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2021

ىترىشرىغە ئىر: 13-D2/CIR/2021/13

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مرین ماس بر مرسم بر مرح سرم م م م م و و و و م و و و به ماسره بر مرسم بر مرح سرم بر ج ع فر از مرد ما بروم و دی

- י א נסי גרובט אר כי גוב גים יוב ייס ארבע הכב כי כי כי כי ייס דַרְרִשִׁ דַרָרַע דַרָרַבָּרַעָרָ הַדַּרַעיי, יא דַרַב רייע או דַרַש בר א בע אי א אייני
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نزیم میر میر بر مرد میر میر میر بی بوع و در برسر دیر بر بی در میرد (بر تشر مرد و در می در می در در ساع می بر بی مرد میر میر میر میر می بوغ و در بر مرع مر من میر می می سام میرد در مرد می در مرد می در بر مرد در ده ده می می می می می بر ما با میرد می دست می می می می

مرمبر 01 **مترمبرو** 2021 مَتر فرفرد نوبر بَعْمِرْ بَرَعْمِرْ مَنْهَمْ مِعْرَد سِمَعَ دَدَم بَعْرَقَوْر مَّ مَرْمَوْهُ مَرْ تَرْوِرْشْ مَنْرُدْ تَرْوِرَثْ عَرْمَاً تَوْمِتْ بِرِنَا نَاعَمْ وِرَّرْمُوْتُ مَدَوْتُرْمَد مَنْوَشْ نَوْمِتْ مَ مِعْشَرَهُ تَرْوِرَثْ بَرُوَسُرْعُ مَا يَحْمَدُ تَرْشَرَهُ مَدْ عَرْمَا مَدْ مَعْرَدُهُ مَدْمَوْمُ مَدَرَ مُعَر بِعْشَرْسَةُ مِوْتَنْمُ مَرْوَسُرُقُ مَا يَحْمَدُ مَنْ مَنْ مَدْمَة مَدْ عَرْمَ مَدْمَا مَعْرَدُ مَا مَعْرَدُ م

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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.

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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



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- 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

In	ter Business Area Transa	ctions		
	Narrative	Sending Agency	MOF	Receiving Agency
	 Sending agency would be entering the expense entry into Bandeyri Portal. Receiving agency would be entering revenue. In instances where invoices are raised, agencies could even enter revenue entry into Bandeyri portal right after raising invoices to the respective government agency. Hence this step can be done before expense entry. When both entries are complete, MOF would be generating a report from Bandeyri Portal. This would ensure only reconciled items are uploaded into SAP. Posting date of the accouting document would be the date when both entries are complete. Generated file would be uploaded into SAP on a weekly basis. 	1. Expense Entry	3. Generate Report 4. Upload SAP	2. Revenue Entry



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Expense Entry

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

	🚢 Welcon	ne, Nasheeda A	dnan [Senior Account A	nalyst] 🔻	Ministry of Education	A Logout	Version: 2.0
	🖀 Home	> Inter Busi	iness Area Transactions	> Expe	nse		
# Dashboard	List	Danding	Granta				
🌣 Configuration	List	Pending	create				
♥ Travels		✓ Search	Filters				
Budget Control	-	Conding As					
👻 Vendor Maintenance		Senting Ag	sency.				
SAP		Receiving A	gency :	All			
Frontline Allowance		Document	Date :	Date			
Inter Business Area Transactions		Status :		All			
Reports	-						
		▼ Filter	Reset Filters				
		III List - D	ata Entered By You	r Agency (a	and Agencies under yo	our Agency)	
		Show 2	5		✓ entries		
		ld Sen	ding Agency/BA/Cost Ce	ntre	Receiving Agency	/BA/Cost Cent	re
		Data is not	displayed on page lo	ad. Click Fil	ter button to search fo	r records. If t	his message is



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To record expense entry, click E	Expense t Welco	ab ome, Nashe ie > Da	eeda Adnan [Senior Account Analyst] 🔻 Minist	ry of Education 🦷
希 Dashboard 🔹			396 319	
🌣 Configuration		Internat	ionals Locals	Budget Reque
• Travels				0 1
💼 Budget Control	B	Vendor	[,] Requests	
📽 🛛 Vendor Maintenance	#	B.A	Office	Reference No
	1	1533	Department of Special Needs Education	2019/1533/\
SAP SAP	2	1058	Ministry of Education	2019/1058/\
Frontline Allowance	3	1058	Ministry of Education	2019/1058/\
🖉 Inter Business Area	4	1075	Muhiyudeen School	2019/1075/\
Transactions	5	1069	Centre For Higher Secondary Education	2019/1069/\
Expense	6	1058	Ministry of Education	2019/1058/\
Revenue	7	1065	Majeediyya School	2019/1065/\
Reports	8	1070	Al- Madrasathul Arabiyyathul Islamiyya	2019/1070/\
Reports	9	1072	Thaajudeen School	2019/1072/\
	10	1059	Ministry of Education	2010/1050/

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.

