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.

FEMIS -					Log Out
School Staff Classes/Students	eExams Reports >	Teacher Subjects	Teacher Ac	counts Resources	Maps Help >
Basic Details Finance Infrastructu Duke of Edinburgh/Sporung Facilities Te Welcome! Show these dashboard indicators A Good Place To Start is Here -> Set Up Y	re/Facilities Supp acher Attendance S for: 2020 S pur School	Staff P/T Staff Do irveys School Inclu	cs Leave sion WASH	Library Food and C	Canteen
See the latest FEMIS updates by clicking HE	RE				
Dear School Heads: The new tuition fee free shelf in the Online Library under the Resource	education grant formu es tab.	a is now available in the	Finance		
Number of Students:	675 Missing Citi	enship Data:	0		
Missing Birth Cert (or passport) Numbers:	0				
Number of teachers:	45 All Student I	inancial Assistance:	\$0.00		
Teacher Pupil Ratio:	15.00 Average Tea	cher Age:	N/A		
Number of Classes:	18 Main studer	t absent reason:	Unknown		
School Primary Second	ary District National				
Students: 675 155611 70222	17219 242821		L L	napproved Disability	Assessments Waiting For
Student Days Absent: 4527 552394 259984	85007 868691		4	pproval	
This school does not have students register	ed in other schools at	the same time.	l.	0 0 0	o spec. ed.

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

FEMIS -						Log Out
School Staff Cl	asses/Students eExams	Reports > Te	acher Subjects	Teacher Accounts	Resources	Maps Help >
Basic Details Fin Duke of Edinburgh/Spc	ance Infrastructure/Facilities Teacher Attend	Supp Staff F ance Surveys	P/T Staff Docs School Inclusio	Leave Library on WASH	Food and Cante	en
Asset Register Expe	nses (Vouchers)	nk Rec Upload	Bank Stmts 🚺 A	nnual Exp Summary	Annual Inc Summ	ary
Enter INCOME here	I Income Detailed Report to get a n	ice printed report	of income			
Show Existing Income	I income Detailed Report to get a li	Transaction ID:	NEW TRANSAC	TION		
Date:	6	Chart of Accounts	:: 🔍			
Description:		Detail Amount:				
		-	No dollar signs	or commas.		
Save Transaction	Save and Start New Transaction	I.,	Cancel/Start N	lew		
Last Saved By:		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)

FEMIS -		Log Out
School Staff Classes/Students eExams R	Reports > Teacher Subjects Teacher Accounts Resources Maps	Help >
Basic Details Finance Infrastructure/Facilities Duke of Edinburgh/Sporting Facilities Teacher Attenda	Supp Staff P/T Staff Docs Leave Library Food and Canteen nce Surveys School Inclusion WASH	
Asset Register Expenses (Vouchers)	k Rec 📘 Upload Bank Stmts 📔 Annual Exp Summary 📔 Annual Inc Summary	
Enter INCOME here		
Go to Reports Financial Income Detailed Report to get a ni	ce printed report of income.	
Show Existing Income	Transaction ID: NEW TRANSACTION	
Date:	Chart of Account vel Grant Income - Free Education Grants (Pri and Sec)	
Description: It Term 2 first installment	Detail Amount: 1400	
Save Transaction Last Saved By:	No dollar signs or commas. Cancel/Start New When:	

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

FEMIS -						Log Out
School Staff	Classes/Students eExams	Reports > Tea	cher Subjects	Teacher Accounts	Resources	Maps Help >
Basic Details F Duke of Edinburgh/S	Inance Infrastructure/Facilities porting Facilities Teacher Attend	Supp Staff P.	/T Staff Docs School Inclusio	Leave Library n WASH	Food and Cantee	n
Asset Register Ex	penses (Vouchers) Income Ba	nk Rec 🛛 Upload I	Bank Stmts 🛛 Ai	nnual Exp Summary	Annual Inc Summa	ary
Enter INCOME here Sa Go to Reports Financi	ved! Transaction Number: 13216 al Income Detailed Report to get a r	nice printed report o	f income.			
Show Existing Income		Transaction ID:	13216			
Date: Description:	4/11/20	Chart of Accounts:	Grant Income -	Free Education Grants (Pri and Sec)	<u>~</u>
			No dollar signs	or commas.		
Save Transaction	Save and Start New Transaction		Cancel/Start N	ew		
Last Saved By:		When:				

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 Ou
School Staff C	asses/Stude	ents	eExams	Reports > Teacher Subject	ts Teacher	Accounts	Resources	Maps	Help >
Basic Details Fin Duke of Edinburgh/Spo	ance Inf rting Facili	rastructu ties Te	re/Facilitie acher Atte	es Supp Staff P/T Staff D ndance Surveys School Inc	ocs Leave usion WAS	Library H	Food and Can	iteen	
Welcome! Show these	lashboard i	ndicators	for: 2020						
A Good Place To Start is	Here ->	Set Up Ye	our Schoo	1					
See the latest FEMIS up	lates by clic	king HE	RE						
Dear School Heads: The shelf in the Online Libra	wew tuition y under the	fee free Resource	education es tab.	grant formula is now available in t	ne Finance				
Number of Students:			675	Missing Citizenship Data:	0				
Missing Birth Cert (or pas	sport) Num	bers:	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				
Sci	ool Primar	y Second	ary Distric	t National					
Students: 67	155611	70222	17219	242821		Unapprove	d Disability Ass	essments V	Vaiting For
Student Days Absent: 45	7 552394	259984	85007	868691		Approval			amorna e (1860
This school does not h	ive student	s register	ed in othe	r schools at the same time.		H1/Princip	pai DEO SEO S	pec. Ed.	
You last logged on 21/11	/2020 5:32:0	0 AM fro	m compute	r address 45.117.242.248		0	10 10		

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

FEMIS -					Log Out					
School Staff Cla	asses/Students eEx	ams Reports >	Teacher Subjects	Teacher Accounts Resource	es 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 (Expendence) Enter EXPENSES (includir Go to Reports Finance I	Asset Register (Expenses (Voucher)) 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 gener	ated for all MoE expe	nses, not just this schoo	Print Saved Voucher						
Transaction ID:	NEW			VAT Rate: 9.0 %						
Date: 1		Payment Type:		Detail Lines for this expension	se					
Type of Expense:				Description:						
Invoice Number:		Payee:		Detail Amount:						
Expense Amount:	\$0.00	Cheque Number:		VAT:	O Yes No					
		Void This Cheque		Adding more than one det	ail 🔿 Yes 🖲 No					
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 thank one detail line: Select Yes if you want to add multiple lines to the

