PayDay®
Software Systems (Pty) Ltd

mSCOA Alignment Manual

Update PayDay to mSCOA 6.8

Fully Integrated Time and Attendance, Payroll and Human Capital Software.

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Software Version 2.7

Committed to Integrity • Service • Quality

INTRODUCTION

Three scenarios are envisaged:

1. The **financial Vendor** did not convert to mSCOA version 6.8 yet.
   Do not follow these instructions.

2. The **financial Vendor** converted to mSCOA version 6.8 but is not using short codes.
   Do Chapters 1 and 3.

3. The **financial Vendor** converted to mSCOA version 6.8 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 6.7 on PayDay to mSCOA version 6.8.

IMPORTANT

- **The financial Vendor** must have been converted to mSCOA version 6.8.
- All integrations from PayDay to the financial system for June 2024 must have been completed.
- All active companies/payrolls on the PayDay system must be in July 2024 or later.
- The *PayDay* system must be on **PayDay Release 8.2** or later.
- **Make a data backup/copy company.**
- Ensure no-one else is logged into the system until these procedures are completed.
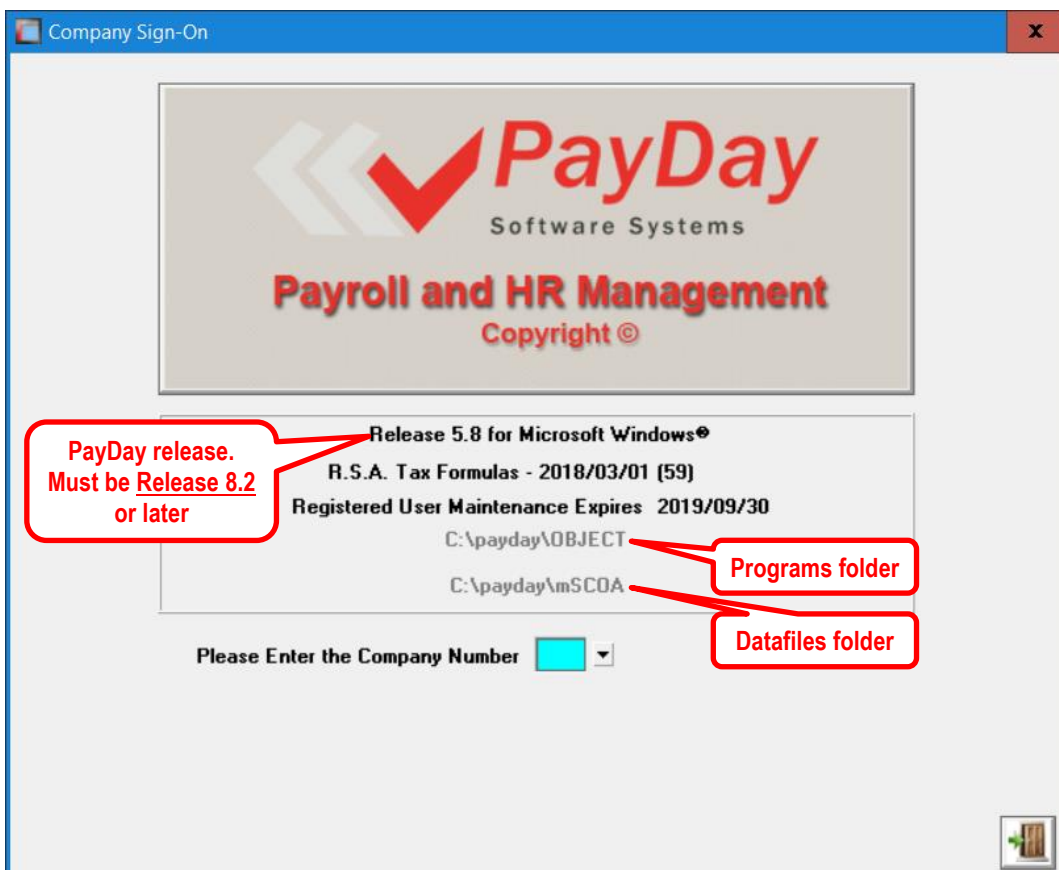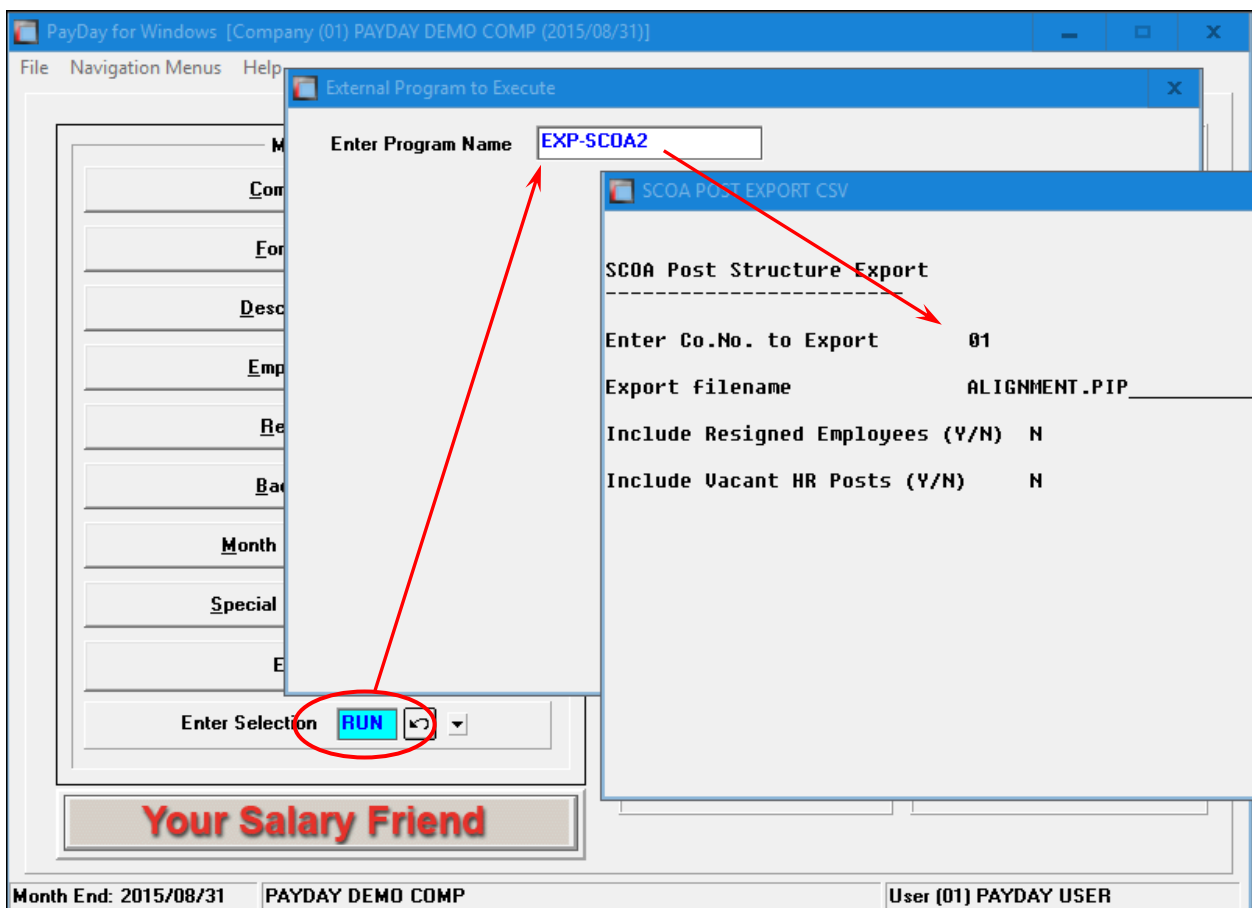
Update mSCOA segments (No short codes).

