

FEMIS FINANCE MODULE USER MANUAL

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SECTION A: RECORDING, EDITING AND DELETING TRANSACTIONS

A1. Recording an Income Transaction

A1.1 Background:

When School grants are deposited into school grant accounts the School Bursar/Administration Officer will issue a school receipt for the amount received, and this will be approved by the School Head and certified by the School Manager. The school must ensure that all grants received have been entered into FEMIS.

When collecting fees for Students who are not eligible for FEG and are enrolled in Schools will (e.g. fees for non-citizens), a School receipt must be prepared, and this will be approved by the School Head and certified by the School Manager. These fees must be deposited into the FEG Bank Account and entered in FEMIS.

Other receipts such as canteen revenue, hire of facilities and fundraising must not be deposited into a bank account holding FEG funds and should not be entered in FEMIS. The school will maintain separate records for these and report them separately in the Annual Financial Report.

A1.2 Before you start:

The following documents/information are required before recording income in FEMIS.

- Details of the receipt – including the official receipt issued and supporting documentation; and
- School bank statements for the period the income was received.

A1.3 Detailed instructions:

A1.3.1 On the main school screen in FEMIS select the Finance button.



The screenshot shows the FEMIS main school screen. The navigation menu at the top includes buttons for School, Staff, Classes/Students, eExams, Reports >, Teacher Subjects, Teacher Accounts, Resources, Maps, and Help >. Below this, a secondary menu contains buttons for Basic, Details, Finance (circled in red), Infrastructure/Facilities, Supp Staff, P/T Staff, Docs, Leave, Library, and Food and Canteen. Further down, there are buttons for Duke of Edinburgh/Sporting Facilities, Teacher Attendance, Surveys, School Inclusion, and WASH. The main content area displays a welcome message, a dropdown for the year (2020), and a 'Set Up Your School' button. A notification banner states: 'Dear School Heads: The new tuition fee free education grant formula is now available in the Finance shelf in the Online Library under the Resources tab.' Below this, a dashboard shows various statistics: Number of Students (675), Missing Birth Cert (0), Number of teachers (45), Teacher Pupil Ratio (15.00), Number of Classes (18), Missing Citizenship Data (0), All Student Financial Assistance (\$0.00), Average Teacher Age (N/A), and Main student absent reason (Unknown). At the bottom, there is a table for 'School Primary Secondary District National' with columns for Students and Student Days Absent. To the right, a table titled 'Unapproved Disability Assessments Waiting For Approval' shows counts for HT/Principal, DEO, and SEO Spec. Ed. The bottom of the screen displays the login timestamp: 'You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248'.

School	Primary	Secondary	District	National
Students:	675	155611	70222	17219 242821
Student Days Absent:	4527	552394	259984	85007 868691

HT/Principal	DEO	SEO Spec. Ed.
0	0	0

A1.3.2 Select “Income” button. This will bring up the Income Transaction data entry screen.

The screenshot shows the FEMIS - Income Transaction data entry screen. The navigation bar includes 'School', 'Staff', 'Classes/Students', 'eExams', 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. Below this, there are tabs for 'Basic', 'Details', 'Finance', 'Infrastructure/Facilities', 'Supp Staff', 'P/T Staff', 'Docs', 'Leave', 'Library', and 'Food and Canteen'. Further down, there are more specific tabs: 'Duke of Edinburgh/Sporting Facilities', 'Teacher Attendance', 'Surveys', 'School Inclusion', and 'WASH'. The main navigation area includes 'Asset Register', 'Expenses (Vouchers)', 'Income', 'Bank Rec', 'Upload Bank Stmt', 'Annual Exp Summary', and 'Annual Inc Summary'. The 'Income' button is circled in red. Below the navigation, there is a section titled 'Enter INCOME here' with a link to 'Go to Reports | Financial | Income Detailed Report to get a nice printed report of income.' and a 'Show Existing Income' button. The 'Transaction ID' is 'NEW TRANSACTION'. There are input fields for 'Date', 'Description', and 'Detail Amount'. The 'Chart of Accounts' dropdown is set to 'Grant Income - Free Education Grants (Pri and Sec)'. There are buttons for 'Save Transaction', 'Save and Start New Transaction', and 'Cancel/Start New'. At the bottom, there are fields for 'Last Saved By:' and 'When:'.

A1.3.3 Enter the details for each field on the income transaction data entry screen and then select the “Save Transaction” button. See detailed notes on each field below:

Date – this comes from the date of the bank deposit

Description – enter a detailed description of the revenue

Chart of Accounts – select the appropriate account for the type of revenue

Detail amount – enter the amount of the income (no dollar signs or commas)

The screenshot shows the FEMIS - Income Transaction data entry screen with the following fields filled and buttons circled in red: 'Date' is '4/11/20', 'Description' is 'Term 2 first installment', 'Detail Amount' is '1400', and the 'Chart of Accounts' dropdown is set to 'Grant Income - Free Education Grants (Pri and Sec)'. The 'Save Transaction' button is also circled in red. The 'Transaction ID' is 'NEW TRANSACTION'. There are buttons for 'Show Existing Income', 'Save and Start New Transaction', and 'Cancel/Start New'. At the bottom, there are fields for 'Last Saved By:' and 'When:'.

A1.3.4 You will get a message to confirm the income transaction has been saved.

The screenshot shows the FEMIS system interface. At the top, there is a navigation bar with 'Log Out' and various menu items like 'School', 'Staff', 'Classes/Students', etc. Below this, there are several tabs, including 'Finance', which is currently selected. Under the 'Finance' tab, there are sub-tabs for 'Asset Register', 'Expenses (Vouchers)', 'Income', 'Bank Rec', etc. The 'Income' sub-tab is active, and a message 'Saved! Transaction Number: 13216' is displayed in a red box. Below the message, there is a form for entering an income transaction. The form includes fields for 'Date' (4/11/20), 'Description' (Grant Term 2 first install), 'Chart of Accounts' (Grant Income - Free Education Grants (Pri and Sec)), and 'Detail Amount' (1400). There are also buttons for 'Save Transaction', 'Save and Start New Transaction', and 'Cancel/Start New'.

A1.3.5 Now you have completed adding an income transaction – well done!

A2. Recording an Expense Transaction

A2.1 Background:

As grants are public funds, Schools are required to apply the procurement processes and thresholds as set out in the School Management Handbook prior to making any payments. The school will prepare and approve a Purchase Order, Receive the Goods and Payment Voucher prior to recording expenditure in FEMIS. Each separate payment requires a separate payment voucher and separate cheque/remittance advice.

After the payment voucher is approved the School Bursar/Administration Officer will prepare the cheque and this will be signed by two of the cheque signatories as per B3.3. If the School is utilising internet banking the bank transactions will be authorised by the electronic signatories, and the remittance advice will be filed with the payment voucher.

A2.2 Before you start:

The following documents/information are required before recording expenditure in FEMIS.

- Purchase Order (with certification that goods/services have been received)
- Payment Voucher
- Invoice (name of the supplier, address, date, details of items purchased)
- Photocopy of cheque/remittance advice (attached after signing)
- Original receipts (attached after payment)

A2.3 Detailed instructions:

A2.3.1 On the main school screen in FEMIS select the Finance button.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Welcome! Show these dashboard indicators for: 2020

A Good Place To Start is Here -> Set Up Your School

See the latest FEMIS updates by clicking [HERE](#)

Dear School Heads: The new tuition fee free education grant formula is now available in the Finance shelf in the Online Library under the Resources tab.

Number of Students:	675	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers:	0	All Student Financial Assistance:	\$0.00
Number of teachers:	45	Average Teacher Age:	N/A
Teacher Pupil Ratio:	15.00	Main student absent reason:	Unknown
Number of Classes:	18		

School Primary Secondary District National

Students:	675	155611	70222	17219	242821
Student Days Absent:	4527	552394	259984	85007	868691

This school does not have students registered in other schools at the same time.

You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248

Unapproved Disability Assessments Waiting For Approval		
HT/Principal	DEO	SEO Spec. Ed.
0	0	0

A2.3.2 Select “Expenses (Vouchers)” button. This will bring up the Expense Transaction data entry screen.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here

Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).

Show Existing Expenses Expense IDs are generated for all MoE expenses, not just this school Print Saved Voucher

Transaction ID: NEW VAT Rate: 9.0 %

Date: Payment Type:

Type of Expense: Description:

Invoice Number: Payee: Detail Amount:

Expense Amount: \$0.00 Cheque Number: VAT: Yes No

Adding more than one detail line Yes No

Void This Cheque

Last Saved By: When:

Add NEW Expense Save and Print

A2.3.3 Enter the details for each field on the expense transaction data entry screen and then select the “Add NEW Expense” button. See detailed notes on each field below:

Date – this comes from the date of the cheque (for cheques) or the date of a payment from the bank account (for internet banking or direct payments).

Payment type – select bank payment for any payment from the School Bank Account (do not use other payment types in FEMIS)

- Type of Expense - select the appropriate account for the type of expenditure
- Invoice Number – from the supplier invoice
- Payee – enter the name of the supplier
- Cheque Number: Enter the cheque number for the transaction
- Description: Enter a detailed description of the expenditure
- Detail amount: Enter the amount (including VAT)
- VAT: Select Yes or No (depending on whether VAT applies to the item)
- Adding more than one detail line: Select Yes if you want to add multiple lines to the expense transaction

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expense (Vouchers)** Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here

Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).

Show Existing Expenses **Expense IDs are generated for all MoE expenses, not just this school** Print Saved Voucher

Transaction ID: **NEW** VAT Rate: 9.0 %

Date: 4/11/20 Payment Type: bank payment **Detail Lines for this expense**

Type of Expense: Administration and Office Operations - Office Stationeries Description: Stationary for teaching

Invoice Number: 33333322 Payee: AAA Stationery Detail Amount: 14000

Expense Amount: **\$0.00** Cheque Number: 3458 VAT: Yes No

Last Saved By: **Add NEW Expense** When: **Adding more than one detail line** Yes No

Save and Print

A2.3.4 You will get a message to confirm the expense transaction has been saved.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here **Saved! Expense ID: 916822**

Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).

