



FFARS USER GUIDE

GENERAL INFORMATION

INTRODUCTION

Facilities or service providers are key organs at the lower level government that deal with direct provision of services to the citizens. They are therefore wings of Local Government Authorities (LGAs) and hence accountable to the same.

For quite some time, accounting and reporting system at the facility level has been characterized by individual sectoral systems, health and education sectors being dominant. This has led to lack of unlike system of accounting and reporting and difficulties in LGAs capturing accurately expenditures spent at the facility level.

There are also significant current developments aimed at improving the LGA Planning and Reporting System (PlanRep) as well as the LGA accounting software (EPICOR). These improvements aim to make the high level LGA systems interoperable or able to talk/integrate with Facility Financial Accounting and Reporting System (FFARS) especially on planning & budgeting (PlanRep), and expenditures tracking (EPICOR).

There is a significant increase of funds at the disposal of the facilities. For instance, the government, with effect from 1st January, 2016 started disbursing funds for education directly to facility bank accounts (primary and secondary schools) to cover for capitation grants, compensation for school fees and food. Similarly on the side of health sector, user fees, results-based financing (RBF), community health fund (CHF) and National Health Insurance Fund (NHIF) are disbursed directly to health facility bank accounts and health basket funds (HBF) will start being disbursed directly to health facility bank accounts with effect from 1st July, 2017.

The requirements of laws, regulations and standards must also be considered. For instance, IPSAS 35, with effective from 1st January 2017, demands consolidated financial statements which includes accounts of all levels in the LGA i.e. both higher and lower government levels. Therefore, there is urgent need for existence of sound and proper system of accounting, Financial management and reporting (as required by law) at the facility level to ensure maintenance of complete, realistic and accurate accounting records; preparation of timely and realistic Financial reports and ensure proper accounting and utilization of Financial resources received by and/or availed to facilities hence contribute to effective and quality delivery of services.

In that endeavor, PO-RALG MoHCDGEC, MoEST in collaboration with PS3 and HPSS worked together to develop this system to address the above-mentioned challenges and arising issues. The responsible authorities are well aware that introducing FFARS is an ambitious effort that must be accomplished step-by-step including the shift from manual to automated systems. Facilities are able to manage and perform financial accounting and reporting and are already undertaking many of the tasks FFARS will help them consolidate improve and link current accounting and reporting activities through a strengthened and comprehensive system.

The link between Local Government accounting at council and facility levels.

The accounting activities at the facility level are part and parcel of the accounting activities at the council level and thus directly link the two as explained below:

Planning and budgeting at the facility level feeds into the planning and budgeting at the Council level. Hence budget codes used at the council level will also apply at the facility level i.e. cost Centre codes, fund type, same GFS codes for inputs

Classification of income and expenditure items will be the same at both levels.

Coding of transactions at facility level will be according to the coding at the LGA level.

Actual expenditures at the facility level are accumulated to determine budget performance over a given period of time e.g. end of the year at the LGA level.

Preparation of financial reports at the facility level should allow consolidation of the same into the LGA accounts.

Auditing undertaken at the facility level is part and parcel of the auditing taking place at the LGA levels, such as ethics, standards and performance

Chart of Account Codings systems as already explained in earlier sub-section 1.2, the coding system used within the LGA, which includes facilities as part and parcel of the LGA is the guiding system across all facilities. However, at the facility level, there will be fewer coding segments, at most four (4) segments to enable simplicity at this level. The following segments will constitute the coding system at the facility level:

- Facility Code- This is the facility registration number
- Fund Source Code- Code number as provided in the LGA Chart of Accounts
- Activity Code- Code number as provided in the LGA Chart of Accounts
- Input Code- Code number as provided in the GFS Manual

Example related to a service input for the health sector: Facility: Fulwe Dispensary in Morogoro Region, Fund Source: Community health financing schemes (NHIF and User Fees). Activity: Train 6 in charges of health facilities for 3 days on Malaria prevention. Input: Allowance.

Facility Code	Fund Source Code	Activity Code	Input Code
101159-2	8	ABCDSS	210303

Example related to a service output or actual delivery of services to population: Facility: Fulwe Dispensary in Morogoro Region, Fund Source: Community health financing schemes (NHIF and User Fees). Activity: deliver malaria services to the population Input: maybe supplies, lab test, and drugs? To show that different inputs will combine to produce malaria service output?

Facility Code	Input Code	Fund Source	Activity Code
101159-2	8		
101159-2	8		
101159-2	8		

Purpose of this Manual

This manual has been prepared to provide for a unified, simple and practical system (both paper and electronic system) of accounting and reporting covering all sectors at the facility level. It will therefore act as a reference and working tool at this level geared towards guiding the facility officials in ensuring proper accounting, utilization and reporting of all Financial resources (both own and external Financial resources) that are availed at the facility.

Scope

This Manual applies to all types' facilities in Education and Health sectors such as Primary School and Secondary School for Education Sector and, Dispensary and Health Center for Health.

Compliance with this manual complies and refers to various laws, regulations, standards and circulars as listed below: Public Finance Act (2001) as revised 2004 and amended 2010 Local Government Finance Act (1982) revised edition 2000 Local Authority Financial Memorandum (LAFM), 2009 Local Authorities' Accounting Guideline (LAAM), 2009 Public Procurement Act (2011) as amended 2016 and its related Regulations Budget Act (2015) IPSAS related to Local Government Authorities PlanRep and Epicor Implementation in Local Government Authorities. Various reporting formats such as Council Financial Report (CFR) and Council Development Report (CDR). Government Financial Statistics (GFS) codes in the Local Authorities Accounting. * Other instruments from sectors (Health, Education and other sectors Legal Requirements

System overview

FFARS is an application that allows recording Budget disbursement, expenditure and generating report at Facility level, Council level, Regional level and Ministry level. The application provides an electronic version of Facility level Facility Financial Accounting and Reporting System. The application serves data collected to Database and it operates on mobile devices with android application system and also through web application.

Organization of manuals.

The user manual consists of five sections:

General information, System summary, Getting started, Using the System and Report. General information explains general terms of the system and its purpose for which it is intended. System summary section provides a general overview of the system, the summary explains the use of software and hardware requirements, system configuration and the access level and system behavior of any challenges.

Getting started section explains how to get FFARS and install it on device (mobile device), the section presents briefly system menu.

Using the system provides detailed description of the system functions.

Reporting section describes in what way information collected by the system are presented and how to access the information.

System summary

Provides a general overview of the system, the summary explains the use of software and hardware requirements, system configuration and the access level and system behavior of any challenges.

System configuration.

FFARS operates on both web based application and mobile application. As mobile application is compatible with android 4.0 and higher version. The application requires internet connection in order to access the application use and serve data to database. Data served in database can be viewed using any web browser. After installation on mobile device, FFARS can be used without any further configuration.

User access level

Only registered users are able to access, use, retrieve and serve data into FFARS database. The system is divided into four user levels, and is categorized according to their functionalities to suit the needs of Users.

Ministry level (Super Admin)

PORALG as a super Admin are responsible of creating Admin users at Regional and Council Levels, Managing all system settings before everyone has logged in for usage.

Region Level

It's a level where region can have access to view, ready and access data at its level, Council and facility Level.

Contingencies

In case there is no internet connection or disruption of internet connection, data can be served locally. In case of power failure on your device (computer, laptop or mobile device) data cannot be served.

Getting started.

By the time you have received this manual and you want to access FFARS, you should already have access to the internet. This manual assumes the following:

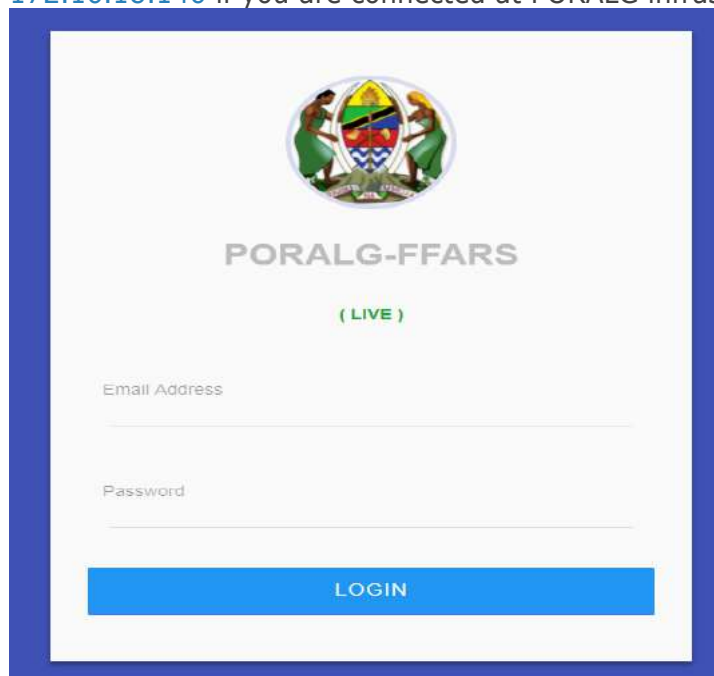
- You have a Uniform Resource Locator (URL):ffars.tamisemi.go.tz or an IP: 172.16.18.146
- You have internet access or located at IFMIS infrastructure that connect you to PORALG network.
- You have a working and authorized username and password. If you don't have them, then request username/password by contacting Department of ICT at PORALG.

Login

Username and Password will be provided to you by the appropriate person and at a specific level. After 1st login, the system will enforce you to change the default password by setting the password of your choice. The restriction is that you should provide a password that has more than six characters.

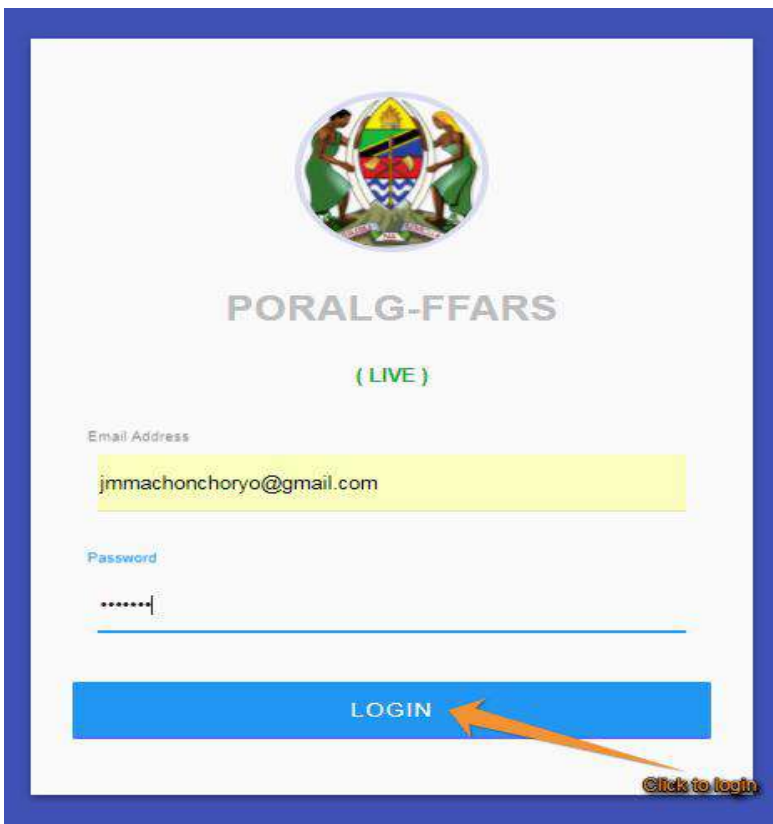
To login into FFARS

Openyourbrowserandtypethefollowingaddress<http://ffars.tamisemi.go.tz>when using internet or anIP: 172.16.18.146 if you are connected at PORALG infrastructure. The following interface will appear;



