

YEAR END PROCEDURE MANUAL-VI

Contents

1. REVENUE RECEIVED	2
2. EXPENDITURE	3
2.1 MATERIALS MANAGEMENT	3
2.2 ACCOUNTS PAYABLE	4
3. PETTY CASH.....	6
3.1 PETTY CASH LIVE AGENCIES	6
3.2 PETTY CASH NON- LIVE AGENCIES	7
4. CORRECTIONS OR AMENDMENTS.....	7
5. FINANCIAL ASSETS AND FIXED ASSETS.....	7
6. FINANCIAL LIABILITIES	8
7. CONTINGENT LIABILITIES.....	8
8. CONTINGENT ASSETS.....	8
9. OTHER ACCOUNTS.....	8
10. TRUST FUNDS.....	8
11. REFUNDABLE DEPOSITS	8
12. CASH GRANTS / PROJECT GRANTS.....	8
13. PREPARATION AND SUBMISSION OF FINANCIAL STATEMENTS.....	9

1. REVENUE RECEIVED

- a. All receipts collected by Male' based agencies up to 31st December of the financial year should be deposited to PBA on or before 31st December. (Any receipts that were not deposited by this date should be deposited on the next working day) Agencies should use the "MMA Deposit Form". All live agencies should park the deposit forms to SAP system on the day of deposit or next working day.

For all GL-live agencies, execute the following report to make sure there are no open parked items to be posted.

Please use the following T-Code to check if there are any open parked items.

T-CODE – FBV3

Select the Parameters shown below and then execute the report.

The screenshot shows the SAP 'List of Parked Documents' report selection screen. The interface is divided into several sections: 'Company code', 'Document number', 'Fiscal year', 'General Selections', and 'Processing Status'. Each section contains input fields for various parameters, with 'to' fields for ranges. The 'Entered by' field in the 'General Selections' section is highlighted with a red box. The 'Processing Status' section includes checkboxes for 'Enter release', 'Complete', and 'Released'.

Field	Value	to	Value	Action
Company code				Execute
Document number				Execute
Fiscal year				Execute
General Selections				
Posting date				Execute
Document date				Execute
Document type				Execute
Reference				Execute
Document header text				Execute
Entered by				Execute
Processing Status				
Enter release	<input type="checkbox"/>			Execute
Complete	<input type="checkbox"/>			Execute
Released	<input type="checkbox"/>			Execute

- b. All receipts collected by atoll-based agencies up to 31st December of the financial year should be transferred to PBA on or before 31st December. Any receipts remaining should be transferred within the next 5 working days. All agencies should use the “Atoll Transfer Form”.

Note: When preparing the Deposit form / Atoll transfer form, please take note to enter deposits for the two financial years separately, in two different forms.

2. EXPENDITURE

- a. SAP live agencies

2.1 MATERIALS MANAGEMENT



Ensure that all Goods receipt and services acceptance are posted in the public accounting system before 31st December for all the purchase orders, which goods/services were received. If there are any open purchase orders after 31st December, MoF will carry forward all open POs to the next fiscal year. Therefore, the carry forwarded POs will be utilizing the new year's budget.





















Please use the following T-Code to check if there are any open goods receipts (GRs).

T-CODE – ME2N

Select the Parameters shown below and then execute the report.

Purchasing Documents per Document Number

  Choose...

Purchasing document	<input type="text"/>	to	<input type="text"/>	
Purchasing organization	<input type="text"/>	to	<input type="text"/>	
Scope of List	<input type="text" value="ALV"/>			
Selection Parameters	<input type="text" value="WE101"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Purchasing Group	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Item Category	<input type="text"/>	to	<input type="text"/>	
Account Assignment Category	<input type="text"/>	to	<input type="text"/>	
Delivery Date	<input type="text"/>	to	<input type="text"/>	
Validity Key Date	<input type="text"/>			
Range of Coverage to	<input type="text"/>			
Vendor	<input type="text"/>	to	<input type="text"/>	
Supplying Plant	<input type="text"/>	to	<input type="text"/>	
Material	<input type="text"/>	to	<input type="text"/>	
Material Group	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text" value="01.01.2017"/>	to	<input type="text" value="31.12.2017"/>	
Intern. Article No. (EAN/UPC)	<input type="text"/>	to	<input type="text"/>	
Vendor's Material Number	<input type="text"/>	to	<input type="text"/>	
Vendor Subrange	<input type="text"/>	to	<input type="text"/>	
Promotion	<input type="text"/>	to	<input type="text"/>	
Season	<input type="text"/>	to	<input type="text"/>	
Season Year	<input type="text"/>	to	<input type="text"/>	
Short Text	<input type="text"/>			
Vendor Name	<input type="text"/>			

