



mSCOA - Progress Implementation Report / Roadmap Bitou Municipality WC047

Action		Responsible official or organisation	Service provider	Due date	Progress			
Planning	Appoint mSCOA Project Sponsor: Delegated from the MM to the CFO	mSCOA Project Sponsor			Complete			
Planning	Appoint mSCOA Champion	mSCOA Project Sponsor			Complete			
Planning	Appointment of a suitability qualified System Administrator	mSCOA Project Sponsor			Complete			
Planning	Explain broad principles of mSCOA to the various Directorates	mSCOA Project Sponsor			Complete			
Planning	Set-up engagement sessions with various directorates before each of the next Actions explaining to the detail regarding each Action after the ground work has been performed and requesting input in order take all departments along, otherwise resistance will be experienced.	mSCOA Project Sponsor			Complete			
Planning	Compile and obtain approval for an implementation plan that provides guidance with regard to the actions, activities and processes in order to achieve readiness for implementation.				Complete			
Planning	Commissioning of an mSCOA steering committee with at least quarterly meetings being conducted to monitor progress of the roadmap				Complete			
Planning	Compiling TOR for steering Committee				Complete			
Planning	Commissioning of an mSCOA Working committees for the various streams				Complete			
Planning	Signing of TOR and code of ethics for working committee				Complete			
Planning	<p>The following working committees were established and leads appointed (the 15 business processes where evaluated and included in the following committees:</p> <ul style="list-style-type: none"> - Corporate Governance - Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum) - Financial Accounting - Costing and Reporting - Treasury and Cash Management - Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable - Grant Management - Full Asset Life Cycle Management including Maintenance Management - Real Estate and Resources Management - Human Resource and Payroll Management - Customer Care, Credit Control and Debt Collection - Valuation Roll Management - Land Use Building Control - Revenue Cycle Billing <p>This will be restructured to be aligned with the proposed structure of NT but to align it with MFMA Circular 80 the headings will still be based on the old classification, the new working committees will be as follow:</p> <ul style="list-style-type: none"> - Corporate Governance - Strategic and IDP Planning (new workstream) - Budgeting and financial planning - Financial Accounting - Costing Management and Reporting - Project Management and Reporting - Treasury and Cash Management - SCM, Procurement and Inventory Management - Asset Management and Maintenance - Human Resource and Payroll Management - Valuation roll, Real Estate, Land use and Building Control - Revenue and debt management - Contract Management (new workstream) 			Monthly meetings	Complete			
Planning	ICT Architecture impact and considerations that effect the following:	Manager ITC			Complete			
Planning	- Hardware							
Planning	- Servers,							
Planning	- Software							
Planning	- licenses required to run the ERP management System							
Planning	Development and adoption of the required IT policies and securities	Manager ITC			Complete			
Planning	Establishment of data back-up and disaster recovery procedures	Manager ITC			Complete			
Planning	Regular reporting on mSCOA implementation to Management and Executive Committees and Council	mSCOA Project Champion / Business leads		Quarterly	In progress			
Planning	System Functionality : ERP modules and 3rd party systems used. These must give affect to the minimum business processes and system requirements as specified in MFMA Circular 80 must budget adequately to procure the required functionality and upgrade to the mSCOA enabling version of the ERP.	mSCOA Sponser / Champion and various business leads			In progress			
Planning	Detailed actions of the various working committee updated with progress based on MFMA Circular 80 Addendum B (B3 Municipality)			30/06/2026	In progress			
	Business Process	Legislative or Business Requirement	B3 - Small Towns System / Applications minimum functionality	Required by	Responsible official or organisation	Service provider	Due date	Progress

1 Corporate Governance										
2	Internal Audit	Approved Internal Audit Plan in existence and Risk Management Strategy in Place	B3	Ability to obtain base transactional information 'View Only' ability.	Best Practice				Complete	
3			B3	Issue audit findings and risk registers and invoke consequence management procedures.	Best Practice	G Gresse	Various			
4	External Audit	Public Audit Act, 2004	B3	Escalation and classification of matters influencing auditors opinion.	Best Practice				In Progress	
5	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	B3	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	Various business leads	Various systems	30/06/2026	In Progress	
6			B3	Online approval and authorisation with electronic signature capabilities of transactions via integrated security systems and segregated functionality. This should be provided through application of appropriate security policies and internal service level agreements between various units.	Legislation	Various business leads	Various systems	30/06/2026	In Progress	
7			B3	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	Various business leads	Various systems	30/06/2026	In Progress	
8			B3	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	Various business leads	Various systems	30/06/2026	In Progress	
9			Period Control	B3	Monthly period closure and certification within the statutory reporting dates. No back-dating of transactions is allowed.	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress
10				B3	Balancing of the sub-system with control accounts must be a condition of any period closure.	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress
11				B3	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	Various business leads	Various systems	30/06/2026	In Progress
12				B3	Finalisation and submission of annual financial statements (AFS) period 13 results in <i>opening balance transactional transfer</i> of only the transactions of period 13.	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress
13				B3	Audit periods with allowed audit approved journals occur in period 14 and result in <i>opening balance transactional transfer</i> of only the transactions of period 14.	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress
14				B3	Accommodate a period 15 for prior period errors (GRAP 3).	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress
15	B3	Any corrections of prior period error(s) result in opening balance transactions in the subsequent years.		mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress		
16	B3	Period closing, finalisation and audit period corrections are <i>opening balance transactions</i> in the <i>current open period</i> as well as normal transactions in the <i>audit periods</i> .		mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress		
17	Integration	B3	Sub-system(s) or ledgers must, without (manual) intervention or manipulation, integrate and constantly balance with the core financial system.	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress		
18		B3	Enable drill down from the general ledger (GL) to sub-system source transactions to transactional level.	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress		
19		B3	Integration and automation of the annual financial statements (AFS) as well as monthly MFMA section 71 reports (financial management statements).	mSCOA Regulation	Various business leads	Various systems	30/06/2026	In Progress		
20	Help function user manual	B3	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	Various business leads	Various systems	30/06/2026	In Progress		
21		B3	The manual must be context specific and accessible from any input screen in the system.	Best Practice	Various business leads	Various systems	30/06/2026	In Progress		
22		B3	Functionality is required to permit a duly authorised user to maintain the user manual.	Optional	Various business leads	Various systems	30/06/2026	In Progress		