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.
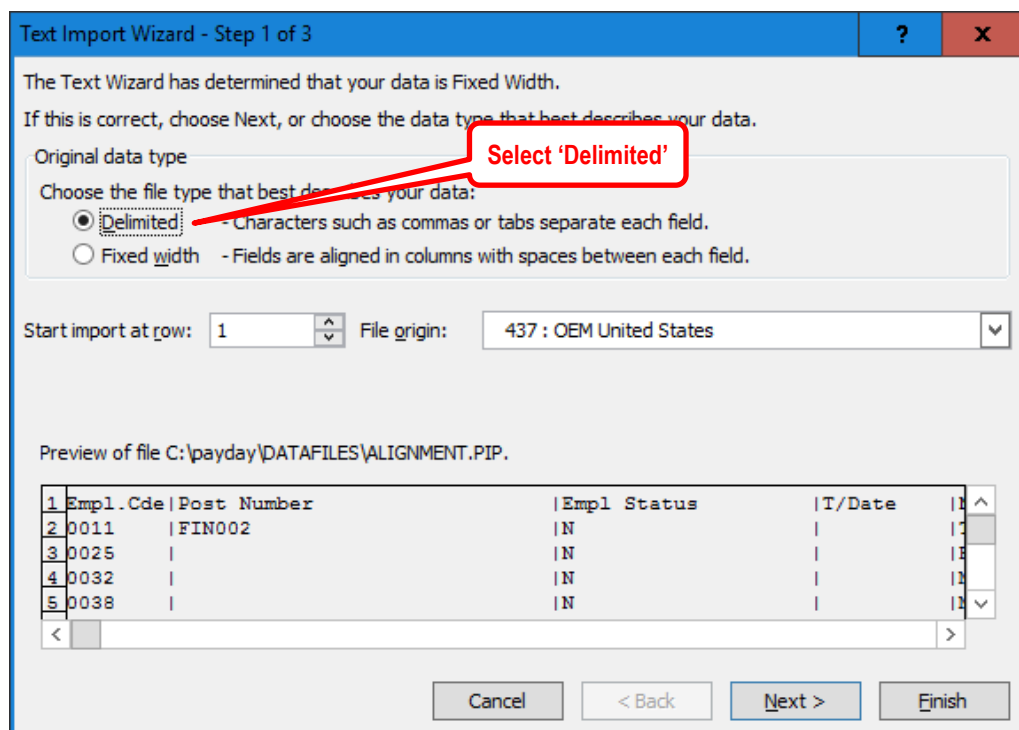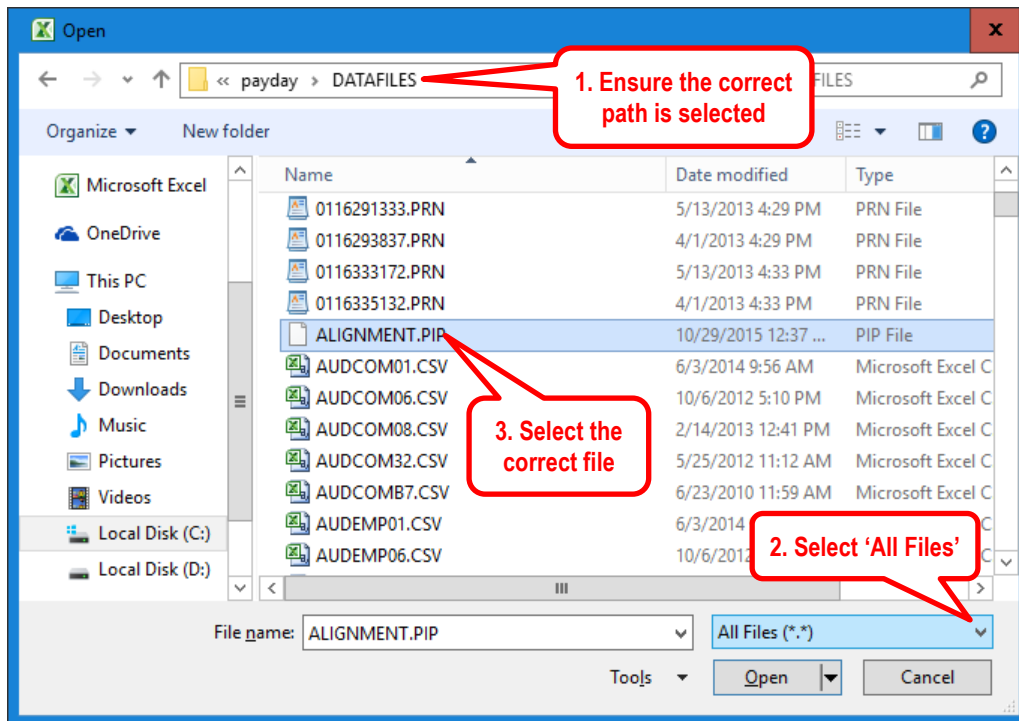
Capture single digit companies such as company 1 and 2, as 01 and 02.
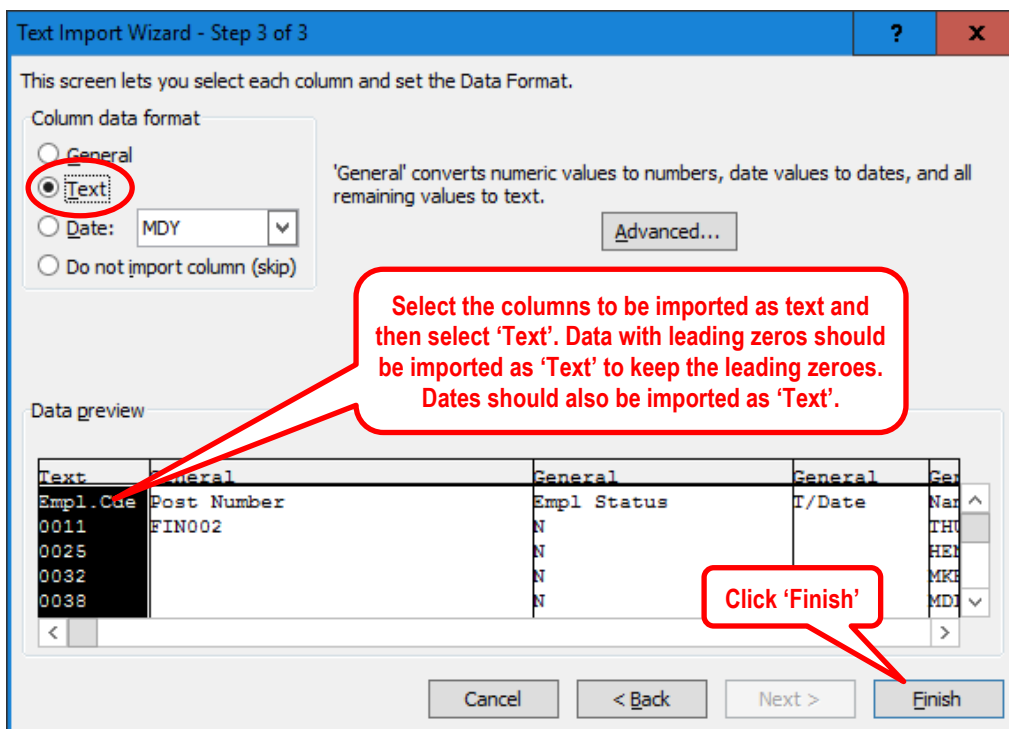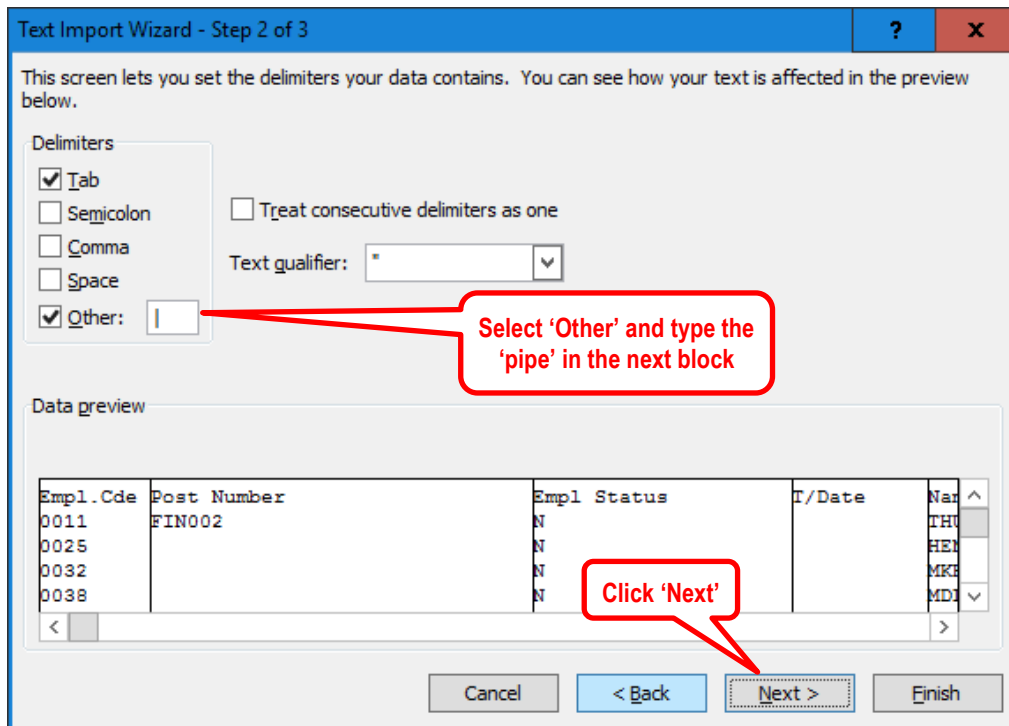
1.1 EXP-SCOA2