2.2 ACCOUNTS PAYABLE

All payments that are to be made from the financial year should be **posted** into SAP (refer year end circular annex 1)

Please take note to complete all the processes;

1. Raise PO (MM)
2. Receive goods / services (MM)
3. Receive and enter invoice (AP)
4. Post invoice (AP)

Posting for the financial year will be blocked. (Refer year end circular 13-D3/CIR/2019/47)

For all MM-live agencies, execute the following report to make sure there are no open PO's where invoices have yet to be entered.

T-CODE: ME2N (please use the parameters as seen below)

Purchasing Documents per Document Number

Choose...

Purchasing document		to		
Purchasing organization		to		
Scope of List	ALV			
Selection Parameters	RECHNUNG	to		
Document Type		to		
Purchasing Group		to		
Plant		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Vendor		to		
Supplying Plant		to		
Material		to		
Material Group		to		
Document Date	01.01.2017	to	31.12.2017	
Intern. Article No. (EAN/UPC)		to		
Vendor's Material Number		to		
Vendor Subrange		to		
Promotion		to		
Season		to		
Season Year		to		
Short Text				
Vendor Name				

3. PETTY CASH

3.1 PETTY CASH LIVE AGENCIES

All entries to the cash journal for the financial year should be posted to SAP on or before 31st December of the financial year.

The following report could be used to check if there are any entries not posted.

T-Code : FBCJ

Cash Journal									
GOVERNMENT OF MALDIVES CASH JOURNAL Page: 1									
Male' MVR Rufiyaa									
GOM P002 / 414100 09.11.2017 10:34:49									
01.01.2017 - 31.12.2017									
Opening Balance:									4,754.86 MVR
Document N	Pstng Date	Doc. Date	Business Trans. P	Expenses	Receipts	Tax amount			
Item	Business Trans.	Expenses	Receipts	Tax amount	Text for item	BusA	Profit Ctr	Cost Ctr	
1000095698	30.09.2017	09.09.2017	OTHER ADMIN. S-- X	60.00	0.00	0.00	OO		
1000095699	30.09.2017	14.09.2017	MEALS FOR EMPL-- X	776.50	0.00	0.00	OO		
1000095700	30.09.2017	20.09.2017	OTHER ADMIN. S-- X	716.80	0.00	0.00	OO		
1000096435	14.10.2017	14.10.2017	REPLENISHMENT	0.00	4,266.92	0.00	OAC		
1000096436	14.10.2017	15.08.2017	MATERIALS FOR ...	275.00	0.00	0.00	OAC		
1000096437	14.10.2017	10.10.2017	REPAIRS-NON-RE--	89.04	0.00	0.00	OAC		
1000096438	14.10.2017	20.08.2017	MATERIALS FOR ...	1,180.10	0.00	0.00	OAC		



Red traffic light signifies that the cash journal entry has been recorded in the system; initial checks have been carried out for the data entered.



Yellow traffic light signifies that the entry has been saved (parked) in the cash journal.



Green traffic light signifies that the entry has been saved in the cash journal and posted in the general ledger.



Red cross signifies that the document is a reversal document or that it has been reversed.

All entries in the report should be posted, deleted or reversed. There should not be any entries which are parked.

Note: All transactions should be posted in the cash journal before the 31st December of the financial year. If the expenditure is not posted, these entries will be expended from the budget of the following financial year.