Show Existing Expenses **Expense IDs are generated for all MoE expenses, not just this school** Print Saved Voucher

Transaction ID: **916822** VAT Rate: 9.0 %

Date: 4/11/20 Payment Type: bank payment **Detail Lines for this expense**

Type of Expense: Administration and Office Operations - Office Stationeries Description:

Invoice Number: 33333322 Payee: AAA Stationery Detail Amount:

Expense Amount: **\$14,000.00** Cheque Number: 3458 VAT: Yes No

Last Saved By: **Update Expense** When: **Add Detail**

Description	Amount	VAT	
Stationary for teaching	14,000.00	1260.00	Delete

Save and Print

A2.3.5 Now you have completed adding an expense transaction – well done!

A3. Editing an Expense or Income Transaction

A3.1 Background:

Schools may need to edit an expense or income in FEMIS for various reasons. These reasons may include the following:

- An error was made in the data entry of the income/expenditure in FEMIS
- An error was made in the payment voucher (ie. it doesn't match the invoice)

The detailed steps for schools to complete this process are set out below – the example shown is for editing an expenditure transaction however the same process applies for editing income transactions.

A3.2 Before you start:

The following documents/information are required before editing expenditure or income transactions in FEMIS.

- Purchase Order, Payment Voucher, Supplier Invoice, Photocopy of cheque/remittance advice, and original receipts etc.

Note: It is not possible to edit a transaction in the following situations:

- The transaction is from a month where the monthly funds reconciliation (Bank Rec) has been already been completed in FEMIS
- The transaction has already been marked as presented in the monthly funds reconciliation (Bank Rec)

A3.3 Detailed instructions:

A3.3.1 On the main school screen in FEMIS select the Finance button.

FEMIS - [School Name] Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh Facilities Teacher Attendance Surveys School Inclusion WASH

Welcome! Show these dashboard indicators for: 2020

A Good Place To Start is Here -> [Set Up Your School](#)

See the latest FEMIS updates by clicking [HERE](#)

Dear School Heads: The new tuition fee free education grant formula is now available in the Finance shelf in the Online Library under the Resources tab.

Number of Students:	675	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers:	0		
Number of teachers:	45	All Student Financial Assistance:	\$0.00
Teacher Pupil Ratio:	15.00	Average Teacher Age:	N/A
Number of Classes:	18	Main student absent reason:	Unknown

School	Primary	Secondary	District	National
Students:	675	155611	70222	17219 242821
Student Days Absent:	4527	552394	259984	85007 868691

This school does not have students registered in other schools at the same time.

You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248

Unapproved Disability Assessments Waiting For Approval			
HT/Principal	DEO	SEO	Spec. Ed.
0	0	0	

A3.3.2 Select “Expenses (Vouchers)” button. This will bring up the Expense Transaction data entry screen.

The screenshot shows the FEMIS interface with the following elements:

- Header: FEMIS - Log Out
- Navigation: School, Staff, Classes/Students, eExams, Reports >, Teacher Subjects, Teacher Accounts, Resources, Maps, Help >
- Sub-navigation: Basic, Details, Finance (highlighted), Infrastructure/Facilities, Supp Staff, P/T Staff, Docs, Leave, Library, Food and Canteen
- Secondary navigation: Duke of Edinburgh/Sporting Facilities, Teacher Attendance, Surveys, School Inclusion, WASH
- Buttons: Asset Register, Expenses (Vouchers) (highlighted with a red circle), Income, Bank Rec, Upload Bank Stmt, Annual Exp Summary, Annual Inc Summary
- Section: Enter EXPENSES (including Vouchers) here
- Text: Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).
- Buttons: Show Existing Expenses, Expense IDs are generated for all MoE expenses, not just this school, Print Saved Voucher
- Form fields: Transaction ID: NEW, Date: [input], Type of Expense: [input], Invoice Number: [input], Expense Amount: \$0.00, Payment Type: [input], Payee: [input], Cheque Number: [input], VAT Rate: 9.0 %
- Section: Detail Lines for this expense
- Form fields: Description: [input], Detail Amount: [input], VAT: Yes No
- Section: Adding more than one detail line
- Form fields: Yes No
- Buttons: Add NEW Expense, Save and Print, Void This Cheque

A3.3.3 Select the “Show Existing Expenses” button

The screenshot shows the FEMIS interface with the following elements:

- Header: FEMIS - Log Out
- Navigation: School, Staff, Classes/Students, eExams, Reports >, Teacher Subjects, Teacher Accounts, Resources, Maps, Help >
- Sub-navigation: Basic, Details, Finance (highlighted), Infrastructure/Facilities, Supp Staff, P/T Staff, Docs, Leave, Library, Food and Canteen
- Secondary navigation: Duke of Edinburgh/Sporting Facilities, Teacher Attendance, Surveys, School Inclusion, WASH
- Buttons: Asset Register, Expenses (Vouchers), Income, Bank Rec, Upload Bank Stmt, Annual Exp Summary, Annual Inc Summary
- Section: Enter EXPENSES (including Vouchers) here
- Text: Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).
- Buttons: Show Existing Expenses (highlighted with a red circle), Expense IDs are generated for all MoE expenses, not just this school, Print Saved Voucher
- Form fields: Transaction ID: NEW, Date: [input], Type of Expense: [input], Invoice Number: [input], Expense Amount: \$0.00, Payment Type: [input], Payee: [input], Cheque Number: [input], VAT Rate: 9.0 %
- Section: Detail Lines for this expense
- Form fields: Description: [input], Detail Amount: [input], VAT: Yes No
- Section: Adding more than one detail line
- Form fields: Yes No
- Buttons: Add NEW Expense, Save and Print, Void This Cheque

A3.3.4 This will bring up a listing of all existing transactions recorded in FEMIS for that financial year. You can navigate to find the transaction you want to edit by using the arrows. Select the Edit button to open the Edit Transaction Screen.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details Finance Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

List Existing Expense Transactions

Expenses in Year: 2020 Create New Expense Not on This List

If you see a big blue arrow, click on the arrow to see other expenses. You can only see 10 expenses per page. Use the big blue arrows to move through many pages of expenses for this year. Use the Year selector above to see expenses in another year. Expenses are listed in date order.

Trans ID	Date	Payee	Cheque Number	Payment Type	Account Heading	Account	Acc #	Amount (\$)	VAT (\$)	Invoice No	Last Saved By
Edit 915556	20/04/2020	EFL	8447	bank payment	Administration and Office Operations	Electricity	1000	702.38	00	46925	9027 Delete
Edit 915557	20/04/2020	EFL	8448	bank payment	Administration and Office Operations	Electricity	1000	299.19	00	377	9027 Delete
Edit 915560	20/04/2020	Ba Gujrat Education	8449	bank payment	IT, Computers and TEST materials	Other IT, Computers and TEST	3000	1,400	00	BOB-04	9027 Delete
Edit 915565	20/04/2020	Vinod Patel&Co Pte Ltd	8450	bank payment	Library Books and Text Books	Other Library Costs	4000	422.44	00	944/127/923	9027 Delete
Edit 915581	20/04/2020	R.C.Manubhai pte ltd	8452	bank payment	Building and Compound Maintenance	Repairs and Maintenance - Grounds	2000	116.35	00	36300	simon_fin Delete
Edit 915812	20/04/2020	Emanuel NARAYAN	8454	bank payment	Building and Compound Maintenance	Other Building and Compound Maintenance	2000	250	00	01256	9027 Delete

A3.3.5 You can now edit the transaction as required and then select the “Update Expense” button.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details Finance Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here

Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#) .

Show Existing Expenses Expense IDs are generated for all MoE expenses, not just this school Print Saved Voucher

Transaction ID: 915581 VAT Rate: 9.0 %

Date: 20/04/2020 Payment Type: bank payment

Type of Expense: Building and Compound Maintenance - Repairs and Maintenance - Grounds

Invoice Number: 36300 Payee: R.C.Manubhai pte ltd

Expense Amount: \$116.35 Cheque Number: 8452

Last Saved By: simon_fin

[Update Expense](#) Cancel/Start New Save and Print

Detail Lines for this expense

Description	Amount	VAT
Materials for old canteen	116.35	0.00 Delete

A3.3.6 You will get a confirmation to confirm the editing was saved.

Note you will not be able to edit a transaction that from a reconciled month or that has been marked as presented on the bank reconciliation.

The screenshot shows the FEMIS system interface. At the top, there is a navigation bar with 'FEMIS -' and a 'Log Out' button. Below this are several tabs: 'School', 'Staff', 'Classes/Students', 'eExams', 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. Underneath, there are more specific tabs: 'Basic', 'Details', 'Finance', 'Infrastructure/Facilities', 'Supp Staff', 'P/T Staff', 'Docs', 'Leave', 'Library', 'Food and Canteen', 'Duke of Edinburgh/Sporting Facilities', 'Teacher Attendance', 'Surveys', 'School Inclusion', and 'WASH'. A secondary row of tabs includes 'Asset Register', 'Expenses (Vouchers)', 'Income', 'Bank Rec', 'Upload Bank Stmts', 'Annual Exp Summary', and 'Annual Inc Summary'. The main content area has a message: 'Enter EXPENSES (including Vouchers) here. **saved! Expense ID: 915581**'. Below this, there are links: 'Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).' There are also buttons for 'Show Existing Expenses' and 'Print Saved Voucher'. The form fields include: 'Transaction ID: NEW', 'Date: [input]', 'Payment Type: [dropdown]', 'Type of Expense: [dropdown]', 'Invoice Number: [input]', 'Expense Amount: \$0.00', 'Payee: [input]', 'Cheque Number: [input]', 'When: [input]', and 'Void This Cheque' button. On the right, there is a 'Detail Lines for this expense' section with 'Description: [input]', 'Detail Amount: [input]', and 'VAT: Yes No' radio buttons. At the bottom, there are 'Add NEW Expense' and 'Save and Print' buttons.

