1.mSCOA Roadmap

No	Pillar		Objective/Purpose	Focus Area	Activity	Frequency	Start Date	Due Date Date	Responsible Designation (Intern,Clerk,Rev Manager,Exe Manager	Oversight Designation	POE
									Resposble for Performing /executing the activity	**Responsible for reviewing/m onitoring**	
1	1.ICT Architecture	ICT Architecture	e.g. To ensure that the Hardware and Software capacity and capability is responsive to the mSCOA reform and its annual improvements	Hardware	To procure ICT equipment	Quarterly	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager Corporate	Invoice
5		ICT Architecture		Software	To renew ICT licenses	Annualy	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager Corporate	Invoice
15		ICT Architecture		Security awareness	Sending slides videos and links sharing security awareness	Quarterly	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager	Presentation
20		ICT Architecture				Select	2025-07-01	2026-06-30	Acting Manager IT		
21	2. Governance and Institutional Arrangments	Governance and Institutional	E.g. To ensure that functionality of mSCOA governance structures and Institutional Arragements	ICT steering committee	Organise ICT Steering Committee Meetings	Quarterly	2025-07-01	2026-06-30	Acting Manager IT	Senior Manager	reports
22		Governance and Institutional Arrangements		mSCOA steering Committee	Convening of mSCOA Steering Committee Meeting	Quarterly	2025-07-01	2026-06-30	mSCOA champion (Budget & Reporting manager)	CFO	Attendance register
41	3.System Functionality	System Functionality	e.g. To ensure optimal system functionality and seamless integration of the 3rd party systems	Human Resources and Payroll Management	Implementation of Payroll module and integration with core financial system	Once Off Activity	2025-07-01	2026-06-30	Manager HR and Expenditure	CFO & Senior Manager Corporate	Salary reports
42		System Functionality		Budget Module	Budgeting, transact and report as per mSCOA chart, -Locking of the budget on the financial system	Annualy	2025-07-01	2026-06-30	Manager Budget & Reporting	CFO	Data strings, Budget document (A ,B & C Schedules)
43		System Functionality		General Ledger	Recording and interfacing of the controls and sub-modules.	Annualy	2025-07-01	2026-06-30	BTO Managers	CFO	Reports (Trial Balance, General Ledger)
44		System Functionality		AFS Module	Integration of AFS Module with core financial system	Once Off Activity	2025-07-01	2026-06-30	Manager Financials	CFO	Reports (In-year Annual Financial Statements)
45		System Functionality		Asset Management	Intergration of asset module in the financial system	Once Off Activity	2025-07-01	2026-06-30	Manager Assets	CFO	Assets register directly from the system
46		System Functionality		Supply Chain Management	Implementation of SCM module and CSD integration in Munsoft in line with mSCOA requirements	Once Off Activity	2025-07-01	2026-06-30	Manager SCM	CFO	reports
47		System Functionality		Sundry debtors module	Seamless integration with core financial system	Once Off Activity	2025-07-01	2026-06-30	Manager Revenue	CFO	Reports
48		System Functionality		IDP Module	Implementation of the IDP module to be done in-house	Once Off Activity	2025-07-01	2026-06-30	Manager Budget & Reporting	CFO	Project Data strings, IDP document
63	4. User Proficiency and Training	User Proficiency and Training	e.g. To ensure that all relevant officials understand the mSCOA reform and able to use the system optimaly to produce credible reports	Free Online e-learning course	Register mscoa e-learning course for finance and non-finance staff facilitated by National School of Governance (NSG)	Once Off Activity	2025-07-01	2026-06-30	mSCOA champion (Budget & Reporting manager)	CFO	Enrolment list
64		User Proficiency and Training		Capacity building and training	Circulation of MFMA mscoa circulars and attending master classes	Monthly	Ongoing	Ongoing	mSCOA champion (Budget & Reporting manager)	CFO	Mscoa circulars
65		User Proficiency and Trainine		Munsoft and Payday systems	Attending year- end workshop.	Annualy	Ongoing	Ongoing	Munsoft, Payday		Attendance regidter
66		User Proficiency and Training		Awareness	mSCOA to be a standing item in management meetings	Monthly	Ongoing	Ongoing	CFO	nicipal Mana	Attendance register, minutes
82		Business components		General Ledger	Recording and interfacing of the controls and sub-modules	Monthly	Ongoing	Ongoing	BTO managers	CFO	General Ledger, Trial Balance
83		Business components		Billing module	Seamless integration with the core financial system	Once Off Activity	2022-03-01	Achieved	Revenue Manager	CFO	Billing reports
84		Business components		Supply Chain Management	Implementation of the SCM module and the CSD integration in Munsoft in line with mSCOA requirements	Once Off Activity	2022-02-01	Achieved	SCM manager	CFO	CSD report
85		Business components		Asset Management	Integration of assets module with the core financial system	Annualy	Ongoing	Ongoing	Assets manager	CFO	Assets register
86		Business components		Budget Module	Budget, transact and report as per the mscoa chart, Locking of the budget on the finacial system	Monthly	Ongoing	Ongoing	Budget & Reporting Manager	CFO	Data strings, Budget document (A & B Schedules)