23	Corporate Governance	Document and transaction control	B3	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						In Progress		
24			B3	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							In Progress	
25			B3	However, duly authorised users may view or report on logically deleted records.	Best Practice								In Progress
26			B3	Logically deleted records MAY NOT be reactivated. (If a record was 'flagged for deletion' in error, it will require recapturing).	Best Practice								In Progress
27		Training and Skills transfer	B3	End User Training which includes both theoretical as well as practical training.	Best Practice							In Progress	
28			B3	Complete Solution Hand Over to Municipal Project Team including full documentation.	Best Practice							In Progress	
29			B3	Deployment of an IT strategy for maintenance and future developments.	Best Practice								In Progress
30		Back up and data recovery	B3	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								Complete
31			B3	Disaster recovery sites are either off site at the municipality or cloud based solutions that are to be tested regularly.	Best Practice		G Gresse		Various				Complete
32			B3	Daily, weekly, monthly and yearly backups must be documented and signed-off.	Best Practice			G Gresse		Various			Complete
33		Municipal Web Site	A municipal website that gives effect to MFMA section 75, the Municipal Budget and Reporting Regulations, 2009; the mSCOA Regulations, 2014 and section 21A of the Municipal Systems Act, 2000	B3	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; Annual financial statements (AFS) and Annual reporting tools BI modules; The annual report; Performance management, supply chain and asset management modules; section 57(1) of the Municipal Systems Act, 2000; All quarterly reports tabled in the council in terms of MFMA section 52(d).	Legislation							
34				B3	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		A Namntu		Service provider w/	Feedback at the next meeting		
35	B3			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			A Namntu		Service provider w/	Feedback at the next meeting		
36	Reporting mechanisms	Business intelligence reporting solutions	B3	The report writer should have a user configurable application utility like Sequel server reporting server (SSRS). 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								
37			B3	Alternatively an effective, flexible report-writing facility with access to the database dictionary is required;	mSCOA Regulation								

61			B3	Automated workflow for departments' submissions as per budget guideline documents.	Optional	C Payle	SAMRAS	30/06/2026	Not yet commenced	
62			B3	Comparison capabilities for department budget submissions, scenario's & recommendations.	Optional	C Payle	SAMRAS	30/06/2026	Not yet commenced	
63			B3	Planning of secondary costing i.e.. Departmental charges, internal recoveries and activity based charges.	mSCOA Regulation	C Payle	SAMRAS	30/06/2026	In progress	
64			B3	The system should be able to link Expenditure and Revenue to All segments of mSCOA.	mSCOA Regulation	C Payle	SAMRAS		Complete	
65			B3	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	C Payle	SAMRAS		Complete	
66			B3	Enable what-if inter-operability and modelling between the municipality's main budget module and the sub-budget modules.	Optional	C Payle	TBD	30/06/2026	Not yet commenced	
67				<i>Ensure that the policies referred to in MFMA section 17 and the Municipal Budget and Reporting Regulation 7 are, via formal work flow, reviewed by the relevant municipality departments/ sections. Any amendments must be incorporated into the budget submission. These reviews, as a minimum, must include:</i>						
68			B3	The statutory budget submission to the National Treasury local government Database (LG Database);	Legislation	C Payle	SAMRAS	30/06/2026	In Progress	
69			B3	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	C Payle	SAMRAS	Feedback at the next meeting	In Progress	
70	Human Resources (HR) /Payroll	A Human Resource (HR) budget/ payroll module that as a minimum:	B3	Allow the municipality to budget for its full organogram (organisational structure).	mSCOA Regulation	Thembekile Machelesi / C Payle / V Cunningham	Payday / SAMRAS	feedback at the next meeting	In Progress	
71			B3	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	Thembekile Machelesi / C Payle / V Cunningham	Payday / SAMRAS	30/06/2026	Not yet commenced	
72			B3	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	Thembekile Machelesi / C Payle / V Cunningham	Payday	30/06/2026	In Progress	
73			B3	Ensure that the planned positions is budgeted for pro-rata to when the expected appointment can be done.	mSCOA Regulation	Thembekile Machelesi / C Payle / V Cunningham	Payday	30/06/2026	In Progress	
74			B3	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	Vuyokazi Wakeni (Expenditure manager)	Payday / SAMRAS	30/06/2026	In Progress	
75			B3	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	Thembekile Machelesi / C Payle / V Cunningham	Payday / SAMRAS	feedback at the next meeting	In Progress	
76	Budget Management	Budget Management and Monitoring	B3	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	C Payle	TBD	30/06/2026	Not yet commenced	
77			B3	Automate the virement process as per the virement policy.	Best Practice	C Payle	TBD	30/06/2026	Not yet commenced	
78			B3	Provide the annual procurement plan.	Best Practice	C Payle	TBD	30/06/2026	Not yet commenced	
129 Costing and Reporting										
130	Costing and Reporting	Cost Planning	Incorporate a costing module	B3	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	C Payle	SAMRAS	30/06/2026	Not yet commenced
131				B3	Management reporting on all charges should be available for reports as well as dashboard information.	mSCOA Regulation	C Payle	SAMRAS	30/06/2026	Not yet commenced
79 Financial Accounting										

