

Inter-Business Area Transactions

There are two types of inter-business area transactions. They are SA and EX document types.

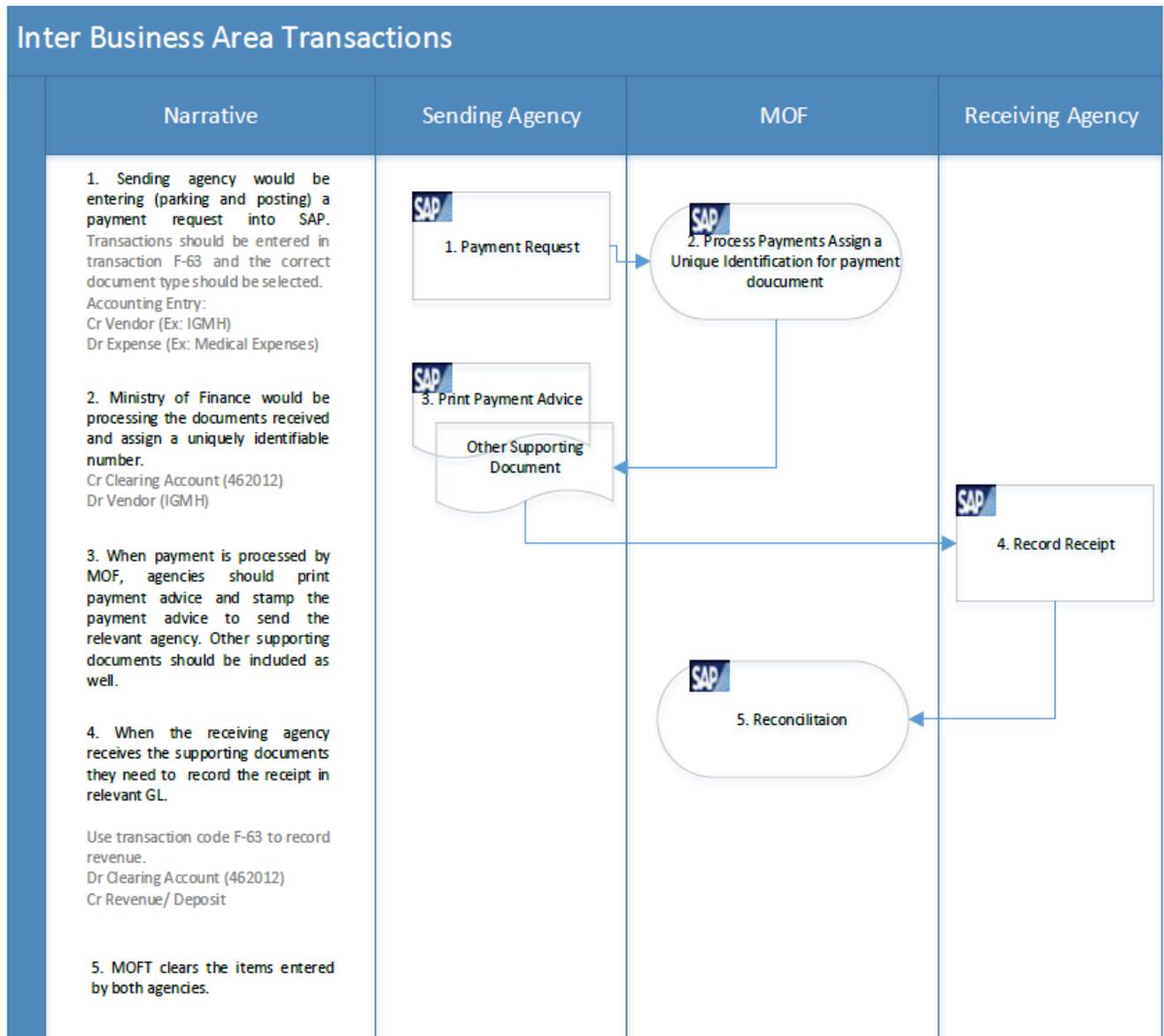
One type is those transactions which occur internally within the government. These are payments from one government entity to another government entity where it is recorded as an expense for one government agency (spending agency) and as a revenue for the other agency (receiving agency). For example: IGMH Consultation Fee paid by MNDF, Vehicle Fee paid to MIRA by Min of Finance. In accordance with IPSAS, when preparing consolidated Financial Statement these transactions (expenses and revenues) between government agencies need to be eliminated. For the purpose of elimination a different document type 'EX' is used to uniquely identify these transactions.

