: UNALLOCATED RECEIPTS REGISTER

Version 8.1.0



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User Guide: UNALLOCATED RECEIPTS REGISTER

Introduction

The Unallocated Receipts Register is a Register under our Sundry Register module to accommodate the receiving of payments through the Cashiers or Cash Book that does not have an identifiable reference to allocate to a Consumer/Sundry/GL Account.

Previous Process:

When a payment was received without a valid Account Number, it was allocated to an Unallocated Deposit Quick Code in the General Ledger.

When a client then showed proof of payment, the payment would be transferred from the General Ledger to the relevant Account by means of the Receipt Transfer screen in the Cashiers module. The payment would then reflect on the account after the Cashier Day End was performed.

Reasons for Change:

Once a receipt is posted to the Cash Book, it no longer affects the Cashier module, yet the process of transferring would still be the responsibility of the Cashier Supervisor.

The process of transferring would be done without any authorisation by another party.

Auditors require a detailed Unallocated Receipt Register to determine write offs after a specific period.

The Unallocated Receipts Register accommodates suggested standard operating procedures.

The allocation of an unallocated amount goes through authorisation.

A detailed register for Allocated or Unallocated Receipts can be extracted for specified periods.

Menu Access and Authorisation Levels

Menu Access have to be granted to the relevant users.

- SUNDRY REGISTERS > SUNDRY REGISTER ENQUIRY
- SUNDRY REGISTERS > PAYMENT TRANSFER/REVERSAL
- SUNDRY REGISTERS > REIMBURSEMENT CAPTURE
- SUNDRY REGISTERS > TRANSFER VT RECEIPT TO UNA
- SUNDRY REGISTERS > TRANSFER VT RECEIPT REVERSAL
- SUNDRY REGISTERS > BULK VT RECEIPT TRANSFER TO UNA
- SUNDRY REGISTERS > AUTHORISE TRANSACTIONS
- SUNDRY REGISTERS > REPORTING & EXTRACTS

Sundry Registers		0	Back	Menu Search	Menu Option:
Enquiries 01. Sundry Register Enquiry Maintenance 02. Document Master 03. Document Cancel	Authorisations 11. Authorise Transactions <12. Reporting & Extracts	Traffice Fines Integration 13. Traffic Fines Import 14. TMT Fines Import 15. Traffic Fines Extract 16. Traffic Fines Interface Repor	rt		GL Fiscal: 2023/09 Sundry Reg: 2023/09
New Documents 04. Document Capture 05. Transaction Capture 06. Payment Transfer / Reversal 07. Reimbursement Capture					
Past Unallocated Receipts 08. Transfer VT Receipt to UNA 09. Transfer VT Receipt Reversal 10. Bulk VT Receipt Transfer to UNA					

The user(s) who will be authorising the transactions will need to have authorisation rights for Sundry Registers.



ICT ADMINISTRATION > AUTHORISATION SETUP

Authorisation Setup			—
			MANDO LIVE
* Operator S13	MUNSYS_MARLIE	Authorisatio	on amount applies per transaction
General Ledger / Budgets		Procurement	
Override Budgets Virements Project Costings GL Journals Change Original Budget	99,999,999.00 9,999,999.00 0.00 999,999,999.00	Requisitions Purchase Orders Override GRV Amounts Stores	0.00
Revenue Modules		Stores Issues Stores Transfers	0.00
Consumer Debtors Sundry Debtors Sundry Registers Cashiers Receipt Copy	।	Creditors Change Creditor Banking Details Creditors Payments Creditors Invoices Creditors Last Year Transactions	
Fixed Assets Fixed Assets			
Add Change	Delete		Cancel Ok

Capturing an Unallocated Receipt

The process of receipt capturing remains unchanged.

Capture a receipt against the Unallocated Receipts Quick Code:

M Rec	eipt Capture							Σ	3
								MANDO LIVE	
	Payment Type Payment Date	CASH 06/10/2023	Cashier Station Status	S13 / 001 S ADMINISTR	MUNSYS_MARLIE STATION 001 KATOR		Cashier Module Period Cashier's Period Receipt Date	2023/09 2023/09 06/10/2023	
	Tendered Amount Receipt Amount Available Amount Change Amount	100.00 100.00 100.00 0.00	Print Original Receipt Duplicate Receipts Copies Reference	⊠ 1			Consumer Statement Sundries Statement	Eind	
Sec	" Sys " Accou	nt Number / Quick Code / Do	cument Number & Description		Remarks		* Pay Amount	Balance	
	VT and unall Quick Code	ocated receipts e was entered.	Informative Messag is displayed.	e e e e e e e e e e e e e e e e e e e	Q. A shier Quick Codes may not have	Unallocated Deposits as the item	×		
						Total	0.00	V	
	Add	hange Delete	View			De	btor PDF Cancel	Ok	

After clicking OK on the message, the system automatically switches the VT Quick Code to RG UNA (Sundry Register Unallocated Receipts)



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M Receipt Cap	ture							23
								MANDO LIVE
P	Payment Type Payment Date	CASH 06/10/2023	Cashier Station Status	S13 001 ADMINI	MUNSYS_MARLIE STATION 001 STRATOR		Cashier Module Period Cashier's Period Receipt Date	2023/09 2023/09 06/10/2023
Tend Re Avai Ch	dered Amount eceipt Amount ilable Amount ange Amount	100.00 100.00 100.00 0.00	Print Original Receipt Duplicate Receipts Copies Reference	⊠ 1			Consumer Statement Sundries Statement	Find
Seg *	Svs *Accour	t Number / Quick Code / Document Nur	mber & Description		Remarks		* Pay Amount	Balance
00001 R	G JNA	UNIDENTIFIED DEPOSITS				1		0.00 ^
						Total	0.00	×
Add	Ch	ange Delete Vie	W			De	btor PDF Cancel	Ok

Importing an Unallocated Receipt

The same applies when doing a receipt import. Where VT Quick Code is entered, the system replaces it with RG UNA. (In time the user capturing can get used to entering RG UNA instead of VT Quick Code)

Receipt Integrations

With all integration files, if there is no Account Number or an invalid Account Number, the system used to populate the VT Quick Codes for those entries. The system will now handle it the same as above, by replacing VT Quick Code with RG UNA and post it to the Unallocated Receipt Register.

Bank Statement Processing

When processing bank statements and there is no Account Number available/valid and the user enters VT Quick Code, the system replaces it with RG UNA and post it to the Unallocated Receipt Register.

Cashier Day End

When the Cashier Day End is performed, all RG UNA receipts will be posted to the Unallocated Receipt Register. The system populates the same Receipt Number and UNA Document Number which will be the link between the two modules. The Reference used will also be the Reference reflecting in the Cash Book.

