



User Guide: **UNALLOCATED RECEIPTS REGISTER**

Version 8.1.0

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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

Back Menu Search Menu Option:

Enquiries

01. Sundry Register Enquiry

Authorisations

11. Authorise Transactions

Traffic Fines Integration

13. Traffic Fines Import

14. TMT Fines Import

15. Traffic Fines Extract

16. Traffic Fines Interface Report

GL Fiscal: 2023/09

Sundry Reg: 2023/09

Maintenance

02. Document Master

03. Document Cancel

<12. Reporting & Extracts

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
* Password: ****

Authorisation amount applies per transaction

General Ledger / Budgets

- Override Budgets 99,999,999.00
- Virements 99,999,999.00
- Project Costings 0.00
- GL Journals 999,999,999.00
- Change Original Budget Adjustment Date

Revenue Modules

- Consumer Debtors
- Sundry Debtors
- Sundry Registers
- Cashiers Receipt Copy

Fixed Assets

- Fixed Assets

Procurement

- Requisitions 0.00
- Purchase Orders 0.00
- Override GRV Amounts 0.00

Stores

- Stores Issues 0.00
- Stores Transfers 0.00

Creditors

- Change Creditor Banking Details
- Creditors Payments 0.00
- Creditors Invoices 0.00
- Creditors Last Year Transactions

Buttons: 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:

Receipt Capture (MANDO LIVE)

Payment Type: CASH
Payment Date: 06/10/2023

Cashier: S13 MUNSYS_MARLIE
Station: 001 STATION 001
Status: ADMINISTRATOR

Cashier Module Period: 2023/09
Cashier's Period: 2023/09
Receipt Date: 06/10/2023

Tendered Amount: 100.00
Receipt Amount: 100.00
Available Amount: 100.00
Change Amount: 0.00

Print Original Receipt
Duplicate Receipts Copies: 1
Reference:

Consumer Statement [Find](#)
Sundries Statement [Find](#)

Seq	* Sys	* Account Number / Quick Code / Document Number & Description	Remarks	* Pay Amount	Balance
00001	VT	000018			
Total					0.00

Buttons: Add, Change, Delete, View, Debtor PDF, Cancel, Ok

Message: Munsoft - Mando Q.A. Cashier Quick Codes may not have Unallocated Deposits as the Item. OK

Annotations:
 - Arrow pointing to 'VT' in the quick code field: "VT and unallocated receipts Quick Code was entered."
 - Arrow pointing to the message box: "Informative Message is displayed."

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

MANDO LIVE

Payment Type CASH
Payment Date 06/10/2023

Cashier S13 MUNSYS_MARLE
Station 001 STATION 001
Status ADMINISTRATOR

Cashier Module Period 2023/09
Cashier's Period 2023/09
Receipt Date 06/10/2023

Tendered Amount 100.00
Receipt Amount 100.00
Available Amount 100.00
Change Amount 0.00

Print Original Receipt
Duplicate Receipts Copies 1
Reference

Consumer Statement [Find](#)
Sundries Statement [Find](#)

Seq	* Sys	* Account Number / Quick Code / Document Number & Description	Remarks	* Pay Amount	Balance
00001	RG	JNA	UNIDENTIFIED DEPOSITS		0.00

Total 0.00

Add Change Delete View Debtor 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.AR05

File

MDC CAS.AR05 ** Munsoft Live **
DAILY PRELIMINARY AUDIT LIST

DAY : 06/10/2023
CASHIER : S13 MUNSYS_MARLIE

Receipt No	Sys	Account No	Account Name	Receipt Total
04635736	RG	UNA04635736		100.00
*** TOTAL FOR CASH				100.00

CASHIER TOTAL 100.00
MDC CAS.AR05 ** Munsoft Live **
DAILY PRELIMINARY AUDIT LIST

DAY : 06/10/2023
CASHIER : S13 MUNSYS_MARLIE

Receipt No	Sys	Account No	Account Name	Receipt Total
****GRAND TOTAL****			TOT RECS 1	100.00

Example of receipt posted to UNA Register:

Sundry Register Transactions Enquiry MANDO LIVE

Master Register Details
Unallocated Receipt

Register UNA UNALLOCATED RECEIPT
Document Number ALL Outstanding Balance 79,163.11-
Document Holder ALL Deposit 0.00

Doc No	Period	Capture Date	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-

Expand 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.