expense transaction

FEMIS -						Log O
School Staff	Classes/Students	eExams Reports >	Teacher Subjects	Teacher Ac	ccounts Resources	Maps Help >
Basic Details Fi Duke of Edinburgh/Sp	nance Infrastructu porting Facilities Te	ure/Facilities Supp Staff eacher Attendance Survey:	P/T Staff Docs s School Inclusion	Leave WASH	Library Food and Cant	teen
Asset Register	penses (Vouchers) ding Vouchers) here	Income Bank Rec Uplo	ad Bank Stmts 🚺 Ann	ual Exp Su	mmary 🛛 Annual Inc Sum	mary
io to Reports Finance	Expense Detailed to	get a printed report of expens	es. Go to Reports Fin	ance Appli	ication For Virement form of	r click <u>here</u> .
o to Reports Finance Show Existing Expense	Expense Detailed to	get a printed report of expense enerated for all MoE expense	es. Go to Reports Fin es, not just this school	ance Appli	ication For Virement form of Print Saved Voucher	r click <u>here</u> .
o to Reports Finance Show Existing Expense ransaction ID:	Expense Detailed to Expense IDs are g	get a printed report of expense enerated for all MoE expense	es. Go to Reports Fin	iance Appli	ication For Virement form of Print Saved Voucher VAT Rate: 9.0 %	r click <u>here</u> .
to to Reports Finance Show Existing Expense ransaction ID: ate:	e Expense Detailed to Expense IDs are g NEW 4/11/20	get a printed report of expens enerated for all MoE expense Payment Type:	es. Go to Reports Fin s, not just this school bank payment	ance Appli	ication For Virement form of Print Saved Voucher VAT Rate: 9.0 % Detail Lines for this expe	r click <u>here</u> .
o to Reports Finance Show Existing Expense ransaction ID: ate:	Expense Detailed to Expense IDs are g NEW 4/11/20 Administration and	get a printed report of expens enerated for all MoE expense Payment Type: d Office Operations - Office Stat	es. Go to Reports Fin es, not just this school bank payment tioneries	ance Appli	ication For Virement form or Print Saved Voucher VAT Rate: 9.0 % Detail Lines for this exper Description:	r click <u>here</u> . ense Stationary for teaching
o to Reports Finance Show Existing Expense ransaction ID: ate: /pe of Expense: voice Number:	Expense Detailed to Expense IDs are g NEW 4/11/20 Administration and 3333322	get a printed report of expens enerated for all MoE expense Payment Type: d Office Operations - Office Stat	es. Go to Reports Fin es, not just this school bank payment tioneries	ance Appli	ication For Virement form or Print Saved Voucher VAT Rate: 9.0 % Detail Lines for this exper Description: Detail Amount:	r click <u>here</u> . ense Stationary for teaching 14000
o to Reports Finance Show Existing Expense ransaction ID: ate: pe of Expense: voice Number: xpense Amount:	Expense Detailed to Expense IDs are g NEW 4/11/20 Administration and 33333322 \$0.00	get a printed report of expens enerated for all MoE expense Payment Type: d Office Operations - Office Stat Payee: Cheque Number:	es. Go to Reports Fin es, not just this school bank payment tioneries AAA Stationary 3458	iance Appli	ication For Virement form of Print Saved Voucher VAT Rate: 9.0 % Detail Lines for this experies Description: Detail Amount: VAT:	r click <u>here</u> , ense Stationary for teaching 14000 © Yes O No
o to Reports Finance Show Existing Expense ransaction ID: ate: ype of Expense: woice Number: xpense Amount:	Expense Detailed to Expense IDs are g NEW 4/11/20 Administration and 33333322 \$0.00	get a printed report of expens enerated for all MoE expense Payment Type: d Office Operations - Office Stat Payee: Cheque Number: Void This Cheque	es. Go to Reports Fin es, not just this school bank payment tioneries AAA Stationary 3458	iance Appli	ication For Virement form of Print Saved Voucher VAT Rate: 9.0 % Detail Lines for this experies Description: Detail Amount: VAT: Adding more than one	r click <u>here</u> . Stationary for teaching 14000 © Yes O No Place
o to Reports Finance Show Existing Expense ransaction ID: wate: ype of Expense: nvoice Number: xpense Amount: ast Saved By:	Expense Detailed to Expense IDs are g NEW 4/11/20 Administration and 33333322 \$0.00	get a printed report of expens enerated for all MoE expense Payment Type: d Office Operations - Office Stat Payee: Cheque Number: Void This Cheque When:	es. Go to Reports Fin es, not just this school bank payment tioneries AAA Stationary 3458	ance Appli	ication For Virement form or Print Saved Voucher VAT Rate: 9.0 % Detail Lines for this expo Description: Detail Amount: VAT: Adding more than one detail line	r click <u>here</u> . Stationary for teaching 14000 © Yes O No © Yes O No

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

FEMIS -							Log Out		
School Staff Cl	asses/Students	eExams Reports >	Teacher Subjects	Teacher Acco	unts Resources	Maps	Help >		
Basic Details Fin Duke of Edinburgh/Spo	ance Infrastruct orting Facilities 1	ture/Facilities Supp Sta Teacher Attendance Surv	off P/T Staff Docs veys School Inclusio	Leave Li n WASH	ibrary Food and (Canteen			
Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary Enter EXPENSES (including Vouchers) here swed! 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 expe	nses, not jus <mark>t t</mark> his scho	ol	Print Saved Vouche	r			
Transaction ID:	916822				VAT Rate: 9.0 %				
Date: 0	4/11/20	Payment Type:	bank payment	~	Detail Lines for this	s expense			
Type of Expense:	Administration an	d Office Operations - Office	Stationeries	~	Description:				
Invoice Number:	33333322	Payee:	AAA Stationary		Detail Amount:				
Expense Amount:	\$14,000.00	Cheque Number:	3458		VAT:	● Yes ○ No			
		Void This Cheque							
Last Saved By:		When:			Add Detail				
Update Expense	Cancel/Start New	N	Save and Print		Description Stationary for teach	Amount V/	AT ^		

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 - Log Out										
School Staff	Class	ses/Stude	ints	eExams	Reports > Teacher Subjec	ts Teacher	Accounts	Resources	Maps	Help >
Basic Details Duke of Edinburg	Financ	ie Inf	rastructu ties Te	re/Facilitie acher Atte	s Supp Staff P/T Staff C ndance Surveys School Inc	ocs Leave Iusion WAS	Library H	Food and Can	teen	
Welcome! Show th A Good Place To St	ese das art is H	hboard in ere -> S	et Up Yo	for: 2020						
See the latest FEMI Dear School Heads: shelf in the Online L	S updat The new	es by clic v tuition inder the	fee free (Resource	education is tab.	grant formula is now available in t	he Finance				
Number of Students	:			675	Missing Citizenship Data:	0				
Missing Birth Cert (o	r passp	ort) Numi	pers:	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				
	Schoo	Primar	y Second	ary Distric	t National					
Students:	675	155611	70222	17219	242821		Unapprove	d Disability Ass	essments Wai	ting For
Student Days Absen	t: 4527	552394	259984	85007	868691		Approval		non Ed	
This school does n	ot have	students	register	ed in othe	r schools at the same time.		HT/Princi	par DEO SEO S	pec. ed.	
You last logged on 2	21/11/20	20 5:32:0	0 AM from	m compute	r address 45.117.242.248		0	0 0		

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

FEMIS -					Log Ou
School Staff Cla	asses/Students el	xams Reports > To	eacher Subjects 🔪 Tea	cher Accounts Resources	Maps Help >
Basic Details Fina Duke of Edinburgh/Spo	nce Infrastructure rting Facilities Teac	/Facilities Supp Staff	P/T Staff Docs Lea School Inclusion V	ave Library Food and Can WASH	teen
Asset Register (Expe Enter EXPENSES (includir Go to Reports Finance	nses (Vouchers) Inc ng Vouchers) here Expense Detailed to ge	ome Bank Rec Upload	Bank Stmts Annual	Exp Summary Annual Inc Sum	mary r click <u>here</u> .
Show Existing Expenses	Expense IDs are gene	erated 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
		Void This Cheque		Adding more than one detail line	○Yes
Last Saved By:		When:			

A3.3.3 Select the "Show Existing Expenses" button

FEMIS -					Log Out				
School Staff	Classes/Students	eExams Reports >	Teacher Subjects Te	acher 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	penses (Vouchers)	Income Bank Rec Uplo	ad Bank Stmts 🚺 Annua	Exp Summary Annual Inc Sum	nmary				
Go to Reports Finance	ding Vouchers) here	get a printed report of expens	ies. Go to Reports Financ	e Application For Virement form o	or click <u>here</u> .				
Show Existing Expense	es E pense IDs are g	enerated for all MoE expense	es, 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:	OYes ◉No				
		Void This Cheque		Adding more than one detail line	○Yes ●No				
Last Saved By:		When:							
Add NEW Expense			Save and Print						

