

# **mSCOA ALIGNMENT MANUAL**

## Update PayDay to mSCOA 6.9



Fully Integrated Time and Attendance, Payroll and Human Capital Software

## INTRODUCTION

Three scenarios are envisaged:

- The financial Vendor did not convert to mSCOA version 6.9 yet.
   Do not follow these instructions.
- The financial Vendor converted to mSCOA version 6.9 but is not using short codes.
   Do Chapters 1 and 3.
- 3. The financial Vendor converted to mSCOA version 6.9 and is using short codes.
  - a. The short codes did not change.

#### Do Chapter 3.

b. The short codes changed.

Do Chapters 2 and 3.

The Municipality must follow these instructions to convert mSCOA version 6.8 on PayDay to mSCOA version 6.9.

#### IMPORTANT

- The financial Vendor must have been converted to mSCOA version 6.9.
- All integrations from PayDay to the financial system for June 2025 must have been completed.
- All active companies/payrolls on the PayDay system must be in July 2025 or later.
- The PayDay system must be on PayDay Release 8.8 or later.
- Make a data backup/copy company.
- Ensure no-one else is logged into the system until these procedures are completed.

Company Sign-O		x
	Paypay Day Software Systems Payroll and HR Management Copyright ©	
PayDay relea Must be <u>Releas</u> or later		
	Please Enter the Company Number 🗾 🗹 Datafiles folder	<b>É</b>





## Update mSCOA segments (No short codes).

To execute these programs, type RUN on the PayDay *Main Menu* and <enter>. Type the *Program Name* in the dialog box that opens and <enter>. Complete the screen questions on the next screen that opens. Press <enter> to access the next field.

Capture single digit companies such as company 1 and 2, as 01 and 02.

### 1.1 EXP-SCOA2

PayDay for Windows [Company (01) PAYDAY DEMO COMP (2015	/08/31)] 🗕 🗆 🗙
File Navigation Menus Help	x
M Enter Program Name	SCOA2
Con	COA POX EXPORT CSV
Eor	SCOA Post Structure Export
Desc	
Emp	Enter Co.No. to Export 01
	Export filename ALIGNMENT.PIP
<u><u><u> </u></u></u>	Include Resigned Employees (Y/N) N
Ba	Include Vacant HR Posts (Y/N) N
<u>S</u> pecial	
Е	
Enter Selection RUN C	
Your Salary Friend	
Month End: 2015/08/31 PAYDAY DEMO COMP	User (01) PAYDAY USER

This program will create a file called ALIGNMENT.PIP in the \payday\datafiles folder. The data in this file is "|" (pipe) delimited. Unix/Linux users must transfer this file ASCII to a Windows PC.



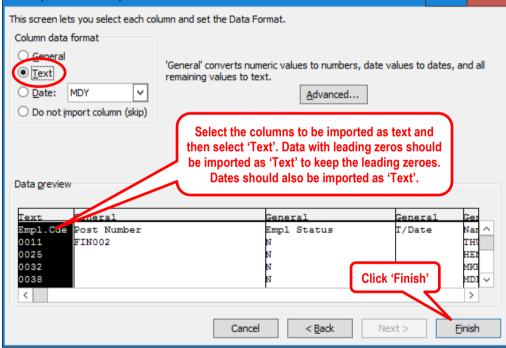
Open up Microsoft Excel<sup>™</sup> and then open this ALIGNMENT.PIP file by following these instructions.

🗶 Open		x
← → • ↑ 📙 <	ayday > DATAFILES 1. Ensure the correct FILES	P
Organize 👻 New	ler path is selected ₿☷ ▾ □	
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\land OneDrive	A/1/2013 4:29 PM PRN File	
This PC	A 0116333172.PRN 5/13/2013 4:33 PM PRN File	
Desktop	Mage: 20116335132.PRN 4/1/2013 4:33 PM PRN File	
	ALIGNMENT.PIP 10/29/2015 12:37 PIP File	
🔮 Documents	AUDCOM01.CSV 6/3/2014 9:56 AM Microsoft B	Excel C
🔶 Downloads	AUDCOM06.CSV 2 10/6/2012 5:10 PM Microsoft E	Excel C
👌 Music	AUDCOM08.CSV 3. Select the 2/14/2013 12:41 PM Microsoft E	Excel C
Pictures	AUDCOM32.CSV correct file 5/25/2012 11:12 AM Microsoft B	Excel C
😽 Videos	AUDCOMB7.CSV 6/23/2010 11:59 AM Microsoft B	Excel C
Local Disk (C:)	AUDEMP01.CSV 6/3/2014	, c
Local Disk (D:)	AUDEMP06.CSV 10/6/2012 2. Select 'All File	S' C 🗸
Local Disk (Di)		>
F	ame: ALIGNMENT.PIP	<b>_</b>
	Too <u>l</u> s ▼ <u>O</u> pen ▼ Canc	.el
Text Import Wizard - S	1 of 3 ?	x

Text Import Wizard - Step 1 of 3		?	x
The Text Wizard has determined that your data If this is correct, choose Next, or choose the dat Original data type Choose the file type that best devices your o	ta type that best describes your da Select 'Delimited' Jata:	ta.	
<ul> <li>Fixed width - Fields are aligned in colu</li> </ul>		d.	
Start import at row: 1 rile origin	437 : OEM United States		~
Preview of file C:\payday\DATAFILES\ALIGNM	ENT.PIP.		
1 Empl.Cde   Post Number	Empl Status	T/Date	11 ^
2 0011  FIN002 3 0025	N   N		11
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	Cancel < Back	<u>N</u> ext >	<u>F</u> inish