A3.3.7 Now you have completed editing a transaction – well done!

A4. Deleting an Expense or Income Transaction

A4.1 Background:

Schools may need to delete an expense or income in FEMIS for various reasons. These reasons may include the following:

- An error was made in the data entry of the income/expenditure in FEMIS
- A duplicate entry was made in FEMIS

The detailed steps for schools to complete this process are set out below – the example shown is for deleting an expenditure transaction however the same process applies for deleting income transactions.

A4.2 Before you start:

The following documents/information are required before editing expenditure or income transactions in FEMIS.

- Purchase Order, Payment Voucher, Supplier Invoice, Photocopy of cheque/remittance advice, and original receipts etc.

Note: It is not possible to delete a transaction in the following situations:

- The transaction is from a month where the monthly funds reconciliation (Bank Rec) has been already been completed in FEMIS (you can use the Void Expense Transaction Function to remove these transactions/cheques)
- The transaction has already been marked as presented in the monthly funds reconciliation (Bank Rec)

A4.3 Detailed instructions:

A4.3.1 On the main school screen in FEMIS select the Finance button.

FEMIS - [Log Out]

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Welcome! Show these dashboard indicators for: 2020

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Dear School Heads: The **new tuition fee free education grant formula** is now available in the **Finance shelf in the Online Library** under the **Resources** tab.

Number of Students:	675	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers:	0		
Number of teachers:	45	All Student Financial Assistance:	\$0.00
Teacher Pupil Ratio:	15.00	Average Teacher Age:	N/A
Number of Classes:	18	Main student absent reason:	Unknown

School	Primary	Secondary	District	National
Students:	675	155611	70222	17219 242821
Student Days Absent:	4527	552394	259984	85007 868691

Unapproved Disability Assessments Waiting For Approval

HT/Principal	DEO	SEO Spec. Ed.
0	0	0

This school does not have students registered in other schools at the same time.

You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248

A4.3.2 Select “Expenses (Vouchers)” button. This will bring up the Expense Transaction data entry screen.

FEMIS - [Log Out]

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here

Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).

Show Existing Expenses Expense IDs are generated for all MoE expenses, not just this school Print Saved Voucher

Transaction ID: **NEW** VAT Rate: 9.0 %

Date: [] Payment Type: [] **Detail Lines for this expense**

Type of Expense: [] Description: []

Invoice Number: [] Payee: [] Detail Amount: []

Expense Amount: **\$0.00** Cheque Number: [] VAT: Yes No

Adding more than one detail line Yes No

Last Saved By: [] When: []

A4.3.3 Select the "Show Existing Expenses" button

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here
 Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#).

Show Existing Expenses Expense IDs are generated for all MoE expenses, not just this school Print Saved Voucher

Transaction ID: **NEW** VAT Rate: 9.0 %

Date: Payment Type: **Detail Lines for this expense**

Type of Expense: Description:

Invoice Number: Payee: Detail Amount:

Expense Amount: **\$0.00** Cheque Number: VAT: Yes No

Adding more than one detail line Yes No

Last Saved By: When:

A4.3.4 This will bring up a listing of all existing transactions recorded in FEMIS for that financial year. You can navigate to find the transaction you want to delete by using the arrows. Select the Delete button to delete the transaction.

Note you will not be able to edit a transaction that from a reconciled month or that has been marked as presented on the bank reconciliation.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

List Existing Expense Transactions

Expenses in Year:

If you see a big blue arrow, click on the arrow to see other expenses. You can only see 10 expenses per page. Use the big blue arrows to move through many pages of expenses for this year. Use the Year selector above to see expenses in another year. Expenses are listed in date order.

Trans ID	Date	Payee	Cheque Number	Payment Type	Account Heading	Account	Acc #	Amount (\$)	VAT (\$)	Invoice No	Last Saved By
Edit 915556	20/04/2020	EFL	8447	bank payment	Administration and Office Operations	Electricity	1000	702.38	00	46925	9027 Delete
Edit 915557	20/04/2020	EFL	8448	bank payment	Administration and Office Operations	Electricity	1000	299.19	00	377	9027 Delete
Edit 915560	20/04/2020	Ba Gujrat Education	8449	bank payment	IT, Computers and TEST materials	Other IT, Computers and TEST	3000	1,400	00	BOB-04	9027 Delete
Edit 915565	20/04/2020	Vinod Patel&Co Pte Ltd	8450	bank payment	Library Books and Text Books	Other Library Costs	4000	422.44	00	944/127/923	9027 Delete
Edit 915581	20/04/2020	R.C.Manubhai pte ltd	8452	bank payment	Administration and Office Operations	Telephone/ Fax	1000	116.35	00	36300	9027 Delete
Edit 915812	20/04/2020	Emanuel NARAYAN	8454	bank payment	Building and Compound Maintenance	Other Building and Compound Maintenance	2000	250	00	01256	9027 Delete
Edit 912836	6/04/2020	sheenal singh	8419	bank payment	Administration and Office Operations	Wages/Salaries - Admin and Office	1000	401.93	00	pay 8 she	9027 Delete

A4.3.5 Now you have completed deleting a transaction – well done!

A5. Voiding a cheque or other payment

A5.1 Background:

Schools may need to void a cheque or payment in FEMIS for various reasons. These reasons may include the following:

- The cheque is stale (ie. more than six months old and not presented at the bank)
- The payment needs to be cancelled due to issues with the goods/services.

The detailed steps for schools to complete this process are set out below.

A5.2 Before you start:

The following documents/information are required before voiding an expense transaction:

- The payment documentation for the original transaction (e.g payment voucher, cheque butt etc)

Note: The cheque voiding process posts a negative expense at the date of the cancellation. If you want to just delete an expense transaction in the same month as it was created then please refer to the instructions for deleting expense transactions.

A5.3 Detailed instructions:

A5.3.1 On the main school screen in FEMIS select the Finance button.

FEMIS - [School Name] Log Out

Navigation: School | Staff | **Classes/Students** | eExams | Reports > | Teacher Subjects | Teacher Accounts | Resources | Maps | Help >

Sub-navigation: Basic | Detail | **Finance** | Infrastructure/Facilities | Supp Staff | P/T Staff | Docs | Leave | Library | Food and Canteen

Additional: Duke of Edinburgh/Sporting Facilities | Teacher Attendance | Surveys | School Inclusion | WASH

Welcome! Show these dashboard indicators for: 2020

A Good Place To Start is Here -> [Set Up Your School](#)

See the latest FEMIS updates by clicking [HERE](#)

Dear School Heads: The **new tuition fee free education grant formula** is now available in the **Finance** shelf in the **Online Library** under the **Resources** tab.

Number of Students:	675	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers:	0		
Number of teachers:	45	All Student Financial Assistance:	\$0.00
Teacher Pupil Ratio:	15.00	Average Teacher Age:	N/A
Number of Classes:	18	Main student absent reason:	Unknown

School	Primary	Secondary	District	National
Students:	675	155611	70222	17219 242821
Student Days Absent:	4527	552394	259984	85007 868691

This school does not have students registered in other schools at the same time.

You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248

Unapproved Disability Assessments Waiting For Approval		
HT/Principal	DEO	SEO Spec. Ed.
0	0	0

A5.3.2 Select Expenses (Vouchers) button, and then select the “Show Existing Expenses” button.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here
 Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#) .

Show Existing Expenses Expense IDs are generated for all MoE expenses, not just this school Print Saved Voucher

Transaction ID: NEW VAT Rate: 9.0 %
 Date: Payment Type:
 Type of Expense: Description:
 Invoice Number: Payee: Detail Amount:
 Expense Amount: \$0.00 Cheque Number: VAT: Yes No
 Void This Cheque **Adding more than one detail line** Yes No
 Last Saved By: When:

A5.3.3 Using the arrows you can find the cheque/expenditure item you want to cancel. Select edit on the left hand column to open the details of that transaction.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

List Existing Expense Transactions
 Expenses in Year: 2020

If you see a big blue arrow, click on the arrow to see other expenses. You can only see 10 expenses per page. Use the big blue arrows to move through many pages of expenses for this year. Use the Year selector above to see expenses in another year. Expenses are listed in date order.

Trans ID	Date	Payee	Cheque Number	Payment Type	Account Heading	Account	Acc #	Amount (\$)	VAT (\$)	Invoice No	Last Saved By	
Edit	915556	20/04/2020	EFL	8447	bank payment	Administration and Office Operations	Electricity	1000	702.38	00 46925	9027	Delete
Edit	915557	20/04/2020	EFL	8448	bank payment	Administration and Office Operations	Electricity	1000	299.19	00 377	9027	Delete
Edit	915565	20/04/2020	Vinod Patel&Co Pte Ltd	8450	bank payment	Library Books and Text Books	Other Library Costs	4000	422.44	00 944/127/923	9027	Delete
Edit	915581	20/04/2020	R.C.Manubhai pte ltd	8452	bank payment	Administration and Office Operations	Telephone/ Fax	1000	116.35	00 36300	9027	Delete
Edit	915812	20/04/2020	Emanuel NARAYAN	8454	bank payment	Building and Compound Maintenance	Other Building and Compound Maintenance	2000	250	00 01256	9027	Delete
Edit	2836	6/04/2020	sheenal singh	8419	bank payment	Administration and Office Operations	Wages/Salaries - Admin and Office	1000	401.93	00 pay 8 she	9027	Delete

- A5.3.4 Select “Void this Cheque” and enter the date of voiding the cheque.
 Note: you can’t enter a voiding date for a previous or future month (ie. you can only enter a date from current bank reconciliation month).