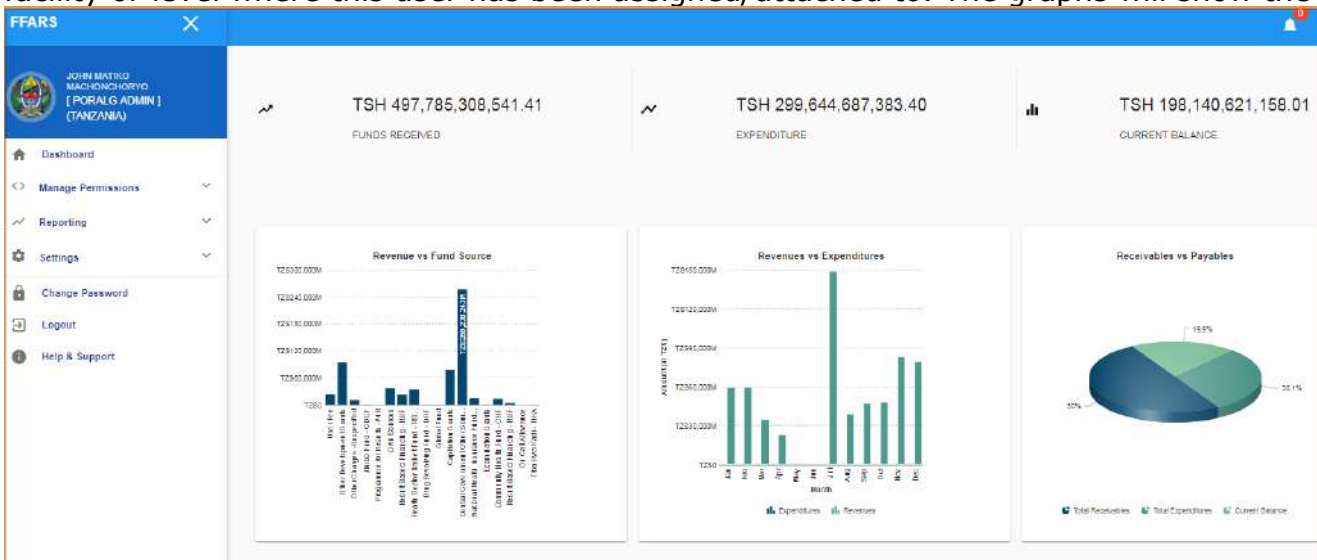
The image shows a login screen for the PORALG-FFARS system. At the top center is the national emblem of Tanzania. Below the emblem, the text "PORALG-FFARS" is displayed in a bold, grey font, with "(LIVE)" in a smaller green font underneath. There are two input fields: "Email Address" and "Password". At the bottom, there is a blue button labeled "LOGIN".

This is a login screen where a user need to write his email address as a username, type a password and then click Login.



The Dashboard

This is a page that appears when a user click login after entering a User name and Password. A Dashboard will show the amount of funds received, spent and available balance on each facility or level where this user has been assigned/attached to. The graphs will show the same

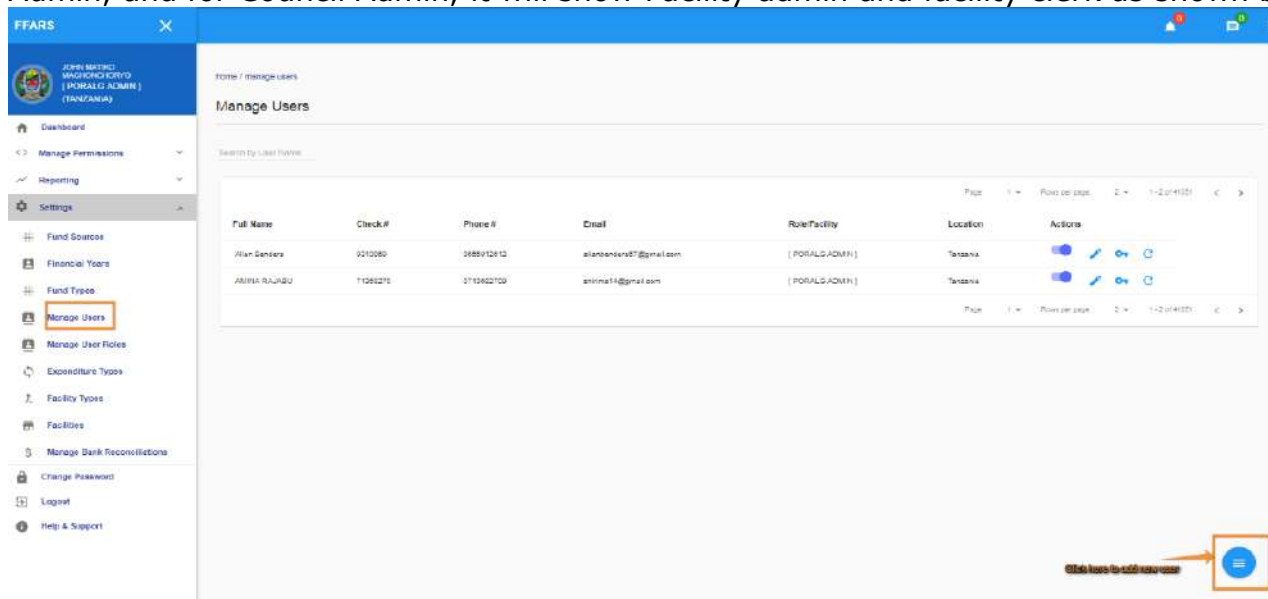


SuperAdmin

Is the first level in which, all the settings are done before any user is allowed to login, after a super user create all the prerequisite on the system on setting module then he/she should create other Super Admins at National level ,Regional Admins and Council admins. These

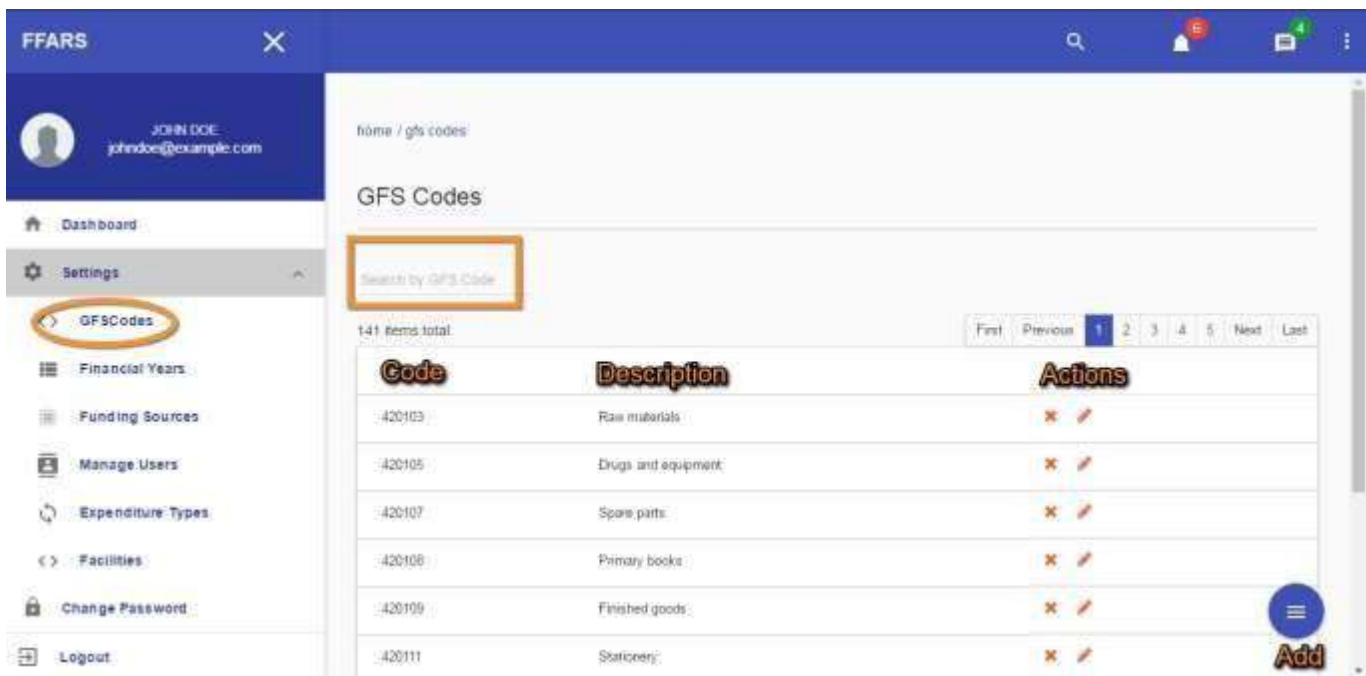
admins will have rights to create various regional and Council users and then Council admin will then be able to create the Facility Admin and Facility Clerk for the system.

To add new user, go to Manager Users on settings, click add button to get a window where you will be able to write Username, Full Name, Email and Assign Role. We have different roles according to the levels, For Super Admin, will show Super admin, Regional Admin and Council Admin, and for Council Admin, it will show Facility admin and facility clerk as shown below



GFS Codes

When is clicked, it shows GFS codes, GFS Code description



When add GFS code button is clicked, it gives you a room to enter new GFS code and GFS code Description



Financial Year

When is clicked, it show Start date, End date, Name, Current Year and edit.

FFARS

JOHN DOE
johndoe@example.com

home / financial years

Financial Years

Search by code

From Date To Date

4 items total

Start Time	End Time	Name	Current Year	Actions
03/15/2015	10/30/2017	2017/2018	<input checked="" type="checkbox"/>	
07/01/2016	06/30/2017	2016-2017	<input type="checkbox"/>	
07/01/2018	06/30/2019	2018/2019	<input type="checkbox"/>	
01/06/2018	01/06/2019	2019/2020	<input type="checkbox"/>	

To create new Financial Year

FFARS

JOHN DOE
johndoe@example.com

home / financial years / add financial year

Add Financial Year

Financial Year Description
eg 2016 Financial Year

Start Time

End Time

CREATE

Save

Fund SourceView

The screenshot shows a web application interface for managing fund sources. At the top, there is a blue navigation bar with a menu icon, a search icon, and notification icons. Below the navigation bar, the breadcrumb path is 'home / fund-sources'. The main heading is 'Fund Sources'. A search box labeled 'SEARCH by code' is highlighted with a red box. Below the search box, it indicates '31 items total'. A pagination control shows 'First', 'Previous', '1', '2', '3', '4', 'Next', and 'Last', with '1' selected. The main content is a table with the following columns: 'Funding Source Code', 'Funding Source Name', 'Description', and 'Actions'. The table contains six rows of data:

Funding Source Code	Funding Source Name	Description	Actions
1	Own Source	Own Source	✕ ✎
2	Government Block Grants	Government Block Grants	✕ ✎
3	Community Contribution	Community Contribution	✕ ✎
4	Local Govt. Development Grant (LGDG) (CDG and CBG)	Local Govt. Development Grant (LGDG) (CDG and CBG)	✕ ✎
5	Agriculture Sector Development Program (ASDP) (DADG, A-EBG, A-CBG)	Agriculture Sector Development Program (ASDP) (DADG, A-EBG, A-CBG)	✕ ✎
6	Road Funds	Road Funds	✕ ✎

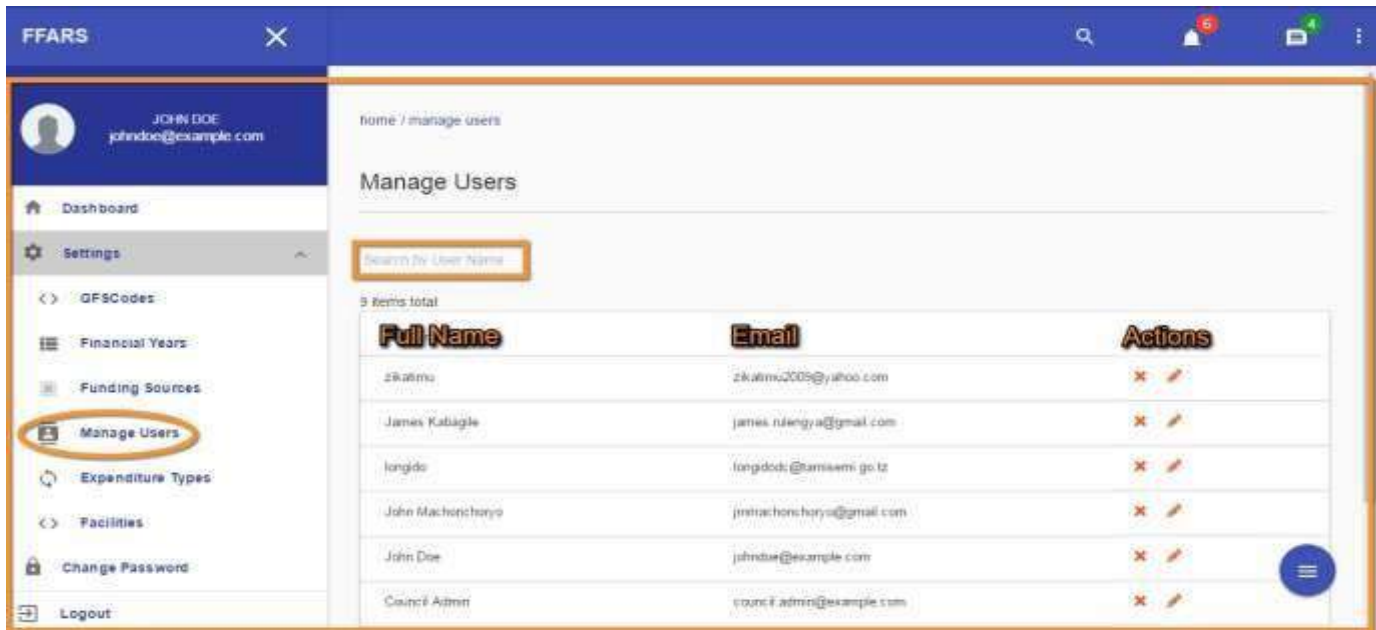
To Create New FundingSource

Click Add button and fill the required inputs

The screenshot shows the 'Add New Funding Source' form in a web application. The breadcrumb path is 'home / funding sources / add funding source'. The main heading is 'Add New Funding Source'. The form has three input fields, each highlighted with a red box: 'Funding Source Name', 'Funding Source code', and 'Funding Source Description'. Below the input fields is a grey button labeled 'ADD NEW'.

