



WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with rail	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
134	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	A	B1	B2	B3	B4	C1	C2	Contains all the accounts for recording transactions relating to municipalities assets, liabilities and net assets as per mSCOA segments.	mSCOA Regulation	a1-General Ledger containing mSCOA as per mSCOA Regulation	Transactional	Phoenix	Shanell Newman	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
135	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	A	B1	B2	B3	B4	C1	C2	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	a1-General Ledger containing mSCOA as per mSCOA Regulation	Transactional	Phoenix	Shanell Newman	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
136	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	A	B1	B2	B3	B4	C1	C2	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	a1-General Ledger containing mSCOA as per mSCOA Regulation	Transactional	Phoenix	Shanell Newman	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
137	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	A	B1	B2	B3	B4	C1	C2	Notwithstanding 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	a1-General Ledger containing mSCOA as per mSCOA Regulation	Transactional	Phoenix	Shanell Newman	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
138	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	A	B1	B2	B3	B4	C1	C2	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3 rd party systems for an audit trail.	mSCOA Regulation	a1-General Ledger containing mSCOA as per mSCOA Regulation	Derived from Attributes	Phoenix	Shanell Newman	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
139	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	A	B1	B2	B3	B4	C1	C2	Journal capturing capabilities (including reversible and recurring journals) including electronic approval.	mSCOA Regulation	a1-General Ledger containing mSCOA as per mSCOA Regulation	Transactional	Phoenix	Shanell Newman	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
140	Financial Accounting	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	A	B1	B2	B3	B4	C1	C2	Reporting functionality for all financial reports in the full mSCOA segmented transactions .	mSCOA Regulation	a1-General Ledger containing mSCOA as per mSCOA Regulation	Transactional	Phoenix	Shanell Newman	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
84	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should	A	B1	B2	B3	B4	C1	C2	The system should be able to link budgeting to final integrated development plan (IDP) priorities.	mSCOA Regulation	b1-Integrated development plan (IDP) maintenance	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N	N/A	N?A	YES	YES		
82	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Must have budgeting capabilities in that the budget are informed from the integrated development plan (IDP) and budget capturing occur across all the mSCOA segments as per the mSCOA Regulations, 2014.	mSCOA Regulation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
83	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	System must support budgeting cycles across the medium term revenue and expenditure framework (MTREF) (3-year budget) of the municipality.	mSCOA Regulation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
85	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Budgeting on the factual elements of typical work streams.	mSCOA Regulation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
86	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Budgeting on the factual elements of municipal operational and running cost.	mSCOA Regulation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
87	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Enable users with budget and management information to determine funding adequacy of the budget to ensure the budget is funded. (Municipal Budget and Reporting Regulations, 2009 (MBRR)).	Legislation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
88	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Incorporation of the sub module's elements.	Optional	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		

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No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with initiative	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
89	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Tracking of the budget process plan and timetable.	Optional	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Manual process	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	NO		
90	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Automated workflow for departments' submissions as per budget guideline documents.	Optional	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Manual process	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	NO		
91	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Comparison capabilities for department budget submissions, scenario's & recommendations.	Optional	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Manual process	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	NO		
92	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Planning of secondary costing i.e.. Departmental charges, internal recoveries and activity based charges.	mSCOA Regulation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Other	Carisha Hendriks	PhoenixERP		Core	Completed	N			NO	NO		
93	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	The system should be able to link Expenditure and Revenue to All segments of mSCOA.	mSCOA Regulation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
94	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	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	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
95	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	Enable what-if inter-operability and modelling between the municipality's main budget module and the sub-budget modules.	Optional	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Manual process	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
100	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	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: The statutory budget submission to the National Treasury local government Database (LG Database);	Legislation	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		
106	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1	B2	B3	B4	C1	C2	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: 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	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Transactional	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES	2425 Budget Year	
130	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Budget Management	Budget Management and Monitoring	A	B1	B2	B3	B4	C1	C2	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	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Manual process	Carisha Hendriks	PhoenixERP	Contracted Web	3rd Party	Completed	Y	Not started	Seamless Pshu and Pull	Not started	Not started		
131	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Budget Management	Budget Management and Monitoring	A	B1	B2	B3	B4	C1	C2	Automate the virement process as per the virement policy.	Best Practice	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Phoenix	Carisha Hendriks	PhoenixERP		Core	Completed	N			YES	YES		


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No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with tail line	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date	
133	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Budget Management	Budget Management and Monitoring	A	B1	B2	B3	B4	C1	C2	Provide the annual procurement plan.	Best Practice	b2-Budget module – Directly linked and informed from the IDP and Project driven and mSCOA segmented	Not Applicable	Manual process	Carisha Hendriks	PhoenixERP		Core	Completed	N				YES	NO		Jan-26
44	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					Due to the nature of local government the performance management system of a municipality originates from its integrated development plan (IDP) and as such the key performance indicators are created in the IDP. This module therefore formally start with and should assist in the compilation of the IDP.	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Phoenix	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.			
45	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -Seamless integration with the budgeting module;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Phoenix	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
46	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -The compilation and solution to capture the service delivery- and budget implementation plan (SDBIP) measurable performance indicators and the assignment of tasks to specific managers;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
47	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -Ensuring that policies and Municipal By-laws are aligned to the developmental nature of the municipality and give effect to the measurable performance objectives and service delivery- and budget implementation plan (SDBIP) of the municipality (for staff and political office bearers);	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
48	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -Ensure that internal municipality delegations are updated and assigned and formally accepted by individuals;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Phoenix	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
49	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -Manage and control external service mechanisms/ providers via a contract management component that ensures delivery, sign-off and minutes are contained in a single point of entry;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
50	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -The contract management module should monitor key deliveries and also invoke penalty clauses, retentions and consequences in cases of persistent breach of contract. This include listing of transgressors on the National Treasury website under the appropriate listing for transgressors;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
51	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -A performance management module that manages the contracts of senior management and allows for electronic submissions and 'portfolio of evidence' management;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
52	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system must therefore include the following component: -The performance management module should assist in consequence management and record any such actions; and	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	
53	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system should as a minimum produce the following documents: -The integrated development plan (IDP) for publication;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO	Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.		Jan-26	


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54	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system should as a minimum produce the following documents: -The service delivery- and budget implementation plan (SDBIP);	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO		Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.	Jan-26
55	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system should as a minimum produce the following documents: -The service level agreements (SLA's) and performance contracts;	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO		Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.	Jan-26
56	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system should as a minimum produce the following documents: -Reporting on service delivery- and budget implementation plan (SDBIP) indicators (inclusive of financial performance indicators); and	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO		adequacy and fit for purpose currently. Competitive	Jan-26
57	Corporate Governance	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	A	B1	B2					The performance management system should as a minimum produce the following documents: -The municipality's annual report.	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO		Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.	Jan-26
132	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Budget Management	Budget Management and Monitoring	A	B1	B2					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.	Best Practice	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO		Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.	Jan-26
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Performance Management.	Legislation	b3-Performance Management linked to SDBIP	Not Applicable	Other	Joanna Marzec-Visagie		Ignite	3rd Party	in use	Y	not started	seamless	NO		Assess system adequacy and fit for purpose currently. Competitive process underway and will inform next integration solutions.	Jan-26
189	Project Accounting	Project Creation & Planning	-	A	B1	B2			C1	C2	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	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		Jan-26
190	Project Accounting	Project Creation & Planning		A	B1	B2			C1	C2	The municipal budget module must be aligned to the project module.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
191	Project Accounting	Project Creation & Planning		A	B1	B2			C1	C2	Projects registered in the project module must be aligned to the mSCOA Project segment.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
192	Project Accounting	Project Creation & Planning		A	B1	B2			C1	C2	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	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
193	Project Accounting	Project Creation & Planning		A	B1	B2			C1	C2	Capital acquisition, maintenance and replacements must be driven from the project module.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
194	Project Accounting	Project Creation & Planning		A	B1	B2			C1	C2	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	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
195	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	Project management and stakeholder inputs must be controlled by clear business processes and user access controls.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
196	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	Projects net completed within a financial year must be carried over and work-in-progress (WIP) items registered.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
197	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	Project managers should have full access to their projects within the limitations of the budget and internal policies.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with tailoring	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
198	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	Workflow processes must assist in project maintenance.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		31-Mar-26
199	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	Strict budget control as per the approved integrated development plan (IDP) must be maintained.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N?A	N/A	YES	YES		
200	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	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	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	MS Office (Excel, Word, etc)	Joseph Amansure	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
201	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	Regulatory Safety, Health and Environmental (SHE) documentation must be available in a document management tool with defined check lists and milestones.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	Other	Joseph Amansure	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
202	Project Accounting	Project Management	Project Management Unit (PMU)	A	B1	B2			C1	C2	Health and safety incidents must be recorded and managed on the system and reported as per legislation.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	Other	Joseph Amansure	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	31-Mar-26
239	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Projects	A	B1	B2			C1	C2	Must be able to support the generation of mandatory budget pricing at the beginning of the project and the maintenance thereof.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	Other		PhoenixERP		Core	Completed	N	N?A	N/A	NO	NO		31-Mar-26
240	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Projects	A	B1	B2			C1	C2	Follow accepted project management methodology through work flow and document management.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	Other	Anarood Plaatjies	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes and also requested external funding through business plan to Provincial Treasury.	31-Mar-26
241	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Projects	A	B1	B2			C1	C2	Allow for incentives, penalties and returns.	Best Practice	b4-Project management (PMU) system with globally acceptable methodology	Not Applicable	SAGE Evolution	Anarood Plaatjies	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Explore incentive initiatives between SCM, Expenditure and BTO. Impact on policy, budget and cashflow.	28-Feb-26
107	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Calculate and spread budgets based on current consumption and database history.	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Janine van Niekerk	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature. Awaiting handover and training in 2026.	30-Jun-26
108	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Measure and flag anomalies of the current database history against alternative information sources such as the Surveyor General (SG), Deeds Office and valuation rolls to ensure completeness of budgeting and actual billing.	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Janine van Niekerk	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	31-Mar-23
109	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Provide functionality for town ship development and populate amounts and consumption on average per type of connection in this development.	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Janine van Niekerk	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	31-Mar-23
110	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Provide for the adjustment of distribution losses based on anticipated remedial actions on the sales loss as identified by the water and electricity distribution loss templates. Zero consumption account based on average and type of use tariffs.	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Janine van Niekerk	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	31-Mar-23
111	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Create projected growth and tariff calculations taking into account the provision for bad debt and material losses. (In this regard transacting on the "Regional" segment is crucial for GRAP 104 type calculations).	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Janine van Niekerk	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
112	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Planning of secondary costing i.e.. Departmental charges, internal recoveries and activity based charges informing cost reflective tariffs.	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Vidri Johnson	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with full line	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
113	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Review of sundry tariffs.	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Vidri Johnson	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
114	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Revenue	A revenue sub-ledger budget module that as a minimum:	A	B1						Supply the general ledger's "main budget module"-budgets with the full mSCOA segments as a budget line. It should be able to provide this for revenue, expenditure and balance sheet items.	Best Practice	b5-Revenue sub-system Budgeting Tool	Not Applicable	Other	Carisha Hendricks	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
121	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Allows budgeting for "new capital" projects requested in the integrated development plan (IDP).	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N?A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
122	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Anticipates completion and subsequent operational costs of these "new capital" projects.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Phoenix	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
123	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Calculates existing and anticipates new planned assets' maintenance, insurance and a percentage of "un-planned" maintenance.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
124	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Calculates depreciation, taking into account the impact of major repairs.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
125	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Calculates profit or loss on planned disposals.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
126	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Provides for a (contract) retention payment schedule.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
127	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Provides for grant and work-in-progress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
128	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Supplies the general ledger's main budget module planned budgets with the full mSCOA segments as a budget line. This functionality should be able to provide this for both expenditure and balance sheet items.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Phoenix	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
129	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Assets	An Asset management sub-ledger budget module that as a minimum:	A	B1	B2			C1	C2	Provide the asset maintenance plan.	Best Practice	b6-Asset sub-system budgeting tool	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
115	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Human Resources (HR) /Payroll	A Human Resource (HR) budget/ payroll module that as a minimum:	A	B1	B2	B3	B4	C1	C2	Allow the municipality to budget for its full organogram (organisational structure).	mSCOA Regulation	b7-HR/Payroll Budgeting tool	Derived from Attributes	Manual process	Joseph Amansure	PhoenixERP	Payday	3rd Party	Not Commissioned	N	Completed	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
116	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Human Resources (HR) /Payroll	A Human Resource (HR) budget/ payroll module that as a minimum:	A	B1	B2	B3	B4	C1	C2	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	b7-HR/Payroll Budgeting tool	Derived from Attributes	N/A	Joseph Amansure		Payday	3rd Party	Not Commissioned	Y	Compl	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
117	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Human Resources (HR) /Payroll	A Human Resource (HR) budget/ payroll module that as a minimum:	A	B1	B2	B3	B4	C1	C2	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	b7-HR/Payroll Budgeting tool	Not Applicable	Manual process	Joseph Amansure		Payday	3rd Party	Not Commissioned	Y	Compl	N/A	NO	NO	Available for use as standard PhoenixERP Feature	


