

# mSCOA CIGFARO NATIONAL WORKSHOP

## ITEM 16.2

### GoMuni Portal

PRESENTED BY:

**THINA  
NAKI**

mSCOA Technical Advisor  
MFIP

Date: 18 November 2021





**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA





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## GoMuni Portal

GoMuni can be accessed using the link below:

[https://lg.treasury.gov.za/ibi\\_apps/welcome](https://lg.treasury.gov.za/ibi_apps/welcome)

GoMuni
 Customise | Profile | Sign Out



**GoUpload**




**GoUpload**

Due to challenges previously experienced by municipalities when submitting required documents through email, the National Treasury has expanded its services to include a new electronic upload portal where approved registered users may upload information in a secure environment. This GoUpload Portal must be used for the submission of all mSCOA financial and non-financial datasets and supporting documents required from the municipalities.

**GoDatabase**




**Local Government Database**




**mSCOA FAQ**


**GoPublic**




**Explore mSCOA**



**Municipal Documentation**



**Publications and Media Releases**



**Municipal Money**

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## User registration for GoUploads

### *How to register?*

- By completing the quarterly contact template circulated from the LGDRS
- By notifying NT when employees with access and proper delegation are terminated from employment of the municipality
- Submitting a new delegation letter to authorise uploader
  - Municipalities will not be expected to submit new letters of delegation when GoMuni goes live if the letters that were submitted for GoUpload portal are still applicable
  - If there are employees who will be required to have access, then they can submit new letters

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## User registration for GoUploads

### *How to register?*

- By completing the quarterly contact template circulated from the LGDRS
- By notifying NT when employees with access and proper delegation are terminated from employment of the municipality
- By submitting a new delegation letter to authorise uploader
- GoUpload portal is on testing phase and 5 Municipalities per province were selected to participate in the testing of the portal
- It is anticipated that the GoUpload portal will be live in December 2021

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## Approval of registration on the portal

- National Treasury will assess the registration application and validate the registration information based on the requirements stipulated.
- Approved portal registration:** If the registration is approved, the user will receive an email notification of the registration approval including the username and the link to the GoMuni portal sign in page.
- Disapproved portal registration:** If the registration is not approved, NT will communicate the reason for the decline to approve the registration to the user and the resolution, if applicable.

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## GoUpload

**Document Upload**

**Step 1** Click on the Document Types buttons to filter the Document List

**Step 2** Click on the sign to upload a document for the specific period

**Step 3** Choose that the document you want to upload matches the document details on the prompt

**Step 4** Click on the checkboxes, if the document details are correct

**Step 5** Choose file to upload and select Next

Demarcation:

Wahl Gerb

Document Types:

**All Types** A1 Schedule Draft A1 Schedule Final Adjusted budget Adopted budget Monthly reporting Quarterly reporting Tabled budget Year-end documents

| Document                       | Demarcation | Demarcation Code      | Document Type                   | Document Name | Document Code | Accepted Period | 2019 | 2020 | 2021 | 2022 |
|--------------------------------|-------------|-----------------------|---------------------------------|---------------|---------------|-----------------|------|------|------|------|
| Non Financial Data - Wahl Gerb | NC362       | A1 Schedule Draft     | A1 Schedule Draft               | A1D           | TXT           |                 |      |      |      |      |
|                                |             | A1 Schedule Final     | A1 Schedule Final               | A1F           | TXT           |                 |      |      |      |      |
| Adjusted budget                |             |                       | Project Details Adjusted Budget | PRAD          | TXT           |                 |      |      |      |      |
| Adopted budget                 |             |                       | Project Details Original Budget | PROR          | TXT           |                 |      |      |      |      |
| Monthly reporting              |             | Creditors Monthly-M01 |                                 | CR01          | TXT           |                 |      |      |      |      |
|                                |             | Creditors Monthly-M02 |                                 | CR02          | TXT           |                 |      |      |      |      |
|                                |             | Creditors Monthly-M03 |                                 | CR03          | TXT           |                 |      |      |      |      |
|                                |             | Creditors Monthly-M04 |                                 | CR04          | TXT           |                 |      |      |      |      |
|                                |             | Creditors Monthly-M05 |                                 | CR05          | TXT           |                 |      |      |      |      |
|                                |             | Creditors Monthly-M06 |                                 | CR06          | TXT           |                 |      |      |      |      |
|                                |             | Creditors Monthly-M07 |                                 | CR07          | TXT           |                 |      |      |      |      |
|                                |             | Creditors Monthly-M08 |                                 | CR08          | TXT           |                 |      |      |      |      |

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## GoUpload

Financial | **Non-Financial** | Documents

[Clayton Pascock](#) | [Portfolio](#) | [Sign Out](#)

**Document Upload**

Please confirm you are uploading the correct document?

