STANDARD CHART OF ACCOUNTS (SCOA) FOR MUNICIPALITIES SETUP IN PAYDAY

This document serves to offer PayDay clients basic instruction on the activation and population of the new SCOA content. Please do not hesitate to contact PayDay should you need any assistance with regards to any SCOA queries or assistance with the population thereof.

Introduction

The current general ledger setup in PayDay remains as is, until the SCOA required setup is activated as required on 1 July 2017.

The current setup and SCOA setup can run concurrently, as the municipal clients will need to budget on the SCOA setup, but still integrate to the current general ledger setup in the year before the switch over.

Unlike the current setup, the SCOA setup is pre-defined by National Treasury and cannot be changed by the PayDay user.

Activating the SCOA compliant codes

The municipality must be on PayDay release 4.6 or later.

The CLG flag must be Y.

To access the flags, type CSX on the PayDay Main Menu and <enter>. 
Type the flag code **CLG** and <enter>. Ensure the value is a **Y**.

*Note: A user's password permissions might restrict a user from accessing this field.*

**Setup the general ledger codes**

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

The display will default to the current setup.

On the left-hand pane the five salary screens are displayed. Under each screen the current earning and deduction general ledger setup can be accessed followed by the new SCOA setup.
The right-hand pane displays the GL codes. It can be changed by clicking on the required field.

A scrollbar at the bottom of the screen enables the user to scroll to the right/left to display the hidden information.

The old and new screens compared.

Although the column headings changed, the columns’ functionality remains unchanged.

<table>
<thead>
<tr>
<th>The current GL screen</th>
<th>The new SCOA enabled GL screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabs on top to navigate to the screens</td>
<td>List on left pane to navigate to the screens</td>
</tr>
<tr>
<td>Columns start with line numbers (1 to E and F to Z)</td>
<td>No change. Line numbers 1 to E and F to Z</td>
</tr>
<tr>
<td>Second column: Screen Name</td>
<td>Second column: Description (No change)</td>
</tr>
<tr>
<td>Third column: GL Codes</td>
<td>Third column: GL Codes (No change)</td>
</tr>
<tr>
<td>Fourth column: Language 3</td>
<td>Fourth column: Contra Code</td>
</tr>
<tr>
<td>Fifth column: Language 4</td>
<td>Fifth column: Alternate Code</td>
</tr>
<tr>
<td>Last small columns: REF, CLR, DEF, CST</td>
<td>No change. Scroll to the right to access them</td>
</tr>
</tbody>
</table>

Lines X - G/L CONTRA, Y - Language 3 and Z - Language 4 at the bottom of the old GL - Earnings Screen 1, are now part of the grid at the bottom of the new Earnings Screen 1.
The SCOA setup

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

Click on the *GL Code* field next to the earning/deduction description. A pre-defined codes list will appear.

To expand the list, click on the “+” sign.
Click on the appropriate description to select it. The SCOA code will display at the bottom of the screen.

If the user is satisfied with the selection, click the Select button on the right hand bottom of the screen.

Should the user need to clear a code already on the grid, click on the Clear Grid Item button on the left hand bottom of the screen.

Complete the SCOA Region on the new line XS to identify the municipality.

Complete lines Y - Language 3 and Z - Language 4 at the bottom of the grid on the new Earnings Screen 1, to equal codes on the current setup.

Should Language 4 be used on the current setup e.g. Income account, SPLIT or REF, do the same setup under the new Alternate Code column but keep in mind that the new codes are much longer than the old codes.
If the **SPLIT** is used, remember to amend the code on the *Description Menu, Cost Code Description* to comply with the longer SCOA codes.

If the **REF** is used, remember to amend the code on the employees’ reference numbers to comply with the longer SCOA codes.

**Setup of the employee cost codes**

The current setup of the *Cost Code (Line J)* and *Department (Line K)* on the *Employee screen* remain as is. The new SCOA codes are setup on the *Cost Split screen* only.

To access the *Cost Split screen* type **CS** at *Enter Selection* at the bottom of the screen and <enter> or, click on the *Cost Split tab* in the top left hand corner of the screen.

The first four columns will display the current setup. The new SCOA setup must be added to the right of the current setup.
Complete the **SCOA Function Code** and **SCOA Region Code** by clicking on the appropriate field in the grid. If applicable, also complete the **SCOA Project Code**.

Should an employee have a **SCOA Function Code** and **SCOA Project Code** completed on the same line, the **SCOA Project Code** will take preference and the **SCOA Function Code** will be ignored.

The **SCOA Region Code** on the employee **Cost Split** screen will only be active if line XC - **SCOA Region** was completed on the general ledger screen.

The existing interface programs/reports will eventually be replaced by a new SCOA compliant interface. The new **REP-SCOA** report (88 report) will validate employee cost code data.

**SCOA Function codes lookup**

![SCOA Function Code Lookup](image1)

**SCOA Project codes lookup**

![SCOA Project Code Lookup](image2)
Please look out for our SCOA communication and updates. And for any assistance please do not hesitate to contact PayDay on 012 803-7730 and request to speak to someone from the PayDay SCOA support team.

Yours in service,

The PayDay Team