

INTSIKAYETHU MUNICIPALITY FINAL ROAD MAP 2024

Module	System / Applications minimum functionality	Required by	Response	Comments	Due Date outstanding items	Sign-off Service Provider (Outstanding Items)	Sign-off
General	Integrated work flow Request For Information management tool, backed by document management.	Best Practice	Implemented				
General	Ability to obtain base transactional information 'View Only' ability.	Best Practice	Implemented				
General	Ability to request sample transactions from all sub and core financial systems. This include documents as loaded via the document management systems.	Best Practice	Implemented				
General	Issue audit findings and risk registers and invoke consequence management procedures.	Best Practice	Implemented				
General	Continues work flow on risks identified to ensure mitigation.	Best Practice	Implemented				
General	Work flow and incident management tool to ensure progressive dealing with Request For Information and Communication of Audit findings.	Best Practice	Implemented				
General	Document management to ensure delivery of responses and documents requested on 'Request for Information' to AG.	Best Practice	Implemented				
General	Real time system (date time stamped) electronic responses to AG queries and continued internal escalation of non responded queries.	Best Practice	Implemented				
General	Escalation and continuous request for 'auditor conclusion' on responded communication of audit findings.	Best Practice	Implemented				
General	Escalation and classification of matters influencing auditors opinion.	Best Practice	Implemented				
General	Compilation and work flow on audit recovery plans.	Best Practice	Implemented				
General	Document management and work flow to ensure resolution tracking is achieved.	Best Practice	Implemented				
General	Authentication, authorisation and cryptographic security technologies and digital certificates must be given high emphasis throughout the entire system including but not limited to the application, data processing, data storage, data communications and user access.	Optional	Implemented				
General	Must integrate secondary authentication systems such as biometric devices for users that provides access to critical modules, processes and digital signatures or similar technologies to prevent document tampering.	Optional	Implemented				
Assets	Trace all financial asset transactions to the asset level.	Legislation	Implemented in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Ensure that all asset transactions are aligned with mSCOA Regulations.	mSCOA Regulation	Implemented in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	An asset and liabilities subsystem that gives effect to MFMA section 63: Assets classes with its associated asset types to manage the accounting policy statements in the financial statements as well as give overall control of all assets within asset classes with its associated useful lives and its associated SCOA reporting framework. It should also include the NERSA Regulatory Reporting Manual (RAM) classification as well as the Department of Water Affairs (DWA) in order for the municipality to comply with NERSA and DWA requirements. All asset transaction types must be accommodated in a flexible manner to accommodate future expansion within the SCOA framework. An audit Trail, with an enquiry facility into the audit trail, of all movement within these files is a requirement. The 'asset management system' module should:		Implemented in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Manage the full asset life cycle;	Legislation	Implementation in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Manage the contract and build phase of the project by registering the component and rolling the accounting transaction up to the work-in-progress (WIP);	Legislation	Implementation in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Immediately after a completion certificate is received, unbundle assets and maintain the parent-child relationship between the main asset and its components;	mSCOA Regulation	Implementation in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Enable table-to-floor inspection sheets (electronic devices are preferred) as well as floor-to-table look-up methodologies;	Legislation	Implementation in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Host the insurance register and constantly update the portfolio as new assets are purchased or if there is progress on the value of work-in-progress (WIP);	Legislation	Implementation in progress	Final audited FAR has been uploaded in the Financial Asset system.	30 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation

Billing	Billing module in addition to integrate: The A&B valuation roll publication as required by the Municipal Property rates Act, 2004; and The customer portal; and should as a minimum (if not hosted on the municipality's web site) be accessible or redirected from the website of the municipality.	Legislation	Implemented	Website updated with GV & SV	31 July 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Billing	The tariff policy referred to in section 74 of the Municipal Systems Act, 2000;	Legislation	Implemented	Tariff policy in place	31 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Billing	The rates policy as required in terms of the Municipal Property Rates Act, 2004;	Legislation	Implemented	Rates policy in place	31 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
General	Document management must occur at the capturing point of all transactions.	Best Practice	Not Available	Responsibility Of Intsikayethu Local Municipality to compile and publish Credit Control Policy , system complies to Credit Control setup as per promulation	31 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Billing	The credit control and debt collection policy referred to in section 96 of the Municipal Systems Act, 2000;	Legislation	Implemented	Credit control and debt collection policy in place	31 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Billing	The rates and tariffs promulgation;	Legislation	Implemented	Rates & tariffs have been promulgated in the Government Gazette	31 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Billing	The general tariff advertisement;	Legislation	Implemented	Tariffs were advertised before end May	31 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Billing	Provide a debtor master record containing at least but not limited to:	Legislation	Implemented	Completed			
General	The System must include an online procedural manual facility that allows for the recording and updating of all relevant processes to aid the users of the system.	Best Practice	Implemented and signed off for IYM	Completed			
General	The manual must be context specific and accessible from any input screen in the system.	Best Practice	implemented and signed off for IYM	Completed			
General	Functionality is required to permit a duly authorised user to maintain the user manual.	Optional	Implemented and signed off for IYM	Completed			
General	The solution must include the online recording of all transactions with a unique transactional identifier and a date/ time stamp format which records transactions in all systems.	Best Practice	Implemented and signed off for IYM	Completed			
General	It is important to note that no records are physically deleted. Deleting a record in the context of the 'Solution means to 'flagging as deleted', the record so that it is no longer visible or active and does not present 'clutter' to normal users.	Best Practice	Not Available	Transactions Recorded from the Submodule available for drill Down, Vending performed on third party system			
General	However, duly authorised users may view or report on logically deleted records.	Best Practice	Not Available	Transactions Recorded within the Third party system , and accounting transactions reflected within the General ledger with transaction details on the third party system			
General	Logically deleted records MAY NOT be reactivated. (If a record was 'flagged for deletion' in error, it will require recapturing).	Best Practice	Implemented and signed off for IYM	Completed			
General	End User Training which includes both theoretical as well as practical training.	Best Practice	Implemented and signed off for IYM	Completed			
General	Complete Solution Hand Over to Municipal Project Team including full documentation.	Best Practice	Implemented and signed off for IYM	Completed			
General	Deployment of an IT strategy for maintenance and future developments.	Best Practice	Implemented and signed off for IYM	Completed			
General	Data back up procedures must be continuous and roll back. Recovery should be at the maximum extent possible and not cause system down time "RAID configuration".	Best Practice	Implemented and signed off for IYM	Completed			
General	Disaster recovery sites are either off site at the municipality or cloud based solutions that are to be tested regularly.	Best Practice	Implemented and signed off for IYM	Completed			
General	Daily, weekly, monthly and yearly backups must be documented and signed-off.	Best Practice	Implemented and signed off for IYM	Completed			
Performance	Due to the nature of local government the performance management system of a municipality originates from its integrated development plan (IDP) and as such the key performance indicators are created in the IDP. This module therefore formally start with and should assist in the compilation of the IDP.	Best Practice	Implemented and signed off for IYM	Completed			
Billing	Debtor classes and discount categories to ensure correct billing and rebates;	mSCOA Regulation	Implemented	Completed			
Performance	Seamless integration with the budgeting module;	Best Practice	implemented and signed off for IYM	Completed			
Performance	The compilation and solution to capture the service delivery- and budget implementation plan (SDBIP) measurable performance indicators and the assignment of tasks to specific managers;	Best Practice	implemented and signed off for IYM	Completed			
Performance	Ensuring that policies and Municipal By-laws are aligned to the developmental nature of the municipality and give effect to the measurable performance objectives and service delivery- and budget implementation plan (SDBIP) of the municipality (for staff and political office bearers);	Best Practice	Implemented and signed off for IYM	Completed			
Performance	Ensure that internal municipality delegations are updated and assigned and formally accepted by individuals;	Best Practice	Implemented and signed off for IYM	Completed			
Performance	Manage and control external service mechanisms/ providers via a contract management component that ensures delivery, sign-off and minutes are contained in a single point of entry;	Best Practice	implemented and signed off for IYM	Completed			

