# MUNSOFT

municipal financial software



Prepared by: Munsoft Pty Ltd

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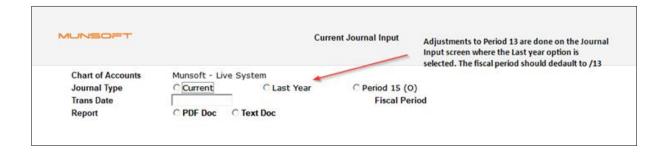
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### PERIOD 12

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).

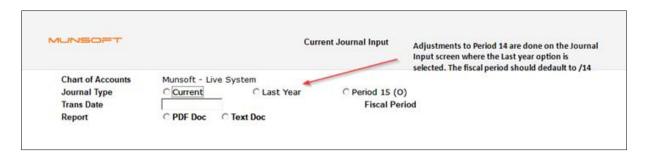
### PERIOD 13

- 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.



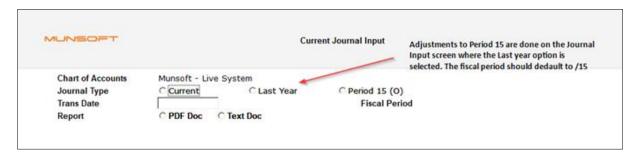
### PERIOD 14

- 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.

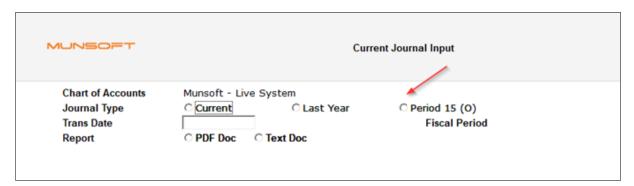


### PERIOD 15

- 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):



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



### NT UPLOADS

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

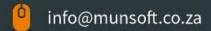
PAUD
AUDA
RAUD

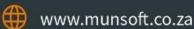
Pre-audited Actuals (Period 13)
Audited Actuals (Period 14)
Restated Audited Actuals (Period 15)

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### municipal financial software











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