Sundry Register Transactions Enquiry MANDO LIVE

Master Register Details
Unallocated Receipt

Register: UNA UNALLOCATED RECEIPT
Document Number: ALL
Document Holder: ALL

Outstanding Balance: 198,042.31-
Deposit: 0.00

Doc No	Period	Capture Date	Opr	Transaction Type	Pay Type	Tran Number	Tariff Code	Tariff Description	Amount	Balance
04635736	2023/09	06/10/2023	S13	PAYMENT	CASH	0004635736	008889	UNALLOCATED PAYMENT	100.00-	0.00

Unit Charge: _____
Units: _____
Narration: CASH PAYMENT - THANK YOU

Document Holder: UNA RECEIPT 1
Reference: 20231006-S13
Source Code: CAS

Transfer: [View](#)
[GL Interface Entries](#)

Expand Filter Excel PDF Cancel Ok

Allocations Enquiry MANDO LIVE

Account Number: UNA 04635736
Levy Period: 2023/09

Interface Segment	Description	Amount	Prefix	Quick Code
0001	Function: Finance and Administration:Core Function:Finance:Default Item: Liabilities:Current Liabilities:Trade and Other Payable Exchange Transactions:Unallocated Deposits:Deposits:Unallocated Deposits Sundry Register	100.00-	SRGCNT	076003
0002	Function: Finance and Administration:Core Function:Finance:Default Item: Assets:Current Assets:Cash and Cash Equivalents:Cash at Bank:Bank Account:Specify (KwaDukuza Local Municipality (Primary Account) (4087627126)):Deposits	100.00	BNKCDE	000005

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 LIVE

Transactions: 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:

Sundry Register Payment Split Transfer Transaction

* From Register: UNA
 * From Document Number: 04635902
 Document Holder: MARLIE TEST UNA REGISTER
 Operator: S13 MUNSYS_MARLIE
 Levy Period: 2023/09
 * Document Date: 24/10/2023
 Outstanding Balance: 500.00-
 Pending Movement: 0.00
 * Document Type: Payment Transfer
 Payment Reversal

Seq	Line Number	Capture Date	Operator	Document Number	Payment Amount	Transfer Amount	Transfer Y/N	Bank Code	Bank Description
01	0001	17/10/2023	S13	0004635902	500.00-	0.00	<input type="checkbox"/>	000005	

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:

Split Payment Transfer

Input Option: Capture Split
 Import Split

Payment Amount: 500.00-
 Transfer Amount: 0.00
 Difference: 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

Input Option: Capture Split
 Import Split

Payment Amount: 500.00-
 Transfer Amount: 500.00-
 Difference: 0.00

Seq	Transfer Option	Account No/Quick Code	Account Holder / Quick Code Desc	Charge Fee	Transfer Amount
001	<input checked="" type="radio"/> Consumer Debtor Account <input type="radio"/> Cashier Quick Code <input type="radio"/> Sundry Debtor Account <input type="radio"/> Sundry Register	0002041456	KHAMBULE R T	<input type="checkbox"/>	250.00-
002	<input checked="" type="radio"/> Consumer Debtor Account <input type="radio"/> Cashier Quick Code <input type="radio"/> Sundry Debtor Account <input type="radio"/> Sundry Register	000010	RATE CERTIFICATE		250.00-
Total					500.00-