Performance	The contract management module should monitor key deliveries and also invoke penalty clauses, retentions and consequences in cases of persistent breach of contract. This include listing of transgressors on the National Treasury website under the appropriate listing for transgressors;	Best Practice	Implemented and signed off for IYM	Completed			
Performance	A performance management module that manages the contracts of senior management and allows for electronic submissions and 'portfolio of evidence' management;	Best Practice	Implemented and signed off for IYM	Completed			
Performance	The performance management module should assist in consequence management and record any such actions; and	Best Practice	Implemented and signed off for IYM	Completed			
Billing	Trade, sundry and other debtor types to comply with mSCOA requirements;	mSCOA Regulation	Implemented	Completed			
Planning	The integrated development plan (IDP) for publication;	Best Practice	Implemented and signed off for IYM	Completed			
Performance	The service delivery- and budget implementation plan (SDBIP);	Best Practice	Implemented and signed off for IYM	Completed			
Performance	The service level agreements (SLA's) and performance contracts;	Best Practice	Implemented and signed off for IYM	Completed			
Performance	Reporting on service delivery- and budget implementation plan (SDBIP) indicators (inclusive of financial performance indicators); and	Best Practice	Implemented and signed off for IYM	Completed			
Performance	The municipality's annual report.	Best Practice	Implemented and signed off for IYM	Completed			
Billing	Debtor levies in mSCOA segmentation to the Accounts Receivable;	mSCOA Regulation	Implemented	Completed			
Billing	Receipt allocation to AR in the correct mSCOA segmentation;	mSCOA Regulation	Implemented	Completed			
Billing	Month-end and year-end procedures to ensure correct disclosure of cash on hand and age analysis.	Legislation	Implemented	Completed			
Billing	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3rd party systems.	mSCOA Regulation	Implemented	Completed			
Billing	If the module is a 3 rd party solution – it must as a minimum integrate the fees as well as the action history to the billing sub-ledger. This integration must be seamless.	mSCOA Regulation	Implemented	Completed			
Billing	Automated Subsidy, Write Off and reversals thereof.	mSCOA Regulation	Implemented	Completed			
General	The report writer should have a user configurable application utility like Sequel server reporting server (SRSS). This must include sample reports configured as well as standard reports. This will allow for consistency in reporting and best of client base reports that can be shared in the whole-of-municipal environments;	Optional	Implemented and signed off for IYM	Completed			
Billing	<i>Arrear arrangement functionality must be accommodated in a work flow of various administration processes including, but not limited to:</i>		Implemented	Completed			
Billing	Irrecoverable Debt Write Off process;	mSCOA Regulation	Implemented	Completed			
Billing	Councillor Arrear Management.	Legislation	Configured with Process flow still to be implemented for Intsikayethu Local Municipality	Completed			
General	Assist the municipal manager to adhere to MFMA section 70 by providing early warning of impending financial distress;	Best Practice	Implemented and signed off for IYM	Completed			
General	Monitor the financial progress of grants, programs and capital projects (as per the annual service delivery-and budget implementation plan (SDBIP));	Best Practice	Implemented and signed off for IYM	Completed			
General	Monitor performance of debt recovery and creditor payments;	Best Practice	Implemented and signed off for IYM	Completed			
General	Reflect budget versus actual performance of the votes / functions of the municipality.	Best Practice	Implemented and signed off for IYM	Completed			
Billing	Specialised Functionality for Third Party Interfaces (e.g. Staff Arrear Set Offs, Prepaid Vending Arrear Set Offs, Prepaid meter blocking/set offs, etc.)	Legislation	Implemented	Completed			
Billing	<i>A sound customer management system that:</i>			Completed			

Billing	Seamlessly integrate with the revenue management module.	Legislation	Implemented	Completed			
Billing	Provide the municipal website with the Municipal Propert Rates Act, 2004 required A&B valuation rolls.	Legislation	Implemented	Completed			
Billing	The valuation of property will be performed in the separate (Computer Assisted Mass Appraisal) system and the individual property values and relevant property attributes passed to the Solution via an interface with valuation module. Data to be validated and managed within the Solution in compliance with legislation policies and business rules to enable calculation of property rates.	Legislation	Implemented and signed off for IYM	Completed			
Billing	Property Rates and service charges are calculated at different tariffs depending on various criteria such as the category of the property.	mSCOA Regulation	Implemented	Completed			
Billing	Functionality is required to exempt certain categories of property and/ or certain categories of property owners from rates.	Legislation	Implemented	Completed			
Billing	Functionality is required to calculate a rebate or a reduction in rates in compliance with the requirements of legislation and/ or business rules.	Legislation	Implemented	Completed			
Billing	Functionality is required for the phasing in of rates in compliance with legislation.	Legislation	Implemented	Completed			
Billing	Clearance Certificate Management to be online and comply with Section 118 of the Municipal Systems Act, 2000.	Legislation	Implemented	Completed			
Billing	Property register providing for all land in the municipal area.	Legislation	Implemented	Completed			
Billing	Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deeds office and Demarcation Board specifications.	Legislation	Implemented	Completed			
Billing	Integration with billing and valuation systems.	Legislation	Implemented	Completed			
Billing	Alignment of ownership must be verifiable with the deeds office.	Legislation	Implemented	Completed			
Billing	Property transfers, subdivisions, consolidations and zoning changes must be system process with work flow and document management driven.	Legislation	Implemented	Completed			
Billing	<i>Additionally to the standard minimum functionality in the MFMA the billing system must:</i>		Implemented	Completed			
Billing	Calculate and account monthly for the provision of bad debt;	mSCOA Regulation	Implemented and signed off for IYM	Completed			
Billing	Integration of Prepaid at a minimum of a 'debtor per tariff'-code per region, monthly bill the consolidation sales amount and daily receipt the sales;	mSCOA Regulation	Implemented and signed off for IYM	Completed			
Billing	Create and Maintain Regional Structure;	mSCOA Regulation	Implemented	Completed			
Planning	Incorporation of the sub module's elements.	Optional	Comply - Demo Available	Signed off			
Planning	Tracking of the budget process plan and timetable.	Optional	Implemented and signed off for IYM	Completed			
Planning	Automated workflow for departments' submissions as per budget guideline documents.	Optional	Implemented	Completed			
Planning	Comparison capabilities for department budget submissions, scenario's & recommendations.	Optional	Implemented	Completed			

Billing	Create and maintain a tariff structure to comply with mSCOA Regulations;	mSCOA Regulation	Implemented	Completed			
Billing	Produce monthly invoices to debtors and group accounts;	Legislation	Implemented	Completed			
Billing	Allow for rebates and penalty levies.	mSCOA Regulation	Implemented	Completed			
Planning	Enable what-if inter-operability and modelling between the municipality's main budget module and the sub-budget modules.	Optional	Not Available	N/A			
Billing	Must have report writing capabilities for standard & Ad hoc reporting (daily, monthly & annual).	mSCOA Regulation	Implemented	Completed			
Billing	Maintenance of tariffs as per the tariffing section.	Legislation	Implemented	Completed			
Billing	Must be able to do consolidated billing of properties (all services and rates into one bill): As Municipalities are working within the determination of the Municipal Property Rates Act, 2004, a property relational database design is critical. The respective debtor is secondary to that.	Legislation	Implemented	Completed			
Billing	Flexible tariff building structure and design. System must be capable of inclining block tariffs based on daily, monthly, or annual rate scales.	mSCOA Regulation	Implemented	Completed			
Billing	Must allow for the maintenance of tariffs as per the tariffing section.	mSCOA Regulation	Implemented	Completed			
Billing	Must adhere to applicable legislation and by-laws.	Legislation	Implemented	Completed			
Billing	To accommodate fully automated processing of multiple receiving streams including but not limited to:		Implemented	Completed			
Billing	Printing and re-printing (marked as "Copy Receipt") of receipts.	Legislation	Implemented	Completed			
Billing	Provides the facility to charge interest on arrears amount subject to certain user defined provisions and according to user maintainable rates.	mSCOA Regulation	Implemented	Completed			
Billing	<i>Functionality is required to raise debit and credit transactions which are updated to a Debtor account. The functionality must provide for the following transaction sources:</i>		Implemented	Completed			
Billing	Calculated transactions - these transactions will be the result of a calculation that is subject to user defined business rules to determine the tariff to be used, special conditions that may apply to be used, discounts or rebates to be applied etc.;	mSCOA Regulation	Implemented	Completed			
Planning	Calculate and spread budgets based on current consumption and database history.	Best Practice	Implemented	Completed			
Billing	Measure and flag anomalies of the current database history against alternative information sources such as the Surveyor General (SG), Deeds Office and valuation rolls to ensure completeness of budgeting and actual billing.	Best Practice	Implemented	Completed			
Billing	Provide functionality for town ship development and populate amounts and consumption on average per type of connection in this development.	Best Practice	Implemented	Completed			
Billing	Provide for the adjustment of distribution losses based on anticipated remedial actions on the sales loss as identified by the water and electricity distribution loss templates. Zero consumption account based on average and type of use tariffs.	Best Practice	Implemented	Completed			
Billing	Create projected growth and tariff calculations taking into account the provision for bad debt and material losses. (In this regard transacting on the "Regional" segment is crucial for GRAP 104 type calculations).	Best Practice	Implemented	Completed			

