

YEAR END PROCEDURE MANUAL

Version 3

11/27/23

Contents

1. REVENUE RECEIPTS.....	2
2. EXPENDITURE.....	3
A. MATERIALS MANAGEMENT (MM)	3
B. ACCOUNTS PAYABLE (AP).....	4
C. INTER BUSINESS AREA TRANSACTIONS	8
D. PETTY CASH	8
3. FIXED ASSETS	10
4. FINANCIAL ASSETS.....	12
5. CONTINGENT ASSETS.....	12
6. CONTINGENT LIABILITIES.....	12
7. BANK ACCOUNTS.....	12
8. TRUST FUNDS.....	12
9. IMPREST ACCOUNT.....	13
10. REFUNDABLE DEPOSITS.....	13
11. CASH GRANTS / PROJECT GRANTS MAINTAINED IN PBA.....	13
12. CORRECTIONS OR AMENDMENTS.....	13
13. PREPARATION AND SUBMISSION OF FINANCIAL STATEMENTS	13

1. REVENUE RECEIPTS

All receipts up to 31st December of the financial year should be deposited and recorded in Public Accounting System (PAS) on or before 15th January of the following financial year. This includes BandeyriPay Collections, POS collections, Atoll Transfer Forms, Deposit Forms, collection via RTGS and Payment Gateway and inward remittances.

Ensure to make a cut off at the year end and prepare two separate deposit forms for cash received for two different financial years when preparing the Deposit form / Atoll transfer forms.

General Ledger (GL) live agencies are required to ensure that all the parked documents are posted in PAS.

Check parked documents / Transaction code: FBV3

1. Enter FBV3 in command field and press **Enter**
2. Click on the Document List

Display Parked Document: Initial Screen

Document list Editing Options

Key for Parking

Company Code	GOM
Doc. Number	
Fiscal Year	2023

3. Enter values into the following fields.
 - a. **Company Code**
 - b. **Fiscal year**
 - c. **Document Type: SA**

List of Parked Documents			
Company code	GOM	to	<input type="text"/>
Document number	<input type="text"/>	to	<input type="text"/>
Fiscal year	2023	to	<input type="text"/>
General Selections			
Posting date	<input type="text"/>	to	<input type="text"/>
Document date	<input type="text"/>	to	<input type="text"/>
Document type	SA	to	<input type="text"/>
Reference	<input type="text"/>	to	<input type="text"/>
Document header text	<input type="text"/>	to	<input type="text"/>
Entered by	<input type="text"/>	to	<input type="text"/>
Processing Status			
Enter release	<input type="checkbox"/>	to	<input type="checkbox"/>
Complete	<input type="checkbox"/>	to	<input type="checkbox"/>
Released	<input type="checkbox"/>	to	<input type="checkbox"/>

- Click on the Execute icon to generate the report

2. EXPENDITURE

A. MATERIALS MANAGEMENT (MM)

Review Open Purchase Orders: Evaluate all existing open purchase orders (PO) to determine their status. Identify POs that are pending, partially fulfilled, or require action.

Communicate with Vendors: Contact vendors to confirm the status of pending orders. Ensure delivery dates, quantities, and any outstanding issues are addressed before the end of the year.

Goods Receipt: Ensure that goods and service receiving has been completed in the PAS before 31st December for all the goods and services received during the year.

All the open POs after 31st December will be carry forwarded to the new fiscal year within the system. This action will release the budget commitment in the current fiscal year and utilize budget of subsequent fiscal year.

Check open goods receipts (GRs) / Transaction code: ME2N

1. Enter ME2N in command field and press **Enter**
2. Enter values into the following fields
 - a. **Scope of List:** ALV
 - b. **Selection Parameters:** WE101
 - c. **Document Date:** dd.MM.YYYY- dd.MM.YYYY

Purchasing Documents per Document Number			
Choose...			
Purchasing document		to	
Purchasing organization		to	
Scope of List	ALV		
Selection Parameters	WE101	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	01.01.2023	to	31.12.2023
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. Click on the Execute icon to generate the report

B. ACCOUNTS PAYABLE (AP)

Invoice Receipt: Obtain invoices from Vendors for goods and services received during the year and are posted in the PAS on or before **31st December** of the financial year.

Ensure all the parked documents are posted in the PAS and clear all the current year AP parked documents. This included invoices entered via MM module as well.