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

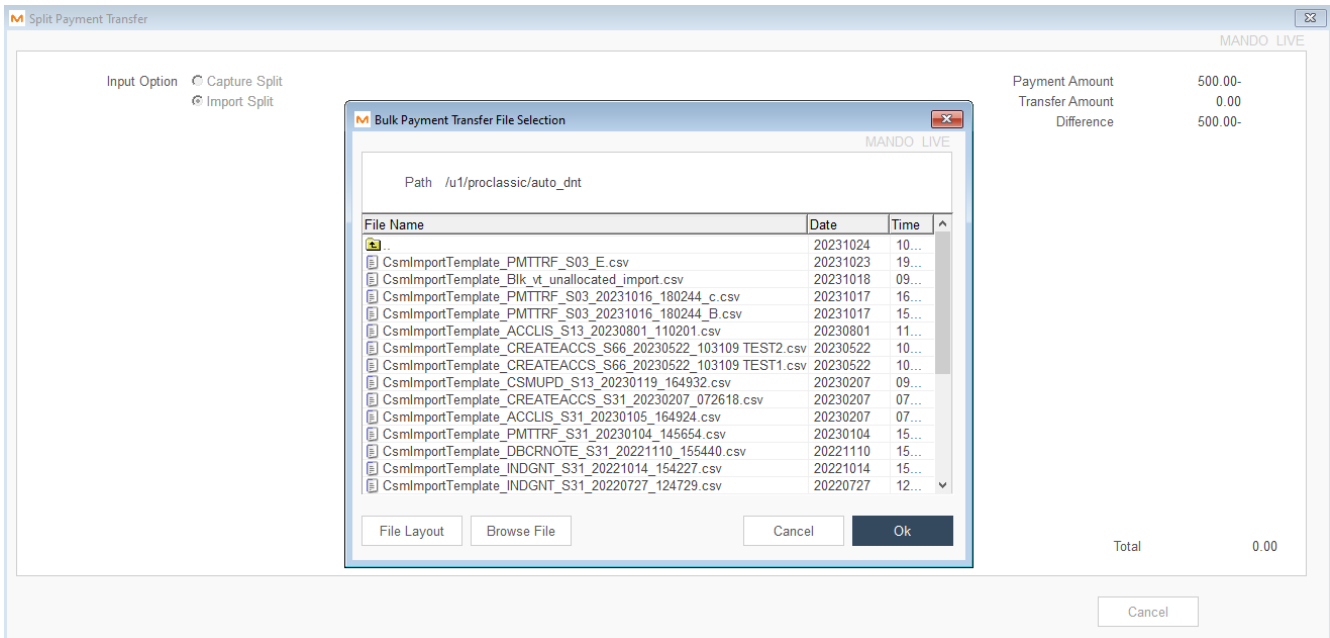
Sundry Register - Payment Transfer/Reversal

Register Details	: UNA - 04635902	Document Type	: PMTTRF - PAYMNT TRANSFER
Register Description	: UNALLOCATED RECEIPT	Document Number	: 00000022
Document Holder	: MARLIE TEST UNA REGISTER	Capture Operator	: S13 MUNSYS_MARLIE
Capture Date	: 24/10/2023	Levy Period	: 202309
Transfer/Reversal Value	: 500.00-	Receipt Number	: 0004635902
Payment Reversal Bank Quick Code	: 000005		
Payment Reversal Type	:		
Reversal Charge Tariff	:		
Reversal Charge	: 0.00		

Transfer Breakdown	Account Number	Quick Code	Register	Amount
Payment Tranfer to Consumer Debtor	0002041456 -	-	-	250.00-
Payment Tranfer to Cashier Quick Code	-	000010 - RATE CERTIFICATE	-	250.00-
Total Value				500.00-

Captured By:	Signature:
Reviewed By:	Date:
Approved By:	Date:
Authorized 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.



Layout:

	A	B	C	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.

Authorise Sundry Register Transactions (MANDO LIVE)

Authorise Operator: MUNSYS_MARLIE
Capture Operator: All Operators Specific Operator

Fiscal	Type	Document Number	Register Type	Doc Number	Account Holder	Capture Date	Operator	Amount	Authorise/Cancel
2023/09	PMITRF	00000015	UNA			20/10/2023	S03	50.00-	<input checked="" type="radio"/> A <input type="radio"/> C <input type="radio"/> N
2023/09	PMITRF	00000020	UNA	04635743	VT unallocated - mixed payment	23/10/2023	S03	40.00-	<input checked="" type="radio"/> A <input type="radio"/> C <input type="radio"/> N
2023/09	PMITRF	00000022	UNA	04635902	MARLIE TEST UNA REGISTER	24/10/2023	S13	500.00-	<input checked="" type="radio"/> A <input type="radio"/> C <input type="radio"/> N

Buttons: Filter, Cancel, Ok

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.

Sundry Register Payment Split Transfer Transaction (MANDO LIVE)

* From Register: UNA
* From Document Number: 04635789
Document Holder: 000000021664023
Operator: S13 MUNSYS_MARLIE
Levy Period: 2023/09
*Type of Reversal: TO
Suspense Code: 888888
Control Clearing and Interface Accounts: Cash an...

