

MSS – Making Sense of Sunfin

Version: 21 Aug 2024

Overview

MSS is an app that aims to address a surprising omission in Stellenbosch University's SunFin software: the ability to provide a costpoint owner with a simplified income and expenses report which includes line-item descriptions.

MSS takes as input up to three reports downloaded from SunFin (one BCA report for normal expenses, one BCA report for asset purchases, and one List PO report for line-item descriptions) and processes these into an output excel file that provides the following for the costpoint and period selected:

- Related commitment, obligation and expense line-items grouped together with descriptions.
- Commitments and obligations that are liquidated are flagged as such (where possible), making it easy to see which commitments and obligations are still open and contributing to the costpoint balances.
- Costpoint opening and closing balances are summarised, and cost point income is estimated (as costpoint owners are unable to directly see income transactions)

The MSS app can be accessed here: <https://blank-app-awq6au0oktk.streamlit.app/>

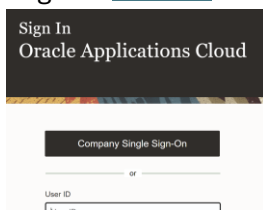
How to download the three input files

The following instructions work for non-project costpoints where separate BCA reports exist for non-asset and asset transactions. For project costpoints, follow exactly the same instructions but just enter the project cost point number into the “control budget” field in step 1f) below and click apply: the results should include all transactions, including assets.

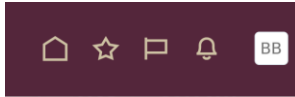
Control Budget	RP10147_138042	▼	Include Additional Attributes	No	▼
Budget Period From	Period	▼	Budget Period To	Period	▼
Fund Segment From	All	▼	Fund Segment To	All	▼
Cost Center Segment From	All	▼	Cost Center Segment To	All	▼
Object Segment From	All	▼	Object Segment To	All	▼
					Apply

1) Download BCA report

- a) Log into [SU OCF](#)



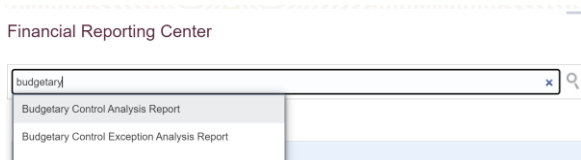
- b) Click on Home button



- c) Click on Financial Reporting Centre



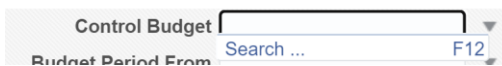
- d) Search for “Budgetary” and select “Budgetary control analysis report”



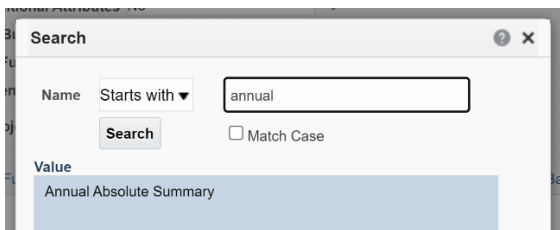
- e) Click on the most recent report if several are shown



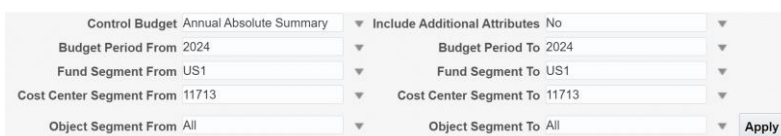
- f) Click on “Control budget” and then click on “Search”



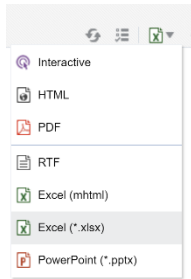
- g) Type in “Annual” and click on “Search”. Then click on “Annual absolute summary” and click OK at the bottom of the window.



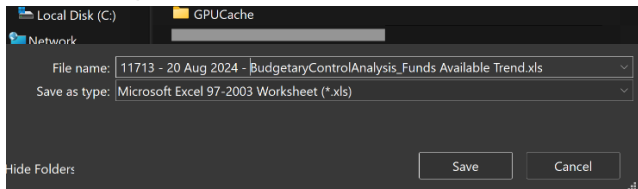
- h) Select the relevant budget period, use “US1” for fund segments, and use “search” to find the relevant cost point number in the “cost center segment from” and “...to” fields:



- i) When done, click “Apply”. Download the resulting report by clicking on the top right button and selecting “Excel (*.xlsx)”.