- Demarcation Name: 'Kai! Garib/NC082'
- Document Name: **Project Details Adjusted Budget**
- Financial Year: 2020
- Supported Format: TXT

☐ Use GUIDs  
☐ Use Long codes

☒ I agree that the files are correct

[Cancel](#)
[Next](#)

**Document Types:**

**All Types** | A1 Schedule Draft | A1 Schedule Final | Adjusted budget | Adopted budget | Monthly reporting | Quarterly reporting | Tabled budget | Year-end documents

| Document           | Demarcation | Demarcation Code | Document Type     | Document Name                   | Document Code | Accepted Format | Period | 2019 | 2020 | 2021 | 2022 |
|--------------------|-------------|------------------|-------------------|---------------------------------|---------------|-----------------|--------|------|------|------|------|
| Non Financial Data | Kai! Garib  | NC082            | A1 Schedule Draft | A1 Schedule Draft               | A1D           | TXT             |        |      |      |      |      |
|                    |             |                  | A1 Schedule Final | A1 Schedule Final               | A1F           | TXT             |        |      |      |      |      |
|                    |             |                  | Adjusted budget   | Project Details Adjusted Budget | PRAD          | TXT             |        |      |      |      |      |
|                    |             |                  | Adopted budget    | Project Details Original Budget | PROR          | TXT             |        |      |      |      |      |
|                    |             |                  | Monthly reporting | Creditors Monthly M01           | CR01          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M02           | CR02          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M03           | CR03          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M04           | CR04          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M05           | CR05          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M06           | CR06          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M07           | CR07          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M08           | CR08          | TXT             |        |      |      |      |      |

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## GoUpload

Financial | **Non-Financial** | Documents

[Clayton Pascock](#) | [Portfolio](#) | [Sign Out](#)

**Document Upload**

Browser and select the file to upload:

- Demarcation Name: 'Kai! Garib/NC082'
- Document Name: **Project Details Adjusted Budget**
- Financial Year: 2020
- Supported Format: TXT
- GUID(s) or Long code(s):

[Cancel](#)
[Next](#)

**Document Types:**

**All Types** | A1 Schedule Draft | A1 Schedule Final | Adjusted budget | Adopted budget | Monthly reporting | Quarterly reporting | Tabled budget | Year-end documents

| Document           | Demarcation | Demarcation Code | Document Type     | Document Name                   | Document Code | Accepted Format | Period | 2019 | 2020 | 2021 | 2022 |
|--------------------|-------------|------------------|-------------------|---------------------------------|---------------|-----------------|--------|------|------|------|------|
| Non Financial Data | Kai! Garib  | NC082            | A1 Schedule Draft | A1 Schedule Draft               | A1D           | TXT             |        |      |      |      |      |
|                    |             |                  | A1 Schedule Final | A1 Schedule Final               | A1F           | TXT             |        |      |      |      |      |
|                    |             |                  | Adjusted budget   | Project Details Adjusted Budget | PRAD          | TXT             |        |      |      |      |      |
|                    |             |                  | Adopted budget    | Project Details Original Budget | PROR          | TXT             |        |      |      |      |      |
|                    |             |                  | Monthly reporting | Creditors Monthly M01           | CR01          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M02           | CR02          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M03           | CR03          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M04           | CR04          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M05           | CR05          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M06           | CR06          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M07           | CR07          | TXT             |        |      |      |      |      |
|                    |             |                  |                   | Creditors Monthly M08           | CR08          | TXT             |        |      |      |      |      |

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## Local Government Database