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register **Expenses (Vouchers)** Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Enter EXPENSES (including Vouchers) here

Go to Reports | Finance | Expense Detailed to get a printed report of expenses. Go to Reports | Finance | Application For Virement form or click [here](#) .

Show Existing Expenses **Expense IDs are generated for all MoE expenses, not just this school** Print Saved Voucher

VAT Rate: 9.0 %

Transaction ID: **912841**

Date: Payment Type:

Type of Expense: **Detail Lines for this expense**

Invoice Number: Payee: Description:

Expense Amount: **\$255.77** Cheque Number: Detail Amount:

VAT: Yes No

Last Saved By: 9027 When: 6/04/2020 12:35:00 PM

Void This Cheque Add Detail

Update Expense Cancel/Start New Save and Print

Description	Amount	VAT
gardners wages-(27/03/20-9/4/20)	255.77	0.00

- A5.3.5 This will void the expense transaction (removing the cheque from the unrepresented cheque listing) and post a negative transaction on the cancellation date against the original allocation that this was posted to. The expense/cheque voiding is now complete - well done!

SECTION B: UPDATING THE SCHOOL ASSET REGISTER

B1. Adding assets to the asset register in FEMIS

B1.1 Background:

All assets purchased by schools with a **value in excess of \$500** must be recorded in the school Asset Register on FEMIS in accordance with the School Management Handbook 2020. This process helps ensure that assets are recorded properly for audit purposes and should ensure better accountability and management of the assets.

The detailed steps for schools to complete this process are set out below.

B1.2 Before you start:

The following documents/information are required before entering an asset in the asset register.

- You will require the purchase documents (including the payment voucher, invoice, delivery documentation etc)
- It will be useful to have the actual asset on hand to assist with some data required

B1.3 Detailed instructions:

B1.3.1 On the main school screen in FEMIS select the Finance button.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Welcome! Show these dashboard indicators for: 2020

A Good Place To Start is Here -> [Set Up Your School](#)

See the latest FEMIS updates by clicking [HERE](#)

Dear School Heads: The new tuition fee free education grant formula is now available in the Finance shelf in the Online Library under the Resources tab.

Number of Students:	675	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers:	0		
Number of teachers:	45	All Student Financial Assistance:	\$0.00
Teacher Pupil Ratio:	15.00	Average Teacher Age:	N/A
Number of Classes:	18	Main student absent reason:	Unknown

School	Primary	Secondary	District	National
Students:	675	155611	70222	17219 242821
Student Days Absent:	4527	552394	259984	85007 868691

This school does not have students registered in other schools at the same time.

You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248

Unapproved Disability Assessments Waiting For Approval		
HT/Principal	DEO	SEO Spec. Ed.
0	0	0

B1.3.2 Select the “Asset Register” button. This will bring up the Asset Registration data entry screen.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

Asset Register

Please check the school management handbook for which assets get added to the register.

Show Existing Assets **Asset IDs are generated for all MoE assets, not just this school**

Asset ID: **NEW** Asset Description:

Asset Category:

Date of Acquisition:

Acquisition Mode:

Model:

Status:

Cost:

Serial Number:

Make:

Department:

Disposal Method:

Disposal Date:

Disposal Approved:

Last Saved By:

Last Saved When:

Saved By:

Saved When:

B1.3.3 Enter the details for each field on the asset registration data entry screen and then select the “Add New Asset” button. See detailed notes on each field below:

- Asset ID – this will be generated automatically
- Asset Category – choose the most appropriate category
- Date of Acquisition – this will be obtained from the purchase documentation
- Acquisition Mode – choose from Donation, Purchase, Transfer
- Status – choose from Disposed, In Use, Transferred
- Cost – enter the purchase price from the supplier invoice
- Asset Description – enter a detailed description
- Serial number - if applicable enter the asset serial number
- Make – enter the make (eg. Toyota)
- Model – enter the model (eg. Rav4)
- Department - enter the department that is responsible for the Asset

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Asset Register
 Please check the school management handbook for which assets get added to the register.
 Asset IDs are generated for all MoE assets, not just this school

Asset ID: **NEW** Asset Description: Hilux for school
 Asset Category: Vehicles
 Date of Acquisition: 1/9/20 Serial Number: XAPPAPAPA33434
 Acquisition Mode: Purchase Make: Toyota
 Model: Hilux Department: Logistics
 Status: In Use
 Cost: 50000

Disposal Method: Disposal Date:
 Disposal Approved:
 Last Saved By: Last Saved When:
 Saved By: Saved When:

B1.3.4 You will get a message to say the asset has been saved. You can check this by selecting show existing assets.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Asset Register **Saved! Asset ID: 12352**
 Please check the school management handbook for which assets get added to the register.
 Asset IDs are generated for all MoE assets, not just this school

Asset ID: **NEW** Asset Description:
 Asset Category:
 Date of Acquisition: Serial Number:
 Acquisition Mode: ...select Make:
 Model: Department:
 Status: ...select
 Cost: \$0.00

Disposal Method: Disposal Date:
 Disposal Approved:
 Last Saved By: Last Saved When:
 Saved By: Saved When:

B1.3.5 You can review the listing of existing assets to confirm it was added correctly.

FEMIS - [Log Out]

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt's Annual Exp Summary Annual Inc Summary

School Asset Register List

Assets Recorded in Year: 2020 Asset Status: In Use Create New Asset Not on This List

If you see a big blue arrow, click on the arrow to see other assets. You can only see 10 assets per page. Use the big blue arrows to move through many pages of assets for this year. Use the Year selector above to see assets in another year. Assets are listed in date order. **You can't delete an asset. Contact Finance and MEHA HQ for assistance in deleting an asset. Assets can be disposed by following the disposal process.**

Asset ID	Asset Type	Asset Description	Make	Model	Serial Number	Mode of Acquisition	Status	Disposal Method	Disposal Approved	Date of Acquisition	Historical Cost	Last Saved By	Last Saved When
Edit 12352	Vehicles	Hilux for school	Toyota	Hilix	XAPPAPAPA33434	Purchase	In Use		<input type="checkbox"/>	1/09/2020	\$50,000.00	9027	7/12/2020

B1.3.6 Now you have completed adding the asset to the asset register – well done!

B2. Disposal of Assets on the Asset Register in FEMIS

B2.1 Background:

Approval from PSEHA must be obtained before disposing of any fixed asset purchased with Grant Funds with an original cost of more than \$500. Fixed assets may be disposed in the following ways:

- Sale of the fixed asset;
- Transfer the fixed asset to another school or state entity; or
- Scrapping the fixed asset.

The detailed steps for schools to dispose of an asset in FEMIS are set out below.

Note: If you want to delete an asset that was added in error, you will need assistance from the MEHA Grants Unit. This document covers the disposal of assets when no longer in use.

B2.2 Before you start:

The following documents/information are required before disposing an asset in the asset register.

- Written approval of disposal by PSEHA
- Details of the disposal (including method, date etc)

B2.3 Detailed instructions:

B2.3.1 On the main school screen in FEMIS select the Finance button.

FEMIS - Log Out

School Staff **Classes/Students** eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Welcome! Show these dashboard indicators for: 2020

A Good Place To Start is Here -> [Set Up Your School](#)

See the latest FEMIS updates by clicking [HERE](#)

Dear School Heads: The new tuition fee free education grant formula is now available in the Finance shelf in the Online Library under the Resources tab.

Number of Students:	675	Missing Citizenship Data:	0
Missing Birth Cert (or passport) Numbers:	0	All Student Financial Assistance:	\$0.00
Number of teachers:	45	Average Teacher Age:	N/A
Teacher Pupil Ratio:	15.00	Main student absent reason:	Unknown
Number of Classes:	18		

School	Primary	Secondary	District	National
Students:	675	155611	70222	17219 242821
Student Days Absent:	4527	552394	259984	85007 868691

Unapproved Disability Assessments Waiting For Approval

HT/Principal	DEO	SEO Spec. Ed.
0	0	0

This school does not have students registered in other schools at the same time.

You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248

B2.3.2 Select the “Asset Register” button. This will bring up the Asset Registration data entry screen.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

Asset Register
 Please check the school management handbook for which assets get added to the register.
 Show Existing Assets **Asset IDs are generated for all MoE assets, not just this school**

Asset ID: **NEW** Asset Description:

Asset Category:

Date of Acquisition:

Acquisition Mode:

Model:

Status:

Cost:

Serial Number:

Make:

Department:

Disposal Method:

Disposal Date:

Disposal Approved:

Last Saved By:

Saved By:

Saved When:

B2.3.3 Select Show existing assets

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

Asset Register
 Please check the school management handbook for which assets get added to the register.
Show Existing Assets Asset IDs are generated for all MoE assets, not just this school

Asset ID: Asset Description:

Asset Category:

Date of Acquisition:

Acquisition Mode:

Model:

Status:

Cost:

Serial Number:

Make:

Department:

Disposal Method:

Disposal Date:

Disposal Approved:

Last Saved By:

Saved By:

B2.3.4 Now you need to select the asset you want to dispose. You can do this by selecting the Edit button beside the asset in the listing.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

School Asset Register List

Assets Recorded in Year: Asset Status:

If you see a big blue arrow, click on the arrow to see other assets. You can only see 10 assets per page. Use the big blue arrows to move through many pages of assets for this year. Use the Year selector above to see assets in another year. Assets are listed in date order. **You can't delete an asset. Contact Finance and MEHA HQ for assistance in deleting an asset. Assets can be disposed by following the disposal process.**

Asset ID	Asset Type	Asset Description	Make	Model	Serial Number	Mode of Acquisition	Status	Disposal Method	Disposal Approved	Date of Acquisition	Historical Cost	Last Saved By	Last Saved When
Edit 352	Vehicles	Hilux for school	Toyota	Hilux	XAPPAPAPA33434	Purchase	In Use		<input type="checkbox"/>	1/09/2020	\$50,000.00	9027	7/12/2020