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 Cla	asses/Students	eExam	s Repo	rts > Teacher S	ubjects Teacher	Accoun	ts Res	ource	es Maps	Help	>
Basic D Duke of Edi	etails Fin: nburgh/Spo	ince Infrastr rting Facilities	ucture/Faci Teacher A	lities Si Attendance	upp Staff P/T Sta Surveys Scho	ff Docs Leave ol Inclusion WASH	Libi I	ary Foo	d and	l Canteen		
Asset Regis	ter Expe	nses (Vouchers)	Income	Bank Re	c Upload Bank S	Stmts Annual Exp :	Summa	ry Annu	al Inc	: Summary		
List Existing	Expense Tra	nsactions	2020		Create New Eyne	inse Not on This List						
If you see a b	ig blue arrov	v, click on the arr	ow to see o	ther expens	es. You can only see	10 expenses per pag	e. Use l	he big blue	arro	ws to move th	rough man	y pages
of expenses f	or this year.	Use the Year sel	ector above	to see expe	nses in another year	 Expenses are listed 	in date	order.				
						2						
Trans ID	Date	Payee	Cheque Number	Payment Type	Account Heading	Account	Acc #	Amount (\$)	VAT (\$)	Invoice No	Last Saved By	
<u>Edit</u> 915556	20/04/2020	EFL	8447	bank payment	Administration and Office Operations	Electricity	1000	702.38	00	46925	9027	<u>Delete</u>
Edit 915557	20/04/2020	EFL	8448	bank payment	Administration and Office Operations	Electricity	1000	299.19	00	377	9027	Delete
<u>Edit</u> 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	<u>Delete</u>
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
<u>Edit</u> 15581	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
<u>Edit</u> 915812	20/04/2020	Emanual 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 eEx	kams Reports >	Teacher Subjects Teacher Acco	ounts Resources Maps Help >								
Basic Details F Duke of Edinburgh/S	inance Infrastructure/ porting Facilities Teach	Facilities Supp Staff er Attendance Survey	P/T Staff Docs Leave L s School Inclusion WASH	ibrary Food and Canteen								
Asset Register Expenses (Vouchers) Income Bank Rec Upload Bank Stmts Annual Exp Summary Annual Inc Summary Enter EXPENSES (including Vouchers) here Income 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: 0	20/04/2020	Payment Type:	bank payment	Detail Lines for this expense								
Type of Expense:	Building and Compoun	d Maintenance - Repairs ar	nd Maintenance - Grounds	Description:								
Invoice Number:	36300	Payee:	R.C.Manubhai pte ltd	Detail Amount:								
Expense Amount:	\$116.35	Cheque Number:	8452	VAT: O Yes No								
Last Saved By:	simon_fin	Void This Cheque When:	4/11/2020 1:54:00 PM	Add Detail								
Update Expense	Cancel/Start New		Save and Print	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.

FEMIS -						Log Out						
School Staff C	lasses/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	ing Vouchers) Expense Detailed to Expense IDs are g	Income Bank Rec Uplo saved! Expense ID: 915581 get a primee report or expense enerated for all MoE expense	ead Bank Stmts Ar ses. Go to Reports F es, not just this school	inual Exp Summary inance Application Fo ol Print S	Annual Inc Sun r Virement form o aved Voucher	nmary or click <u>here</u> .						
Transaction ID:	NEW			VAT Rate	e: 9.0 %							
Date:		Payment Type:		✓ Detail	Detail Lines for this expense							
Type of Expense:				Descrip	tion:							
Invoice Number:		Payee:		Detail A	mount:							
Expense Amount:	\$0.00	Cheque Number:		VAT:		OYes ◉No						
Last Saved By:		Void This Cheque When:		Adding detail I	more than one	⊖Yes ◉No						
Add NEW Expense			Save and Print									

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

A4. Deleting an Expense or Income Transaction

A4.1Background:

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 Subject	s Teacher	Accounts Resources Maps Help >
Basic Details Finance Infrastruc Duke of Edinburgh/Sporting Facilities	ure/Faciliti eacher Atte	es Supp Staff P/T Staff D ndance Surveys School Incl	ocs Leave usion WAS	Library Food and Canteen
Welcome! Show these dashboard indicate	rs for: 202	0 🔽		
A Good Place To Start is Here -> Set Up	our Schoo	1		
See the latest FEMIS updates by clicking H	RE			
Dear School Heads: The new tuition fee fre shelf in the Online Library under the Resour	education ces tab.	grant formula is now available in the	e Finance	
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 Secon	dary Distrie	t National		
Students: 675 155611 70222	17219	242821		Unapproved Disability Assessments Waiting For
Student Days Absent: 4527 552394 25998	4 85007	868691		Approval
This school does not have students regist	ered in othe	er schools at the same time.		HT/Principal DEO SEO Spec. Ed.
You last logged on 21/11/2020 5:32:00 AM fr	om compute	er address 45.117.242.248		

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

FEMIS -					Log Ou
School Staff C	lasses/Students	Exams Reports >	Teacher Subjects	Teacher Accounts Resources	Maps Help >
Basic Details Fit	nance Infrastructur orting Facilities Tea	e/Facilities Supp Staf cher Attendance Surve	f P/T Staff Docs rys School Inclusion	Leave Library Food and Ca n WASH	inteen
Asset Register Exp Enter EXPENSES (includ Go to Reports Finance	ing Vouchers) In Ing Vouchers) here	come Bank Rec Up	load Bank Stmts Ar	inual Exp Summary Annual Inc Su	or click <u>here</u> .
Show Existing Expenses	Expense IDs are get	nerated for all MoE expen	ses, not just this schoo	ol Print Saved Voucher	
Transaction ID: Date:	NEW	Payment Type:		VAT Rate: 9.0 %	
Type of Expense: Invoice Number:	-	Pavee:		Description: Detail Amount:	
Expense Amount:	\$0.00	Cheque Number:		VAT:	○Yes ● No
		Void This Cheque		line	○ Yes
Last Saved By: Add NEW Expense		When:	Save and Print		

A4.3.3 Select the "Show Existing Expenses" button

FEMIS -				Log Out							
School Staff	Classes/Students	eExams Reports > Teacher S	ubjects 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	(Vouchers)	Income Bank Rec Upload Bank S	tmts Annual Exp Summary Annual Inc Su	mmary							
Enter EXPENSES (inclu	uding Vouchers) here										
Go to Reports Financ	e Expense Detailed t	o get a printed report of expenses. Go to	Reports Finance Application For Virement form	or click <u>here</u> .							
Show Existing Expens	es 🖻 pense IDs are	generated for all MoE expenses, not just	t this school Print Saved Voucher								
Transaction ID:	NEW		VAT Rate: 9.0 %								
Date: 0		Payment Type:	Detail Lines for this expense								
Type of Expense:			Description:								
Invoice Number:		Payee:	Detail Amount:								
Expense Amount:	\$0.00	Cheque Number:	VAT:	OYes ◉No							
		Void This Cheque	Adding more than one detail	⊖Yes ● No							
Last Saved By:		When:									
Add NEW Expense		Save and	Print								