Costing	Planning of secondary costing i.e. Departmental charges, internal recoveries and activity based charges informing cost reflective tariffs.	Best Practice	Implemented	Completed			
	Review of sundry tariffs.	Best Practice	Implemented	Completed			
Billing							
Planning	Supply the general ledger's "main budget module"-budgets with the full mSCOA segments as a budget line. It should be able to provide this for revenue, expenditure and balance sheet items.	Best Practice	Implemented	Completed			
Billing	Manually Input transactions - these transactions are captured by a user and will reflect all the details of the transaction;	mSCOA Regulation	Implemented	Completed			
billing	Electronic transactions - these transactions are received electronically, which then must be identified and raised to the relevant Debtor account.	mSCOA Regulation	Implemented	Completed			
HR/P	Provision to calculate new notch values within grades either as a percentage increase or by minimum value. These notch values are to be held on a temporary file and the user must be able to perform Various "what if" scenarios without affecting the live data.	Best Practice	Implemented	Completed			
Billing	Transactions will be classified by type e.g. billing transaction, receipt transaction, journal transaction etc. The definition of a transaction type must be user maintainable.	mSCOA Regulation	Implemented	Completed			
HR/P	Utilising historical trends, calculate the likely provision for leave and bonus provisions. This function should also be able to anticipate (if applicable) any long service allocations.	Best Practice	Implemented	Completed			
Billing	All transactions, regardless of type and origin, must be date/time stamped and have the user/origin included in the record. A narration / description field must be available whereby a short description of the transaction can be recorded.	mSCOA Regulation	Implemented	Completed			
Planning	Allows budgeting for "new capital" projects requested in the integrated development plan (IDP).	Best Practice	Implemented	Completed			
Planning	Anticipates completion and subsequent operational costs of these "new capital" projects.	Best Practice	Implemented	Completed			
Assets	Calculates existing and anticipates new planned assets' maintenance, insurance and a percentage of "un-planned" maintenance.	Best Practice	Implemented	Completed			
Assets	Calculates depreciation, taking into account the impact of major repairs.	Best Practice	Implemented	Completed			
Assets	Calculates profit or loss on planned disposals.	Best Practice	Implemented	Completed			
SCM	Provides for a (contract) retention payment schedule.	Best Practice	Comply - Demo Available	Signed off			
Planning	Provides for grant and work-in-progress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management.	Best Practice	Implemented	Completed			
Planning	Supplies the general ledger's main budget module planned budgets with the full mSCOA segments as a budget line. This functionality should be able to provide this for both expenditure and balance sheet items.	Best Practice	Implemented	Completed			
Assets	Provide the asset maintenance plan.	Best Practice	Implemented	Completed			
General	Allow the public to provide comments on the budget electronically via the municipality's website. These comments together with the comments received from public sessions to be populated/consolidated onto a tool that can be accessed by the public and councillors.	Best Practice	Implemented	Completed			

Planning	Automate the virement process as per the virement policy.	Best Practice	Implemented	Completed			
Performance	Link the service delivery- and budget implementation plan (SOBIP) and workflow to show progress on projects and include links to service delivery scorecards and municipal procurement plans.	Best Practice	Implemented	Completed			
Planning	Provide the annual procurement plan.	Best Practice	Implemented	Completed			
Billing	Functionality is required to correct and recalculate incorrect accounts with full audit trail of actions taken to rectify the error. This could include the recalculation of interest over different financial periods at different rates. (MSA section 95f).	mSCOA Regulation	Implemented	Completed			
Billing	Account maintenance functionality is required to generate the necessary transactions to correct accounts which are in error by an authorised user with a full audit trail and maintenance report of actions taken to rectify the error. (MSA section 95f).	mSCOA Regulation	Implemented	Completed			
Billing	Functionality is required to categorise Debtors and Properties by a set of user defined parameters. The categories are used to create subsets of the Debtor Master for reporting, to establish appropriate tariffs and to determine billing cycles (MPRA section 3(3c)(i)).	mSCOA Regulation	Implemented	Completed			
Billing	It is important to note that in all areas of revenue calculation, rebates and/ or exemptions may be applied based on a single or on multiple criteria which may be applied to the Debtor account in an 'and/ or' context. The Solution must provide the required level of flexibility to cater for these variations.	Legislation	Implemented	Completed			
Billing	Functionality is required to capture and record the meter reading and the date on which the meter was read. At least the following methods of capture must be provided, namely:						
Billing	Prepaid electricity meters:		None	N/A			
Billing	Functionality that is an integral part of the Billing interface to its prepaid vendor;	mSCOA Regulation	Implemented	Completed			
Billing	Reports/ extracts including but not limited to:		Implemented	Completed			
Costing	Planning of secondary costing i.e. Departmental charges, internal recoveries and activity based charges.	mSCOA Regulation	Not applicable	N/A			
Costing	Incorporate the ability to apply costing allocation to projects and percentage (%) based allocation of administration costs to trading service departments (if not allocated) using direct calculation methods.	mSCOA Regulation	Not applicable	N/A			
Costing	A full costing module aligned to the mSCOA costing segment to assist in calculation of tariffs and real costs. Charges must have a direct effect on tariffs. Therefore it will be necessary to ensure direct link to Provisioning and payroll modules exist etc. through the application of internal billing departmental charges or activity based recoveries.	mSCOA Regulation	Not applicable	N/A			
Costing	Management reporting on all charges should be available for reports as well as dashboard information.	mSCOA Regulation	Not applicable	N/A			
General	Must support complex user profiles, with segregation of duties, in order to limit user rights beyond the transaction, but to also include content sensitive measures such as organisational structure, payroll, cost centre, project, source of funding, other segmented transactions or other system objects needed to ensure confidentiality of information and transactional integrity.	Legislation	Implemented	Completed			
Billing	Daily balancing between sub-system and AR; and	Best Practice	Implemented	Completed			
General	Comprehensive on-line audit trail of all transactions at a transaction level must be available. This is in order to identify date, time and the user who initiated, approved or amended any transaction, including workflow. The administrator must be able to customise this for enhanced analysis and reporting.	Legislation	Implemented	Completed			
General	Abattoir system.	Optional	Comply - Demo Available				
General	Cemeteries system.	Optional	Comply - Demo Available				
General	Fire and emergency services systems.	Optional	Comply - Demo Available				
General	Fresh produce market systems.	Optional	Future Development - (POC by December 2019)				
General	Library system.	Optional	Future Development - (POC by December 2019)				
General	Nurseries systems.	Optional	comply - Demo Available				
General	Pound system.	Optional	comply - Demo Available				
General	Traffic fines systems.	Optional	Comply - Demo Available				

General	Transport services systems.	Optional	Comply - Demo Available				
General	Weigh bridge system.	Optional	Comply - Demo Available				
General	Additionally the audit trail on all activities on the system, date, time and responsible user stamped. This must be done to the extent that an activity log can be drawn from the system, outlining a particular user's activities on the system for the entire workday.	Legislation	Implemented	Completed			
General	Sub-system(s) or ledgers must, without (manual) intervention or manipulation, integrate and constantly balance with the core financial system.	mSCOA Regulation	Implemented	Completed			
General	Create workflow and exception reporting mechanisms.	mSCOA Regulation	Implemented	Completed			
SCM	Align suppliers with debtors and HR modules.	Best Practice	Comply - Demo Available	Active with Bugs			
General	<i>The performance management system must therefore include the following components:</i>			Outstanding			
General	<i>The performance management system should as a minimum produce the following documents:</i>			Outstanding			
General	The legislative framework lists the minimum information that should be placed on the municipality's website: Integrate from the core financial budget module; The annual and adjustments budgets and all budget-related documents; All budget-related policies;	Legislation	Implemented	Completed			
General	Support secure and reliable document management including, but not limited to: Document sharing; Dedicated registry for document filling; Document tracking;	Legislation	Implemented	Completed			
General	Document management should originate at the lowest level of transaction. (i.e. invoices should originate from creditors module)	Legislation	Implemented	Completed			
General	Scanned documents and images to be linked to the each enquiry of the system (e.g. Assistance-to-the-Poor application scanned forms to be linked to the customer identification number on the system)	Legislation	Implemented	Completed			
General	Alternatively an effective, flexible report-writing facility with access to the database dictionary is required;	mSCOA Regulation	Implemented	Completed			
SCM	Retention register with auto mated update, pay-out and balancing;	Best Practice	Implemented	Completed			
SCM	A cession register linked to the PMU with automated allocations;	Best Practice	Implemented	Completed			
General	Ensure that mSCOA segmented reports can be produced on any level of the mSCOA chart with any combination of segments;	mSCOA Regulation	Implemented	Completed			
General	<i>In addition, there should be a management dashboard that displays at the Municipal Manager's (accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum:</i>		Implemented	Completed			
SCM	The option to scan and store invoices and other documents on the supplier;	Optional	Implemented	Completed			
SCM	A web portal for suppliers to enquire on payment status and uploading/submting of invoices.	Optional	Future Development - (POC by December 2019)				
Ledger	Automated receipting of bank deposits received.	Best Practice	Comply - Demo Available	3			
Ledger	Automated passing of journals for interest and other bank charges.	Best Practice	Implemented	Completed			
Ledger	Electronic payment of creditors and salaries.	Best Practice	Implemented	Completed			
Ledger	An investment register with notifications/responses for the end of fixed investment periods (date of maturity) incorporated within the workflow. Updates from cashbook and payments must be seamless.	Best Practice	Implemented	Completed			
Ledger	Produce a reconciliation of the investment register with all required documentation.	Best Practice	Implemented	Completed			
Ledger	A loan register capable of calculating repayments and schedule payments within the workflow.	Best Practice	Implemented	Completed			
Ledger	Produce a reconciliation of the loan register with all required documentation.	Best Practice	Implemented	Completed			
General	Allow for the export of data via reports in commonly used file formats which is normally associated with spread sheet and other data base applications.	mSCOA Regulation	Implemented	Completed			
General	Statutory submission to the National Treasury local government Database (LG Database);	mSCOA Regulation	Implemented	Completed			
General	Where authorisations are across line functions, the process must be automated. Examples are deviations (section 36), Subsistence and Travel claims, Personnel Requisitions, Transfer of funds(virement Policy), Asset Transfer, Clearance forms, Works orders, Leave applications, etc.	Optional	Implemented	Completed			

