

MUNSOFT

municipal financial software

CASHIERS

NEW FEATURES

Version 7.2.10



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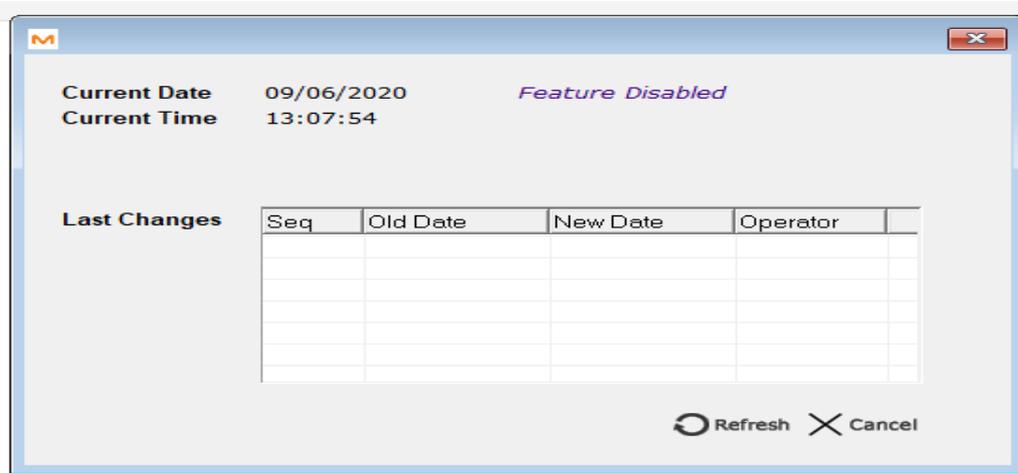
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NEW FEATURES

The function which previously allowed a user to change the systems date and time has been disabled. Changes to the server/system date and time are no longer allowed.



PRIOR RECEIPT DATE FOR CURRENT PERIOD

A cashier will be allowed to capture a back dated receipt which will fall under the current period. For this to happen, a date will have to be entered in the Receipt Date field under Cashier Control for the specific cashier, which will be set by the Cashier Administrator/Supervisor.

Example: If Saturday's receipts were not captured, the Cashier Administrator/Supervisor can set Saturday's date for the cashier to capture Saturday's receipts which will fall under the current period once posted.

| # | Operator | Last Active | Open | Cashup Closed | OK | Post Closed | Upd | Prior | Receipt Date |
|-----|--------------------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------|
| 001 | S50 Anita | 09/06/2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 06/06/2020 |
| 002 | S17 MUNSYS_YVETTE | 08/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 003 | S09 MUNSYS_MANLDA | 08/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 004 | DIR DIRECT DEPOSIT | 03/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 005 | CIG CIGICELL BILLPAYMENT | 02/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 006 | POS POST OFFICE | 17/05/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 007 | PDY PAYDAY | 17/05/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 008 | _AT Tshepiso | 23/04/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 009 | S13 MUNSYS_MARLIE | 16/04/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 010 | 236 dominique | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 011 | 265 WALMARIE | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 012 | 078 SYBIL JACOBS | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 013 | 061 STEPHANUS ESAU | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 014 | 371 Rita Kubashe | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 015 | 341 Nadjmah Abrahams | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 016 | 337 NOZAMVA GOBLE | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

When a cashier is capturing receipts for a specific date (as per the Cashier Control screen), the date will be displayed in red on the capture screen. Once a cashier has captured receipts and Close for Cash Up has been completed, the receipt date will be reset to the current date.

| | | | | |
|------------------------|-------------------------------------|-----------|----------------|------------|
| Cashier | S50 | Anita | Period | 2020/05 |
| Station | 001 | Cashier 1 | Status | CASHIER |
| Payment Type | CASH | CASH | Cashier Period | 2020/05 |
| Payment Date | 09/06/2020 | | Receipt Date | 05/05/2020 |
| Tendered Amount | | 100.00 | | |
| Receipt Amount | | 100.00 | | |
| Available Amount | | 100.00 | | |
| Change Amount | | 0.00 | | |
| Print Original Receipt | <input checked="" type="checkbox"/> | | | |
| | | 1 | Reference | |
| Entry Sys | Account No/Segment/Doc No | Cost Cde | Pay Amt | Outst Bal |

PRIOR PERIOD

A cashier will be allowed to capture receipts for prior period **only if** the GL and Cash Book are in the prior period and Cashier period has rolled over. For this to happen the Prior option will have to be selected and a Receipt Date entered on the Cashier Control screen, which will be set by the Cashier Administrator/Supervisor. If the modules are all in the same period, the Prior option will not be active.

