e-Line d.o.o. Sarajevo

FMS.Sys

User Manual

Version 1.35

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BASIC INFORMATION

FMS.Sys is a new version of FMS.XP (first version published in 1997), which is financial management system for the World Bank projects. FMS.Sys is made using Microsoft Visual Studio and MS SQL as database. Basic functions of FMS.Sys are local accounting, FMR cash accounting and tender/contract management. Main modules of FMS.Sys are General Ledger , Accounts Payable and Receivable, Fixed Assets and Small Invetory, Financial FMR module, Technical FMR module and other Tools (Salaries /BH), Payment Orders etc.)

SYSTEM SET UP

Server:
One SQL Server (2000/2005) is required on LAN which will hold data for FMS.Sys. If you already have SQL Server, you can skip to installation of FMS.Sys. If you do not have SQL Server, browse installation CD, folder 3rdParty which contains MSDE2000 and MSSQL2005_Express free versions of SQL Server. After you install SQL Server, you should remember the name of it (usually the same as machine name), so all clients can connects to your SQL Server.

Configuration:
Minimal configuration of PC for FMS.Sys is 100 MB free disc space, 512 MB RAM-a, Pentium IV processor, CD ROM, Windows 2000/XP/Vista operating system.

FMS.Sys Installation:
After you insert CD, you will get an option to install FMS.Sys. Follow on-screen instructions. Depending on current state of your PC, additional components will be installed (.Net Framework 2.0, MDAC etc). After installationis completed you will have an icon on your Desk-top (FMS.Sys).

First start of FMS.Sys:
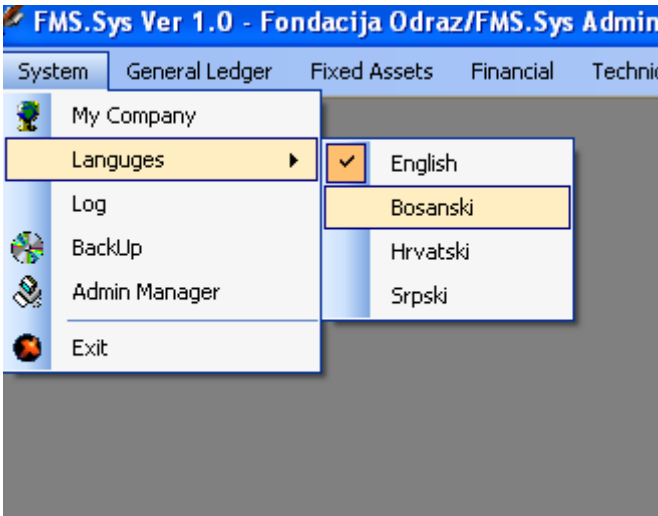The first time you start FMS.Sys you will be presented with SQL Server connection windows.
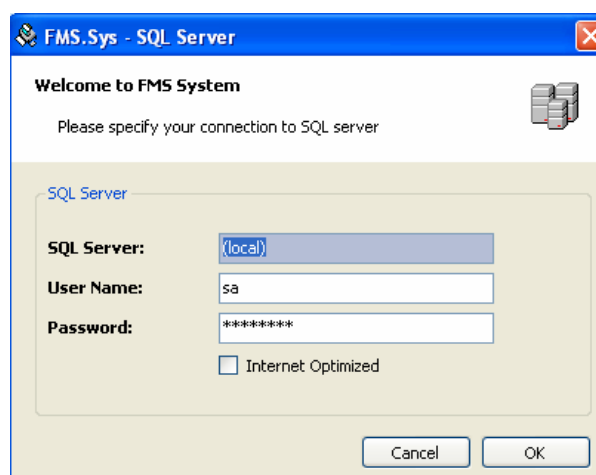
Type in SQL server name (from previous chapter). User Name is SQL Server user (default is sa – system account). If you installed MSDE2000 then the password should be „password", and for SQL2005 password will be set during SQL 2005 installation. Internet Optimized option is you users accessing database through Internet. Remark: SQL username and