General	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them:			N/A		
HR/P	PAYE and 501 reconciliations;	Legislation	Implemented	Completed		
Assets	Provide an insurance claims register with direct linking to the assets module.	Best Practice	Implemented	Completed	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Derive valuation of assets to calculate insurance premiums from the asset register.	Best Practice	Implemented	Completed	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Assets	Write-off of assets from the insurance module must update and transact on the asset register as well as the gl.	Best Practice	Implemented	Completed	Will be signed off on completion of implementation	Will be signed off on completion of implementation
General	Workflow with document management and reporting must be available.	Best Practice	Implemented	Completed	Will be signed off on completion of implementation	Will be signed off on completion of implementation
HR/P	IRP 5; and	Legislation	Implemented	Completed		
HR/P	Unemployment Insurance Fund (UIF) forms.	Legislation	Implemented	Completed		
HR/P	Organisation Management.	Legislation	Implemented	Completed		
HR/P	Employee Records Management.	Legislation	Implemented	Completed		
Planning	A comprehensive project module that allows for integrated development plan (IDP) objectives to be transferred into the project module for planning, budgeting and ultimately reporting purposes.	Best Practice	Implemented	Completed		
Planning	The municipal budget module must be aligned to the project module.	Best Practice	Implemented	Completed		
Planning	Projects registered in the project module must be aligned to the mSCOA Project segment.	Best Practice	Implemented	Completed		
Planning	All segmentation of mSCOA must be incorporated into the project module, whereby a project based budget is produced, informed by the integrated development plan (IDP) and giving input to the annual service delivery- and budget implementation plan (SDBIP).	Best Practice	Implemented	Completed		
Planning	Capital acquisition, maintenance and replacements must be driven from the project module.	Best Practice	Implemented	Completed		
Planning	Operating budget items such as operating expenditure on repairs and maintenance, operational costs and typical work streams must originate from the project module.	Best Practice	Implemented	Completed		
Project	Project management and stakeholder inputs must be controlled by clear business processes and user access controls.	Best Practice	Implemented	Completed		
Planning	Projects not completed within a financial year must be carried over and work-in-progress (WIP) items registered.	Best Practice	Implemented	Completed		
Planning	Project managers should have full access to their projects within the limitations of the budget and internal policies.	Best Practice	Implemented	Completed		
Project	Workflow processes must assist in project maintenance.	Best Practice	Implemented	Completed		
Planning	Strict budget control as per the approved integrated development plan (IDP) must be maintained.	Best Practice	Implemented	Completed		
SHE	A Safety, Health and Environmental (SHE) module to comply with general Health and Safety Regulations should be incorporated within the system. (For example the Construction Regulations, the Occupational Health and Safety (OHS) Act, 1993, General Administrative Regulations, General Safety Regulations and the National Environmental Management Act, 1998)	Best Practice	Future Development - (POC by December 2019)			
SHE	Regulatory Safety, Health and Environmental (SHE) documentation must be available in a document management tool with defined check lists and milestones.	Best Practice	Future Development - (POC by December 2019)			
SHE	Health and safety incidents must be recorded and managed on the system and reported as per legislation.	Best Practice	Future Development - (POC by December 2019)			

HR/P	Leave Records Management.	Legislation	Implemented	Completed			
HR/P	Training and Development Management.	Legislation	Implemented	Completed			
Ledger	Allow for multiple bank accounts and sweeping between accounts;	Best Practice	Comply - Demo Available	0			
HR/P	Recruitment and Selection Management.	Legislation	implemented	Completed			
HR/P	Performance Management.	Legislation	Impemenation in progress		May-22	Will be signed off on completion of implementation	Will be signed off on completion of implementation
HR/P	Travel claims Management.	mSCOA Regulation	Implemented	Completed			
HR/P	Automated reconciliation at predetermined intervals.	Legislation	Implemented	Completed	Mar-22	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Ledger	Automated reconciliation of bank statements to the ledger and supplying supporting documentation for management.	Best Practice	Implemented	Completed			
Ledger	Forecasting of cash must be available on a dashboard.	Best Practice	Implemented	Completed			
HR/P	Overtime claims Management/ Time off in lieu.	Legislation	Implemented	Completed			
HR/P	Special Allowance Management (e.g. acting, secondments, etc.).	Legislation	Implemented	Completed			
HR/P	Refunds to staff in respect of over-deductions and ad hoc payments.	Legislation	Implemented	Completed			
Ledger	Automated payment requests with user authorisation and access control.	Best Practice	Implemented	Completed			
Ledger	Loan liability register.	Best Practice	Implemented	Completed			
Ledger	Investment Management and Register (parameter driven).	Best Practice	Implemented	Completed			
HR/P	Deductions and payments to third parties (e.g. medical aids, SARS, union contributions, etc.).	Legislation	Implemented	Completed			
Ledger	Cash Flow Management which includes forecasting and analysis and full integration with the budget and financial accounting modules.	Optional	Implemented	Completed			
General	Funds management and budget availability control.	Best Practice	Implemented	Completed			
HR/P	Ad hoc payroll runs must reflect in the Financial Management System.	mSCOA Regulation	Implemented	Completed			
HR/P	Must cater for pensioners' benefits.	mSCOA Regulation	Implemented	Completed			
SCM	Allow for requisition from the annual procurement plan;	Best Practice	Implemented	Completed			
HR/P	Provision to record allowance details against a post and employee (e.g. Telephone Allowance, categories, amounts, telephone number etc.).	mSCOA Regulation	Implemented	Completed			
HR/P	Employee Relations.	Legislation	Implemented	Completed			
HR/P	The system must cater for all requirements of the South African Revenue Services (SARS).	mSCOA Regulation	implemented	Completed			
HR/P	Must provide a facility to automate the update of tax tables whenever changes occur.	Legislation	Implemented	Completed			
HR/P	History of previous tax tables must be retained on the system for an indefinite period.	Legislation	Implemented	Completed			