The other type is transfers from one government agency to another government agency. These could be funds owed to a third party, where the government agencies facilitate the transfer. For instance, child support payments paid to family court or income tax deductions paid to MIRA. These transactions should be entered into SAP as 'SA' document types.

Following process diagram depicts inter-business area process we have been following since 2017.



Current Process

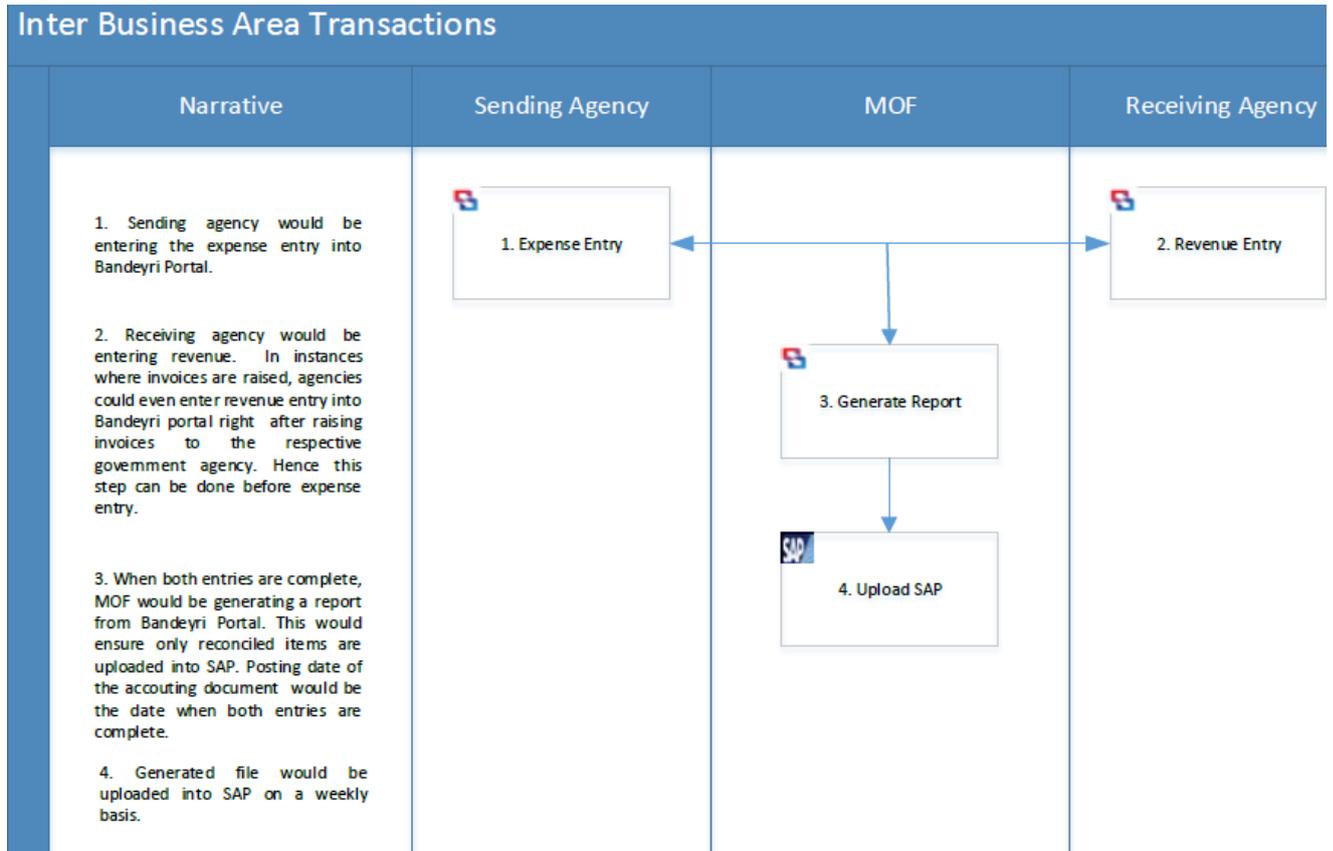


Flaws in Current Process

- Unable to view other Business Areas documents; Agencies being unable to view transactions of other agencies, hence receiving agencies are unable to know the pending items to be received. In addition incorrect entries could not be recognized by the other agency. For instance selection of incorrect document type, incorrect reference numbers etc.
- Using Bank Clearing Account 462012 and treating these requests same as a normal payment request.
- Involves manual work of sending all the relevant supporting documents to the receiving agency.
- Delays in reconciliation due to incorrect/ incomplete postings.