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™ and then open this ALIGNMENT.PIP file by following these instructions.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
- ☑ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☑ Other: |

☐ Treat consecutive delimiters as one

Text qualifier: "

Select 'Other' and type the 'pipe' in the next block

Data preview

Empl.Cde	Post Number	Empl Status	T/Date	Nan
0011	FIN002	N		THU
0025		N		HEI
0032		N		MKE
0038		N		MDI

Click 'Next'

Cancel   < Back   Next >   Finish

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format
- ☐ General
- ⦿ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Select the columns to be imported as text and then select 'Text'. Data with leading zeros should be imported as 'Text' to keep the leading zeroes. Dates should also be imported as 'Text'.

Data preview

Text	General	General	General	Ge
Empl.Cde	Post Number	Empl Status	T/Date	Nan
0011	FIN002	N		THU
0025		N		HEI
0032		N		MKE
0038		N		MDI

Click 'Finish'

Cancel   < Back   Next >   Finish

The imported sheet looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	E/Code	Post No	Empl Status	T/Date	Name	Dept	Cost Centre	SCOA Cost Segment	Occupation	SCOA Function Segment	Split	SSplit	SCOA Fund Segment	SCOA Project Segment	SCOA Region 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		N		MKHWANAZI SM	30	1221		GENERAL WORKER		100						
5	0038		N		MDLULI SN	24	1221		ADMIN ASSISTANT		100						
6	0059		N		MASHEGO ME	12	1261		CLERK GR2		100						
7	0062		N		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.

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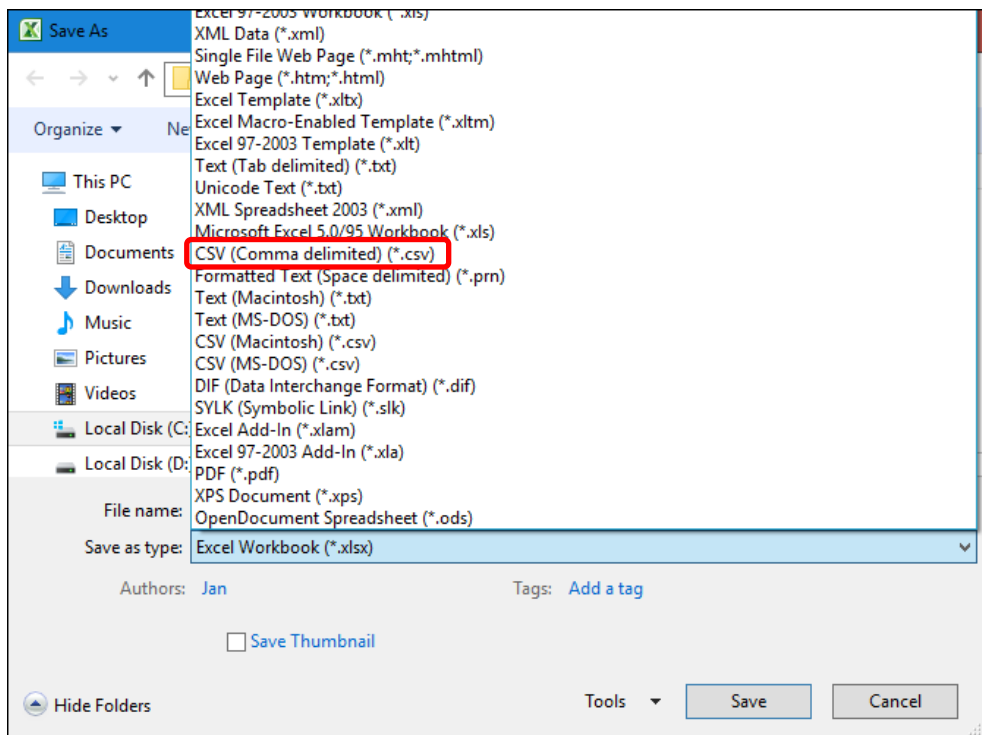
Once this sheet is completed, make sure there are no "," (comma) in the sheet. Save the file as a CSV file.

