



Government of Samoa

**Ministry of Finance
Purchasing & Payments**

16th July 2012

Trainers:

**Anna Schuster, Livigisitone Nuusila
System Support Team, Ministry of Finance**

Training Objectives:

The purpose of this training is to provide the attendees with the following knowledge;

1. The operational process of the Purchase Order
2. The operational process of creating and approving AP invoices
3. How to perform enquiries and run reports on Purchasing and Accounts Payable

Training Outcome

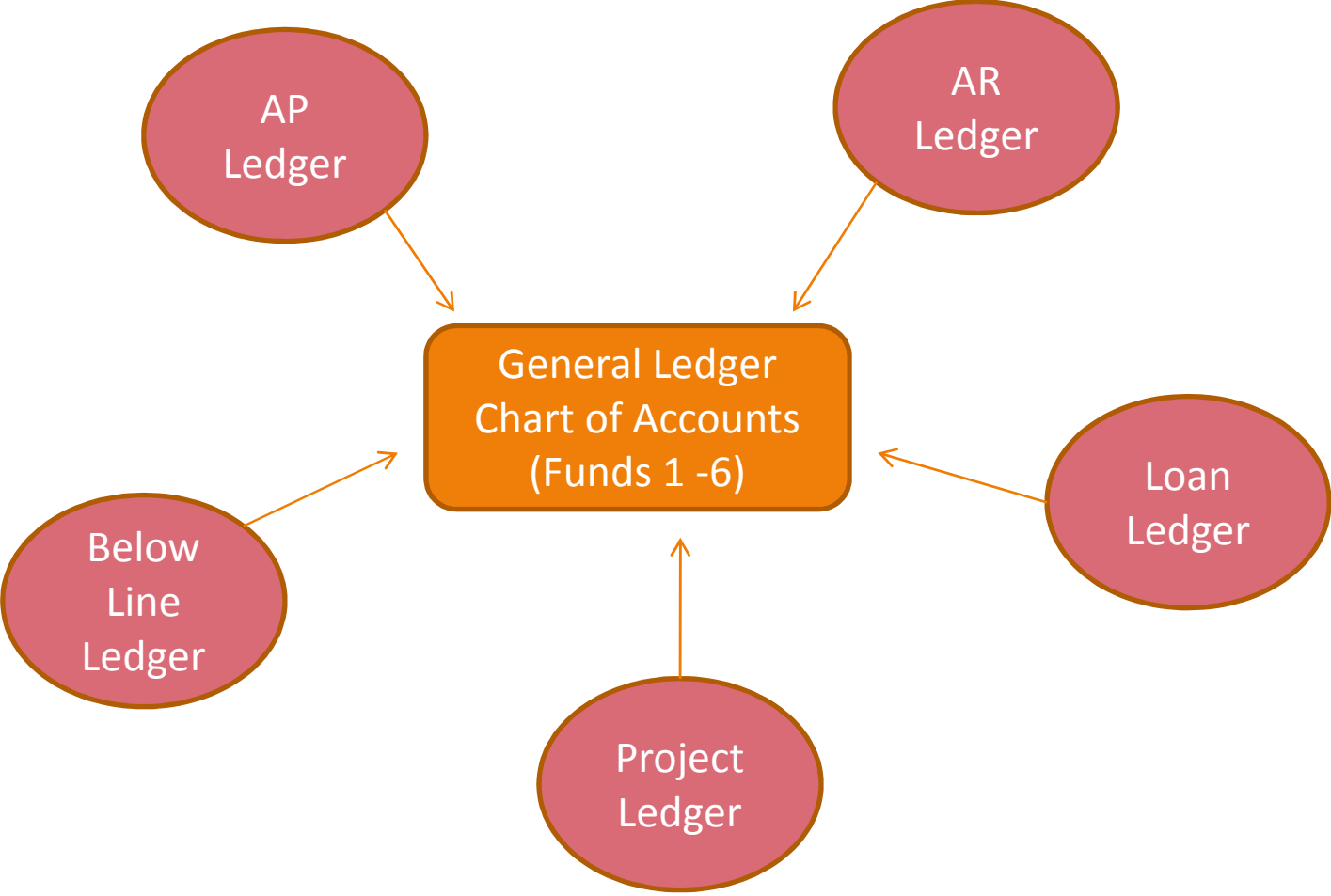
It is expected that an understanding of the Purchasing and AP processes will enable attendees to;