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with inflow	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
118	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Human Resources (HR) /Payroll	A Human Resource (HR) budget/ payroll module that as a minimum:	A	B1	B2	B3	B4	C1	C2	Ensure that the planned positions is budgeted for pro-rata to when the expected appointment can be done.	mSCOA Regulation	b7-HR/Payroll Budgeting tool	Derived from Attributes	Manual process	Joseph Amansure		Payday	3rd Party	Not Commissioned	Y	Compl	N/A	NO	NO	Available for use as standard PhoenixERP Feature	31-Mar-22
119	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Human Resources (HR) /Payroll	A Human Resource (HR) budget/ payroll module that as a minimum:	A	B1	B2	B3	B4	C1	C2	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	b7-HR/Payroll Budgeting tool	Not Applicable	VIP	Joseph Amansure		Payday	3rd Party	Not Commissioned	Y	Compl	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
120	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Human Resources (HR) /Payroll	A Human Resource (HR) budget/ payroll module that as a minimum:	A	B1	B2	B3	B4	C1	C2	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	b7-HR/Payroll Budgeting tool	Other Matters	Manual process	Joseph Amansure		Payday	3rd Party	Not Commissioned	Y	Compl	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Budget control and management of virement requirements.	mSCOA Regulation	b7-HR/Payroll Budgeting tool	Transactional	Phoenix	Joseph Amansure		Payday	3rd Party	Not Commissioned	Y	Compl	N/A	NO	NO	Available for use as standard PhoenixERP Feature	31-Jul-22
	HR and Payroll Management	Payroll	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Produce, in conjunction with the Human Resource system, a multi-year budget in the mSCOA segmentation.	mSCOA Regulation	b7-HR/Payroll Budgeting tool	Derived from Attributes	VIP	Joseph Amansure		Payday	3rd Party	Not Commissioned	Y	Compl	N/A	NO	NO	Available for use as standard PhoenixERP Feature	
221	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Supplier rotation management (parameter driven);	Legislation	c1-Supply Chain management	Not Applicable	Phoenix	Anarood Plaatjies	PhoenixERP		Core	In Progress	N			In Progress	Yes	Delayed due to segmental combinations to be fixed.	2026/03/31
220	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Align requisition to be project based;	mSCOA Regulation	c1-Supply Chain management	Transactional	Phoenix	Anarood Plaatjies	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes and also requested external funding through business plan to Provincial Treasury.	
222	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Supply Chain Deviation Management Facility in terms of legislation;	Legislation	c1-Supply Chain management	Not Applicable	Phoenix	Anarood Plaatjies	PhoenixERP		Core	Completed	N	Completed	Seamless	NO	NO	In use	
223	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Adhere to the municipality's delegation of duties and authority levels;	Legislation	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	NO	NO		31-Mar-26
246	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Request for quote, quotations and Request for proposals	A	B1	B2	B3	B4	C1	C2	Automated notification of price differences outside of approved variance.	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	NO	NO		
255	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Purchase Order Processing(PO)	A	B1	B2	B3	B4	C1	C2	Automated transfers of outstanding orders to future periods with budget controls.	Best Practice	c1-Supply Chain management	Not Applicable	N/A	Anarood Plaatjies	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Reconsider reactivation of GRN functionality - if correctly understood	
154	Financial Accounting	Accounts Payable	Supplier maintenance	A	B1	B2	B3	B4	C1	C2	Creating a supplier database.	Legislation	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N?A	YES	YES		31-Mar-26
219	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Allow for requisition from the annual procurement plan;	Best Practice	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N?A	YES	YES		
224	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Electronically validate against the National Treasury database for prohibited, employees of state and related parties and invite tenders based preferential procurement principals;	Legislation	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N?A	YES	YES		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with full service	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
225	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Electronically manage the invitation, bid closure and adjudication process with a full document management server unpinning the cycle;	Best Practice	c1-Supply Chain management	Not Applicable	Other	Anarood Plaatjies	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes and also requested external funding through business plan to Provincial Treasury.	31-Mar-26
226	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Record and electronically store the bid adjudication committee's meeting minutes and store the minutes on the document management server;	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N?A	NO	NO		
227	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Ensure the service level agreement (SLA) and allocation letters are electronically archived prior to any payment being made;	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
228	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Enforce where applicable retention enforcement and manage retention registers;	Best Practice	c1-Supply Chain management	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
229	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Ensure tax clearance management for the duration of the contract;	Legislation	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
230	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Integrate with the asset management system;	Legislation	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Mar-22
231	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Ensure that all payments are made within 30 days of receipt of an invoice therefore; and	Legislation	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
232	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	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	A	B1	B2	B3	B4	C1	C2	The supply chain module should as a minimum have the following functionality: Ensure that full accrual is done at month-end and year-end cut-off periods.	Legislation	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
242	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Supplier Evaluation	A	B1	B2	B3	B4	C1	C2	Evaluate supplier performance in accordance with contract deliverables.	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Mar-22
243	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Supplier Evaluation	A	B1	B2	B3	B4	C1	C2	Update incentives and penalties to supplier database.	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
244	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Supplier Evaluation	A	B1	B2	B3	B4	C1	C2	Automate notification alerting relevant system users when a supplier's BEE certificate and tax certification reach expiry dates.	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N?A	YES	YES		31-Mar-22
245	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Request for quote, quotations and Request for proposals	A	B1	B2	B3	B4	C1	C2	Maintain a Request for quote, quotations and proposals database linked to suppliers.	Best Practice	c1-Supply Chain management	Not Applicable	Phoenix	Anarood Plaatjies	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes and also requested external funding through business plan to Provincial Treasury.	31-Mar-26
247	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Request for quote, quotations and Request for proposals	A	B1	B2	B3	B4	C1	C2	Automated evaluating of quotations with parameters.	Best Practice	c1-Supply Chain management	Not Applicable	Phoenix	Anarood Plaatjies	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes and also requested external funding through business plan to Provincial Treasury.	31-Mar-26


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with fulltime	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
248	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Request for quote, quotations and Request for proposals	A	B1	B2	B3	B4	C1	C2	Comparative tables for allocation of bids.	Best Practice	c1-Supply Chain management	Not Applicable	Phoenix	Anarood Plaatjies	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes - linked to relevant national departments such as SARS, CIDB, NHBC etc.	31-Mar-26
249	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Request for quote, quotations and Request for proposals	A	B1	B2	B3	B4	C1	C2	Automated notification and ordering system.	Best Practice	c1-Supply Chain management	Not Applicable	Other	Anarood Plaatjies	PhoenixERP		Core	Not Started	N	N/A	N/A	NO	NO	Cost of push and pull notifications as well as compatibility/integration development	
250	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Request for quote, quotations and Request for proposals	A	B1	B2	B3	B4	C1	C2	Workflow and document management in quotation process.	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES	Available for use as standard PhoenixERP Feature	31-Mar-26
251	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Purchase Order Processing(PO)	A	B1	B2	B3	B4	C1	C2	Allow for automated purchase orders from approved requisitions.	Best Practice	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES	Available for use as standard PhoenixERP Feature	31-Mar-22
252	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Purchase Order Processing(PO)	A	B1	B2	B3	B4	C1	C2	Electronic authorising and signing of purchase orders (PO's) through workflow process.	Best Practice	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES	Available for use as standard PhoenixERP Feature	31-Mar-22
253	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Purchase Order Processing(PO)	A	B1	B2	B3	B4	C1	C2	Automated sending of purchase orders (PO's) to supplier through email and/or fax.	Best Practice	c1-Supply Chain management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES	Available for use as standard PhoenixERP Feature	31-Mar-22
254	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Purchase Order Processing(PO)	A	B1	B2	B3	B4	C1	C2	Processing of partial order deliveries with automated reminders of outstanding items.	Best Practice	c1-Supply Chain management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES	Available for use as standard PhoenixERP Feature	
256	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Purchase Order Processing(PO)	A	B1	B2	B3	B4	C1	C2	Align purchase order (PO) deliverables to the annual service delivery- and budget implementation plan (SDBIP).	Best Practice	c1-Supply Chain management	Not Applicable	Manual process		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES	Available for use as standard PhoenixERP Feature	
	HR and Payroll Management	Time Management	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A							Align with Safety Health and Environmental (SHE) module.	Best Practice	c3-Safety Health and Environmental(SH E) maintenance	Not Applicable	Other	Joseph Amansure		Payday		Not Started	Y	Not started	Seamless	Not started	Not started		
233	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Contract Management that gives effect to MFMA section 116.	A	B1	B2	B3	B4	C1	C2	Contract management through workflow and audit trail.	Legislation	c4-Contract management	Not Applicable	MS Office (Excel, Word, etc)	Anarood Plaatjies	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes and also requested external funding through business plan to Provincial Treasury.	31-Mar-26
234	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Requisitions	A	B1	B2	B3	B4	C1	C2	Different requisition origination such as online, manual, stores and other modules.	Best Practice	c4-Contract management	Not Applicable	SAGE Evolution	Anarood Plaatjies	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO	Business Engineering provided a proposal to automate SCM processes and also requested external funding through business plan to Provincial Treasury.	31-Mar-26
235	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Requisitions	A	B1	B2	B3	B4	C1	C2	Project based requisition forms.	mSCOA Regulation	c4-Contract management	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	NO	NO		
236	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Requisitions	A	B1	B2	B3	B4	C1	C2	mSCOA segmented capturing.	mSCOA Regulation	c4-Contract management	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	NO	NO		
237	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Requisitions	A	B1	B2	B3	B4	C1	C2	Ability to attach documents to online requisitions such as drawings or specifications.	Best Practice	c4-Contract management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	NO	NO		