LOCAL GOVERNMENT DATABASE

Ria Von Ronge | Portals | Sign Out

General

Contacts

Budget Document Tracking

Budget Reform Return

NT Internal Forms

Grant Monitoring

MSCOA

Welcome to the Local Government Database Portal

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## Status of scheduled submissions

This report provides the municipality with an overview on the following:

- Reports to be submitted with due dates
- Status of submission
- Date submitted
- Number of versions submitted

### Status of Schedule of Submissions

| Demarcation Description                        | Demarc Code | CAP | Financial Year | Submission Code | Due Date           | Alert Date | Status of Schedule | Date of Submission   | Version Submitted |
|--|-------------|-----|----------------|-----------------|--------------------|------------|--------------------|----------------------|-------------------|
| <b>Financial Data</b>                          |             |     |                |                 |                    |            |                    |                      |                   |
| <b>Location Level Selected: National (All)</b> |             |     |                |                 |                    |            |                    |                      |                   |
| <b>Province : EASTERN CAPE ( EC )</b>          |             |     |                |                 |                    |            |                    |                      |                   |
| Alfred Nzo                                     | DC44        | M   | 2021           | ADJB            | Adjusted Budget    | -          | -                  | Submitted/Successful | 2021/05/07 15     |
|  |             |     |                | AUDA            | Audited Actuals    | 2022/01/31 | 2022/01/31         | Outstanding          | -                 |
|  |             |     |                | M01             | In-Year Monthly 01 | 2020/08/17 | 2020/08/14         | Submitted/Successful | 2020/08/26 01     |
|  |             |     |                | M02             | In-Year Monthly 02 | 2020/09/14 | 2020/09/14         | Submitted/Successful | 2020/09/04 01     |
|  |             |     |                | M03             | In-Year Monthly 03 | 2020/10/14 | 2020/10/14         | Submitted/Successful | 2020/10/06 01     |
|  |             |     |                | M04             | In-Year Monthly 04 | 2020/11/14 | 2020/11/14         | Submitted/Successful | 2020/11/06 01     |
|  |             |     |                | M05             | In-Year Monthly 05 | 2020/12/14 | 2020/12/14         | Submitted/Successful | 2020/12/03 01     |
|  |             |     |                | M06             | In-Year Monthly 06 | 2021/01/15 | 2021/01/15         | Submitted/Successful | 2021/01/05 01     |
|  |             |     |                | M07             | In-Year Monthly 07 | 2021/02/14 | 2021/02/14         | Submitted/Successful | 2021/02/11 03     |
|  |             |     |                | M08             | In-Year Monthly 08 | 2021/03/15 | 2021/03/15         | Submitted/Successful | 2021/03/04 01     |
|  |             |     |                | M09             | In-Year Monthly 09 | 2021/04/16 | 2021/04/16         | Submitted/Successful | 2021/04/08 01     |
|  |             |     |                | M10             | In-Year Monthly 10 | 2021/05/14 | 2021/05/14         | Submitted/Successful | 2021/05/06 02     |
|  |             |     |                | M11             | In-Year Monthly 11 | 2021/06/14 | 2021/06/14         | Submitted/Successful | 2021/06/15 02     |
|  |             |     |                | M12             | In-Year Monthly 12 | 2021/07/14 | 2021/07/14         | Submitted/Successful | 2021/07/20 02     |
|  |             |     |                | ORGB            | Original Budget    | 2020/07/14 | 2020/03/31         | Submitted/Successful | 2020/06/18 03     |
|  |             |     |                | PAUD            | Pre-Audited        | 2021/09/14 | 2021/09/14         | Submitted/Successful | 2021/10/06 02     |

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# Data Upload Feedback per Municipality