B2.3.5 Change the status of the asset to “Disposed”, then enter the disposal method (scrapped, sold or transferred) and disposal date, and then select the “Update Asset” button

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Asset Register
 Please check the school management handbook for which assets get added to the register.
 Show Existing Assets **Asset IDs are generated for all MoE assets, not just this school**

Asset ID: **12352** Asset Description: Hilux for school
 Asset Category: Vehicles
 Date of Acquisition: 01/09/2020 Serial Number: XAPPAPAPA33434
 Acquisition Mode: Purchase Make: Toyota
 Model: Hilix Department: Logistics
 Status: **Disposed**
 Cost: 50000.00

Disposal Method: **Scrapped** Disposal Date: **129/10/20**
 Disposal Approved:
 Last Saved By: 9027 Last Saved When: 07/12/2020
 Saved By: 9027 Saved When: 07/12/2020

Update Asset Cancel/Start New

B2.3.6 You will get a message to confirm the asset has been updated as per the below.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

Asset Register saved! Asset ID: 12352
 Please check the school management handbook for which assets get added to the register.
 Show Existing Assets **Asset IDs are generated for all MoE assets, not just this school**

Asset ID: **NEW** Asset Description:
 Asset Category:
 Date of Acquisition: Serial Number:
 Acquisition Mode: ...select Make:
 Model: Department:
 Status: ...select
 Cost: \$0.00

Disposal Method: Disposal Date:
 Disposal Approved:
 Last Saved By: Last Saved When:
 Saved By: Saved When:

Add NEW Asset

B2.3.7 The asset disposal is pending. The disposal will need to be approved by the MEHA Grants unit. The disposal documents should be submitted with the approval from the PSEHA and MEHA grants until will mark the asset disposal as approved.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details Finance Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

Asset Register
 Please check the school management handbook for which assets get added to the register.
 Asset IDs are generated for all MoE assets, not just this school

Asset ID: **12352** Asset Description: Hilux for school
 Asset Category: Vehicles
 Date of Acquisition: 01/09/2020 Serial Number: XAPPAPAPA33434
 Acquisition Mode: Purchase Make: Toyota
 Model: Hilux Department: Logistics
 Status: Disposed
 Cost: 50000.00

Disposal Method: Scrapped Disposal Date: 29/10/20
 Disposal Approved:
 Last Saved By: 9027 Last Saved When: 07/12/2020
 Saved By: 9027 Saved When: 07/12/2020

B2.3.8 The asset has been updated, but not deleted from FEMIS. It is now stored as a disposed asset. If you want to view disposed assets you can select the “show existing assets” button.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details Finance Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

Asset Register
 Please check the school management handbook for which assets get added to the register.
 Asset IDs are generated for all MoE assets, not just this school

Asset ID: **NEW** Asset Description:
 Asset Category:
 Date of Acquisition:
 Acquisition Mode: ...select Make:
 Model: Department:
 Status: ...select
 Cost: \$0.00

Disposal Method: Disposal Date:
 Disposal Approved:
 Last Saved By:
 Saved By: Last Saved When:
 Saved When:

B2.3.9 Set the Asset Status to “Disposed”. This shows all disposed assets for the selected year.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen

Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmt Annual Exp Summary Annual Inc Summary

School Asset Register List

Assets Recorded in Year: 2020 Asset Status: Disposed Create New Asset Not on This List

If you see a big blue arrow, click on the arrow to see other assets. You can only see 10 assets per page. Use the big blue arrows to move through many pages of assets for this year. Use the Year selector above to see assets in another year. Assets are listed in date order. **You can't delete an asset. Contact Finance and MEHA HQ for assistance in deleting an asset. Assets can be disposed by following the disposal process.**

Asset ID	Asset Type	Asset Description	Make	Model	Serial Number	Mode of Acquisition	Status	Disposal Method	Disposal Approved	Date of Acquisition	Historical Cost	Last Saved By	Last Saved When
Edit 12352	Vehicles	Hilux for school	Toyota	Hilux	XAPPAPAPA33434	Purchase	Disposed	Scrapped	<input checked="" type="checkbox"/>	1/09/2020	\$50,000.00	9027	7/12/2020
Edit 12345	Computers	desc	make	model	serial	Donation	Disposed	Scrapped	<input checked="" type="checkbox"/>	2/02/2020	\$453,453.00	colin_fin	20/10/2020

B2.3.10 Now you have completed disposing of an asset – well done!

SECTION C: RECONCILIATIONS AND REPORTING

C1. Completing the Monthly Funds Reconciliation (Bank Reconciliation)

C1.1 Background:

All schools are required to complete a Monthly Funds Reconciliation in FEMIS in accordance with the School Management Handbook 2020. This process helps ensure that all transactions have been recorded accurately in FEMIS and provides information on grant balances remaining in schools.

The detailed steps for schools to complete this process are set out below.

C1.2 Before you start:

The following documents/information are required before entering in the opening balance.

- The bank statement for the entire month for which you are preparing the monthly funds reconciliation.
- You will also need to make sure all transactions (income and expenditure) have been entered into the FEMIS for the month for which you are preparing the monthly funds reconciliation.

C1.3 Detailed instructions:

C1.3.1 On the main school screen in FEMIS select the Finance button.

The screenshot shows the FEMIS main school screen. At the top, there is a header with 'FEMIS -' and a 'Log Out' button. Below the header is a navigation bar with buttons for 'School', 'Staff', 'Classes/Students', 'eExams', 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. Below this is another row of buttons: 'Basic', 'Details', 'Finance' (highlighted with a red circle), 'Infrastructure/Facilities', 'Supp Staff', 'P/T Staff', 'Docs', 'Leave', 'Library', and 'Food and Canteen'. Below that is a row of buttons: 'Duke of Edinburgh/Sporting Facilities', 'Teacher Attendance', 'Surveys', 'School Inclusion', and 'WASH'. The main content area starts with 'Welcome! Show these dashboard indicators for: 2020'. Below this is a section titled 'A Good Place To Start is Here ->' with a 'Set Up Your School' button. There is a link to 'See the latest FEMIS updates by clicking HERE'. A yellow banner contains a message: 'Dear School Heads: The new tuition fee free education grant formula is now available in the Finance shelf in the Online Library under the Resources tab.' Below the banner is a dashboard with various indicators: Number of Students: 675, Missing Citizenship Data: 0, Missing Birth Cert (or passport) Numbers: 0, Number of teachers: 45, All Student Financial Assistance: \$0.00, Teacher Pupil Ratio: 15.00, Average Teacher Age: N/A, Number of Classes: 18, Main student absent reason: Unknown. At the bottom, there is a table for 'School Primary Secondary District National' with columns for 'Students' and 'Student Days Absent'. To the right of this table is a section titled 'Unapproved Disability Assessments Waiting For Approval' with a table for 'HT/Principal', 'DEO', and 'SEO Spec. Ed.'. At the bottom left, there is a message: 'This school does not have students registered in other schools at the same time.' and 'You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248'.

HT/Principal	DEO	SEO Spec. Ed.
0	0	0

C1.3.2 Select the “Bank Rec” button. This should default to the earliest month for which the reconciliation has not been completed. You can select the month for which you are trying to prepare the reconciliation.
Please note reconciliations need to be done in order and you will not be able to complete a reconciliation for a given month if earlier month’s reconciliations have not been completed.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details **Finance** Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income **Bank Rec** Upload Bank Stmts Annual Exp Summary Annual Inc Summary

BANK RECONCILIATION PANEL

FEMIS TRANSACTIONS

Account: --All--
 Display: 30 rows Type: --All--
 From: 01/01/2020 To: 31/12/2020
 Amt From: Amt To:
 Text: Include Reconciled:
 Include Cancelled:

Incl/ Exp	Date	Cheque Number	Amount (\$)	Presentation Date	Rec
E	7/01/2020	8250	48.37		<input type="checkbox"/> Details
E	7/01/2020	8251	300.30		<input type="checkbox"/> Details
E	7/01/2020	8252	19.43		<input type="checkbox"/> Details
E	13/01/2020	8253	110.00		<input type="checkbox"/> Details
E	13/01/2020	8254	104.53		<input type="checkbox"/> Details
E	13/01/2020	8255	595.00		<input type="checkbox"/> Details
E	13/01/2020	8256	1750.00		<input type="checkbox"/> Details
E	13/01/2020	8257	5950.00		<input type="checkbox"/> Details
E	13/01/2020	8258	389.20		<input type="checkbox"/> Details

BANK STATEMENT TRANSACTIONS

Year: 2020 Month: **March**
 Cheque No:
 Display: 30 rows Type:
 Text: Refresh
 Opening Balance: 45000.00 Closing Balance: 8134.22
 Closing Balance is Correct

Presentation Date	Cheque Number	Withdrawals	Deposits	Balance
4/03/2020	8368	210.00		44790.00
4/03/2020	8376	243.05		44546.95
5/03/2020	8369	327.00		44219.95
6/03/2020	8381	50.80		44169.15
7/03/2020	8386	318.46		43850.69
7/03/2020	8370	104.53		43746.16
7/03/2020	8371	190.00		43556.16
7/03/2020	8372	56.00		43500.16
7/03/2020	8377	440.00		43060.16
7/03/2020	8365	345.00		42715.16

C1.3.4 The left hand side screen shows the transactions that have been entered in FEMIS but not yet marked as presented. The right hand side shows the bank statement transactions which we will enter over the following steps. Check that the opening balance matches the bank statement opening balance on the first day of the month for which you are preparing the reconciliation. If this doesn't match you should check that previous months have been prepared correctly.