	5. Business Components	Business components		AFS Module	Journals and Recons		Once Off Activity	Module not in the core financial system.	Ongoing	Manager Financials	CFO	Annual Financial Statements
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				Description	Frequency			Responsible	Accountable	Output
89	Business components		**IDP**		Capturing of the IDP projects on the financial system	Annualy	Ongoing	Ongoing	Budget & Reporting Manager	CFO	Project Data strings, IDP document
90	Business components		**Inventory and stores module**		Receiving and issuing of stores items/ inventory	Monthly	Ongoing	Ongoing	Assets manager	CFO	Stores reports
91	Business components		**Cashier Module**		Cash receipting on the financial system	Weekly	Ongoing	Ongoing	Revenue Manager	CFO	report / receipts
92	Other 2				Approved Internal Audit Plan in existence and Risk Management Strategy in P	Annualy	Ongoing	Ongoing	CAE, Risk Officer	nicipal Mana	IA plan and risk strategy
					External audit (Work flow and incident management tool to ensure progressive dealing with Request for Information and Communication of Audit findings.)	Annualy	Ongoing	Ongoing	CFO	nicipal Mana	ncident Management too
					Audit Charter Document management and work flow to ensure resolution tracking is achieved.	Annualy	Ongoing	Ongoing	CAE	nicipal Mana	Audit Charter
					System Configurations	Annualy	Ongoing	Ongoing	IT Manager	Senior Manager:	Configuration report
			Corporate Governance		Training and Skills transfer LGSETA)	Annualy	Ongoing	Ongoing	HR Manager	Senior Manager:	Skills transfer report
					Back up and data recovery	Monthly	Ongoing	Ongoing	IT Manager	Senior Manager:	Backup report
					Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	Annualy	Ongoing	Ongoing	PMS Officer	Senior Manager: Corporate Services	SDBIP report
					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	Annualy	Ongoing	Ongoing	IT Manager	Senior Manager: Corporate Services	Website link
					National Treasury Portal and other statutory submissions	Monthly	Ongoing	Ongoing	Budget & Reporting Manager	CFO	of of submision status re
93	Other 2		**Municipal Budgeting**		Allow the public to provide comments on the budget electronically via the municipality's website	Annualy	Ongoing	Ongoing	Budget & Reporting Manager	CFO	Register
					Automate the virement process as per the virement policy.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	virement report
					Link the service delivery- and budget implementation plan (SDBIP) and workflow to show progress on projects and include links to service delivery scorecards and municipal procurement plans.	Quarterly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Progress reports
					Provide the annual procurement plan.	Annualy	Ongoing	Ongoing	SCM manager	CFO	Annual procurement plan
94	Other 2				Contains all the accounts for recording transactions relating to municipalities assets, liabilities and net assets as per mSCOA segments.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	
					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.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	General Legder
			Financial Accounting (General Ledger)		Drill down to transactions from the general ledger (GL) to the subledger or 3rd party systems for an audit trail.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	General Legder
					Journal capturing capabilities (including reversible and recurring journals) including electronic approval.	Monthly	Ongoing	Ongoing	Manager Financials	CFO	Journal report
					Reporting functionality for all financial reports in the full mSCOA segmented transactions.	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Report system generated
					Transactions in debtors must reflect in the AR in mSCOA segmentation	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Debtors report
					Integration of sundry systems.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Integration report
95	Other 2		**Costing and Reporting**		Cost Planning (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.)	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Tariff charges report
					Management reporting on all charges should be available for reports as well as dashboard information.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Costing report
96	Other 2		**Project Accounting**		Project Creation & Planning	Once Off Activity	Ongoing	Ongoing	Manager PMU	Senior Manager: Technical	PMU reports
					Project Management	Monthly	Ongoing	Ongoing	Manager PMU	Senior Manager: Technical	PMU reports