Text Import Wizard - Step 2 of 3	?	x
This screen lets you set the delimiters your data contains. You can see how your text is affected in below.	n the prev	view
Delimiters         ✓ Tab         Semicolon         Comma         Space         ✓ Other:         Select 'Other' and type the 'pipe' in the next block		
Empl.Cde Post Number Empl Status T/Dat 0011 FIN002 N 0025 N 0032 0 0038 V Click 'Next' Cancel < Back Next >		Nar ^ IHT HED MKI MDJ ~ >
Text Import Wizard - Step 3 of 3	?	x
This screen lets you select each column and set the Data Format. Column data format General General General' converts numeric values to numbers, date values to remaining values to text. Advanced	dates, ar	nd all



The imported sheet looks like this:

	A	В	С	D	E	F	G	Н	I	J	K	L	М	N	0	Р	Q
								SCOA Cost		SCOA Function			SCOA Fund	SCOA Project	SCOA Region		
1	E/Code	Post No	Empl Status	T/Date	Name	Dept	Cost Centre	Segment	Occupation	Segment	Split	SSplit	Segment	Segment	Segment	Dept Cost	Short Code
2	0011	FIN002	N		THULANI S N	30	3221		ASS ACCOUNT		100						
3	0025		N		HENNING FE	16	1622		COMM HEALTH NURSE		100						
4	0032		Ν		MKHWANAZI SM	30	1221		GENERAL WORKER		100						
5	0038		Ν		MDLULI SN	24	1221		ADMIN ASSISTANT		100						
6	0059		Ν		MASHEGO ME	12	1261		CLERK GR2		100						
7	0062		Ν		NGWENYA EL	1	2441		ENG TECHNICIAN		100						
8	0121		N		MTHETHWA VR	18	1852		ASST DIR : SPORT		100						

Complete the required mSCOA fields for each employee. In Excel: Columns H; J; L; M; N; O and if applicable P. It is the basic salary segments.



Should an employee's cost being split over various cost centers, that employee must be duplicated on the sheet. Capture the percentages in the *SSplit* column and complete the applicable segments. Ensure that the percentage splits add up to 100%.

Once this sheet is completed, make sure there are no "," (comma) in the sheet. Save the file as a CSV file.

	In	Excel,	choose	Save A	ls. Cł	noose	the C	C:\pa	/dav	y∖datafiles	folder.
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← → ✓ ↑	マ ひ Search DATAFILES タ
Organize  Vew folder	Ensure you are on the
This PC ■ Desktop ■ Documents ■ Downloads Music ■ Pictures ■ Videos ■ Local Disk (C:)	D \payday\datafiles folder 11/5/2015 11:47 AM Microsoft Office E Click the 'Save as type' dropdown
👝 Local Disk (D:) 🗸 <	III >
File name: ALIGNMENT.xlsx Save as type: Excel Workbook (*.xlsx)	
Authors: Jan	Tags: Add a tag
Save Thumbnail	
) Hide Folders	Tools 👻 Save Cancel

Click on the Save as type dropdown to access the type options.

The options will appear as per the next screenshot. Choose CSV (Comma delimited) (\*.csv).

	EXCEL97-2005 WOLKDOOK ( .XIS)
🔣 Save As	XML Data (*.xml)
	Single File Web Page (*.mht;*.mhtml)
$\langle \leftarrow \rightarrow \vee \uparrow$	Web Page (*.htm;*.html)
	Excel Template (*.xltx)
Organize 🔻 Ne	Excel Macro-Enabled Template (*.xltm)
	Excel 97-2003 Template (*.xlt)
This PC	Text (Tab delimited) (*.txt)
	Unicode Text (*.txt)
E Desktop	XML Spreadsheet 2003 (*.xml)
	Microsoft Excel 5.0/95 Workbook (*.xls)
🚆 Documents	CSV (Comma delimited) (*.csv)
Downloads	Formatted Text (Space delimited) (*.prn)
	Text (Macintosh) (*.txt)
Music	Text (MS-DOS) (*.bt)
Pictures	CSV (Macintosh) (*.csv) CSV (MS-DOS) (*.csv)
_	DIF (Data Interchange Format) (*.dif)
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File name:	OpenDocument Spreadsheet (*.ods)
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Authors:	Jan Tags: Add a tag
	·····
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C	



The *File name* and *Save as type* at the bottom of the screen will now change to .csv file. Click on *Save* at the bottom right of the screen to save the file in this format.

🗶 Save As				x
	oayday > DATAFILES	~ č	Search DATAFILE	s 🔎
Organize 🔻 New fol	der			EE • ?
This PC	Name		Date modified	Туре
Desktop	🖲 01.CSV		6/25/2014 11:05 AM	Microsoft Excel C
Documents	🖏 01SA22.CSV		6/24/2014 4:20 PM	Microsoft Excel C
Downloads	🖳 01SA23.CSV		6/24/2014 4:20 PM	Microsoft Excel C
h Music	🖳 01SA24.CSV		6/24/2014 4:20 PM	Microsoft Excel C
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File <u>n</u> ame: ALIO	GNMENT.csv			Click 'Save'
Save as <u>t</u> ype: CSV	(MS-DOS) (*.csv)			~
Authors: Jan		Tags: Add a tag		
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The system will respond with the following message. Choose 'Yes'

Microsoft	t Excel
1	ALIGNMENT.csv may contain features that are not compatible with CSV (MS-DOS). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. <u>Yes</u> <u>No</u> <u>H</u> elp



Open Windows Explorer. Navigate to the C:\payday\datafiles folder. Locate the ALIGNMENT.csv file and right click on it. Choose *Open with* and then *WordPad* from the available options.