80	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	B3	Contains all the accounts for recording transactions relating to municipalities assets, liabilities and net assets as per mSCOA segments.	mSCOA Regulation					Complete	
81				B3	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	I Pretorius	SAMRAS				Complete
82				B3	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						In Progress
83				B3	Non withstanding 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						In Progress
84				B3	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3 rd party systems for an audit trail.	mSCOA Regulation	I Pretorius; Line managers - (finance)	SAMRAS	30/06/2026			In Progress
85				B3	Journal capturing capabilities (including reversible and recurring journals) including electronic approval.	mSCOA Regulation	I Pretorius and line managers (finance)	Various / SAMRAS	30/06/2026			In Progress
86				B3	Reporting functionality for all financial reports in the full mSCOA segmented transactions .	mSCOA Regulation	I Pretorius	SAMRAS	Feedback at the next meeting			In Progress
87				B3	Reporting functionality for all financial reports in the full mSCOA segmented transactions .	mSCOA Regulation	I Pretorius and line managers (finance)	SAMRAS	30/06/2026			Not yet commenced
88	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation		Provide a debtor master record containing at least but not limited to:								
89			B3	Debtor classes and discount categories to ensure correct billing and rebates;	mSCOA Regulation						Complete	
90			B3	Trade, sundry and other debtor types to comply with mSCOA requirements;	mSCOA Regulation	A Zindlu	SAMRAS				Complete	
91			B3	Debtor levies in mSCOA segmentation to the Accounts Receivable;	mSCOA Regulation	A Zindlu	SAMRAS	30/06/2026			Not yet commenced	
92			B3	Receipt allocation to AR in the correct mSCOA segmentation;	mSCOA Regulation	A Zindlu	SAMRAS	30/06/2026			Not yet commenced	
93			B3	Daily balancing between sub-system and AR; and	Best Practice	A Zindlu	SAMRAS	30/06/2026			Not yet commenced	
94			B3	Month-end and year-end procedures to ensure correct disclosure of cash on hand and age analysis.	Legislation	A Zindlu	SAMRAS	30/06/2026			Not yet commenced	
95			B3	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3rd party systems.	mSCOA Regulation	A Zindlu	SAMRAS/Pay @/P	30/06/2026			Not yet commenced	
96			Integration of sundry systems	B3	Abattoir system.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced
97				B3	Cemeteries system.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced
98				B3	Fire and emergency services systems.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced
99				B3	Fresh produce market systems.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced
100				B3	Library system.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced
101				B3	Nurseries systems.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced
102				B3	Pound system.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced
103	B3	Traffic fines systems.		Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced		
104	B3	Transport services systems.	Optional	A Zindlu	SAMRAS	Feedback at the next meeting			Not yet commenced			
105	Accounts Payable	Supplier maintenance	B3	Creating a supplier database.	Legislation	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026		In Progress		
106			B3	Post supplier invoices, credit- and debit notes. Select documents to pay with payment dates.	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS				Complete	
107			B3	Make payments and part payments. Allow for future and scheduled payments.	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026			In Progress	
108			B3	Align suppliers with debtors and HR modules.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026			Not yet commenced	
109		Accounts Payable (AP)		AP must include, at a bare minimum but not limited to:								

110		B3	Goods received notes for full or partial deliveries aligned to authorised issued purchase orders. Goods return notes with debit and credit orders;	Legislation		Vuyokazi Wakeni (Expenditure manager)	SAMRAS		Complete
111		B3	Invoicing for goods received notes as partial or multiples invoice payments. Settlement discounts as allowed by suppliers;	Legislation		Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026	In Progress
112		B3	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		Vuyokazi Wakeni (Expenditure manager)	SAMRAS		Complete
113		B3	Direct invoice payment such as Eskom;	Legislation		Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026	In Progress
114		B3	Sundry payments generated from payroll, billing or manual S&T transactions;	Legislation		Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday	30/06/2026	Not yet commenced
115		B3	Re-occurring and scheduled payment such as lease amounts or quarterly loan repayments;	Legislation		Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026	Not yet commenced
116		B3	Retention register with auto mated update, pay-out and balancing;	Best Practice		Vuyokazi Wakeni (Expenditure manager)W	SAMRAS	30/06/2026	In Progress
117		B3	A cession register linked to the PMU with automated allocations;	Best Practice			SAMRAS	30/06/2026	In Progress
118		B3	Age analysis of creditors with supporting reports;	Legislation		Vuyokazi Wakeni (Expenditure manager)	SAMRAS		Complete
119		B3	Must be able to calculate accounts payable VAT reconciliations (including calculations on returns and discounts);	Legislation		Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026	In Progress
120		B3	The option to scan and store invoices and other documents on the supplier;	Optional		Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026	Not yet commenced
121		B3	A web portal for suppliers to enquire on payment status and uploading/submitted of invoices.	Optional		Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026	Not yet commenced
122		Cash Management	B3	Automated receipting of bank deposits received.	Best Practice	A Zindlu	SAMRAS		Complete
123			B3	Automated passing of journals for interest and other bank charges.	Best Practice	Emrald	SAMRAS		Complete
124			B3	Electronic payment of creditors and salaries.	Best Practice	Vuyokazi Wakeni	SAMRAS		Complete
125		Tax & VAT	B3	Fully integrated and approved VAT handling capabilities incorporating all statutory required documentation.	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	Feedback at the next meeting	In Progress
126			B3	Interface to SARS eFiling for automated reconciliations and submissions of disclosures.	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	Feedback at the next meeting	Not yet commenced
127		Fixed Asset Management	B3	Trace all financial asset transactions to the asset level.	Legislation	Warren Beauzick (Asset / Liabilities and ins	SAMRAS		Complete
128			B3	Ensure that all asset transactions are aligned with mSCOA Regulations.	mSCOA Regulation	Warren Beauzick (Asset / Liabilities and ins	SAMRAS	30/06/2026	In Progress
133	Treasury and Cash Management								
134	Treasury and Cash Management	Cash Management	Bank Reconciliation						
135			B3	Allow for multiple bank accounts and sweeping between accounts;	Best Practice	Vuyokazi Wakeni	SAMRAS		Complete
136			B3	Automated receipting of debtor payments and other monies received;	mSCOA Regulation	A Zindlu	SAMRAS		Complete
137			B3	Automated passing of journals for interest and other bank charges;	mSCOA Regulation	Emrald	SAMRAS		Complete
138			B3	Automated clearing of system generated transactions such as payments; and	mSCOA Regulation	Vuyokazi Wakeni	SAMRAS / Payday	Feedback at the next meeting	In Progress
139			B3	Automated clearing of cash received in the general ledger (GL) to the bank account;	mSCOA Regulation	A Zindlu / E Saayman	SAMRAS		Complete
140			B3	Automated reconciliation of bank statements to the ledger and supplying supporting documentation for management.	Best Practice	I Pretorius	SAMRAS	30/06/2026	In Progress
141			B3	Forecasting of cash must be available on a dashboard.	Best Practice	Vuyokazi Wakeni A Zindlu	SAMRAS	30/06/2026	Not yet commenced
142			B3	Support mSCOA segmentation in the cashbook module.	mSCOA Regulation	I Pretorius	SAMRAS		Complete