SCM	Electronically manage the invitation, bid closure and adjudication process with a full document management server unpinning the cycle;	Best Practice	Implemented	Completed			
SCM	Record and electronically store the bid adjudication committee's meeting minutes and store the minutes on the document management server;	Best Practice	Implemented	Completed			
SCM	Ensure the service level agreement (SLA) and allocation letters are electronically archived prior to any payment being made;	Best Practice	Implemented	Completed			
SCM	Enforce where applicable retention enforcement and manage retention registers;	Best Practice	Implemented	Completed			
HR/P	The system must be flexible so as to cater for any legislative changes to UIF, Workman's Compensation, Unions, etc..	Legislation	Implemented	Completed			
HR/P	The system must be able to cater for more than 1 payroll type (e.g. Staff, Pensioners, etc.).	mSCOA Regulation	Implemented	Completed			
HR/P	Narrative type pay slips must be provided (Hard copy and electronically).	Legislation	Implemented	Completed			
HR/P	Accumulations of all deductions to be printed on pay slip if required (Pension, tax, housing allowance, motor car allowance, etc.).	Legislation	Implemented	Completed			
HR/P	Salary payments made to employees' bank accounts must be catered for electronically by either ACS (Automated Clearing Bureau) or electronic funds transfer (EFT).	Legislation	Implemented	Completed			
SCM	Different requisition origination such as online, manual, stores and other modules.	Best Practice	Implemented	Completed			
HR/P	Provide a payment hold facility.	Legislation	Implemented	Completed			
HR/P	Report and create the workflow for collection of all employees and councillors with arrear accounts.	Legislation	Implemented	Completed			
SCM	Ability to attach documents to online requisitions such as drawings or specifications.	Best Practice	Not Available	Signed off			
SCM	Must support full work flow and electronic signatures.	Best Practice	Comply - Demo Available	Active with Bugs		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Must be able to support the generation of mandatory budget pricing at the beginning of the project and the maintenance thereof	Best Practice	Not Available	N/A		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Follow accepted project management methodology through work flow and document management.	Best Practice	Not Available	N/A		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Allow for incentives, penalties and returns.	Best Practice	Future Development - (POC by December 2019)	Active with Bugs		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Evaluate supplier performance in accordance with contract deliverables.	Best Practice	Comply - Demo Available	QA Testing		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Update incentives and penalties to supplier database.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Automate notification alerting relevant system users when a supplier's BEE certificate and tax certification reach expiry dates.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Maintain a Request for quote, quotations and proposals database linked to suppliers.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Automated notification of price differences outside of approved variance.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Automated evaluating of quotations with parameters.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Comparative tables for allocation of bids.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Automated notification and ordering system.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Workflow and document management in quotation process.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Allow for automated purchase orders from approved requisitions.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Electronic authorising and signing of purchase orders (PO's) through workflow process.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Automated sending of purchase orders (PO's) to supplier through email and/or fax.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Processing of partial order deliveries with automated reminders of outstanding items.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Automated transfers of outstanding orders to future periods with budget controls.	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
SCM	Align purchase order (PO) deliverables to the annual service delivery- and budget implementation plan (SDBIP).	Best Practice	Implemented	Completed		Will be signed off on completion of implementation	Will be signed off on completion of implementation
HR/P	Provide the financial statements with regulated reporting requirements regarding the municipal councillors' outstanding debtor account details.	Legislation	Implemented	Completed			
HR/P	Provide the general ledger (GL) with transactions that debit expenditure and credit revenue votes when applicable. This creates a temporary total liability of the payroll balance on the integration control.	mSCOA Regulation	Implemented	Completed			
HR/P	Create the clearing transactions that clear the integration control, these transactions include:		Implemented	Completed			

HR/P	Electronic funds transfer (EFT) to employee's bank accounts into the core financial systems cashbook awaiting approval;	mSCOA Regulation	Implemented	Completed			
HR/P	Creation of "invoices" for 3 rd parties, SARS (PAYE, VAT, etc.), UIF, Medical aid and pension funds;	mSCOA Regulation	Implemented	Completed			
HR/P	Must be able to easily integrate with banks. Seamless upload of payroll information.	Legislation	Implemented	Completed			
HR/P	Support multiple payrolls with different pay structures.	Legislation	Implemented	Completed			
Ledger	Automate receipt allocation of grants.	Best Practice	Implemented	Completed			
Ledger	Automate payment allocations.	Best Practice	Implemented	Completed			
HR/P	Ability to submit statutory reporting to SARS for all taxes.	Legislation	Implemented	Completed			
Inventory	All consumable items in terms of the classification framework is purchased via an inventory principal. This include direct purchases like pens, stationary, etc.	mSCOA Regulation	Implemented	Completed			
Inventory	In terms of the above, all systems should cater for a stores module be it virtual or actual that will allow management to control the consumable items in an effective and controlled manner.	mSCOA Regulation	Implemented	Completed			
Stores	The stores module must seamlessly integrate and balance with the core financial system.	mSCOA Regulation	Implemented	Completed			
Inventory	Where a full stores module is operational, high value items should annually be measured to establish whether any of these items should be capitalised as 'assets'.	Legislation	Implemented	Completed			
Inventory	<i>Normal functions should be included as standard best practice and should include but not be limited to:</i> Warehouse management; Acquisitions; Stock Level Management; Water inventory managing.	mSCOA Regulation	Implemented	Completed			
Inventory		mSCOA Regulation	Not applicable	N/A			
Ledger	Monthly period closure and certification within the statutory reporting dates. No back-dating of transactions is allowed.	mSCOA Regulation	Implemented	Completed			
Ledger	Balancing of the sub-system with control accounts must be a condition of any period closure.	mSCOA Regulation	Implemented	Completed			
Assets	Compile and monitor expenditure against the asset maintenance plans;	Best Practice	Implemented	Completed			
Assets	Integration to billing systems to monitor investment properties and valuation inconsistencies;	Best Practice	Implemented	Completed			
Assets	Utilise the billing system functionality to ensure ownership of land and buildings to the deeds register;	Best Practice	Implemented	Completed			
Assets	Integration of the electronic scanning and verification device. The purpose is to ensure annual verification and conditional assessment with GPS co-ordinate capturing to the nearest extent possible; and	Best Practice	Implemented	Completed			
Assets	Seamless integration with a Geographical Information System (GIS) or alternative mapping enabled graphical user interphase.	Best Practice	Implemented	Completed			
Assets	Ability to identify and track assets in a hierarchy structure of departments, locations, components and sub-components.	Best Practice	Implemented	Completed			
Assets	Define Cost Centres, Work Centres, assigning of re-servicing the equipment to an individual.	Best Practice	Implemented	Completed			
Assets	Allow for criticality rating to be assignable to each asset via the risk assessment model.	Best Practice	Implemented	Completed			
Assets	Ability to link movable assets to third party asset tracking systems.	Best Practice	Implemented	Completed			
Assets	Must be able to configure different strategies.	Best Practice	Implemented	Completed			
Assets	Ability to attach and insert links to Technical Documentation throughout the maintenance module.	Best Practice	Implemented	Completed			
Assets	Must cater for a master maintenance schedule with reporting of 'maintenance done'.	Best Practice	Implemented	Completed			
Assets	Must be able to indicate the lifespan of equipment for replacement budgeting purposes.	Best Practice	Implemented	Completed			

Assets	Must be able to track warranty periods by components.	Best Practice	Implemented	Completed			
Assets	Support call centre notifications and maintenance of assets with integrated workflow.	Best Practice	Implemented	Completed			
Assets	Fleet Management system.	Best Practice	Implemented	Completed			
Assets	Fleet Tracking system.	Optional	Implemented	Completed			
Ledger	Year-end closures period 12 as at 30 June (of the current year) result in a transactional transfer of opening balance to period one in the following year.	mSCOA Regulation	Implemented	Completed			
Billing	Maintain a rent register for rental properties.	Optional	Not Available				
Real Estate	Holiday resort systems.	Optional	Not Available				
Real Estate	Automated rent renewals with workflow and document management.	Optional	Not Available				
Real Estate	Link to debtors system for collection of rent.	Optional	Not Available				
Real Estate	Link to valuation system.	Optional	Not Available				
Real Estate	Link to asset register.	Optional	Not Available				
Real Estate	Facilities rental module updated from receipting with workflow refunds.	Optional	Not Available				
Real Estate	Lease register with work flow and document management.	Optional	Not Available				
Real Estate	Automated payment scheduling.	Optional	Not Available				
Real Estate	Maintenance module for properties and facilities.	Optional	Not Available				
Real Estate	Facilities Management (Maintenance).	Optional	Not Available				
Ledger	Finalisation and submission of annual financial statements (AFS) period 13 results in opening balance transactional transfer of only the transactions of period 13.	mSCOA Regulation	Implemented	Completed			
Ledger	Audit periods with allowed audit approved journals occur in period 14 and result in opening balance transactional transfer of only the transactions of period 14.	mSCOA Regulation	Implemented	Completed			
Ledger	Accommodate a period 15 for prior period errors (GRAP 3).	mSCOA Regulation	Implemented	Completed			
Ledger	Any corrections of prior period error(s) result in opening balance transactions in the subsequent years.	mSCOA Regulation	Implemented	Completed			
HR/P	Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis.	Best Practice	Implemented	Completed			
HR/P	E-Leave functionality.	Optional	Implemented	Completed			
Ledger	Period closing, finalisation and audit period corrections are opening balance transactions in the current open period as well as normal transactions in the audit periods.	mSCOA Regulation	Implemented	Completed			
Ledger	Enable drill down from the general ledger (GL) to sub-system source transactions to transactional level.	mSCOA Regulation	Implemented	Completed			
Ledger	Integration and automation of the annual financial statements (AFS) as well as monthly MFMA section 71 reports (financial management statements).	mSCOA Regulation	Implemented	Completed.			
Ledger	Annual Financial Statements (AFS).	mSCOA Regulation	Implemented	Completed.			
HR/P	Human Resource Self Service.	Optional	Comply - Demo Available	QA Testing			
HR/P	Talent Management.	Optional	Future Development - (POC by December 2019)	N/A			
HR/P	Career Path Management.	Optional	Future Development - (POC by December 2019)	N/A			
HR/P	Payroll and Benefits Management.	Optional	Future Development - (POC by December 2019)	N/A			
Ledger	Annual report;	mSCOA Regulation	Implemented	Completed			
Ledger	National Energy Regulator SA (Nersa) and Department of Water Affairs and Sanitation (DWS) reports;	mSCOA Regulation	Implemented	Completed			