To resolve the existing problems in current process, an extension has been made to Bandeyri portal to record inter-business area transactions. This Portal would be used to record only 'EX' document types. Refer to revised process diagram below.

Revised Business Process



Expense Entry

Log-in to Bandeyri Portal and click the Inter-Business Area Transactions tab.

The screenshot displays the BAN'DEYRI PORTAL interface. The top navigation bar includes the user name 'Welcome, Nasheeda Adnan [Senior Account Analyst]', the organization 'Ministry of Education', a 'Logout' button, and the version 'Version: 2.0'. The breadcrumb trail shows 'Home > Inter Business Area Transactions > Expense'. The left sidebar menu contains several options, with 'Inter Business Area Transactions' highlighted by a red rectangular box. The main content area features a 'List' tab, a 'Search Filters' section with input fields for 'Sending Agency' (set to 'All'), 'Receiving Agency' (set to 'All'), 'Document Date' (set to 'Date'), and 'Status' (set to 'All'). Below the filters are 'Filter' and 'Reset Filters' buttons. A table header is visible with the title 'List - Data Entered By Your Agency (and Agencies under your Agency)', a 'Show 25 entries' dropdown, and columns for 'Id', 'Sending Agency/BA/Cost Centre', and 'Receiving Agency/BA/Cost Centre'. A message at the bottom of the table area states: 'Data is not displayed on page load. Click Filter button to search for records. If this message is'.

To record expense entry, click Expense tab

The screenshot shows the BAN'DEYRI PORTAL dashboard. The sidebar on the left contains the following menu items: Dashboard, Configuration, Travels, Budget Control, Vendor Maintenance, SAP, Frontline Allowance, Inter Business Area Transactions, **Expense** (highlighted with a red box), Revenue, Reports, and Reports. The main content area displays a 'Vendor Requests' table with the following data:

#	B.A	Office	Reference No
1	1533	Department of Special Needs Education	2019/1533/A
2	1058	Ministry of Education	2019/1058/A
3	1058	Ministry of Education	2019/1058/A
4	1075	Muhyudeen School	2019/1075/A
5	1069	Centre For Higher Secondary Education	2019/1069/A
6	1058	Ministry of Education	2019/1058/A
7	1065	Majeediyya School	2019/1065/A
8	1070	Al- Madrasathul Arabiyyathul Islamiyya	2019/1070/A
9	1072	Thaajudeen School	2019/1072/A
10	1058	Ministry of Education	2019/1058/A

Go to create tab and enter the details into the fields. Fields marked * are mandatory.

Sending Agency is the requester's agency and receiving agency is the agency that payment has to be made.

Once the details have been entered and the relevant supporting documents have been attached, click 'Save'.

Sample entry: Ministry of education needs to pay Visa Fee to MIRA.

Welcome, Nasheeda Adnan [Senior Account Analyst] Ministry of Education Logout Version: 2.0

Home > Inter Business Area Transactions > Expense

List Pending Create

New Entry

Sending Agency/BA/Cost Centre :*	Ministry of Education / 1058 / C10589999	Fund :*	C-GOM (Government of Maldives)
Document Date :*	28/02/2021	Functional Area :*	S232700
Document Reference Number :*	INV-00086/2021	GL Account :*	223018 (Visa, Workpermit Fees of Expatriate ... Between 220000 to 225999)
Receiving Agency :*	Maldives Inland revenue Authority / 1009 / C...	Amount (MVR) :*	3500
Project Code :	Select an option	Additional Details :*	Visa Fee
		Supporting Documents :*	Amend Paym... Choose File You can upload more files after saving the data.

Save

The following screen appears when the request is saved. Note that the entry status is 'incomplete', as revenue entry has been not entered yet.

Inter Business Area Transaction

Sending Agency/BA/Cost Centre	Receiving Agency/BA/Cost Centre	Document Date	Reference Number	Posting Date	Entry Status
Ministry of Education / 1058 / C10589999	Maldives Inland revenue Authority / 1009 / C10099999	2021-02-28	INV-00086/2021		Incomplete

Expense Detail

Project Code	Fund	Functional Area	GL Account	Amount (MVR)	Details	SAP Document Number
	C-GOM	S232700	223018	3,500.00	Visa Fee	

Revenue Detail

Missing - Please inform Maldives Inland revenue Authority to enter the Revenue entry.