143		Petty cash	B3	A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.	mSCOA Regulation					
144			B3	Internal cash receipt with drawdown of petty cash.	mSCOA Regulation	Vuyokazi Wakeni	SAMRAS	30/06/2026		In Progress
145			B3	Automated payment requests with user authorisation and access control.	Best Practice	Vuyokazi Wakeni	SAMRAS	30/06/2026		In Progress
146			B3	Interest Received and interest expense reconciliation.	mSCOA Regulation	Warren / I Pretorius	SAMRAS	Feedback at the next meeting		In Progress
147		Ad hoc: The Cash Management System must at least accommodate, but not be limited to:	B3	Cash Flow Management which includes forecasting and analysis and full integration with the budget and financial accounting modules.	Optional	C Payle	SAMRAS	30/06/2026		Not yet commenced
148			B3	Funds management and budget availability control.	Best Practice	C Payle	SAMRAS	30/06/2026		Not yet commenced
149 Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable										
150	Procurement Cycle: Supply Chain Management (SCM)	A Supply chain management system that give effect to section 11 of the Municipal Finance Management Act, 2003 (MFMA), the Municipal Supply Chain Management Regulations and council's approved SCM policy		<i>The supply chain module should as a minimum have the following functionality:</i>						
151			B3	Allow for requisition from the annual procurement plan;	Best Practice	Ntho Maredi (Manager SCM) / Henge (IDP Manager) / Payle (Manager Budget)	SAMRAS	30/06/2026		Not yet commenced
152			B3	Align requisition to be project based;	mSCOA Regulation	Refer to the Project Accounting Working committee	Refer to the Project Accounting working committee			Refer to the Project Accounting working committee
153			B3	Supplier rotation management (parameter driven);	Legislation	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026		In progress
154			B3	Supply Chain Deviation Management Facility in terms of legislation;	Legislation	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026		In progress
155			B3	Adhere to the municipality's delegation of duties and authority levels;	Legislation	Ntho Maredi (Manager SCM) /HR Manager	SAMRAS			Complete
156			B3	Electronically validate against the National Treasury database for prohibited, employees of state and related parties and invite tenders based preferential procurement principals;	Legislation	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026		In progress
157			B3	Electronically manage the invitation, bid closure and adjudication process with a full document management server unpinning the cycle;	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting		In progress
158			B3	Record and electronically store the bid adjudication committee's meeting minutes and store the minutes on the document management server;	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting		In progress
159			B3	Ensure the service level agreement (SLA) and allocation letters are electronically archived prior to any payment being made;	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting		In progress
160			B3	Enforce where applicable retention enforcement and manage retention registers;	Best Practice	Warren / Project owners	SAMRAS	30/06/2026		In progress
161			B3	Ensure tax clearance management for the duration of the contract;	Legislation	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting		In progress
162			B3	Integrate with the asset management system;	Legislation	Ntho Maredi (Manager SCM) Warren	SAMRAS	30/06/2026		In progress
163			B3	Ensure that all payments are made within 30 days of receipt of an invoice therefore; and	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026		In progress
164			B3	Ensure that full accrual is done at month-end and year-end cut-off periods.	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	30/06/2026		In progress
165		Contract Management that gives effect to MFMA section 116.	B3	Contract management through workflow and audit trail.	Legislation	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026		In progress
166		Requisitions	B3	Different requisition origination such as online, manual, stores and other modules.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS			Complete
167			B3	Project based requisition forms.	mSCOA Regulation	Refer to the Project Accounting Working committee	Refer to the Project Accounting working committee			Refer to the Project Accounting working committee
168			B3	mSCOA segmented capturing.	mSCOA Regulation	Ntho Maredi (Manager SCM)	SAMRAS			Complete
169			B3	Ability to attach documents to online requisitions such as drawings or specifications.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS			Complete
170			B3	Must support full work flow and electronic signatures.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS			Complete
171		Supplier Evaluation	B3	Evaluate supplier performance in accordance with contract deliverables.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026		In progress

172			B3	Update incentives and penalties to supplier database.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
173			B3	Automate notification alerting relevant system users when a supplier's BEE certificate and tax certification reach expiry dates.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
174		Request for quote, quotations and Request for proposals	B3	Maintain a Request for quote, quotations and proposals database linked to suppliers.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
175			B3	Automated notification of price differences outside of approved variance.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
176			B3	Automated evaluating of quotations with parameters.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
177			B3	Comparative tables for allocation of bids.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
178			B3	Automated notification and ordering system.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
179			B3	Workflow and document management in quotation process.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
180			Purchase Order Processing(PO)	B3	Allow for automated purchase orders from approved requisitions.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced
181		B3		Electronic authorising and signing of purchase orders (PO's) through workflow process.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS		Complete	
182		B3		Automated sending of purchase orders (PO's) to supplier through email and/or fax.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
183		B3		Processing of partial order deliveries with automated reminders of outstanding items.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
184		B3		Automated transfers of outstanding orders to future periods with budget controls.	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
185		B3		Align purchase order (PO) deliverables to the annual service delivery- and budget implementation plan (SDBIP).	Best Practice	Ntho Maredi (Manager SCM)	SAMRAS	30/06/2026	Not yet commenced	
186	Inventory	Inventory / Stores sub system		B3	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	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting	In Progress
187			B3	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	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting	In Progress	
188			B3	The stores module must seamlessly integrate and balance with the core financial system.	mSCOA Regulation	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting	In Progress	
189			B3	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	Ntho Maredi (Manager SCM)	SAMRAS	feedback at the next meeting	In Progress	
190			B3	<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; Disposals; Automated consumable stores stock count sheets (departmental stores).	mSCOA Regulation	Ntho Maredi (Manager SCM) & Warren	SAMRAS	feedback at the next meeting	In progress	
191			Grant Management							
192	Grant Management	Subsidies	Maintain a grant register that as a minimum:	B3	Provide for a grant register linked to ledger accounts.	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	V Wakeni: Breakdown of projects: feedback at the next meeting Solvem: Date to be confirmed	In Progress
193				B3	Automate receipt allocation of grants.	Best Practice	TBD	SAMRAS	Solvem: Date to be confirmed	Not yet commenced
194				B3	Automate payment allocations.	Best Practice	TBD	SAMRAS	Solvem: Date to be confirmed	Not yet commenced
195				B3	Link to mSCOA funding source with budget control.	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	V Wakeni: Breakdown of projects: feedback at the next meeting Solvem: Date to be confirmed	In Progress
196				B3	Provide for reporting in accordance with the mSCOA Regulation and internal control.	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS	V Wakeni: Breakdown of projects	In Progress
197 Full Asset Life Cycle Management Including Maintenance Management										

