Module	Description of activities	Responsible Official	Contact Details	Deliverable Start Date	Deliverable Due Date	Progress (%	Completed Yes/No/In Progress	Progress	Comment/Action	Current Update/Status
IDP	Preparation and Compilation of the IDP on Munsoft	IDP Manager: Rene Uren	ruren@ndlambe.gov.za	Nov-26	Jun-27				exploring the possibility of reconfiguring Munsoft basic modulesm- given that the IDP Module is too expensive and municipality cannot afford the IDP Module	
	Generation of PRTA & PROR data strings from system	IDP Manager: Rene Uren	ruren@ndlambe.gov.za	Jan-28	Jun-28					
Budget	Preparation of tabled and adopted budget on the system	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Integration of budget modules of own/third party modules to the GL for payrol	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Illustrate budget control as it relates to eliminating unauthorized expenditure	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Locking of budget on system after adoption	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Generation of TABB & ORGB data strings from system	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Generation of PRTA & PROR data strings from system.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Generation of A Schedule from system.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
				01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
SCM	Configurations or parameters	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Vendor/ Creditor Management (including CSD Integration and system validations)	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Requestions	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS	Completed		
	Quotations	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS	Completed		
	Orders	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS	Completed		
	GRN's	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Tender Management.	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Contract Management.	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS	Completed	System is undergoing ongoing enhancements to ensure full compliance	
	Generation of Reports. (Contract Register, Commitments register	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS	Completed	Commitment register is extracted from the Creditors module	
	Project payments (retain and payment of retentions)	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS	Completed		
			ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
inventory/Stores	Overview of configurations or parameters.	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Stores Management (Acquisitions, Stock Issues, Stock Count,)	SCM Manager: Simamkele Mbenga-Smaile	ssmaile@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS	Completed		
	Treatment of Water Inventory.	Water manager		01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
				01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
Billing and Receipting	Billing modules integrate with the GL	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Configurations or parameters	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			

	Tariff structure and design on the system	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	POS / Direct Receipting and day end closure.	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Meter reading management.	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Billing run	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Valuation Roll Implementation. (General & Supplementary)	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Consumer statement generation. (Email and Printing)	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Consumer account enquiries.	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Debt collection procedure.	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS		The Munsoft Credit Control module has not yet been	
	Indigent or ATTP Management.	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS		The RUMAS system is used for Indigent management and integrates with the MUNSOFT system.	
	Prepaid Vending Integration or interface	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS		Meeting will be held with the service provider and MUNSOFT to assist with the integration setup	
	Generation of Reports. (Debtors Age Analysis, Billing run reports, etc.)	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
				01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
Sundry registers	Unallocated deposit	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Hall hire/deposit	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS		Request manual from the MUNSOFT service provider to see how to implement. Thereafter arrange a workshop with the user departments to enable the implementation of the modules.	
	Cemetery	Manager Revenue: Diane May	dmay@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS		Request manual from the MUNSOFT service provider to see how to implement. Thereafter arrange a workshop with the user departments to enable the implementation of the	
				01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
General Ledger	Configurations or parameters.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Sub module integration to GL and TB. (Billing, Supply Chain, Expenditure, Assets)	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Financial Report generation illustrated with all mSCOA segments. (General ledger, Trial Balance etc.)	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Monthly data string generation. (M01, M02,etc)	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Cumulative data string generation. (M01 – M12)	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			

Cash book/Bank reconciliation	Receipting of debtor payments, other money	Manager Expenditure: Carin Engelbrecht	cengelbrecht@ndlambe.gov.z	01/03/2017	30/06/2026	100%		Completed	n/a	Fully inplimented
	Reconciling or clearing of cash received and payments	Manager Expenditure: Carin Engelbrecht	cengelbrecht@ndlambe.gov.z	01/03/2017	30/06/2026	100%				
	Petty Cash	Manager Expenditure: Carin Engelbrecht	cengelbrecht@ndlambe.gov.z	01/07/2027	30/7/2027	0%	no	none	Module available under registers- not implimented yet	Request guidance from service provider to assist with implimentation
	Month end Close Off.	Manager Expenditure: Carin Engelbrecht	cengelbrecht@ndlambe.gov.z	01/03/2017	30/06/2026	100%				
Grant Management	Grant capturing and revenue recognition.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Grant reporting (Grant Registers)	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
Investment management	Investment recognition, transfers, deposits and interest capitalisation	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Investment report generation (Investment registers	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
Borrowing management	Loan recognition, transfers, payments and interest capitalisation	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Loan report generation (Loan registers	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
VAT management	VAT handling capabilities as it relates to Output and Input Vat.	Manager Expenditure: Carin Engelbrecht	cengelbrecht@ndlambe.gov.z	01/03/2017	30/06/2026	100%				
	VAT 201 Report generation.	Manager Expenditure: Carin Engelbrecht	cengelbrecht@ndlambe.gov.z	01/07/2025	30/06/2026					
	VAT reconciliation	Manager Expenditure: Carin Engelbrecht	cengelbrecht@ndlambe.gov.z	01/07/2025	30/06/2026					
Asset Management	Allows budgeting for "new capital" projects requested in the integrated development plan (IDP) The asset management sub-module works on the system	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	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.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Calculates existing and anticipates new planned assets' maintenance, insurance and a percentage of "un-planned" maintenance.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Calculates depreciation	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Calculates profit or loss on planned disposals.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Provides for grant and work-in-progress (WIP	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Contract management payment schedules to assist the main budget module with its forecasting and cash flow management (Contract register linkage)	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			