Receipts can be captured in both prior and current periods, but when posting, the prior period receipts will post to the prior period and current receipts will remain unposted until all modules have rolled over to the current period. (It is not necessary to specify which period receipts should post to, the program will post to prior period if GL and Cash Book modules are behind and to the current period once all modules are in the same period)

| # | Operator | Last Active | Open | Cashup Closed | OK | Post Closed | Upd | Prior | Receipt Date |
|-----|--------------------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------|
| 001 | S17 MUNSYS_YVETTE | 08/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 002 | S09 MUNSYS_MANLDA | 08/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 003 | S50 Anita | 08/06/2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 05/05/2020 |
| 004 | DIR DIRECT DEPOSIT | 03/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 005 | CIG CIGICELL BILLPAYMENT | 02/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 006 | POS POST OFFICE | 17/05/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 007 | PDY PAYDAY | 17/05/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 008 | _AT Tshepiso | 23/04/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 009 | S13 MUNSYS_MARLIE | 16/04/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 010 | 236 dominique | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 011 | 265 WALMARIE | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 012 | 078 SYBIL JACOBS | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 013 | 061 STEPHANUS ESAU | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 014 | 371 Rita Kubashe | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 015 | 341 Nadjmah Abrahams | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 016 | 337 NOZAMVA GOBILE | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

When a cashier is capturing receipts for a prior period (as per the Cashier Control screen), the period will be displayed in red on the capture screen.

QA LIVE
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Cashier Receipt Capture

| | | | | |
|---|------------|---------------------------|--|--------------------------------------|
| Cashier Station | S50 001 | Anita Cashier 1 | Period 2020/05 | Status CASHIER |
| Payment Type | CASH | CASH | Cashier Period 2020/04 | Receipt Date 05/05/2020 |
| Payment Date | 09/06/2020 | | Prior Period YN <input checked="" type="checkbox"/> | |
| Tendered Amount | | 200.00 | | Consumer Stmt Reprnt |
| Receipt Amount | | 200.00 | | Sundry Stmt Reprnt |
| Available Amount | | 200.00 | | |
| Change Amount | | 0.00 | | |
| Print Original Receipt <input checked="" type="checkbox"/> | | | 1 | Reference Test |

Once a cashier has captured receipts and Close for Cash Up has been completed, the Prior option will be inactive (grey) until Posting has been completed and cashier is reopened, after which it will reset to the current date and period.

| # | Operator | Last Active | Open | Cashup Closed | OK | Post Closed | Upd | Prior | Receipt Date |
|-----|--------------------------|-------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------|
| 001 | S50 Anita | 09/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 05/05/2020 |
| 002 | S17 MUNSYS_YVETTE | 08/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 003 | S09 MUNSYS_MANLDA | 08/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 004 | DIR DIRECT DEPOSIT | 03/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 005 | CIG CIGICELL BILLPAYMENT | 02/06/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 006 | POS POST OFFICE | 17/05/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 007 | PDY PAYDAY | 17/05/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 008 | _AT Tshepiso | 23/04/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 009 | S13 MUNSYS_MARLIE | 16/04/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 010 | 236 dominique | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 011 | 265 WALMARIE | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 012 | 078 SYBIL JACOBS | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 013 | 061 STEPHANUS ESAU | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 014 | 371 Rita Kubashe | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 015 | 341 Nadjmah Abrahams | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 016 | 337 NOZAMVA GOBILE | 03/02/2020 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

ALL UNPOSTED RECEIPTS

- All unposted receipts can be posted at once, instead of day by day. Once GL and Cash Book are in the same period as Cashiers, a once off posting for unposted receipts can be done.
- User will still have an option to post for a specific date for all users, specific users **OR** for all unposted receipts at once.
- If all receipts are posted at once, receipts will still be grouped by date, by cashier and by payment type in the Cash Book.

IMPORTS

If a date/period has been specified for a cashier, when selecting the cashier operator for import (e.g. DIR for Direct Deposits, EAS for Easypay, NMT for PAY@, PPV for Prepaid Vending etc.) the specified date will be indicated, meaning that the receipts will be imported to the specified period. The Receipt Date field is disabled for all imports, however, for each import you will be able to supply the IMPORT DATE which the Receipt Date will adopt. This is because you might have 3 or 4 files from over the weekend that you want to process and you want to be able to adjust the receipt date when you import the files.



REMEMBER

You can now run through the whole day end process and open all cashiers even though cashier's period is ahead of the GL and Cash Book. Previously you would have to manually untick each tick box on the Cashier Control screen.

If you have Cash Book and GL in the prior period with Cashiers in current period, that does not mean you cannot capture current receipts. It means you can only post prior period receipts and once your GL, Cash Book and Cashiers are in the same period, then you can proceed with posting for your current period.

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