6. Business Process

				Description	Frequency	Status	Status	Responsible	Owner	Output
97		Other 2		Treasury and Cash Management	Bank Reconciliation (A fully integrated and automated cashbook module that links to the banking sector.)	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Bank reconcialitions report
					Petty cash (A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.	Weekly	Ongoing	Ongoing	Manager Expenditure	CFO	Petty cash report
					Automated receipting of bank deposits received.	Monthly	Ongoing	Ongoing	Manager Expenditure	CFO	System generated receipts
					Automated passing of journals for interest and other bank charges.	Monthly	Ongoing	Ongoing	Manager Financials	CFO	Journal report
					Electronic payment of creditors and salaries.	Monthly	Ongoing	Ongoing	Manager Expenditure	CFO	Payment report
					The Cash Management System must at least accommodate: Loan register, Investment Management Register, Interest Received and interest expense reconciliation, Cash Flow Management & Funds Mnagement and budget availability control)	Monthly	Ongoing	Ongoing	Manager Expenditure	CFO	(system generated)
98		Other 2		Procurement Cycle: SCM, Expenditure Management, Contract management	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	Once Off Activity	Ongoing	Ongoing	SCM Manager	CFO	SCM report
					Contract Management that gives effect to MFMA section 116.	Monthly	Ongoing	Ongoing	SCM Manager	CFO	Contract management report
99		Other 2			Requisitions (Different requisition origination such as online, manual, stores and other modules. Project based requisition forms mSCOA segmented capturing.)	Monthly	Ongoing	Ongoing	SCM Manager	CFO	Requisition
					Requisitions (Ability to attach documents to online requisitions such as drawings or specifications.)	Monthly	Ongoing	Ongoing	SCM Manager	CFO	Requisition
100		Other 2		Full Asset life Cycle Management and including Maintenance	Asset module that allows budgeting for new capital projects requested in the integrated development plan (IDP).	Annualy	Ongoing	Ongoing	Assets manager	CFO	Fixed Assets register
					Calculate depreciation, taking into account the impact of major repairs	Monthly	Ongoing	Ongoing	Assets manager	CFO	Fixed Assets register
					Calculate profit or loss on planned disposals.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Profit & Loss report
					Provides for a (contract) retention payment schedule.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Retention Payment schedule
					Provides for grant and work-inprogress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Contract management payment schedules
					Provide the asset maintenance plan.	Annualy	Ongoing	Ongoing	Assets manager	CFO	Asset maintenance plan
				Real Estate and Resource Management	Link to debtors system for collection of rent.	Once Off Activity			Revenue Manager	CFO	
					Maintain a rent register for rental properties.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Rental Register
					Automated rent renewals with workflow and document management.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	rental renewals dosument
102		Other 3		Human Resources and Payroll Management	Ensure that the planned positions is budgeted for pro-rata to when the expected appointment can be done.	Annualy	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	Organogram, Personeel/Payroll budget
					Calculation of the provision for leave and bonus provisions.	Annualy	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	Leave
					Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis.	Annualy	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	Accrual listing
					E-Leave functionality.	Once Off Activity	Achieved	Achieved	HR Manager	Senior Manager: Corporate	Leave report
					Recruitment and Selection Management.	Once Off Activity	Ongoing	Ongoing	HR Manager	Senior Manager: Corporate	System generated report
103		Other 3		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	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	System generated reporT (Integration)
					Debtor Classification and Categorisation	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Debtors Analysis report
					Arrear arrangement functionality must be accommodated in a work flow of various administration processes	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	
					A sound customer management system	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	
					Customer Relations Management & Community Liaison	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	

104	**7.Business Process**	Other 3		**Valuation Roll Management**	Seamlessly integrate with the revenue management module.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
					Integrate information for spatial analysis in a Geographical Information System (GIS).	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
					Integrate with the building control system used in the municipality to ensure completion of additions and new buildings get immediately updated on the billing sub-system.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
					Integrate with the land use system to ensure appropriate tariffs is timeously applied.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
					Integrate with the Surveyor General (SG) database and town planning systems in use at the municipality.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
					Integrate with the deeds registry and monitor actual sales with current valuations as well as ownership against the billing system.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
					Provide the municipal website with the Municipal Property Rates Act, 2004 required A&B valuation rolls.	Annualy	Ongoing	Ongoing	Revenue Manager	Senior Manager: Planning and Dev	Municpal website (Access)
105		Other 3		**Land Use Building Control**	Property register providing for all land in the municipal area.(aprroved building plans register)	Monthly	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Property register
					Integration with billing and valuation systems.	Once Off Activity	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Integration report
					Alignment of ownership must be verifiable with the deeds office.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Ownership status
					Property transfers, subdivisions, consolidations and zoning changes must be system process with work flow and document management driven.	Annualy	Ongoing	Ongoing	Manager Spatial and Development	Senior Manager: Planning and Dev	Transfer reports (System generated)
106		Other 3		**Revenue Cycle billing**	Calculate and account monthly for the provision of bad debt.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Billing report
					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.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Integration report
					Maintenance of tariffs as per the tariffing section.	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Tariffs report
					Integrate with debt collection for disconnections and reconnections.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Disconnection report
					Integration into 3rd party software for receive readings taken.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Readings report
					Generate statements at any point in time and consolidate at customer level.	Once Off Activity	Ongoing	Ongoing	Revenue Manager	CFO	Customers statements
					Revenue receipting	Monthly	Ongoing	Ongoing	Revenue Manager	CFO	Automated recipt report
107		Other 3		**Grant Management**	Maintain a grant register that as a minimum: Provide for a grant register linked to ledger accounts. Automate receipt allocation of grants. Automate payment allocations	Monthly	Ongoing	Ongoing	Budget& Reporting Manager	CFO	Grant register
					Link to mSCOA funding source with budget control.	Annualy	Ongoing	Ongoing	Budget& Reporting Manager	CFO	General Ledger