BANK RECONCILIATION PANEL

FEMIS TRANSACTION

Account: --All--

Display: 30 rows Type: --All--

From: 01/01/2020 To: 31/12/2020

Amt From: Amt To:

Text: Include Reconciled: Include Cancelled:

Inc/ Exp Date	Cheque Number	Amount (\$)	Presentation Date	Rec
E 7/01/2020	8250	48.37		<input type="checkbox"/>
E 7/01/2020	8251	300.30		<input type="checkbox"/>
E 7/01/2020	8252	19.43		<input type="checkbox"/>
E 13/01/2020	8253	110.00		<input type="checkbox"/>
E 13/01/2020	8254	104.53		<input type="checkbox"/>
E 13/01/2020	8255	595.00		<input type="checkbox"/>
E 13/01/2020	8256	1750.00		<input type="checkbox"/>
E 13/01/2020	8257	5950.00		<input type="checkbox"/>
E 13/01/2020	8258	389.20		<input type="checkbox"/>

BANK STATEMENT TRANSACTIONS

Year: 2020 Month: March

Cheque No:

Display: 30 rows Type:

Text: Refresh

Opening Balance: 45000.00 Closing Balance: 8134.22

Closing Balance is Correct

Presentation Date	Cheque Number	Withdrawals	Deposits	Balance
4/03/2020	8368	210.00		44790.00
4/03/2020	8376	243.05		44546.95
5/03/2020	8369	327.00		44219.95
6/03/2020	8381	50.80		44169.15
7/03/2020	8386	318.46		43850.69
7/03/2020	8370	104.53		43746.16
7/03/2020	8371	190.00		43556.16
7/03/2020	8372	56.00		43500.16
7/03/2020	8377	440.00		43060.16
7/03/2020	8365	345.00		42715.16

C1.3.5 Using the bank statement, you can enter the presentation date for the relevant transactions on the left hand side of the screen (both revenue and expenses). This is done by entering the date and ticking the box next to the date. This will construct the school's monthly bank statement in FEMIS on the right hand side of the screen. Continue this process until all presentation dates have been entered for the month. Only the unpresented cheques at the end of the month will be remaining on the left side – you must check this carefully!

Note: If you find that some transactions on the bank statement are not listed as FEMIS transactions, then you will need to check if they have been entered in FEMIS. If they have not been entered do this first (via usual expenses or income process) and then continue with the reconciliation process.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details Finance Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

BANK RECONCILIATION PANEL

FEMIS TRANSACTIONS

Account: --All--
 Display: 30 rows Type: --All--
 From: 01/01/2020 To: 31/12/2020
 Amt From: Amt To:
 Text: Include Reconciled:
 Include Cancelled:

1 2 3 4	Inc/ Exp	Date	Cheque Number	Amount (\$)	Presentation Date	Rec
E	7/01/2020	8250	48.37			<input type="checkbox"/>
E	7/01/2020	8251	300.30			<input type="checkbox"/>
E	7/01/2020	8252	19.43			<input type="checkbox"/>
E	13/01/2020	8253	110.00	31/3/20		<input type="checkbox"/>
E	13/01/2020	8254	104.53			<input type="checkbox"/>
E	13/01/2020	8255	595.00			<input type="checkbox"/>
E	13/01/2020	8256	1750.00			<input type="checkbox"/>
E	13/01/2020	8257	5950.00			<input type="checkbox"/>
E	13/01/2020	8258	389.20			<input type="checkbox"/>

BANK STATEMENT TRANSACTIONS

Year: 2020 Month: March
 Cheque No:
 Display: 30 rows Type:
 Text: Refresh
 Opening Balance: 45000.00 Closing Balance: 8134.22
 Closing Balance is Correct

1 2	Presentation Date	Cheque Number	Withdrawals	Deposits	Balance
4/03/2020	8368	210.00		44790.00	
4/03/2020	8376	243.05		44546.95	
5/03/2020	8369	327.00		44219.95	
6/03/2020	8381	50.80		44169.15	
7/03/2020	8386	318.46		43850.69	
7/03/2020	8370	104.53		43746.16	
7/03/2020	8371	190.00		43556.16	
7/03/2020	8372	56.00		43500.16	
7/03/2020	8377	440.00		43060.16	
7/03/2020	8365	345.00		42715.16	

C1.3.6 Once you have entered all presentation dates the transactions on the right side should match up to your bank statement. Check that the closing bank balance from the school bank statement (last day of the month) matches your closing balance on FEMIS. If so, select the closing balance is correct button and confirm this.

Note: Please make sure this is correct as you can't go back on this step.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Basic Details Finance Infrastructure/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen
 Duke of Edinburgh/Sporting Facilities Teacher Attendance Surveys School Inclusion WASH

Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary

BANK RECONCILIATION PANEL

FEMIS TRANSACTIONS

Account: --All--
 Display: 30 rows Type: --All--
 From: 01/01/2020 To: 31/12/2020
 Amt From: Amt To:
 Text: Include Reconciled:
 Include Cancelled:

1 2 3 4	Inc/ Exp	Date	Cheque Number	Amount (\$)	Presentation Date	Rec
E	7/01/2020	8250	48.37			<input type="checkbox"/>
E	7/01/2020	8251	300.30			<input type="checkbox"/>
E	7/01/2020	8252	19.43			<input type="checkbox"/>
E	13/01/2020	8253	110.00	31/3/20		<input type="checkbox"/>
E	13/01/2020	8254	104.53			<input type="checkbox"/>
E	13/01/2020	8255	595.00			<input type="checkbox"/>
E	13/01/2020	8256	1750.00			<input type="checkbox"/>
E	13/01/2020	8257	5950.00			<input type="checkbox"/>
E	13/01/2020	8258	389.20			<input type="checkbox"/>

BANK STATEMENT TRANSACTIONS

Year: 2020 Month: March
 Cheque No:
 Display: 30 rows Type:
 Text: Refresh
 Opening Balance: 45000.00 Closing Balance: 8134.22
 Closing Balance is Correct

1 2	Presentation Date	Cheque Number	Withdrawals	Deposits	Balance
4/03/2020	8368	210.00		44790.00	
4/03/2020	8376	243.05		44546.95	
5/03/2020	8369	327.00		44219.95	
6/03/2020	8381	50.80		44169.15	
7/03/2020	8386	318.46		43850.69	
7/03/2020	8370	104.53		43746.16	
7/03/2020	8371	190.00		43556.16	
7/03/2020	8372	56.00		43500.16	
7/03/2020	8377	440.00		43060.16	
7/03/2020	8365	345.00		42715.16	

C1.3.7 Now you have marked the closing balance is correct, select the refresh button and you will be able to select the “Print Monthly Funds Reconciliation Report”. Select this button and review the report. Check that all balances match your bank statement, that the un-presented cheque listing is correct and that there are no unaccounted funds. Once this is correct you should obtain the approvals for the report as per the School Management Handbook 2020.

BANK RECONCILIATION PANEL

FEMIS TRANSACTIONS

Account: --All--
 Display: 30 rows Type: --All--
 From: 01/01/2020 To: 31/12/2020
 Amt From: Amt To:
 Text: Include Reconciled:
 Include Cancelled:

1	2	3	4
Inc/ Exp	Date	Cheque Number	Amount (\$)
E	7/01/2020	8250	48.37
E	7/01/2020	8251	300.30
E	7/01/2020	8252	19.43
E	13/01/2020	8253	110.00
E	13/01/2020	8254	104.53
E	13/01/2020	8255	595.00
E	13/01/2020	8256	1750.00
E	13/01/2020	8257	5950.00
E	13/01/2020	8258	389.20

BANK STATEMENT TRANSACTIONS

Year: 2020 Month: March
 Cheque No:
 Display: 30 rows Type:
 Text: Refresh
 Opening Balance: 45000.00 Closing Balance: 8134.22
 Print Monthly Funds Reconciliation Report
 Closing balance is correct

1	2	3	4	5
Presentation Date	Cheque Number	Withdrawals	Deposits	Balance
4/03/2020	8368	210.00		44790.00
4/03/2020	8376	243.05		44546.95
5/03/2020	8369	327.00		44219.95
6/03/2020	8381	50.80		44169.15
7/03/2020	8386	318.46		43850.69
7/03/2020	8370	104.53		43746.16
7/03/2020	8371	190.00		43556.16
7/03/2020	8372	56.00		43500.16
7/03/2020	8377	440.00		43060.16

C1.3.8 Now you have completed the monthly funds reconciliation process – well done! The new approach will automate the process including compliance reporting.

C2. Generating the Grant Worksheet to determine amount of grant payable to the school

C2.1 Background:

Payment of grants to schools are guided by the Policy on Financial Management Arrangements for Schools. <http://www.education.gov.fj/wp-content/uploads/2020/01/Financial-Management-Arrangements-for-Schools.pdf>

Article 10.1.1 to 10.1.5 of the Policy on Financial Management Arrangements for Schools defines the Grant Payment Conditions. These are as following:

- The School has a valid Grant Agreement with MEHA;
- The School’s audited Annual Financial Report (AFR) and Bank Account Confirmation Letter has been submitted to MEHA by 31 March each year;
- Records of the School’s Annual General Meeting (AGM) have been submitted to MEHA by 31 March each year;

- d. Class Audit completed in FEMIS by the School by week 5 of Term 1 and by week 4 of Term 2 and 3 respectively; and
- e. Expenditure made by the School up to the date of the proposed grant payment is recorded in FEMIS and bank reconciliation is up to date.

Articles 4.1 to 4.5 of the Policy on Financial Management Arrangements for Schools provide details on eligibility for the FEG and Articles 5.1 to 5.4 provide details on eligibility for the ECE Tuition Subsidy Grant.

The grant is calculated for all eligible students from audited school roll from the previous term. The school roll is audited when the class audit is completed in accordance with the FEMIS Training Manual and Policy. The grant is calculated based on the school roll at the date the FEMIS class audit is due to be completed. For term one, this is at the end of Week 5, and for terms two and three this is at the end of week 4.

The total paid for each type of tuition grant shall be determined by equitable formulae approved by the Permanent Secretary in consultation with the Honourable Minister. The amount paid per student depends on the number of students on the school roll. The formulae can be found at http://www.femis.gov.fj/docstorage/secure_library/Finance/05e33a99-f509-4187-811f-ce271e59aa72_New%20Tuition%20Fee%20Free%20Education%20Grant%202020.pdf

The detailed calculation for each school can be seen on the Grant Worksheet. The Grant Worksheet indicates the total number of students on the school roll based on class audit for the previous term. The school roll is then broken down further into eligible students and non-eligible students.

