

# MUNSOFT

municipal financial software

## ADJUSTMENT BUDGET

*Version 7.3.1*



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## 1. INTRODUCTION

The new Adjustment Budget process is built with a similar workflow to that of the Forecast Budgeting process.

Previous Budget Amendments and Bulk Adjustments are replaced with this new process. Virements remain unchanged.

The Adjustment Budget is done within the live environment. The required reports can be generated, balance sheet budgeting and opening balances completed.

The Main Budget is not affected until a copy is done, but figures are updated for an accurate view and reporting.

B-Schedules can be populated and sent to Council for approval. Once Council has approved the Adjustments, a copy to Main can be done.

## 1. CREATING A BATCH FOR THE ADJB

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > CREATE ADJB BATCH:**

**MUNSOFT** Create New ADJB Batch

Company Code: SC QA MUNSOFT

Financial Year: 2021

Batch No.: 00008

Status: Active

+ Add   Change   Delete   View   Ok   Cancel

- The Batch No. is system generated.
- Adjustment Budget can be done in various batches or in one large batch, depending on the specific requirement.
- Only one batch can be active at a time.
- The batch is updated with any movement that affects the budget.

## 2. CAPTURING THE ADJB

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > FORECAST ADJ CAPT:**

**MUNSOFT** SCOA Forecast Adjustment Budgeting

Version 6.4   Fin Year 2021   Budget Year 2021   Primary Budget   Secondary Budg Balan...

Segment 6 Projects   Operational: Maintenance: Infrastructure: Corrective Maintenance: Emergency: Storm water Infras...

Segment 2

Curr Batch 00008

Period 2020/07 (1)

Total Working Adj 0.00   Total Budget

| Seq  | Year | Q1   | Jul  | Aug  | Sep  | Q2   | Oct  | Nov  | Dec  | Q3   | Jan  | Feb  | Mar  | Q4   | Apr  | May  | Jun      | Actuals  | Original Bud | Virements | Amendments | Bulk Amend | Avail    |
|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|----------|----------|--------------|-----------|------------|------------|----------|
| 001  | 2021 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,739.14 | 4,872.00 | 0.00         | 0.00      | 0.00       | 3,132.86   |          |
| Control  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |          |          |              |           |            |            |          |
| Seg Desc 252-Inventory-Consumables-Emer-Con Work-S/Water-  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |          |          |              |           |            |            |          |
| 002  | 2021 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00     | 0.00     | 1,956.00     | 0.00      | 0.00       | 0.00       | 1,956.00 |
| Control  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |          |          |              |           |            |            |          |
| Seg Desc 252-Oper Cost-Hire charges-Emer-Con Work-S/Water- |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |          |          |              |           |            |            |          |

Checked

+ Add   Change   Delete   Expand   Refresh   Filter   Ok   Cancel

- Select if you are adjusting Primary or Secondary Budgets.
- Select Segment (and Segment 2, if applicable)
- A Batch will be open/active until it has been authorised and copied to Main Budget, so various/all segments can form part of a same batch.
- By clicking on the dropdown arrow of a specific month, it allows you to enter your projections for the adjustment. An automatic budget check will ensure no overspending. This budget check runs through pending and spent items across all modules.
- Once done, click OK and Process to save your changes.
- **Auto Alloc** - Budget Adjustment Amount can be auto allocated.
- **Budg Ctrl** – Takes you to the ‘Align Budget to Control’ screen to select the Balance Sheet Item.
- **Segm Enq** – Shows the Enquiry screen of the segment in play.
- **Expand** – Shows all details/descriptions of a line.
- **Refresh** – Refreshes the screen according to the selection at the top of the screen.
- **Filter** – Can filter on specific segment descriptions within the initial segment selection.
- **Checked** – Box can be checked for own record keeping purposes.

### 3. IMPORTING THE ADJB

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > FORECAST ADJB IMP:**

**MUNSOF** Import Adjustment Budget Forecast by Month  
CSV Format

Fin Year: 2021  
 Budget Year: 2021  Primary Budget  Secondary Budg Bala...  
 Batch No.: 00009  
 Path/Browse: /u1/proclassic/ext  
 Clear Budget Year:  File Has Header Line:

| Filename                   | Date     | Time |
|----------------------------|----------|------|
| ..                         | 23/07/20 | 1129 |
| Primary_Import_valid.csv   | 22/07/20 | 0816 |
| Primary_Import_overexp.csv | 22/07/20 | 0816 |
| Secondary_Import_valid.csv | 22/07/20 | 0816 |
| TEST_2.csv                 | 20/07/20 | 1129 |
| TEST_1.csv                 | 20/07/20 | 1123 |
| B4_Mapping.csv             | 19/07/20 | 1753 |
| B6_Mapping.csv             | 19/07/20 | 1751 |

Funcn,Item,Project,Costing,Funding,Region,Jul,Aug.....May,Jun  
 Export Template X Cancel

- Use ‘Export Template’ for the correct file layout.
- Once the import file is ready, make necessary selections and select the saved file.
- Clear Budget Year - Will clear any adjustments already made.
- File Has Header Line – Select if the first line of the import file are headings.
- An automatic budget check will ensure no overspending. This budget check runs through pending and spent items across all modules.