File Home Share	View			
A Could's Come Parts	Cot Copy path Paste shortcut	Easy access •	Properties • Open	BB Select none
	s PC → Local Disk (C:) → payday → DATAFILE	_		
	Name	Date modified	Туре	Size
🖈 Quick access	0116293837.PRN	4/1/2013 4:29 PM	PRN File	0 KB
Desktop	* 2 0116333172.PRN	5/13/2013 4:33 PM	PRN File	0 KB
Downloads	* 0116335132.PRN	4/1/2013 4:33 PM	PRN File	0 KB
Documents	ALIGNMENT.csv	11/5/2015 12-01 PM	Microsoft Excel C	151 KB
Fictures	ALIGNMENT.PIP	Open		152 KB
G OneDrive	ALIGNMENT.xlsx	Print	e E	13 KB
	AUDCOM01.CSV	Edit	c	1,281 KB
This PC	AUDCOM06.CSV	7-Zip	> c	1,218 KB
Desktop	AUDCOM08.CSV	Edit with Notepad++	C	1,218 KB
🗄 Documents	AUDCOM32.CSV	Open with	> 🗶	Microsoft Excel
🕹 Downloads	AUDCOMB7.CSV	Restore previous version	ns 🧾 I	Notepad
Music	AUDEMP01.CSV	Send to	> 🖾 '	WordPad
Pictures	AUDEMP06.CSV	Cut		Choose another app
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Local Disk (C:)	AUDEMPB7.CSV			5 KB
Local Disk (D:)	AUDERR01.CSV	Create shortcut	C	1 KB
	AUDERR06.CSV	Delete	c	1 KB
Intwork Network	AUDERR08.CSV	Rename	c	1 KB
• Homegroup	AUDERR32.CSV	Properties	c	1 KB
	AUDERRB7.CSV	6/23/2010 11:59 AM	Microsoft Excel C	1 KB

The file will open in *WordPad*. Go to the *View* tab and then *Word wrap*. Make sure the *No wrap* box is ticked.

🖉   🛄 🤭 🥐 🖛 🖾 ALIGNMENT.csv - W	/ordPad			
File Home View				
Zoom Zoom 100 in out % Zoom Show or hide	Word wrap       No wrap       Wrap to window       Wrap to ruler		7 .	
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Empl.Cde,Post Number 0011 ,FIN002 0025 ,	,Empl Status ,N ,N	,T/Date ,	, Name , THULANI , HENNING	S N FE

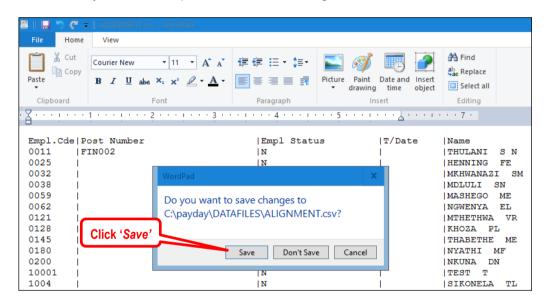


Go back to the *Home* tab and choose *Replace*. A Replace box will open. Find the "," (comma) and replace it with a "|" (pipe). Click on *Replace All*.

	ALIGNMENT.csv - WordPad			
File Home	View			
Paste Clipboard	Courier New $\bullet$ 11 $\bullet$ A <sup>*</sup> A <sup>*</sup> B I U abs $\times_2 \times^2 \mathscr{Q} \bullet \underline{A} \bullet$ Font	E = Picture	Paint Date and Insert drawing time object	A Find abac Replace Select all Editing
	1 • • • • • • 2 • • • • • • • 3 • •			
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0032 ,		Find what.		AZI SM
0038 ,		Replace with:	R	Replace SN
0059 , 0062 ,	Replace with 'pipe'	Match whole word only		place All A EL
0121 , 0128 ,		Match case	(	Cancel WA VR
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Notice that all the commas were replaced by pipes – This might take a while on big files.

Close WordPad. The system will respond with the following screen. Click on Save.



Rename the file to ALIGNMENT.PIP. This file is now ready for import into PayDay. Unix/Linux users must transfer this file ASCII to the /payday/datafiles folder.



### 1.2 IMP-SCOA2

This program will import the mSCOA segments into the PayDay mSCOA Post module. The file called ALIGNMENT.PIP must be in the \payday\datafiles folder. This is the file that was prepared as per the previous section of this manual. The file name might be different, depending on the file name used when saving the file. If the instructions of the previous section were followed, the file name will be ALIGNMENT.csv. Unix/Linux users must note that the Unix/Linux operating system is case sensitive. Therefore, the file name specified in the following import must match the file name exactly.

To execute this import program, type RUN on the PayDay *Main Menu* and <enter>. Type the *Program Name* in the dialog box that opens as IMP-SCOA2 and <enter>. Complete the screen questions on the next screen that opens. Press <enter> to access the next field. Remember to make sure the file name is correct. Change if necessary. Capture single digit companies such as company 1 and 2, as 01 and 02.

