

1.mSCOA Roadmap

Responsible for Performing /executing the activity

No	Pillar	Objective/Purpose	Focus Area	Activity	Frequency	Start Date	Due Date Date	Responsible Designation (Intern,Clerk,Rev Manager,Exp Manager Etc)	
1	1.ICT Architecture	e.g. To ensure that the Hardware and Software capacity and capability is responsive to the mSCOA reform and its annual improvements	Hardware	Due diligence assessment	Annually	2026/01/07	30/06/2027	ICT Manager	
2			Hardware	Adequate ICT infrastructure to run system solutions	Annually	2026/01/07	30/06/2027	ICT Manager	
3			Software	Seamlessly intergrate of Sage 300 and sage evaluation (200) to ensure mSCOA compliant	Monthly	2026/01/07	30/06/2027	Manager Expenditure	
4			Software	Back ups performed on regular basis	Weekly	2026/01/07	30/06/2027	ICT Manager	
5			Software	Upgrade the software for digital signature	Once Off Activity	2026/01/07	30/06/2027	ICT Manager	
6			Software	Generate regulate schedules(A,B & C) from the Financial system	Monthly	2026/01/07	30/06/2027	Manager Budget	
7			Licence	Municipal Software licencing up to date	Annually	2026/01/07	30/06/2027	ICT Manager	
8			Security	Firewall securityin place	Annually	2026/01/07	30/06/2027	ICT Manager	
9			Security	Antivirus in place	Annually	2026/01/07	30/06/2027	ICT Manager	
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21	2. Governance and Institutional Arrangments	E.g. To ensure that functionality of mSCOA governance structures and Institutional Arrangements		mSCOA Project Management awareness	Annually	2026/01/07	30/06/2027	mSCOA Project Manage	
22				mSCOA steering Committee Terms of referencin place	Annually	2026/01/07	30/06/2027	CFO	
23				Establish of mSCOA sterring Committee	Annually	2026/01/07	30/06/2027	CFO	
24				Appoint letters of mSCOA sterering Committee Members	Annually	2026/01/07	30/06/2027	CFO	
25				Review current charts of accounts on the system	Annually	2026/01/07	30/06/2027	CFO	
26				Performance management linked to SDBIP	Annually	2026/01/07	30/06/2027	Manager PMS	
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41	System Functionality	e.g. To ensure optimal system		Review and enforce the usage of all modules applicable in the system	Monthly	2026/01/07	30/06/2027	mSCOA Project Manage	
42				Enforce seamless intergration	Monthly	2026/01/07	30/06/2027	Manager Expenditure	
43				Identify gaps raised by internal audit during review of mSCOA	Quarterly	2026/01/07	30/06/2027	Manager Budget	
44				Regular monitoring of identified compliance gaps	Monthly	2026/01/07	30/06/2027	Manager Budget	
45				Monitoring of Budgets and actuals expenditure by departmental heads	Monthly	2026/01/07	30/06/2027	All senior Managers	
46					Select				
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52	3.System Functionality	System Functionality	e.g. To ensure optimal system functionality and seamless integration of the 3rd party systems			Select			
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62	System Functionality			Select					
63	4. User Proficiency and Training	User Proficiency and Training	e.g. To ensure that all relevant officials understand the mSCOA reform and able to use the system optimally to produce credible reports	All relevant officials complete mSCOA training offered by National school of Government	Annually	2026/01/07	30/06/2027	All relevant officials	
64		User Proficiency and Training				Select			
65		User Proficiency and Training				Annually			
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81	User Proficiency and Training			Select					
82	5. Business Components	Business components		General Ledger	sage evaluation (200) Utilised for GL	Monthly	2026/01/07	30/06/2027	Manager Budget
83		Business components		Billing	sage evaluation (200) Utilised for Billing	Monthly	2026/01/07	30/06/2027	Manager Revenue
84		Business components		Supply Chain	sage evaluation (200) Utilised for Procurement Process	Monthly	2026/01/07	30/06/2027	Manager SCM
85		Business components		Asset Management	sage evaluation (200) Utilised for Assets management	Monthly	2026/01/07	30/06/2027	Manager Assets
86		Business components		Budget and IDP	sage evaluation (200) Utilised for Budget and IDP	Monthly	2026/01/07	30/06/2027	Manager Budget
87		Business components		HR and Payroll	Seamless intergrate of Sage 300 and sage evaluation (200) to ensure mSCOA compliant	Monthly	2026/01/07	30/06/2027	Manager Expenditure
88		Business components				Select			
89		Business components				Select			
90	Business components				Select				
91	Business components				Select				
92	6. Business Process	Other 2		Corporate Governance		Select			
93		Other 2		Municipal Budgeting	Link IDP, Budget and mSCOA segments	Annually	2026/01/07	30/06/2027	Manager Budget
94		Other 2		Financial Accounting	GL and TB contains mSCOA requirements	Monthly	2026/01/07	30/06/2027	Manager Budget
95		Other 2		Reporting	System generated data strings uploaded on GoMuni	Monthly	2026/01/07	30/06/2027	Manager Budget
96		Other 2		Project Accounting		Select			
97		Other 2		Treasury and Cash	System generated Bank reconciliation	Monthly	2026/01/07	30/06/2027	Manager Revenue
98		Other 2		Procurement Cycle: SCM, and Accounts	Requisitions,quotations, orders,GRN's directly processed from the system	Weekly	2026/01/07	30/06/2027	Manager SCM
99		Other 2		Full Asset life Cycle	Creditors ,Debtors reconciliations and payments processed from the system	Monthly	2026/01/07	30/06/2027	Manager Revenue/Expe
100	Other 2		Real Estate and Resource	Full assets Cyclcy processed on the system	Monthly	2026/01/07	30/06/2027	Manager Assets	
101	Other 2				Select				
102	7.Business Process	Other 3		Human Resources and Customer Care, Credit		Select			
103		Other 3		Valuation Roll	Data cleansing	Annually	2026/01/07	30/06/2027	Manager Revenue
104		Other 3		Land Use Building	Reconciliation of GVR and billing system	Monthly	2026/01/07	30/06/2027	Manager Revenue
105		Other 3		Free basic services	correct zoning utilised for correct billing	Monthly	2026/01/07	30/06/2027	Manager Revenue
106		Other 3		Revenue Cycle billing	Typical workstream on Free basis services	Once Off Activity	2026/01/07	30/06/2027	Manager Budget
107		Other 3			Data collection and billing	Monthly	2026/01/07	30/06/2027	Manager Revenue
108		Other 3				Select			
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