Expense Entry Documents

Amend Payment Advice.pdf
Uploaded by Nasheeda Adnan - Ministry of Education

Revenue Entry Documents

Add Supporting Documents

Revenue Entry

Agencies would be able to view pending items from pending tab.

Home > Inter Business Area Transactions > Revenue

List Pending Create Mass Upload

Search Filters

Receiving Agency: All

Sending Agency: All

Document Date: Date

Filter Reset Filters

List - Expense Entries By Other Agencies For Which You Have Not Entered Corresponding Revenue Entry

Show 25 entries

Id	Sending Agency/BA/Cost Centre	Receiving Agency/BA/Cost Centre	Document Date	Reference Number	Fund	Functional Area	GL Account	Amount (MVR)	Additional Details	Action
9	Ministry of Education / 1058 / C10589999	Maldives Inland revenue Authority / 1009 / C10099999	2021-02-28	INV-00086/2021	C-GOM	5232700	223018	3,500.00	Visa Fee	

Go to action field and click icon. To pick the details common to both entries, select 'Create'.

List - Expense Entries By Other Agencies For Which You Have Not Entered Corresponding Revenue Entry

Show 25 entries

Id	Sending Agency/BA/Cost Centre	Receiving Agency/BA/Cost Centre	Document Date	Reference Number	Fund	Functional Area	GL Account	Amount (MVR)	Additional Details	Action
9	Ministry of Education / 1058 / C10589999	Maldives Inland revenue Authority / 1009 / C10099999	2021-02-28	INV-00086/2021	C-GOM	5232700	223018	3,500.00	Visa Fee	<ul style="list-style-type: none"> View Create

Showing 1 to 1 of 1 entries

First PREVIOUS NEXT LAST

Receiving agency needs to enter the empty fields in the screen. Refer to diagram below.

Home > Inter Business Area Transactions > Revenue

List Pending Create Mass Upload

Revenue Details

Receiving Agency/BA/Cost Centre: Maldives Inland revenue Authority / 1009 / C10099999

Document Date: 28/02/2021

Document Reference Number: INV-00086/2021

Sending Agency: Ministry of Education / 1058 / C10589999

Project Code: Select an option

Fund: Select an option

Functional Area: Functional Area

Supporting Documents: No file selected Choose File

GL Accounts

GL Account: Select an option

Amount (MVR): 3500.00

Add New GL Account

Save

Enter the mandatory fields and attach relevant supporting documents.

If there is more than one GL account, go to [Add New GL Account](#) and enter details.

Home > Inter Business Area Transactions > Revenue

List Pending Create Mass Upload

Revenue Details

Receiving Agency/BA/Cost Centre : * Project Code :

Document Date : * Fund : *

Document Reference Number : * Functional Area : *

Sending Agency : * Supporting Documents :
You can upload more files after saving the data.

GL Accounts

GL Account : * Additional Details : *
Between 110000 to 127999

Amount (MVR) : *

Once the details are entered click 'save'. Note that the entry status appears as 'Reconciled Entry', this is because both entries have now been recorded.

Home > Inter Business Area Transactions > View

Inter Business Area Transaction

Sending Agency/BA/Cost Centre	Receiving Agency/BA/Cost Centre	Document Date	Reference Number	Posting Date	Entry Status
Ministry of Education / 1058 / C10589999	Maldives Inland revenue Authority / 1009 / C10099999	2021-02-28	INV-00086/2021	2021-03-01	Reconciled Entry

Expense Detail

Project Code	Fund	Functional Area	GL Account	Amount (MVR)	Details	SAP Document N
	C-GOM	5232700	223018	3,500.00	Visa Fee	

Revenue Detail

Project Code	Fund	Functional Area	GL Account	Amount (MVR)	Details	SAP Document N
	C-GOM	0000	123012	3,500.00	Visa Fee	

Expense Entry Documents
Amend Payment Advice.pdf
Uploaded by Nasheeda Adnan - Ministry of Education

Revenue Entry Documents

Revenue entry could even be entered even before expense entry.
To record revenue entry, click Revenue tab. Go to create tab and enter the details into the fields.
Fields marked * are mandatory.