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 Cla	asses/Students	eExams	Repor	ts > Teacher Su	ıbjects Teacher A	ccounts	Reso	urces	Maps	Help	>
Basic De Duke of Edi Asset Regis	etails Fina nburgh/Spo ter Expe	nce Infrastru rting Facilities I nses (Vouchers)	icture/Facil Teacher A Income	ities Su ttendance Bank Ree	pp Staff P/T Staff Surveys Schoo : Upload Bank St	f Docs Leave Inclusion WASH	Librar	ry Food Annual	and C Inc S	anteen ummary		
List Existing	Expense Tra	nsactions	2020		County New Design	the statute where state						
If you see a b	ear: ig blue arrov	click on the arro	w to see of	her expense	S. You can only see	10 expenses per page.	Use the	big blue a	rrows	to move thro	ugh mar	iv pages
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	<u>Delete</u>
Edit 915557	20/04/2020	EFL	8448	bank payment	Administration and Office Operations	Electricity	1000	299.19	00	377	9027	<u>Delete</u>
<u>Edit</u> 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	<u>Delete</u>
<u>Edit</u> 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	<u>Delete</u>
<u>Edit</u> 915581	20/04/2020	R.C.Manubhai pte ltd	8452	bank payment	Administration and Office Operations	Telephone/ Fax	1000	116.35	00	36300	9027	<u>Delete</u>
<u>Edit</u> 915812	20/04/2020	Emanual 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 navment	Administration and	Wages/Salaries - Admin and Office	1000	401.93	00	pay 8 she	9027	<u>Delete</u>

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:

FEMIS -						Log Out
School Staff Classes/Students	eExams Rep	orts > Teacher Subjects	Teacher	Accounts Reso	urces Maps	Help >
Basic Detail: Finance Infrastructu Duke of Edinburgh/Sporting Facilities Te	acher Attendance	Supp Staff P/T Staff Do	ics Leave ision WASI	Library Food	and Canteen	
A Good Place To Start is Here Set Un X	for: 2020 ~					
See the latest FEMIS updates by clicking HE	RE					
Dear School Heads: The new tuition fee free shelf in the Online Library under the Resource	education grant f	ormula is now available in th	Finance			
Number of Students:	675 Missir	ıg Citizenship Data:	0			
Missing Birth Cert (or passport) Numbers:	0					
Number of teachers:	45 All Stu	dent Financial Assistance:	\$0.00			
Teacher Pupil Ratio:	15.00 Avera	ge Teacher Age:	N/A			
Number of Classes:	18 Main	student absent reason:	Unknown			
School Primary Second	ary District Natio	nal				
Students: 675 155611 70222	17219 24282	21		Unapproved Disab	ility Assessments	Waiting For
Student Days Absent: 4527 552394 259984	85007 86869	21		Approval		
This school does not have students register You last logged on 21/11/2020 5:32:00 AM fro	red in other schoo m computer addre	ols at the same time. ess 45.117.242.248		0 0	0 SEO Spec. Ed.	

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

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 S	Subjects Teacher Accounts Resources	Maps Help >
Basic Details Duke of Edinburgh/S	Finance Infrastru Sporting Facilities	cture/Facilities Supp Staff P/T Sta Teacher Attendance Surveys Scho	ff Docs Leave Library Food and Ca ool Inclusion WASH	inteen
Asset Registe	uding Vouchers)	Income Bank Rec Upload Bank	Stmts Annual Exp Summary Annual Inc Su	mmary
Go to Reports Finance	ses P pense IDs are	o get a printed report of expenses. Go to generated for all MoE expenses, not just	t this school Print Saved Voucher	or click <u>here</u> .
Transaction ID:	NEW		VAT Rate: 9.0 %	
Date: 0		Payment Type:	Detail Lines for this expense	
Type of Expense:			Description:	
Invoice Number:		Payee:	Detail Amount:	
Expense Amount:	\$0.00	Cheque Number:	VAT:	O Yes
		Void This Cheque	Adding more than one detail line	○Yes ●No
Last Saved By:		When:		
Add NEW Expense		Save and	1 Print	

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.



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 -								Lo	g Out			
School Staff Cl	asses/Students	eExams Reports >	Teacher Subjects	Teacher A	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:	912841			VAT	Rate: 9.0 %							
Date: 🕕	06/04/2020	Payment Type:	bank payment	V De	tail Lines fo	r this expense	6					
Type of Expense:	Building and Comp	pound Maintenance - Wages,	/Salaries - Building and (Compc ~ De	scription:	_						
Invoice Number:	pay 8 kam	Payee:	Kamlesh Achari	De	tail Amount:							
Expense Amount:	\$255.77	Cheque Number:	8421	VA	Т:	○ Yes	No					
Last Saved By: Update Expense	9027 Cancel/Start Nev	Void This Cheque When: v	9/9/20 6/04/2020 12:35:00 Save and Print	PM	Add Detail Des Irdners wage	s-cription s-(27/03/20-9/4	Amou 4/20) 255.77	nt VAT 0.00 <u>Dele</u>	∧ te ∨			

A5.3.5 This will void the expense transaction (removing the cheque from the unpresented 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 -										Lo	g Out
School Staff	Class	es/Stude	nts	eExams	Reports > Teacher Subje	cts Teacher	Accounts	Resources	Maps	Help >)
Basic Detail:	Finano /Sporti	ng Facilit	rastructu ies Te	re/Facilitie acher Atte	s Supp Staff P/T Staff	Docs Leave clusion WAS	Library H	Food and Car	iteen		
Welcome! Show th	ese das	hboard in	dicators	for: 2020							
A Good Place To St	art is He	ere -> S	et Up Yo	our School	1						
See the latest FEMI	S updat	es by clic	king HEF	RE							
Dear School Heads: shelf in the Online L	The nev ibrary u	v tuition inder the	fee free (Resource	education is tab.	grant formula is now available in	the Finance					
Number of Students	1			675	Missing Citizenship Data:	0					
Missing Birth Cert (o	r passp	ort) Numł	pers:	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					
	Schoo	I Primary	Second	ary Distric	t National						
Students:	675	155611	70222	17219	242821		Unapprove	d Disability As	essments W	aiting For	
Student Days Absen	it: 4527	552394	259984	85007	868691		Approval		Ed.		
This school does n	ot have	students	register	ed in othe	r schools at the same time.		Princip	al DEO SEO S	pec. za.		
You last logged on 2	21/11/20	20 5:32:0	AM from	n compute	r address 45.117.242.248		0	0 0	19		

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 Map	ıs Help >
Basic Details F Duke of Edinburgh/S	inance Infrastructu porting Facilities Tee	re/Facilities Supp Staff P/T Staff Docs Leave Library Food and Canteen	
Asset Register Ex	penses (Vouchers) 📘 li	1come 🛛 Bank Rec 🗍 Upload Bank Stmts 🗍 Annual Exp Summary 🗍 Annual Inc Summary	
Asset Register			
Show Existing Assets	Asset IDs are generat	tor which assets get added to the register. ed for all MoE assets not just this school	
	,		
Asset ID:	NEW	Asset Description:	
Asset Category:	~		
Date of Acquisition:		Serial Number:	
Acquisition Mode:	select v	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			

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 eE	ixams Reports	> Teacher Subject	s Teacher A	ccounts	Resources	Maps	Help >
Basic Details F Duke of Edinburgh/S	inance Infrastructure, porting Facilities Teac	/Facilities Supp her Attendance	Staff P/T Staff D Surveys School Incl	ocs Leave Ision WASH	Library	Food and Ca	nteen	
Asset Register Ex Asset Register Please check the school Show Existing Assets	management handbook for Asset IDs are generated	ome Bank Rec or which assets get a I for all MoE assets,	upload Bank Stmts added to the register. , not just this school	Annual Exp Su	immary	Annual Inc Su	nmary	
Asset ID:	NEW		As	set Description:	Hilux for	school		
Asset Category:	Vehicles ~							
Date of Acquisition:	1/9/20]	Se	rial Number:	XAPPAPA	PA33434		
Acquisition Mode:	Purchase ~		M	ake:	Toyota			
Model:	Hilix]	D	partment:	Logistics			
Status:	In Use 🗸							
Cost:	50000							
Disposal Method:	~		Di	sposal Date:	10		1	
			Di	sposal Approved	l: 🗌			
Last Saved By:			La	st Saved When:				
Saved By:			Sa	ved When:				
Add NEW Asset								