3.2.1.5 Manage Users

This part, create users and assigning Role according to their levels. When Manage Users is clicked, shows the list of Users and Email who use the system as shown below



Regional Level Admin

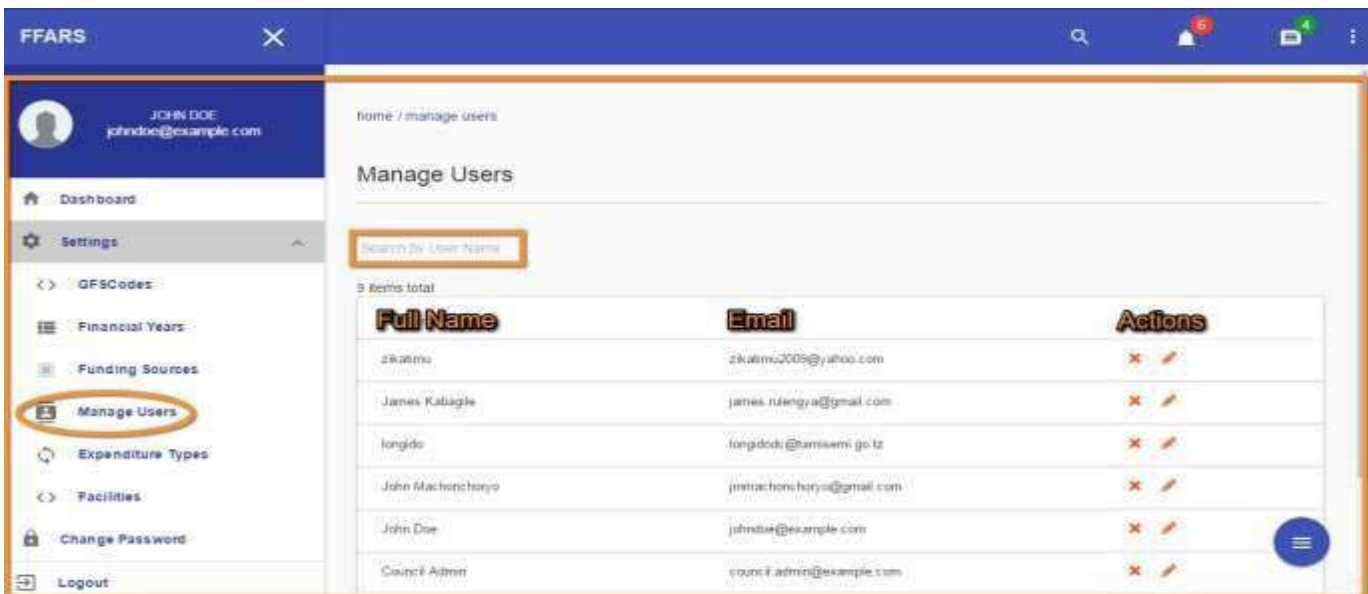
To view report for all councils of that region.

Council Level Admin

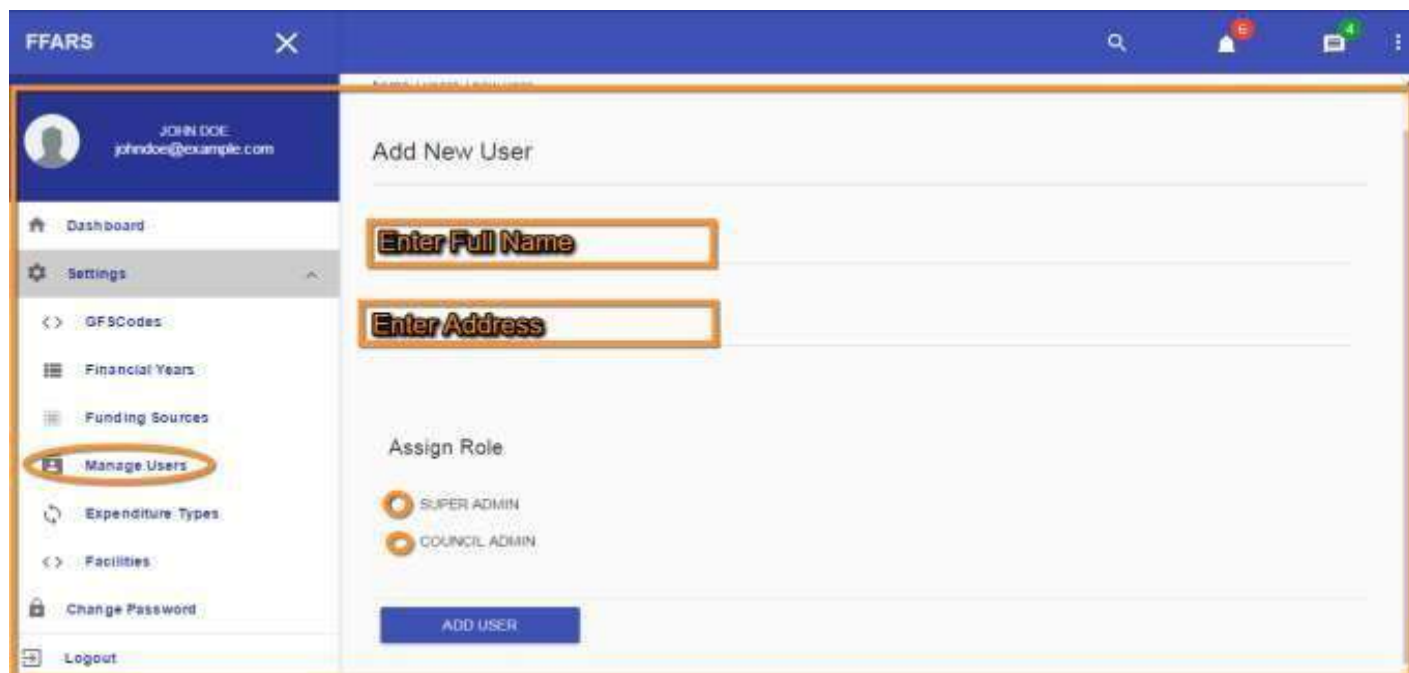
Is the one who create facilities (for those which are not pre-loaded) and manage users of those Facilities.

Manage Users

When Manage Users is clicked, shows the list of Users and Email who use the system as shown below



Add new users



The screenshot displays the 'Add New User' form in the FFARS system. The sidebar on the left contains the following menu items: Dashboard, Settings, GFS Codes, Financial Years, Funding Sources, Manage Users (highlighted with a red circle), Expenditure Types, Facilities, Change Password, and Logout. The main form area includes two input fields labeled 'Enter Full Name' and 'Enter Address', both highlighted with red boxes. Below these fields is the 'Assign Role' section, which has two radio button options: 'SUPER ADMIN' and 'COUNCIL ADMIN'. At the bottom of the form is a blue 'ADD USER' button.

Facility level user

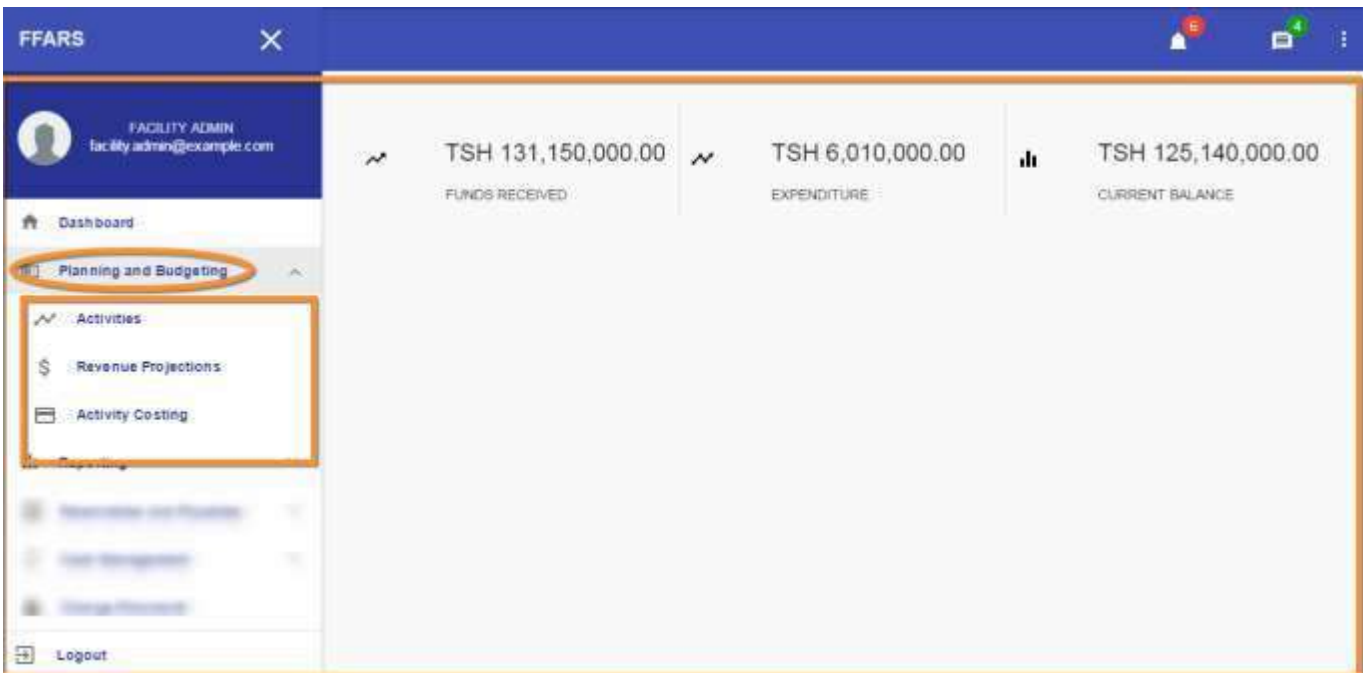
At this level, the system consists of seven menu items, three menu items represent forms for collecting Planning and Budgeting, Receivable and Payables and Cash Management, and two menu items represent Reporting functions of the system which are Dashboard which gives a summary of fund received, expenditure and current balance. The reporting menu provides access to different types of reports for example Cashbook report, general ledger, cash book entries report etc. The remaining items are related to user access to the system: one to allow users to change their password (change password) and the other one to exit the system (logout).

Before the system can be used, the Super Admin should do the following:

- Inserting GFS Codes to the system,
- Inserting Financial Year,
- Inserting Funding Source,
- Creating various Council Admin (Manage Users),
- Inserting Expenditure Type,
- Inserting Budget,
- Sub budget class.