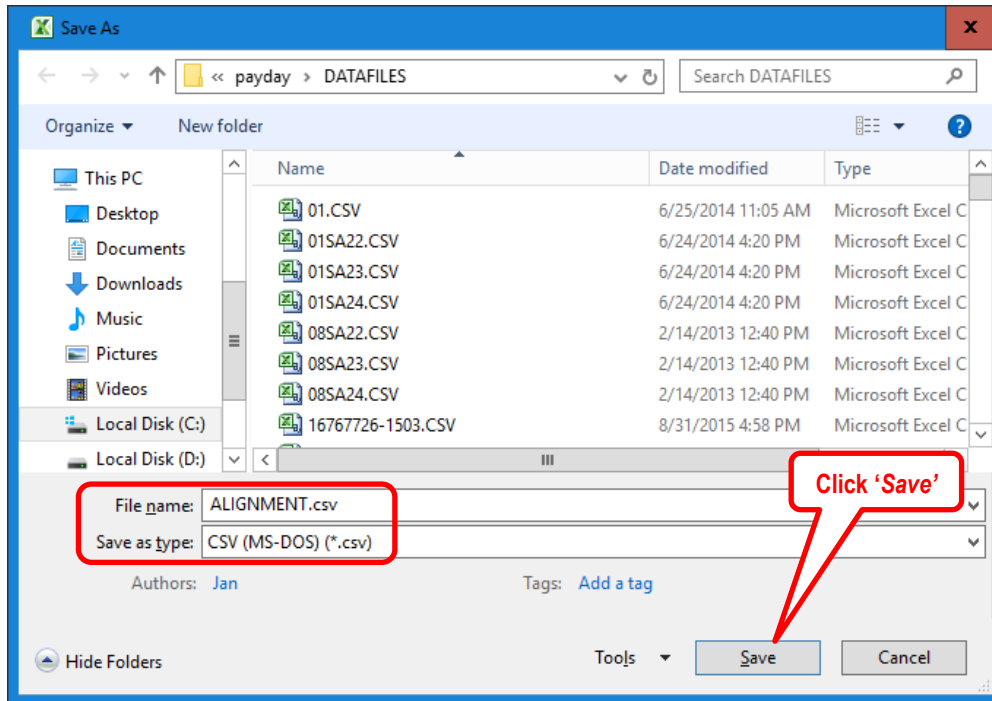In Excel, choose *Save As*. Choose the C:\payday\datafiles folder.


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)*.

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.

The system will respond with the following message. Choose 'Yes'
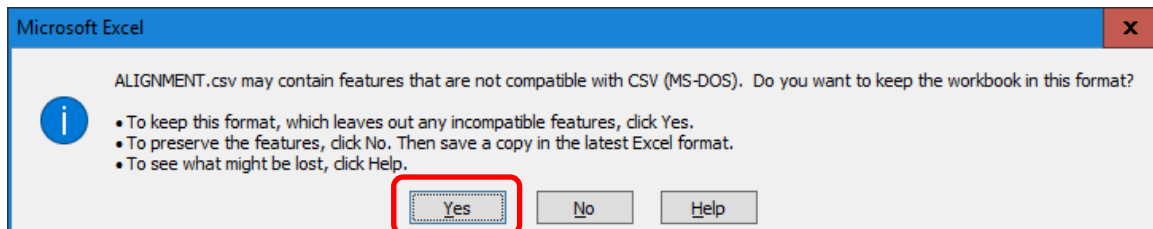
Open Windows Explorer. Navigate to the C:\payday\datafiles folder. Locate the ALIGNMENT.csv file and right click on it. Choose *Open with* and then *WordPad* from the available options.
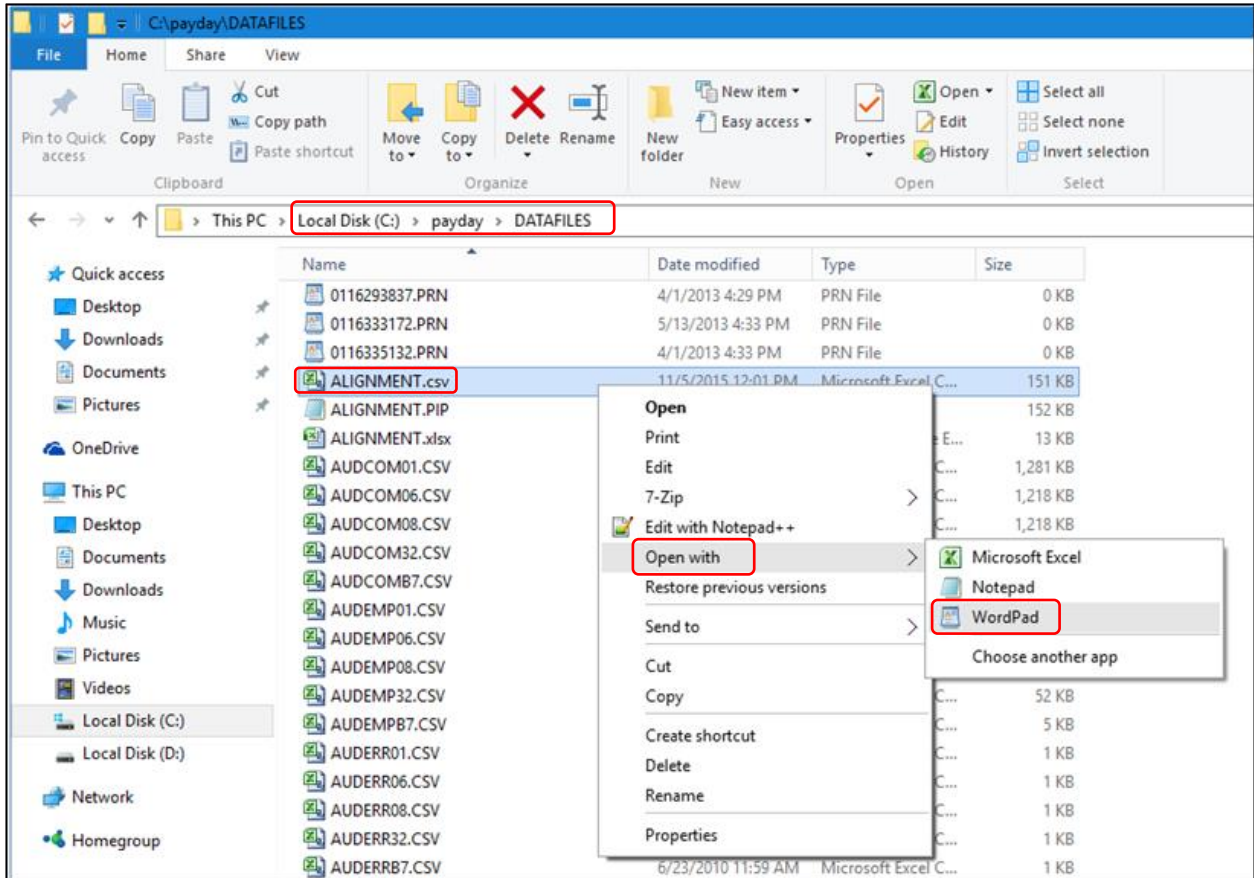
The file will open in *WordPad*. Go to the *View* tab and then *Word wrap*. Make sure the *No wrap* box is ticked.