password should be changed by your system administrator in accordance with your security policy. Click on OK. If you are the first user accessing the database, FMS.Sys will create database for the first time. Then you will be presented with LogIn window:
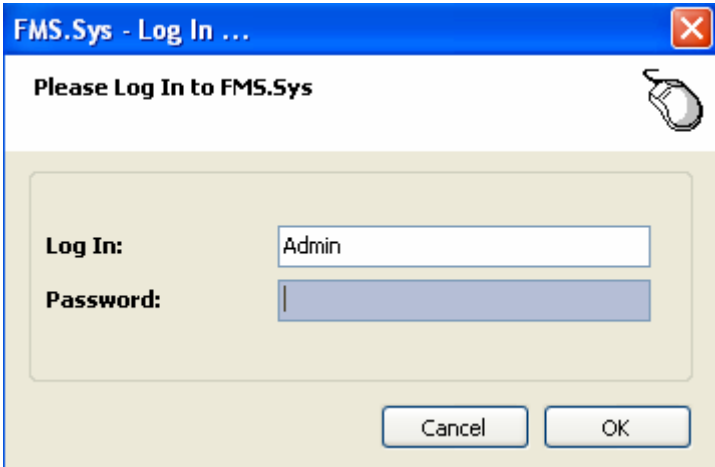
First start already have default user Admin (no password) who is administrator of the application. Once you are in the system it is recommended to create a new user and change Admin's password. By default, the system will run using English language. If you would like to change the language, go to System/Languages.

Users:

Go to Codes/Users:

When you open this window you will see default Admin user and other users.

It is recommender to change a password for Admin (for Admin user you can only change password). Select Admin and click Change.
Type new password and click on Save.

If you want to add a new user click on New:

Enter all fields for your new user. Naviagte to tab User Rights and select rights for your new user (No Rights/Read-Only/ReadWrite) for each module. Payroll is optional and differs from country to country. Once you are done click on Save.

Licensing you copy of FMS.Sys
Navigate to Help menu/License, where you can find your Control Key:

Send this control key to our email address and you will receive license key back (copy/paste). Once you get the mail, copy it to License field (or copy/paste) and click on Accept. You should get an message confirming your copy of FMS.Sys is licensed (You can do this on any client on your LAN connected to SQL Server). Remarks: FMS.Sys is installed, by default, as Demo version. This version is fully functional but it has limitations regarding number of records you can post within General Ledger etc. Once you purchase FMS.Sys, you will receive license key, which should be entered in above window and then you can continue to work without any limitation.

LiveUpdate:

LiveUpdate is module which updates your copy of FMS.Sys to the newest version available. From time to time, you will receive an email about new version of FMS.Sys, with detailed descriptions of new features. Once you receive such mail, navigate to Help Menu/Live Update… and follow on-screen instructions.

If needed, a new window will appear (FMS.Sys will close). Click on Update:
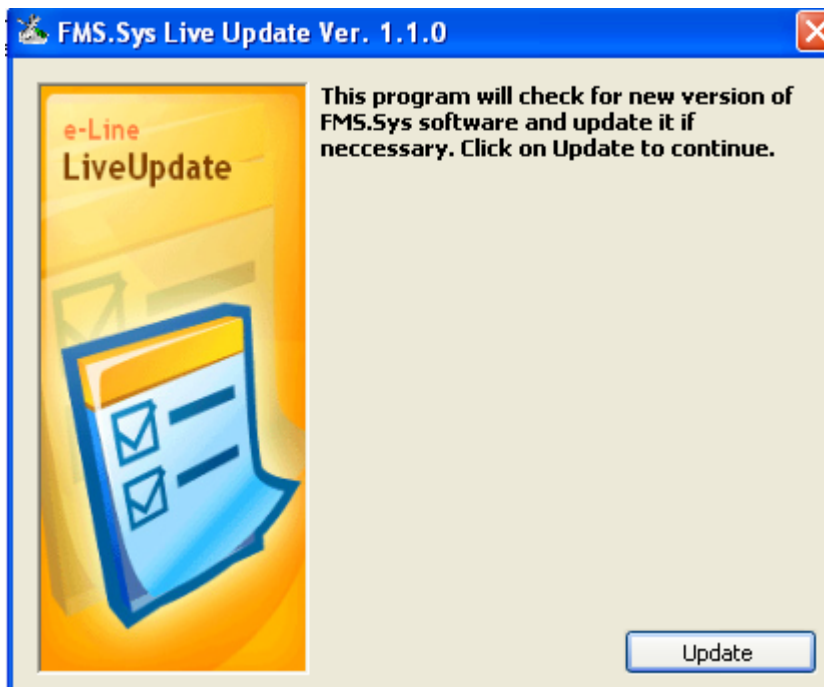
After updating is done, FMS.Sys will automatically start (usually with the message "Updating database…Please Wait…"). Once database is also updated, you can continue to work with FMS.Sys.