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 eEx	ams Reports	> Teacher Subject	ts Teacher A	ccounts	Resources	Maps	Help >
Basic Details Duke of Edinburgh/	Finance Infrastructure/I Sporting Facilities Teach	Facilities Supper Suppe	p Staff P/T Staff D Surveys School Incl	ocs Leave usion WASH	Library	Food and C	anteen	
Asset Register E	xpenses (Vouchers) Inco	me 🛛 Bank Rec	Upload Bank Stmts	Annual Exp Su	ummary	Annual Inc Su	immary	
Asset RegisterSaved! Please check the school	Asset ID: 12352	r which assets get	added to the register.					
Show Existing Assets	sset IDs are generated	for all MoE assets	s, not jus <mark>t</mark> this school					
Asset ID:	NEW		A	sset Description:]	
Asset Category:	~						-	
Date of Acquisition:			S	erial Number:				
Acquisition Mode:	select v		N	lake:				
Model:			D	epartment:				
Status:	select ~							
Cost:	\$0.00							
Disposal Method:	~		D	isposal Date:]	
			D	isposal Approvec	i: 🗌			
Last Saved By:			La	ast Saved When:				
Saved By: Add NEW Asset			Si	aved When:				

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

FEMIS													Log Ou
School	Staff	Classes/Stud	dents	eExar	ns Reports >	Teacher	Subject	s Teac	her Account	s Resourc	ces Map	xs H	elp >
Basic Duke of E	Details dinburgh/	Finance Ir Sporting Faci	ifrastruc	ture/Fa	cilities Supp S Attendance Su	Staff P/T St Irveys Sch	aff Do ool Inclu Stmts	ocs Leav usion W	ve Libra ASH	ry Food an	d Canteen		
School Ass	et Register	r List		Incom		oprote can			vb pannari		c balling y		
Assets Reco	rded in Ye	ar:	20	20 🐱	Asset Status	: In L	se ~		Create New	Asset Not on	This List		
f you see a assets for th MEHA HQ	big blue a iis year. U or assista	rrow, click on t se the Year se nce in deletin	the arrov lector ab g an ass	v to see ove to s et. Asse	other assets. You ee assets in anoth ts can be dispose	can only see 1 er year. Asse d by followin	0 assets ts are lis g the dis	per page. ted in date sposal proc	Use the big order. You ess.	blue arrows to can't delete a	move throug n asset. Con	gh many tact Fina	pages of nce and
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			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 Subject	s Teacher	Accounts	Resources	Maps	Help >
Basic Detail: Finance Infrastruc Duke of Edinburgh/Sporting Facilities	ure/Facilitie eacher Atte	es Supp Staff P/T Staff D ndance Surveys School Incl	ocs Leave usion WAS	Library H	Food and Cant	teen	
Welcome! Show these dashboard indicato	rs for: 2020						
A Good Place To Start is Here -> Set Up	our School						
See the latest FEMIS updates by clicking H	RE						
Dear School Heads: The new tuition fee free shelf in the Online Library under the Resour	education ces tab.	grant formula is now available in t	e Finance				
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 Secon	dary Distric	t National					
Students: 675 155611 70222	17219	242821		Unapprove	d Disability Asso	ssments Wa	iting For
Student Days Absent: 4527 552394 25998	4 85007	868691		Approval			
This school does not have students regist	ered in othe	r schools at the same time.		HT/Princip	pal DEO SEO S	pec. Ed.	
You last logged on 21/11/2020 5:32:00 AM fr	om compute	r address 45.117.242.248		0		5	

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 Repo	rts > Teacher Subjects Teacher Accou	nts Resources Maps	Help >
Basic Details F Duke of Edinburgh/S	nance Infrastructure/Facilities St porting Facilities Teacher Attendance	Ipp Staff P/T Staff Docs Leave Lib	rary Food and Canteen	
Asset Register Asset Register Please check the school Show Existing Assets	penses (Vouchers) Income Bank Re management handbook for which assets g Asset IDs are generated for all MoE ass	c Upload Bank Stmts Annual Exp Summa et added to the register. ets, not just this school	ary 🛛 Annual Inc Summary	
Asset ID:	NEW	Asset Description:		
Date of Acquisition: Acquisition Mode:	select v	Serial Number:		
Model: Status: Cost:	select ~ \$0.00	Department:		
Disposal Method:		Disposal Date:		
Last Saved By: Saved By: Add NEW Asset		Last Saved When: 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 Infrastructu	rre/Facilities Supp St acher Attendance Sur	aff P/T Staff Docs veys School Inclusic	Leave Library on WASH	Food and Cante	en
Asset Register E Asset Register Please check the school Show Existing Assets	xpenses (Vouchers) 1 ol management handboo Asset IDs are generat	k for which assets get add	Jpload Bank Stmts A led to the register. ot just this school	nnual Exp Summary	Annual Inc Summ	ary
Asset ID:	NEW		Asset	Description:		
Asset Category:	~					
Date of Acquisition:			Serial	Number:		
Acquisition Mode:	select v		Make	:		
Model:			Depa	rtment:		
Status:	select ~					
Cost:	\$0.00					
Disposal Method:	~		Dispo	sal Date:		
			Dispo	sal Approved:		
Last Saved By:			Last S	aved When:		
Add NEW Accet			Savec	i vvnen:		

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/Stud	lents	eExar	ns Reports >	Teacher	Subject	s Teac	her Account	s Resourc	es Map	s H	elp >
Basic Duke of Ec	Petails linburgh/	Finance In Sporting Facil	ifrastruc	ture/Fa Teacher	cilities Supp Attendance S	Staff P/T Si urveys Sch	aff Da	ocs Leav usion W	/e Libra /ASH	ry Food an	d Canteen		
School Asse	t Register	r List	ciliens/	meenn	E Dalik Ket	opioad ballk	Junes	Annuar E	xp Summar		e ounnary		
Assets Reco	ded in Ye	ar:	20	20 😽	Asset Status	s: In L	Jse ~	-	Create New	Asset Not on	This List		
If you see a assets for th MEHA HQ f	big blue a is year. U or assista	rrow, click on t se the Year sel nce in deletin	the arrov lector ab g an ass	v to see ove to s et. Asse	other assets. You ee assets in anoth ts can be dispose	i can only see 1 ier year. Asse ed by followin	0 assets ets are lis g the di	per page. sted in date sposal proc	Use the big order. You cess.	blue arrows to can't delete a l	move throug n asset. Con	gh many tact Fina	pages of nce and
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 1 352	Vehicles	Hilux for school	Toyota	Hilix	XAPPAPAPA33434	Purchase	In Use			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 I	Maps Help >
Basic Details Details Duke of Edinburgh/	Finance Infrastructure/Facilities Sporting Facilities Teacher Attenda	Supp Staff P/T Staff Docs Leave Ince Surveys School Inclusion WASH	Library Food and Cantee	n
Asset Register E	kpenses (Vouchers) Income Bar	nk Rec Upload Bank Stmts Annual Exp S	ummary Annual Inc Summa	ary
Please check the school	I management handbook for which ass	ets get added to the register.		
Show Existing Assets	Asset IDs are generated for all Mo	E 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 V			
Cost:	50000.00			
Disposal Method:	Scrapped	Disposal Date:	29/10/20	
		Disposal Approve	d: 🛄	
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 Ma	aps Help >
Basic Details Duke of Edinburgh/	Finance Infrastructure/Facilities Sporting Facilities Teacher Attend xpenses (Vouchers) Income Ba	Supp Staff P/T Staff Docs ance Surveys School Inclusion	Leave Library on WASH	Food and Canteen	
Asset Regist (paved! Please check the school Show Existing Assets Asset ID:	Asset ID: 12352 or management handbook for which as Asset IDs are generated for all Mo	sets get added to the register. E assets, not just this school	Description:		
Asset Category: Date of Acquisition: Acquisition Mode: Model:	select ~	Seria Make Depa	I Number:		
Status: Cost:	select ~ \$0.00				_
Disposal Method: Last Saved By: Saved By: Add NEW Asset	×	Dispr Dispr Last Saver	osal Date: osal Approved: Saved When: d When:		