Outstanding Balance: 2,500.00-
Pending Movement: 0.00
* Document Date: 24/10/2023
* Document Type: Payment Transfer Payment Reversal

Seq	Line Number	Capture Date	Operator	Document Number	Payment Amount	Transfer Amount	Transfer Y/N	Bank Code	Bank Description
01	0001	12/10/2023	EAS	0004635789	2,500.00-	0.00	<input checked="" type="checkbox"/>	000005	Closing Balance

Buttons: Cancel, Ok

Reimbursement Capture

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

The screenshot shows the 'Sundry Register Account Reimbursements' window. It features a table with the following data:

Document Number	Account Holder	Outstanding	VAT Balance	Pending	To Reimburse	Select	* Code	Reimbursement Tariff Description
04598512	MOONSAMY S	40.00-	0.00	0.00	40.00-	<input type="checkbox"/>		
04601494	DOROSAMY K D	60.00-	0.00	0.00	60.00-	<input checked="" type="checkbox"/>	008887	Register Reimbursements

Below the table, the 'Cash Book Request' section has radio buttons for 'None' and 'Electronic Transfer'. The 'Account Type' section has radio buttons for 'Cheque' and 'Savings'. The 'Bank Details' section includes fields for Bank Code (000005), Bank Name (ABSA), Account Holder (XYZ ACCOUNT HOLDER), Account Number (123456789), and Branch Code (632005).

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.

Transfer VT Receipt to UNA

Register: UNA UNALLOCATED RECEIPT
Operator: S13 MUNSYS_MARLIE
Fiscal Period: 2023/09

* From Cashier Quick Code: 000018 UNIDENTIFIED DEPOSITS

* From VT Receipt Number: Find
Or Legacy System Receipt: Transfer Transaction is not necessary for Receipts after 2023/10/06 and Receipt Number 04635736
VT Receipt not available for selection

Receipt Number: 03653965

Original Receipt Details

* Payment Type: EASY EASYPAY
* Receipt Date: 03/08/2020
* Payment Reference: easy1851.723
* Cashbook Reference: 20200903-EAS
Comments / Notes: 9185100030003573
* Receipt Amount: 100.00

Cancel Ok

Unallocated Cashier Receipts

Quick Code: 000018 UNIDENTIFIED DEPOSITS

From Date: _____
To Date: _____
Amount: 100.00
Partial Remark: _____

Receipt Number	Amount	Document Number	Cashier	Date	Posted	YN	Type	Remark
02807823	100.00	689205	ABS	29/09/17	Y		DIR	vilosh
02808832	100.00	689387	PTM	29/09/17	Y		DIR	20024282
02827693	100.00	692971	ABS	23/10/17	Y		DIR	3200247958
02827695	100.00	692971	ABS	23/10/17	Y		DIR	3200247958
02861368	100.00	699757	ABS	29/11/17	Y		DIR	5203255283087
02861379	100.00	699757	ABS	29/11/17	Y		DIR	cash dep
02861383	100.00	699757	ABS	29/11/17	Y		DIR	cash dep
02900532	100.00	706680	DRC	23/01/18	Y		DIR	20024282
02921763	100.00	710384	ABS	15/02/18	Y		DIR	RESEIDENTIAL ESR
02921794	100.00	710384	ABS	15/02/18	Y		DIR	4087627126
02945581	100.00	714616	DRC	14/03/18	Y		DIR	20024282
02967393	100.00	718765	ABS	12/04/18	Y		DIR	106877
02967466	100.00	718774	ELL	12/04/18	Y		DIR	20024282
02967494	100.00	718774	ELL	12/04/18	Y		DIR	20024282
03007454	100.00	725438	ABS	31/05/18	Y		DIR	reginald mhloug
03045212	100.00	732402	ABS	19/07/18	Y		DIR	p.o. file 733
03099008	100.00	743162	ABS	27/09/18	Y		DIR	SHAIK FLAT 9016
03128218	100.00	748320	ABS	30/10/18	Y		DIR	4000846057
03174363	100.00	756719	BUT	27/12/18	Y		DIR	INVEST ELECTRICITY
03253348	100.00	770285	VIC	31/03/19	Y		DIR	20024282

Cancel Ok

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.

Transfer VT Receipt to UNA

Register: UNA UNALLOCATED RECEIPT
Operator: S13 MUNSYS_MARLIE
Fiscal Period: 2023/09

* From Cashier Quick Code: 000018 UNIDENTIFIED DEPOSITS

* From VT Receipt Number: Find
Or Legacy System Receipt: Transfer Transaction is not necessary for Receipts after 2023/10/06 and Receipt Number 04635736
VT Receipt not available for selection

Receipt Number: _____

Original Receipt Details

* 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

Cancel Ok

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.