Initial Setup of FMS.Sys

After you are done with user creation, it is necdcesary to setup FMS.Sys with basic information.

My Company

Manu System/My Company:

Enter basic information about your company/organization and click on Save. Tab Customization is used to setup up Country (optional functions in the system such as Payroll), and other optional functions.

Codes, Projects:

Define project (projects) for your organization.

You will find default project already created. You should Modify this project and set data according to your real project. If you have additional project, click on New and add new project.

Codes, Sources of Funds:

Select project from the left list. Click on New to add a new Source of Funding (usually projects have IDA loan Number XXXX, and Government as sources of funding). Repeat this process if you have more then one project.

Codes, Chart of Accounts:

FMS.Sys will initially be installed without chart of accounts. You can find, on our web site, several charts of account (BH). You can import such chart of accounts as follows: download

chart of accounts on your desktop. Go to Codes, Chart of Account and press F12. Browse to txt file you just downloaded and click on Open. Chart of accounts will be imported.

To add a new account, click on New. If you which to modify an existing account click on Modify. When adding/modifying certain account it is very important to select correct Account Type.

1. Suppliers. This account is used for accounts payable. If you have more than one project, you can add more supplier's accounts or one just one account since during posting process you will be able to separate suppliers using field Project regardless if you use only one supplier's account.

2. Customer. This account is used for accounts receivable. This is not that common for the World Bank project but it can happen. This type of account is similar to Suppliers.

3. **FMR Account**. This is the most important type of account. These accounts are used for FRM accounting using cash model. You should select all bank accounts (petty cash) as FMR account.

4. **Direct Commitment** is special kind of FMR account. It is used to record direct payments from Credit account directly to suppliers. This is sub-account to your Credit account is Washington.

All other accounts are local account and their Account Type should be left blank. You can also exclusively (if you have more projects) assign a project to your account. This is recommended for bank accounts, while local accounts can be shared among different projects.

Direct Commitment Example: If you have direct payment to supplier A in a amount of 1000 units, your Journal would be:
DC Account (transaction 1)/Income
Supplier/DC Account (transaction 5)
This account's balance should be always 0.

Codes, Journal Types:

There are already some systems Journal Types which can not be changed (depreciation, salaries, opening balance etc.). Other Journal Types should be entered in accordance with bank accounts of your project (Account Statement for XX Bank, Account Statement for Special Account, Invoices etc.)

Codes, Expenditures:

Define Categories and Expenditures you will use in the system. Depending on your project or projects, some categories and expenditures can be shared amoung projects (for example Local Consultants). Option Expenditures/Percentages is used to specify percentage (eligible) for certain expenditures (for project/date)

Codes, Activities:

Define activities by project/component (Project, Component, Activity):

After you define all key codes, you are ready to post in General Ledger (you will also need Partners but you can add them while you post)

General Ledger, Data Entry

When you open this window you will be presented with journals which are not posted. Down/left you can check to get all posted journals (these journals can be only viewed/printed – if you need to change data on already posted journal, use option General Ledger/Return)

During data entry you can change/delete all itmes using New, Modify, Delete.

During data entry, and depending on account type, type of transaction certain fields will be visible/hidden for easier data entry. Also, when you click Save, FMS.Sys will check all data entered and respond accordingly. Make sure to select Contract field since FMS.Sys can not check if this field should be required or not.

If you current item is expenditure (transaction 5) you will need to enter Source of financing, Expenditure and Activity. To make the whole system easier, all records are only kept in local currency. This is why special kind of expenditure transaction is interdicted (55 which is exchange rate differences). Also, Codes/Currencies is option where you can all your reporting currencies and exchange rates.