#### 4. IMPORTING ADJB OPENING BALANCES

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > IMP ADJB OPENBAL:**

**QA MUN LIVE**  
**MUNSOFT**

**Import Forecast ADJB Opening Bals**  
**CSV Format**

Fin Year 2021 Budget Year 2021

Path / Browse /u1/proclassic/ext

Copy From Actuals  File Has Header Line

Select  Overwrite  Adjustment

| File Name                  | Date     | Time   |
|----------------------------|----------|--------|
| ..                         | 20200724 | 095253 |
| net_surplus.csv            | 20200724 | 073323 |
| Primary_Import_valid.csv   | 20200722 | 081657 |
| Primary_Import_overexp.csv | 20200722 | 081653 |
| Secondary_Import_valid.csv | 20200722 | 081648 |
| TEST_2.csv                 | 20200720 | 112912 |
| TEST_1.csv                 | 20200720 | 112352 |
| B4_Mapping.csv             | 20200719 | 175319 |

*Functn,Item,Project,Costing,Funding,Region,Amount*

**Please Ensure There Are No Commas In The Amounts**

Export Template Cancel

- The current ORGB opening balance will be the opening balance by default.
- The import of opening balances is only necessary if adjustments to opening balances are made.

#### 5. BUDGET CONTROL

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > ADJB BUDGET CONTROL:**

**MUNSOFT**

**Create Forecast Budget B/Sheet**

Company Code SC QA MUNSOFT

Year 2021

Scoa Version 6.4

+ Add Change Delete View Ok Cancel



## 7. COPYING APPROVED ADJB TO MAIN

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > COPY ADJB TO MAIN:**

**QA MUN LIVE**  
**MUNSOFT** Copy Forecast ADJB to Main

**Company** SC QA MUNSOFT  
**Financial Year** 2021 **Budget Year** 2021

**Copy OpenBalanc**

**Batch No** 00009 **Auth Y/N** N  
**Auth Date**  
**Auth By**

**Resolution Numb**   
**Resolution Date**

Change View Ok Cancel

- Once Council has approved the Adjustments, a copy to Main is done to then affect the budget.
- If ADJB Opening Balances were imported, run another separate copy with the 'Copy OpenBalanc' field selected.
- Select if Opening Balances should be copied and enter the Resolution Number and Date. Then click OK to copy the Forecast ADJB to the Main Budget.

## 8. ENQUIRIES & REPORTS

### 8.1 FORECAST BUDGET BALANCES

Go to **GENERAL LEDGER > BUDGETING > FORECAST BUDGETING > FORECAST BUDG BALS:**

| Seq | Bud Y... | Bud Grp | Type | Source  | Balance           | Mor... |
|-----|----------|---------|------|---------|-------------------|--------|
| S   | 2021     | P       | ADJB | ADJB    | 123,000.00        |        |
| 002 | 2021     | P       | ADJB | CONTROL | 123,000.00-       |        |
| 003 | 2021     | P       | ORIG | CONTROL | 1,192,258,222.00- |        |
| 004 | 2021     | P       | ORIG | ORIG    | 1,192,258,222.00  |        |

- This screen is helpful to see different Budget types, the source and the balances. It can easily be referenced here if the budget you are working with is out of balance.

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## 8.2 VOTE ENQUIRY

Go to **GENERAL LEDGER > ENQUIRIES & REPORTS > VOTE ENQUIRY:**

The screenshot shows the 'Vote Enquiry' window in MUNSOFTE. The window title is 'QA MUN LIVE MUNSOFTE Vote Enquiry'. The 'Fin Year' is set to 2021. The 'Open Bal' is 0.00 and the 'Close Bal' is 1,739.14. The 'Segment' is SC. The 'Function' is 'Roads: Roads Pater/St Hel (252)' and the 'Item' is 'Expenditure:Inventory Consumed:Consumables:Standard Rated'. The 'Project' is 'Operational:Maintenance:Infrastructure:Corrective Maintenance:Emergency:Storm water Infrastructure:Storm water Conveyan...'. The 'Sub Accts' is 'Costing:Default'. The 'Funding' is 'Property Rates:Levies'. The 'Regional' is 'WC014 Saldanha Bay:Whole of the Municipality'. The 'Segment' is '252-Inventory-Consumables-Emer-Con Work-S/Water-' and the 'Version' is '6.4|6.3|6.2'. The 'Budgets' tab is selected, showing a table of budget details. The 'Bulk Budget' is highlighted with a red box and shows a value of 2,000.00. The 'Bulk Pend Buda' is also highlighted with a red box and shows a value of 0.00. The 'Draft Budget' table shows values for the years 2021-2022 (5,112.00), 2022-2023 (5,352.00), 2023-2024 (0.00), 2024-2025 (0.00), and 2025-2026 (0.00). The 'Total Spent' is 1,739.14 and the 'Available' amount is 5,132.86. The 'Virement Budget' is 0.00. The 'Vire Pend Buda' is 0.00. The 'Total Budget' is 6,872.00. The 'Previous Budget' is 4,872.00 and the 'Current Budget' is 4,872.00. The 'Amended Budget' is 0.00. The 'Pending' amount is 0.00. The 'Print', 'Ok', and 'Cancel' buttons are visible at the bottom right.