Once the program completed, the mSCOA posts in PayDay will be populated with the mSCOA segments.

Company (01) PAYDAY DEMO COMP (2015)	(08/31)] 🗕 🗆 🗙
File Navigation Menus Help	x
M Enter Program Name	iCOA2
<u><u><u>C</u>on</u></u>	🔁 SCOA POST IMPORT
<u><u> </u></u>	SCOA Post Structure Import
Desc	
Emp	Enter Co.No. to import 01
	Import filename ALIGNMENT.PIP
<u><u>B</u>at</u>	Include Vacant HR Posts (Y/N) N
Month	
<u>Special</u>	
Ε	
Enter Selection RUN V	-
Vour Colony Friend	
Your Salary Friend	
Month End: 2015/08/31 PAYDAY DEMO COMP	User (01) PAYDAY USER

The EXP-SCOA2 program can be run again to verify the imported information.

**Repeat this procedure for all the active companies**. Do not proceed to chapter 3 until this procedure is completed for all the active companies.





## Short code changes

Create an Excel spread sheet that contains the old short code in column A and the new short code in column B.

#### Example:

F	<mark>⊌</mark> ♥ ▼ (♥ ▼   <del>▼</del> ile Home Insert Pag	ge Layout Formulas Data	Review \	CODECH view	ANGE.cs	v - Microsof	t Exc	el	
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	А	В	С	D	E	F		G	
1	3110211001011IJ1ZZD7	311021100101GMRCZZWM							
2	7490211001011CB4ZZD7	749021100101AA3WZZWM							
3	6096211001011IH3ZZD7	609621100101GEN2ZZWM							
4	6595211001011IH3ZZD7	659521100101GEM2ZZWM							
5	6597211001011IH3ZZD7	659721100101GEM2ZZWM							
6	7110211001011FJ1ZZD7	711021100101DMRCZZWM							
7	7290211001011EJ1ZZD7	729021100101CMRCZZWM							
8	6990211001011IBXZZD7	699020522401GA51ZZWM							
9	7390211001011GCRZZD7	739021100101EAAOZZWM							
10	332521100105ETJ1ZZD7	332521100108EMRCZZWM							
11	2110211001011IJ1ZZD7	211021100101GMRCZZWM							
12	6415211001011IJ1ZZD7	641521100101GMRCZZWM							
13	3010211001011IJ1ZZD7	301021100101GMRCZZWM							
14	7390211001011GCRZZD7	739021100101EAAOZZWM							
15	7090211001011FDCZZD7	709021100101DADPZZWM							
16	6990211001011IBXZZD7	699020522401GA51ZZWM							
	Old short code	New short code				,			

Save the sheet as a CSV document. File name must not contain spaces.



🛣 Save As	x
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 📜 $\ll$ payday $>$ mSCOA $>$ SCOA	✓ U Search SCOA
Organize 👻 New folder	₿== <b>▼</b> (?)
Documents     Name     Downloads	Date modified Type
	ems match your search.
Videos	
Local Disk (C:)	
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	>
File name: CODECHANGE.csv	~
Save as type: CSV (Comma delimited) (*.csv)	~
Authors: Jan	Tags: Add a tag
∧ Hide Folders Te	Tools ▼ Save Cancel

Ensure that the CSV file created, is placed in the datafiles folder.

Company Sign-On	x
PayDay         Software Systems         Payroll and HR Management         Copyright ©	
PayDay release R.S.A. Tax Formulas - 2018/03/01 (59) Registered User Maintenance Expires 2019/09/30 C:\payday\0BJECT	
C:\payday\mSCOA Datafiles folder	
	-



#### Update the new short codes in PayDay

Log into the PayDay system.

On the PayDay *Main Menu*, type RUN and <enter>. Type the *Program Name* as **SCOA-SHS** in the dialog box that opens and <enter>. Complete the screen questions on the next screen that opens. Press <enter> to access the next field.

Capture single digit companies such as company 1 and 2, as 01 and 02. Type the csv file name that was created with old and new short codes in the *Import filename* field.

PayDay for Windows [Company (01) PAYDAY SCOA COMPANY (20	D16/09/30)] 🗕 🗆 🗙
File Navigation Menus Help	x
Mi Enter Program Name SCO	A-SHS
<u><u><u>C</u>om</u></u>	The regenter the guids from SH Code
<u> </u>	mSCOA SHORT CODE SWITCH FROM CSV OLD,NEW Co. 01
<u>D</u> escr	
<u> </u>	Please Enter Company No. 01
<u><u> </u></u>	Import filename CODECHANGE.csv
<u><u> </u></u>	
<u>M</u> onth E	
<u>Special F</u>	
Ex	-
Enter Selection RUN 💌	
Your Salary Friend	Countdown Timer :
Month End: 2016/09/30 PAYDAY SCOA COMPANY	User (01) PAYDAY

The program will now run through all the *mSCOA Posts* and update the old short codes with the new ones.

**Repeat this procedure for all the active companies**. Do not proceed to chapter 3 until this procedure is completed for all the active companies.



Chapter
3

### Update PayDay to mSCOA version 6.9.

In the financial system, extract the mSCOA 6.9 segment/budget file.

The files created by the Vendor should be placed in the path for mSCOA. The import function in PayDay will display the path and file name to be imported.