Data Entry, Step by Step

When you open this window, left list will show you a list to journals. Right list is a list of items for left selected journal. To add a new item for new or existing journal click on New (note: if you are continuing with posting last day journal which is not finished, you can select such journal (left list), select any item on the right list and Right-Click on New which will open New window with some info already entered).

Journal Type: Enter existing journal type or click on Journal type: link to select journal type from the list. If there is not journal type for your journal, go to Codes/Journal Type and add new journal type. If you click on link Journal Type: you will be presented with a new window (Find – Journal Types). Here you can filter journal types, sort etc. Once you find journal type you need select it and click on Transfer button (or simply double-click desired journal type).

Journal type will be transferred to your data entry window (note: all codes on this window work in similar matter).

Journal/Date: First field is journal number and second journal date. If you click on link Journal/Date, FMS.Sys will automatically find the next journal number and set the date to current date. These, off course, can be changed.

Remark regarding date fields. All date field can be entered using one of the following ways: for current year dates you can only enter month/day (or day/month depending on your regional settings) and year will be automatically added once you leave the field. For example if you which to enter June 6 or current year, you can enter: 6/6 or 6-6 or 6.6 or 6,6 or 6 6. If you have to enter previous year date then you have to enter year also (6/6/07 or 6-6-07 etc).

Account: You can enter account or you can click on Account: link to choose existing account (like journal type)
Remark: once you enter desired account, certain fields will be shown/hidden depending on account type.

Project: Every single transaction in the system has to have Project field. You can enter Project ID or click on Project: link to get list of available projects.

Partner: Use field Partner for accounts payable, receivable and FMR transactions (5).

Remark: Code/Partners is windows where you can add new partners

Document/Date: First field is number of document (such as invoice number, account statement number etc.) and second field is date of document.

Debit/Credit: You can not have one transaction having both sides. This is due to cash accounting which is important for FMR. Debit/Credit is entered only is local currency. You will be able to print any kind of report in any currency using Codes/Currencies option.

Note: If you are entering for example 500 USD on 5/5/07 you can do the following: Type 500 in Debit or Credit field. Click on Debit or Credit link and you will be presented with Currencies window. Here you can double-click on desired exchange rate and FMS.Sys will automatically recalculate 500 USD in LC depending on exchange rate you have selected. If such exchange rate does not exist, click on New in Currencies windows, add new date and exchange rate, click on Save, and then double-click on just added exchange rate.

Note: you do not have to add echange rate for each day, just for dates when change in exchange rate occurs.

VAT yes/no: certain organizations have an option to ask for return on VAT for certain invoices. If such option existing, when you post Invoice and you enter supplier's account, you can enter VAT information which later, will be use to Return of VAT form.

Description (Local): describe your transaction in local language. You can use Codes/Descriptions to select description which constantly repeats.

<u>Mirror Account</u>: This option may be used for faster data entry. For example if you are posting invoice, you would post two items/accounts (expenditures local/suppliers). While typing in information for expenditures account you can enter supplier's account as mirror account. Once you save expenditure account, FMS.Sys will move mirror account to account field and switch Debit and Credit amounts.

<u>Description (English)</u>: Description of transaction in English language. This field is not required but highly recommended for FMR account and accounts payable/receivable.

<u>Contract</u>: This is a very important field to connect financial data (invoices/payments) with tenders/contracts within Technical module of FMS.Sys. It is not required but for all FMR transactions of type 5 and Invoices it is necessary to enter appropriate contract code.

Remark: depending on your internal organizational structures, procurement department or similar enters tenders and contracts to the system which should be entered prior to process of posting invoices and payments.

Transaction: This is required field for all FMR accounts. It is used for classification of type of transaction we are entering.

Debit side transactions are:

1 – Income
11 – Interest and other type of income
3 – In

Credit side transactions are:

5 – Expenditure
55 – Exchange rate differences (minus if positive)
7 – Out

If for example we have replenishment of special account (100 LC):

100 LC Special Account / Income (local account)
Where, Special Account side would he Transaction 1.

If we are transferring funds from Special to Local Bank Account:
Calculative Account (transaction 3)/Special Account (transaction 7)
Local Bank Account (transaction 3)/ Calculative Account (transaction 7)

If we are making payment to supplier from whichever bank account
Supplier (transaction is not required)/Bank Account (transaction 5)

If our bank statement shows interests, we would post this as transaction 11 (special kind of transaction 1). This way total income would be 1+11 transactions but we would separate "real" transfers from Credit Account and Income which did not occur from Credit Account (Washington).