1. Perform the operational processes of the Purchasing and AP as required within their day to day role.
2. Be able to assist or train other system users

Topics

1. Overview of Finance One Ledger Setup
2. AP Chart Management
3. Funds Checking – Ministry Budget Expenditure (EIE)
4. Commitment & Suspended Documents Checking
5. Purchase Orders
6. Creation of AP invoices
7. Payment Procedures
8. Reports and Enquiries
9. Workflow Items

FINANCE ONE LEDGER SETUP



GENERAL LEDGER STRUCTURE

- Primary Ledger contains information on flows (expenses & revenue) and stocks (assets, liabilities, capitals)

- Ledger Naming Structure

Ledger code (a)	Actual /Budget (b)	Financial Year (c)
XX	XXX	XX
GL	ACT	11

Code	Description
ACT	Actual
OBD	Original Budget
RBD	Revised Budget
COM	Commitments
CSH	Cash

Financial Year	Dates
10	01/07/2009-30/06/2010
11	01/07/2010-30/06/2011
12	01/07/2011-30/06/2012

- Chart – GLCHART

- GL Account Structure

Fund-Sub	Output-Management	Unit-Natural	Account
X-	XXXX-	XXX-	XXXXXX

SUBSIDIARY LEDGERS

Below the Line “BL”

- Periodic ledger that hold details of transactions on behalf of state, spending relating to a specific activity for Ministries.
- Budget is held in the BL ledger – BLOBD_{xx} & BLRBD_{xx}
- Ledger Name - BLACT_{xx}
- Chart – BLCHART
- BL Account Structure

Job Type- Job Code- Natural Account Code
XXX- XXXXX- XXXXXX

1. **Job Type**, i.e. CMD – commemorative Days, CNF – conferences, CTP – counterpart costs
2. **Job code**. Code specific to the job for each ministry, and
3. **Natural Account code** (Refer Annexure B)

SUBSIDIARY LEDGERS

Project “PR”

- Periodic ledger that hold details of the GOS donor funded projects (grants and loan funded).

- Ledger Name - PRACT
(At the end of each year a copy is taken and named PRACTxx e.g. PRACT11 is for Financial Year 2010-2011)

- Chart – PRCHART

- PR Account Structure

Project-Source of Funds-Management Unit-Natural Account
XXXX- XX- XXX- XXXXXX

1. **Project Code.** Projects that are grant funded are within code range: 0000 – 1999, whilst projects that are donor loan funded are within code range: 2000 - 9999
2. **Source of Funds,** i.e. AusAID - 03, NZAid - 13, EU – 35
3. **Management Unit** (currently not used)
4. **Natural Account code** (refer Annexure B)

SUBSIDIARY LEDGERS

Accounts Payable “AP”

- Perpetual ledger where data rolls over from year to year with accounts having opening balances each year.
- Ledger Name – APACT
(At the end of each year a copy is taken of the AP ledger and named APACTxx e.g. APACT11 is for Financial Year 2010-2011)
- Chart – APCHART
MoF creates and maintains AP Chart of Accounts (i.e. Supplier Codes)
- AP Account Structure

Supplier code- Ministry Code Reference
XXXXXX- XX

Payment Procedure

1. Ministry AP Officer creates or matches invoice to PO and submit to PA for approval.
2. Ministry PA submits document file to MoF.
3. MoF checks the associated documents against the document file.
4. MoF approves and passes to Audit for approval
5. Audit checks the associated documents against the document file.
6. Audit approves and post it.
7. MoF checks and issues cheques based on outstanding invoices by due date.

QUESTIONS?



SYSTEM SUPPORT

For Finance One support please contact the System Support team on telephone 34398 or by emailing f1support@mof.gov.ws.

Please assist us by ensuring that you do not contact individual staff members within the Ministry of Finance Accounting and Financial Services team in relation to support calls.

Directing all support calls to our System Support team will ensure that all calls are logged in Service Request Desk in order that the Systems team can:

- Respond in a timely and effective way;
- Monitor and manage the cause and resolution of all support issues being raised; and
- Ensure your support call is directed to the person best-placed to resolve your issue