	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:		<p>An asset and liabilities subsystem that gives effect to MFMA section 63:</p> <p>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.</p> <p>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.</p> <p>All asset transaction types must be accommodated in a flexible manner to accommodate future expansion within the SCOA framework.</p> <p>An audit Trail, with an enquiry facility into the audit trail, of all movement within these files is a requirement.</p> <p>The 'asset management system' module should:</p>					
199				B3	Manage the full asset life cycle;	Legislation	Warren Beazick (Asset / Liabilities and insurance) / Gwyn / Technical departments	SAMRAS / Hydroc	Feedback at the next meeting	In Progress
200				B3	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	Warren Beazick (Asset / Liabilities and insurance)	SAMRAS		In Progress
201				B3	Immediately after a completion certificate is received, unbundle assets and maintain the parent-child relationship between the main asset and its components;	mSCOA Regulation	Warren Beazick (Asset / Liabilities and insurance)	SAMRAS	30/06/2026	In Progress
202				B3	Enable table-to-floor inspection sheets (electronic devices are preferred) as well as floor-to-table look-up methodologies;	Legislation	Warren Beazick (Asset / Liabilities and insurance)	SAMRAS	30/06/2026	In Progress
203				B3	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	Warren Beazick (Asset / Liabilities and insurance)	SAMRAS	30/06/2026	In Progress
204				B3	Compile and monitor expenditure against the asset maintenance plans;	Best Practice	Please refer to project management	SAMRAS / EDAMS	30/06/2026	In Progress
205				B3	Integration to billing systems to monitor investment properties and valuation inconsistencies;	Best Practice	Refer to Real estate	TBD	30/06/2026	Not yet commenced
206				B3	Utilise the billing system functionality to ensure ownership of land and buildings to the deeds register;	Best Practice	Refer to land use working committee	TBD	30/06/2026	Not yet commenced
208 Human Resource and Payroll Management										
209	Human Resource and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	B3	Travel claims Management.	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	Payday / Samras	30/06/2026	In Progress
210				B3	Payroll and Benefits Management.	Optional	Vuyokazi Wakeni (Expenditure manager) / HR Manager	Payday / Samras	30/06/2026	In Progress
211				B3	Automated reconciliation at predetermined intervals.	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday	30/06/2026	In Progress
212				B3	Overtime claims Management/ Time off in lieu.	Legislation	Vuyokazi Wakeni (Expenditure manager) / Thembekile Machelesi (Snr HR Manager)	Payday / Samras	30/06/2026	In Progress
213				B3	Special Allowance Management (e.g. acting, secondments, etc.).	Legislation	Thembekile Machelesi (Snr HR Manager)	Payday / Samras	30/06/2026	In Progress
214				B3	Refunds to staff in respect of over-deductions and ad hoc payments.	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday	30/06/2026	In Progress
215				B3	Deductions and payments to third parties (e.g. medical aids, SARS, union contributions, etc.).	Legislation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday	30/06/2026	In Progress
216				B3	Ad hoc payroll runs must reflect in the Financial Management System.	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday	30/06/2026	Not yet commenced
217				B3	Must cater for pensioners' benefits.	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager) / A Zindlu	SAMRAS / Payday	30/06/2026	In Progress
218				B3	Provision to record allowance details against a post and employee (e.g. Telephone Allowance, categories, amounts, telephone number etc.).	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager) / HR Manager	SAMRAS / Payday		Complete
219				B3	The system must cater for all requirements of the South African Revenue Services (SARS).	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
220				B3	Must provide a facility to automate the update of tax tables whenever changes occur.	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete

221			B3	History of previous tax tables must be retained on the system for an indefinite period.	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
222			B3	The system must be flexible so as to cater for any legislative changes to UIF, Workman's Compensation, Unions, etc..	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
223			B3	The system must be able to cater for more than 1 payroll type (e.g. Staff, Pensioners, etc.).	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
224			B3	Narrative type pay slips must be provided (Hard copy and electronically).	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
225			B3	Accumulations of all deductions to be printed on pay slip if required (Pension, tax, housing allowance, motor car allowance, etc.).	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
226			B3	Salary payments made to employees' bank accounts must be catered for electronically by either ACS (Automated Clearing Bureau) or electronic funds transfer (EFT).	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
227			B3	Provide a payment hold facility.	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday and SAMR	feedback at the next meeting	In Progress
228			B3	Third Party deduction and payments in terms of schedules or ad hoc basis.	Best Practice	Vuyokazi Wakeni (Expenditure manager)	Payday and SAMR	30/06/2026	In Progress
229			B3	Variance reporting.	Best Practice	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
230			B3	The ability to calculate back pay across tax periods and increment periods must be provided for.	Best Practice	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
231			B3	The system must allow for dummy validation pay runs to be carried out prior to running the final run.	Best Practice	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
232			B3	All temporary staff (e.g. seasonal workers, learner ship programs, contract workers, etc.) to be controlled via Budget availability.	Best Practice	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
233			B3	Provision to maintain (add, amend, delete) conditions of service pertaining to specific posts.	Best Practice	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
234			B3	Budget control and management of virement requirements.	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager) / C Payle	Payday / Samras	feedback at the next meeting	In Progress
235			B3	Report and create the workflow for collection of all employees and councillors with arrear accounts.	Legislation	A Zindlu / Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday	30/06/2026	In Progress
236			B3	Provide the financial statements with regulated reporting requirements regarding the municipal councillors' outstanding debtor account details.	Legislation	A Zindlu	SAMRAS	30/06/2026	In Progress
237			B3	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	Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday		Complete
238				<i>Create the clearing transactions that clear the integration control, these transactions include:</i>					
239			B3	Electronic funds transfer (EFT) to employee's bank accounts into the core financial systems cashbook awaiting approval;	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
240			B3	Creation of "invoices" for 3 rd parties, SARS (PAYE, VAT, etc.), UIF, Medical aid and pension funds;	mSCOA Regulation	Vuyokazi Wakeni (Expenditure manager)	SAMRAS / Payday	feedback at the next meeting	Not yet commenced
241	Payroll		B3	Must be able to easily integrate with banks. Seamless upload of payroll information.	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
242			B3	Support multiple payrolls with different pay structures.	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday		Complete
243			B3	Produce, in conjunction with the Human Resource system, a multi-year budget in the mSCOA segmentation.	mSCOA Regulation	C Payle / Vuyokazi Wakeni (Expenditure manager) / HR	Payday and SAMR	30/06/2026	In Progress
244			B3	Ability to submit statutory reporting to SARS for all taxes.	Legislation	Vuyokazi Wakeni (Expenditure manager)	Payday / SAMRAS		Complete
245	Customer Care, Credit Control and Debt Collection		Customer Care, Credit Control and Debt Collection						
246	Customer Care, Credit Control and Debt Collection	A credit control and debt collection system that integrate with the revenue management system and that gives effect to Chapter 9 of the Municipal Systems Act, 2000		<i>The system should enable the municipality to manage an end-to-end debt collection process and must:</i>					
247			B3	Provide for SMS, email and hand delivered late payment notifications;	Best Practice	A Zindlu	Cab Holdings - email statements, SMS, no hand MS Office - email	30/06/2026	In Progress
248			B3	Provide for parameter based disconnection list generation;	Best Practice	A Zindlu	SAMRAS		Complete