Example of printed receipt:

😩 Screen Report Title: CAS.AF	R05		
File			
MDC CAS.AR05		** M DATIV P	unsoft Live ** RELIMINARY AUDIT LIST
DAY : 06/10/202 CASHIER : S13	23 MUNSYS_MARLIE	DALLI I	RELIMINARY ROPIT EIGT
Receipt No Sys	Account No	Account Name	Receipt Total
04635736 RG	UNA04635736		100.00
*** TOTAL FOR CASH			100.00
CASHIER TOTAL MDC CAS.AR05		** M	100.00 unsoft Live **
DAY : 06/10/202 CASHIER : S13	23 MUNSYS_MARLIE	DAILY P	RELIMINARY AUDII LISI
Receipt No Sys	s Account No	Account Name	Receipt Total
****GRAND TOTAL****	• TOT RECS	1	100.00

Example of receipt posted to UNA Register:

Sundry Register Transactions Er	nquiry										
Master Register Details											
Unallocated Receipt			Register UN	AV.	UNALLOCATED RECEIPT					70.000.00	
Iransactions		Documer	t Number AL	.L					Outstanding Balance	79,163.11-	
Ageing		Docume	ent Holder AL	.L					Deposit	0.00	
	Doc No	Period	Capture Date	e Opr	Transaction Type	Pay Type	Tran Number	Tariff Code	Tariff Description	Amount	Balance
	04635737	2023/09	12/10/2023	S03	PAYMENT	CASH	0004635737 -	008889	UNALLOCATED PAYMENT	120.00-	120.00-
	04635736	2023/09	06/10/2023	S13	PAYMENT	CASH	0004635736	008889	UNALLOCATED PAYMENT	100.00-	100.00-
	Expar	nd	Filter						Excel PDF	Cancel	Ok

GL Entries

Use the 'Expand' button to view all the details and View the GL Interface Entries to see the affect on the Unallocated Deposits Control and Bank Code.



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indry Régister Transactions En	indenty								
laster Register Details Inallocated Receipt ransactions geing	Documen Docume	Register UNA nt Number ALL ent Holder ALL	UNALLOCATED RECEIPT				Outstanding Balance Deposit	198,042.31- 0.00	
	Doc No Period 04635736 2023/09 Unit Charge Units Narration	Capture Date Op 06/10/2023 S1	Transection Type	Pay Type CASH Doo	Tren Number 0004635736 • cument Holder Reference Source Code	Teriff Code 008889 UNA RECE 20231006-3 CAS	Tarit Description UNALLOCATED PAYMENT IPT 1 S13	Amount 100.00- GL Interface En	Balance 0.00 sler <u>New</u>
	Expand	Filter					Excel PDF	Cancel	Ok
ocations Enquiry	Expand	Filter					Excel PDF	Cancel	Ok MANDO LIN
ocations Enquiry Account Num Levy Pe	Expand nber UNA 0463 eriod 2023/09	Filter				_	Excel PDF	Cancel	Ok MANDO LIV
ocations Enquiry Account Num Levy Pe erface Segment Descripti	Expand Deer UNA 04638 eriod 2023/09	Filter					Excel PDF	Cancel	Ok MANDO LIV Guick Code
Iocations Enquiry Account Num Levy Pe arface Segment Descripti 01 Function I Item I	Expand Expand nber UNA 0463 riod 2023/09 ion Function:Finance and Ai Liabilities:Current Liabilit Deposits Sundry Regist	Filter 5736 dministration:Core F ties.Trade and Othe er	Function:Finance:Default rr Payable Exchange Transac	tions:Unalloca	ited Deposits:D4	eposits:Unal	Excel PDF	Cancel Prefix SRGCNT	Ok MANDO LIN Quick Code 076003

Internally broken-down Unallocated Receipts Item credited.

Bank debited.

The 'Filter' button can be used to filter for a specific Date, Amount, Payment Type and for All Transactions, Unallocated or Allocated Receipts.

 Sundry Register Filter 			_
			MANDO LIVI
Transactions	O All ◎ Refine		
From Date			
To Date			
Amount	0.00		
Payment Type			
Filter	All Transactions Unallocated Allocated		
		Cancel	Ok



Payment Transfer/Reversal

The Unallocated Receipt can be transferred in 2 different ways:

м	Sundry Register Payment Split Transfer Tran	nsaction			*
	* From Register * From Document Number	UNA 💌 04635902 💌	Operator S13 MUNSYS_MARLIE	Suspense Code	
	Outstanding Balance	500.00-	Levy Period 2023/09	*Type of Reversal	
	Pending Movement * Document Date	0.00	* Document Type Payment Transfer Payment Reversal		
	Seq Line Number Capture Date 000 0001 17/10/2023	Operator Dournent Number S13 0004635902	Payment Amount Transfer Amount Tran 500.00- 0.00	nster YN Bank Code Bank Description	^
					~
				Cancel	Ok

Once the Transfer Y/N block is ticked for the Document you want to transfer, the following screen appears with the options to Capture Split, or Import Split:

M Spl	lit Payment Transfer		×
	Input Option C Capture Split C Import Split	Payment Amount Transfer Amount Difference	500.00- 0.00 500.00-

The Capture Split option allows you to select the Transfer Option and Account Number or Quick Code where the Document has to be transferred to and to enter the Transfer Amount.

✓ Split Payment Transfer				l l
Input Option @ Capture @ Import S	Split Split		Payment Amount Transfer Amount Difference	500.00- 500.00- 0.00
Seq Transfer Option	Account No/Quick Code	Account Holder / Quick Code Desc	Charge Fee	Transfer Amount ^
001 Consumer Debtor Account Cashier Quick Code Sundry Debtor Account Sundry Register	0002041456	KHAMBULE R T		250.00-
002 Consumer Debtor Account Cashier Quick Code	000010	RATE CERTIFICATE		250.00-
C Sundry Register				
			Total	500.00-
Add Change	Delete View		Cance	Ok



After capturing the split, a Payment Transfer/Reversal document is generated.

Sundry Register - Payment Transfer/Reversal

Register Details Register Description Document Holder Capture Date Transfer/Reversal Value Payment Reversal Bank Quick Code Payment Reversal Type Reversal Charge Tariff Reversal Charge	: UNA - 04635902 : UNALLOCATED RECEIP : MARLIE TEST UNA REG : 24/10/2023 : 500.00- : 000005 : : : 0.00	Document T T Document N ISTER Capture Op Levy Period Receipt Nur	'ype : PMTTF lumber : 000000 erator : \$13 M : 202309 : 202309 nber : 000463	RF - PAYMNT TRANSFER 022 MUNSYS_MARLIE 9 355902
Transfer Breakdown	Account Number	Quick Code	Register	Amount
Payment Tranfer to Consumer Debtor Payment Tranfer to Cashier Quick Code	0002041456 - -	- 000010 - RATE CERTIFICATE	-	250.00- 250.00-
Total Value				500.00-
Captured By:		Signature:		
Reviewed By:		Date:		
Approved By:		Date:		

The Import Split option opens a screen where the File Layout can be generated from, information captured in this specific layout, the file saved and then selected to import. This option is mostly used when a large amount has to be transferred to many Accounts or Quick Codes.