Source: Source of funding. For all FMR and Invoice (suppliers) transactions you should enter Source of funding since FMS.Sys will let you mix and pool funds from different sources of funding within one bank account. Eve though this is possible it is not recommended.

Expenditure/Activity: These fields are required for FMR account and transaction 5 (expenditures) and in some cases for Invoices. If you select/enter Contract (if applicable) prior to this, expenditure and activity will be automatically transferred.

Once you enter all required fields click on **Save**.
Once you are done will all items for your journal click on Cancel.

Remark: You can stop working on certain journal and continue the next day. As noted, select such journal (next day) from left list, select any item on the right list and Right click on New button.

Once you are done with journal, click on Print button and print your journal. Then, click on Post to post your journal to General Ledger. Also, before posting make sure your journal is balanced.

Return (journal)

If you make mistake and notice it after you have posted journal, go to General Ledger, Return and return journal you want to change.

Note: if your data influences Technical module (Tenders/Contract), this information will be automatically corrected with in Technical module.

Customers and Suppliers

As stated in Chart of Accounts, if you mark your account and Suppliers, this account will be a base for accounts payable. So combination of such account and Partner code is all its required to keep track on your suppliers (liabilities) and customers.

KUF: Kuf is local name for book of invoices**.** Here you can view all invoices and make certain changes without the need to returning journal such as VAT information**.** But, if you need to change other data you will have to return the journal. This book of invoices can be printed as such or as form for Return of VAT.

Balance Sheet (Local Accounting)

This is general (accrual method) balance sheet which can be printed in any account length.

FIXED ASSETS

First it is required to define Nomenclatures.

Nomenclatures

Use this option to define nomenclatures for your fixed assets. You will use this information later when you start with fixed assets data entry.

Required fields:

Code: Automatically created
Name eng/loc: description of nomenclature in local and English language
Rate%: annual depreciation rate

Accounts:

Account: main general ledger account (purchase value)
Accumulated Depreciation
Depreciation: annual depreciation
Disposal

Once you are done click on Save.

Fixed Assets (Codes)

Once you are done with Nomenclatures, you are ready to enter codes for your fixed assets.

Fields:
Code: Automatically created
Reg.Number: Your own code for fixed asset. This field is not required (due to Code field) and if you do not enter it, FMS.Sys will copy Code to Reg.Number. Reg.Number is used for projects which already have some kind of code system for existing fixed assets.
Name loc/English: description of fixed asset in local and English language
Project: if you have multiply projects in your organization, you can assign fixed asset to corresponding project.
Nomenclature: choose nomenclature code from previous chapter (Nomenclatures)
Purchase date: this is important for deprecation.
Description: additional description (this is not required)

Check Disposed will be automatically selected for disposed fixed assets.

Once you are done, click on Save.

After you define fixed assets and nomenclatures, you can start entering fixed assets journals. If you already have fixed assets, you should first enter opening balance for such. All changes regarding fixed assets (opening balance, purchase, depreciation and disposal) are made in Menu Fixed Assets, Data Entry. Data entry is similar to data entry in General Ledger.

Purchase of Fixed Assets:

You can do this procrress in one of two ways. Once you receive an invoice for fixed asset(s) you can first enter this invoice in General ledger and then in Fixed Assets. But in order to speed up the process do the following:
1. If needed, define nomenclature for this fixed asset
2. In Fixed Assets, Fixed Assets Codes, define this fixed asset

3. Menu Fixed Assets, Data Entry, New
4. Like when entering data for General Ledger, enter journal number/date (this will be the same in General Ledger)
5. Enter fixed asset Code
6. Enter invoice number/date
7. Debit is purchase value
8. Credit is zero
9. Describe fixed asset English and local
10. Enter Suppliers code (Partner)
11. Supplier Account (accounts payable)
12. Enter VAT info if required
13. Save
14. repeat this process if you have more then one fixed asset on the invoice
15. Once done, click on Cancel
16. Print journal
17. Post Journal

Once you post this journal, go to General Ledger, Data Entry. You should have this invoice ready for posting into General Ledger. Print and Post.