249		B3	Manage re-connection and arrangements with integrated notes on the debtor master file and workflow with technical services;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
250		B3	Integrated clearance applications and calculations;	Best Practice	A Zindlu	Lexis Nexis, SAMRAS	30/06/2026	In Progress
251		B3	Final demand and summons issuing; and	Best Practice	A Zindlu	Cab Holdings - email statements, SMS, no hand MS Office - email	30/06/2026	In Progress
252		B3	Management of attorney actions on an integrated level.	Best Practice	A Zindlu	Pannel of debt collectors	30/06/2026	In Progress
253		B3	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	A Zindlu	Cab Holdings - email statements, SMS, no hand MS Office - email SAMRAS and Debt collectors	30/06/2026	In Progress
254	Debtor Classification and Categorisation	B3	Indigent Management (Assistance-to-the-Poor).	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
255		B3	<i>Indigent Register must be accommodated in a work flow of various administration processes including, but not limited to:</i>	Best Practice				
256		B3	House visit;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
257		B3	Capturing of details;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
258		B3	Verification of details, Test against Central Supplier Database;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
259		B3	Authorisation of application;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
260		B3	Automated Subsidy, Write Off and reversals thereof.	mSCOA Regulation	A Zindlu	SAMRAS	30/06/2026	In Progress
261		Arrear Arrangements		<i>Arrear arrangement functionality must be accommodated in a work flow of various administration processes including, but not limited to:</i>				
262		B3	Online Application;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
263		B3	Authorisation of application;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
264		B3	Automated arrangement financials;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
265		B3	Automated Default process;	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
266		B3	Irrecoverable Debt Write Off process;	mSCOA Regulation	A Zindlu	SAMRAS	30/06/2026	In Progress
267		B3	Restriction and Reinstatement of Credit and prepaid meters;	Best Practice	A Zindlu	SAMRAS Utilities	30/06/2026	In Progress
268		B3	Meter Tampering Management;	Best Practice	A Zindlu	Utilities SAMRAS Routemaster	30/06/2026	In Progress
269		B3	Management facility to monitor Debtors that are also Service Providers (creditors) set off Management;	Best Practice	A Zindlu	Utilities SAMRAS Routemaster	30/06/2026	In Progress
270		B3	Management of staff arrear set off.	Best Practice	A Zindlu	SAMRAS / Payday		Complete
271	Legal Process	B3	Up to the Default Judgement.	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
272		B3	Debit Order Payments.	Best Practice	A Zindlu	SAMRAS		Complete
273		B3	Councillor Arrear Management.	Legislation	A Zindlu	SAMRAS	30/06/2026	Not yet commenced
274		B3	Specialised Functionality for Third Party Interfaces (e.g. Staff Arrear Set Offs, Prepaid Vending Arrear Set Offs, Prepaid meter blocking/set offs, etc.)	Legislation	A Zindlu	SAMRAS	30/06/2026	Not yet commenced