Manual for PayDay mSCOA Version 6.8 Update (Windows™)
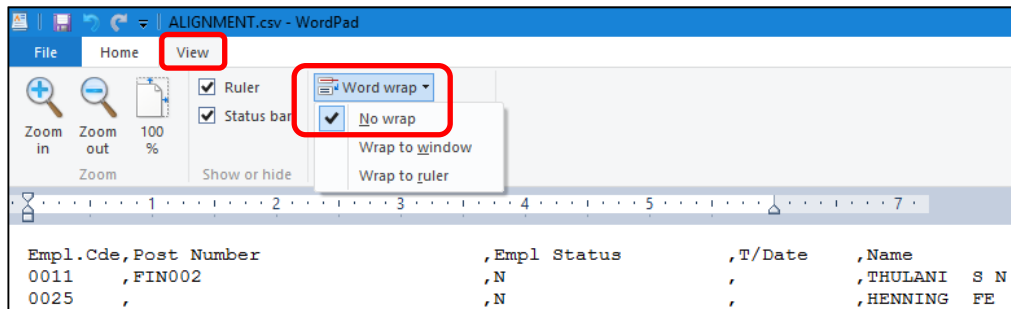
Go back to the *Home* tab and choose *Replace*. A Replace box will open. Find the "," (comma) and replace it with a "|" (pipe). Click on *Replace All*.
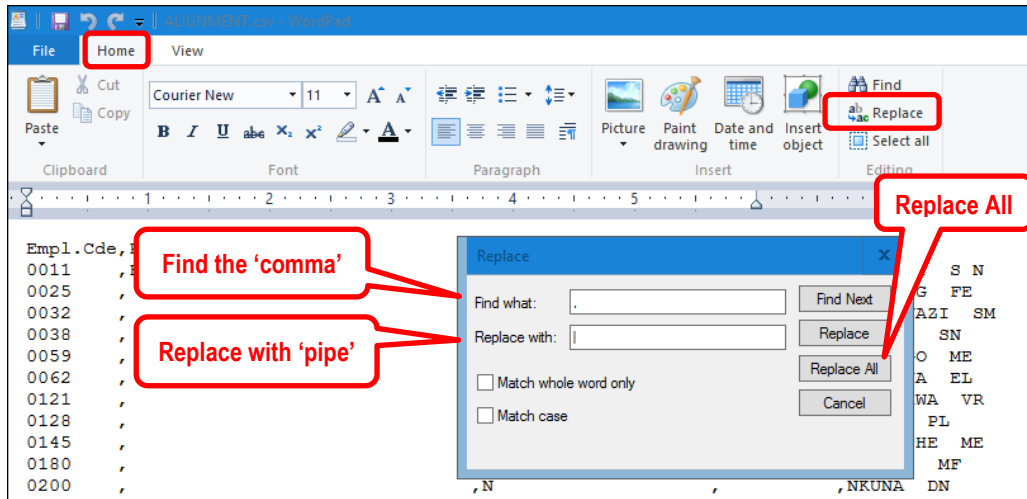
Notice that all the commas were replaced by pipes – This might take a while on big files.

Close *WordPad*. The system will respond with the following screen. Click on *Save*.
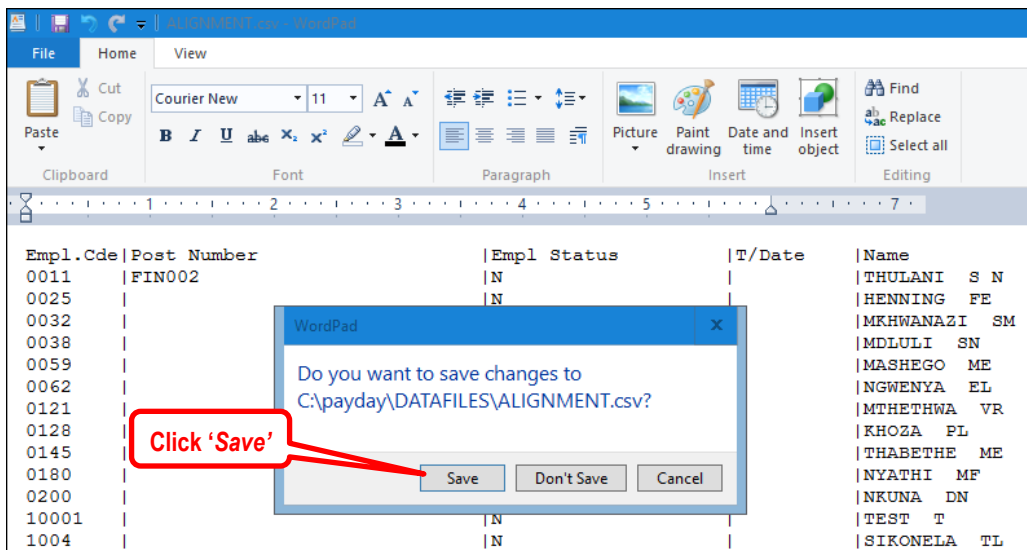
Rename the file to ALIGNMENT.PIP. This file is now ready for import into PayDay. Unix/Linux users must transfer this file ASCII to the /payday/datafiles folder.

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.