Ledger	VAT returns 201 reconciliations;	Legislation	Implemented	Completed			
Ledger	Contains all the accounts for recording transactions relating to municipalities assets, liabilities and net assets as per mSCOA segments.	mSCOA Regulation	Implemented	Completed			
Ledger	Is a central repository for accounting data transferred from all sub-ledgers e.g. supply chain, revenue, cash management, fixed assets, purchasing, debt control, billing, prepaid, and projects etc.	mSCOA Regulation	Implemented	Completed			
Ledger	Reflect transactions posted in the sub-ledgers immediately in the main ledger thereby ensuring the financial integrity of the entire system without the need for manual reconciliations between main and sub-ledgers.	mSCOA Regulation	Implemented	Completed			
Ledger	Nonwithstanding the above and due to probable packet loss a routine, is required to ensure that the general ledger and sub-ledger is in balance. This must be done by enforcing daily closing routines with subsequent blocking of opening routines if out of balance occurrence with control accounts is observed.	mSCOA Regulation	Implemented	Completed			
Ledger	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3 rd party systems for an audit trail.	mSCOA Regulation	Implemented	Completed			
Ledger	Journal capturing capabilities (including reversible and recurring journals) including electronic approval.	mSCOA Regulation	Implemented	Completed			
Ledger	Reporting functionality for all financial reports in the full mSCOA segmented transactions .	mSCOA Regulation	Implemented	Completed			
Ledger	Fully integrated and approved VAT handling capabilities incorporating all statutory required documentation.	Legislation	Implemented	Completed			
Ledger	A fully integrated and automated cashbook module that links to the banking sector and allows for at least:						
Ledger	Automated receipting of debtor payments and other monies received;	mSCOA Regulation	Implemented	Completed			
Ledger	Automated passing of journals for interest and other bank charges;	mSCOA Regulation	Implemented	Completed			
Ledger	Automated clearing of system generated transactions such as payments; and	mSCOA Regulation	Implemented	Completed			
Ledger	Automated clearing of cash received in the general ledger (GL) to the bank account;	mSCOA Regulation	Implemented	Completed			
Ledger	Support mSCOA segmentation in the cashbook module.	mSCOA Regulation	Implemented	Completed			
HR/P	Third Party deduction and payments in terms of schedules or ad hoc basis.	Best Practice	Comply - Demo Available	Active with Bugs			
HR/P	Variance reporting.	Best Practice	Comply - Demo Available	UAT Testing			
HR/P	The ability to calculate back pay across tax periods and increment periods must be provided for.	Best Practice	Future Development - (POC by December 2019)	N/A			
HR/P	The system must allow for dummy validation pay runs to be carried out prior to running the final run.	Best Practice	Comply - Demo Available	Active with Bugs			
HR/P	All temporary staff (e.g. seasonal workers, learner ship programs, contract workers, etc.) to be controlled via Budget availability.	Best Practice	Future Development - (POC by December 2019)	N/A			
HR/P	Provision to maintain (add, amend, delete) conditions of service pertaining to specific posts.	Best Practice	Future Development - (POC by December 2019)	N/A			
HR/P	The Payroll System must be able to accommodate or account for all vacancies (i.e. funded and/or unfunded vacancies) based on a Council approved Organogram in terms of Section 66A of the Municipal Systems Act Amendment Act (MSAA).	Best Practice	Future Development - (POC by December 2019)	N/A			
Ledger	A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.	mSCOA Regulation	Implemented	Completed			
HR/P	Ensure that all employees' and councillors' declaration of interest and related parties are captured on the master files.	Best Practice	Implemented	Completed			
HR/P	Bank account monitoring against supplier and/ or contract payment AND against own and related parties bank accounts.	Best Practice	Implemented	Completed			
HR/P	Test against the central database for contracts with any "organs of state"/ "persons in the service of state" and supply the central database with employees' and related parties' details.	Best Practice	Implemented	Completed			
HR/P	Supply the central database with the identification (ID) numbers of employees, councillors and related parties.	Best Practice	Implemented	Completed			

Ledger	Internal cash receipt with drawdown of petty cash.	mSCOA Regulation	Implemented	Completed			
Ledger	Interest Received and interest expense reconciliation.	mSCOA Regulation	Implemented	Completed			
Ledger	Provide for a grant register linked to ledger accounts.	mSCOA Regulation	Implemented	Completed			
Ledger	Link to mSCOA funding source with budget control.	mSCOA Regulation	Implemented	Completed			
Ledger	Provide for reporting in accordance with the mSCOA Regulation and internal control.	mSCOA Regulation	Implemented	Completed			
HR/P	Provide for an employee portal to update personal information and re-produce documents.	Best Practice	Implemented	Completed			
HR/P	The system must support a disciplinary module which should allow for (not complete list): - Grievances created (bottom up workflow) - System should recommend action to be performed based on type of grievance - Allow for exception reporting (when a grievance is not being addressed in correct time frame)	Best Practice	Implemented	Completed			
HR/P	Work schedule and shift planning.	Best Practice	Implemented	Completed			
HR/P	Time data recording and administration.	Best Practice	Implemented	Completed			
HR/P	Align with Safety Health and Environmental (SHE) module.	Best Practice	Implemented	Completed			
HR/P	Integrate with the time management system.	Best Practice	Implemented	Completed			
Billing	Provide for SMS, email and hand delivered late payment notifications;	Best Practice	Comply - Demo Available	Released with bugs			
Billing	Provide for parameter based disconnection list generation;	Best Practice	Comply - Demo Available	Signed off			
Billing	Manage re-connection and arrangements with integrated notes on the debtor master file and workflow with technical services;	Best Practice	Comply - Demo Available	Signed off			
Billing	Integrated clearance applications and calculations;	Best Practice	Comply - Demo Available	Signed off			
CMS	Final demand and summons issuing; and	Best Practice	Future Development - (POC by December 2024)				
CMS	Management of attorney actions on an integrated level.	Best Practice	Future Development - (POC by December 2024)				
Billing	Indigent Management (Assistance-to-the-Poor).	Best Practice	Comply - Demo Available	Signed off			
Billing	<i>Indigent Register must be accommodated in a work flow of various administration processes including, but not limited to:</i>	Best Practice	Comply - Demo Available	Signed off			
CMS	Online Application;	Best Practice	Future Development - (POC by December 2024)				
CMS	House visit;	Best Practice	Future Development - (POC by December 2024)				
Billing	Capturing of details;	Best Practice	Comply - Demo Available	Signed off			
CMS	Verification of details, Test against Central Supplier Database;	Best Practice	Future Development - (POC by December 2024)				
Billing	Authorisation of application;	Best Practice	Comply - Demo Available	Signed off			
Billing	Online Application;	Best Practice	Future Development - (POC by December 2024)				
Billing	Authorisation of application;	Best Practice	Future Development - (POC by December 2024)				
Billing	Automated arrangement financials;	Best Practice	Comply - Demo Available	Signed off			
Billing	Automated Default process;	Best Practice	Comply - Demo Available	Released with bugs			
Billing	Restriction and Reinstatement of Credit and prepaid meters;	Best Practice	Comply - Demo Available	Signed off			
Billing	Meter Tampering Management;	Best Practice	Not Available				
Billing	Debtor (individual/group) dashboard;	Best Practice	Comply - Demo Available	Signed off			
Billing	Management facility to monitor Debtors that are also Service Providers (creditors) set off Management;	Best Practice	Future Development - (POC by December 2024)				