Bulk VT Receipt Transfer to UNA

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

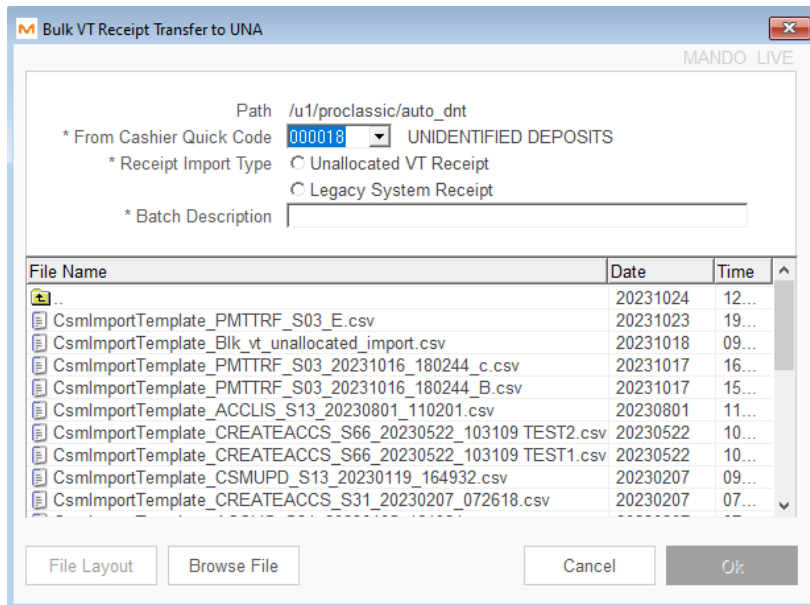
These transfers be done in bulk.

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.



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.

	A	B	C	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.

	A	B	C	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)

The screenshot shows the 'Segment Enquiry' window with the following filters:

- Filter By: Segment (selected), Quick Code, Item Tree
- Financial Year: 2024
- Quick Code: BNKCODE000005
- Closing Balance: (checked)
- Project: Default Transactions
- Function: Function: Finance and Administration: Core Function: Finance: Default
- Item: Assets: Current Assets: Cash and Cash Equivalents: Cash at Bank: Bank Account: Specify (KwaDukuza Local Municipality (Primary Account) (4087627126)): Opening Balance
- Region: Regional/Regional Identifier: Local Government by Province: KwazuluNatal: District Municipalities: DC29 Ilembe: Municipalities: KZN292 Kwadukuza: Whole of the Municipality
- Funding: Fund: Non-funding Transactions
- Costing: Costing: Default
- Segment: Specify (KwaDukuza Local Municipality (Primary Account) (4087627126)): Opening Balance
- Partial Description: (empty)

Fiscal	Segment Description	Transaction Date	Document Number	Interface No	Remarks	Source	Amount
2023/09	Deposits	12/10/23	04635832	63707	E_THRD7	REC	7 000.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	190.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	1 200.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	335.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	100.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	200.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	85.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	50.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	100.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	428.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	200.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (CEMPAYMNT)	SRG	300.00
2023/09	Deposits	16/10/23	999999	00043	SRG IFACE - 202309 (UNAPAYMNT)	SRG	648.79
Total							712,586.08

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.