SCOA Report - Data Import Feedback on 2021/10/19

Municipality: BUF Buffalo City

Upload Date: 2021/06/01 to 2021/10/20

| Log ID | Financial Year | SCOA Version | Submission Code | Upload Source File Name                 | Upload User ID | Upload Source File Date | Date/Time Imported      | Log Entry Status |
|--------|----------------|--------------|-----------------|---|----------------|-------------------------|-------------------------|------------------|
| 114622 | 2022           | 5.5          | A1F             | BUF_2022_A1F_20210602T111717Z_ER.TXT    | er             | 2021/06/02 11:17:17.000 | 2021/06/02 11:31:46.490 | SOME INVALID     |
| 114659 | 2022           | 5.5          | ORGB            | BUF_2022_ORGB_G_20210602T171313Z_ER.TXT | er             | 2021/06/02 17:13:13.000 | 2021/06/02 17:32:22.533 | SUCCESSFUL       |
| 114698 | 2022           | 5.5          | PROR            | BUF_2022_PROR_G_20210602T171313Z_ER.TXT | er             | 2021/06/02 17:13:13.000 | 2021/06/02 17:33:20.407 | SUCCESSFUL       |
| 114700 | 2022           | 5.5          | A1F             | BUF_2022_A1F_20210602T171717Z_ER.TXT    | er             | 2021/06/02 17:17:17.000 | 2021/06/02 17:34:03.187 | SUCCESSFUL       |
| 114930 | 2022           | 5.5          | ORGB            | BUF_2022_ORGB_G_20210604T201212Z_ER.TXT | er             | 2021/06/04 20:12:12.000 | 2021/06/05 06:13:15.307 | SUCCESSFUL       |
| 114931 | 2022           | 5.5          | PROR            | BUF_2022_PROR_G_20210604T201212Z_ER.TXT | er             | 2021/06/04 20:12:12.000 | 2021/06/05 06:14:22.590 | SUCCESSFUL       |
| 114948 | 2021           | 5.4          | M11             | BUF_2021_M11_G_20210604T205050Z_ER.TXT  | er             | 2021/06/04 20:50:50.000 | 2021/06/05 06:16:30.260 | SUCCESSFUL       |
| 115031 | 2022           | 5.5          | ORGB            | BUF_2022_ORGB_G_20210607T194848Z_ER.TXT | er             | 2021/06/07 19:48:48.000 | 2021/06/07 20:01:02.727 | SUCCESSFUL       |
| 115038 | 2022           | 5.5          | PROR            | BUF_2022_PROR_G_20210607T194848Z_ER.TXT | er             | 2021/06/07 19:48:48.000 | 2021/06/07 20:02:02.157 | SUCCESSFUL       |

Summary of Errors

| Upload Document Type | Log ID Rejected Reason                              | Number of Records |
|----------------------|---|-------------------|
| A1 Schedule          | 114622 Unknown Itemcde(ITEM_CDE)                    | 4                 |
| A1 Schedule          | 116607 Unknown Itemcde(ITEM_CDE)                    | 1                 |
| A1 Schedule          | 116660 Unknown Itemcde(ITEM_CDE)                    | 1                 |
| Financial            | 122652 Posting/Breakdown config error for ItemCode. | 52                |

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|--|--|--|--|--|--|--|--|--|--|----|
| mSCOA FAQ  |  |  |  |  |  |  |  |  |  |    |
| <ul style="list-style-type: none"> <li>Due to errors in the chart, changes in GRAP standards and when new regulations are issued, it is necessary to make changes to the chart accordingly.</li> <li>Municipalities, system vendors and PTs log their request for a chart change to the FAQ Database on the MFMA website: <a href="http://mscoafaq.treasury.gov.za/">http://mscoafaq.treasury.gov.za/</a></li> <li>Once a request is received, NTs FAQ committee considers the request and if the FAQ committee considers it a possible chart change, then the request is referred to NTs Technical Committee for further consideration.</li> <li>If NTs Technical Committee considers the request as a possible chart change, then the matter is referred to NTs Steering Committee for approval.</li> <li>The changes agreed on are effected on the chart ANNUALLY and an explanation of why a request was not accommodated are posted on the FAQ database.</li> <li>Before a FAQ query is logged, the person logging the query must use the mSCOA chart tree to ensure the chart does not already make provision for the request.</li> <li>The query should also be detailed for the FAQ committee to understand what the issue is.</li> <li>Take note: If a GUID is retired by NT the financial system still must keep the information relating to this GUID for historical reference. It must not be <u>deleted but simply should not be used</u> in the following budget process.</li> </ul> |  |  |  |  |  |  |  |  |  |    |