The EXP-SCOA2 program can be run again to verify the imported information.
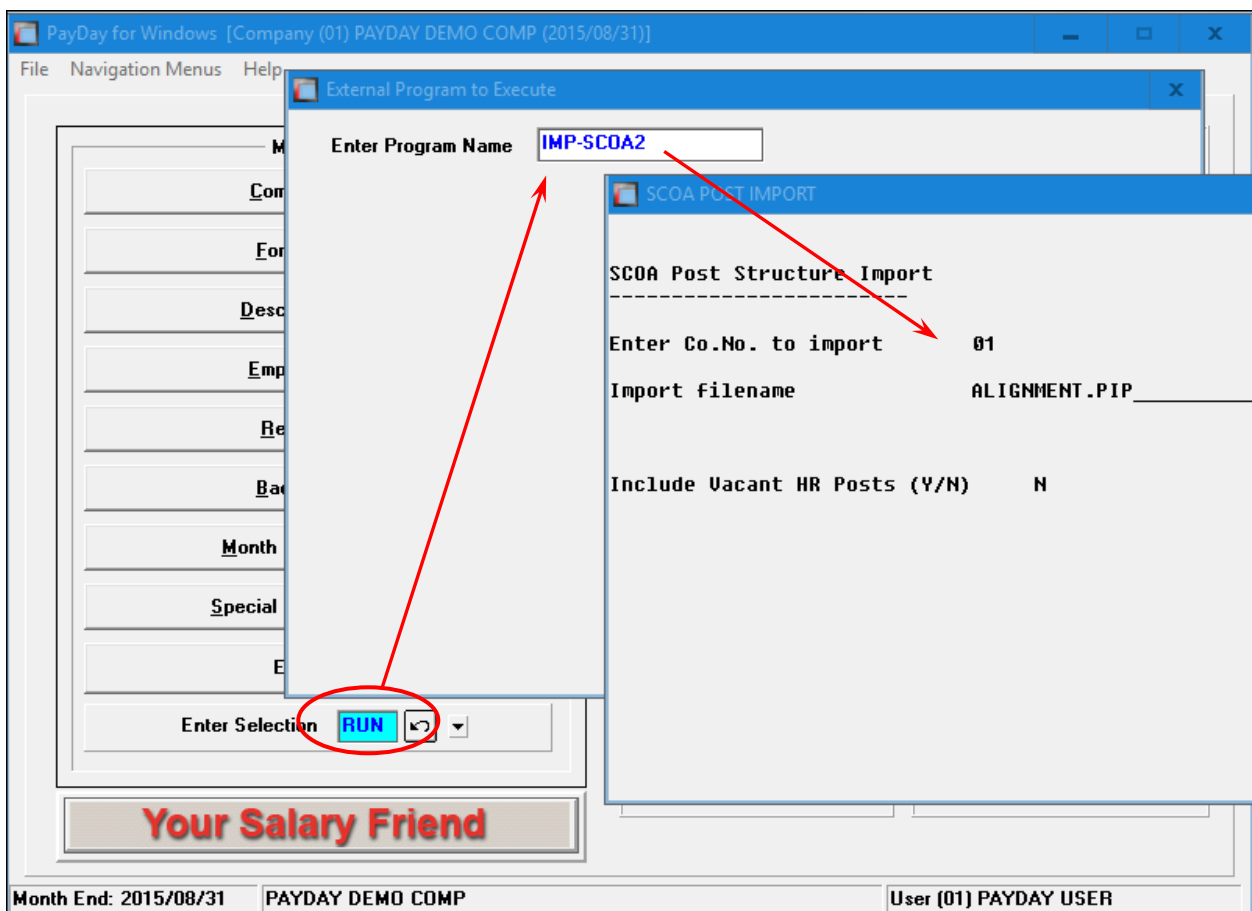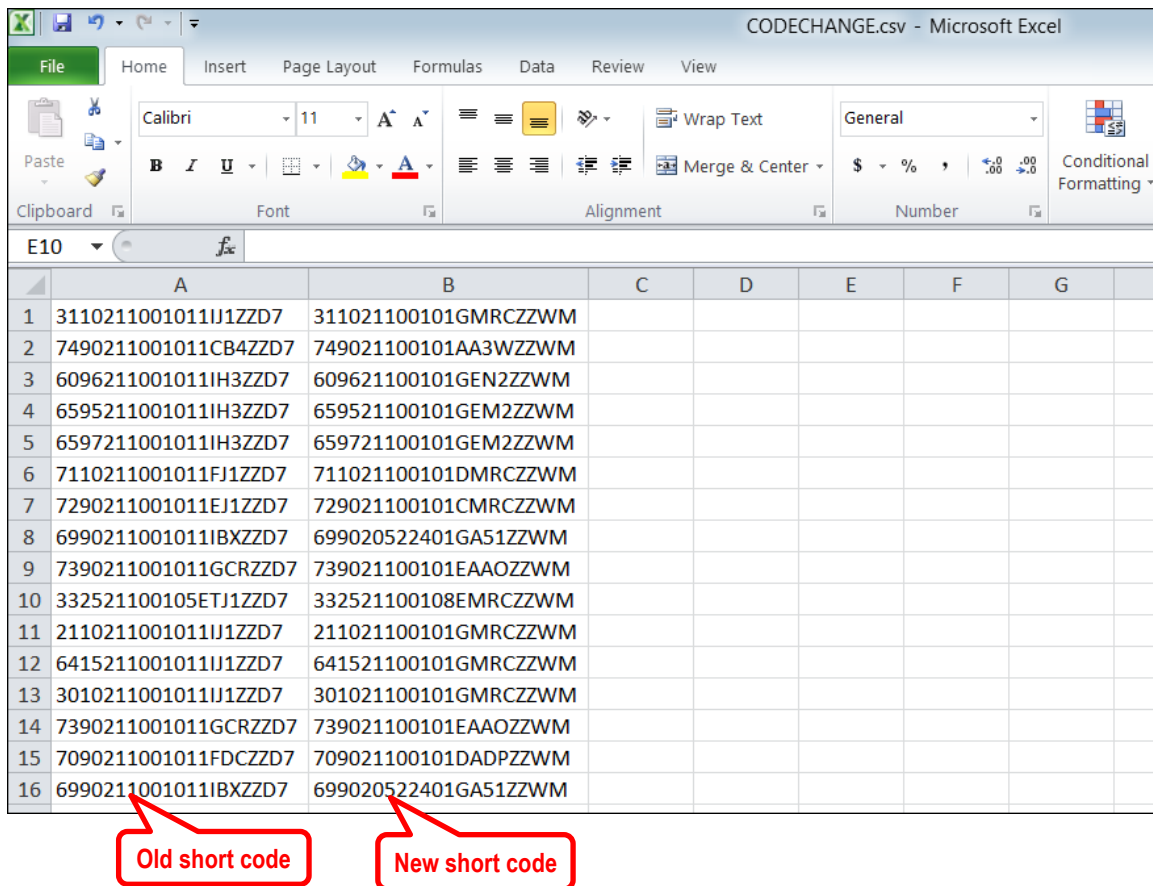
Repeat this procedure for all the active companies. Do not proceed to chapter 3 until this procedure is completed for all the active companies.