Document Number	Billing Period	Capture Date	Document Date	Operator	Transaction Number	Document Type	Payment Type	Tariff Code & Description	Document Holder	Reference	Comment	Source Code	Amount	Vat Amount	Balance
04598512	2023/09	2023/10/23	2023/10/23	DRC	04598512	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	MOONSAMY S	20231023-DRC		SNL	-40.00	-5.22	-40.00
02796440	2023/09	2023/10/20	2017/09/11	S13	02796440	PAYMENT	DIR	008889 - UNALLOCATED PAYMENT	kdmscheme	20170911-ABS		TRF	-1 450.08	-	-1 450.08
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
04601494	2023/09	2023/10/20	2023/10/20	DRC	04601494	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	DWOSAMY K D	20231020-DRC		SNL	-60.00	-7.83	-60.00
04635146	2023/09	2023/10/20	2023/10/20	S13	04635146	PAYMENT	DIR	008889 - UNALLOCATED PAYMENT	KWADUKUZA	20230810-PTM		TRF	-25 000.00	-	-25 000.00
04635755	2023/09	2023/10/20	2023/10/20	S03	04635755	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	REDDY SINIVASEN	20231020-S03		SNL	-40.00	-5.22	-40.00
04635787	2023/09	2023/10/20	2023/10/20	EAS	04635787	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	WALTERS M & GC	20231020-EAS		CSM	-150.00	-19.57	-150.00
04636063	2023/09	2023/10/20	2023/10/20	S03	04636063	PAYMENT	CARD	008889 - UNALLOCATED PAYMENT	TEST VAT 1	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-1 000.00	-130.43	-1 000.00
04636064	2023/09	2023/10/20	2023/10/20	S03	04636064	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT 2	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-200.00	-26.09	-200.00
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
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
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
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
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
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
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
04636079	2023/09	2023/10/20	2023/10/20	S03	04636079	PAYMENT	CARD	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-100.00	-13.04	-100.00
04636080	2023/09	2023/10/20	2023/10/20	S03	04636080	PAYMENT	CARD	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-200.00	-26.09	-200.00
04636083	2023/09	2023/10/20	2023/10/20	S03	04636083	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-500.00	-65.22	-500.00
04636085	2023/09	2023/10/20	2023/10/20	S03	04636085	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-700.00	-91.30	-700.00
04636088	2023/09	2023/10/20	2023/10/20	S03	04636088	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-1 000.00	-130.43	-1 000.00
04636091	2023/09	2023/10/20	2023/10/20	S03	04636091	PAYMENT	CASH	008889 - UNALLOCATED PAYMENT	TEST VAT TARIFF AN	20231020-S03	CsmImportTemplate_THIRDPARTY_SCAS		-1 300.00	-169.57	-1 300.00

Ageing Report

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

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
CEM	1	DOCUMENT HOLDER SURNAME N	TEST1		1010	BURIAL FEES	8888	PAYMENT	-500	0	-500	0	0	0	0
CEM	1	DOCUMENT HOLDER SURNAME N	TEST1		8888	PAYMENT	8888	PAYMENT	-1520	-1520	0	0	0	0	0
CEM	1	DOCUMENT HOLDER SURNAME N	TEST1		9008	VAT LEVIED	8888	PAYMENT	-75	0	-75	0	0	0	0
TFC	1	STACEY	20/00001/047/000069		A02000		A02000		1500	1500	0	0	0	0	0
TFC	2	NAUDE	20/00002/047/000071		S03100		S03100		-2250	-2250	0	0	0	0	0
TFC	3	MAHLANGU	20/00003/047/000073		S03200		S03200		4500	4500	0	0	0	0	0
TFC	4	MAGAELE	20/00004/047/000075		S03300		S03300		-1500	-1500	0	0	0	0	0
UNA	2796440	kdm scheme	20170911-ABS	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1450.08	-1450.08	0	0	0	0	0
UNA	2796442	1986/004794/06	20170911-ABS	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-46338.15	-46338.15	0	0	0	0	0
UNA	2796446	119/18/2/14/17	20170911-ABS	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-39634.97	-39634.97	0	0	0	0	0
UNA	4598512	MOONSAMY S	20231023-DRC	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
UNA	4601494	DOROSAMY K D	20231020-DRC	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-60	-60	0	0	0	0	0
UNA	4635146	KWADUKUZA	20230810-PTM	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-25000	-25000	0	0	0	0	0
UNA	4635743	VT unallocated - mixed paymen	20231010-S03	CASH	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
UNA	4635744	VT unallocated - mixed paymen	20231010-S03	CARD	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
UNA	4635745	VT unallocated - mixed paymen	20231010-S03	CHEQ	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
UNA	4635748	RG - Multi payment type	20231010-S03	CHEQ	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
UNA	4635755	REDDY SINIVASEN	20231020-S03	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-40	-40	0	0	0	0	0
UNA	4635760	VT SEGMENT	20231011-S03	CASH	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
UNA	4635770	FNB OB PMT	20231011-DIR	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1500	-1500	0	0	0	0	0
UNA	4635787	WALTERS M & GC	20231020-EAS	DIR	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-150	-150	0	0	0	0	0
UNA	4635789		21664023 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-2500	-2500	0	0	0	0	0
UNA	4635790		1.9001E+12 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1600	-1600	0	0	0	0	0
UNA	4635791		2.0001E+12 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-100	-100	0	0	0	0	0
UNA	4635792		40222381 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-1000	-1000	0	0	0	0	0
UNA	4635793		24665118 20231012-EAS	EASY	8889	UNALLOCATED PAYMENT	8889	UNALLOCATED PAYMENT	-276.81	-276.81	0	0	0	0	0

Control Report

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

	A	B	C	D	E
1		CONTROL REPORT SUMMARY			
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.