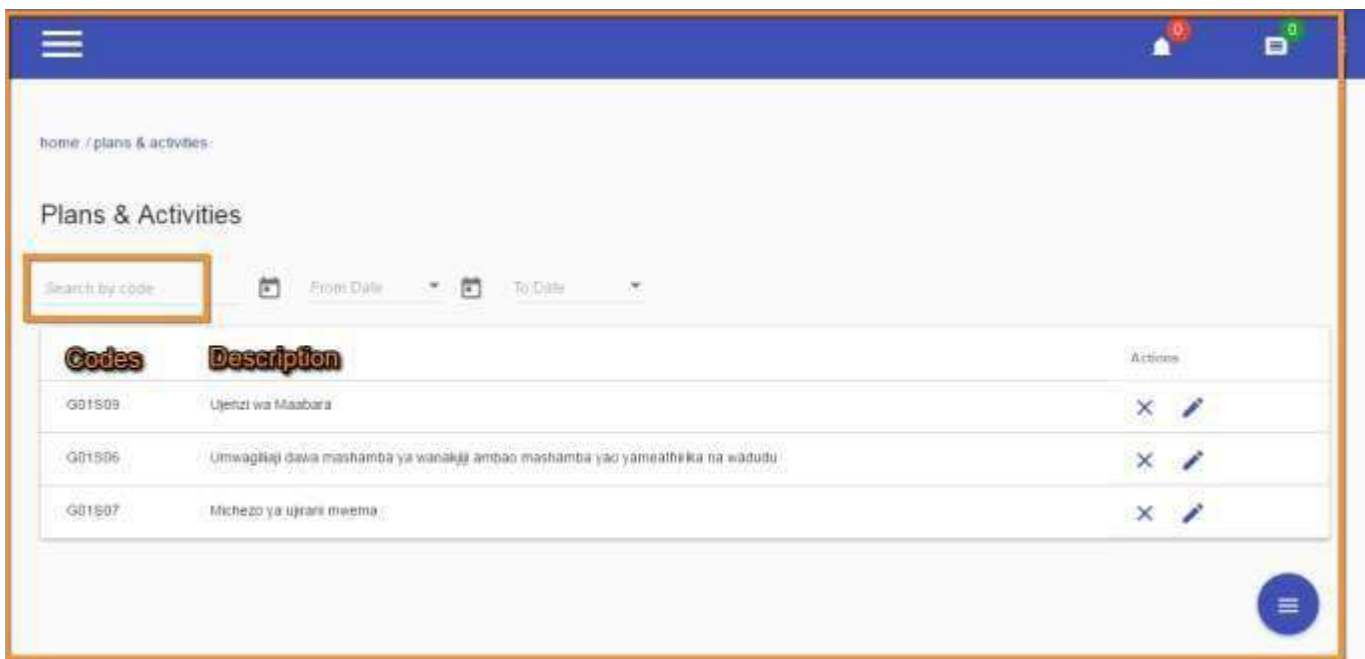
Planning and Budgeting

A plan is a pre-determined set of activities an organization intends to implement during a definite time period based on its policy directions (vision, mission, goals, objectives and strategies) and aiming at producing desired outputs in order to address problems or improve existing situations. When expanded (clicked), it shows Activities, Revenue Projections and Activity Costing as shown below.



Activities

When is Clicked, it shows Codes and Description



In order to set for activities, you should make sure that you set Financial Year, Activity Codes, and Activity Description that describe that nature of that Activities as shown below. To add new Activity, click the add button and gives you a room to enter Code and Activity Description as shown below

home / activities / new activity

Create New Activity

Select Financial Year 

Code	Description	+ -
------	-------------	-----

 Add other Activities

CREATE

Revenue Projection

When is clicked, it shows Items present, Amount, Financial Year, GFS Code, Funding Source and Actions as shown below.

home / revenue projections

Revenue Projections

Search by code

4 items total

	Amount	Financial Year	GFS code	Funding Source	Actions
<input type="checkbox"/>	TZS 100,000,000.00	Year 2017-04-17 / 2016-09-28	Secondary Education Development Program-SEDP	Own Source	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 60,000,000.00	Year 2017-04-17 / 2016-09-28	Educational Radio and TV broadcasting programming	Own Source	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 1,200,000.00	Year 2017-04-17 / 2016-09-28	Community Health Fund	Own Source	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 31,000,000.00	Year 2017-04-17 / 2016-09-28	Computer Supplies and Accessories	Own Source	<input type="checkbox"/> <input type="checkbox"/>

To add new Revenue Projections

In order to create new Revenue, make sure that GFS Code and Funding Source is already pre-loaded into the system. Click add button, and it will give a room to select GFS Code, Funding source and Amount as shown

home / revenue projections / new revenue projection

Add New Revenue Projection

Select GFS code here

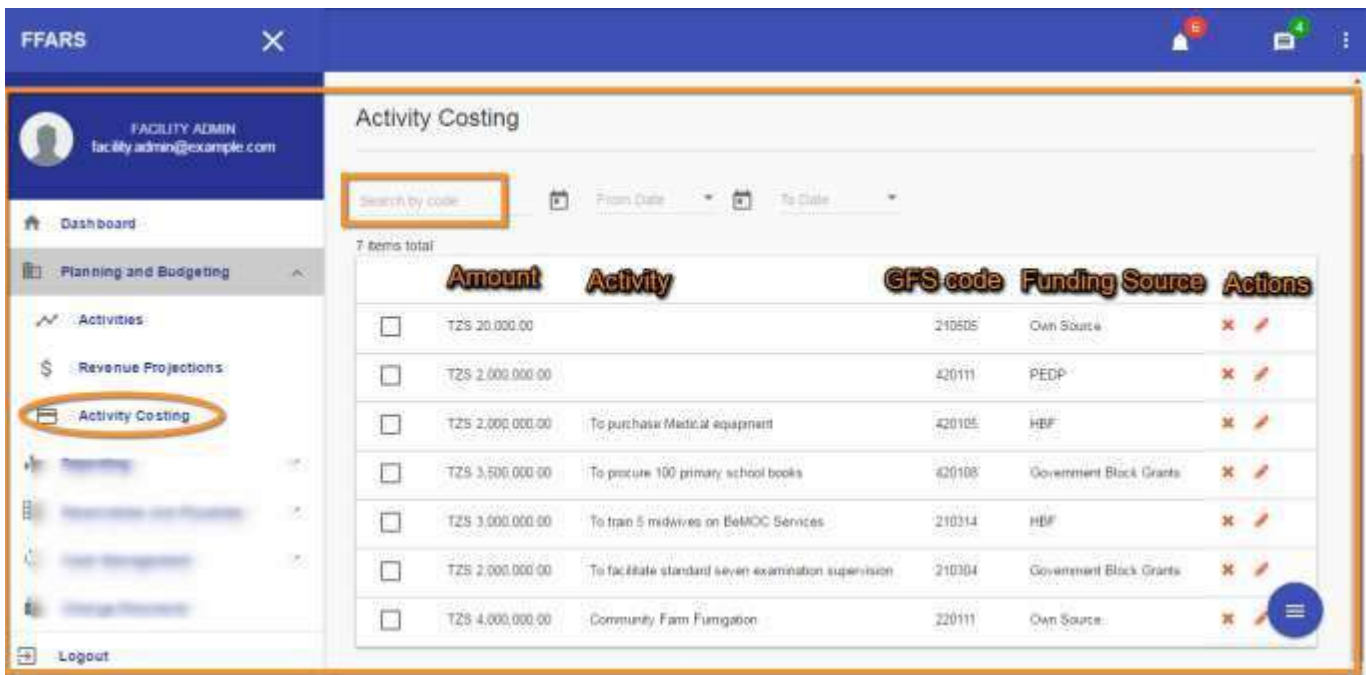
Select Funding Source here

Enter Amount here

CREATE

Activity Costing

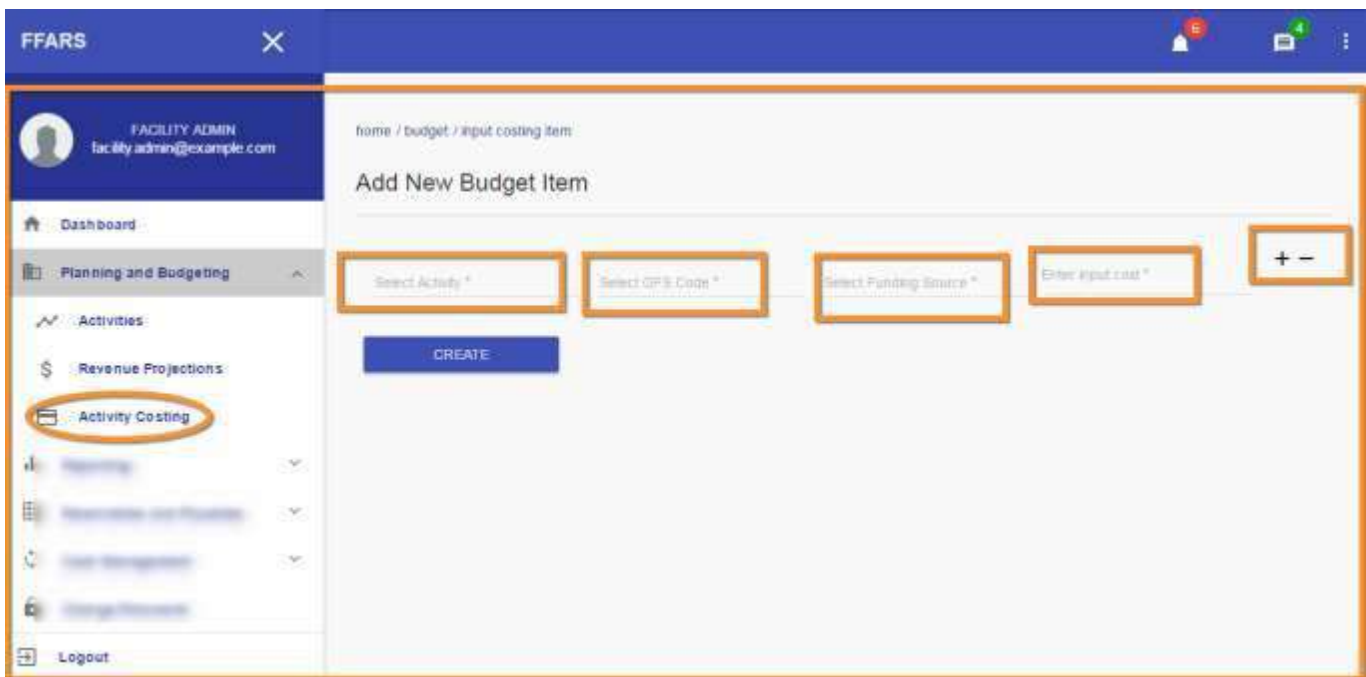
It is basically a quantification of the plan into monetary terms. When is clicked, it shows Amount of the given activities, Activities, GFS Code, and Fund Source as shown below



The screenshot shows the 'Activity Costing' page in the FFARS system. The left sidebar contains navigation options: Dashboard, Planning and Budgeting, Activities, Revenue Projections, Activity Costing (highlighted), Reporting, Accounts and Payables, Cash Management, and Budget History. The main content area displays a table with 7 items total. The table has columns for Amount, Activity, GFS code, Funding Source, and Actions. A search box labeled 'Search by code' is at the top left of the table area.