289 Land Use Building Control										
290	Land Use Building Control	Land use	Property maintenance	B3	Property register providing for all land in the municipal area.	Legislation	James Sijama / A Zindlu / IT / Town planning	SAMRAS / ESRI / D	feedback at the next meeting	Not yet commenced
291				B3	Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deeds office and Demarcation Board specifications.	Legislation	A Zindlu	SAMRAS / ESRI / D	30/06/2026	Not yet commenced
292				B3	Integration with billing and valuation systems.	Legislation	A Zindlu	SAMRAS / ESRI / D	30/06/2026	In Progress
293				B3	Alignment of ownership must be verifiable with the deeds office.	Legislation	A Zindlu	SAMRAS / Deeds o	30/06/2026	In Progress
294				B3	Property transfers, subdivisions, consolidations and zoning changes must be system process with work flow and document management driven.	Legislation	A Zindlu / Town planning	SAMRAS / AFLA	30/06/2026	In Progress
295		Special	Integration with external stakeholders	B3	Must be able to align property register with the Surveyor General register.	Best Practice	TBD	SAMRAS / ESRI / D	30/06/2026	Not yet commenced
296				B3	Where a 3rd party GIS system is used integration should be seamless.	Best Practice	TBD	SAMRAS / ESRI / D	30/06/2026	Not yet commenced
297				B3	Integration with the asset register for municipal properties.	Best Practice	TBD	SAMRAS / ESRI / D	30/06/2026	Not yet commenced
298		Building Control	Integration to the Town Planning function	B3	Building plan submission and approval.	Best Practice	Manager Building Control	AFLA / SAMRAS /	30/06/2026	In Progress
299				B3	Document management for building plans and zoning certificates.	Best Practice	Manager Building Control	AFLA / SAMRAS /	30/06/2026	In Progress
299.1		Capital contributions: Augmentation fees / Development charges	Additional	Additional	Capital contributions: Augmentation fees / Development charges	Additional	Technical Department (PMU) M Meiring/Felton	SAMRAS	30/06/2026	Not yet commenced
300 Revenue Cycle Billing										
301	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporatea:		<i>Additionally to the standard minimum functionality in the MFMA the billing system must:</i>					
302				B3	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	A Zindlu	SAMRAS	30/06/2026	In Progress
303				B3	Calculate and account monthly for the provision of bad debt;	mSCOA Regulation	A Zindlu	SAMRAS	30/06/2026	Not yet commenced
304				B3	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	A Zindlu	SAMRAS/Utilities w	Feedback at the next meeting	Not yet commenced
305				B3	Provide accessible pay points and other mechanisms for settling accounts or for making pre-payments for services;	Best Practice	A Zindlu	Pay@, Easy pay, utilities, cashier points, EFT		Complete
306				B3	Provide adequate information for spatial analysis in a GEOGRAPHICAL INFORMATION SYSTEM (GIS) system;	Best Practice	A Zindlu Gavin, Town Planning (Chris)	Esri (AFLA) / SAMR	30/06/2026	In Progress
307				B3	Create and Maintain Regional Structure;	mSCOA Regulation	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
308				B3	Integrate with valuation and property systems;	Best Practice	A Zindlu	DDP / SAMRAS	Feedback at the next meeting	In Progress
309				B3	Allow for multiple billing cycles;	Best Practice	A Zindlu	SAMRAS		Complete
310				B3	Create and maintain a tariff structure to comply with mSCOA Regulations;	mSCOA Regulation	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
311				B3	Produce monthly invoices to debtors and group accounts;	Legislation	A Zindlu	SAMRAS		Complete
312				B3	Allow for rebates and penalty levies.	mSCOA Regulation	A Zindlu	SAMRAS		Complete
313			Specific but not limited requirements	B3	Must have report writing capabilities for standard & Ad hoc reporting (daily, monthly & annual).	mSCOA Regulation	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
314				B3	Maintenance of tariffs as per the tariffing section.	Legislation	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
315				B3	Integrate with debt collection for disconnections and reconnections.	Best Practice	A Zindlu	SAMRAS / Utility w	30/06/2026	In Progress
316				B3	Integration into 3rd party software for receive readings taken.	Best Practice	A Zindlu	SAMRAS / Routemaster		Complete

317		B3	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	A Zindlu	Routemaster (1) SA	30/06/2026	In Progress
318		B3	Must have a full process and document flow for terminations and re-connections of services and the relevant documentation.	Best Practice	A Zindlu	SAMRAS / Utility w	30/06/2026	In Progress
319		B3	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	A Zindlu	Routemaster (1) SA	30/06/2026	In Progress
320	Billing Reporting and Tariff Maintenance	B3	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	A Zindlu	SAMRAS		Complete
321		B3	Generate statements at any point in time and consolidate at customer level.	Best Practice	A Zindlu	SAMRAS	30/06/2026	In Progress
322		B3	Flexible tariff building structure and design. System must be capable of inclining block tariffs based on daily, monthly, or annual rate scales.	mSCOA Regulation	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
323		B3	Must allow for the maintenance of tariffs as per the tariffing section.	mSCOA Regulation	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
324		B3	Customer must be able to nominate between mailing, MMS or e-mailing of monthly statement.	Best Practice	A Zindlu	SAMRAS		Complete
325	Revenue receipting	B3	Must adhere to applicable legislation and by-laws.	Legislation	A Zindlu	SAMRAS		Complete
326		B3	Allow for all accepted payment methods at cashiers, including automated payment and clearing of card payments.	Best Practice	A Zindlu	SAMRAS		Complete
327			To accommodate fully automated processing of multiple receipting streams including but not limited to:					
328		B3	Payroll;	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
329		B3	Third Party vendors (e.g. Absa, Easy Pay, Prepaid Vendor, etc.);	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
330		B3	Cash Offices;	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
331		B3	Traffic;	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
332		B3	Other Municipal Directorates (e.g. Fresh Produce Market, Libraries, etc.).	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
333		B3	To cater for multiple bank accounts.	Best Practice	A Zindlu	SAMRAS		Complete
334		B3	Processing of payments at supervisor controlled cash offices to accommodate cashier opening, balancing and closing.	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
335		B3	Multiple daily and monthly online and automated reconciliations.	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
336		B3	Receipting to be online.	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	Not yet commenced
337		B3	Cash payments must be able to be processed during database server and network downtime.	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
338		B3	All pay points and receipting streams to be uniquely identifiable in the sub ledger and general ledger.	Best Practice	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
339		B3	Receipting to also accommodate specialised payment types e.g. Rates Clearance, Arrear Debt arrangements, Assistance-to-the-Poor, Service Deposits, etc.	Best Practice	TBD	SAMRAS	Feedback at the next meeting	In Progress
340		B3	To accommodate the correction of erroneous and/or rejected receipts.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
341		B3	Facility to reverse "refer to drawer"(R/D) for Cheques, debit orders and IVR payments.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
342		B3	To facilitate debit orders.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
343		B3	Printing and re-printing (marked as "Copy Receipt") of receipts.	Legislation	A Zindlu	SAMRAS	30/06/2026	In progress
344		B3	Interface with barcode scanner to scan account numbers from the statements.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced

345		B3	Recording of cheque details.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
346		B3	Reversal of receipt and associated interest where applicable.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
347		B3	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	TBD	TBD	30/06/2026	Not yet commenced
348		B3	Calculate the income due to the municipality for services and/or products or property, on a regular, user defined and maintainable basis.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
349		B3	Generate invoices and/or statements for the amounts payable to the municipality on a regular, user defined and maintainable basis.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
350		B3	Group accounts into one or more 'billing cycles' based on user defined criteria.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
351		B3	Provides the facility to charge interest on arrears amount subject to certain user defined provisions and according to user maintainable rates.	mSCOA Regulation	A Zindlu	SAMRAS		Complete
352			<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>					
353		B3	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	A Zindlu	SAMRAS		Complete
354		B3	Manually Input transactions - these transactions are captured by a user and will reflect all the details of the transaction;	mSCOA Regulation	A Zindlu	SAMRAS		Complete
355		B3	Electronic transactions - these transactions are received electronically, which then must be identified and raised to the relevant Debtor account.	mSCOA Regulation	A Zindlu	SAMRAS	30/06/2026	Not yet commenced
356		B3	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	A Zindlu	SAMRAS		Complete
357		B3	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	A Zindlu	SAMRAS		Complete
358		B3	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	A Zindlu	SAMRAS	30/06/2026	Not yet commenced
359		B3	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	A Zindlu	SAMRAS		Complete
360		B3	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	TBD	TBD	30/06/2026	Not yet commenced
361		B3	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(3)(i)).	mSCOA Regulation	A Zindlu	SAMRAS		Complete
362		B3	Functionality is required to process different Debtor and property categories according to different business rule or time frames.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
363		B3	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	TBD	TBD	30/06/2026	Not yet commenced