On 31st December, the finance officer should physically count the cash in hand and reconcile the balance with SAP (cash journal). All the remaining cash in hand should be deposited (*Refer to Point 1*)

Following this, the finance executive should complete and submit the report from APPENDIX 2.1

3.2 PETTY CASH NON- LIVE AGENCIES

All petty cash expenditure that occurred in the financial year should be recorded in Accounts payable module for replenishment on or before 31st December of the financial year. **If the expenditure is not posted, these entries will be expended from the budget of the following financial year.**

On 31st December the finance officer should physically count the cash in hand and reconcile the balance with SAP (cash journal). All the remaining cash in hand should be deposited (*Refer to Point 1*)

4. CORRECTIONS OR AMENDMENTS

Any corrections or amendments for transactions recorded in SAP should be identified, and the relevant journal voucher should be sent to journalvouchers@finance.gov.mv on or before 31st January of the following financial year.

All live agencies should park the JV to SAP system (refer year end circular annex 1) and all agencies should ensure that these JV's have been posted by Ministry of Finance.

5. FINANCIAL ASSETS AND FIXED ASSETS

The finance executive should complete and submit the report from APPENDIX 2.2 &2.5 stating the financial assets of the agency as at 31st December of the financial year.

This includes:

- a) Investments
- b) Loans
- c) Receivables
- d) Fixes asset
- e) Bank Accounts

At the end of the financial year the agency should conduct physical asset reconciliation under the supervision on the Finance Executive and send the reconciled report. Also include the assets received as Aid in Kind in the format APPENDIX 2.12 – and send by 15th January of the following financial year. During the financial year, if any asset transfers has incurred, agencies should send this information by 15th January of the following financial year.

6. FINANCIAL LIABILITIES

The finance executive should complete and submit the report from APPENDIX 2.3&2.4, stating the financial liabilities of the agency. (refer year end circular annex 1)

- a) Payables
- b) Borrowings

7. CONTINGENT LIABILITIES

A contingent liability is a potential liability that may occur, depending on the outcome of an uncertain future event. This mainly includes outstanding lawsuits.

The finance executive should complete and submit the report from APPENDIX 2.6, stating the contingent liabilities of the agency. (refer year end circular annex 1)

8. CONTINGENT ASSETS

A contingent asset is a potential asset that may be received, depending on the outcome of an uncertain future event. This mainly includes outstanding lawsuits.

The finance executive should complete and submit the report from APPENDIX 2.7, stating the financial assets of the agency. (refer year end circular annex 1)

9. OTHER ACCOUNTS

All accounts should be reconciled and the reconciliation statement for the year (Form 2.10 of APPENDIX 2) should be submitted to (refer year end circular annex 1) due date.

10. TRUST FUNDS

All trust funds should be reconciled and the reconciliation statement for the year (Form 2.8 of APPENDIX 2.8) should be submitted to MoF. (refer year end circular annex 1)

11. REFUNDABLE DEPOSITS

All refundable deposits should be reconciled and the reconciliation statement for the year (Form 2.11 of APPENDIX 2) should be submitted to (refer year end circular annex 1) due date.

12. CASH GRANTS / PROJECT GRANTS

All cash grants / project grants should be reconciled and the reconciliation statement for the year (Form 2.9 of APPENDIX 2) should be submitted to (refer year end circular annex 1) due date.

13. PREPARATION AND SUBMISSION OF FINANCIAL STATEMENTS

As per the Finance Act (Act number 03/2006) chapter 5, the annual financial statements for the financial year should be submitted to Ministry of Finance on or before 15th March of the following financial year, and to the Auditor General's Office on or before 31st March of the following financial year.

The financial statements should include;

- a) Statements of Receipts and Payments
- b) Statement of Comparison of Budget and Actuals
- c) Annual Report for the financial year.