	Amount	Activity	GFS code	Funding Source	Actions
<input type="checkbox"/>	TZS 20,000.00		210505	Own Source	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 2,000,000.00		420111	PEDP	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 2,000,000.00	To purchase Medical equipment	420105	HBF	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 3,500,000.00	To procure 100 primary school books	420108	Government Block Grants	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 3,000,000.00	To train 5 midwives on BEMOC Services	210314	HBF	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 2,000,000.00	To facilitate standard seven examination supervision	210304	Government Block Grants	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	TZS 4,000,000.00	Community Farm Fungation	220111	Own Source	<input type="checkbox"/> <input type="checkbox"/>

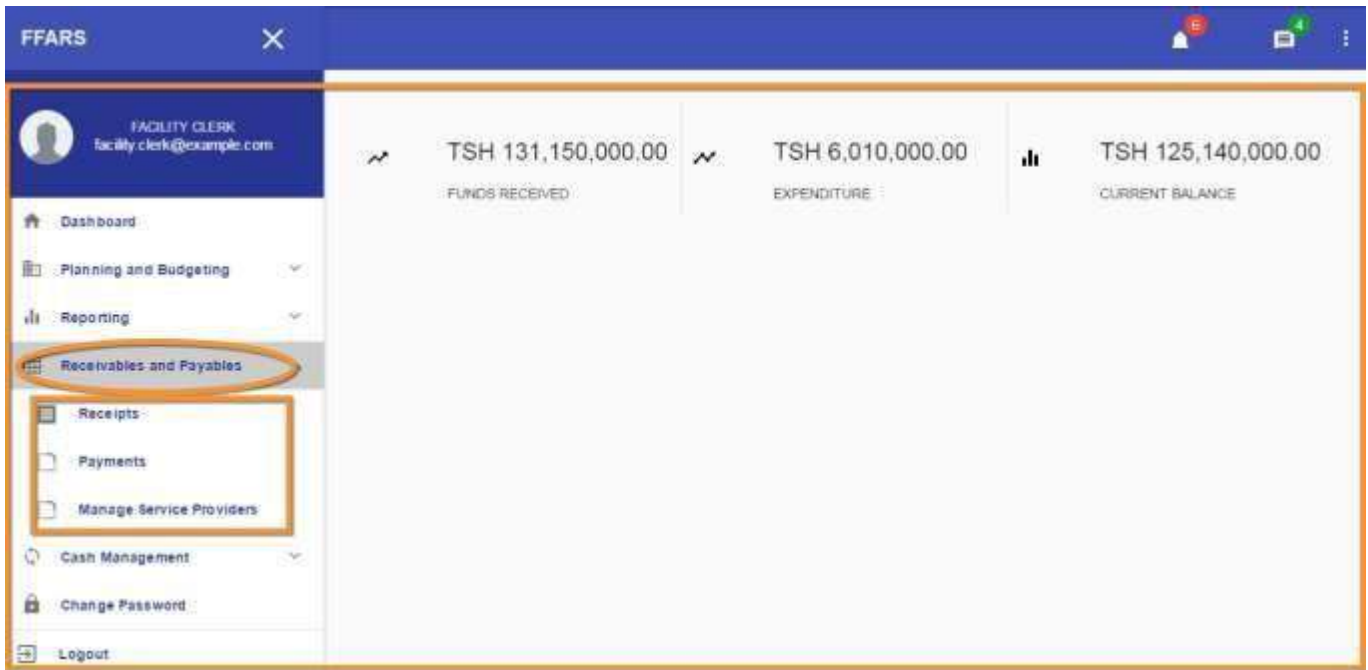
To and new Activity Costing, click add button and will appear as follows



The screenshot shows the 'Add New Budget Item' form in the FFARS system. The left sidebar is the same as in the previous screenshot, with 'Activity Costing' highlighted. The main content area has a breadcrumb 'home / budget / input costing item' and the title 'Add New Budget Item'. Below the title are four input fields: 'Select Activity *', 'Select GFS Code *', 'Select Funding Source *', and 'Enter input cost *'. A '+ -' button is to the right of the last field. A blue 'CREATE' button is positioned below the input fields.

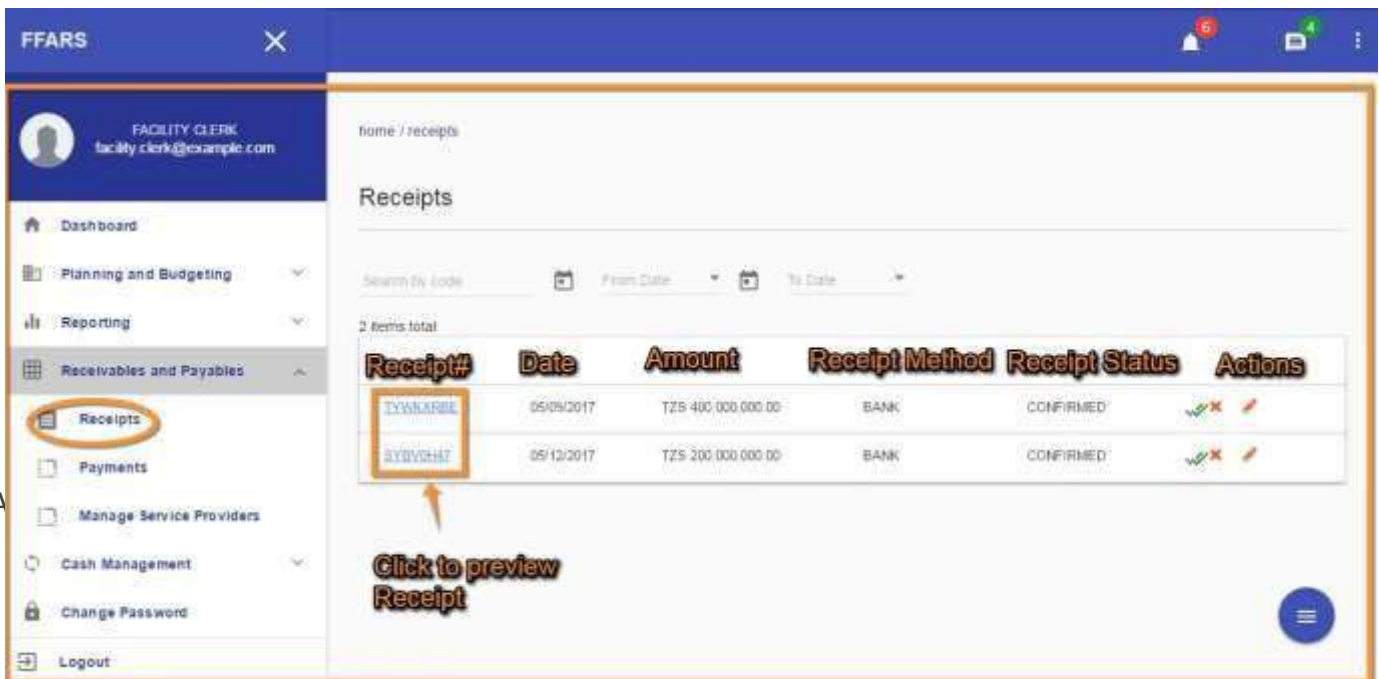
Payable and Receivable

Payable and Receivable deals with Payment and Receipt in which user of the system can make transactions. When is clicked (expanded),it will show Receipt, Payment and Manage Service Providers as shown below .



Receipts

A receipt is an official acknowledgement of money received by the facility. when a facility want to receive money, must make sure that, the Service Providers, GFS Codes and the Fund Source are being pre-loaded by the Super Admin to the system, When is clicked, it shows Receipt#, Date, Amount, Receipt Method and Receipt Status as shown bellow



-A

Click add button and will appear as follows

FFARS

home / receipts / new receipt

FACILITY CLERK
facility.clerk@example.com

Dashboard
Planning and Budgeting
Reporting
Receivables and Payables
Receipts
Payments
Manage Service Providers
Cash Management
Change Password
Logout

New Receipt

Receiving Date
Select Payment Method
Select Payers Name
Amount
Select Funding Source
Select GFS Code by Description or code
Description
Create

View Receipt

FFARS

home / receipts / view-receipt

FACILITY CLERK
facility.clerk@example.com

Dashboard
Planning and Budgeting
Reporting
Receivables and Payables
Receipts
Payments
Manage Service Providers
Cash Management
Change Password
Logout

View Receipt

PRINT

Mtakuja Primary School

Receipt # : L17EIQEQ
Received On : 05/07/2017

Kilimani Street
Plot # 30173-1495
mtakujaprimary@mtakuja.ac.tz
(619) 881-8011 #27993

Funding Source
Own Source
Code: 1

Payment Method
BANK

Bank Ref #

Description
Health faculty user charges

Amount Received
TZS 1,200,000.00

Total: TZS 1,200,000.00

Payments

The term payment is used to describe an event which can be expressed in monetary terms.

home / payments / all payments

Payments

Search by code From Date To Date

11 items total

PV#	Date	Amount	Payee	Payment Status	Actions
PV2017-1	04/26/2017	T25 5 000,000.00		PAID	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
PV2017-3	04/01/2017	T25 3 000,000.00		PENDING	<input checked="" type="checkbox"/> CONFIRM <input checked="" type="checkbox"/>
PV2017-4	04/05/2017	T25 100,000.00		PENDING	<input checked="" type="checkbox"/> CONFIRM <input checked="" type="checkbox"/>
PV2017-6	04/26/2017	T25 900,000.00		PENDING	<input checked="" type="checkbox"/> CONFIRM <input checked="" type="checkbox"/>
PV2017-2	04/26/2017	T25 90,000.00		PAID	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
PV2017-5	04/05/2017	T25 2 000,000.00		PAID	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
PV2017-8	05/03/2017	T25 8 000,000.00		PENDING	<input checked="" type="checkbox"/> CONFIRM <input checked="" type="checkbox"/>

-Add New Payment

In order payment to take place, user of the system must first create activity to its place, Expenditure Type and Service Providers(Payee as Supplier) and Supper Admin must also pre load GFS Code and Fund Sources. click Add button to fill the required information's After making Payment, the authorized person (Administrator) should confirm the Payment When Check Number and confirmation date are entered,will appear as follows

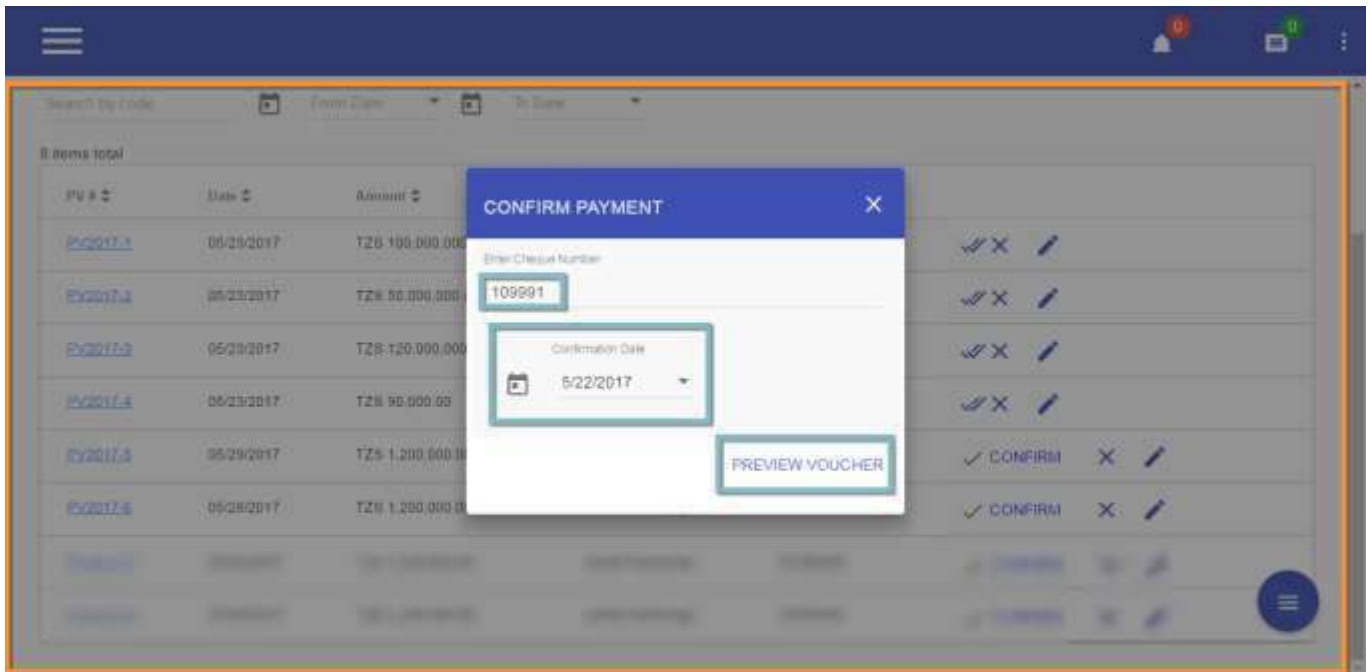
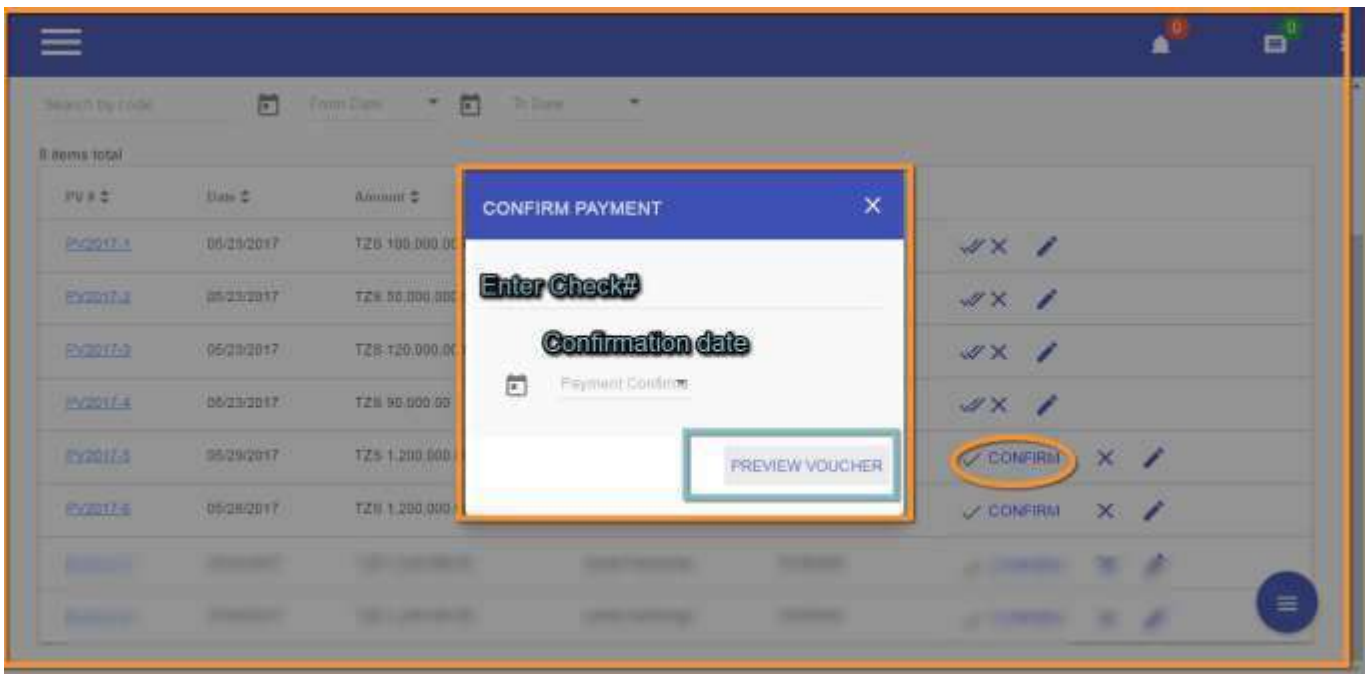
home / payments / new payment