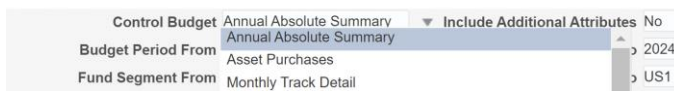


- j) Add “cost point number – date –” in front of the filename when saving:

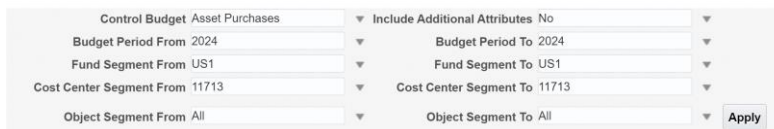


2) Download Asset BCA report

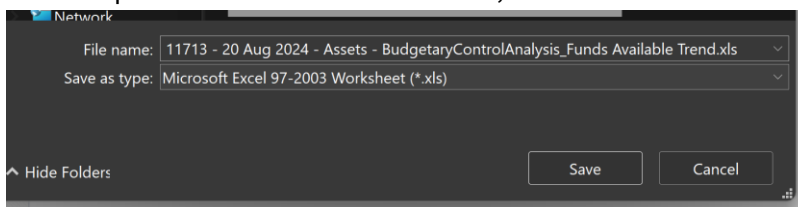
- a) Repeat the above steps, but now download the “Asset purchases” report in step 1f) above.



- b) Remember to fill in the same fields as previously:



- c) When you click on Apply, you will immediately be prompted to save the file. Again add the cost point number and date in front, and then also add “assets –” as shown below:



3) Download List PO report

- a) Click on Home
b) Click on “Scheduled Processes”



- c) Click on “Schedule new process”

Search Results [?](#)

View ☒ Flat List ☐ Hierarchy

Actions **▼** View **▼** [Schedule New Process](#) [Resubmit](#)

Name
No data to display.

d) Click on down-arrow and then click on “Search”

Schedule New Process

Type ☒ Job ☐ Job Set

Name **▼**

Description

- Terminate Requisition Approvals Process
- Budgetary Control Results Report by Transaction
- Budgetary Control Analysis Report
- Budgetary Control Results Report by Transaction Batch
- Perform Recruiting Candidate Selection Process Offer Actions
- Encumbrance Year End Carry Forward
- Budgetary Control Exception Analysis Report
- Upload Export File to Universal Content Management
- Generate Data File for Export
- Transfer File

[Search...](#)

e) Type “List PO” into the search box, click “Search”, select the “list PO details – order information” report and click OK

Search and Select: Name ✕

Search [Basic](#)

Name

[Search](#) [Reset](#)

Name	Description
List PO Details - Invoicing Information	
List PO Details - Order Information	
List PO Details - Receiving Information	

[OK](#) [Cancel](#)

f) Click “OK” again. The following screen will appear:

Process Details ✕

[Process Options](#) [Advanced](#) [Submit](#) [Cancel](#)

Name List PO Details - Order Information ☐ Print output **▼**

Description ☐ Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

* Procurement Business Unit Name **▼**

* Creation Date From

* Creation Date To

Order Number **▼**

Supplier Name **▼**

Cost Center Code

Requester Email Address **▼**

g) Type the cost centre number into “cost center code” field, and click “submit”

h) You will receive a confirmation. Click OK and then wait a short while – click of the refresh button until the report status reads “Succeeded” as shown below:

View ☒ Flat List ☐ Hierarchy

Actions **▼** View **▼** [Schedule New Process](#) [Resubmit](#) [Put On Hold](#) [Cancel Process](#) [Release Process](#) [View Log](#)

Name	Process ID	Status
List PO Details - Order Information	6998510	Succeeded

- i) Click on the report, which will cause additional details to appear below the report as shown below:

Actions ▾View ▾

Schedule New Process

Resubmit

Put On Hold

Cancel Process

Release Process

View Log

Name	Process ID	Status	Sche
List PO Details - Order Information	6998510	Succeeded	2024/0

Process Details

Status Details

List PO Details - Order Information, 6998510

Status

Succeeded

Schedule Start

2024/08/20 09:17 SAST

External Job Type

BIP Job

External Job Status

NA

Log

Attachment [ESS_L_6998510](#)

Output

Output & Delivery

XML Data Republish

Status

All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status
Default Document	ListPODetails_OrderInfor...	XLSX	English (South Africa)	(UTC+02:00) Johannesburg - South Africa Time (SAT)		

- j) Click on “Default document” and download the file, adding “cost centre number – date – “ in front of the default name.