M Split Payment Transfer			×
Input Option Capture S Import Sp		Payment Amount Transfer Amount	500.00- 0.00
	M Bulk Payment Transfer File Selection	Difference	500.00-
	MANDO LIVE		
	Path /u1/proclassic/auto_dnt		
	File Name Date Time 🔨		
	■ 20231024 10		
	E CsmlmportTemplate_PMTTRF_S03_E.csv 20231023 19		
	CsmImportTemplate_BIk_vt_unallocated_import.csv 20231018 09		
	E CsmImportTemplate_PMTTRF_S03_20231016_180244_c.csv 20231017 16		
	E CsmImportTemplate_PMTTRF_S03_20231016_180244_B.csv 20231017 15		
	Commport emplate_ACCLIS_S13_20230801_110201.csv 20230801_11		
	Csmimport1emplate_CREATEACCS_S66_20230522_103109_TES12.csv_20230522_10		
	E CsmimportTempiate_CREATEACCS_S66_20230522_103109_TEST1.csv_20230522_10		
	E Csmimport empiate _ CDE MUPU_S13_20230119_164932.CsV 20230207 09		
	Common template_CREATEACC6_531_2020201_012616.csv 20230201_01		
	Commport emplate ACCLIS_S31_20230105_104524.csv 202302010 07		
	Commission Template_PRINTE_522.2010 1021100 155440 csv 2020104 15		
	Commonterempiate_INDGNT_C31_20221014_154227_csv 20221014_15		
	Commont Template_INDGNT_S31_2022077_124729_csv 20220777_12_Y		
	File Layout Browse File Cancel Ok	Tetel	0.00
		Total	0.00
		Cance	el

Layout:

	A	В	С	D	E	F	G
1	OPTION_CD/VT/SD/RG	ACCOUNT_NUMBER	QUICK_CODE	REGISTER TYPE	REGISTER DOCUMENT	CHARGE FEE Y/N	AMOUNT
2							
3							
4							
5							
6							
7							
8							

All Transfers have to be authorised.

M Authorise Sundry Register	Transaction	ns									Σ
Bulk Import											
Debit/Credit Note		Aut	horise Operator	MUNSYS_MARL	IE						
Deposits		Ca	apture Operator @ Al	I Operators							
Payment Transfers 3	3		© SI	pecific Operator							
Reimbursements	Fiend	T		Desister Tree	Deeblumber	A securit Malalay	Conture Date	Oneveter	بالمرابعة أمرينا والمراجع	ine/Connel L	
	Fiscal	DMTTDE	Document Number	Register Type	Docinumber	Account Holder	20/10/2022	Uperator	Amount Author	se/Cancel	
	2023/03	PMTTRF	00000015		04635743	VT unallocated - mixed payment	23/10/2023	503	40.00- C A		
	2023/09	PMTTRE	00000020		04635902	MARLIE TEST LINA REGISTER	24/10/2023	S13	500.00- C A		
	2020/03		0000022	CIVI	04033302	WARE TEST STATILESISTER	24/10/2023	015	300.00 0 11	<u> </u>	
	,										
	Ei	ltor							Cancol	OF	
		itei							Calicer	UK.	

If a Payment was incorrectly receipted and needs to be reversed, the Payment Reversal option is selected. All Reversals also have to be authorised and upon authorisation, it will affect the Bank Code/Cash Book.

M Sundry Register Payment Split Transfer Tra	nsaction				
* From Register * From Document Number	UNA _ 04635789 _	Operator	S13 MUNSYS_MARLIE	Suspense Code	888888 Control Clearing and Interface Accounts: Cash an
Document Holder	000000021664023				
Outstanding Delanas	2 500 00	Levy Period	2023/09	*Type of Reversal	10
Outstanding Balance Ponding Meyement	2,500.00-	* Document Turo	C Dourmont Transfor		
* Document Date	24/10/2023	Document Type	Payment Transier Reversal		
Document Date	24/10/2023		o r dyment reversur		
Seq Line Number Capture Date	Operator Doument Number	Payment A	mount Transfer Amount	Transfer YN Bank Co	de Bank Description
01 0001 12/10/2023	EAS 0004635789	2,5	0.00-	✓ 000005	Closing Balance
					~
					Cancel Ok

Reimbursement Capture

If a Payment was made by mistake and it needs to be reimbursed, a Reimbursement can be captured.

M Sundry Register Account Reimbursements			
C All Documents C Specify Document		Sequence © Document Number © Account Holder	
Document Number Account Holder	Outstanding VAT Balance	Pending To Reimburse 0.00 40.00-	^
Register Description: UNALLOCATED RECEI Reference: 20231023-DRC * Cash Book Request: @ None @ Electronic Transfer	PT	* Bank Code: * Bank Name: * Account Holder: * Account Number: * Branch Code: * Account Type:	
04501494 DOROSAMY K D Register Description: UNALLOCATED RECEI Reference: 20231020-DRC * Cash Book Request: C None © Electronic Transfer	60.00- 0.00 PT	0.00 60.00 00887 Register Reimbursements Bank Code: 000005 ABSA BANK Bank Name: ABSA *Account Holder: XYZ ACCOUNT HOLDER *Account Number: 123456789 *Branch Code: 632005 *Account Type: Cheque C Savings	~
		Cancel	Ok

Select the transaction to be reimbursed. If 'None' is selected for Cash Book Request, it won't be generated. If 'Electronic Transfer' is selected, the relevant Bank Details need to be captured and a Cash Book Request will be generated to be Updated in the Cash Book. All Reimbursements have to be authorised.

Transfer VT Receipt to UNA

All payments previously receipted to the VT Quick Code need to be transferred to the UNA Register. Transfer Transactions is not necessary for Receipts after the specified date and Receipt Number, as indicated on the screen.

These transfers be done one by one as and when a Consumer enquires on a payment made and/or provides a proof of such payment, or it can be done in bulk. Refer to 'Bulk VT Receipt Transfer to UNA' section below.

Select the relevant Cashier Quick Code if you have more than one Quick Code for Unallocated Deposits.

By clicking on 'Find', the Unallocated Cashier Receipts search screen will be opened. The relevant receipt can be selected from the screen, which will populate the Original Receipt Details from the system.

Once you click OK and Process, the receipt will be in the UNA Register and the Payment Transfer screen will open for the receipt to be transferred.