#### In PayDay

Access the *Employee Menu* from the PayDay *Main Menu*. Choose the *mSCOA Module*, and then click on *Utilities*.

Alternatively, access the *Special Functions Menu* from the PayDay *Main Menu*. Choose the *mSCOA Module*, and then click on *Utilities*.

On the Utilities Menu, choose Import SCOA Segments. The following screen will display:

The Import SCOA Segments	—		x
1. Select one of the standard imports.			
BCX SCOA Segments			
O NATIONAL TREASURY SCOA Segments			
C Samras SCOA Segments			
O Sebata SCOA Segments			
O Pastel SCOA Segments			
O Fujitsu SCOA Segments			
O Munsoft SCOA Segments			
O Vesta - Phoenix SCOA Segments			
C RData - Promun SCOA Segments			
- 2. Select the path and filename for import. (If no path is specified the Datafiles folde	r will de	usea. j -	_
C:\PAYDAY\MSCOA\SCOA\SCOA_SALARY_SEGMENT.TXT			
☐ 3. Click the import button.			
Import Progress indicator			



The system should default to the correct Vendor and file. If not, choose the Vendor and then click on the *Import* button. The PayDay system will now import the mSCOA segments from the Vendor's file. This import function will also update the *mSCOA Post's* segments.

#### The mSCOA Item code setup

To access the general ledger setup, type **CG** on the Main Menu and <enter> or, click on the *Company Menu* and then *GL Codes* on top of the *Company Menu* screen.

Click on the SCOA *Earning*s or SCOA *Deductions* in the left pane to open the setup screen. This setup should be done on all the screens in use.

⊡ Salary Screen 1	No.	Description	GL Code	Contra Code	Al	^
- Earnings	1	SALARY	1c05d43b-3739-4265-b346-d6879d7bdfaa			
- SCOA Earnings	2	SAL/COR	1c05d43b-3739-4265-b346-d6879d7bdfaa			1
- SCOA Deductions	3	0/TIME	21eb537d-40d1-4bf3-b459-cec96ee28f30		+	1
- Salary Screen 2	4	LEAVE PAY	d47ca0da-696e-494d-ad17-6288150e24e3		-	1
- Earnings	5	HOUSING	7f35558a-384c-4306-93db-68bf7f846bb0			1
Deductions SCOA Earnings	6	TRAVEL AL	51688b00-8e9e-43f2-b0de-d7539f9911cc		$\top$	1
- SCOA Deductions	7	TRAVEL CL	51688b00-8e9e-43f2-b0de-d7539f9911cc		1	
- Salary Screen 3	8	STANDBY	2d2b9e8e-b1f4-4202-a0ee-668f469de046		+	1
- Earnings	9	CLLR TRA	fc14eefd-ed3a-471a-892a-deb3189889de		$\top$	=
Deductions SCOA Earnings	A	CLLR ALL	a095048a-eec6-4583-bb02-e291fd3ed1b8		+	
SCOA Deductions	В	A/BONUS	fc14eefd-ed3a-471a-892a-deb3189889de		+	1
- Salary Screen 4	С	CELLPHON	6822a752-ace6-46ed-a0a5-0610cb786dd6		+	1
- Earnings	D				+	1
Deductions SCOA Earnings	E				+	1
SCOA Deductions					+	1
- Salary Screen 5	X	GL Contra	86a26458-26e9-4d3b-8c5c-d8890a9efa8f		+	
Earnings	×s	SCOA Region	21404132-e919-47d8-8b5b-266c93fc68c4		+	1
Deductions SCOA Earnings	Y	Language 3			+	-
SCOA Earnings	z	Language 4			+	
	X1.	Function Contra.	6dc327fd-c352-440b-9366-63fce6a71335		+	
	X2.	Fund Contra.	ac97d0b1-d32f-4077-947c-f147177f7bfb		+	
	X3.	Project Contra.	63348e37-464e-4ac0-a13a-e577838ff961		+	~
	<	· ·			>	
ect a Screen Item to w	uork (	on from the Tre	e View, changes wil be saved automatic	-	L.	-11

Capture the new short code for the clearing account on line X9 and the system will populate all the clearing account segments.

Ensure that all the segments for the GL Contra (Control) account are completed – X to X8.

Please note that not all Vendors use lines X6 to X8, or some of these lines.



From National Treasuary's version 6.2 there are 3 main Salary Control votes.

SALARY CONTROL: OPENING BALANCE SALARY CONTROL: DEPOSITS SALARY CONTROL: WITHDRAWALS

For payroll purposes the *Opening Balance* account is not to be used. The *Deposits* account is used for payments (SCO-NET and SCO-NETM programs) The *Withdrawals* account is used for journals (all SCO-JNL programs)