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 Sub	ects Teacher A	ccounts	Resources	Maps	Help >
Basic Details	inance Infrastructu	re/Facilitie	s Supp St	aff P/T Staff	Docs Leave	Library	Food and Ca	nteen	
Duke of Edinburgh/S	porting Facilities Tea	acher Atter	ndance Sur	veys School I	nclusion WASH				
							à		
Asset Register Ex	penses (Vouchers)	ncome	Bank Rec	Jpload Bank Stm	ts Annual Exp Si	ummary	Annual Inc Su	mmary	
Asset Register									
Please check the school	I management handbook	k for which	assets get ado	led to the register					
Show Existing Assets	Asset IDs are generat	ted for all N	MoE assets, no	ot just this schoo	4				
Asset ID:	12352				Asset Description:	Hilux for	school		
Asset Category:	Vehicles ~								
Date of Acquisition:	01/09/2020				Serial Number:	XAPPAPA	APA33434		
Acquisition Mode:	Purchase ~				Make:	Toyota			
Model:	Hilix				Department:	Logistics	8		
Status:	Disposed ~								
Cost:	50000.00								
Disposal Method:	Scrapped ~				Disposal Date:	29/10/20			
	No desta de la constanción de la const			•	Disposal Approved	:			
Last Saved By:	9027				Last Saved When:	07/12/20	20		
Saved By:	9027				Saved When:	07/12/20	20		
Update Asset	Cancel/Start New								

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 C	Dut
School Staff	Classes/Students eExams Report	ts > Teacher Subjects Teacher Accounts Resources Maps Help >	
Basic Details Duke of Edinburgh/	Finance Infrastructure/Facilities Sup Sporting Facilities Teacher Attendance	pp Staff P/T Staff Docs Leave Library Food and Canteen Surveys School Inclusion WASH	
Asset Register E Asset Register Please check the school Show Existing Assets	prenses (Vouchers) Income Bank Rec of management handbook for which assets get Asset IDs are generated for all MoE asset	Upload Bank Stmts Annual Exp Summary Annual Inc Summary t added to the register. ts, 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			

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

FEI	MIS													Log Out
Scho	ol (Staff (lasses/Stude	ents	eExam	s Reports >	Teacher	Subjects	Teache	r Accounts	Resource	es Map	Aaps H h ry cugh many [contact Finan g contact Finan By .00 9027 3.00 colin_fir	lp >
Bas Dul	ic D te of Ed	etails Fin inburgh/Sp	nance Inf	rastruct ties T	ure/Faci eacher A	lities Supp St Attendance Sur	aff P/T Starveys Sch	aff Docs ool Inclusi	Leave	Librar SH	y Food and	d Canteen		
Scho	ol Asse	ster Exp t Register L	enses (Vouch ist	ners)	Income	Bank Rec	Upload Bank	Stmts A	innual Exp	Summary	Annual In	c Summary		
If you asset	see a l s for thi	oig blue arro s year. Use	ow, click on th the Year sele	e arrow ctor abo	to see o	ther assets. You c e assets in another	an only see T r year. Asse	o assets pe ts are listed	r page. Us d in date or	e the big b der. You c	lue arrows to an't delete ar	move throug a asset. Cont	h many p act Finan	ages of ce and
	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
<u>Edit</u>	12352	Vehicles	Hilux for school	Toyota	Hilix	XAPPAPAPA33434	Purchase	Disposed	Scrapped		1/09/2020	\$50,000.00	9027	7/12/2020
Edit	12345	Computers	desc	make	model	serial	Donation	Disposed	Scrapped		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.



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.

FEM	FEMIS - Log Out														
School	Staff	Classes/Studen	ts eExa	ims Re	ports >	Tea	acher Subjec	ts	Teacher	r Accoun	ts Reso	ources	Maps	Help) >
Basic Duke o Asset	Details f Edinburgl Register	Finance Infra h/Sporting Facilitie Expenses (Vouche	structure/Fa s Teache	acilities r Attendanc	Supp Stafi	ys oad	7T Staff I School Inc Bank Stmts	Docs Iusio	Leave m WAS	Libr SH	ary Food	and Car	nteen		
BANKE	ECONCILI	TION PANEL				100000									
FEMIS T	RANSACTI	ONS						BA		EMENT	RANSACT	IONS			
Account	:							Yea	ar:	2020	~	١	vionth:	March	1 ~)
All							~	Ch	eque No:						
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Amt From	n:		Amt To:												
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1234	1						Ĩ						Closing E	lalance is	Correct
Inc/Eve	Date	Cheque Number	mount (\$)	Presentation	Date	Re	-		12						
F	7/01/2020	8250	48.37	resentation	Dute		Details	Ē	Presentatio	on Date	Cheque Nur	nber Wit	hdrawals	Deposits	Balance
- F	7/01/2020	8251	300 30			17	Details	4	/03/2020	8	368		210.00		44790.00
-	7/01/2020	0251	10.40			╬	Details	4	4/03/2020	8	376	9	243.05		44546.95
2	7/01/2020	8252	19,43			╢	Details	5	5/03/2020	8	3369		327.00		44219.95
E	13/01/2020	8253	110.00				<u>Details</u>	6	5/03/2020	8	3381		50.80		44169.15
E	13/01/2020	8254	104.53				<u>Details</u>	1	7/03/2020	8	3386	_	318.46		43850.69
E	13/01/2020	8255	595.00				Details	7	/03/2020	8	3370	9	104.53		43746.16
E	13/01/2020	8256	1750.00				Details	7	//03/2020		3371		190.00		43556.16
E	13/01/2020	8257	5950,00				Details	Ľ	1/03/2020	2	3372		36.00		43000.16
-	12/01/2020	9259	290 20			17	Details	Í	/03/2020	3	365	-	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.