<form></form>								
<form></form>								
		Panista			PECEIPT			
		Prograte	0104	ALINGVO MAD				
		Operato	1 513 1	MUNSYS_MAR	LIE			
<form></form>		Fiscal Perior	d 2023/09					
		* From Cashier Quick Code	e 000018	 UNIDENTIF 	IED DEPOSITS			
		t From MT Descript Haush	Find To	and Treasure	and in our and an and the Para	and the second second	2022 10 000 and Descript Munches 04/201230	
		From VT Receipt Numbe	10	anster mansacu	ion is not necessary for nec	erbes arres	2023/10/06 and Hecelpt lattibler 04635138	
		Or Legacy System Receip	x Data V	T Receipt not av	ailable for selection			
Besigt Numer 0.05995 Organ Receipt Data * Payment Receipt Namer * Payment Receipt Namer * Payment Receipt Namer *								
Organization Provide Transmitty Provide Trans		Receipt Numbe	r 03653965					
Ungent Recent Litter Excrept Tag Excrept Tag Excrept Tag Excrept Tag ** Byrnent Reference Fibro 2000/000/000/000/000/000/000/000/000/00		200202000						
* Process than Subsection Sub	Original	* Payment Type	A FASY	FASYPAY				
The space set is a s		t Deservet Det	02/02/2020					
•• Program Reserves Provide Reserv		Recept Date	0 03/00/2020					
Cannest Namber Cannest		* Payment Reference	e leasy1851.7	23				
Comments / Hosts P18510000000577 * Receipt Amount 100.00 alocated Casher Receipts Cancel Comments / Mosts Cancel Cancel Cancel Cancel <td< td=""><td></td><td>* Cashbook Reference</td><td>e 20200803-E</td><td>EAS</td><td></td><td></td><td></td><td></td></td<>		* Cashbook Reference	e 20200803-E	EAS				
* Receipt Amount 100.00		Comments / Note:	s 9185100030	0003573				
Concert Concert <t< td=""><td></td><td>* Receipt Amount</td><td>t [</td><td>100.00</td><td></td><td></td><td></td><td></td></t<>		* Receipt Amount	t [100.00				
Cancel Cancel Concel allocated Cashier Receipts MANDO EN Guick Code 00019 UNDENTIFIED DEPOSITS From Date		the super states						
Anount Cancel OK Juick Code 00018 UNDENTIFIED DEPOSITS MANDO 110 From Date								
Answer Casher Casher Casher Control Guick Code 00018 UNIDENTIFED DEPOSITS MADOD LIV From Date								
Annount Cancel Cancel Stocked Cashie Receipts Concel								
Allocated Cathier Receipts Cancel Cent Amount Outok Code 000018 UNIDENTIFIED DEPOSITS MANDO EN From Date								
Allocated Cashier Receipts MANDO EN Quick Code Anone 000018 UNIDENTIFIED DEPOSITS MANDO EN From Date Anone 100.00 Ession 2000/17 V DR Mosh Partial Romark 100.00 Ession 2000/17 V DR 2000/27/29 Ession 2000/27/29								
Cancel CALCASHIER Receipts								
Case Case <th< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>								
Allocated Cashier Receipt Quick Code To Date Amount Colspan="2">Cashier Date Partial Remark 100.00 Partial Remark Ceipt Number Cashier Date 20102 X 100.00 698205 ABS 29/09/17 Y DIR Wilsh 2027633 100.00 698207 ABS 29/09/17 Y DIR 20024282 227693 100.00 6982971 ABS 23/10/17 Y DIR 3200247859 287693 100.00 698777 ABS 23/10/17 Y DIR 520325823007 0<								0
MANDO LIN Quick Code 00018 UNIDENTIFIED DEPOSITS From Date								Cancel Ok
Autocated Cashier Recepts Quick Code 000018 UNIDENTIFIED DEPOSITS From Date								Cancel Ok
MARCO LIV Click Code 000018 UNIDENTIFIED DEPOSITS From Date								Cancel Ok
Quick Code 00018 UNIDENTIFIED DEPOSITS Find Date								Cancel Ok
Quick Code From Date To Date To Date Partial Remark UNIDENTIFIED DEPOSITS Partial Remark 100.00 Partial Remark 100.00 Cashier Date Partial Remark 100.00 Cashier Date Cashier Cashier Cashier Date Cashier Cashier Cashier Cashier Cashier Cashier Cashier Date Cashier Cashier Cashier DiR Cashier	allocated Cashier Rec	eipts						Cancel Ok
Outlek Code O0018 UNIDENTIFIED DEPOSITS For Date	allocated Cashier Rec	eipts			_			Cancel Ok MANDO LI
From Date Anount To Date 100.00 Partial Remark 100.00 Ceipt Number Anount Date Posted YN Type Remark 200332 100.00 689305 ABS 29/09/17 Y DIR vilosh 2004323 100.00 689307 PTM 29/09/17 Y DIR vilosh 2004333 100.00 689307 PTM 29/09/17 Y DIR 20024282 22/6933 100.00 692971 ABS 23/10/17 Y DIR 3200247959 32/7633 100.00 692977 ABS 23/11/17 DIR 3200247959 327633 100.00 699757 ABS 29/11/17 DIR Cash dep 361338 100.00 699757 ABS 29/11/17 DIR Cash dep 380322 100.00 716860 DRC 23/01/18 DIR 20024282 321743 100.00 71684 ABS 15/02/18 DIR	allocated Cashier Rec	eipts						Cancel Ok MANDO LP
To Date Amount 100.00 Partial Remark 100.00 689205 ABS 29/09/17 Y DIR viosh 26ipt Number Amount Do.00 689205 ABS 29/09/17 Y DIR viosh 287633 100.00 689205 ABS 29/09/17 Y DIR 20024282 200247959 200247959 200247958 200247958 200247958 200247958 20153 200532 20004797 ABS 22/11/17 Y DIR 20024282 200247958 200532 200532 200047958 201533 200532 200047959 20024292 20247958 201533 201000 699757 ABS 22/11/17 Y DIR cash dep 20024292 2024484 20000 718774	allocated Cashier Rec Quick Code	eipts 000018 UNIDENTIFIED [DEPOSITS					Cancel OK
In Usar Top Usar	allocated Cashier Rec Quick Code From Date		DEPOSITS	-	-			Cancel Ok MANDO LI
Amount 100.00 Partial Remark ceipt Number Amount Document Number Cashier Date Posted YN Type Remark 007823 100.00 689205 ABS 29/09/17 Y DIR vioish 287633 100.00 6892371 ABS 23/10/17 Y DIR 20024282 827633 100.00 692971 ABS 23/10/17 Y DIR 3200247959 827636 100.00 699757 ABS 23/11/17 Y DIR 520235528007 861368 100.00 699757 ABS 29/11/17 Y DIR cash dep 90532 100.00 699757 ABS 29/11/17 Y DIR cash dep 90532 100.00 699757 ABS 29/11/17 Y DIR cash dep 90532 100.00 710384 ABS 15/02/18 Y DIR cash dep 927753 100.00 718765	allocated Cashier Rec Quick Code From Date		DEPOSITS					Cancel OK
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045212 100.00 732402 ABS 19/07/18 Y DIR p.o.file 733 099008 100.00 743162 ABS 27/09/18 Y DIR SHAIK FLAT 9016 122218 100.00 743200 ABS 30/10/18 Y DIR 400044057 174363 100.00 756719 BUT 27/12/18 Y DIR 1NVEST ELECTRICITY 253348 100.00 770285 VIC 31/03/19 Y DIR 20024282 →	allocated Cashier Rec Quick Code From Date To Date Amount Partial Remark Ceipt Number 807823 827693 827693 827693 827693 8613879 861386 861383 900532 921763 921763 921763 921763 945681 967393 967466	eipts 000018 UNIDENTIFIED [100.00 00018 100.00 000 000 000 000 000 000 000 000	DEPOSITS ment Number 05 87 71 57 57 57 57 80 84 84 84 84 84 85 57 87 87 74	Cashier ABS PTM ABS ABS ABS ABS ABS ABS ABS CRC ABS CRC ABS ELL ELL	Date Posted YN 29/09/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 23/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 20/11/18 Y 15/02/18 Y 12/04/18 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024/382 320024/7958 5202525283087 cash dep 20024/822 20024/82 20024/82 RESEDENTIAL ESR 4087627126 20024/82 20024/82 20024/82 20024/82 20024/82	Cancel OK
099008 100.00 743162 ABS 27/09/18 Y DIR SHAIK FLAT 9016 128218 100.00 7431630 ABS 30/10/18 Y DIR MO0646957 174363 100.00 756719 BUT 27/12/18 Y DIR INVEST ELECTRICITY 253348 100.00 770285 VIC 31/03/19 Y DIR 20024282	Allocated Cashier Rec Quick Code From Date To Date Date Amount Partial Remark Ceigt Number 807823 827695 861368 861379 861388 861379 861383 900532 921763 921763 921794 945581 967393 957466 957494 007454	eipts 000018 UNIDENTIFIED 0 100.00 Amount Docu 100.00 6893 100.00 6893 100.00 6997 100.00 6997 100.00 6997 100.00 6997 100.00 7103 100.00 7103 100.00 7137 100.00 7145 100.00 7167 100.00	DEPOSITS ment Number 05 87 71 57 57 57 57 57 580 84 84 16 55 57 74 74 74 73 38	Cashier ABS PTM ABS ABS ABS ABS ABS DRC ABS ABS DRC ABS CRC ABS CRC ABS ABS ABS ABS ABS ABS ABS ABS ABS ABS	Date Posted YN 29/09/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 23/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 15/02/18 Y 15/02/18 Y 15/02/18 Y 12/04/18 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024282 3200247959 3200247959 5203252833087 cash dep 20024282 20024282 20024282 20024282 20024282 20024282 20024282 106877 20024282	Cancel OK MANDO LI
