

Procedures to capture Adjustments on the Munsoft system

The procedures for capturing the Adjustment Budget on the Munsoft System will be as follow:

1. Ensure the Temp Table is empty on the Live system
 - a. A Budget History extract can be drawn and column DV should not contain any amounts.
 - b. General Ledger> Enquiries and reports> 12. Budget Hist Extract
2. The Adjustment figures can be captured on the Amendments screen
 - a. Capturing can be done per data string or Bulk import
 - b. Any new data strings required can be created on the live system
 - c. Ensure only the movement amounts are imported for the remaining months of the financial period if the import function is used
3. After Adjustments have been captured on the Live system, perform a copy live to test (Refreshing Test system data)
 - a. The Bulk Temp Update function should not be performed on the Live system as this will transfer the adjustments to the live data strings
 - b. The Update function should only be performed on the Live system after council approved the Adjustment Budget
4. Log in on the Test System and perform the Bulk Temp Update function
5. On the Test system, complete Balance Sheet budgeting
6. After Balance Sheet budgeting has been completed, create the Adj Budget Control function
7. Extract Caseware views from the Test System and import into Caseware to generate a B-Schedule
8. Once the B-Schedule is approved by Council, the Bulk Temp Update function can be performed on the Live system
9. Complete Balance Sheet budgeting on the Live system
10. After Balance Sheet budgeting has been completed, create the Adj Budget Control function
11. Extract ADJB data strings and upload on LG Database

Due to the sensitivity of updating data strings with adjusted budget amounts, the Bulk Temp Update function should remain only on the Test System until Council Approval date.
Only after Council Approval date can the Update function be performed on the Live system.