Billing	Management of staff arrear set off.	Best Practice	Future Development - (POC by December 2024)			
Billing	Up to the Default Judgement.	Best Practice	Future Development - (POC by December 2024)			
Billing	Debit Order Payments.	Best Practice	Future Development - (POC by December 2024)			
Billing	Aims to create a positive and reciprocal (give-and-take) relationship between persons liable for payments and the municipality;	Best Practice	Future Development - (POC by December 2024)			
Billing	Establishes mechanisms for users of services and ratepayers to provide feedback to the municipality or other service providers/ mechanisms (of the municipality) regarding the quality of the services and the performance of the municipality or its service providers/ mechanisms;	Best Practice	Future Development - (POC by December 2024)			
Billing	Provides accessible mechanisms to any person to query or verify municipal accounts and metered consumption;	Best Practice	Future Development - (POC by December 2024)			
Billing	Enables electronic query and appeal procedures which allow persons to receive prompt response/ action to 'inaccurate accounts' queries;	Best Practice	Future Development - (POC by December 2024)			
Billing	Enables structured workflow mechanisms to deal with complaints from such persons, together with prompt replies and corrective action by the municipality;	Best Practice	Future Development - (POC by December 2024)			
Billing	Mechanisms to monitor the municipality's response time and efficiency in complying with the above; and	Best Practice	Future Development - (POC by December 2024)			
Billing	Provides for accessible, secure and electronic payment channels.	Best Practice	Future Development - (POC by December 2024)			
Billing	Able to automate customer registration.	Best Practice	Future Development - (POC by December 2024)			
Billing	Automate the registration of services (water, electricity & prepaid electricity).	Best Practice	Future Development - (POC by December 2024)			
Billing	Automate the allocation of funds to the customer to trigger instruction to unblock/ reconnect suspended service.	Best Practice	Future Development - (POC by December 2024)	Released with bugs		
Billing	Automated customer correspondence capabilities which includes, but is not limited to, automated responses to customer enquiries, linking a reference number to the customers account.	Best Practice	Future Development - (POC by December 2024)			
Billing	Updates on statements which will reflect latest adjustments.	Best Practice	Future Development - (POC by December 2024)			
Billing	Integrate community liaison (e.g. service interruptions).	Best Practice	Future Development - (POC by December 2024)			
Billing	Account payments and cashier balancing on one system.	Best Practice	Future Development - (POC by December 2024)	Signed off		
Billing	Must have real time reflection of payments.	Best Practice	Future Development - (POC by December 2024)	Signed off		
Performance	All performance agreements required in terms of : All service delivery agreements; All long-term borrowing contracts; All supply chain management contracts above a prescribed value; An information statement containing a list of assets over a prescribed value that have been disposed of in terms of MFMA section 14(2) or (4) during the previous quarter; Contracts to which MFMA section 33(1) apply, subject to section 33(3) of that section; Public-private partnership agreements envisaged in MFMA section 120; and Municipal Budget and Reporting Regulations (MBRR) and mSCOA Regulations reporting templates as generated by the Core Financial system.	Legislation	None	N/A	Will be signed off when implemented	Will be signed off when implemented
Billing	Integrate information for spatial analysis in a Geographical Information System (GIS).	Best Practice	Implemented	Completed		
Billing	Integrate with the building control system used in the municipality to ensure completion of additions and new buildings get immediately updated on the billing sub-system.	Best Practice	Implemented	Completed		
Billing	Integrate with the land use system to ensure appropriate tariffs is timeously applied.	Best Practice	Implemented	Completed		
Billing	Integrate with the Surveyor General (SG) database and town planning systems in use at the municipality.	Best Practice	Implemented	Completed		
Billing	Integrate with the deeds registry and monitor actual sales with current valuations as well as ownership against the billing system.	Best Practice	implemented	Completed		
Billing	Validate and report anomalies in the asset register on municipal owned properties.	Best Practice	Implemented	Completed		
Planning	The annual procurement plan - actual versus budget;	mSCOA Regulation	Implemented	Completed		
Planning	Must have budgeting capabilities in that the budget are informed from the integrated development plan (IDP) and budget capturing occur across all the mSCOA segments as per the mSCOA Regulations, 2014.	mSCOA Regulation	implemented	Completed		
Planning	System must support budgeting cycles across the medium term revenue and expenditure framework (MTREF) (3-year budget) of the municipality.	mSCOA Regulation	implemented	Completed		

Planning	The system should be able to link budgeting to final integrated development plan (IDP) priorities.	mSCOA Regulation	Implemented	Completed			
Planning	Budgeting on the factual elements of typical work streams.	mSCOA Regulation	Implemented	Completed			
Planning	Budgeting on the factual elements of municipal operational and running cost.	mSCOA Regulation	Implemented	Completed			
Planning	Enable users with budget and management information to determine funding adequacy of the budget to ensure the budget is funded. (Municipal Budget and Reporting Regulations, 2009 (MBRR)).	Legislation	Implemented	Completed			
Planning	The system should be able to link Expenditure and Revenue to All segments of mSCOA.	mSCOA Regulation	Implemented	Completed			
Planning	Track, compare and report on budget versus actual amounts for year 1 of the medium term revenue and expenditure framework (MTREF) as per mSCOA Regulation requirement.	mSCOA Regulation	Implemented	Completed			
Planning	The statutory budget submission to the National Treasury local government Database (LG Database);	Legislation	Implemented	Completed			
Planning	Any amendments made/ proposed to the municipality's policies or By-laws;	Legislation	Implemented	Completed			
Planning	Data extraction from the mandatory six (6) segments on the mSCOA classification framework and upload to the National Treasury local government Database (LG Database) portal.	mSCOA Regulation	Implemented	Completed			
Planning	Allow the municipality to budget for its full organogram (organisational structure).	mSCOA Regulation	Implemented	Completed			
Billing	Must be able to align property register with the Surveyor General register.	Best Practice	Implemented	Completed			
Billing	Where a 3rd party GIS system is used integration should be seamless.	Best Practice	Implemented	Completed			
Billing	Integration with the asset register for municipal properties.	Best Practice	Implemented	Completed			
Billing	Building plan submission and approval.	Best Practice	Implemented	Completed			
Billing	Document management for building plans and zoning certificates.	Best Practice	Implemented	Completed			
Planning	Ensure that the planned positions is budgeted for pro-rata to when the expected appointment can be done.	mSCOA Regulation	Implemented	Completed			
Planning	Supply the general ledger's main budget module with counts of the actual and planned positions (organogram) budgets for the full mSCOA segments as a budget line. The functionality should be able to provide this for both expenditure and balance sheet items.	mSCOA Regulation	Implemented	Completed			
Billing	Measure and flag anomalies of the current database transaction (all services) against alternative information sources such as Surveyor General (SG), Deeds and valuation rolls to ensure completeness of actual billing;	Best Practice	Implemented	Completed			
Planning	Budget control and management of virement requirements.	mSCOA Regulation	Implemented	Completed			
Planning	Produce, in conjunction with the Human Resource system, a multi-year budget in the mSCOA segmentation.	mSCOA Regulation	Implemented	Completed			
Billing	Provide accessible pay points and other mechanisms for settling accounts or for making pre-payments for services;	Best Practice	Implemented	Completed			
Billing	Provide adequate information for spatial analysis in a GEOGRAPHICAL INFORMATION SYSTEM (GIS) system;	Best Practice	Implemented	Completed			
SCM	The supply chain management policy referred to in Chapter 11 of the MFMA, 2003;	Legislation	Implemented	Completed			
Billing	Integrate with valuation and property systems;	Best Practice	Implemented	Completed			
Billing	Allow for multiple billing cycles;	Best Practice	Implemented	Completed			
SCM	The annual procurement plan;	Legislation	Implemented	Completed			
SCM	Creating a supplier database.	Legislation	Implemented	Completed			
SCM	Post supplier invoices, credit- and debit notes. Select documents to pay with payment dates.	Legislation	Implemented	Completed			