128218 100.00 748320 ABS 30/10/18 Y DIR 4000846057 174363 100.00 756719 BUT 27/12/18 Y DIR INVEST ELECTRICITY 253348 100.00 770285 VIC 31103/19 Y DIR 20024282	allocated Cashier Rec Quick Code From Date To Date Amount Partial Remark 200832 207693 207693 207693 207695 361389 361389 361383 200532 221763 3905532 221763 997393 9967466 9677894 9677894 9677894 9677844 007454	eipts 000018 UNIDENTIFIED [100.00 00018 100.00 000 000 000 000 000 000 000 000	DEPOSITS ment Number 05 05 07 71 57 57 57 57 57 57 57 80 84 84 84 84 84 85 74 74 33 02	Cashier ABS PTM ABS ABS ABS ABS ABS ABS ABS ABS CRC ABS ELL ABS	Date Posted YN 29/09/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 23/11/17 Y 23/11/17 Y 23/11/17 Y 23/11/17 Y 23/11/17 Y 23/11/17 Y 23/11/17 Y 23/11/17 Y 23/11/17 Y 15/02/18 Y 15/02/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 13/10/5/18 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024/382 3200247958 5203252830807 cash dep 20024/822 Cash dep 20024/82 RESEDENTAL ESR 4087627126 20024/82 106877 20024/82 20024/82 106877 20024/82 20024/82 106877 20024/82 pondal dhilong po. file 733	Cancel OK
174383 100.00 766719 BUT 27/12/18 Y DIR INVEST ELECTRICITY 253348 100.00 770285 VIC 31/03/19 Y DIR 20024282 →	allocated Cashier Rec Quick Code From Date To Date To Date Amount Partial Remark 007623 008632 027693 0861380 0861379 0861388 0861379 0960532 0921763 1921763 1921763 1921763 1921763 1921763 1921763 1921763 1921763 1921763 1921763 1921763 1921763 1921764 1935765 193783 1957861 1957855 195785 195785 1957855 1957855 195785	eipts 000018 UNIDENTIFIED 0 100.00 00018 0000 000 000 000 000 000 000 00	DEPOSITS ment Number 05 87 71 57 57 57 57 57 580 84 84 84 84 85 74 74 74 74 73 80 82 84 84 85 85 86 87 87 80 87 80 87 80 80 80 80 80 80 80 80 80 80	Cashier ABS PTM ABS ABS ABS ABS ABS DRC ABS ABS DRC ELL ELL ELL ELL ABS ABS	Date Posted YN 29/09/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 20/01/18 Y 15/02/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 27/09/18 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024282 3200247959 3200247959 5203252833087 cash dep 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 106877 20024282 20024282 20024282 20024282 20024282 20024283 20024383 SHAIK FLAT 9016	Cancel OK MANDO LI
253348 100.00 770285 VIC 31/03/19 Y DIR 20024282	allocated Cashier Rec Quick Code From Date To Date Amount Partial Remark 08/0823 08/0823 08/0823 08/0823 08/0823 08/0823 09/0523 09/0523 09/0523 09/0523 09/0523 09/0523 09/0523 09/0523 09/0523 09/0523 09/0546 09/0521 09/0549 00/0521 00/0000000000000000000000000000000000	eipts 000018 UNIDENTIFIED [100.00 00018 000018 0000 000 000 000 000 000	DEPOSITS ment Number 05 05 05 05 77 77 57 57 57 57 57 80 84 84 84 84 84 84 84 84 84 85 74 74 33 02 20 20 20 20 20 20 20 20 20	Cashier ABS PTM ABS ABS ABS ABS ABS ABS ABS ABS ELL ABS ABS ELL ABS ABS ABS	Date Posted YN 29/09/17 Y 29/09/17 Y 23/10/17 Y 23/10/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 20/11/18 Y 15/02/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 19/07/18 Y 27/09/18 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024282 3200247959 5203255283087 cash dep 20024282 RESEDENTAL ESR 4087627126 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024283 20024283 20024282 20024282 106877 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024283 20024284 20024285 200804087 <td>Cancel OK</td>	Cancel OK
>	allocated Cashier Rec Quick Code From Date To Date To Date Amount Partial Remark 807623 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 907823 907823 907823 907823 907823 907823 907823 907823 907824 907823 907824 907825 9078555 9078555 907855555 90785555555 9078555555555555555555555555	eipts 000018 UNIDENTIFIED 0 100.00 00018 0000 000 000 000 000 000 000 00	DEPOSITS ment Number 05 87 71 57 57 57 57 580 84 84 84 84 85 74 74 74 74 73 80 82 82 83 84 84 84 84 84 85 86 87 80 84 84 84 85 86 86 87 80 80 80 80 80 80 80 80 80 80	Cashier ABS PTM ABS ABS ABS ABS ABS ABS ABS ABS ABS ABS	Date Posted YN 29/09/17 Y 29/09/17 Y 23/10/17 Y 23/10/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 20/11/18 Y 15/02/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 27/19/18 Y 30/10/18 Y 27/19/18 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024282 3200247959 3200247959 5203256283087 cash dap cash dap 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024282 20024482 20024635 106877 20024632 10686057 VAIK FLAT 9016 4000846057 INVEST ELECTRICITY	Cancel OK MANDO LI
	allocated Cashier Rec Quick Code From Date To Date Amount Partial Remark 07623 080785 080785	eipts 000018 UNIDENTIFIED [100.00 00018 UNIDENTIFIED [100.00 0692 100.00 0692 100.00 0692 100.00 0692 100.00 0697 100.00 0713 100.00 713 100.00 714 100.00 718 100.00 718 100.00 718 100.00 718 100.00 718 100.00 743 100.00 743 100.00 7567 100.00 756 7567 100.00 7567 100.00 7567 100.00 7567 100.00 7567 100.00 7567 100.00 7567 100.00 756 756 756 756 756 756 756 756 756 756	DEPOSITS ment Number 05 05 05 05 05 05 05 05 05 05	Cashier ABS PTM ABS ABS ABS ABS ABS ABS ABS ABS CRC ABS ELL ABS ABS ELL ABS ABS BUT VIC	Date Posted YN 29/09/17 Y 29/09/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 23/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 20/11/18 Y 15/02/18 Y 12/04/18 Y 30/10/16 Y 27/10/16 Y 27/10/18 Y 31/03/19 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024/282 3200247959 5203255283087 cash dep 20024/822 20024/823 20024/824 Q024/825 20024/822 20024/822 20024/822 20024/82	Cancel OK MANDO LP
	Allocated Cashier Rec Quick Code From Date To Date To Date Date Amount Partial Remark Ceigt Number 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 807823 90552 921763 921794 967783 967783 967783 967783 967784 967783 967784 967783 967784 967783 967784 967783 967784 967783 967784 967783 967784 967785 977855 97785 97785 977855 9778555 97785555	eipts 000018 UNIDENTIFIED 0 100.00 Amount Docu 100.00 6693 100.00 6929 100.00 6929 100.00 6937 100.00 6937 100.00 7103 100.00 7103 100.00 713 100.00 714 100.00 714 100.00 714 100.00 714 100.00 715 100 715 100 715 100 715 100 715 100 715 100 715 100 715 100 715 100 715 100 715 100 715 100 715 1	DEPOSITS ment Number 05 67 71 57 57 57 57 58 84 16 65 74 74 73 82 20 20 20 21 98 85 85 85 85 85 85 85 85 86 84 84 84 85 84 84 85 85 85 85 85 85 85 85 85 85	Cashiar ABS PTM ABS ABS ABS ABS ABS ABS ABS ELL ELL ELL ELL ELL ELL ELL ELL ELL EL	Date Posted YN 29/09/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 23/11/17 Y 23/11/18 Y 21/12/18 Y	Type DIR DIR DIR DIR DIR DIR DIR DIR DIR DIR	Remark vilosh 20024282 3200247959 3200247959 3200247959 520256233087 cash dap cash dap 20024282 2024282 2024282 2024282 2024282 2024282 2024282	Cancel OK MANDO LI
	allocated Cashier Rec Quick Code From Date To Date Amount Partial Remark 207695 207695 207695 207695 207695 207695 207695 207695 207695 207695 207695 207695 207695 207794 207797777777777777777777777777777777777	eipts 000018 UNIDENTIFIED 0 100.00 00018 UNIDENTIFIED 0 100.00 0692 100.00 0692 100.00 0692 100.00 0692 100.00 0741 100.00 713 100.00 714 100.0	DEPOSITS ment Number 05 05 05 07 17 17 17 17 17 16 16 16 16 16 16 16 16 16 16	Cashier ABS PTM ABS ABS ABS ABS ABS DRC ABS ABS ABS ELL ABS ABS ELL ABS ABS BUT VIC	Date Posted YN 29/09/17 Y 29/09/17 Y 23/10/17 Y 23/10/17 Y 23/10/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 29/11/17 Y 20/11/18 Y 15/02/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 12/04/18 Y 27/09/18 Y 27/12/18 Y 31/03/19 Y	Type DR DR DR DR DR DR DR DR DR DR DR DR DR	Remark vilosh 20024282 3200247959 3200247959 5203255283087 cash dep 20024282 RESEDEUTIAL ESR 4087627126 20024282 106877 20024282 20024282 106877 20024282 106677 20024282 106677 20024382 106677 20024382 106675 INVEST ELECTRICITY 20024282	Cancel OK MANDO LP