	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.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Provide for the asset maintenance plan and the integration between the maintenance budget	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Unbundling of assets	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Asset recognition	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Asset physical verification	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Asset Impairments	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Asset disposals	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Assessment of RUL	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Insurance register	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
Human resources /Payroll	Configurations or parameters	Manager Expenditure: Carin Engelbrecht	VENDOR (PAYROLL) MSCOA COMPLIENT							
	Organisational structure accommodated on the system.	Manager Human Resources: Unathi Nondzul	unondzube@ndlambe.gov.za							
	Employee record management	Manager Human Resources: Unathi Nondzul	unondzube@ndlambe.gov.za	01/07/2025	ongoing	53%	In progress		On going project	
	Payroll run (Inclusive of trial runs or preliminary runs	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	100%	completed- PAYDAY inergrated into Munsoft	completed		completed
	Payment of salaries and integration with banks.	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	100%	completed- PAYDAY inergrated into Munsoft and intergrated to FNB	completed		completed
	Creation of payment to 3rd Parties and the integration with banks.	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	100%	completed- PAYDAY inergrated into FNB	completed		completed
	Integration with General ledger. (Salary control and Employee related cost items.)	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	100%	completed- PAYDAY inergrated into Munsoft via JNL import	completed		completed
	Generation of Reports. (Employee details report, Salary reports, 3rd party reports etc.)	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	100%	completed- PAYDAY	completed		completed
Expenditure (Creditors)	Configurations or parameters	Manager Expenditure: Carin Engelbrecht	VENDOR (Munsoft)MSCOA COMPLIENT						VENDER TO RESPOND	
	Raising of accruals	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/07/2025	31/08/2026	100%	completed	Completed	completed- 13th period captured after year end closure on Munsoft	Completed

	Direct Invoice payments	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	completed	completed	completed	n/a	completed
	Sundry Payments (generated from payroll, billing or manual S&T payments	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	completed	completed	completed	n/a	completed
	Credit & Debit notes.	Manager Expenditure: Carin Engelbrecht	lvanrensburg@ndlambe.gov.z	01/03/2017	30/06/2026	completed	completed	completed	n/a	completed
	Generation of Reports. (Creditors Age Analysis and CR data string, accrual listing, etc.)	Manager Expenditure: Carin Engelbrecht	charper@ndlambe.gov.za	01/03/2017	30/06/2026	completed	completed	completed	n/a	completed
Reporting	Generate A,B and C schedules	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Generation of audit data strings (PAUD, AUDA, RAUD) from the system	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Capturing of the adjustment journal entries (emanating from the audit) into the Core Financial System	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	The municipality's ability to drill down from AFS business module to ledger and sub-ledger	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Integration of AFS module to core system if a 3rd party AFS module is used.	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Roll-over the closing balance from M12 into period 13 and M01 of the new financial year?	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Alignment of ABC schedules to the data strings	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
	Balanced automated cash flow (Table C7)	Budget & Treasury Manager: Unathi Xako	uqinela@ndlambe.gov.za	01/03/2017	01/07/2017	Ongoing	IN PROGRESS			
No MSCOA risk register		Risk Officer: Chumisa Gqwetha	cgqwetha@ndlambe.gov.za	Ongoing	Ongoing	Ongoing	Completed			
MSCOA PSC Meetings not taking place thus minutes are not shared with PT		Chief Financial Officer: M. Klaas	mklaas@ndlambe.gov.za	1/07/2026	3006/2027	10%	In progress	Committee members were appointed	Meeting will be held jointly with IT Steering committee	None