Coneral Ledger Codes Setur	)			_			x
⊡-Salary Screen 1 No.	Description	GL Code	Contra Code			AI	2
Earnings 7	TRAVEL CL	ef1d73f9-3638-40ac-b710-1831fbc14f9d					-
- Deductions	STANDBY	2d2b9e8e-b1f4-4202-a0ee-668f469de046				H.	
SCOA Earnings 8 	CLLR TRA					H	
E-Salary Screen 2	CLLR ALL					H.	
Earnings B	A/BONUS	80f4e079-f733-4354-ba34-583a5f3f37d2				H.	
- Deductions	CELLPHON	6822a752-ace6-46ed-a0a5-0610cb786dd6				H	
	ONCE OFF					H	
E Salary Screen 3	LUMP SUM					H	
Earnings		Withdrawal Control	Deposit Control			H	
Deductions X	Item Contra	86a26458-26e9-4d3b-8c5c-d8890a9efa8f	43fa7aa5-d7b0-4edb-a0	)e8-65e38f6a67d9	1	H.	
SCOA Deductions XS	Default Region (I	653e8610-8723-4a77-9aeb-43cdbda8b1a1	21404132-e919-47d8-8t	b5b-266c93fc68c4	4	H.	
⊟- Salary Screen 4 Y	Language 3	NOT USED	NOT USED			F.	
Earnings Z	Language 4	NOT USED	NOT USED			Γ,	_
- Deductions X1.	Function Contra.	67347610-1db2-421f-a89a-f87e772911eb001	028ec562-fa32-4462-9c	s8f-90ca38ed33ae	:001		
SCOA Deductions X2.	Fund Contra.	ac97d0b1-d32f-4077-947c-f147177f7bfb	ac97d0b1-d32f-4077-94	47c-f147177f7bfb			
⊟- Salary Screen 5 X3.	Project Contra.	53d432c7-5d06-4d53-a785-f29995840060	63348e37-464e-4ac0-a	13a-e577838ff961			
Earnings X4.	Cost Contra.	47c7ba65-c270-4a7f-91ba-3842eb629ddf	47c7ba65-c270-4a7f-91	lba-3842eb629ddf			
Deductions X5.	Region Contra.	653e8610-8723-4a77-9aeb-43cdbda8b1a1	21404132-e919-47d8-8t	b5b-266c93fc68c4	4		
SCOA Deductions X6.	DeptCost Contra						
×7.	Subitem Contra.						
×8.	Project Code						
×9.	UKEY/Short Co	000001	000020			•	7
<						>	
Select a Screen Item to work	on from the Tre	e View, changes wil be saved automatica	lly.				

Populate the segments from the tree structure by clicking on the corresponding field.

Alternatively, if the Vendor uses short codes, capture the short code on line X9. The applicable GUIDs will automatically populate. Verify that at least lines X to X5 are populated.

Do this for both the Withdrawal and the Deposit accounts.

Should the financial Vendor not cater for 2 accounts at present, use the Withdrawal account.

Repeat this procedure for all the active companies.



## Please note that some of the following actions might not be necessary but it is adviced that the user verify these codes.

Scroll to the right to access the *Sub Item* column. Capture the new item short code in the *Sub Item* column. The system will automatically update the *GL Code* column with the new Item segment.

General Ledger Codes	Setup									-			x
⊑- Salary Screen 1	No.	Funding	7	Sub Item	Not Used	REF	CLR	DEF	CST	PRO			
Earnings	1		Т	2110010		N	N	0	Y	N			
Deductions SCOA Earnings	2		Т	2110010		N	N	0	N	N			
- SCOA Deductions	3		T	2110360		N	N	0	N	N			
🖃 Salary Screen 2	4		T	2110320		N	N	0	N	N			
- Earnings	5		t	2110260		N	N	0	N	N			
Deductions SCOA Earnings	6		1	2110200		N	N	0	N	N			
- SCOA Deductions	7		1	2110200		N	N	0	N	N			
Salary Screen 3	8		1	2110560		N	N	0	N	N			
Earnings	9		1	2210050		N	N	0	N	N			=
Deductions	A		╈	2210010		N	N	0	N	N			
SCOA Earnings SCOA Deductions	В		╉	2210050		N	N	0	N	N	_		
∃- Salary Screen 4	c		╉	2110220		N	N	0	N	N	_		
Earnings	D		┥	LINGLED		N	N	0	N	N			
Deductions	E					N	N	0	N	N			
SCOA Earnings SCOA Deductions	F					14	14	0	-	14			
- Salary Screen 5	×		_			<u> </u>							
Earnings	XS												
Deductions	Y									-			
- SCOA Earnings													
SCOA Deductions	Z												
	×1.												
	X2.		_							_			
	X3.		_									_	~
	<					Ш						>	_
lect a Screen Item to ¥	ork o	on from the Tree View, changes wil be s	av	ed automa	tically.								

#### The mSCOA Item Overrides

The senior management's and Coucillors' cost must be allocated to different mSCOA items. If they are in their own companies, the defauts are used and overrides are not necessary. Should they be in the same company as the rest of the satff, overrides would be necessary.

To override these default items, navigate to the PayDay *mSCOA Post module*. This override must be done for all the posts to which senior management and councillors are linked. Call up the *mSCOA Post* to which the senior management and councillors are linked (mSCOA, *Change Post* screen). Click on the *mSCOA GL Override* tab at the top of the screen. Complete the mSCOA item codes applicable to this post.

**Note:** Only applicable lines must be completed. Lines not completed will default to the codes setup on the *Company, General Ledger Screen*.

The same prodedures as described in the previous GL mSCOA Item section can be followed. Scroll to the right to access the *Sub Item* column. Capture the new item short code in the *Sub Item* column. The system will automatically update the *GL Code* column with the new Item segment.