Welcome, Nasheeda Adnan [Senior Account Analyst] Ministry of Education

Home > Dashboard

Revenue

#	B.A	Office	Reference No
1	1533	Department of Special Needs Education	2019/1533/
2	1058	Ministry of Education	2019/1058/
3	1058	Ministry of Education	2019/1058/
4	1075	Muhiyudeen School	2019/1075/
5	1069	Centre For Higher Secondary Education	2019/1069/
6	1058	Ministry of Education	2019/1058/
7	1065	Majeediyya School	2019/1065/
8	1070	Al- Madrasathul Arabiyyathul Islamiyya	2019/1070/
9	1072	Thaajudeen School	2019/1072/
10	1058	Ministry of Education	2019/1058/

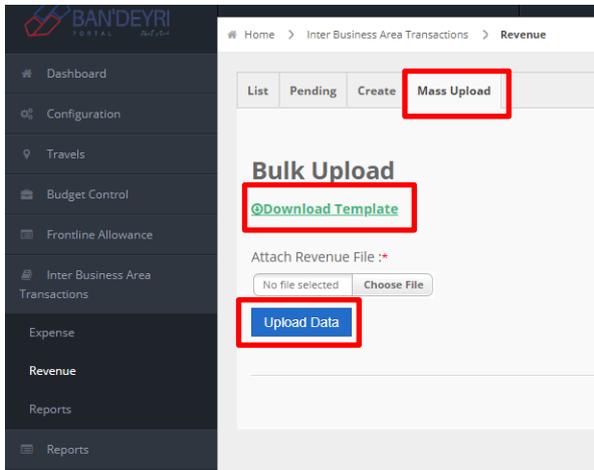
Invoice raising agencies would even be able to bulk upload revenue entries using the mass upload option.

First download the template. Here is the file format.

Required	Required	Required, Format dd-mm-yyyy	Required	Optional	Required	Required	Required	Required, Up to 2 decimal	Required
Sending Agency Business Area	Receiving Agency Business Area	Document Date	Document Reference Number	Project Code	Fund	Functional Area	GL Account	Amount (MVR)	Additional Details

Attach the completed file and click [Upload Data](#)





Reports

To view reports, click Reports tab. You will be able to generate reports using the filter options available.

Id	Type	Sending Agency/BA/Cost Centre	Receiving Agency/BA/Cost Centre	Document Date	Reference Number	Fund	Functional Area	GL Account	Amount (MVR)	Additional Details	Status	Action
1	Revenue	Indhiraagandhi Memorial Hospital (IGMH) / 1166 / C11669999	Maldives Inland revenue Authority / 1009 / C10099999	2021-01-21	tescoyx1234	C-GOM	0000	121063	1,563.54	Test Data	Incomplete	
2	Expense	Maldives Inland revenue Authority / 1009 / C10099999	Indhiraagandhi Memorial Hospital (IGMH) / 1166 / C11669999	2021-01-21	tescoyx1234	C-GOM	0000	223022	1,563.54	Test Data	Reconciled Entry	
6	Expense	Maldives Inland revenue Authority / 1009 / C10099999	Public Service Media / 1485 / C14859999	2021-02-08	test123456789	C-GOM	0000	222999	1,003.00	Test Data	Incomplete	
8	Revenue	Dharumavantha Hospital / 1528 / C15289999	Maldives Inland revenue Authority / 1009 / C10099999	2021-01-21	Ref123456	C-GOM	0000	123012	500.00	Visa Fee	Reconciled Entry	
9	Revenue	Dharumavantha Hospital / 1528 / C15289999	Maldives Inland revenue Authority / 1009 / C10099999	2021-01-21	Ref123456	C-GOM	0000	121105	500.00	Work Permit	Reconciled Entry	
11	Revenue	Ministry of Education / 1058 / C10589999	Maldives Inland revenue Authority / 1009 / C10099999	2021-02-08	test12345678	C-GOM	0000	123012	385.00	Visa Fee	Reconciled Entry	
12	Revenue	Indhiraagandhi Memorial Hospital (IGMH) / 1166 / C11669999	Maldives Inland revenue Authority / 1009 / C10099999	2021-02-09	testB123	C-GOM	0000	123012	800.00	test	Reconciled Entry	
16	Revenue	Ministry of Education / 1058 / C10589999	Maldives Inland revenue Authority / 1009 / C10099999	2021-02-28	INV-00086/2021	C-GOM	0000	123012	3,500.00	Visa Fee	Reconciled Entry	

Status 'Incomplete' denotes that either an expense or revenue entry is missing or the entry has been recorded incorrectly.

Status 'Reconciled Entry' denotes that both entries are recorded correctly (Reference field, amount and invoice date are matching in both entries).

Status 'Complete' denotes that the entry has been uploaded to SAP by MOF.