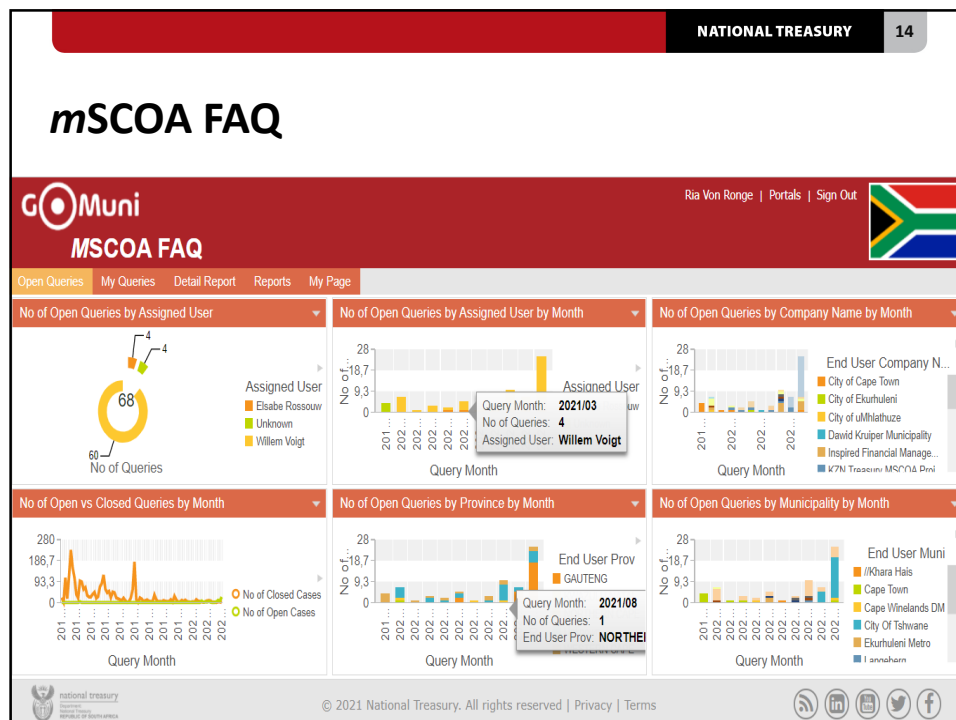
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## mSCOA FAQ

- Municipalities can view the FAQ dashboard to get the following information:
  - FAQ's that are still open with the name of the user assigned to the query
  - Queries that have been raised by the user that is logged on to the site
  - Reports that can be customized (Per user, per month)
  - The detail of the query
- This assists the user to monitor and be able to follow up on the queries raised

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## mSCOA Chart tree

- mSCOA standardises the municipal chart across all municipalities and entities in the country
- It is important that municipalities know and understand how the mSCOA chart works to be able to budget, transact and report in a mSCOA environment.
- Comprehensive training has been conducted on the understanding of the chart tree on mSCOA module 1, how to navigate the chart and understanding of the mSCOA segments
- Training will also be available on eLearning (NSG)
- CIGFARO also has certified trainers that have been trained by NT, that can train on the chart should municipalities require training with a facilitator

The chart tree can be accessed using the link below

[https://lg.treasury.gov.za/ibi\\_apps/portal/Explore\\_mSCOA](https://lg.treasury.gov.za/ibi_apps/portal/Explore_mSCOA)

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## mSCOA Chart tree

EXPLORE MSCOA

[Explorer mSCOA Hierarchy](#)
[mSCOA Website](#)
[Login / Register mSCOA FAQ](#)
[What is mSCOA?](#)

### Tree Navigation

SCOA Tree Selection

Select SCOA Version

6.5

Segment Name

Costing Segment

Account Number Prefix

Costing (CO)

Submit

Search Tree

### Tree Structure

- Step 1** Get Starting by selecting the Segment Name and Account Number
- Step 2** Click on the Tree nodes to Add/Update/Retire/Delete or View

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**THANK YOU**

**vulekamali**  
SA Online Budget Data

For additional information on national and provincial budgets, please visit our new budget data portal: <https://vulekamali.gov.za>

**www.municipalmoney.gov.za**  
open local government budget data portal

Explore easy-to-understand, verified financial information for every single municipality in South Africa in one place.

For information on local government finances, please visit: <https://municipalmoney.gov.za>

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