FEN	/IIS -													1	Log Out
Schoo	l Staff	Classes/Stud	ients eEx	ams Rep	orts >	Tea	cher Subje	ects	Teach	er Acc	ounts Res	ources	Maps	Help) >
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BANK	RECONCILIA	TION PANEL						I							
FEMIS	TRANSACTI	OND							BANK STA	TEME	NT TRANSACT	TIONS			
Accou	int:							1	/ear:	20.	20 🗸	N	vionth:	March	n v
All-	2							~ (Cheque No						
Displa	v: 30 r	ows	Type:	[All		~	- I	Display:	30	rows		vne:		
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inom.	01/01/2	.020] 10.		51,12,2020										
Amt Fr	om:		Amt Io:		_					-		1			
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			Include Ca	ancelled:				E	Dpening Balance:	450	00.00	E	Closing Balance:	8134.2	22
12	34												Closing E	Balance is	Correct
Inc/ E	xp Date	Cheque Numb	er Amount (\$)	Presentation	Date	Rec	25 <u></u> 2		12						
E	7/01/2020	8250	48.37				Details		Presenta	tion Da	ate Cheque Nu	mber Wit	hdrawals	Deposits	Balance
E	7/01/2020	8251	300.30			10	Details		4/03/2020	0	8368		210.00	-	44790.00
F	7/01/2020	8252	19.43			10	Details		4/03/2020	0	8376		243.05		44546.95
-	12/01/2020	0252	110.00			는	Details		5/03/2020	0	8369		327.00		44219.95
5 2	15/01/2020	0235	110.00			븜	Details		6/03/2020	0	8381	92	50.80		44169.15
E	13/01/2020	8254	104.53			14	Details		7/03/2020		8386	-	318.46		43850.69
E	13/01/2020	8255	595,00				<u>Details</u>		7/03/2020))	0271	92	104.53		43740.10
E	13/01/2020	8256	1750.00				<u>Details</u>		7/03/2020)	8372		56.00		43500.16
E	13/01/2020	8257	5950.00				Details		7/03/2020)	8377		440.00		43060.16
F	13/01/2020	8258	389.20			1	Details		7/03/2020	0	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.

Log Ou	L											s -	FEMI
>	Help >	s Maps	Resources	r Accounts	Teache	cher Subject	Tea	ports >	ams Repo	ents eEx	Classes/Studer	Staff	School
		Canteen Summary	Food and Annual Inc S	Library iH Summary	s Leave ion WAS Annual Exp	/T Staff D School Incl Bank Stmts	ys] oad I	Supp Staff ce Survey Rec Uple	Facilities S er Attendance me <mark>Bank R</mark> e	rastructure/F ties Teache ners) Incol	Finance Infra n/Sporting Faciliti Expenses (Vouche	Details Edinburgh egister	Basic Duke of Asset R
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Deleger		Allah dana tak	Number 1	Dete Char			Kec	n Date	Presentation	Amount (\$)	Cheque Number	Date	Inc/ Exp
44790 or	reposits Ba	210.00	que Number \ 8	g260	4/03/2020	Details	무는			48.37	8230	/01/2020	-
44546.95	44	243.05	6	8376	4/03/2020	Details				300.30	8251	7/01/2020	a
44219.95	44	327.00	9	8369	5/03/2020	Details				19.43	8252	7/01/2020	
44169.15	44	50.80	1	8381	6/03/2020	▶ <u>etails</u>			31/3/20	110. 4	8253	13/01/2020	E (
43850.69	43	318.46	6	8386	7/03/2020	Details				104.53	8254	13/01/2020	E
43746.16	43	104.53	0	8370	7/03/2020	Details				595.00	8255	13/01/2020	E
43556.16	43	190.00	1	8371	7/03/2020	Details	10			1750.00	8256	13/01/2020	E
43500.16	43	56.00	2	8372	7/03/2020	Details	1			5950.00	8257	13/01/2020	F
43060.16	43	245.00	5	83//	//03/2020	Details	는			390.00	0257	12/01/2020	
4	4	345.00	5	8365	7, 23/2020	<u>Details</u>				389.20	8258	13/01/2020	E

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.

FEM	IS -												L	og Out
School	Staff	Classes/Studer	nts eEx	ams Rep	oorts >	Tea	cher Subj	ects	Teacher	Accounts	Resource	s Maps	Help >	
Basic Duke	Details of Edinburg	Finance Infra n/Sporting Faciliti	astructure/F es Teach	acilities] er Attendanc	Supp Staff e 🛛 Survey	P. /5	/T Staff	Doo	s Leave ion WAS	Library H	Food and	Canteen		
Asset	Register	Expenses (Vouche	ers) Inco	me Bank I	Rec Upl	oad I	Bank Stmt	5	Annual Exp	Summary	Annual Inc	Summary		
FEMIS	TRANSACTI	ONS							BANK STAT	MENT TRA	NSACTIONS			
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123	4						1		-			Closing	Balance is Co	orrect
Inc/ Ex	Date	Cheque Number	Amount (\$)	Presentation	Date	Rec			12					
E	7/01/2020	8250	48.37				Details		Presentatio	n Date Cheq	ue Number	Withdrawals	Deposits Ba	alance
E	7/01/2020	8251	300.30				Details		4/03/2020	8368		210.00	44	790.00
E	7/01/2020	8252	19.43				Details		4/03/2020	8376		243.05	44	1546.95
-	12/01/2020	0252	110.00	21/2/20			Details		5/03/2020	8369		327.00	44	219.95
с 2	15/01/2020	0235	110.00	31/3/20		븜	Details		6/03/2020	8381		50.80	44	169.15
E	13/01/2020	8254	104.53			1 L L	Details		7/03/2020	8380	, ,	318,46	43	746 16
E	13/01/2020	8255	595.00			Ш	<u>Details</u>		7/03/2020	9370		104.55	43	556 16
E	13/01/2020	8256	1750.00				Details		7/03/2020	8372		56.00	43	500.16
E	13/01/2020	8257	5950.00				Details		7/03/2020	8377		440.00	43	8060.16
E	13/01/2020	8258	389.20				Details		7/03/2020	8365		345.00	42	2715.16

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

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 unpresented 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.

FEM	IS -										Log Ou
	Staff	Classes/Studer	nts eEx	ams Rep	oorts >	Tea	acher Subje	ects Teacher	Accounts Resour	ces Maps	Help >
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FEMIS T	RANSACTI	ONS						BANK STAT	EMENT TRANSACTION	NS .	
Account								Year:	2020 ~	Month:	March 🗸
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Display:	30 ro	ows	Type:		All		~	Display:	30 rows	Type:	
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1234	1								Print Mo	onthly Funds Rec	onciliation Report
Inc/ Exp	Date	Cheque Number	Amount (\$)	Presentation	Date	Ree				Closing t	alance is Correct
E	7/01/2020	8250	48.37				Details	12			
E	7/01/2020	8251	300,30			10	Details	Presentatio	on Date Cheque Numbe	er Withdrawals	Deposits Balance
=	7/01/2020	8252	19.43			1	Details	4/03/2020	8368	210.00	44790.00
-	12/01/2020	0252	110.00	31/3/20			Details	4/03/2020	8376	243.05	44546.95
2	13/01/2020	0255	104.50	31/3/20			Details	5/03/2020	8369	327.00	44219.95
-	13/01/2020	8234	104.53				Details	6/03/2020	8381	210.46	44169,15
E	13/01/2020	8255	595.00				Details	7/03/2020	8370	104.53	43746.16
E	13/01/2020	8256	1750.00				Details	7/03/2020	8371	190.00	43556.16
E	13/01/2020	8257	5950 . 00				Details	7/03/2020	8372	56.00	43500.16
E	13/01/2020	8258	389.20				Details	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. <u>http://www.education.gov.fj/wp-content/uploads/2020/01/Financial-Management-Arrangements-for-Schools.pdf</u>

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:

- a. The School has a valid Grant Agreement with MEHA;
- b. The School's audited Annual Financial Report (AFR) and Bank Account Confirmation Letter has been submitted to MEHA by 31 March each year;
- c. 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%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 -		Log Out
School Staff Classes/Students eExams Reports	> Teacher Subjects Teacher Accounts	Resources Maps Help >
Grant Worksheet - This report breaks down the grant calculation if Print a report that shows how the grant calculation is applied to your so The grant is not available for non citizens. Year: 2020 District:All- School: School Type:All- Term: 3 Inatallment Payable Percent: 40 Print Get Spreadsheet	for each student in a school. school. 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.

<u>Non-Citizens/Non-residents</u> - 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.