364		B3	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	TBD	TBD	30/06/2026	Not yet commenced
365		B3	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	A Zindlu	SAMRAS	Feedback at the next meeting	In Progress
366		B3	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	TBD	TBD	30/06/2026	Not yet commenced
367	Meter Management (credit and prepaid)	B3	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	TBD	TBD	30/06/2026	Not yet commenced
368		B3	Functionality is required to categorise meters.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
369		B3	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	TBD	TBD	30/06/2026	Not yet commenced
370		B3	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	TBD	TBD	30/06/2026	Not yet commenced
371		B3	Functionality is required to create and maintain practical and efficient meter reading routes.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
372			<i>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:</i>		TBD	TBD	30/06/2026	Not yet commenced
373		B3	Capture via standard keyboard entry;	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
374		B3	Receiving meter readings electronically from a third party interface. Automated uploading and validation will be required.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
375		B3	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	TBD	TBD	30/06/2026	Not yet commenced
376		B3	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	TBD	TBD	30/06/2026	Not yet commenced
377		B3	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	TBD	TBD	30/06/2026	Not yet commenced
378		B3	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	TBD	TBD	30/06/2026	Not yet commenced
379		B3	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	TBD	TBD	30/06/2026	Not yet commenced
380		B3	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	TBD	TBD	30/06/2026	Not yet commenced
381		B3	Meter management system must be integrated/ interfaced with the Billing Component.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
382			<i>Prepaid electricity meters:</i>					

383				B3	Functionality that is an integral part of the Billing interface to its prepaid vendor;	mSCOA Regulation	A Zindlu	SAMRAS and utility	30/06/2026	Not yet commenced
384				B3	Automated blocking and arrear set off functionality is required.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
385				B3	Water inventory managing.	mSCOA Regulation	A Zindlu / E Oosthuizen	TBD	30/06/2026	Not yet commenced
386				B3	Functionality is required to manage an Inventory of Water Meters. This to be work flowed as certain steps are dependent on others.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
387					<i>Reports/ extracts including but not limited to:</i>		TBD	TBD	30/06/2026	Not yet commenced
388				B3	Water Meter maintenance management;	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
389				B3	Various statistical extracts and reports.	Best Practice	TBD	TBD	30/06/2026	Not yet commenced
390 Real Estate										
391	Real Estate	Rental	Rent out		Maintain a rent register for rental properties.	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
392					Holiday resort systems.	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
393					Automated rent renewals with workflow and document management.	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
394					Link to debtors system for collection of rent.	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
395					Link to valuation system.	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
396					Link to asset register.	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
397			Facilities		Facilities rental module updated from receipting with workflow refunds.	Optional	James Sijama	SAMRAS	Feedback at the next meeting	Not yet commenced
398			Rent in		Lease register with work flow and document management.	Optional	James Sijama	TBD	30/06/2026	Not yet commenced
399					Automated payment scheduling.	Optional	James Sijama	TBD	30/06/2026	Not yet commenced
400		General Processes	Maintenance		Maintenance module for properties and facilities.	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
401					Facilities Management (Maintenance).	Optional	James Sijama	SAMRAS	30/06/2026	Not yet commenced
402 Project Accounting										
403	Project Accounting	Project Creation & 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	T Henge	SAMRAS	30/06/2026	In Progress
404					The municipal budget module must be aligned to the project module.	Best Practice	C Payle	SAMRAS	30/06/2026	In Progress
405					Projects registered in the project module must be aligned to the mSCOA Project segment.	Best Practice	Project owners	SAMRAS	30/06/2026	In Progress
406					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	Project owners	SAMRAS	30/06/2026	In Progress
407					Capital acquisition, maintenance and replacements must be driven from the project module.	Best Practice	Project owners	SAMRAS	30/06/2026	In Progress
408					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	Project owners	SAMRAS	30/06/2026	In Progress
409		Project Management	Project Management Unit (PMU)		Project management and stakeholder inputs must be controlled by clear business processes and user access controls.	Best Practice	Project owners	TBD	30/06/2026	Not yet commenced
410					Projects not completed within a financial year must be carried over and work-in-progress (WIP) items registered.	Best Practice	Project owners	TBD	30/06/2026	Not yet commenced
411					Project managers should have full access to their projects within the limitations of the budget and internal policies.	Best Practice	Project owners	TBD	30/06/2026	Not yet commenced
412					Workflow processes must assist in project maintenance.	Best Practice	Project owners	TBD	30/06/2026	Not yet commenced

413			Strict budget control as per the approved integrated development plan (IDP) must be maintained.	Best Practice	Project owners	TBD	30/06/2026	Not yet commenced
414			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	Project owners	TBD	30/06/2026	Not yet commenced
415			Regulatory Safety, Health and Environmental (SHE) documentation must be available in a document management tool with defined check lists and milestones.	Best Practice	Project owners	TBD	30/06/2026	Not yet commenced
416			Health and safety incidents must be recorded and managed on the system and reported as per legislation.	Best Practice	Project owners	TBD	30/06/2026	Not yet commenced
	User proficiency and training (Consideration should be given to training in the establishment of user support groups and the availability of user manuals on the system)				mSCOA Champion		As needed	Continuous
	Change management initiatives to ensure that mSCOA is institutionalised as an organisational reform				mSCOA Champion		As needed	Continuous
417	Maintain queries log				mSCOA Champion / System analyst		Feedback at the next meeting	Continuous
418	Monitoring of implementation				mSCOA Champion		Feedback at the next meeting	Continuous
419	Updating of risk register				mSCOA Champion		Feedback at the next meeting	Continuous
420	Sign-off implementation plan - keep proof for audit file				mSCOA Steering Committee		Feedback at the next meeting	Not yet commenced