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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.
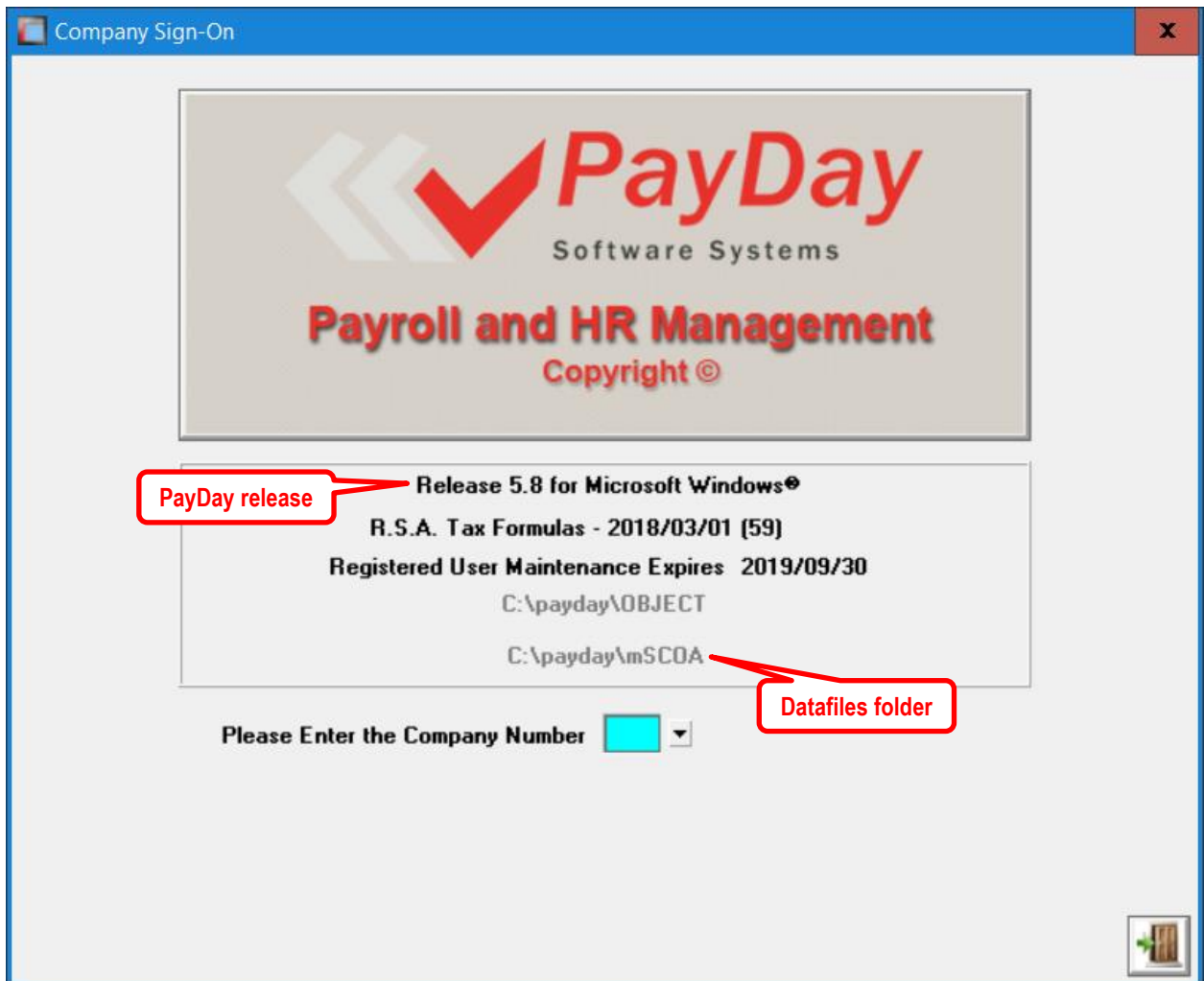
Example:

	A	B	C	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.

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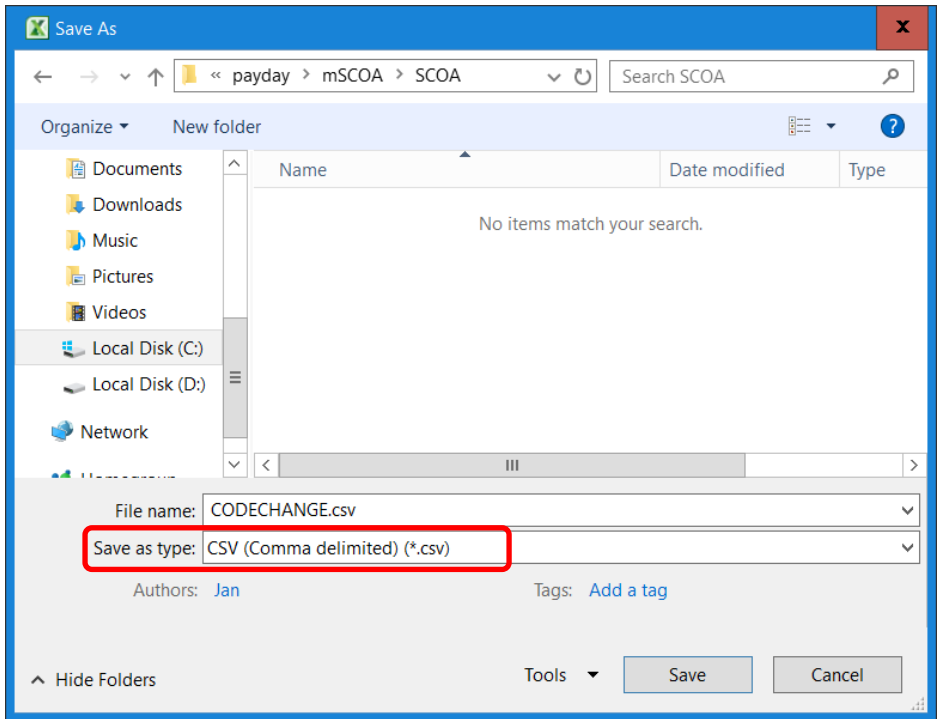
Ensure that the CSV file created, is placed in the datafiles folder.

Manual for PayDay mSCOA Version 6.8 Update (Windows™)

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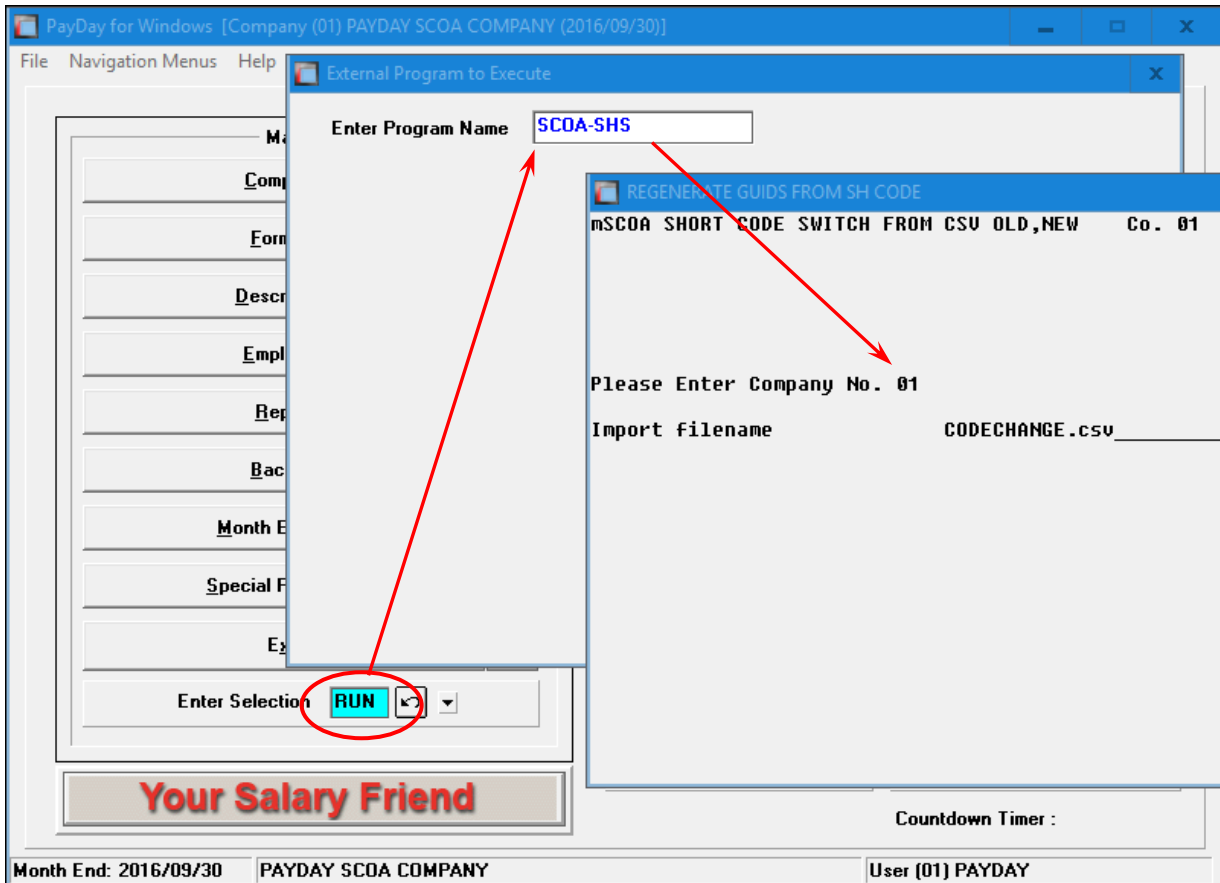
The program will now run through all the *mSCOA Posts* and update the old short codes with the new ones.