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Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																				
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with tailors	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date	
238	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Supply Chain Management (SCM)	Requisitions	A	B1	B2	B3	B4	C1	C2	Must support full work flow and electronic signatures.	Best Practice	c4-Contract management	Not Applicable	SAGE Evolution		PhoenixERP			Core	Completed	N	N/A	N/A	NO	NO		
155	Financial Accounting	Accounts Payable	Supplier maintenance	A	B1	B2	B3	B4	C1	C2	Post supplier invoices, credit- and debit notes. Select documents to pay with payment dates.	Legislation	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
156	Financial Accounting	Accounts Payable	Supplier maintenance	A	B1	B2	B3	B4	C1	C2	Make payments and part payments. Allow for future and scheduled payments.	Legislation	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
157	Financial Accounting	Accounts Payable	Supplier maintenance	A	B1	B2	B3	B4	C1	C2	Align suppliers with debtors and HR modules.	Best Practice	d1-Creditors with payments	Not Applicable	Other		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
158	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Goods received notes for full or partial deliveries aligned to authorised issued purchase orders. Goods return notes with debit and credit orders;	Legislation	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
159	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Invoicing for goods received notes as partial or multiples invoice payments. Settlement discounts as allowed by suppliers;	Legislation	d1-Creditors with payments	Not Applicable	Other		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
160	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: 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	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
161	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Direct invoice payment such as Eskom;	Legislation	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
162	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Sundry payments generated from payroll, billing or manual S&T transactions;	Legislation	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
163	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Re-occurring and scheduled payment such as lease amounts or quarterly loan repayments;	Legislation	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
164	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Retention register with auto mated update, pay-out and balancing;	Best Practice	d1-Creditors with payments	Not Applicable	Manual		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
165	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: A cession register linked to the PMU with automated allocations;	Best Practice	d1-Creditors with payments	Not Applicable	N/A		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
166	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Age analysis of creditors with supporting reports;	Legislation	d1-Creditors with payments	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
167	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: Must be able to calculate accounts payable VAT reconciliations (including calculations on returns and discounts);	Legislation	d1-Creditors with payments	Not Applicable	Other		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
168	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: The option to scan and store invoices and other documents on the supplier;	Optional	d1-Creditors with payments	Not Applicable	Other		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
169	Financial Accounting	Accounts Payable	Accounts Payable (AP)	A	B1	B2	B3	B4	C1	C2	AP must include, at a bare minimum but not limited to: A web portal for suppliers to enquire on payment status and uploading/submitting of invoices.	Optional	d1-Creditors with payments	Not Applicable	Other	Petula Fortuin	PhoenixERP			Core	Not Started	N	N/A	N/A	YES	YES		
187	Costing and Reporting	Cost Planning	Incorporate a costing module	A	B1	B2	B3	B4	C1	C2	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	e1-Costing module	Transactional	Phoenix	Vidri Johnson	PhoenixERP			Core	Not Started	N	N/A	N/A	YES	YES		
188	Costing and Reporting	Cost Planning	Incorporate a costing module	A	B1	B2	B3	B4	C1	C2	Management reporting on all charges should be available for reports as well as dashboard information.	mSCOA Regulation	e1-Costing module	Other Matters	Phoenix	Vidri Johnson	PhoenixERP			Core	Not Started	N	N/A	N/A	YES	YES		
267	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	Manage the full asset life cycle;	Legislation	f1-Financial asset maintenance	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
268	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	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	f1-Financial asset maintenance	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	NO	NO		
269	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	Immediately after a completion certificate is received, unbundle assets and maintain the parent-child relationship between the main asset and its components;	mSCOA Regulation	f1-Financial asset maintenance	Other Matters	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
270	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	Enable table-to-floor inspection sheets (electronic devises are preferred) as well as floor-to-table look-up methodologies;	Legislation	f1-Financial asset maintenance	Not Applicable	Phoenix		PhoenixERP			Core	Completed	N	N/A	N/A	YES	YES		
271	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	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	f1-Financial asset maintenance	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP			Core	Completed	N	N/A	N/A	NO	NO		
272	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	Compile and monitor expenditure against the asset maintenance plans;	Best Practice	f1-Financial asset maintenance	Not Applicable	Other	Gwyneth Gertse	PhoenixERP			Core	Not Commissioned		N/A	N/A				
273	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	Integration to billing systems to monitor investment properties and valuation inconsistencies;	Best Practice	f1-Financial asset maintenance	Not Applicable	Other	Gwyneth Gertse	PhoenixERP			Core	Not Started		N/A	N/A				
274	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2	B3	B4	C1	C2	Utilise the billing system functionality to ensure ownership of land and buildings to the deeds register;	Best Practice	f1-Financial asset maintenance	Not Applicable	Other	Gwyneth Gertse	PhoenixERP			Core	Not Started		YES	Seamless	NO	NO		
181	Financial Accounting	Accounts Payable	Fixed Asset Management	A	B1	B2	B3	B4	C1	C2	Trace all financial asset transactions to the asset level.	Legislation	f1-Financial asset maintenance	Not Applicable	Phoenix		PhoenixERP			Core	Completed		YES	Seamless	NO	NO		
182	Financial Accounting	Accounts Payable	Fixed Asset Management	A	B1	B2	B3	B4	C1	C2	Ensure that all asset transactions are aligned with mSCOA Regulations.	mSCOA Regulation	f1-Financial asset maintenance	Derived from Attributes	Phoenix		PhoenixERP			Core	Completed		N/A	N/A	YES	Yes		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with follow-up	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
275	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2					Integration of the electronic scanning and verification device. The purpose is to ensure annual verification and conditional assessment with GPS co-ordinate capturing to the nearest extent possible; and	Best Practice	f2-Asset tracking - software	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
276	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:	A	B1	B2					Seamless integration with a Geographical Information System (GIS) or alternative mapping enabled graphical user interphase.	Best Practice	f2-Asset tracking - software	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	NO	NO	Awaiting procurement of GIS system	
277	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Identification of Assets	A	B1	B2					Ability to identify and track assets in a hierarchy structure of departments, locations, components and sub-components.	Best Practice	f2-Asset tracking - software	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
278	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Identification of Assets	A	B1	B2					Define Cost Centres, Work Centres, assigning of re-servicing the equipment to an individual.	Best Practice	f2-Asset tracking - software	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
279	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Identification of Assets	A	B1	B2					Allow for criticality rating to be assignable to each asset via the risk assessment model.	Best Practice	f2-Asset tracking - software	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
280	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Identification of Assets	A	B1	B2					Ability to link movable assets to third party asset tracking systems.	Best Practice	f2-Asset tracking - software	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
281	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Maintenance Strategies	A	B1	B2					Must be able to configure different strategies.	Best Practice	f3-Maintenance system	Not Applicable	N/A	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		
282	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Maintenance Strategies	A	B1	B2					Ability to attach and insert links to Technical Documentation throughout the maintenance module.	Best Practice	f3-Maintenance system	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		31-Jul-22
283	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Maintenance Strategies	A	B1	B2					Must cater for a master maintenance schedule with reporting of 'maintenance done'.	Best Practice	f3-Maintenance system	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		31-Jul-22
284	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Maintenance Strategies	A	B1	B2					Must be able to indicate the lifespan of equipment for replacement budgeting purposes.	Best Practice	f3-Maintenance system	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		31-Jul-22
285	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Maintenance Strategies	A	B1	B2					Must be able to track warranty periods by components.	Best Practice	f3-Maintenance system	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		31-Jul-22
286	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Maintenance Strategies	A	B1	B2					Support call centre notifications and maintenance of assets with integrated workflow.	Best Practice	f3-Maintenance system	Not Applicable	N/A	Gwyneth Gertse	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		31-Jul-22
297	Real Estate and Resources Management	General Processes	Maintenance	A	B1	B2					Maintenance module for properties and facilities.	Optional	f3-Maintenance system	Not Applicable	N/A	Edward Wessels	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		31-Jul-22
298	Real Estate and Resources Management	General Processes	Maintenance	A	B1	B2					Facilities Management (Maintenance).	Optional	f3-Maintenance system	Not Applicable	Other	Edward Wessels	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		31-Jul-22
257	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Inventory	Inventory / Stores sub system	A	B1	B2	B3	B4	C1	C2	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	f4-Stores and inventory (At minimum virtual)	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
258	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Inventory	Inventory / Stores sub system	A	B1	B2	B3	B4	C1	C2	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	f4-Stores and inventory (At minimum virtual)	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
259	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Inventory	Inventory / Stores sub system	A	B1	B2	B3	B4	C1	C2	The stores module must seamlessly integrate and balance with the core financial system.	mSCOA Regulation	f4-Stores and inventory (At minimum virtual)	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Jul-22
260	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Inventory	Inventory / Stores sub system	A	B1	B2	B3	B4	C1	C2	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	f4-Stores and inventory (At minimum virtual)	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
261	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Inventory	Inventory / Stores sub system	A	B1	B2	B3	B4	C1	C2	Normal functions should be included as standard best practice and should include but not be limited to: Warehouse management; Acquisitions; Stock Level Management; Disposals; Automated consumable stores stock count sheets (departmental stores).	mSCOA Regulation	f4-Stores and inventory (At minimum virtual)	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
287	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Fleet Management	A	B1	B2					Fleet Management system.	Best Practice	f5-Fleet management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES	Optimal use required	
289	Full Asset Life Cycle Management including Maintenance Management	Asset Management	Fleet Tracking	A							Fleet Tracking system.	Optional	f6-Fleet tracking	Not Applicable	Other	Gwyneth Gertse		3rd party			N	N/A	N/A	NO	NO		
170	Financial Accounting	Accounts Payable	Cash Management	A	B1	B2	B3	B4	C1	C2	Automated receipting of bank deposits received.	Best Practice	g1-Cashbook	Not Applicable	SAGE Evolution		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
171	Financial Accounting	Accounts Payable	Cash Management	A	B1	B2	B3	B4	C1	C2	Automated passing of journals for interest and other bank charges.	Best Practice	g1-Cashbook	Not Applicable	SAGE Evolution		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
172	Financial Accounting	Accounts Payable	Cash Management	A	B1	B2	B3	B4	C1	C2	Electronic payment of creditors and salaries.	Best Practice	g1-Cashbook	Not Applicable	SAGE Evolution		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
203	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least: Allow for multiple bank accounts and sweeping between accounts;	Best Practice	g1-Cashbook	Not Applicable	SAGE Evolution		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
204	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least: Automated receipting of debtor payments and other monies received;	mSCOA Regulation	g1-Cashbook	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
205	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least: Automated passing of journals for interest and other bank charges;	mSCOA Regulation	g1-Cashbook	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
206	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least: Automated clearing of system generated transactions such as payments; and	mSCOA Regulation	g1-Cashbook	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
207	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least: Automated clearing of cash received in the general ledger (GL) to the bank account;	mSCOA Regulation	g1-Cashbook	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		

WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with higher income	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
208	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least: Automated reconciliation of bank statements to the ledger and supplying supporting documentation for management.	Best Practice	g1-Cashbook	Not Applicable	SAGE Evolution		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		01-Sept-22
209	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least: Forecasting of cash must be available on a dashboard.	Best Practice	g1-Cashbook	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
210	Treasury & Cash Management	Cash Management	Bank Reconciliation	A	B1	B2	B3	B4	C1	C2	A fully integrated and automated cashbook module that links to the banking sector and allows for at least:Support mSCOA segmentation in the cashbook module.	mSCOA Regulation	g1-Cashbook	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
211	Treasury & Cash Management	Cash Management	Petty cash	A	B1	B2	B3	B4	C1	C2	A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.	mSCOA Regulation	g2-Petty cash system	Transactional	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
212	Treasury & Cash Management	Cash Management	Petty cash	A	B1	B2	B3	B4	C1	C2	Internal cash receipt with drawdown of petty cash.	mSCOA Regulation	g2-Petty cash system	Transactional	Other	Janine van Niekerk	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		
213	Treasury & Cash Management	Cash Management	Petty cash	A	B1	B2	B3	B4	C1	C2	Automated payment requests with user authorisation and access control.	Best Practice	g2-Petty cash system	Not Applicable	Other	Janine van Niekerk	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		
176	Financial Accounting	Accounts Payable	Loan Register	A	B1	B2					A loan register capable of calculating repayments and schedule payments within the workflow.	Best Practice	g3-Loan management system	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
177	Financial Accounting	Accounts Payable	Loan Register	A	B1	B2					Produce a reconciliation of the loan register with all required documentation.	Best Practice	g3-Loan management system	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
214	Treasury & Cash Management	Cash Management	Ad hoc: The Cash Management System must at least accommodate, but not be limited to:	A	B1	B2					Loan liability register.	Best Practice	g3-Loan management system	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
297	Real Estate and Resources Management	Rental	Rent in	A	B1	B2					Lease register with work flow and document management.	Optional	g3-Loan management system	Not Applicable	Other	Edward Wessels	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
298	Real Estate and Resources Management	Rental	Rent in	A	B1	B2					Automated payment scheduling.	Optional	g3-Loan management system	Not Applicable	Other	Edward Wessels	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
174	Financial Accounting	Accounts Payable	Investments	A	B1	B2					An investment register with notifications/responses for the end of fixed investment periods (date of maturity) incorporated within the workflow. Updates from cashbook and payments must be seamless.	Best Practice	g4-Investment management system	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
175	Financial Accounting	Accounts Payable	Investments	A	B1	B2					Produce a reconciliation of the investment register with all required documentation.	Best Practice	g4-Investment management system	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
215	Treasury & Cash Management	Cash Management	Ad hoc: The Cash Management System must at least accommodate, but not be limited to:	A	B1	B2					Investment Management and Register (parameter driven).	Best Practice	g4-Investment management system	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	In Progress	N	N/A	N/A	In Progress	YES	Delayed due to segmental combinations to be fixed.	
183	Financial Accounting	Accounts Payable	Insurance Claims	A	B1	B2					Provide an insurance claims register with direct linking to the assets module.	Best Practice	g5-Insurance management system	Not Applicable	Other		PhoenixERP		Core	Completed		N/A	N/A	Not Started	Not Started	procured through new SLA	31-Mar-22
184	Financial Accounting	Accounts Payable	Insurance Claims	A	B1	B2					Derive valuation of assets to calculate insurance premiums from the asset register.	Best Practice	g5-Insurance management system	Not Applicable	Other		PhoenixERP		Core	Completed		N/A	N/A	Not Started	Not Started	procured through new SLA	31-Jul-22
185	Financial Accounting	Accounts Payable	Insurance Claims	A	B1	B2					Write-off of assets from the insurance module must update and transact on the asset register as well as the gl.	Best Practice	g5-Insurance management system	Not Applicable	Other		PhoenixERP		Core	Completed		N/A	N/A	Not Started	Not Started	procured through new SLA	01-Jul-22
186	Financial Accounting	Accounts Payable	Insurance Claims	A	B1	B2					Workflow with document management and reporting must be available.	Best Practice	g5-Insurance management system	Not Applicable	Other		PhoenixERP		Core	Completed		N/A	N/A	Not Started	Not Started	procured through new SLA	
262	Grant Management	Subsidies	Maintain a grant register that as a minimum:	A	B1	B2	B3	B4	C1	C2	Provide for a grant register linked to ledger accounts.	mSCOA Regulation	g6-Grant management system	Transactional	Other		PhoenixERP		Core	Completed	N	N/A	N/A	In Progress	YES		
263	Grant Management	Subsidies	Maintain a grant register that as a minimum:	A	B1	B2	B3	B4	C1	C2	Automate receipt allocation of grants.	Best Practice	g6-Grant management system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	In Progress	YES		
264	Grant Management	Subsidies	Maintain a grant register that as a minimum:	A	B1	B2	B3	B4	C1	C2	Automate payment allocations.	Best Practice	g6-Grant management system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	In Progress	YES		
265	Grant Management	Subsidies	Maintain a grant register that as a minimum:	A	B1	B2	B3	B4	C1	C2	Link to mSCOA funding source with budget control.	mSCOA Regulation	g6-Grant management system	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	In Progress	YES		
266	Grant Management	Subsidies	Maintain a grant register that as a minimum:	A	B1	B2	B3	B4	C1	C2	Provide for reporting in accordance with the mSCOA Regulation and internal control.	mSCOA Regulation	g6-Grant management system	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	In Progress	YES		
15	Corporate Governance	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
16	Corporate Governance	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof				↓															
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with hinterland	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
17	Corporate Governance	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Jul-22
17	Corporate Governance	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
18	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	Monthly period closure and certification within the statutory reporting dates. No back-dating of transactions is allowed.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
19	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	Balancing of the sub-system with control accounts must be a condition of any period closure.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
20	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
21	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	Finalisation and submission of annual financial statements (AFS) period 13 results in opening balance transactional transfer of only the transactions of period 13.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
22	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	Audit periods with allowed audit approved journals occur in period 14 and result in opening balance transactional transfer of only the transactions of period 14.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
23	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	Accommodate a period 15 for prior period errors (GRAP 3).	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
24	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	Any corrections of prior period error(s) result in opening balance transactions in the subsequent years.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
25	Corporate Governance	System Configurations	Period Control	A	B1	B2	B3	B4	C1	C2	Period closing, finalisation and audit period corrections are opening balance transactions in the current open period as well as normal transactions in the audit periods.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
27	Corporate Governance	System Configurations	Integration	A	B1	B2	B3	B4	C1	C2	Sub-system(s) or ledgers must, without (manual) intervention or manipulation, integrate and constantly balance with the core financial system.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
29	Corporate Governance	System Configurations	Integration	A	B1	B2	B3	B4	C1	C2	Enable drill down from the general ledger (GL) to sub-system source transactions to transactional level.	mSCOA Regulation	Generic specification	Other Matters	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
31	Corporate Governance	System Configurations	Help function user manual	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
32	Corporate Governance	System Configurations	Help function user manual	A	B1	B2	B3	B4	C1	C2	The manual must be context specific and accessible from any input screen in the system.	Best Practice	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
33	Corporate Governance	System Configurations	Help function user manual	A	B1	B2	B3	B4	C1	C2	Functionality is required to permit a duly authorised user to maintain the user manual.	Optional	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
34	Corporate Governance	System Configurations	Document and transaction control	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
35	Corporate Governance	System Configurations	Document and transaction control	A	B1	B2	B3	B4	C1	C2	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	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
36	Corporate Governance	System Configurations	Document and transaction control	A	B1	B2	B3	B4	C1	C2	However, duly authorised users may view or report on logically deleted records.	Best Practice	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
37	Corporate Governance	System Configurations	Document and transaction control	A	B1	B2	B3	B4	C1	C2	Logically deleted records MAY NOT be reactivated. (If a record was 'flagged for deletion' in error, it will require recapturing).	Best Practice	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
38	Corporate Governance	System Configurations	Training and Skills transfer	A	B1	B2	B3	B4	C1	C2	End User Training which includes both theoretical as well as practical training.	Best Practice	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
39	Corporate Governance	System Configurations	Training and Skills transfer	A	B1	B2	B3	B4	C1	C2	Complete Solution Hand Over to Municipal Project Team including full documentation.	Best Practice	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
40	Corporate Governance	System Configurations	Training and Skills transfer	A	B1	B2	B3	B4	C1	C2	Deployment of an IT strategy for maintenance and future developments.	Best Practice	Generic specification	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
178	Financial Accounting	Accounts Payable	Tax & VAT	A	B1	B2	B3	B4	C1	C2	Fully integrated and approved VAT handling capabilities incorporating all statutory required documentation.	Legislation	Generic specification	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
179	Financial Accounting	Accounts Payable	Tax & VAT	A	B1	B2	B3	B4	C1	C2	Interface to SARS eFiling for automated reconciliations and submissions of disclosures.	Legislation	Generic specification	Not Applicable	VIP		PhoenixERP		Core	NO	N	N/A	N/A	NO	NO	NT to provide source code for integration	31-Dec-22
216	Treasury & Cash Management	Cash Management	Ad hoc: The Cash Management System must at least accommodate, but not be limited to:	A	B1	B2	B3	B4	C1	C2	Interest Received and interest expense reconciliation.	mSCOA Regulation	Generic specification	Transactional	Phoenix	Petula Fortuin	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		
217	Treasury & Cash Management	Cash Management	Ad hoc: The Cash Management System must at least accommodate, but not be limited to:	A	B1	B2	B3	B4	C1	C2	Cash Flow Management which includes forecasting and analysis and full integration with the budget and financial accounting modules.	Optional	Generic specification	Not Applicable	Other	Petula Fortuin	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		
218	Treasury & Cash Management	Cash Management	Ad hoc: The Cash Management System must at least accommodate, but not be limited to:	A	B1	B2	B3	B4	C1	C2	Funds management and budget availability control.	Best Practice	Generic specification	Not Applicable	SAGE Evolution	Petula Fortuin	PhoenixERP		Core	Not Commissioned	N	N/A	N/A	NO	NO		
149	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Cemeteries system.	Optional	h10-Cemeteries system	Not Applicable	Manual (Hard Copy Book)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
296	Real Estate and Resources Management	Rental	Facilities	A	B1	B2					Facilities rental module updated from receipting with workflow refunds.	Optional	h11-Facilities rental systems	Not Applicable	Manual process		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		
150	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Fire and emergency services systems.	Optional	h12-Fire and emergency services systems	Not Applicable	Manual		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		
151	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Fresh produce market systems.	Optional	h13-Fresh produce market systems	Not Applicable	N/A		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with higher	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
291	Real Estate and Resources Management	Rental	Rent out	A	B1	B2					Holiday resort systems.	Optional	h14-Holiday resort systems	Not Applicable	N/A		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		31-Mar-23
152	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Library system.	Optional	h15-Library system	Not Applicable	Other		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		31-Mar-23
153	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Nurseries systems.	Optional	h16-Nursaries systems	Not Applicable	N/A		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		
154	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Pound system.	Optional	h17-Pound system	Not Applicable	Manual		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		31-Jul-22
290	Real Estate and Resources Management	Rental	Rent out	A	B1	B2					Maintain a rent register for rental properties.	Optional	h18-Residential rental system	Not Applicable	Manual process		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	31-Jul-22
292	Real Estate and Resources Management	Rental	Rent out	A	B1	B2					Automated rent renewals with workflow and document management.	Optional	h18-Residential rental system	Not Applicable	Manual process		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
293	Real Estate and Resources Management	Rental	Rent out	A	B1	B2					Link to debtors system for collection of rent.	Optional	h18-Residential rental system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
294	Real Estate and Resources Management	Rental	Rent out	A	B1	B2					Link to valuation system.	Optional	h18-Residential rental system	Not Applicable	Phoenix	Edward Wessels	PhoenixERP			Not Started	N	N/A	N/A	N/A	YES	YES	
295	Real Estate and Resources Management	Rental	Rent out	A	B1	B2					Link to asset register.	Optional	h18-Residential rental system	Not Applicable	Other	Edward Wessels	PhoenixERP			Not Started	N	N/A	N/A	N/A	NO	NO	
155	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Traffic fines systems.	Optional	h19-Traffic fines systems	Not Applicable	Trafman	Janine van Niekerk		3rd Party	3rd Party								
141	Financial Accounting	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	A	B1	B2	B3	B4		C2	Provide a debtor master record containing at least but not limited to: Debtor classes and discount categories to ensure correct billing and rebates;	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	31-Jul-22
142	Financial Accounting	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	A	B1	B2	B3	B4		C2	Provide a debtor master record containing at least but not limited to: Trade, sundry and other debtor types to comply with mSCOA requirements;	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
143	Financial Accounting	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	A	B1	B2	B3	B4		C2	Provide a debtor master record containing at least but not limited to: Debtor levies in mSCOA segmentation to the Accounts Receivable;	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
144	Financial Accounting	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	A	B1	B2	B3	B4		C2	Provide a debtor master record containing at least but not limited to: Receipt allocation to AR in the correct mSCOA segmentation;	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
145	Financial Accounting	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	A	B1	B2	B3	B4		C2	Provide a debtor master record containing at least but not limited to: Daily balancing between sub-system and AR; and	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
146	Financial Accounting	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	A	B1	B2	B3	B4		C2	Provide a debtor master record containing at least but not limited to: Month-end and year-end procedures to ensure correct disclosure of cash on hand and age analysis.	Legislation	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
147	Financial Accounting	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	A	B1	B2	B3	B4		C2	Provide a debtor master record containing at least but not limited to: Drill down to transactions from the general ledger (GL) to the sub-ledger or 3rd party systems.	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	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	h1-Billing core	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Calculate and account monthly for the provision of bad debt;	mSCOA Regulation	h1-Billing core	Derived from Attributes	Other	Janine van Niekerk	PhoenixERP		Core	Not Started	N	N/A	N/A	N/A	No	No	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Provide accessible pay points and other mechanisms for settling accounts or for making pre-payments for services;	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Provide adequate information for spatial analysis in a GEOGRAPHICAL INFORMATION SYSTEM (GIS) system;	Best Practice	h1-Billing core	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Create and Maintain Regional Structure;	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Integrate with valuation and property systems;	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Allow for multiple billing cycles;	Best Practice	h1-Billing core	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Create and maintain a tariff structure to comply with mSCOA Regulations;	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Produce monthly invoices to debtors and group accounts;	Legislation	h1-Billing core	Not Applicable	Group account report		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4		C2	Allow for rebates and penalty levies.	mSCOA Regulation	h1-Billing core	Derived from Attributes	Dorp		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	31-Dec-22
	Revenue Cycle Billing	Billing	Specific but not limited requirements	A	B1	B2	B3	B4		C2	Must have report writing capabilities for standard & Ad hoc reporting (daily, monthly & annual).	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing		A	B1	B2	B3	B4		C2	Maintenance of tariffs as per the tariffing section.	Legislation	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Specific but not limited requirements	A	B1	B2	B3	B4		C2	Integrate with debt collection for disconnections and reconnections.	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Specific but not limited requirements	A	B1	B2	B3	B4		C2	Integration into 3rd party software for receive readings taken.	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Specific but not limited requirements	A	B1	B2	B3	B4		C2	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	h1-Billing core	Not Applicable	Phoenix	Rodger Titus	PhoenixERP		Core	Not Started	N	N/A	N/A	N/A	No	No	
	Revenue Cycle Billing	Billing	Specific but not limited requirements	A	B1	B2	B3	B4		C2	Must have a full process and document flow for terminations and re-connections of services and the relevant documentation.	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Specific but not limited requirements	A	B1	B2	B3	B4		C2	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	h1-Billing core	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Billing Reporting and Tariff Maintenance	A	B1	B2	B3	B4		C2	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	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Billing Reporting and Tariff Maintenance	A	B1	B2	B3	B4		C2	Generate statements at any point in time and consolidate at customer level.	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	
	Revenue Cycle Billing	Billing	Billing Reporting and Tariff Maintenance	A	B1	B2	B3	B4		C2	Flexible tariff building structure and design. System must be capable of inclining block tariffs based on daily, monthly, or annual rate scales.	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	N/A	YES	YES	

WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts with < 100 000	C2 - districts with > 100 000	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
	Revenue Cycle Billing	Billing	Billing Reporting and Tariff Maintenance	A	B1	B2	B3	B4	C2		Must allow for the maintenance of tariffs as per the tariffing section.	mSCOA Regulation	h1-Billing core	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Dec-22
	Revenue Cycle Billing	Billing	Billing Reporting and Tariff Maintenance	A	B1	B2	B3	B4	C2		Customer must be able to nominate between mailing, MMS or e-mailing of monthly statement.	Best Practice	h1-Billing core	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
156	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Transport services systems.	Optional	h20-Transport services systems	Not Applicable	N/A		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		
157	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1	C2	Weigh bridge system.	Optional	h21-Weigh bridge system	Not Applicable	Manual		Not required		N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Must adhere to applicable legislation and by-laws.	Legislation	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Dec-22
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Allow for all accepted payment methods at cashiers, including automated payment and clearing of card payments.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Payroll;	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Third Party vendors (e.g. Absa, Easy Pay, Prepaid Vendor, etc.);	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Cash Offices;	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Dec-22
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Traffic;	Best Practice	h2-Point of Sales system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Other Municipal Directorates (e.g. Fresh Produce Market, Libraries, etc.).	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		To cater for multiple bank accounts.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Processing of payments at supervisor controlled cash offices to accommodate cashier opening, balancing and closing.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31 Dec 2022
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Multiple daily and monthly online and automated reconciliations.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Receiving to be online.	Best Practice	h2-Point of Sales system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Cash payments must be able to be processed during database server and network downtime.	Best Practice	h2-Point of Sales system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		All pay points and receipting streams to be uniquely identifiable in the sub ledger and general ledger.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31 Dec 2022
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Receiving to also accommodate specialised payment types e.g. Rates Clearance, Arrear Debt arrangements, Assistance-to-the-Poor, Service Deposits, etc.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		To accommodate the correction of erroneous and/or rejected receipts.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Facility to reverse "refer to drawer"(R/D) for Cheques, debit orders and IVR payments.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		To facilitate debit orders.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31 Dec 2022
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Printing and re-printing (marked as "Copy Receipt") of receipts.	Legislation	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Interface with barcode scanner to scan account numbers from the statements.	Best Practice	h2-Point of Sales system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Recording of cheque details.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Reversal of receipt and associated interest where applicable.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		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	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Calculate the income due to the municipality for services and/ or products or property, on a regular, user defined and maintainable basis.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Generate invoices and/or statements for the amounts payable to the municipality on a regular, user defined and maintainable basis.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Group accounts into one or more 'billing cycles' based on user defined criteria.	Best Practice	h2-Point of Sales system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Provides the facility to charge interest on arrears amount subject to certain user defined provisions and according to user maintainable rates.	mSCOA Regulation	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		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	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Manually input transactions - these transactions are captured by a user and will reflect all the details of the transaction;	mSCOA Regulation	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		Electronic transactions - these transactions are received electronically, which then must be identified and raised to the relevant Debtor account.	mSCOA Regulation	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4	C2		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	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - outskirts with hill areas	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	Functionality is required to process different Debtor and property categories according to different business rule or time frames.	Best Practice	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue receipting	A	B1	B2	B3	B4		C2	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	h2-Point of Sales system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	Functionality is required to categorise meters.	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	Functionality is required to create and maintain practical and efficient meter reading routes.	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	Capture via standard keyboard entry;	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	Receiving meter readings electronically from a third party interface. Automated uploading and validation will be required.	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	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	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	Meter management system must be integrated/ interfaced with the Billing Component.	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	Functionality that is an integral part of the Billing interface to its prepaid vendor;	mSCOA Regulation	h3-Metered services	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4		C2	Automated blocking and arrear set off functionality is required.	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with higher	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4	C2		Water inventory managing.	mSCOA Regulation	h3-Metered services	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4	C2		Functionality is required to manage an Inventory of Water Meters. This to be work flowed as certain steps are dependent on others.	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4	C2		Water Meter maintenance management;	Best Practice	h3-Metered services	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Meter Management (credit and prepaid)	A	B1	B2	B3	B4	C2		Various statistical extracts and reports.	Best Practice	h3-Metered services	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Revenue Cycle Billing	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	A	B1	B2	B3	B4	C2		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	h4-Prepaid vending system / Integration at debtor level from 3rd party.	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2					Online Application;	Best Practice	h5-Consumer portal	Not Applicable	Other	Rodger Titus	PhoenixERP								Classification done by evaluating information of applicant		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2					Debtor (individual/group) dashboard;	Best Practice	h5-Consumer portal	Not Applicable	Other	Rodger Titus											
	Customer Care, Credit Control and Debt Collection	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A	B1	B2					Aims to create a positive and reciprocal (give-and-take) relationship between persons liable for payments and the municipality;	Best Practice	h5-Consumer portal	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A	B1	B2					Establishes mechanisms for users of services and ratepayers to provide feedback to the municipality or other service providers/ mechanisms (of the municipality) regarding the quality of the services and the performance of the municipality or its service providers/ mechanisms;	Best Practice	h5-Consumer portal	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A	B1	B2					Provides accessible mechanisms to any person to query or verify municipal accounts and metered consumption;	Best Practice	h5-Consumer portal	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A	B1	B2					Enables electronic query and appeal procedures which allow persons to receive prompt response/ action to 'inaccurate accounts' queries;	Best Practice	h5-Consumer portal	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A	B1	B2					Enables structured workflow mechanisms to deal with complaints from such persons, together with prompt replies and corrective action by the municipality;	Best Practice	h5-Consumer portal	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A	B1	B2					Mechanisms to monitor the municipality's response time and efficiency in complying with the above; and	Best Practice	h5-Consumer portal	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A	B1	B2					Provides for accessible, secure and electronic payment channels.	Best Practice	h5-Consumer portal	Not Applicable	Pay@ , Debit Orders Post office, Easypay		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Able to automate customer registration.	Best Practice	h5-Consumer portal	Not Applicable	Manual	Rodger Titus	PhoenixERP		Core	Not Started							
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Automate the registration of services (water, electricity & prepaid electricity).	Best Practice	h5-Consumer portal	Not Applicable	Phoenix	Rodger Titus	PhoenixERP		Core	Not Started							
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Automate the allocation of funds to the customer to trigger instruction to unblock/ reconnect suspended service.	Best Practice	h5-Consumer portal	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Mar-22
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Automated customer correspondence capabilities which includes, but is not limited to, automated responses to customer enquiries, linking a reference number to the customers account.	Best Practice	h5-Consumer portal	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Mar-22
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Updates on statements which will reflect latest adjustments.	Best Practice	h5-Consumer portal	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Mar-22
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Integrate community liaison (e.g. service interruptions).	Best Practice	h5-Consumer portal	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		31-Mar-22
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Account payments and cashier balancing on one system.	Best Practice	h5-Consumer portal	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Customers	Customer Relations Management & Community Liaison	A	B1	B2					Must have real time reflection of payments.	Best Practice	h5-Consumer portal	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	HR and Payroll Management (HR)	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C2		Report and create the workflow for collection of all employees and councillors with arrear accounts.	Legislation	h6-Debt collection system	Not Applicable	Report Emalahleni debiteure meester skerm		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	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	A	B1	B2	B3	B4	C2		Management of attorney actions on an integrated level.	Best Practice	h6-Debt collection system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	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	A	B1	B2	B3	B4	C2		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	h6-Debt collection system	Derived from Attributes	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Online Application;	Best Practice	h6-Debt collection system	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Authorisation of application;	Best Practice	h6-Debt collection system	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Automated arrangement financials;	Best Practice	h6-Debt collection system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Automated Default process;	Best Practice	h6-Debt collection system	Not Applicable	Dorp screen		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Irrecoverable Debt Write Off process;	mSCOA Regulation	h6-Debt collection system	Derived from Attributes	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Restriction and Reinstatement of Credit and prepaid meters;	Best Practice	h6-Debt collection system	Not Applicable	Request reconnection		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with follow	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Management facility to monitor Debtors that are also Service Providers (creditors) set off Management;	Best Practice	h6-Debt collection system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3	B4	C2		Management of staff arrear set off.	Best Practice	h6-Debt collection system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Legal Process	A	B1	B2	B3	B4	C2		Up to the Default Judgement.	Best Practice	h6-Debt collection system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Legal Process	A	B1	B2	B3	B4	C2		Debit Order Payments.	Best Practice	h6-Debt collection system	Not Applicable	Report direct debit		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Legal Process	A	B1	B2	B3	B4	C2		Councillor Arrear Management.	Legislation	h6-Debt collection system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Legal Process	A	B1	B2	B3	B4	C2		Specialised Functionality for Third Party Interfaces (e.g. Staff Arrear Set Offs, Prepaid Vending Arrear Set Offs, Prepaid meter blocking/set offs, etc.)	Legislation	h6-Debt collection system	Not Applicable	Dorp		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Valuation Roll Management	VRM	Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:	A	B1	B2	B3	B4	C2		Clearance Certificate Management to be online and comply with Section 118 of the Municipal Systems Act, 2000.	Legislation	h6-Debt collection system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	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	A	B1	B2	B3		C2		Provide for parameter based disconnection list generation;	Best Practice	h7-Credit control system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	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	A	B1	B2	B3		C2		Manage re-connection and arrangements with integrated notes on the debtor master file and workflow with technical services;	Best Practice	h7-Credit control system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	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	A	B1	B2	B3		C2		Integrated clearance applications and calculations;	Best Practice	h7-Credit control system	Not Applicable	Config screen Dorp		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	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	A	B1	B2	B3		C2		Final demand and summons issuing; and	Best Practice	h7-Credit control system	Not Applicable	Manual process		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2	B3		C2		Indigent Management (Assistance-to-the-Poor).	Best Practice	h7-Credit control system	Not Applicable	Dorp and application		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2	B3		C2		Indigent Register must be accommodated in a work flow of various administration processes including, but not limited to:	Best Practice	h7-Credit control system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2	B3		C2		House visit;	Best Practice	h7-Credit control system	Not Applicable	indigent application		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2	B3		C2		Capturing of details;	Best Practice	h7-Credit control system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2	B3		C2		Verification of details, Test against Central Supplier Database;	Best Practice	h7-Credit control system	Not Applicable	N/A		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2	B3		C2		Authorisation of application;	Best Practice	h7-Credit control system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Debtor Classification and Categorisation	A	B1	B2	B3		C2		Automated Subsidy, Write Off and reversals thereof.	mSCOA Regulation	h7-Credit control system	Derived from Attributes	Bulk dorp skermen report wat hardloop. Write-off amount report		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	Arrear Arrangements	A	B1	B2	B3		C2		Meter Tampering Management;	Best Practice	h7-Credit control system	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Customer Care, Credit Control and Debt Collection	Credit Control	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	A	B1	B2	B3		C2		Provide for SMS, email and hand delivered late payment notifications;	Best Practice	h8-SMS and email management system	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
148	Financial Accounting	Accounts Receivable	Integration of sundry systems	A	B1	B2	B3	B4	C1		Abattoir system.	Optional	h9-Abattoir system	Not Applicable	N/A		Not Required		Not Required	Not Required	N	N/A	N/A	No	NO	Not Required	
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2	B3				Seamlessly integrate with the revenue management module.	Legislation	i1-Valuation roll	Not Applicable	Phoenix		PhoenixERP	MetVal	3rd party	Completed	Y	Completed	Seamless	YES	NO		
	Valuation Roll Management	VRM	Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:	A	B1	B2	B3				The valuation of property will be performed in the separate (Computer Assisted Mass Appraisal) system and the individual property values and relevant property attributes passed to the Solution via an interface with valuation module. Data to be validated and managed within the Solution in compliance with legislation policies and business rules to enable calculation of property rates.	Legislation	i1-Valuation roll	Not Applicable	Other		PhoenixERP	MetVal	3rd party	Completed	Y	Completed	Seamless	YES	NO		
	Valuation Roll Management	VRM	Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:	A	B1	B2	B3				Property Rates and service charges are calculated at different tariffs depending on various criteria such as the category of the property.	mSCOA Regulation	i1-Valuation roll	Derived from Attributes	Phoenix		PhoenixERP	MetVal	3rd party	Completed	Y	Completed	Seamless	YES	NO		
	Valuation Roll Management	VRM	Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:	A	B1	B2	B3				Functionality is required to exempt certain categories of property and/ or certain categories of property owners from rates.	Legislation	i1-Valuation roll	Not Applicable	Phoenix		PhoenixERP	MetVal	3rd party	Completed	Y	Completed	Seamless	YES	NO		
	Valuation Roll Management	VRM	Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:	A	B1	B2	B3				Functionality is required to calculate a rebate or a reduction in rates in compliance with the requirements of legislation and/ or business rules.	Legislation	i1-Valuation roll	Not Applicable	Phoenix		PhoenixERP	MetVal	3rd party	Completed	Y	Completed	Seamless	YES	NO		
	Valuation Roll Management	VRM	Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:	A	B1	B2	B3				Functionality is required for the phasing in of rates in compliance with legislation.	Legislation	i1-Valuation roll	Not Applicable	Phoenix		PhoenixERP	MetVal	3rd party	Completed	Y	Completed	Seamless	YES	NO		
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2	B3	B4			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.	Best Practice	i2-Property Register	Not Applicable	MS Office (Excel, Word, etc)	Carien de Beer	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2	B3	B4			Integrate with the land use system to ensure appropriate tariffs is timeously applied.	Best Practice	i2-Property Register	Not Applicable	Other	Carien de Beer	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with railways	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2	B3	B4			Integrate with the Surveyor General (SG) database and town planning systems in use at the municipality.	Best Practice	i2-Property Register	Not Applicable	Other	Carien de Beer	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2	B3	B4			Integrate with the deeds registry and monitor actual sales with current valuations as well as ownership against the billing system.	Best Practice	i2-Property Register	Not Applicable	Other	Carien de Beer	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started	Cost involved with deeds office	
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2	B3	B4			Validate and report anomalies in the asset register on municipal owned properties.	Best Practice	i2-Property Register	Not Applicable	Other	Carien de Beer	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		
	Land Use Building Control	Land use	Property maintenance	A	B1	B2	B3	B4			Property register providing for all land in the municipal area.	Legislation	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Land Use Building Control	Land use	Property maintenance	A	B1	B2	B3	B4			Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deeds office and Demarcation Board specifications.	Legislation	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Land Use Building Control	Land use	Property maintenance	A	B1	B2	B3	B4			Integration with billing and valuation systems.	Legislation	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Land Use Building Control	Land use	Property maintenance	A	B1	B2	B3	B4			Alignment of ownership must be verifiable with the deeds office.	Legislation	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Land Use Building Control	Land use	Property maintenance	A	B1	B2	B3	B4			Property transfers, subdivisions, consolidations and zoning changes must be system process with work flow and document management driven.	Legislation	i2-Property Register	Not Applicable	Other	Enrico Shortles	PhoenixERP										
	Land Use Building Control	Special	Integration with external stakeholders	A	B1	B2	B3	B4			Must be able to align property register with the Surveyor General register.	Best Practice	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Land Use Building Control	Special	Integration with external stakeholders	A	B1	B2	B3	B4			Where a 3rd party GIS system is used integration should be seamless.	Best Practice	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Land Use Building Control	Special	Integration with external stakeholders	A	B1	B2	B3	B4			Integration with the asset register for municipal properties.	Best Practice	i2-Property Register	Not Applicable	Other	Enrico Shortles	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		
	Land Use Building Control	Building Control	Integration to the Town Planning function	A	B1	B2	B3	B4			Building plan submission and approval.	Best Practice	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Land Use Building Control	Building Control	Integration to the Town Planning function	A	B1	B2	B3	B4			Document management for building plans and zoning certificates.	Best Practice	i2-Property Register	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2					Integrate information for spatial analysis in a Geographical Information System (GIS).	Best Practice	i3-GIS viewer	Not Applicable	Other		PhoenixERP	MetVal	3rd party	Completed	Y	Completed	Seamless	YES	NO		
299	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Organisation Management.	Legislation	j1-Human Resource module	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
300	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Employee Records Management.	Legislation	j1-Human Resource module	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
304	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Training and Development Management.	Legislation	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
305	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Recruitment and Selection Management.	Legislation	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Human Resource Self Service.	Optional	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Talent Management.	Optional	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Career Path Management.	Optional	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Employee Relations.	Legislation	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		31-Mar-22
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					The Payroll System must be able to accommodate or account for all vacancies (i.e. funded and or unfunded vacancies) based on a Council approved Organogram in terms of. Section 66A of the Municipal Systems Act Amendment Act (MSAA).	Best Practice	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		01-Apr-22
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Ensure that all employees' and councillors' declaration of interest and related parties are captured on the master files.	Best Practice	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Bank account monitoring against supplier and/ or contract payment AND against own and related parties bank accounts.	Best Practice	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Test against the central database for contracts with any 'organs of state' / "persons in the service of state" and supply the central database with employees' and related parties' details.	Best Practice	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Supply the central database with the identification (ID) numbers of employees, councillors and related parties.	Best Practice	j1-Human Resource module	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Provide for an employee portal to update personal information and re-produce documents.	Best Practice	j1-Human Resource module	Not Applicable	N/A			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					<i>The system must support a disciplinary module which should allow for (not complete list):</i> - Grievances created (bottom up workflow) - System should recommend action to be performed based on type of grievance	Best Practice	j1-Human Resource module	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
301	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Leave Records Management.	Legislation	j2-Leave module	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
302	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis.	Best Practice	j2-Leave module	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with fulltime	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
303	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					E-Leave functionality.	Optional	J2-Leave module	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	31-Mar-23
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Travel claims Management.	mSCOA Regulation	J3-Payroll	Transactional	Other				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Payroll and Benefits Management.	Optional	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Automated reconciliation at predetermined intervals.	Legislation	J3-Payroll	Not Applicable	Phoenix				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Overtime claims Management/ Time off in lieu.	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Special Allowance Management (e.g. acting, secondments, etc.).	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Refunds to staff in respect of over-deductions and ad hoc payments.	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Deductions and payments to third parties (e.g. medical aids, SARS, union contributions, etc.).	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Ad hoc payroll runs must reflect in the Financial Management System.	mSCOA Regulation	J3-Payroll	Transactional	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Must cater for pensioners' benefits.	mSCOA Regulation	J3-Payroll	Transactional	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Provision to record allowance details against a post and employee (e.g. Telephone Allowance, categories, amounts, telephone number etc.).	mSCOA Regulation	J3-Payroll	Transactional	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	The system must cater for all requirements of the South African Revenue Services (SARS).	mSCOA Regulation	J3-Payroll	Transactional	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Must provide a facility to automate the update of tax tables whenever changes occur.	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	History of previous tax tables must be retained on the system for an indefinite period.	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	The system must be flexible so as to cater for any legislative changes to UIF, Workman's Compensation, Unions, etc..	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	The system must be able to cater for more than 1 payroll type (e.g. Staff, Pensioners, etc.).	mSCOA Regulation	J3-Payroll	Transactional	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Narrative type pay slips must be provided (Hard copy and electronically).	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Accumulations of all deductions to be printed on pay slip if required (Pension, tax, housing allowance, motor car allowance, etc.).	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Salary payments made to employees' bank accounts must be catered for electronically by either ACS (Automated Clearing Bureau) or electronic funds transfer (EFT).	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Provide a payment hold facility.	Legislation	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Third Party deduction and payments in terms of schedules or ad hoc basis.	Best Practice	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	31-Jul-22
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Variance reporting.	Best Practice	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	The ability to calculate back pay across tax periods and increment periods must be provided for.	Best Practice	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	The system must allow for dummy validation pay runs to be carried out prior to running the final run.	Best Practice	J3-Payroll	Not Applicable	VIP				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	31-Jul-22
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	All temporary staff (e.g. seasonal workers, learner ship programs, contract workers, etc.) to be controlled via Budget availability.	Best Practice	J3-Payroll	Not Applicable	Other				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Provision to maintain (add, amend, delete) conditions of service pertaining to specific posts.	Best Practice	J3-Payroll	Not Applicable	N/A				PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes	


WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with full-line	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	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	j3-Payroll	Transactional	Phoenix			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Electronic funds transfer (EFT) to employee's bank accounts into the core financial systems cashbook awaiting approval;	mSCOA Regulation	j3-Payroll	Transactional	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Creation of "Invoices" for 3 rd parties, SARS (PAYE, VAT, etc.), UIF, Medical aid and pension funds;	mSCOA Regulation	j3-Payroll	Transactional	Phoenix			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Payroll	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Must be able to easily integrate with banks. Seamless upload of payroll information.	Legislation	j3-Payroll	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Payroll	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Support multiple payrolls with different pay structures.	Legislation	j3-Payroll	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Payroll	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Ability to submit statutory reporting to SARS for all taxes.	Legislation	j3-Payroll	Not Applicable	VIP			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Time Management	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Work schedule and shift planning.	Best Practice	j4-Time and attendance	Not Applicable	N/A			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Time Management	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Time data recording and administration.	Best Practice	j4-Time and attendance	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
	HR and Payroll Management	Payroll	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2					Integrate with the time management system.	Best Practice	j4-Time and attendance	Not Applicable	Other			PAYDAY	3rd Party	Completed	Y	Completed	Seamless	YES	Yes		
1	Corporate Governance	Internal Audit	Approved Internal Audit Plan in existence and Risk Management Strategy in Place	A	B1						Integrated work flow Request For Information management tool, backed by document management.	Best Practice	k1-Work flow	Not Applicable	MS Office (Excel, Word, etc)	Joanne Uys	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
6	Corporate Governance	External Audit	Public Audit Act, 2004	A	B1						Work flow and incident management tool to ensure progressive dealing with Request For Information and Communication of Audit findings.	Best Practice	k1-Work flow	Not Applicable	MS Office (Excel, Word, etc)	Joanne Uys	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
28	Corporate Governance	System Configurations	Integration	A	B1						Create workflow and exception reporting mechanisms.	mSCOA Regulation	k1-Work flow	Other Matters	Phoenix	All	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		
96	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: The tariff policy referred to in section 74 of the Municipal Systems Act, 2000;	Legislation	k1-Work flow	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
97	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1					97	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: The rates policy as required in terms of the Municipal Property Rates Act, 2004;	Legislation	k1-Work flow	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
98	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: The credit control and debt collection policy referred to in section 96 of the Municipal Systems Act, 2000;	Legislation	k1-Work flow	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
99	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: The supply chain management policy referred to in Chapter 11 of the MFMA, 2003;	Legislation	k1-Work flow	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		

WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with rail line	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
101	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: The annual procurement plan;	Legislation	k1-Work flow	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
102	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: The asset maintenance plan;	Legislation	k1-Work flow	Not Applicable	Other	Gwyneth Gertse	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		
103	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: Any amendments made/ proposed to the municipality's policies or By-laws;	Legislation	k1-Work flow	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
104	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: The rates and tariffs promulgation;	Legislation	k1-Work flow	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
105	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	Main Budget	In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality:	A	B1						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: The general tariff advertisement;	Legislation	k1-Work flow	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
180	Financial Accounting	Accounts Payable	Automated Work flow	A	B1						Where authorisations are across line functions, the process must be automated. Examples are deviations (section 36), Subsistence and Travel claims, Personnel Requisitions, Transfer of funds(virement Policy), Asset Transfer, Clearance forms, Works orders, Leave applications, etc.	Optional	k1-Work flow	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
3	Corporate Governance	Internal Audit	Approved Internal Audit Plan in existence and Risk Management Strategy in Place	A	B1	B2					Ability to request sample transactions from all sub and core financial systems. This include documents as loaded via the document management systems.	Best Practice	k2-Document management	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
7	Corporate Governance	External Audit	Public Audit Act, 2004	A	B1	B2					Document management to ensure delivery of responses and documents requested on 'Request for Information' to AG.	Best Practice	k2-Document management	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
8	Corporate Governance	External Audit	Public Audit Act, 2004	A	B1	B2					Real time system (date time stamped) electronic responses to AG queries and continued internal escalation of non responded queries.	Best Practice	k2-Document management	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
26	Corporate Governance	System Configurations	Integration	A	B1	B2					Document management must occur at the capturing point of all transactions.	Best Practice	k2-Document management	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
61	Corporate Governance	Document Management	Document Management to ensure that all municipal documents are secured and if possible electronically received to achieve the lowest possible foot print. National Archives of South Africa Act, 1996.	A	B1	B2					Support secure and reliable document management including, but not limited to: -Document sharing; -Dedicated registry for document filling; -Document tracking; -Secure access to documents.	Legislation	k2-Document management	Not Applicable	Other	Marelize Faul	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
62	Corporate Governance	Document Management	Document Management to ensure that all municipal documents are secured and if possible electronically received to achieve the lowest possible foot print. National Archives of South Africa Act, 1996.	A	B1	B2					Document management should originate at the lowest level of transaction. (i.e. Invoices should originate from creditors module)	Legislation	k2-Document management	Not Applicable	Other	Marelize Faul	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
63	Corporate Governance	Document Management	Document Management to ensure that all municipal documents are secured and if possible electronically received to achieve the lowest possible foot print. National Archives of South Africa Act, 1996.	A	B1	B2					Scanned documents and images to be linked to the each enquiry of the system (e.g. Assistance-to-the-Poor application scanned forms to be linked to the customer identification number on the system)	Legislation	k2-Document management	Not Applicable	Other	Marelize Faul	PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
13	Corporate Governance	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	A							Authentication, authorisation and cryptographic security technologies and digital certificates must be given high emphasis throughout the entire system including but not limited to the application, data processing, data storage, data communications and user access.	Optional	k3-Biometric system access and verification	Not Applicable	Phoenix			Payday	3rd Party	Completed	N	N/A	N/A	YES	YES		
14	Corporate Governance	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	A							Must integrate secondary authentication systems such as biometric devices for users that provides access to critical modules, processes and digital signatures or similar technologies to prevent document tampering.	Optional	k3-Biometric system access and verification	Not Applicable	Other	Jermaine Wildschut											
5	Corporate Governance	Internal Audit	Approved Internal Audit Plan in existence and Risk Management Strategy in Place	A	B1						Continues work flow on risks identified to ensure mitigation.	Best Practice	k5-Task Tracker	Not Applicable	Manual	Nosipo Dayeni	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		

WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof																			
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - districts with roll-over	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
9	Corporate Governance	External Audit	Public Audit Act, 2004	A	B1						Escalation and continuous request for 'auditor conclusion' on responded communication of audit findings.	Best Practice	k5-Task Tracker	Not Applicable	Manual	Joanne Uys	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
11	Corporate Governance	External Audit	Public Audit Act, 2004	A	B1						Compilation and work flow on audit recovery plans.	Best Practice	k5-Task Tracker	Not Applicable	Manual	Joanne Uys	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
12	Corporate Governance	Audit Committee	Audit Charter	A	B1						Document management and work flow to ensure resolution tracking is achieved.	Best Practice	k5-Task Tracker	Not Applicable	Manual	Joanne Uys	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
58	Corporate Governance	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	A	B1	B2	B3	B4	C1	C2	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	k6-Website Maintenance	Not Applicable	Other				WC Prov Gov	3rd Party	Completed	Y	Not Started	Seamless	No	Yes	
59	Corporate Governance	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	A	B1	B2	B3	B4	C1	C2	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	k6-Website Maintenance	Not Applicable	Other				WC Prov Gov	3rd Party	Completed	Y	Not Started	Seamless	No	Yes	
60	Corporate Governance	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	A	B1	B2	B3	B4	C1	C2	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	k6-Website Maintenance	Not Applicable	Other				WC Prov Gov	3rd Party	Completed	Y	Not Started	Seamless	No	Yes	
	Valuation Roll Management	VRM	Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	A	B1	B2	B3		C1	C2	Provide the municipal website with the Municipal Propert Rates Act, 2004 required A&B valuation rolls.	Legislation	k6-Website Maintenance	Not Applicable	Other			WC Prov Gov	3rd Party	Completed	Y	Not Started	Seamless	No	Yes		
4	Corporate Governance	Internal Audit	Approved Internal Audit Plan in existence and Risk Management Strategy in Place	A	B1	B2	B3	B4	C1	C2	Issue audit findings and risk registers and invoke consequence management procedures.	Best Practice	k7-Risk management	Not Applicable	MS Office (Excel, Word, etc)	Nosipo Dayeni	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started		
10	Corporate Governance	External Audit	Public Audit Act, 2004	A	B1	B2	B3	B4	C1	C2	Escalation and classification of matters influencing auditors opinion.	Best Practice	k7-Risk management	Not Applicable	MS Office (Excel, Word, etc)	Joanne Uys	PhoenixERP		Core	Not Started	N	N/A	N/A	Not Started	Not Started	Status remains. Will be prioritize in the outer years in the MTREF once we have achieved the sustainability phase of the FRP	
41	Corporate Governance	System Configurations	Back up and data recovery	A	B1	B2	B3	B4	C1	C2	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	k7-Risk management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
42	Corporate Governance	System Configurations	Back up and data recovery	A	B1	B2	B3	B4	C1	C2	Disaster recovery sites are either off site at the municipality or cloud based solutions that are to be tested regularly.	Best Practice	k7-Risk management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
43	Corporate Governance	System Configurations	Back up and data recovery	A	B1	B2	B3	B4	C1	C2	Daily, weekly, monthly and yearly backups must be documented and signed-off.	Best Practice	k7-Risk management	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	Not Started	Not Started		
2	Corporate Governance	Internal Audit	Approved Internal Audit Plan in existence and Risk Management Strategy in Place	A	B1	B2	B3	B4	C1	C2	Ability to obtain base transactional information 'View Only' ability.	Best Practice	I1-Report writer	Not Applicable	MS Office (Excel, Word, etc)		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
30	Corporate Governance	System Configurations	Integration	A	B1	B2	B3	B4	C1	C2	Integration and automation of the annual financial statements (AFS) as well as monthly MFMA section 71 reports (financial management statements).	mSCOA Regulation	I1-Report writer	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	No		

WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATION

Annexure C - ICT due diligence				Municipal		B3		Municipality Name: Theewaterskloof				<div><div></div></div>															
No	Business Process	Sub-Process	Legislative or Business Requirement	A - Metros	B1 - Secondary Cities	B2 - Large Towns	B3 - Small Towns	B4 - Mostly Rural	C1 - districts	C2 - outskirts with hilltops	System / Applications minimum functionality	Required by	Pricing Schedule Alignment	mSCOA Segments	Name of System Providing Functionality	Responsible person	Name of System Providing Functionality	Specify Other System	Functionality provided by Core System or 3rd Party	Implementation Status	Integration Required (Y/N)	Integration Status	Integration Type	Implementation Signed Off / User Acceptance Testing Completed	Municipality Using the Functionality	Comment	Completion/ Review Date
64	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2	B3	B4	C1	C2	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	I1-Report writer	Not Applicable			PhoenixERP		Core	Completed	N	N/A	N/A	YES	No		
65	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2	B3	B4	C1	C2	Alternatively an effective, flexible report-writing facility with access to the database dictionary is required;	mSCOA Regulation	I1-Report writer	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	No		
66	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2	B3	B4	C1	C2	Ensure that mSCOA segmented reports can be produced on any level of the mSCOA chart with any combination of segments;	mSCOA Regulation	I1-Report writer	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	Yes		
71	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2	B3	B4	C1	C2	In addition, there should be a management dashboard that displays at the Municipal Manager's (accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum: -Allow for the export of data via reports in commonly used file formats which is normally associated with spread sheet and other data base applications.	mSCOA Regulation	I1-Report writer	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	YES		
72	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	Statutory submission to the National Treasury local government Database (LG Database);	mSCOA Regulation	I2-Statutory reporting	Transactional	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
73	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -The annual procurement plan - actual versus budget;	mSCOA Regulation	I2-Statutory reporting	Derived from Attributes	Manual process		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
74	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -The asset maintenance plan - actual versus budget;	mSCOA Regulation	I2-Statutory reporting	Derived from Attributes	Manual process		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
75	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -Annual Financial Statements (AFS);	mSCOA Regulation	I2-Statutory reporting	Derived from Attributes	Phoenix	Shanell Newman		Caseware	3rd party	Not Commissioned	Y	Completed	Seamless	No	NO		
76	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -Annual report;	mSCOA Regulation	I2-Statutory reporting	Derived from Attributes	MS Office (Excel, Word, etc)	Shanell Newman			3rd party	Not Commissioned	Y	Completed	Seamless	No	NO		
77	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -National Energy Regulator SA (Nersa) and Department of Water Affairs and Sanitation (DWS) reports;	mSCOA Regulation	I2-Statutory reporting	Derived from Attributes	Manual process	Vidri Johnson	Phoenixerp		Core	Not started	N	N/A	N/A	No	NO	Data issues needs to be resolved	
78	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -VAT returns 201 reconciliations;	Legislation	I2-Statutory reporting	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	NO		
79	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -PAYE and S01 reconciliations;	Legislation	I2-Statutory reporting	Not Applicable	Phoenix	Petula Fortuin		PAYDAY	3rd party								
80	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them: -IRP 5; and	Legislation	I2-Statutory reporting	Not Applicable	VIP	Petula Fortuin		PAYDAY	3rd party								
81	Corporate Governance	Reporting mechanisms	National Treasury Portal and other statutory submissions	A	B1	B2	B3	B4	C1	C2	-	Legislation	I2-Statutory reporting	Not Applicable	Other	Joseph Amansure		PAYDAY	3rd party								
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	A	B1	B2	B3	B4	C1	C2	Provide the financial statements with regulated reporting requirements regarding the municipal councillors' outstanding debtor account details.	Legislation	I3-Annual financial statements	Not Applicable	Phoenix		PhoenixERP		Core	Completed	N	N/A	N/A	YES	No		
67	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2					In addition, there should be a management dashboard that displays at the Municipal Manager's (accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum: -Assist the municipal manager to adhere to MFMA section 70 by providing early warning of impending financial distress;	Best Practice	I4-Management dashboards	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
68	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2					In addition, there should be a management dashboard that displays at the Municipal Manager's (accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum: -Monitor the financial progress of grants, programs and capital projects (as per the annual service delivery-and budget implementation plan (SDBIP));	Best Practice	I4-Management dashboards	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
69	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2					In addition, there should be a management dashboard that displays at the Municipal Manager's (accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum: -Monitor performance of debt recovery and creditor payments;	Best Practice	I4-Management dashboards	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
70	Corporate Governance	Reporting mechanisms	Business intelligence reporting solutions	A	B1	B2					In addition, there should be a management dashboard that displays at the Municipal Manager's (accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum: -Reflect budget versus actual performance of the votes / functions of the municipality.	Best Practice	I4-Management dashboards	Not Applicable	Other		PhoenixERP		Core	Completed	N	N/A	N/A	YES			
	HR and Payroll Management	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):								Create the clearing transactions that clear the integration control, these transactions include:					Joseph Amansure											

WC031_Theewaterskloof Municipality

RT25-2016 TECHNICAL SPECIFICATIONS

Annexure C - ICT due diligence

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