1. *Posting for the financial year will be blocked on the next working day, following the end of the financial year.*
2. *All the blocked payments with block type "B" will be reversed on 31st December. Therefore, please bring required amendments to the blocked payments.*
3. *All the parked transactions will be deleted from the system on 31st December*

Check Goods and services received but Invoice receiving pending / Transaction code: ME2N

1. Enter ME2N in command field and press **Enter**.
2. Enter values into the following fields.
 - a. **Scope of List:** ALV
 - b. **Selection Parameters:** RECHNUNG
 - c. **Document Date:** dd.MM.YYYY- dd.MM.YYYY

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	ALV		
Selection Parameters	RECHNUNG	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	01.01.2023	to	31.12.2023
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"/>		

3. Click on the Execute icon to generate the report

Check parked vendor documents / Transaction code: FBL1N

1. Enter FBL1N in the command field and press enter
2. Select Open Items and parked items enter valued into following field
 - a. **Company Code**
 - b. **Date: Year-end date**
3. Tick parked items

The screenshot shows the 'Vendor Line Item Display' configuration screen. The 'Vendor selection' section has 'Company code' set to 'GOM'. The 'Line item selection' section has 'Open at key date' set to '31.12.2023' and 'Parked items' checked. The 'List Output' section has 'Layout' set to '/VLITEM IMP'.

Vendor Line Item Display

Data Sources

Vendor selection

Vendor account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items


List Output

Layout

Maximum number of items

4. Click on the Execute icon to generate the report

Check blocked vendor documents / Transaction code: FBL1N

1. Enter FBL1N in the command field and press enter
2. Select Open Items and parked items enter values into following field
 - a. **Company Code:** GOM
 - b. **Date:** Year-end date
3. Click on Dynamic Selection  and enter values into following fields
 - a. **Payment Block:** B
4. Tick Normal items, Special G/L transaction and Noted Items.

Vendor Line Item Display

1 active Data Sources

Vendor master

- Industry
- Created on
- Created by
- ISR Number
- Group key
- Account group
- Country
- Alternative payee

Reference

Document Type

Business Area

Baseline Payment Dte

Payment Method

Payment Block B

Partner Bank Type

Vendor selection

Vendor account to

Company code GOM to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date 31.12.2023

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

5. Click on the Execute icon to generate the report

C. INTER BUSINESS AREA TRANSACTIONS

Ensure all the inter business area transactions are fully completed in Inter Agency Portal (IAP) before 15th January of the following year. This means all the reconciled transactions are posted in PAS with system document number (eg. 200000903) updated in IAP.


Obtain budget for Budget exceeded transactions and ensure posting is completed by 15th January of the following financial year.

All the budget exceeded and unreconciled transactions in previous year will be deleted from Inter Agency portal after 15th January of the following year and agency needs to enter these transactions for the following year.



D. PETTY CASH

All the transactions in petty cash journal for the financial year should be posted to PAS on or before 15th January of the following year.


Check transactions in CJ that are not posted / Transaction code: FBCJ.

1. Enter FBCJ in the command field and press enter.
2. Enter values into the following fields.
 - a. Date: dd.MM.YYYY – dd.MM.YYYY (Whole year)
3. Select Cash journal by clicking 
4. Click Print Cash Journal

Cash Journal P091 Company Code GOM

 Print cash journal  Change cash journal

Data selection	Balance display for display period		
Display period <div style="border: 2px solid red; padding: 2px; display: inline-block;">01.01.2023 – 31.12.2023</div> <div style="display: flex; justify-content: space-around; width: 100%;"> ◀ Today ▶ ◀ This week ▶ ◀ Current period ▶ </div>	Opening balance	2,058.00	MVR
	+ Total cash receipts	4,338.50	MVR Number: 2
	+ Total check receipts	0.00	MVR Number: 0
	- Total cash payments	4,979.50	MVR Number: 27
	= Closing balance	1,417.00	MVR
	Cash thereof	1,417.00	MVR

Cash journal: 
Company code: GOVERNMENT OF MA...

5. Scroll down to the bottom of the report.

6. Check if there are any saved documents.

Cash Journal										
GOVERNMENT OF MALDIVES CASH JOURNAL Page: 1										
Male' MVR Rufiyaa										
GOM / 414100 26.11.2023 08:34:47										
01.01.2023 - 31.12.2023 RFCASH20 / A258215										
Opening Balance:									2,058.00	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			
1000204919	03.05.2023	03.05.2023	REPLENISHMENT	0.00	2,222.00	0.00	000			
1000204923	09.05.2023	09.05.2023	IT RELATED MAT-	600.00	0.00	0.00	000			
1000204924	09.05.2023	09.05.2023	OTHER ADMIN. S-	259.00	0.00	0.00	000			
1000204925	09.05.2023	09.05.2023	IT RELATED MAT-	65.00	0.00	0.00	000			
1000204926	09.05.2023	09.05.2023	IT RELATED MAT-	75.00	0.00	0.00	000			
1000204927	04.06.2023	04.06.2023	OFFICE CLEANIN-	209.00	0.00	0.00	000			
1000205309	19.06.2023	19.06.2023	OTHER ADMIN. S-	178.00	0.00	0.00	000			
* Total				4,979.50	4,338.50	0.00				
* Total Expenses only Saved				577.00						
* Total Receipts only Saved				0.00	Number of Saved Documents:		4			
Closing Balance									1,417.00	MVR



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.