Salary Screen 1	No.	Description	GL Code	Contra Code	Alte			
- SCOA Earnings	1	SALARY	IE00500100100100100000000000000000000000		T			
SCOA Deductions	2	OVERTIME	IE005001001001006001000000000000000000000		$\top$			
SCOA Earnings	3	BONUS	IE005001001001003000000000000000000000000		T			
SCOA Deductions	4	L/UNPAID	IE00500100100100100000000000000000000000					
- Salary Screen 3	5	H/SUB	IE005001001001005003000000000000000000000					
SCOA Earnings SCOA Deductions	6	ACT ALL	IE005001001001005009000000000000000000000					
- Salary Screen 4	7	TRV/ALL	IE00500100100100500500000000000000000000		T			
- SCOA Earnings	8	STANDBY						
SCOA Deductions	9	SHIFT AL						
- Salary Screen 5 - SCOA Earnings	A	LAUNDRY			T			
SCOA Deductions	В	L/SERVIC	IE0050010010010060030000000000000000000000		T			
	С	L/SER BN	IE0050010010010060030000000000000000000000		T			
	D	ESSEN TRA	IE00500100100100500500000000000000000000					
	E	LVE CASH	IE 005001001001006005000000000000000000000					
	×	GL Contra			+			
	XS	SCOA Region			+			
	Y	Language 3			$\top$			
	z	Language 4			$\top$			
Clear ALL GL Overides								

#### **Funding Override**

In some instances, an employee's specific earning or deduction is funded from a different source than the rest of the expenses. E.g. an employee's cost is funded by revenue but the leave sold or Council's pension contribution of this employee is funded by equitable share. Update the funding codes where applicable.

⊡-Salary Screen 1	No. Alternate Code	Funding Code	Sub Item Not Us
- SCOA Earnings	1		
SCOA Deductions	2		
SCIDA Earnings	3		
SCOA Deductions	4		
⊡ Salary Screen 3	5		
SCOA Earnings SCOA Deductions	6		
Scieen 4	7		
- SCOA Earnings	8		
SCOA Deductions	9		
Salary Screen 5	A		
SCOA Earnings SCOA Deductions	В		
	С		
	D		
	E		
	X		
	XS		
	Y		
	Z		
Clear ALL GL Overides	<		



#### The mSCOA FREF & FCREF Overrides

Check the *General Ledger Codes Setup* screen for **FREF** (Earnings) and **FCREF** (Deductions) in the *Alternate Code* column. Note the screen and line numbers where they appear.

General Ledger Codes Setup screen.

- Salary Screen 1			No. GL Code Contra Code							
- Salary Screen I	<u> </u>		Contra Code	Alternat	a Lode	ļ				
- Deductions	1	IE005004001001000000000000000000000000000				4				
- SCOA Earnings	2	IE 00500400100501000300000000000000000								
SCOA Deductions	3	IE005004001005011003000000000000000000								
- Salary Screen 2	4	IE 005004001001000000000000000000000000000								
- Earnings Deductions	5	IE 00500400100500500300000000000000000				1				
SCOA Earnings SCOA Deductions ∃ Salary Screen 3 Earnings	6	IE 0050040010050110020000000000000000000000								
	7	IE 0050040010050080000000000000000000000000	Under the 'Alternate			1				
- Salary Screen 3	8	IE0050040010050110080000000000000000000000	Code' check for		-					
	9	IE 005004001005010004000000000000000000	FREF (earnings) or			1				
Deductions SCOA Earnings SCOA Deductions ∃- Salary Screen 4 Earnings	A	IE 005004001005005004000000000000000000000	FCREF (deduction)		-					
	в	IE 005004001005011005000000000000000000000								
	c	IE0050040010050110030000000000000000000000								
	D	IE 0050040010050050020000000000000000000000				1				
	E	1L0010110050000000000000000000000000000		FREF		-				
						-				
Deductions SCDA Earnings SCDA Deductions Salary Screen 5 Earnings	×	11.001.011.0040000000000000000000000000				-				
	XS	B×00200200100000000000000000000000000000			-	-				
- Deductions	Y					-				
- SCOA Earnings SCOA Deductions	z					-				
SCOA Deductions	×1.	F×005001004000000000000000000000000000000				-				
	X2.	F0060000000000000000000000000000000000				-				
	×3.	PD 000000000000000000000000000000000000			-	-				
	~J.				>	1				
	<u>`</u>					f				
					in the second se					

#### Formula screen setup.

Access the formulas on the screens and line where the FREF (Earnings) and FCREF (Dedutions) appear. On the applicable formulas, update the old short codes with the new short codes.

🛅 Formula Detail (	C SCOA Segments		_ □	x	x
Salary Screen <u>1</u>	Short Code				1
Earning/Dedu For	here Comment			List	
Line No. E	Sub Item Code				
Form. No. 1	Function Segment			List	
	Project Segment			List	
	Region Segment			List	
A. Formula: —	Funding Segment			List	
	Costing Segment			List	
	Dept / Cost Code				
B. If Answer is L	ESS Than	.00			
C. Change Answ		.00			
D. If Answer is G E. Change Answ		.00	Mun. RFS	Flag (C/A	/G): 📋 📗
F. Description	6110	DAYS			D
			_		
E	nter Selection, ? or <-	[. for Next Formula]	s		20



#### The mSCOA FREF1 Overrides

The setup is exactly the same as the previous **FREF** setup. The difference is that the formula codes are not necessary linked to a salary line. The mSCOA setup is done on formula 1. Check and update the short code on formula 1.

#### Vote Setup on References.

If the *REF* is currently used, where the vote is captured on the employee's reference remember, the new mSCOA setup must be done on the *mSCOA Post module*, *mSCOA GL Override*. A short code is required. Scroll to the right and capture the new code under the *References* column.