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i Welcome, Nasheeda Adnan [Senior Accol	unt Analyst] 👻 Ministry of Education 🏾 🖻 Logo	ut Version: 2.0		
Home 💙 Inter Business Area Transad	ctions > 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.
Cauc				

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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 T	ransaction									
Se	nding Agency/BA/Cost Cent	re		Receiving Agency/BA/Cost C	entre		Document Date		Reference Number	Posting Date	Entry Status
м	inistry of Education / 105	8 / C10589999		Maldives Inland revenue	Authority / 1009 / C10099999		2021-02-28		INV-00086/2021		Incomplete
==	Expense Detail										
Pr	oject Code	Fund	Functional Area	с	GL Account	Amount (MVR)		Details			SAP Document Number
		C-GOM	\$232700		223018	3,500.00		Visa Fee			
==	Revenue Detail										
м	issing - Please inform N	laldives Inland revenue Aut	hority to enter	the Revenue entry.							
10	Expense Entry Doc	uments				i≣ Revenue	Entry Documents				
	Amend Payment Advice Uploaded by Nasheed	.pdf a Adnan - Ministry of Education			Delete View						
D	Add Supporting Do	cuments									



Revenue Entry

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

Pendin	ng Create Mass U	load						
✓ Se	earch Filters							
Receivi	ing Agency :	All					T	
Sendin	ng Agency :	All					Ŧ	
Docum	nent Date :	Date						
T Fi	ilter Reset Filters							
▼ Fi	ilter Reset Filters							
▼ Fi	ilter Reset Filters	ther Agencies For Wh	ch You Have Not Entered Corres	ponding Revenue Entry				
T Fi	Reset Filters ist - Expense Entries By 1 y	ther Agencies For Wh	ch You Have Not Entered Corres	ponding Revenue Entry			Search:	

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

Sho	ow 25 ventries							Search:		
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	=
									View	
iow	ing 1 to 1 of 1 entries							First	Create	exi Last

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

Revenue Details			
Receiving Agency/BA/Cost Centre :*	Maldives Inland revenue Authority / 1009 / C100999999	Project Code :	Select an option
Document Date :*	28/02/2021	Fund :*	Select an option
Document Reference	INV-00086/2021	Functional Area :*	Functional Area
Number : *		Supporting Documents :	No file selected Choose File
Sending Agency :*	Ministry of Education / 1058 / C10589999 💌		rou can upload more mes arcer saving
GL Accounts			
GL Account :*	Select an option Between 110000 to 127999	Additional Details :*	Additional Details
Amount (MVR) :*	3500.00		
	Add New GLAccount		
	Add New GL Account		

If there is more than one GL account, go to Add New GL Account and enter details.



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Revenue Details			
Receiving Agency/BA/Cost Centre :*	Maldives Inland revenue Authority / 1009 / C10099999	• Project Code :	Select an option
Document Date :*	28/02/2021	Fund :*	C-GOM (Government of Maldive
Document Reference	INV-00086/2021	Functional Area :*	S200200
Sending Agency :*	Ministry of Education / 1058 / C10589999	Supporting Documents :	No file selected Choose File You can upload more files after saving t
GL Account :•	123012 (Work Permit Fee) Between 110000 to 127999	 Additional Details :* 	Visa Fee
Amount (MVR) :*	3500.00		

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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.

=	Inter Business Area Ti	ansaction									
Sene	ling Agency/BA/Cost Centr	e		Receiving Agency/BA/Cost Cen	tre		Document Date	Reference Number	Posting Date	Entry	Status
Min	stry of Education / 1058	3 / C10589999		Maldives Inland revenue Au	thority / 1009 / C10099999		2021-02-28	INV-00086/2021	2021-03-01	Reco	nciled Entry
	Expense Detail										
Proj	ect Code	Fund	Functional A	rea	GL Account	Amount (MVR)		Details			SAP Document N
		C-GOM	\$232700		223018	3,500.00		Visa Fee			
	Revenue Detail										
Proj	ect Code	Fund	Functional A	rea	GL Account	Amount (MVR)		Details			SAP Document N
		C-GOM	0000		123012	3,500.00		Visa Fee			
	Expense Entry Docu	iments				🔳 Revenu	e Entry Documents				
A	mend Payment Advice. ploaded by Nasheeda	pdf Adnan - Ministry of Education			View						
D	Add Supporting Doc	uments									

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.





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

Flist dowilload t	ne template. Here	s is the m	e 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	
A the ale the a series	lated file and alia	Upload Data								

Attach the completed file and click







Reports

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

			List												
				✓ Sear	rch Filters										
				Sending	Agency :	All					-	Fund :		All	
		ce													
		ea		Receivin	g Agency :	All					•	GL Accor	unt :	All	
				Docume	nt Date :	Date						Year :		2021	
nue				Status :		All					•	Type :		All	
orts															
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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.