New Payment

Payment Date **Select Activity** **Select GFS Code**

Select Funding Source **Select Payee** **Amount**

Select Expenditure Types **Description**



Then click Preview to preview the Payment Vouchers and will look as follows.

Preview Payment Voucher

CONFIRM
FY NO P00114

Payers Name	James Kazinyingi
Payment Date	06/22/2017
Amount	TZS 1,200,000.00
Funding Source	Own Source
Check#	100001

Account Code	Account Description	Debit	Credit
713145-8078-1-1-0000-001007-100102	Primary Education Development Program-PEDP	1,200,000.00	0.00
331201-812015-0330-000-0-0000-000000	Supply Creditors	0.00	1,200,000.00
TOTAL (TZS)		1,200,000.00	1,200,000.00

Amount Payable in Words: ONE MILLION TWO HUNDRED THOUSAND SHILLINGS ONLY

Prepared by	Title/Name	Signature	Date
Approved by			

Then Click Confirm in order to Confirm payment

Manage Service Providers

In this Manual, Service Providers are those who work with Facilities as Customers or Supplier. In order Facility clerk to make either Payment or Receive Money from various sources, must first pre load names of Service Providers.

home / plans & activities

Manage Service Providers

Search by name

2 items total

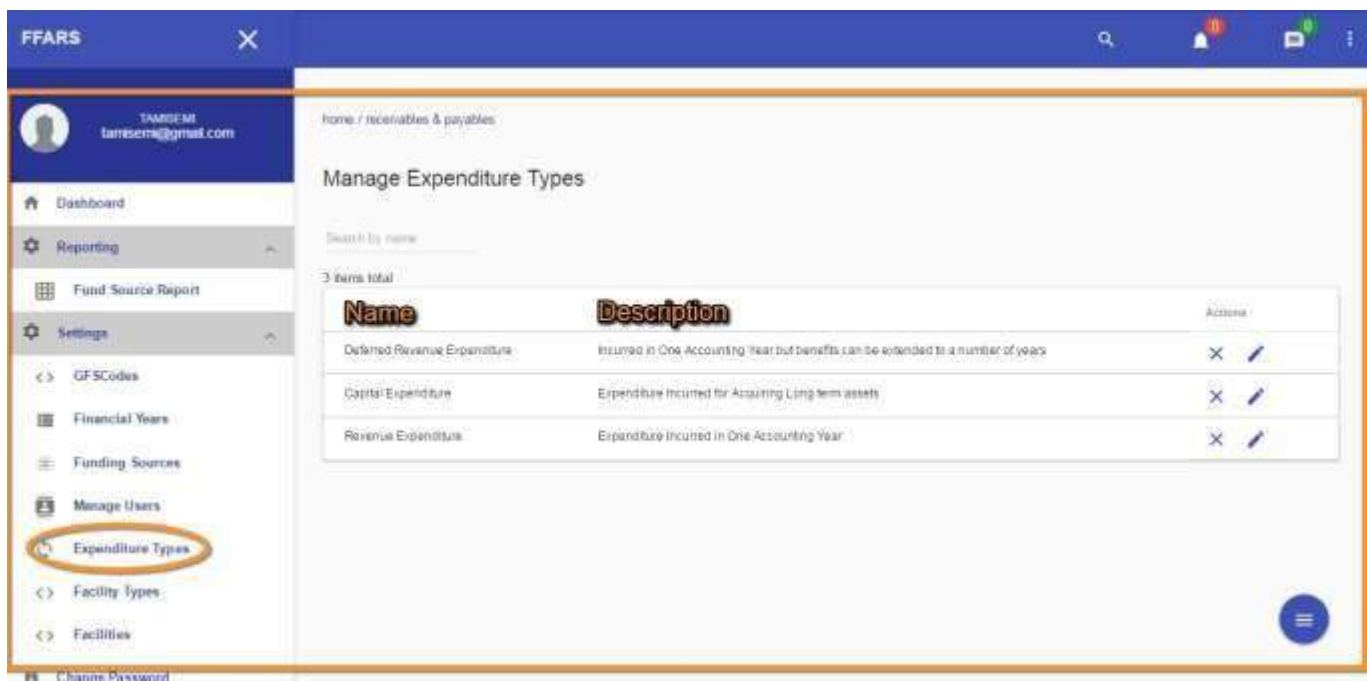
Name	Type	Actions
James Mbulinyingi	CUSTOMER	✕ ✎
Hamis Kazinyingi	SUPPLIER	✕ ✎

Add New Service Providers



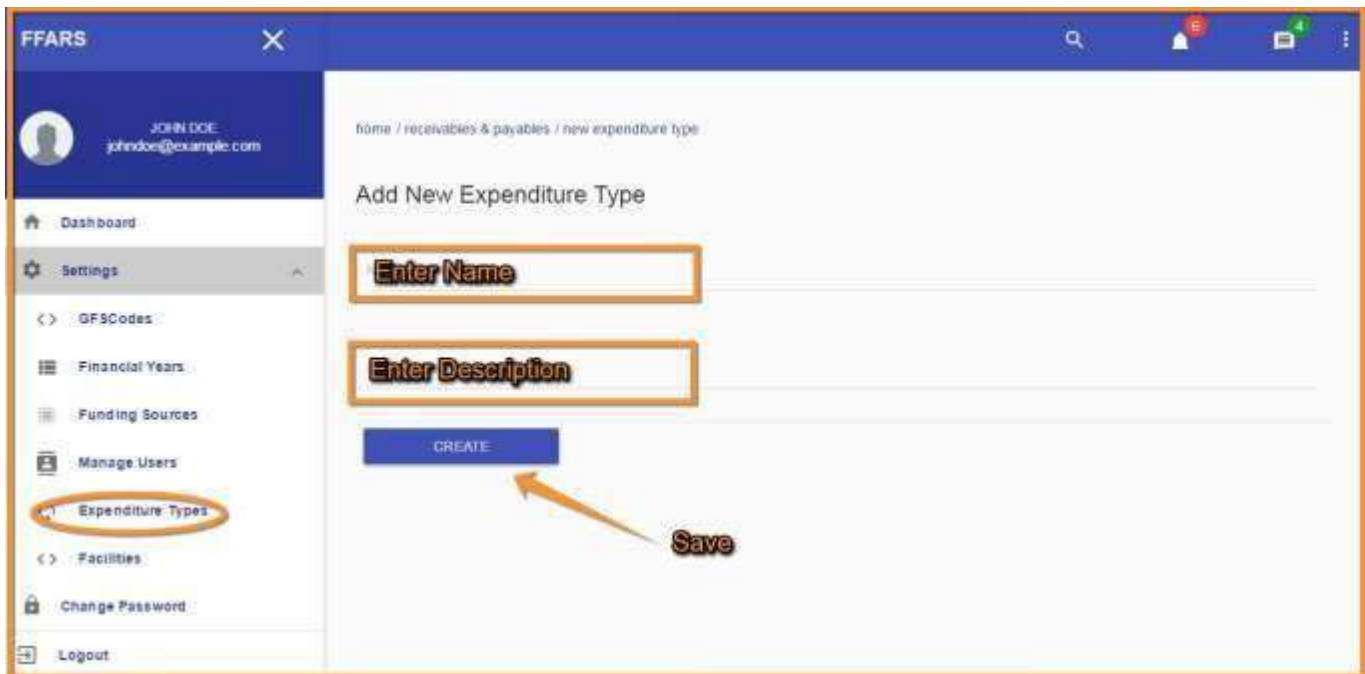
ExpenditureTypes

When is clicked, it shows Differed Revenue expenditure, Capital expenditure and Revenue expenditure as shown below



To add New Expenditure type

Click add button and fill the required information as shown below



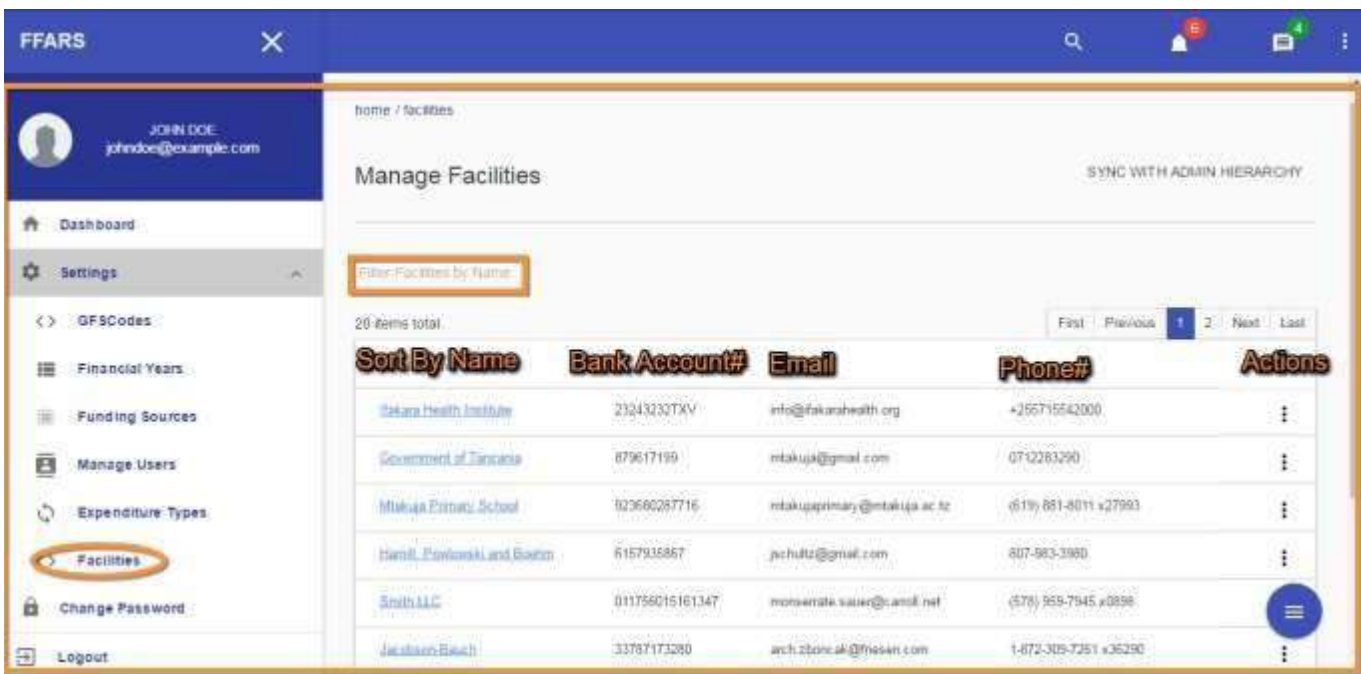
Facility Type

In this system, the Facility type is categorized into Academic Facility (Primary School and Secondary School) and Health Facility (Health Center and Dispensary) as shown below