If the receipt is from a legacy system and has never been receipted to the VT Quick Code, the Legacy System Receipt block can be ticked, and the Original Receipt Details can be captured.

T Receipt to UNA		
Register	UNA UNALLOCATED RECEIPT	
Operator	S13 MUNSYS_MARLIE	
Fiscal Period	2023/09	
* From Cashier Quick Code	800018 IUNDENTIFIED DEPOSITS	
* From VT Receipt Number	Find Transfer Transaction is not necessary for Receipts after 2023/10/06 and Receipt Number 04635736	
Or Legacy System Receipt	VT Receipt not available for selection	
Receipt Number		
0		
* Payment Type	CARD . CARD PAYMENTS	
* Receipt Date	01/01/2022	
* Payment Reference	PAYMENT TO MUNICIPALITY	
* Cashbook Reference	PAYMENT TO MUNICIPALITY	
Comments / Notes	LEGACY RECEIPT	
* Receipt Amount	100.00	



A Legacy System Receipt Transfer has to be authorised. A CNV (Conversion) Document Number will be generated for such a receipt.

Transfer VT Receipt Reversal

When a VT Receipt was transferred to the UNA Register by mistake, a Reversal can be done.

Select relevant Receipt from the Document Number dropdown and Process. Receipt Reversals have to be authorised.

M Transfer VT Receipt Reversal					×
* Register * Document Number	UNA UNALLOCATED RECEIPT	Document Holder Outstanding Balance Deposit	MOONSAMY S	40.00- 0.00	
* Surname Name Initials	MOONSAMY S	Creation Date Operator Document Holder	23/10/2023 DRC MOONSAMY S		
Physical Address		ID Number Passport / Foreign ID Number Cell Number			
		Home Number			
Postal Code		Work Number			
Email Address		VAI Number	1		
			-		
^ Reference	20231023-DRC		-		
Comments	PAYMENT TRANSFER FROM SD 0010951884 REC	NO 0004598512 TO RG UNA-04598512	-		
			_		
					Cancel Ok

Bulk VT Receipt Transfer to UNA

All payments previously receipted to the VT Quick Code need to be transferred to the UNA Register.

These transfers be done in bulk.

Select the relevant Cashier Quick Code if you have more than one Quick Code for Unallocated Deposits.

Select Receipt Import Type 'Unallocated VT Receipt' for Receipts that are currently still in the VT Quick Code.

Or select Import Type 'Legacy System Receipt' for Receipts that are from a legacy system and has never been receipted to the VT Quick Code, but are still Unallocated.

After selecting the Receipt Import Type, click on File Layout to generate the specific Layout for that import. Capture the requested information, save the file and select for import.

