

Unlocking Annual Debt Statements for Revision

The Division has implemented functionality to allow previously filed Annual Debt Statements (ADS) to be reopened, revised, and resubmitted. The ability to reopen the Annual Debt Statement is limited to Registered Municipal Accountants and Chief Financial Officers, while the ability to resubmit the Annual Debt Statement is limited to the Chief Financial Officer. The following steps are needed to complete the process of revising an Annual Debt Statement:

- 1) The Registered Municipal Accountant or Chief Financial Officer for a municipality or county will navigate to the Annual Debt Statement that needs to be revised.
- 2) On the “Summary” tab (the main page of the ADS record), there are two buttons to “Unlock ADS for Revision” (one each at the top and bottom of the screen, but both have the same functionality).
- 3) Once refreshed, the Annual Debt Statement will be set back to “Draft” status and editable.
- 4) At this time, any necessary revisions are made and saved.
- 5) Draft PDF reports can be generated to review changes that are made.
- 6) Once the updates or changes are made, the Chief Financial Officer must navigate to the “Submit for Review” tab and click the “Resubmit” button. A “Resubmit Date” will then populate.
- 7) Once successfully refiled, a revised Filed PDF will generate and be available on the “Notes, Attachments, and Report Generation” tab.