

MUNSOFT

municipal financial software

PERIOD 12, 13, 14, 15



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PERIOD 12

Closes with year-end roll over. No adjustments allowed (transactions can by no means be forced into period 12 after the year-end roll over).

PERIOD 13

- All adjustments in preparation and finalisation of Annual Financial Statements (AFS) will be processed in this period.
- Will remain open until the Annual Financial Statements are submitted for audit.
- Needs to be closed once Financial Statements are submitted.

The screenshot shows the MUNSOFT interface for 'Current Journal Input'. On the left, there are labels for 'Chart of Accounts', 'Journal Type', 'Trans Date', and 'Report'. The main area contains the text 'Munsoft - Live System' followed by three radio button options: 'Current' (which is selected), 'Last Year', and 'Period 15 (0)'. Below these are two more radio button options: 'PDF Doc' and 'Text Doc'. To the right of the 'Period 15 (0)' option is the label 'Fiscal Period'. A red arrow points from the text 'Adjustments to Period 13 are done on the Journal Input screen where the Last year option is selected. The fiscal period should default to /13' to the 'Last Year' radio button.

PERIOD 14

- Adjustments during the audit of the financial statements must be processed in period 14, as recommended by auditors.
- Will remain open until the audit of the financial statements is complete.
- Needs to be closed once audit is completed.

The screenshot shows the MUNSOFT interface for 'Current Journal Input'. On the left, there are labels for 'Chart of Accounts', 'Journal Type', 'Trans Date', and 'Report'. The main area contains the text 'Munsoft - Live System' followed by three radio button options: 'Current' (which is selected), 'Last Year', and 'Period 15 (0)'. Below these are two more radio button options: 'PDF Doc' and 'Text Doc'. To the right of the 'Period 15 (0)' option is the label 'Fiscal Period'. A red arrow points from the text 'Adjustments to Period 14 are done on the Journal Input screen where the Last year option is selected. The fiscal period should default to /14' to the 'Last Year' radio button.

PERIOD 15

- Will be used to process all Prior Period adjustments and restatements, identified after the final audit, and has an impact on previous TWO financial years.
- Period 15 are open throughout the financial year.
- Period 15 remains open for TWO YEARS on Munsoft.
- P15 (O) Journals will post into TWO YEARS ago. (e.g. a P15 (O) journal passed in 2021 will post to 201915 period)
- P15 Journals will post into ONE YEAR ago. (Last Year journals will default to P15 if the above periods are closed).
- To post transactions into the previous year (1 year ago):

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Current Journal Input

Adjustments to Period 15 are done on the Journal Input screen where the Last year option is selected. The fiscal period should default to /15

Chart of Accounts
Journal Type
Trans Date
Report

Munsoft - Live System

Current Last Year Period 15 (O)

Fiscal Period

PDF Doc Text Doc

- To post transactions into prior previous year (2 years ago):

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Current Journal Input

Chart of Accounts
Journal Type
Trans Date
Report

Munsoft - Live System

Current Last Year Period 15 (O)

Fiscal Period

PDF Doc Text Doc

NT UPLOADS

Any transactions in the mentioned periods are uploaded onto the NT portal as follow:

[PAUD](#)
[AUDA](#)
[RAUD](#)

Pre-audited Actuals (Period 13)
Audited Actuals (Period 14)
Restated Audited Actuals (Period 15)

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