S.C.O.A. Detail S.C.O.A.	GL C	Veride							
- Salary Screen 1	No.	Funding	s	ub Item	References	REF	CLR	DEF	CST
	F			•		N	N	0	N
	G					N	N	0	N
Solary Screen 1     No. Funding     Sub Item     References     REF     CLR     DEF     CST       SCOA Earnings     F     N     N     0     N									
	Solary Screen 1         No. Funding         Sub Item         References         REF         CLR         DEF         CST           Solary Screen 2         SCOA Earnings         N         N         0         N         1           Salary Screen 3         SCOA Earnings         SCOA Deductions         N         N         0         N           Salary Screen 3         SCOA Earnings         SCOA Deductions         N         N         0         N           Salary Screen 3         SCOA Deductions         N         N         0         N         1           Solary Screen 3         SCOA Deductions         N         N         0         N         1           Scoa Deductions         K         N         N         0         N         1           Scoa Earnings         SCOA Deductions         K         N         N         0         N           Scoa Earnings         SCOA Deductions         N         N         0         N         1           Scoa Earnings         SCOA Deductions         N         N         0         N         1           Scoa Earnings         SCOA Deductions         N         N         0         N         1           Q								
Solution         Solution           Solution         F           G         G           Solution         G           P         G           Solution         G           R         G           S         G           T         G           U         State           V         G           V         G           V         G		N	N	0	N				
	К					N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         N         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N         O         N           N         N			
	L					N	N	0	N
S.C.O.A. Detail         S.C.O.A. GL Overide           Salary Screen 1         Sub Item         References         REF         CLR         DEF           Solary Screen 2         Solary Screen 3         Solary Screen 3         N				N	N	0	N		
				N	N	0	N		
					N	N	0	N	
					N	N	0	N	
				N	N	1	N		
	N								
	A Detail         S.C.O.A. GL Overide           Jay Screen 1 SCOA Earnings SCOA Earnings SCOA Earnings SCOA Earnings SCOA Earnings SCOA Earnings SCOA Earnings SCOA Deductions Jay Screen 3 SCOA Deductions Jay Screen 3 SCOA Deductions Jay Screen 4 Jay Screen 5 SCOA Deductions Jay Screen 5 SCOA Screen 5 SCOA Deductions Jay Screen 5 SCOA Screen 5 SCOA Screen 5 SCOA Deductions Jay Screen 5 SCOA Deductions Jay Screen 5 SCOA Screen								
	T					N	N	0	N
	U				5516142450111DZZZ211	N	N	0	N
	V			-		N	N	0	N
	W					N	N	0	N
	X					N	N	0	N
	Y					N	N	0	N
	z					N	N	0	N
Clear ALL GL Overides						-			
	<u> </u>								
						<			



#### **Credit Journal Setup**

Check the *GL Screen* for credit journals setup where the '/' or '\' is used in the *Alternate Code* field for deductions. Also check the *Deposit Account* if in use. Update the short code with the new short code.

⊒-Salary Screen 1	No.	Description	GL Code	Contra Code	Alternate Code	Funding	Sub Item	Deposit Acc	REF	CLR	DEF	CST
Earnings	F	PAYE			/900003			900002	N	N	0	N
Deductions SCOA Earnings		UIF	b23abe1e-5e6e-4c6f-bf53-8cf292c25e73		/900009			900008	N	N	0	N
SCOA Deductions	н	MED AID	b8bb0470-cd2b-465b-91d6-bce51ffa4911		/900011			900010	N	N	0	N
Salary Screen 2	1	PENSION	b6792f2f-0283-4a10-a1f9-87a50e1633f5		/900013			900012	N	N	0	N
Earnings	J	DA SUBS							N	N	0	N
Deductions SCOA Earnings	ĸ	G/LIFE	57f5b54f-7d24-466a-98d2-225f64b456b4		/900015			900014	N	N	0	N
- SCOA Deductions	L	G/L SPOUS	57f5b54f-7d24-466a-98d2-225f64b456b4						N	N	0	N
- Salary Screen 3	м	UNION	bb9a514c-f87e-4054-a1e9-2e7ef067b53b						N	N	0	N
Earnings Deductions	N	ADMED GAP	b8bb0470-cd2b-465b-91d6-bce51ffa4911						N	N	0	N
SCOA Earnings	0	PARTY SUB							N	N	0	N
SCOA Deductions	P	BONDS							N	N	0	N
Salary Screen 4	Q	GARNISHEE							N	N	0	N
Earnings Deductions	R	MAINTENA										
SCOA Earnings	S	INSURANCE							N	N	0	N
SCOA Deductions	Т	LOANS							N	N	0	Ν
- Salary Screen 5	U	INSURANCE							N	N	0	N
Earnings Deductions	V	RATES/WAT							N	N	0	Ν
- SCOA Earnings	W	IND LEVY	2b28ccfb-dc64-4968-acc7-7f7a5cc3fa51		/900017			900016	N	N	0	Ν
SCOA Deductions	×	AA88							N	N	0	Ν
	Y	TAX LUMP			/900019				N	N	0	Ν
	Z	SKILLS	c87fcfc1-960f-4bd4-9c90-aaca45924927					900018	N	N	0	Ν

Select a Screen Item to work on from the Tree View, changes wil be saved automatically.