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

Each month, finance officer should physically count the cash in hand and reconcile the balance with PAS (cash journal) and the form should be submitted to **FIYES** portal before 15th January of the following year.

3. FIXED ASSETS

Conduct a physical count of all fixed assets under the supervision of the Finance Executive to verify their existence, condition, and location. Ensure the count aligns with the assets listed in the PAS Fixed Asset register. Verification report along with the count sheets stamped and signed by FE must be send to MoF. This applies to the Legacy assets (acquired before 2009) as well.

Points need to be considered before finalizing the asset register.

Agencies are required to submit Aid in Kind Assets to MoF monthly via a specified format to record the assets in PAS (*Refer PFR 13-D1-CIR-2019-38 - Aid-in-Kind*). Ensure all the Aid in Kind Assets are recorded in the PAS before 15th January of the following year.

Ensure all the asset transfer, disposal, auctions have been recorded in PAS before 15th January of the following year. Agencies are required to update these transactions in the Neelan Portal and MoF staff will update the transactions in PAS asset register. (*Refer to daulathuge mudhaa eh offeehun aneh offeehah badalukurumai baave halaakuvegen nuvatha beynun kureven nethigen daulathuge mudaa neelan kiyumaai nahthaalumaaai nathaalumuge amalu kuraane gothuge usooluge jadhuwal 2&3 form*)

Ensure that all costs associated with the capital project (WIP assets) are recorded in the system. Reconciliation of the projects should be completed by the 15th of January of the following financial year. Ensure that all the capital projects completed during the financial year are capitalized in the PAS system. This will be carried out by MoF once completion has been communicated with TPAD

Check Asset Balance at the year end / Transaction Code: S_ALR_87011965

1. Enter S_ALR_87011965 in the command field and press enter
2. Enter values into following field
 - a. **Company Code:** GOM
 - b. **Business Area:**
 - c. **Report Date:** 31.12.YYYY
3. Tick List Assets.

Asset Balances

Company code: GOM to

Selections

Business area: 1272 to

Settings

Report date: 31.12.2023

Depreciation area: 01 Book deprec.

Sort Variant: 0001 Co. code/bus. area/bal. item/B/S acc

List assets

... or main numbers only

... or group totals only

Display options

Display variant:

Use ALV grid

- Click on the Execute icon to generate the report

Note: This report does not have the quantity. To check the asset balances with Quantity use transaction code ZFIR001 - Asset List – Extended.

Check Assets with Quantity / Transaction Code: ZFIR001

- Enter ZFIR001 in the command field and press enter
- Enter values into the following fields
 - Company Code:** GOM
 - Business Area:**
 - Main Asset Number:** Copy and paste all the asset from previous report.

Asset Extended List Report

Selection Parameters

Company Code: GOM

Business Area: to

Fiscal Year: to

Main Asset Number: [Redacted]

Asset Subnumber: to

Asset Class: to

Variant Selection

Variants:

- Click on the Execute icon to generate the report

4. FINANCIAL ASSETS

All Financial Assets and Fixed Assets for the year should be completed and the report submitted to FIYES portal. Current month transaction should be completed before 30th of the following financial month.

This includes:

- a) Investments
- b) Government Landings
- c) Receivables

5. CONTINGENT ASSETS

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

All contingent Assets for the year should be completed and report submitted to FIYES portal before 15th January of the following financial year.

6. CONTINGENT LIABILITIES

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

All contingent liabilities for the year should be completed and form submitted to FIYES portal before 15th January of the following financial year.

7. BANK ACCOUNTS

All accounts should be reconciled and the reconciliation statement should be submitted to FIYES portal before 15th January of the following year.

8. TRUST FUNDS

All trust funds should be reconciled and the reconciliation statement for the year should be submitted to FIYES portal before 15th January of the following financial year.

9. IMPREST ACCOUNT

All the bank accounts opened in MMA to manage the funds of the donor funded projects must be reconciled and reconciled statements along with the balance should be submitted via FIES portal before 15th January of the following financial year.

10. REFUNDABLE DEPOSITS

All refundable deposits should be reconciled and the reconciliation statement for the year should be submitted to FIYES portal before 15th January of the following financial year.

11. CASH GRANTS / PROJECT GRANTS MAINTAINED IN PBA

All cash grants / project grants should be reconciled and the reconciliation statement for the year should be submitted to FIYES portal before 15th January of the following financial year.

12. 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.my on or before 15th January of the following financial year.

All GL live agencies should park the JV to SAP system on or before 15th January of the following financial year. All agencies must ensure all the JV's have been posted by MoF.

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.

-END-