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

Update PayDay to mSCOA version 6.8.

In the **financial system**, extract the mSCOA 6.8 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 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.
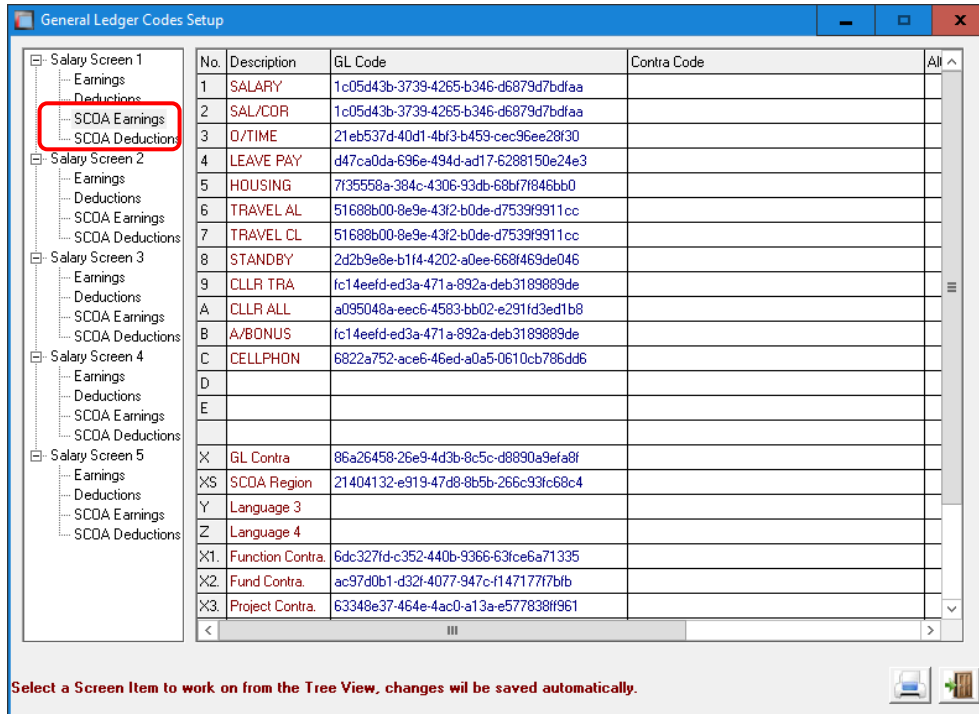
Capture the new short code for the clearing account on line X9 and the system will populate all the clearing account segments.

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.

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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)

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 S*ub Item* column. The system will automaticaly update the *GL Code* column with the new Item segment.
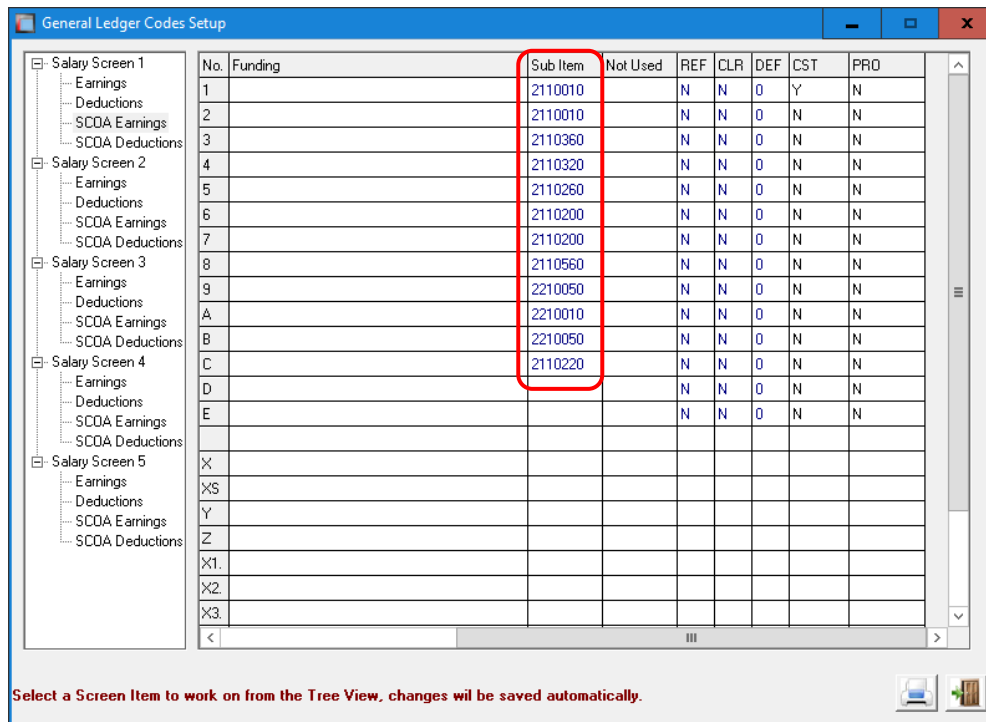
The mSCOA Item Overrides

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 S*ub Item* column. The system will automaticaly update the *GL Code* column with the new Item segment.

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.

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.

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.

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.

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.

General Ledger Codes Setup

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

Tree View items:
- Salary Screen 1
  - Earnings
  - Deductions
  - SCOA Earnings
  - SCOA Deductions
- Salary Screen 2
  - Earnings
  - Deductions
  - SCOA Earnings
  - SCOA Deductions
- Salary Screen 3
  - Earnings
  - Deductions
  - SCOA Earnings
  - SCOA Deductions
- Salary Screen 4
  - Earnings
  - Deductions
  - SCOA Earnings
  - SCOA Deductions
- Salary Screen 5
  - Earnings
  - Deductions
  - SCOA Earnings
  - SCOA Deductions

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