SCM	Make payments and part payments. Allow for future and scheduled payments.	Legislation	Implemented	Completed			
SCM	AP must include, at a bare minimum but not limited to:		Implemented	Completed			
Billing	Integrate with debt collection for disconnections and reconnections.	Best Practice	Not Applicable				
Billing	Integration into 3rd party software for receive readings taken.	Best Practice	Not Applicable				
Billing	Must be able to store infrastructure (metering) diagrams which will show the physical location of meter in order to be able to drill down to all of the relevant information concerning the meter in question.	Best Practice	Not Applicable				
Billing	Must have a full process and document flow for terminations and re-connections of services and the relevant documentation.	Best Practice	Not Applicable				
Billing	Must integrate with the Geographical Information System (GIS) to the extent that reticulation of services can be viewed as a layer at any point in time within the context of the current property being worked on.	Best Practice	Not Applicable				
SCM	Goods received notes for full or partial deliveries aligned to authorised issued purchase orders. Goods return notes with debit and credit orders;	Legislation	Implemented	Completed			
Billing	Generate statements at any point in time and consolidate at customer level.	Best Practice	Implemented	Completed			
SCM	Invoicing for goods received notes as partial or multiples invoice payments. Settlement discounts as allowed by suppliers;	Legislation	Implemented	Completed			
SCM	Selection of invoice payments on varied platforms. Bulk payment of invoices including direct linking to the banking sector. Producing of electronic remittance statements with automated distribution;	Legislation	Implemented	Completed			
Billing	Customer must be able to nominate between mailing, MMS or e-mailing of monthly statement.	Best Practice	Implemented	Completed			
SCM	Direct invoice payment such as Eskom;	Legislation	Implemented	Completed			
Billing	Allow for all accepted payment methods at cashiers, including automated payment and clearing of card payments.	Best Practice	Implemented	Completed			
SCM	Sundry payments generated from payroll, billing or manual S&T transactions;	Legislation	Implemented	Completed			
Billing	Payroll;	Best Practice	Implemented	Completed			
Billing	Third Party vendors (e.g. Absa, Easy Pay, Prepaid Vendor, etc.);	Best Practice	Implemented	Completed			
Billing	Cash Offices;	Best Practice	Implemented	Completed			
Billing	Traffic;	Best Practice	Implemented	Completed			
Billing	Other Municipal Directorates (e.g. Fresh Produce Market, Libraries, etc.).	Best Practice	Implemented	Completed			
Billing	To cater for multiple bank accounts.	Best Practice	Implemented	Completed			
Billing	Processing of payments at supervisor controlled cash offices to accommodate cashier opening, balancing and closing.	Best Practice	Implemented	Completed			
Billing	Multiple daily and monthly online and automated reconciliations.	Best Practice	Implemented	Completed			
Billing	Receipting to be online.	Best Practice	Implemented	Completed			
Billing	Cash payments must be able to be processed during database server and network downtime.	Best Practice	Implemented	Completed			
Billing	All pay points and receipting streams to be uniquely identifiable in the sub ledger and general ledger.	Best Practice	Implemented	Completed			
Billing	Receipting to also accommodate specialised payment types e.g. Rates Clearance, Arrear Debt arrangements, Assistance-to-the-Poor, Service Deposits, etc.	Best Practice	Implemented	Completed			
Billing	To accommodate the correction of erroneous and/or rejected receipts.	Best Practice	Implemented	Completed			
Billing	Facility to reverse "refer to drawer"(R/D) for Cheques, debit orders and IVR payments.	Best Practice	Implemented	Completed			
Billing	To facilitate debit orders.	Best Practice	Implemented	Completed			
SCM	Re-occurring and scheduled payment such as lease amounts or quarterly loan repayments;	Legislation	Implemented	Completed			
Billing	Interface with barcode scanner to scan account numbers from the statements.	Best Practice	Not Available				
Billing	Recording of cheque details.	Best Practice	Not Available	Signed off			
Billing	Reversal of receipt and associated interest where applicable.	Best Practice	Not Available	Released with bugs			
Billing	While the billing process itself follows standard accounting practices for raising debit and credit transactions, the tariffs of charges and the business rules that govern the selection of the Appropriate tariff are complex. The Solution will provide functionality to calculate the amounts due for services and levies in accordance with the determined tariffs and business rules.	Best Practice	Not Available	Signed off			

Billing	Calculate the income due to the municipality for services and/ or products or property, on a regular, user defined and maintainable basis.	Best Practice	implemented	Completed			
Billing	Generate invoices and/or statements for the amounts payable to the municipality on a regular, user defined and maintainable basis.	Best Practice	Implemented	Completed			
Billing	Group accounts into one or more 'billing cycles' based on user defined criteria.	Best Practice	Implemented	Completed			
SCM	Age analysis of creditors with supporting reports;	Legislation	implemented	Completed			
SCM	Must be able to calculate accounts payable VAT reconciliations (including calculations on returns and discounts);	Legislation	Implemented	Completed			
SCM	<i>The supply chain module should as a minimum have the following functionality:</i>						
SCM	Align requisition to be project based;	mSCOA Regulation	implemented	Completed			
SCM	Supplier rotation management (parameter driven);	Legislation	Implemented	Completed			
SCM	Supply Chain Deviation Management Facility in terms of legislation;	Legislation	Implemented	Completed			
SCM	Adhere to the municipality's delegation of duties and authority levels;	Legislation	Implemented	Completed			
SCM	Electronically validate against the National Treasury database for prohibited, employees of state and related parties and invite tenders based preferential procurement principals;	Legislation	Implemented	Completed			
SCM	Ensure tax clearance management for the duration of the contract;	Legislation	Implemented	Completed			
Billing	Account maintenance functionality must produce 'hard copy' of all transactions generated to rectify the account to enable the user to verify and 'sign off' the action taken.	Best Practice	Implemented	Completed			
SCM	Integrate with the asset management system;	Legislation	implemented	Final audited FAR has been upload in the Financial Asset system.	31 May 2024	Will be signed off on completion of implementation	Will be signed off on completion of implementation
Billing	Functionality is required to process different Debtor and property categories according to different business rule or time frames.	Best Practice	Implemented	Completed			
Billing	Tariffs are stored by effective date from inception and all history is retained to enable recalculation of accounts even over different tariff periods.	Best Practice	Implemented	Completed			
Billing	Functionality is required for the system to automatically apply new tariffs from the effective date specified in the tariff record. At this time the 'current' tariff will receive a status of 'expired' and the 'new' tariff becomes 'current'.	Best Practice	Implemented	Completed			
SCM	Ensure that all payments are made within 30 days of receipt of an invoice therefore; and	Legislation	Implemented	Completed			
Billing	Miscellaneous Charges: Certain miscellaneous charges may be raised at regular intervals (monthly, quarterly, annually) and fixed periods whilst others are raised on an ad hoc basis with automated escalation dates and percentages.	Best Practice	Implemented	Completed			
Billing	Functionality is required to link the numbered meter that is used to measure the consumption of services to the erf/ property on which the meter is installed. It is important to note that there may well be more than one meter per erf/ property.	Best Practice	Implemented	Completed			
Billing	Functionality is required to categorise meters.	Best Practice	Implemented	Completed			
Billing	The Solution must be able to record the relationship of each meter to the property and track meter readings and relevant history of each meter individually.	Best Practice	Implemented	Completed			
Billing	Functionality is required to link the Debtor to the numbered meter that is used to measure the Debtor consumption of services. It is important to note that a Debtor may well be linked to a number of meters. (E.g. a landlord with a number of leased properties). (MSA section 95d).	Best Practice	Implemented	Completed			
Billing	Functionality is required to create and maintain practical and efficient meter reading routes.	Best Practice	Implemented	Completed			
SCM	Ensure that full accrual is done at month-end and year-end cut-off periods.	Legislation	implemented	Completed			
Billing	Capture via standard keyboard entry;	Best Practice	Implemented	Completed			
Billing	Receiving meter readings electronically from a third party interface. Automated uploading and validation will be required.	Best Practice	Implemented	Completed			
Billing	Meter readings must be retained at a transaction level and may not be overwritten, deleted or adjusted. Errors must be rectified by entering a cancelling entry and entering the correct reading.	Best Practice	Implemented	Completed			

Billing	Functionality is required to calculate charges for services consumed according to user defined algorithm which may contain a number of variable factors in order to determine the correct tariffs to apply.	Best Practice	Not Available			
Billing	Functionality is required to raise the charges against a debtor's account according to a user defined billing cycle (which may coincide with the meter reading cycle for an area).	Best Practice	Not Available			
Billing	In the event of a meter being read 'out of cycle' the charges may be raised to the debtors account on an 'ad hoc' basis. These charges raised must be visible on the debtor's account immediately, but will not generate an invoice immediately as it will be included on the standard invoice/ statement generated during the next billing cycle.	Best Practice	Not Available			
Billing	In the event that a meter reading is not received, functionality is required to calculate an estimated consumption, according to a user maintained algorithm.	Best Practice	Not Available	Signed off		
Billing	Functionality is required to recalculate an account from all meter transaction history, taking into account any tariff changes, or from a specific starting point in the history on an ad hoc basis with the option to accept or discard the result. (i.e. the recalculation will be regarded as a 'what if' with the option to make it 'live').	Best Practice	Not Available			
Billing	Meter management system must be integrated/ interfaced with the Billing Component.	Best Practice	Not Available			
SCM	Contract management through workflow and audit trail.	Legislation	Implemented	Completed		
SCM	Project based requisition forms.	mSCOA Regulation	Implemented	Completed		
Billing	Automated blocking and arrear set off functionality is required.	Best Practice	Not Available			
SCM	mSCOA segmented capturing.	mSCOA Regulation	Implemented	Completed		
Billing	Functionality is required to manage an Inventory of Water Meters. This to be work flowed as certain steps are dependent on others.	Best Practice	Not Available			
SCM	<i>The system should enable the municipality to manage an end-to-end debt collection process and must:</i>					
Billing	Water Meter maintenance management;	Best Practice	Not Available			
Billing	Various statistical extracts and reports.	Best Practice	Not Available			
Training needs	Internal Control versus SAGE		Implemented	Completed		
Training needs	Supply Chain Management/Full version		Implemented	Completed		
Training needs	Credit Control SAGE versus Credit control :Policy			Internal skills audit currently underway to assess skills gaps		
Training needs	Billing module versus ledger/Balancing		Implemented	Completed		
Training needs	SAGE Year-end		Implemented	Completed		