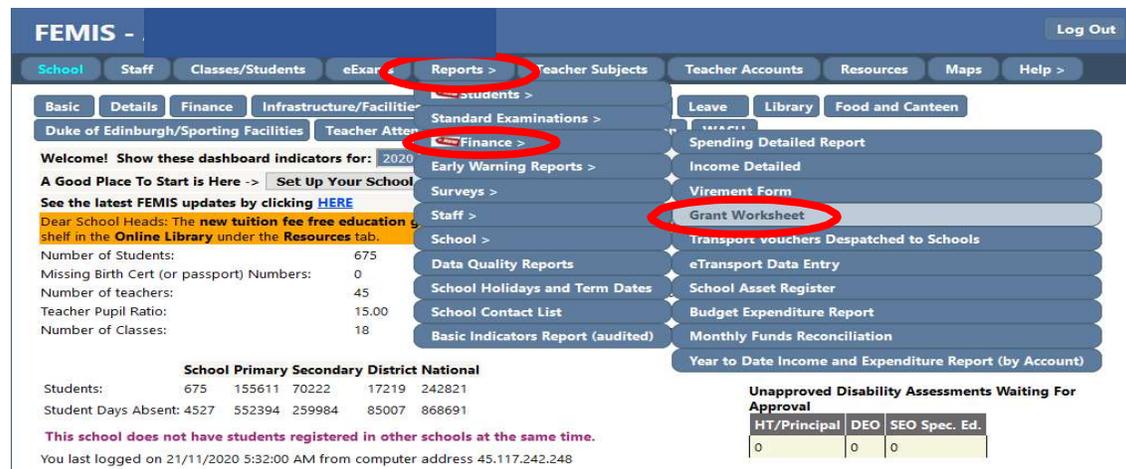
The instructions for generating the Grant Worksheet are set out below

C2.2 Before you start:

To determine the grant amount payable for any given term, the class audit must be completed in FEMIS for all classes and streams for the school for the previous term (refer to class audit instructions in the FEMIS user manual)

C2.3 Detailed instructions:

C2.3.1 On the main school screen in FEMIS select Reports>Finance>Grant Worksheet



C2.3.2 Select the year, district, school, school type and term that you want the grant information on. Enter the instalment payable percentage – this is 100% if you want to know the full grant payable for the term. Then select “Print” or “Get Spreadsheet”.

FEMIS - [Redacted] Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Grant Worksheet - This report breaks down the grant calculation for each student in a school.

Print a report that shows how the grant calculation is applied to your school.
The grant is not available for non citizens.

Year: 2020
District: --All--
School: [Redacted]
School Type: --All--
Term: 3
Instalment Payable Percent: 40 %

Print Get Spreadsheet Raw Data

C2.3.3 You can now download and review the report. Refer to the notes below for further explanation on this report.

C2.3.4 Now you have completed the generating the Grant Worksheet – well done!

Note on Students Ineligible for receiving School Grants

The eligibility of students is based on the Policy on Financial Management Arrangements for Schools. The categories shown for non-eligible students in the Grant Worksheet are as follows:

- a. Non-Citizens/Non-residents;
- b. Outside the permitted age-range;
- c. Two schools at the same time; and
- d. Non-eligible students appearing more than once.

Each of the categories is explained further below.

Non-Citizens/Non-residents - As per the Policy on Financial Management Arrangements for Schools only Fijian Students are eligible to receive the FEG or ECE Tuition Subsidy Grant. Students that do not hold Fijian Citizenship are included in this category.

Outside the permitted age-range - Registered ECE Centres receive a Tuition Subsidy Grant for each 5-year-old child as per the date ranges specified in the Preschool and Year 1 Enrolment Policy. The child must be turning five years old on before 30th of June of that school year (ie. within the preceding 12 months). Any student on the class audit that does not fall within the approved date rates is included as “outside the permitted age-range”. This is based on the date of births entered in FEMIS on the school rolls.

Two schools at one time - This includes students that have been recorded in more than one class audit.

This could be for the following reasons:

- a. A student is listed on the school roll at more than one school; or
- b. A student has been recorded in two streams at the same school.

Students that are recorded more than once on FEMIS are not counted in eligible students until the issue has been resolved.

Non-eligible students appearing more than once - This means a student has met more than one condition for being non-eligible for a grant. For example, the student is not a citizen and they have been recorded in two schools at one time.

A school can verify which students have been entered more than once on a school roll by generating a Data Quality Report for “Students entered twice in different schools”. This report lists all students have been entered more than once, and it will indicate whether the student is entered in two streams in the same school or if the student is entered twice in different schools.

C3. Generating the Budget Expenditure Report

C3.1 Background:

All schools are required to prepare a monthly Budget Expenditure Report in accordance with the School Management Handbook 2020. This process helps ensure that all stakeholders are aware of the remaining budget available for the school on each allocation.

The detailed steps for schools to complete this process are set out below.

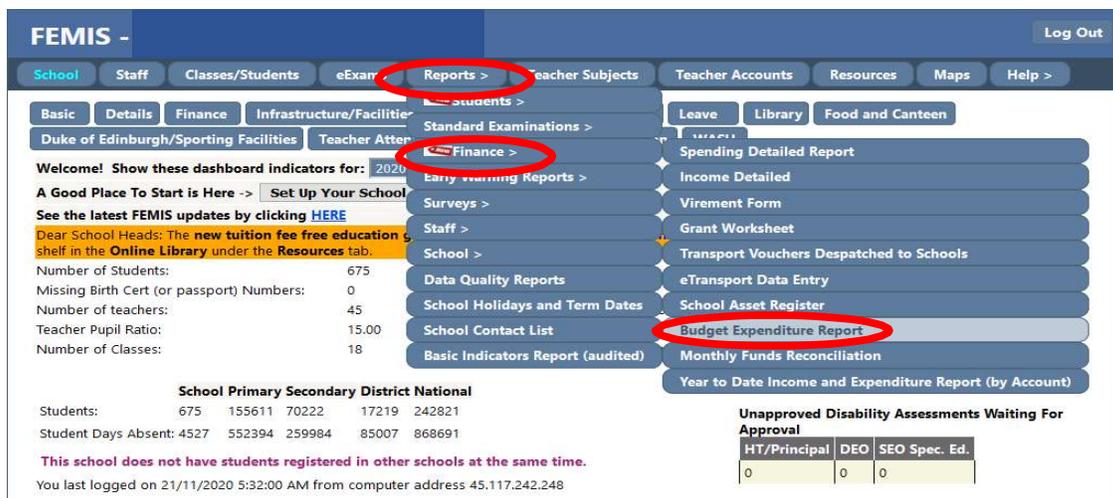
C3.2 Before you start:

The following documents/information are required before generating this report:

- *The monthly funds reconciliation must be completed before generating the Budget Expenditure Report.* This is important as this process ensures that all transactions have been posted into FEMIS before the report is generated.

C3.3 Detailed instructions:

C3.3.1 On the main school screen in FEMIS select Reports>Finance>Budget Expenditure Report



C3.3.2 Check the school is correct. Enter the date for which you want to generate the report. Generally, this is the last day of the month. Then select “Print” or “Get Spreadsheet”.

Note: It is important that the Monthly Funds Reconciliation (bank reconciliation) is completed up to the same date as this ensures FEMIS is up to date and accurate before generating the budget report.

C3.3.3 You can now download and review the report. You should obtain the approvals for the report as per the School Management Handbook 2020.

FEMIS Budget Expenditure Report

School Classification: --All-- District: --All-- School: [redacted] Up To: 31/8/2020



rep v 1.1

APPENDIX 13

At: 9/09/2020 3:21:21 PM

Funding Category	Original Allocation \$	Virements \$	Adjusted Allocation \$	Expenditure \$	Balance \$	Execution Rate %
Administration and Office Operations	\$560,502.14		\$560,502.14	\$23,198.69	\$537,303.45	4%
Building and Compound Maintenance	\$373,668.09		\$373,668.09	\$15,375.36	\$358,292.73	4%
Capital Works	\$0.00		\$0.00	\$0.00	\$0.00	0%
IT, Computers and TEST materials	\$280,251.07		\$280,251.07	\$29,855.83	\$250,395.24	11%
Library Books and Text Books	\$186,834.05		\$186,834.05	\$9,994.35	\$176,839.70	5%
Phys Ed, Arts, Music and Science Equipment	\$186,834.05		\$186,834.05	\$16,351.99	\$170,482.06	9%
Teaching and Learning Materials	\$280,251.07		\$280,251.07	\$4,691.14	\$275,559.93	2%
Totals	\$1,868,340.46		\$1,868,340.46	\$99,467.36	\$1,768,873.11	1

Prepared By:

Approved By:

Verified By:

School Bursar

School Head

School Manager

C3.3.4 Now you have completed the generating the budget expenditure report – well done!

C4. Generating the Year to Date Income and Expenditure Report (by Account)

C4.1 Background:

Schools may wish to see the total transactions posted to each income or expenditure account for the year to date. This will assist in managing the school budget and ensuring adherence to the percentages prescribed for each allocation category.

C4.2 Before you start:

The following documents/information are required before generating this report:

- *The monthly funds reconciliation must be completed before generating the Income or Spending Detailed Reports* This is important as this process ensures that all transactions have been posted into FEMIS before the report is generated.