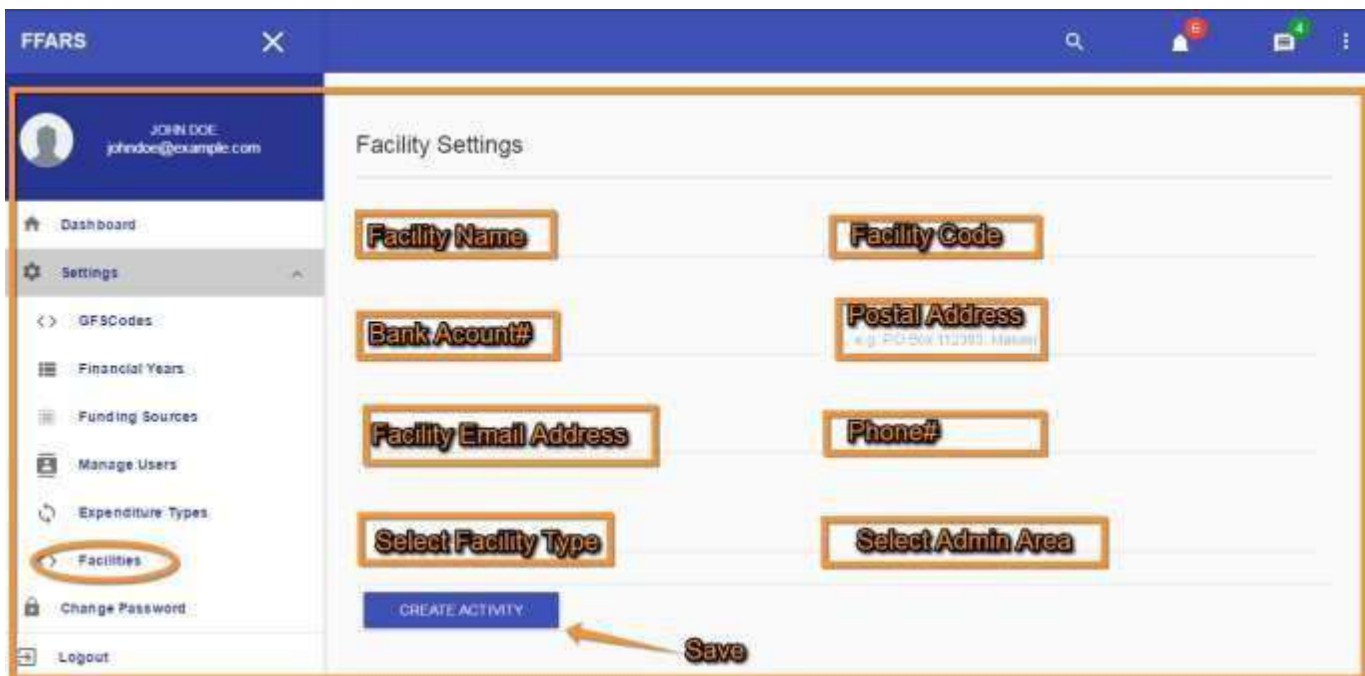


Facility

Is a place designed for Academic purpose or Health purpose? It shows list of available Facilities and their required information such as Bank Account, Email, and Phone Number as shown below;



To add new Facility,
Click add button and the required information as shown below;



Cash management

This part consists of Bank Reconciliation, Journal Voucher and Doubtful entries as shown below.

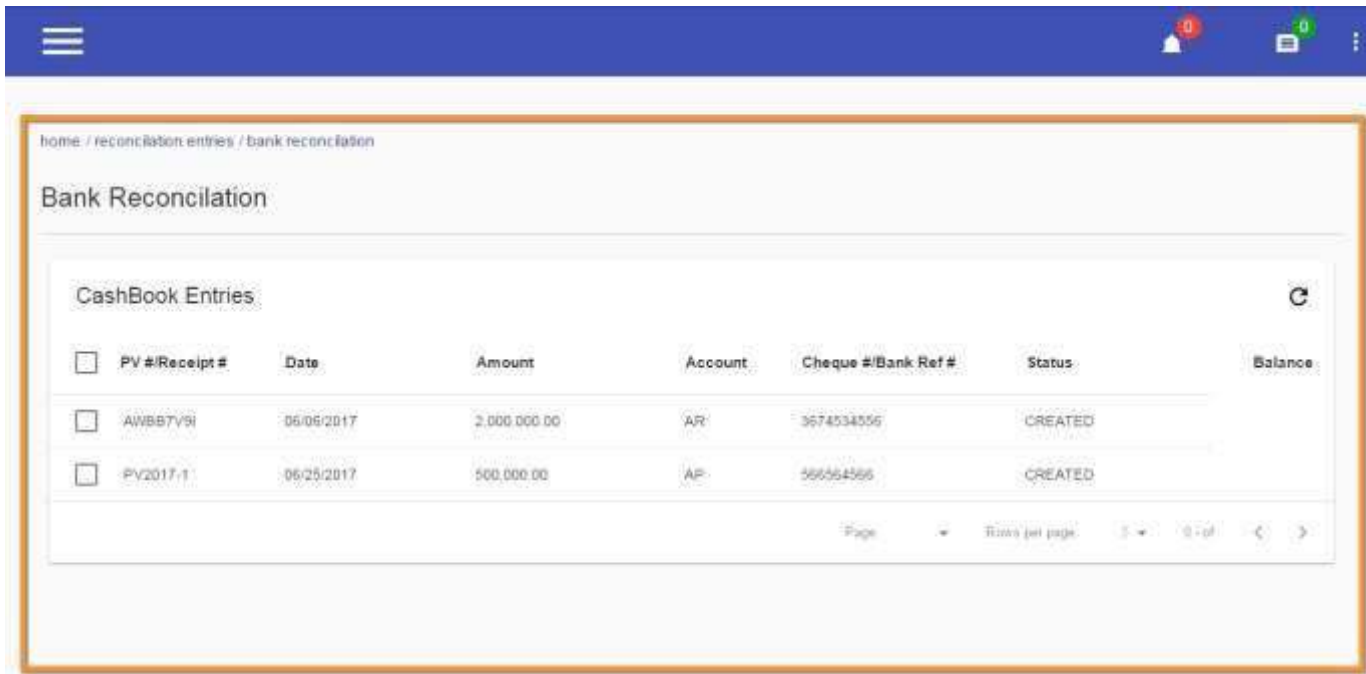
Bank Reconciliation.

Bank reconciliation is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a bank statement. It is normally carried out on a monthly basis with the key objective of identifying the items which are different between the two independent records and then reconciling them.

There are several reasons why the bank records and records kept in the facility's cash book could be different. They include:

- Cheque issued and recorded in the cash book but not yet presented to the bank for payment
- Direct bank deposits not yet recorded in the cash book
- Bank charges and interest entered in the bank statement but not entered in the cash book
- Cheque deposited but "referred to drawer" by the bank
- Errors in the cash book and/or the bank statement

To bring these items into account or to balance the two independent records, a reconciliation statement needs to be prepared every month



To make Reconciliation

Tick entries that are either reconciled, presented Check or Cash on transit as shown below;

home / reconcilation entries / bank reconcilation

Bank Reconciliation

2 items selected

					RECONCILED	CASH ON TRANSIT	UNPRESENTED CHEQUE
<input checked="" type="checkbox"/>	PV #/Receipt #	Date	Amount	Account	Cheque #/Bank Ref #	Status	Balance
<input checked="" type="checkbox"/>	AWBB7V9K	06/06/2017	2,000,000.00	AR	3674034566	CREATED	
<input checked="" type="checkbox"/>	PV2017-1	06/25/2017	500,000.00	AP	566564566	CREATED	

Page: Rows per page: 0 of

Journal Vouchers.

Doubtful entries.

This part describes unknown transactions that either add or less the bank account.

home / doubtful entries / doubtful entries

Doubtful Entries

Doubtful Entries

<input type="checkbox"/>	Reference #	Amount	Adjustment	Description	Status
--------------------------	-------------	--------	------------	-------------	--------

Page: Rows per page: 0 of

To create Doubtful entries

Click add button as shown bellow

home / doubtful entries / new entry

New Doubtful Entry

Amount

Transaction reference

Cashbook Adjustment

Description

ADD NEW

ChangePassword

Currently, default Password is secret, users should change Password after first Login and the system will take out in order to confirm the new Password

FFARS

home / change password

Change Password

Current Password

New Password

New Password Confirmation

Update Password

TAMDEM
tamisem@gmail.com

Dashboard

Reporting

Settings

Change Password

Logout

Reports

Revenue and Expenditure Fund Source Report

When is clicked, it will appear space for writing a report requirement as shown below



- Example of Revenue and Expenditure Fund Source Report
 Fund Source Report has two parts, the upper part and the bottom part. The upper part indicates the amount of money received under the GFS code, expenditure and balance of the money received under that GFS code. The bottom part indicates the budget entered under the activity costing, the expenditure of the activity and the balance

Year 2017-04-17 / 2016-09-28 Local Govt. Development Grant - LGDC Chalinze DC

THE UNITED REPUBLIC OF TANZANIA
 PRESIDENT'S OFFICE
 REGIONAL ADMINISTRATION AND LOCAL GOVERNEMENT
 Chalinze DC
 LOCAL GOVT. DEVELOPMENT GRANT - LGDC (CDG AND CBG) REVENUE AND EXPENDITURE FUND SOURCE REPORT

SUB TOTAL		31,000,000.00	14,000,000.00	(17,000,000.00)
TOTAL REVENUE		31,000,000.00	14,000,000.00	(17,000,000.00)
GLA ACCOUNT	DESCRIPTION	BUDGET	REVENUE/EXPENDITURE	VARIANCE
607B				
71-3146-507B-1-4-0000-B0125000-130102	Primary Education Development Program-PEDP	15,000,000.00	14,000,000.00	1000000
SUB TOTAL (TZS)		15,000,000.00	14,000,000.00	1000000

LC

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNEMENT
LGA FUND SOURCE REPORT

LGA CODE	LGA NAME	REVENUE	EXPENDITURE
3146	Chalinze DC	2,638,300,000.00	1,099,490,000.00

LGA CODE	LGA NAME	FUND SOURCE	REVENUE	EXPENDITURE
3146	Chalinze DC	Own Source	1,170,300,000.00	274,490,000.00
3146	Chalinze DC	Government Block Grants	400,000,000.00	111,000,000.00
3140	Chalinze DC	Local Govt. Development Grant (LGDG) (CDG and CBG)	93,000,000.00	14,000,000.00
3146	Chalinze DC	Other Development Grants	800,000,000.00	700,000,000.00
3146	Chalinze DC	Health Sector Basket Fund-HSBF	145,000,000.00	0.00
SUB TOTAL (TZS)			2,638,300,000.00	1,099,490,000.00

GFS Codes Report

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNEMENT
LGA GFS CODE REPORT

LGA CODE	LGA NAME	EXPENDITURE
3146	Chalinze DC	1,099,490,000.00

LGA CODE	LGA NAME	GFS CODE	DESCRIPTION	EXPENDITURE
3146	Chalinze DC	130102	Primary Education Development Program-PEDP	15,200,000.00
3146	Chalinze DC	130103	Secondary Education Development Program-SEDP	233,400,000.00
3140	Chalinze DC	210007	Community Health Fund	90,000.00
3146	Chalinze DC	221312	Educational Radio and TV broadcasting programming	50,000,000.00
3146	Chalinze DC	229938	Education Supervision Expenses	800,800,000.00
SUB TOTAL (TZS)				1,099,490,000.00