2. تعمیراتی نصاب

نوٹ: تعمیراتی نصاب 2 میں درج کردہ تمام درسیں اور موضوعات کو پورا کرنے کے لیے درج ذیل نصاب کو پورا کرنے کی ضرورت ہے۔

درج ذیل نصاب کو پورا کرنے کے لیے:

درج ذیل نصاب کو پورا کرنے کے لیے:

2.1 (تعمیراتی نصاب)

31۔ تعمیراتی نصاب (تعمیراتی نصاب) اور تعمیراتی نصاب کی ضرورت

تعمیراتی نصاب کو پورا کرنے کے لیے درج ذیل نصاب کو پورا کرنے کے لیے:

تعمیراتی نصاب 31۔ تعمیراتی نصاب (تعمیراتی نصاب) اور تعمیراتی نصاب کی ضرورت
تعمیراتی نصاب اور تعمیراتی نصاب کو پورا کرنے کے لیے درج ذیل نصاب کو پورا کرنے کے لیے
تعمیراتی نصاب کو پورا کرنے کے لیے درج ذیل نصاب کو پورا کرنے کے لیے:

تعمیراتی نصاب	تعمیراتی نصاب
	تعمیراتی نصاب کو پورا کرنے کے لیے
	تعمیراتی نصاب کو پورا کرنے کے لیے
	تعمیراتی نصاب کو پورا کرنے کے لیے
	تعمیراتی نصاب کو پورا کرنے کے لیے
	تعمیراتی نصاب کو پورا کرنے کے لیے
	تعمیراتی نصاب کو پورا کرنے کے لیے

درج ذیل نصاب کو پورا کرنے کے لیے:

تعمیراتی نصاب

دستورالعملهای مربوط:

صیغه صرفی و غیر صرفی

تجزیه لغوی 2

موضوع و 2.9 (ریشه)

31 لغت (... ریشه) و سرگشته ریشه لغوی و معنی لغوی آن ریشه لغوی و معنی لغوی آن لغت معنی لغوی

ریشه لغوی و معنی لغوی

معنی لغوی و ریشه لغوی 31 لغت (... ریشه) و سرگشته (دستورالعملهای صرفی / صیغه صرفی و غیر صرفی) ریشه لغوی و معنی لغوی آن لغت معنی لغوی

ریشه لغوی و معنی لغوی	ریشه لغوی و معنی لغوی	ریشه لغوی و معنی لغوی	ریشه لغوی و معنی لغوی	ریشه لغوی و معنی لغوی	ریشه لغوی و معنی لغوی	ریشه لغوی و معنی لغوی

در این مورد دستورالعملهای مربوط و معنی لغوی

دستور و آیین نامه های مربوطه:
 صحیح است یا نه؟

فصلنامه شماره 2

موضوع: 2.11 (بررسی و تصحیح)

31 و 32 (بررسی و تصحیح) و سایر موارد بررسی و تصحیح و تصحیح و تصحیح

موضوع: 31 و 32 (بررسی و تصحیح) و سایر موارد بررسی و تصحیح و تصحیح و تصحیح
 دستور و آیین نامه های مربوطه صحیح است یا نه؟

موضوع و شماره	توضیح (موضوع)	توضیح (موضوع)	موضوع و شماره	موضوع و شماره
-	-	-	-	-

در این مورد دستور و آیین نامه های مربوطه صحیح است یا نه؟
 سور

Posting Date in the	Document Date in Document	Asset value date	Amount posted y	Quantit y	Base Unit of Measure	Item Text	Asset Class	Choose reference for	Asset on	Asset descripti on	Busine ss Area	Cost Center	Inventor y number	Fund	Fiscal year of original	Original acquisition value	Fiscal Period	Docu ment Type	Offsettin g Account	Asset Transacti on Type
BUDAT	BIDAT	BZDAT	ANBTR	MENGE	MEINS	SGTXT	ANLKI	XVLIIX	TXI50	MRI Wsch	GSSBER	KOSTL	INVNR	GEBER	URJHR	URWRT	MONAT	BLART	GKONT	BWASL
13.08.2019	13.08.2019	13.08.2	15000		1 PC	InkInd	Z700	X			1272	c12728	4125325	G-IT7A	2019	15000	08	AA	142001	020