| Segment Detail  | History  | History Details | Budgets | Sub Acc | Segments |
|-----------------|----------|-----------------|---------|---------|----------|
| Previous Budget | 4,872.00 |                 |         |         |          |
| Current Budget  | 4,872.00 |                 |         |         |          |
| Amended Budget  | 0.00     |                 |         |         |          |
| Bulk Budget     | 2,000.00 |                 |         |         |          |
| Virement Budget | 0.00     |                 |         |         |          |
| Total Budget    | 6,872.00 |                 |         |         |          |
| Vire Pend Buda  | 0.00     |                 |         |         |          |
| Bulk Pend Buda  | 0.00     |                 |         |         |          |

| Draft Budget |          |
|--------------|----------|
| 2021-2022    | 5,112.00 |
| 2022-2023    | 5,352.00 |
| 2023-2024    | 0.00     |
| 2024-2025    | 0.00     |
| 2025-2026    | 0.00     |

- Adjustments can be viewed on the Vote Enquiry screen.
- Before it has been copied to Main, it will be displayed in the 'Bulk Pend Budg'.
- Once copied, it will be in 'Bulk Budget'.

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## 8.3 BUDGET HISTORY EXTRACT

Go to **GENERAL LEDGER > ENQUIRIES & REPORTS > BUDGET/HIST EXTRACT:**

All budget movements, including pending adjustments can be viewed on this detailed extract.

## 8.4 FORECAST BUDGET REPORT

Go to **GENERAL LEDGER > BUDGETING > ENQUIRIES & REPORTS > FORECAST BUDGET REPORT:**

The screenshot shows the 'SCOA Forecast Budgeting Report' window. It features several sections for configuration:

- Report Type:** Radio buttons for 'Budget Extract' (selected), 'Detailed Budget Extract', and 'Function Item'.
- Fin Year:** 'Forecast' (2021) and 'Bud Year' (2021). 'Adjusted' is also selected.
- Projects:** Radio buttons for 'All Projects' (selected), 'Specify Project', 'All KPA', and 'Specify KPA'.
- Functions:** Radio buttons for 'All Functions' (selected) and 'Specify Function'.
- Function Level:** Radio buttons for '1st', '2nd' (selected), '3rd', and '4th'.
- Detail/Summary:** Radio buttons for 'Detail' (selected) and 'Summary'. Under 'Detail', there are options for 'Project', 'Regional', 'Funding', 'Function', 'Costing', and 'Item'.
- Project Level:** A dropdown menu set to '1' with the note '(Between 1 and 11)'. A 'Scoa Type' dropdown is also present.
- Incl Budg Control/Print Zero's:** Radio buttons for 'Incl Ctrl' (selected), 'Excl Ctrl', 'Incl Zero', and 'Excl Zero'.

At the bottom, there are navigation buttons: '+ Add', 'Change', 'Delete', 'View', 'Ok', and 'Cancel'.

- Select 'Adjusted' with the correct Fin Year and Budget Year to view adjustments and adjusted balances.

## 8.5 CASEWARE DATA EXPORT

Go to **GENERAL LEDGER > ENQUIRIES & REPORTS > CASEWARE DATA EXPORT:**

The screenshot shows the 'Caseware Export' window. It includes a dropdown menu for 'Code' set to 'Function and Item'. Below this is a table with columns for 'Actual', 'Budgets', 'Projected Budg', 'Adjusted Budget', 'Commitments', and 'Tabled'. Each column has a sub-column for years from 2018 to 2024. Checkmarks are visible in the 'Adjusted Budget' column for 2021 and 2020.

| Actual | Budgets | Projected Budg | Adjusted Budget | Commitments | Tabled |
|--------|---------|----------------|-----------------|-------------|--------|
| 2021   | 2021    | 2022           | 2021            | 2021        | 2022   |
| 2020   | 2020    | 2023           | 2020            |             | 2023   |
| 2019   | 2019    | 2024           | 2019            |             | 2024   |
| 2018   | 2018    | 2025           | 2018            |             |        |

At the bottom, there are navigation buttons: '+ Add', 'Change', 'Delete', 'View', 'Ok', and 'Cancel'.

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