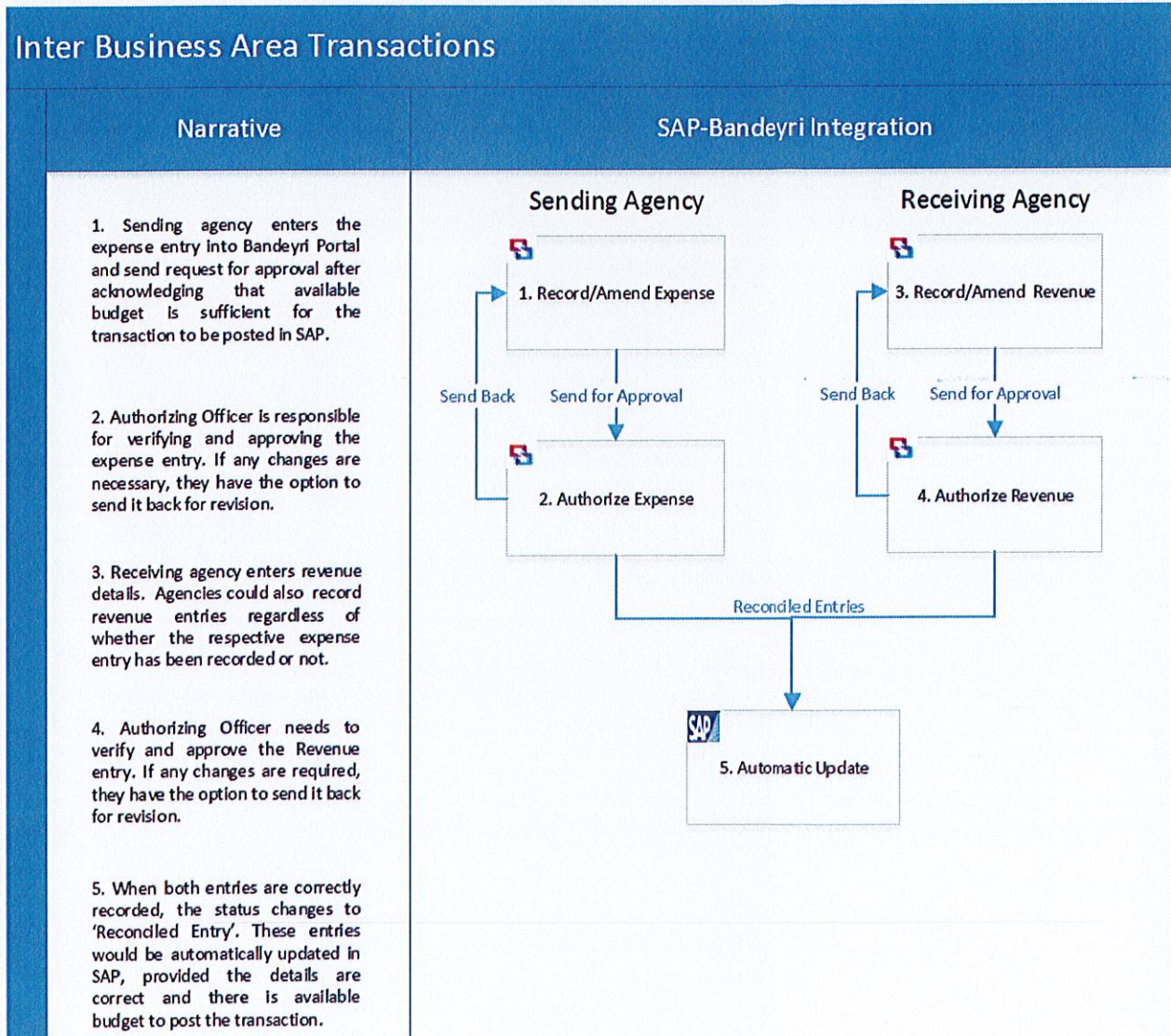


Revised Process



Amel

Outstanding Transactions

Outstanding transactions which are in incomplete status, need to be sent for approval and subsequently approved, then only these transactions would be visible as a pending to the other agency.

Agencies need to carry-out manual sync for reconciled entries and budget exceeded items that were posted prior to 28th May 2023. Reconciled Transactions after 28th May 2023, would be automatically updated in SAP, provided that the details are correct and there is available budget to post the transaction.

Ministry of Finance / 1272 / C12729999 Maldives Inland revenue Authority / 1009 / C10099999 04-04-2023 TestZum10 2023-05-18 **Reconciled Entry** **Reconciled Entry**

Expense Detail						
Project Code	Fund	Functional Area	GL Account	Amount (MVR)	Details	SAP Document No
	C-GOM	S020001001001001	0000223024	10,000.00	Test	

Revenue Detail						
Project Code	Fund	Functional Area	GL Account	Amount (MVR)	Details	SAP Document No
	C-GOM	0000	0000121001	10,000.00	test	

Expense Entry Documents Revenue Entry Documents

MHCL_Service_Form.pdf **View**

Uploaded by **Aishath Haleem** - Ministry of Finance

Add Supporting Documents

Drop files here or click to upload.
(Selected or Drop files will be automatically added with the Request)
(Note: Max file size: 10 MB / Max file no: 10)

Anees

Manual SAP Sync

To post reconciled entries in public accounting system (SAP), Authorizing Officer needs to click 'Manual SAP sync' button.

Status Details

Incomplete

This status denotes that details have been entered, but the transaction is either incomplete or needs to be sent for approval.

Returned

This status denotes that the authorizing officer has returned the transaction, requesting amendments to be made to rectify any errors.

Pending Approval

This status denotes that the transaction needs to be approved by the Authorizing Officer.

Approved

This status denotes that the entry has been approved by the Authorizing Officer. Approved entries can be deleted by the respective agency's authorizing officer, as long as the status has not changed to 'Reconciled Entry'.

Reconciled Entry

This status denotes that both expense and revenue transactions are posted correctly. These transactions would be automatically updated in SAP, provided that the details are correct and there is available budget to post the transaction.

Transactions that are not automatically uploaded to SAP would contain errors from SAP, resulting in them remaining in reconciled status. Agencies need to carry-out manual sync after addressing the errors.

Complete

This status denotes that the transaction has been recorded in SAP.

Ammon