<u>Outside the permitted age-range</u> - Registered ECE Centres receive a Tuition Subsidy Grant for each 5year-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. <u>*Two schools at one time*</u> - 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.

<u>Non-eligible students appearing more than once</u> - 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.

FEMIS -	Log Out
School Staff Classes/Students eExams Reports > Teacher Subjects	Teacher Accounts Resources Maps Help >
Budget Expenditure Report This report lists the budget allocation for a school. District: All School Type: All School: Up to Date: 07/12/2020 Print Get Spreadsheet	
C2.2.2 You can now download and roviow the report	Vou should obtain the approvals for

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.



Funding Category	Original Allocation \$	Virements \$	Adjusted Allocation \$	Expenditure \$	Balance \$	Executio nRate %
Administration and Office Operations	\$560,502.14		\$560,502.14	\$23,198.69	\$537303.45	4%
Building and Compound Maintenance	\$373,668.09		\$373,668.09	\$15,375.36	\$358292.73	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	\$250395.24	11%
Library Books and Text Books	\$186,834.05		\$186,834.05	\$9,994.35	\$176839.70	5%
Phys Ed, Arts, Music and Science Equipment	\$186,834.05		\$186,834.05	\$16,351.99	\$170482.06	9%
Teaching and Learning Materials	\$280,251.07		\$280,251.07	\$4,691.14	\$275559.93	2%
Totals	\$1,868,340.46		\$1,868,340.4 6	\$99,467.36	\$1,768,873.1 1	
Prepared By:	A	pproved By:		Verifi	ied 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)

FEMIS -					Log Out
School Staff Cla	sses/Stude	ents	eExams	Reports > Teacher Subjects	Teacher Accounts Resources Maps Help >
Basic Details Fina Duke of Edinburgh/Spor Welcome! Show these d A Good Place To Start is See the latest FEMIS upd Dear School Heads: The n shelf in the Online Library Number of Students: Missing Birth Cert (or pass Number of teachers: Teacher Pupil Ratio: Number of Classes:	nce Inf ting Facilit Ishboard in Here -> <u>S</u> attes by clic ew tuition under the port) Num	rastructu ties Te ndicators Set Up Ye king <u>HE</u> fee free Resource bers:	acher Atter acher Atter for: 2020 our School Re education g es tab. 675 0 45 15.00 18	Students > Standard Examinations > Finance > Early Warning Reports > Surveys > Staff > School > Data Quality Reports School Holidays and Term Dates School Contact List Basic Indicators Report (audited)	Leave Library Food and Canteen Spending Detailed Report Income Detailed Virement Form Grant Worksheet Transport Vouchers Despatched to Schools eTransport Data Entry School Asset Register Budget Expenditure Report Monthly Eurode Beconciliation
Students: 675 Student Days Absent: 452 This school does not har You last logged on 21/11/	ool Primary 155611 552394 re students 2020 5:32:0	y Second 70222 259984 s register 0 AM fro	ary District 17219 85007 red in other m computer	t National 242821 868691 r schools at the same time. r address 45.117.242.248	Vear to Date Income and Expenditure Report (by Account) Unapproved Disability Assessments Waiting For Approval HT/Principal DEO 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 Repo	ts > Teacher Subjects	Teacher Accounts	Resources	Maps	Help >
Year to Date Income This report shows the District:All- School Type:All- School: Up to Date: 131/05/2 Aggregate By: Scho Prin	e total transactions pos - · · Chang - · · · Chang - · · · Chang - · · · · Chang - · · · · · · · · · · · · · · · · · · ·	oort (by Account) ted against each accco ging District will refresh	int for the year to date. the School list.				

FEMIS Year to E (by Account) School Classification:All May-31' Summary By: School	District:All- School:	Pro Date: '2020-
At: 27/11/2020 11:03:27 AM		
Account no	Account Description	Income/ Expenditure YTD
Ba-Tavua		
9027		
Administration and Office O	perations	
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
1024		

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



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 Accou	nts Resource	s Maps I	Help >
Expense Detailed This report provide	Report es a detailed breakdown o	f spending per school.					
District: School Type: School: From: To: Payment Type:	All ~ Ch All ~ Ch 01/01/2020 31/12/2020 ~	anging district will refresh t	the school list.				
CoA Effective Date: Account:	07/12/2020 All Administration and Office Administration and Office Administration and Office Administration and Office Administration and Office	Operations - Accounting/A Operations - Bank Charges Operations - Conferences Operations - Electricity Operations - Entertainmeni Operations - Equipment Re	udit Fees 18. Refreshments Intal	Hold the </td <td>down CTRL> key while ng to select than one school ii al schools are liste</td> <td>f d.</td> <td></td>	down CTRL> key while ng to select than one school ii al schools are liste	f d.	
Summary Report:							
Get PDF	Get Excel			Raw	Data		

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

FEMIS Spe	ending D	etailed F	Report		Cushin Education of
For School: calculation de	tails)	1000 - 100 - 18	(see Grant Worksheet Repo	rt for grant	Ta doud pue ased
For: 01/01/2020	0 to 31/10/2	020			
Payment Voucher ID	PV Date	Cheque Number	Payee	Payment Type	Payment Voucher Detail Amount
Administration	and Office (Operations			
Accounting/Auc	dit Fees				
890246	18/02/20	8343	Nandha& Co	bank payment	\$2000.00
			Total Accounting/Audit Fe	es	\$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

FEMIS -		Log Out		
School Staff Classes/Students eExams	Reports > Teacher Subjects	Teacher Accounts Resources Maps Help >		
Basic Details Finance Infrastructure/Facilitie Duke of Edinburgh/Sporting Facilities Teacher Atta Welcome! Show these dashboard indicators for: 202 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 shelf in the Online Library under the Resources tab. 675 Number of Students: 675 Missing Birth Cert (or passport) Numbers: 0	Staff > School > Data Quality Reports	Leave Library Food and Canteen Uncome Detailed Report Income Detailed Virement Form Grant Worksheet Transport Vouchers Despatched to Schools eTransport Data Entry		
Number of teachers: 45	School Holidays and Term Date	School Asset Register		
Teacher Pupil Ratio: 15.00	School Contact List	Budget Expenditure Report		
Number of Classes: 18	Basic Indicators Report (audited)	Monthly Funds Reconciliation		
School Primary Secondary Distri	ct National	Year to Date Income and Expenditure Report (by Account)		
Students: 675 155611 70222 17219 Student Days Absent: 4527 552394 259984 85007 This school does not have students registered in oth You last loaged on 21/11/2020 5:32:00 AM from compute	242821 868691 ar schools at the same time. er address 45.117.242.248	Unapproved Disability Assessments Waiting For Approval HT/Principal DEO SEO Spec. Ed. 0 0 0		

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

FE	MIS	3 -								Log	Out
Sch	ool	Staff	Classes/Students	eExams	Reports >	Teacher Subjects	Teacher Accounts	Resources	Maps	Help >	
Sch	ool Ass	et Registe	r								
This	report	lists schoo	ols assets at a school.								
Dist	rict:	All	 Changin 	g District will re	efresh the Sch	ool list.					
Sch	ool Typ	e:All	~								
Sch	ool:										
Ass	et Statu	s: -All	~								
	(Print	Get Spreadsheet	Get CSV	File						

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

FEMIS School Asset Register School Classification:All District:All School:									
At: 9/09/2020	4:14:04 PM								
Classification	District	Code	Name	Asset ID	Asset Type	Assets Desc	Make	Model	
Secondary	Ba-Tavua	9027		12347	Equipment	desc	2/2/20	model	
Secondary	Ba-Tavua	9027	- L	12349	Vehicles	School vehicle	Toyota	Rav 4	

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