Depreciation

You can calculate and post depreciation on monthly, quarterly, semi annually or annually. Whatever system you choose, go to Fixed Assets, Data Entry, click on Tools, choose Depreciation, enter From and To dates, and click on Accept. A new journal will be formed. Print and Post. After you post this journal, go to General Ledger, Data Entry. You should have this journal ready for posting into General Ledger. Print and Post.

Disposal

If you want to dispose one or more fixed assets, go to Fixed Assets, Data Entry, Tools, and Disposal. Check fixed assets you wish to dispose and click on Accept. A new journal will be formed. Print and Post this journal. After you post this journal, go to General Ledger, Data Entry. You should have this journal ready for posting into General Ledger. Print and Post.

Return (of journal for Fixed Assets).

Same as in General Ledger, you can return Journals for Fixed Assets. This option will only show journals which are made in Fixed Assets Module. Moreover, these journals will not be shown within Return option of General Ledger to avoid errors in the system.

Once you return journal within fixed assets module, same module in General Ledger will be deleted. Once you correct errors in your fixed assets journal, print and post and in general ledger you will again have this journal (corrected) ready for posting. Print and Post.

Small Inventory

This option is only for small inventory registry. Changes regarding small inventory are made directly in General Ledger.

FINANCIAL (FINANCIAL MODULE: FMR)

This module is for FMR accounting. All accounts (from chart of accounts) which are marked as FMR accounts or direct commitment will show here. This module greatly contains reports since all data entry is already done throughout General Ledger, Data Entry (except Budget).

Budget

According to last 2006 Handbook, there are some major changes regarding budget. Budget is done by source and by category (by quarter). Choose year and project from left side and etner annual data for selected (year and project) in LC (local currency).

TECHICAL (TECHICAL MODUL FMR-a)
Tenders

This is only option for data entry. This option is for making records about tenders/contracts.

First you will be presented with a list of tenders/contracts.

On the top of the window you can enter various filters. If you wish to view only contracted (signed) tenders (Contracts) check Contracted.

Remark: main difference between Tender and Contract is: Contract is signed tender.

If you want to add new (or modify existing) tender click on new (modify).

Enter basic data about tender. Field Signed will promote tender into contract.

WB code is the World Bank code formed as follows:

BA-CDP-NCB-202-W-02-BOS-3538-SA

BA – Bosnia (country)
CDP – Project CDP
NCB – National Competitive Bidding
202 – Contract Number
W – Works
02 – Year (2002)
BOS-3538 – main source of financing (loan number)
SA – location (Sarajevo)

Financial Data:

This is where you enter Contract Value of the contract (LC) and annexes. Information about Invoiced and Paid value will come automatically from General Ledger.

Option Default SOE/SS if for General Ledger data entry, and Warning is also for data entry in General Ledger (such as "Make sure activity is correct").

Financing Percentages/Amounts:

This is to define percentages or amounts (depending on System, My Company, Custmization) for contracted value. For example, if contract value is 100,000 LC, and IDA will finance 80% and Government 20%, this is where you would enter 80 and 20 so the system knows what is expected amount and percentage of each source.

Other Data

Other data is option where you can define certain data depending on character of the project. For example, if you have two projects (local infrastructure and microcrediting) which keep track on completely different set of data, you can (Codes, Other Data) define different sets of data for these two projects.

PAYROLL (SALARIES) – Federation BH

Time Sheets

Each logged in user can enter information amount his/hers hours spent at work. This can be used as a base for salary calculation.

Salaries (Federation BH)

FMS.Sys only does salary calculation for Federation BH (due to different systems in different countries). If you wish to have this module for your country, you will have to contact eLine and enter negotiations for such module.

TOOLS

Payment orders

This is a help module for creation of Payment orders (according to WB template). If you decide to use this option, go to Partners and enter all required information (bank).

Paymanr oders local (virmani) – Only for Bosnia and Herzegovina

REPORT WIZARD (Financial and Technical)

Both financial and technical modules have a powerful reports creation tool called report wizard. This option can be used to filter and group various information and create all kinds of reports.