N	Bulk VT Receipt Transfer to UNA				×
			MA		
	Path	/u1/proclassic/auto_dnt			
	* From Cashier Quick Code	000018 UNIDENTIFIED DEPOSIT 	S		
	* Receipt Import Type	C Unallocated VT Receipt			
		C Legacy System Receipt			
	* Batch Description				
	File Name		Date	Time	^
	t		20231024	12	-
	CsmlmportTemplate_PMTTRF	_S03_E.csv	20231023	19	
	CsmlmportTemplate_Blk_vt_u	nallocated_import.csv	20231018	09	
	CsmlmportTemplate_PMTTRF	_S03_20231016_180244_c.csv	20231017	16	
	CsmlmportTemplate_PMTTRF	_S03_20231016_180244_B.csv	20231017	15	
	CsmlmportTemplate_ACCLIS_	S13_20230801_110201.csv	20230801	11	
	CsmlmportTemplate_CREATE	ACCS_S66_20230522_103109 TEST2.cs	20230522	10	
	CsmlmportTemplate_CREATE	ACCS_S66_20230522_103109 TEST1.cs	20230522	10	
	CsmImportTemplate_CSMUPI	D_S13_20230119_164932.csv	20230207	09	
	CsmlmportTemplate_CREATE	ACCS_S31_20230207_072618.csv	20230207	07	¥
	File Layout Browse File	Canc	el	Ok	

Unallocated VT Receipt Layout:

Only the Receipt Number is mandatory as the rest of the information can be populated from the system. Any other information captured in this file will overwrite the information currently in the system.

	А	В	С	D	E	F
1	RECEIPT_NUMBER (*)	PAYMENT_TYPE	RECEIPT_DATE_YYYYMMDD	AMOUNT	RECEIPT_REFERENCE	NOTES
2						
3						
4						
5						
6						
7						
8						
9						

Legacy System Receipt Layout:

All fields indicated with a (*) are mandatory as this information comes from a legacy system and is necessary to populate receipts in the UNA Register.

	А	В	С	D	E
1	PAYMENT_TYPE (*)	RECEIPT_DATE_YYYYMMDD (*)	AMOUNT (*)	RECEIPT_REFERENCE (*)	NOTES
2					
3					
4					
5					
6					
7					
8					
9					

Segment Enquiry

A Segment Enquiry on the Bank Quick Code shows the transactions posted per Sundry Register. (In example below, CEMPAYMNT for Cemetery Register and UNAPAYMNT for Unallocated Deposits Register)

Segment Enquiry							
							MANDO LIV
Filter By Financial Yea Project Functior Iterr Regior Funding Costing Segment	© Segment © Quick Code 2024 Default Transactions Function:Finance and Administration Assets:Current Assets:Cash and Ci Regional:Regional Identifier:Local G Fund:Non-funding Transactions Costing:Default Specify (KwaDukuza Local Municip	C Item Tree Quic n:Core Function:Finance:Default ash Equivalents:Cash at Bank:Bank overnment by Province:KwazuluNata ality (Primary Account) (4087627126	k Code BNKCDE Account:Specify (l I:District Municipa)):Opening Balanc	Clo KwaDukuza Local I lities:DC29 Ilembe:	bsing Balance Municipality (Primary Account) (408762712 Municipalities:KZN292 Kwadukuza.Whole	6)):Opening Balar of the Municipality	ice /
Partial Description	tion	Transaction E)ate Document Nu	Imber Interface N	lo Remarks	Source	Amount
023/09 Deposits		12/10/23	04635832		E_THRD7	REC	7,000.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	190.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	1,200.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	335.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	100.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	200.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	85.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	50.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	100.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	428.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	200.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	300.00
023/09 Deposits		16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	648.79
						Total	712,586.08
Expand Fil	ter					Close	Excel

Unallocated Receipts Register Extract

From the Sundry Register Enquiry screen the Register Type can be specified for UNA for a complete list of all items in the UNA Register. The 'Filter' button can be used to specify a Date, Amount, Payment Type, and All, Unallocated or Allocated items. The Excel button extracts the specified information which can be used as the Unallocated Receipts Register.

A	В	С	D	E	F	G	н	1	L L	K	L	M	N	0	P
1 Register Type	UNA - UNALL	OCATED RECEI	PT												
2 Document Nu	mber ALL														
3 Date Range	ALL														
4 Amount Filter	ALL														
5 Payment Typ	e ALL														
6 Filter	UNALOC														
7															
8 Document Nu	mber Billing Period	Capture Date	Document Da	at Operator	r Transaction Number	Document Type	Payment Type	e Tariff Code & Description	Document Holder	Reference	Comment	Source Code	Amount	Vat Amount	Balance
9 04598512	2023/09	2023/10/23	2023/10/23	DRC	04598512	PAYMENT		008889 - UNALLOCATED PAYMENT	MOONSAMY S	20231023-DRC		SND	-40.00	-5.22	-40.00
10 02796440	2023/09	2023/10/20	2017/09/11	S13	02796440	PAYMENT	DIR	008889 - UNALLOCATED PAYMENT	kdm scheme	20170911-ABS		TRF	-1 450.08		-1 450.08
11 02796442	2023/09	2023/10/20	2017/09/11	S13	02796442	PAYMENT	DIR	008889 - UNALLOCATED PAYMENT	1986/004794/06	20170911-ABS		TRF	-46 338.15		-46 338.15
12 04601494	2023/09	2023/10/20	2023/10/20	DRC	04601494	PAYMENT		008889 - UNALLOCATED PAYMENT	DOROSAMY K D	20231020-DRC		SND	-60.00	-7.83	-60.00
13 04635146	2023/09	2023/10/20	2023/08/10	S13	04635146	PAYMENT	DIR	008889 - UNALLOCATED PAYMENT	KWADUKUZA	20230810-PTM		TRF	-25 000.00		-25 000.00
14 04635755	2023/09	2023/10/20	2023/10/20	S03	04635755	PAYMENT		008889 - UNALLOCATED PAYMENT	REDDY SINIVASEN	20231020-503		SND	-40.00	-5.22	-40.00
15 04635787	2023/09	2023/10/20	2023/10/20	EAS	04635787	PAYMENT		008889 - UNALLOCATED PAYMENT	WALTERS M & GC	20231020-EAS		CSM	-150.00	-19.57	-150.00
16 04636063	2023/09	2023/10/20	2023/10/20	S03	04636063	PAYMENT	CARD	008889 - UNALLOCATED PAYMENT	TEST VAT 1	20231020-503	CsmImportTemplate_THIRDPARTY_	SCAS	-1 000.00	-130.43	-1 000.00
17 04636064	2023/09	2023/10/20	2023/10/20	S03	04636064	PAYMENT	CARD	008889 - UNALLOCATED PAYMENT	TEST VAT 2	20231020-503	CsmImportTemplate_THIRDPARTY_	SCAS	-200.00	-26.09	-200.00
18 04636067	2023/09	2023/10/20	2023/10/20	S03	04636067	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 5	20231020-S03	CsmImportTemplate_THIRDPARTY_	SCAS	-2 000.00	-260.87	-2 000.00
19 04636069	2023/09	2023/10/20	2023/10/20	S03	04636069	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 7	20231020-S03	CsmImportTemplate_THIRDPARTY_	SCAS	-5 000.00	-652.17	-5 000.00
20 04636072	2023/09	2023/10/20	2023/10/20	S03	04636072	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 10	20231020-S03	CsmImportTemplate_THIRDPARTY_	SCAS	-11 000.00	-1 434.78	-11 000.00
21 04636075	2023/09	2023/10/20	2023/10/20	S03	04636075	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 13	20231020-S03	CsmImportTemplate_THIRDPARTY_	SCAS	-300.00	-39.13	-300.00
22 04636076	2023/09	2023/10/20	2023/10/20	S03	04636076	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 14	20231020-S03	CsmImportTemplate_THIRDPARTY_	SCAS	-400.00	-52.17	-400.00
23 04636077	2023/09	2023/10/20	2023/10/20	S03	04636077	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 15	20231020-S03	CsmImportTemplate_THIRDPARTY_	SCAS	-500.00	-65.22	-500.00
24 04636078	2023/09	2023/10/20	2023/10/20	S03	04636078	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 16	20231020-S03	CsmImportTemplate_THIRDPARTY_	SCAS	-600.00	-78.26	-600.00
25 04636079	2023/09	2023/10/20	2023/10/20	S03	04636079	PAYMENT	CARD	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-503	CsmImportTemplate_THIRDPARTY_	SCAS	-100.00	-13.04	-100.00
26 04636080	2023/09	2023/10/20	2023/10/20	S03	04636080	PAYMENT	CARD	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-503	CsmImportTemplate_THIRDPARTY_	SCAS	-200.00	-26.09	-200.00
27 04636083	2023/09	2023/10/20	2023/10/20	S03	04636083	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-503	CsmImportTemplate_THIRDPARTY_	SCAS	-500.00	-65.22	-500.00
28 04636085	2023/09	2023/10/20	2023/10/20	S03	04636085	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-503	CsmImportTemplate_THIRDPARTY_	SCAS	-700.00	-91.30	-700.00
29 04636088	2023/09	2023/10/20	2023/10/20	S03	04636088	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-503	CsmImportTemplate_THIRDPARTY_	SCAS	-1 000.00	-130.43	-1 000.00
30 04636091	2023/09	2023/10/20	2023/10/20	S03	04636091	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFE AN	20231020-503	CsmImportTemplate THIRDPARTY	SCAS	-1 300.00	-169.57	-100.00