C4.3 Detailed instructions:

C4.3.1 On the main school screen in FEMIS select Reports>Finance>Year to Date Income and Expenditure Report (by Account)

The screenshot shows the FEMIS main school screen. The navigation menu at the top includes 'School', 'Staff', 'Classes/Students', 'eExams', 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. The 'Reports >' menu is open, showing options like 'Students >', 'Standard Examinations >', 'Finance >', 'Early Warning Reports >', 'Surveys >', 'Staff >', 'School >', 'Data Quality Reports', 'School Holidays and Term Dates', 'School Contact List', and 'Basic Indicators Report (audited)'. The 'Finance >' option is selected, showing a list of reports: 'Spending Detailed Report', 'Income Detailed', 'Virement Form', 'Grant Worksheet', 'Transport Vouchers Despatched to Schools', 'eTransport Data Entry', 'School Asset Register', 'Budget Expenditure Report', 'Monthly Funds Reconciliation', and 'Year to Date Income and Expenditure Report (by Account)'. The 'Year to Date Income and Expenditure Report (by Account)' option is circled in red. Below the navigation menu, there are dashboard indicators for 2020, a 'Set Up Your School' button, and a table of school statistics. The table has columns for 'School', 'Primary', 'Secondary', 'District', and 'National'. The statistics include 'Students', 'Student Days Absent', and 'Unapproved Disability Assessments Waiting For Approval'.

	School	Primary	Secondary	District	National
Students:	675	155611	70222	17219	242821
Student Days Absent:	4527	552394	259984	85007	868691

Unapproved Disability Assessments Waiting For Approval			
HT/Principal	DEO	SEO	Spec. Ed.
0	0	0	

C4.3.2 Check the school is correct. Enter the date for which you want to generate the report. Generally, this is the last day of the month. Then select “Print” or “Get Spreadsheet”.

Note: It is important that the Monthly Funds Reconciliation (bank reconciliation) is completed up to the same date as this ensures FEMIS is up to date and accurate before generating the budget report.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Year to Date Income and Expenditure Report (by Account)

This report shows the total transactions posted against each account for the year to date.

District: --All-- Changing District will refresh the School list.

School Type: --All--

School: [Redacted]

Up to Date: 31/05/2020

Aggregate By: School

[Print](#) [Get Spreadsheet](#)

C4.3.3 You can now download and review the report.

FEMIS Year to Date Income and Expenditure Report (by Account) 

School Classification: --All-- District: --All-- School: [Redacted] Upto Date: '2020-May-31' Summary By: School

At: 27/11/2020 11:03:27 AM

Account no	Account Description	Income/ Expenditure YTD
Ba-Tavua		
9027	[Redacted]	
Administration and Office Operations		
	1002 Accounting/Audit Fees	\$2,000.00
	1008 FNPF - Admin and Office	\$1,199.18
	1009 Internet	\$313.59
	1012 Security	\$4,215.33
	1013 Telephone/ Fax	\$173.61
	1015 Wages/Salaries - Admin and Office	\$5,493.52
	1017 Other Admin and Office Expenses	\$4,596.84
	1019 Ink Toners	\$650.00
	1021 Electricity	\$3,950.32
	1022 Water Rates	\$468.00
	1024 School Events	\$1,148.30
Total Administration and Office Operations		\$24,208.69

C4.3.4 Now you have completed the generating the Year to Date Income and Expenditure Report – well done!

C5. Generating the Detailed Income/Spending Reports

C5.1 Background:

Schools stakeholders may wish to generate detailed income or spending reports to verify individual transactions for specific allocations or accounts.

The detailed steps for schools to complete this process are set out below.

Note: The explanation below is for the Spending Detailed Report - the same process applies for the Income Detailed Report.

C5.2 Before you start:

The following documents/information are required before generating this report:

- *The monthly funds reconciliation must be completed before generating the Income or Spending Detailed Reports* This is important as this process ensures that all transactions have been posted into FEMIS before the report is generated.

C5.3 Detailed instructions:

C5.3.1 On the main school screen in FEMIS select Reports>Finance>Spending Detailed Report

The screenshot shows the FEMIS main school screen. The navigation menu at the top includes 'School', 'Staff', 'Classes/Students', 'eExams', 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. The 'Reports >' menu is open, showing options like 'Students >', 'Standard Examinations >', 'Finance', 'Early Warning Reports >', 'Surveys >', 'Staff >', 'School >', 'Data Quality Reports', 'School Holidays and Term Dates', 'School Contact List', and 'Basic Indicators Report (audited)'. The 'Finance' option is selected, and the 'Spending Detailed Report' option is highlighted. The 'Spending Detailed Report' option is circled in red. The 'Basic Indicators Report (audited)' option is also circled in red. The 'Spending Detailed Report' option is also circled in red.

Number of Students: 675
Missing Birth Cert (or passport) Numbers: 0
Number of teachers: 45
Teacher Pupil Ratio: 15.00
Number of Classes: 18

School	Primary	Secondary	District	National
Students:	675	155611	70222	17219 242821
Student Days Absent:	4527	552394	259984	85007 868691

This school does not have students registered in other schools at the same time.

You last logged on 21/11/2020 5:32:00 AM from computer address 45.117.242.248

Unapproved Disability Assessments Waiting For Approval		
HT/Principal	DEO	SEO Spec. Ed.
0	0	0

C5.3.2 Check the school is correct. Enter the “from” and “to” date for which you want to generate the report. Then select “Get PDF” or “Get Excel”.

Note: It is important that the Monthly Funds Reconciliation (bank reconciliation) is completed up to the same date as this ensures FEMIS is up to date and accurate before generating the detailed report.

FEMIS - Log Out

School Staff Classes/Students eExams Reports > Teacher Subjects Teacher Accounts Resources Maps Help >

Expense Detailed Report
 This report provides a detailed breakdown of spending per school.

District: Changing district will refresh the school list.
 School Type:
 School:
 From:
 To:
 Payment Type:
 CoA Effective Date: ⓘ
 Account:
 Administration and Office Operations - Accounting/Audit Fees
 Administration and Office Operations - Bank Charges
 Administration and Office Operations - Conferences
 Administration and Office Operations - Electricity
 Administration and Office Operations - Entertainment& Refreshments
 Administration and Office Operations - Equipment Rental
 ⓘ **Hold down the <CTRL> key while clicking to select more than one school if several schools are listed.**

Summary Report:

C5.3.3 You can now download and review the report. Now you have generating the detailed report– well done!

FEMIS Spending Detailed Report



For School: ██████████ (see Grant Worksheet Report for grant calculation details)

For: 01/01/2020 to 31/10/2020

Payment Voucher ID	PV Date	Cheque Number	Payee	Payment Type	Payment Voucher Detail Amount
Administration and Office Operations					
Accounting/Audit Fees					
890246	18/02/20	8343	Nandha& Co	bank payment	\$2000.00
Total Accounting/Audit Fees					\$2000.00
Electricity					
871197	20/01/20	8269	energy Fiji Limited	bank payment	\$446.95
871202	20/01/20	8270	energy Fiji Limited	bank payment	\$193.34
871231	20/01/20	8273	Vision Marketing	bank payment	\$517.50
890236	18/02/20	8341	energy Fiji Limited	bank payment	\$565.57
890239	18/02/20	8342	EFL	bank payment	\$246.09
907467	17/03/20	8405	energy Fiji Limited	bank payment	\$661.97
907471	17/03/20	8406	energy Fiji Limited	bank payment	\$317.33

C6. Generating the Asset Register from FEMIS

C6.1 Background:

All assets purchased by schools with a **value in excess of \$500** must be recorded in the school Asset Register on FEMIS in accordance with the School Management Handbook 2020. This process helps ensure that assets are recorded properly for audit purposes and should ensure better accountability and management of the assets.

Printing the Asset Register on a regular basis and providing this to the School Management Committee and other key stakeholders will ensure that everyone is aware of the school assets

The detailed steps for schools to complete this process are set out below.

C6.2 Before you start:

The following documents/information are required before entering in the opening balance.

- All assets purchased to date should be added to the Asset Register.

C6.3 Detailed instructions:

C6.3.1 On the main school screen in FEMIS select Reports>Finance>School Asset Register

The screenshot shows the FEMIS main school screen. The navigation menu at the top includes 'School', 'Staff', 'Classes/Students', 'eExams', 'Reports >', 'Teacher Subjects', 'Teacher Accounts', 'Resources', 'Maps', and 'Help >'. The 'Reports >' menu is expanded, showing 'Students >', 'Standard Examinations >', 'Finance', 'Early Warning Reports >', 'Surveys >', 'Staff >', 'School >', 'Data Quality Reports', 'School Holidays and Term Dates', 'School Contact List', and 'Basic Indicators Report (audited)'. The 'Finance' option is selected, and its sub-menu is displayed, including 'Spending Detailed Report', 'Income Detailed', 'Virement Form', 'Grant Worksheet', 'Transport Vouchers Despatched to Schools', 'eTransport Data Entry', 'School Asset Register', 'Budget Expenditure Report', 'Monthly Funds Reconciliation', and 'Year to Date Income and Expenditure Report (by Account)'. The 'School Asset Register' option is highlighted with a red circle. The main content area shows dashboard indicators for 2020, a 'Set Up Your School' button, and a table of school statistics for Primary, Secondary, District, and National levels. A table titled 'Unapproved Disability Assessments Waiting For Approval' is also visible, with columns for HT/Principal, DEO, and SEO Spec. Ed., and values of 0 for each.

HT/Principal	DEO	SEO Spec. Ed.
0	0	0

C6.3.2 Check the school is correct. Then select “Print” or “Get Spreadsheet”.

C6.3.3 You can now download and review the report.

FEMIS School Asset Register

School Classification: --All-- District: --All-- School: [Redacted]



At: 9/09/2020 4:14:04 PM

Classification	District	Code	Name	Asset ID	Asset Type	Assets Desc	Make	Model
Secondary	Ba-Tavua	9027	[Redacted]	12347	Equipment	desc	2/2/20	model
Secondary	Ba-Tavua	9027	[Redacted]	12349	Vehicles	School vehicle	Toyota	Rav 4

C6.3.4 Now you have generated the Asset Register Report – well done!