Ageing Report

Detailed, Summary and Grouped Ageing options are available, also including the UNA Register transactions.

1	A	В	C	D	E	F	G	Н	I. I.	J	K	L	M	N	0	Р
1	Detailed Sundry Register Agei	ng														
2	RegType	DocNo	Customer Name	Reference	Type	Tariff Code	Description	Ref Tariff Code	Description	Total	Current	30 Days	60 Days	90 Days	120 Days	150+ Days
З										'202309	'202308	'202307	'202306	'202305	'202304 +	
4	CEM		DOCUMENT HOLDER SURNA	AME N TEST1		1010	BURIAL FEES	8888	PAYMENT	-500	0	-500	0	0	0	0
5	CEM		DOCUMENT HOLDER SURNA	AME N TEST1		8888	PAYMENT	8888	PAYMENT	-1520	-1520	0	0	0	0	0
6	CEM		DOCUMENT HOLDER SURNA	AME N TEST1		9008	VAT LEVIED	8888	PAYMENT	-75	0	-75	0	0	0	0
7	TFC		L STACEY	20/00001/047/000069	•	A02000		A02000		1500	1500	0	0	0	0	0
8	TFC		2 NAUDE	20/00002/047/000071		S03100		S03100		-2250	-2250	0	0	0	0	0
9	TFC		MAHLANGU	20/00003/047/000073		S03200		S03200		4500	4500	0	0	0	0	0
10	TFC		MAGAELA	20/00004/047/000075		S03300		S03300		-1500	-1500	0	0	0	0	0
11	UNA	2796440) kdm scheme	20170911-ABS	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1450.08	-1450.08	0	0	0	0	0
12	UNA	2796443	2 1986/004794/06	20170911-ABS	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-46338.15	-46338.15	0	0	0	0	0
13	UNA	279644	5 119/18/2/14/17	20170911-ABS	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-39634.97	-39634.97	0	0	0	0	0
14	UNA	459851	2 MOONSAMY S	20231023-DRC		8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
15	UNA	4601494	DOROSAMY K D	20231020-DRC		8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-60	-60	0	0	0	0	0
16	UNA	463514	5 KWADUKUZA	20230810-PTM	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-25000	-25000	0	0	0	0	0
17	UNA	463574	VT unallocated - mixed par	ymen: 20231010-S03	CASH	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
18	UNA	4635744	VT unallocated - mixed par	ymen: 20231010-S03	CARD	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
19	UNA	463574	5 VT unallocated - mixed par	ymen: 20231010-S03	CHEQ	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
20	UNA	463574	RG - Multi payment type	20231010-S03	CHEQ	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
21	UNA	463575	5 REDDY SINIVASEN	20231020-S03		8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
22	UNA	4635760	VT SEGMENT	20231011-S03	CASH	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
23	UNA	4635770	FNB OB PMT 0007009	0 20231011-DIR	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1500	-1500	0	0	0	0	0
24	UNA	463578	7 WALTERS M & GC	20231020-EAS		8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-150	-150	0	0	0	0	0
25	UNA	463578	2166	64023 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-2500	-2500	0	0	0	0	0
26	UNA	463579	1.9001	1E+12 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1600	-1600	0	0	0	0	0
27	UNA	463579	L 2.0001	1E+12 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
28	UNA	463579	2 4022	22381 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1000	-1000	0	0	0	0	0
20	LINA	463570	2/66	65118 20231012-EAS	EASY	8880	UNALLOCATED PAYMENT	8880	LINALLOCATED PAYMENT	-276.81	-276.81	0	0	0	0	0

Control Report

The Control Report includes the Unallocated Receipts Register as a sub-module.

	А	В	С	D	E	
1		CONTROL REPORT SUMMARY				Γ
2						
3	Fiscal Period	202309				
4	Total Not Interfaced yet	-36374.97				
5	Closing Balance on GL	-76253.11				
6	Total	-112628.08				
7	Total Consumer Debtors Out Bal	-112628.08				
8	Difference	0				
9						
10	CONTROL DESCRIPTION	BALANCE	UPOSTED	GL C/BALANCE	DIFFERENCE	
11	Liabilities:Current Liabilities:Trade and Other Payable Exchange Transactions:Advance Payments	-1645	-1005	-640	0	
12	Liabilities:Current Liabilities:Trade and Other Payable Exchange Transactions:Unallocated Deposits	-110983.08	-35369.97	-75613.11	0	
13	TOTAL	-112628.08	-36374.97	-76253.11	0	
14						
15						
16						

Daily and Monthly Procedures

The usual Daily and Monthly Procedures apply. Where Sundry Registers have never been used before, a Sundry Register Month End Authorisation has to be included after which the Sundry Register Month End can be performed.

VAT

For clients who pay VAT on receipts over to SARS, all mentioned processes work the same. The VAT portion is accommodated for and can be viewed on the GL Interface Entries as well as the Control Report.