CashBook Report

Date	PV/Ref #	Desc	Bank Ref #	DR	CR	Balance
Balance bid (TZ\$)				0.00		0.00
22/05/2017	MF03LJTJ	Mapato ya mnada wa mbuzi	3434344	300,000,000.00	0.00	300,000,000.00
23/05/2017	PV2017-1	Malipo kwa ajili ya vifaa vya ujenzi wa maabara	566666	0.00	100,000,000.00	200,000,000.00
23/05/2017	PV2017-2	malipo kwa ajili ya programu ya TV	2223333	0.00	50,000,000.00	150,000,000.00
23/05/2017	PV2017-3	malipo ya kununuka mlango na vifaa vya ofisi	33331212	0.00	120,000,000.00	30,000,000.00
23/05/2017	PV2017-4	Malipo kwa ajili ya kushiriki michezo ya upirani mwema	1122221	0.00	90,000.00	29,910,000.00
24/05/2017	ZBZZZAYD	Malipo kwa ajili ya ufuatukaji wa elimu mashuleni	0927272727	800,000,000.00	0.00	829,910,000.00
SUB TOTAL (TZ\$)				1,100,000,000.00	270,090,000.00	829,910,000.00

3.8.4.1 Filtered Cash Book Report

home / cash book entries / cash book report

Cashbook Report PRINT

Date	PV/Ref #	Desc	Bank Ref #	DR	CR	Balance
2017-05-23		Balance bid (TZ\$)		29,910,000.00		29,910,000.00
24/05/2017	ZBZZZAYD	Malipo kwa ajili ya ufuatukaji wa elimu mashuleni	0927272727	800,000,000.00	0.00	829,910,000.00
SUB TOTAL (TZ\$)				829,910,000.00	0.00	829,910,000.00

General Ledger Report

75-0-1-000-001539-221312 - EDUCATIONAL RADIO AND TV BROADCASTING PROGRAMMING				
Educational Radio and TV broadcasting programming	75-3146-507B-0-1-0000-001509-221312	Malipo kwa ajili ya programu ya TV	50,000,000.00	0.00
SUB TOTAL			50,000,000.00	0.00
75-0-1-000-001539-229938 - EDUCATION SUPERVISION EXPENSES				
Educator Supervision Expenses	75-3146-507B-0-1-0000-001509-229938	Malipo kwa ajili ya vitaa vya ujenzi wa maabara	100,000,000.00	0.00
SUB TOTAL			100,000,000.00	0.00
75-PS034-0-2-0000-000000-210607 - COMMUNITY HEALTH FUND				
Community Health Fund	75-3146-507B-PS034-0-2-0000-000000-210607	Fedha za mfuko wa Afya	0.00	145,000,000.00
SUB TOTAL			0.00	145,000,000.00

Cash Book Entries Report

home / cash book entries

Cash Book Entries

Voucher #	Transaction Date	Amount	Transaction Type	Description
VF13L12	05/22/2017	TZS 500,000,000.00	RECEIPT	Mapato ya mnada wa mbuzi
PVQ017.1	05/23/2017	TZS 100,000,000.00	PAYMENT	Malipo kwa ajili ya vitaa vya ujenzi wa maabara
PVQ017.2	05/23/2017	TZS 50,000,000.00	PAYMENT	malipo kwa ajili ya programu ya TV
PVQ017.3	05/23/2017	TZS 120,000,000.00	PAYMENT	malipo ya kumukaa mtango na vitaa vya ofisi
PVQ017.4	05/23/2017	TZS 90,000.00	PAYMENT	Malipo kwa ajili ya kushiniki michezo ya ujirani mwema
201724Y0	05/24/2017	TZS 800,000,000.00	RECEIPT	Malipo kwa ajili ya ufukuzaji wa elimu mashuleni
ZEHS0UAC	05/25/2017	TZS 145,000,000.00	RECEIPT	Fedha za mfuko wa Afya

Creditors Report

home / creditors report

Creditors Report

PRINT

INCOME			
SUPPLIER	PAYMENT DATE	CURRENT	OVER 90
TOTAL CREDITORS INCOME (TZ\$)			0.00

Income and expendituresReport

home / income & expenditure report

Income & Expenditures Report

PRINT

INCOME		
Income Description	Income Code	Amount
TOTAL INCOME (TZ\$)		0.00
EXPENDITURES		
Expense Description	Expense GFS Code	Amount
TOTAL EXPENDITURES (TZ\$)		0.00
		0.00

3.8.11 Bank Reconciliation Report

6/7/2017 VIEW REPORT

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

Iigula primary school - Shangani Ward - Mtwara Mikindani MC (Mtwara)
RECONCILIATION REPORT FOR THE MONTH ENDING JUN.8, 2017

BANK ACCOUNT	AMOUNT
Balance As Per Bank Statement as per 2017-06-07T21:00:00.000Z	0.00
Cashbook Balance	1,500,000.00
Deposit In Transit	0.00
Outstanding Cheques	0.00
Total Unrecognized Bank entries	0.00

After adjustment, make confirmation by entering the correct amount that is already balanced as shown below.

6/7/2017 VIEW REPORT

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

Iigula primary school - Shangani Ward - Mtwara Mikindani MC (Mtwara)
RECONCILIATION REPORT FOR THE MONTH ENDING JUN.8, 2017

click to confirm

BANK ACCOUNT	AMOUNT
Balance As Per Bank Statement as per 2017-06-07T21:00:00.000Z	0.00
Cashbook Balance	1,500,000.00
Deposit In Transit	0.00
Outstanding Cheques	0.00
Total Unrecognized Bank entries	0.00
Adjusted Cashbook Balance as at 2017-06-07T21:00:00.000Z	1,500,000.00

After confirmation the monthly report will be as shown below.

6/7/2017

NEW REPORT

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

igula primary school - Shangani Ward - Mtwara Mikindani MC (Mtwara)
RECONCILIATION REPORT FOR THE MONTH ENDING JUN 30, 2017

BANK ACCOUNT	AMOUNT
Balance As Per Bank Statement as per 2017-06-30 (TZS)	15,000,000.00
Cashbook Balance	15,000,000.00
Deposit in Transit	0.00
Outstanding Cheques	0.00
Total Unrecognized Bank entries	0.00
Adjusted Cashbook Balance as of 2017-06-30 (TZS)	15,000,000.00

FFARS NEW/ADDED FEATURES

Introduction

Facility Financial Accounting and Reporting System (FFARS) is a web based application that allows facilities to record plans and budget, funds disbursement, expenditure and generating report at Facility level; consolidate them at Council level, Regional level and Ministry level. The application provides an electronic version of Facility Financial Accounting and Reporting. The application saves its collected data to a central server/database in PORALG Dodoma and also it shares summary data in both Epicor and PlanRep Systems. The system is now live and operational since 15th September 2017, and we are seeing a good trend of posted transactions however there are some few additional features added to the system to streamline the best function of the system. These features can be viewed and access as described below;

Added Features

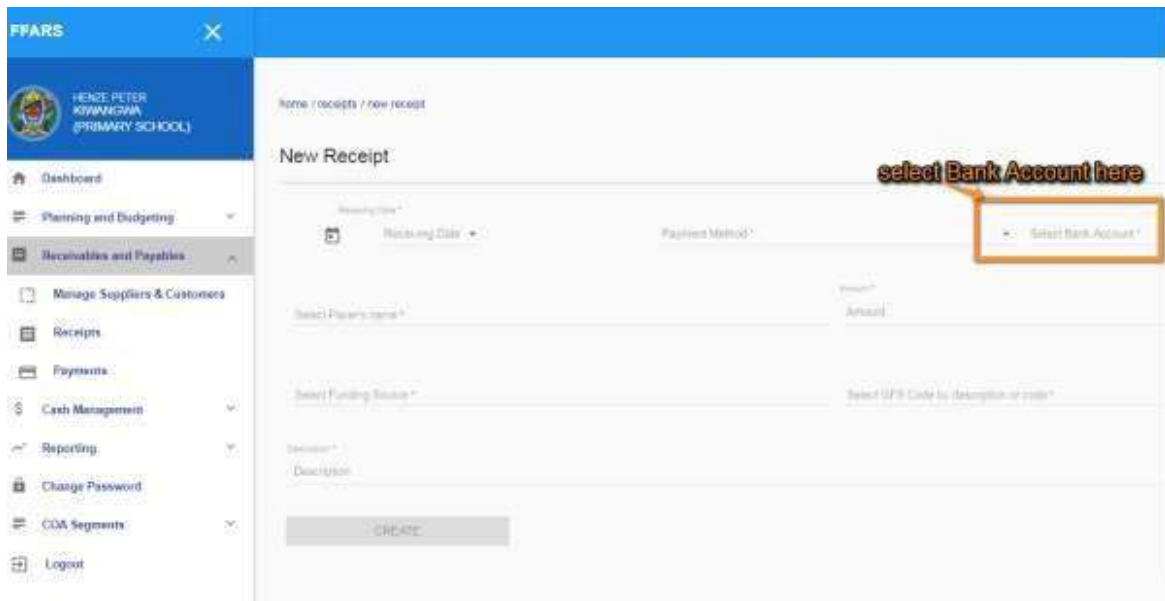
Multiple BankAccounts

With these new features, users will be able to select bank account they need to receive funds from or pay the supplier and also append/allow multiple lines/entries /GFS codes for a single payee/supplier

Path: RECEIVABLE AND PAYABLES

Receipts and Payment Voucher.

During creation of receipt and Payment Voucher there is additional field "**Select Bank Account**". If the facility have more than one Bank Account select the required bank account.



The screenshot shows the FFARS web interface. On the left is a navigation menu with options like Dashboard, Planning and Budgeting, Receivables and Payables, Manage Suppliers & Customers, Receipts, Payments, Cash Management, Reporting, Change Password, COA Segments, and Logout. The main content area is titled 'New Receipt' and contains several input fields: Receipt Date, Payment Method, Select Payer name, Amount, Select Funding Source, Select GFS Code to description of code, and a Description field. A 'CREATE' button is at the bottom. A callout box with the text 'select Bank Account here' points to a dropdown menu labeled 'Select Bank Account'.

Figure1: Selecting Bank Account

Appending Lines

During creation of Payment Voucher there is additional field "+-". If the payment voucher have more than one line (GFS code) **CLICK +** to add another line and fill the necessary information.

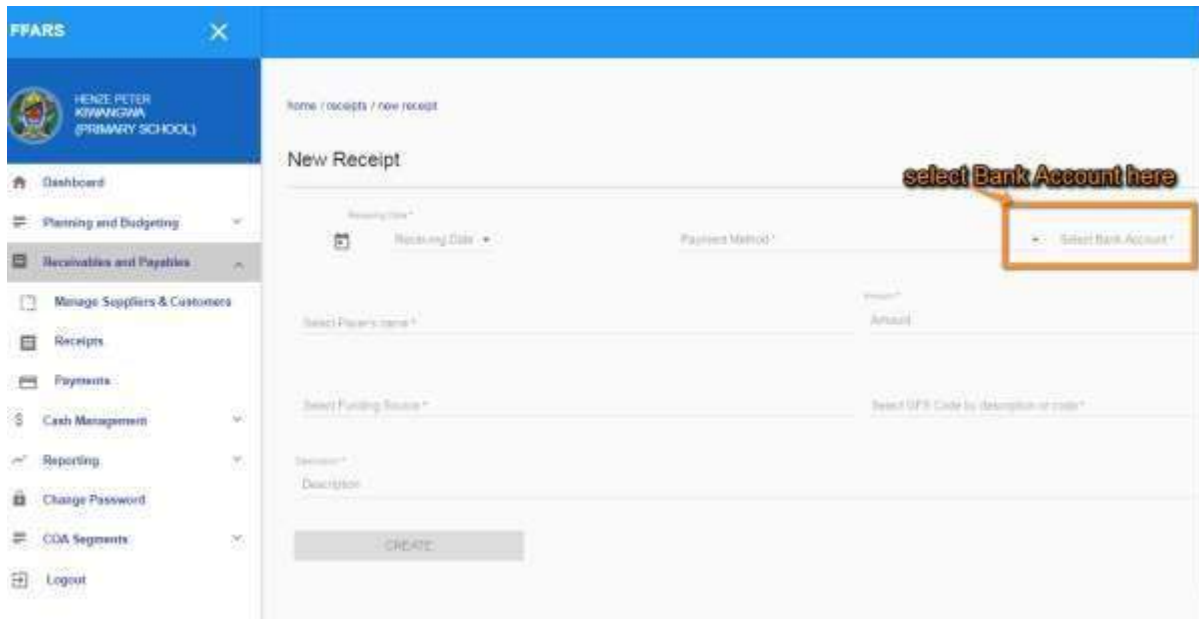


Figure2: Selecting Bank Account

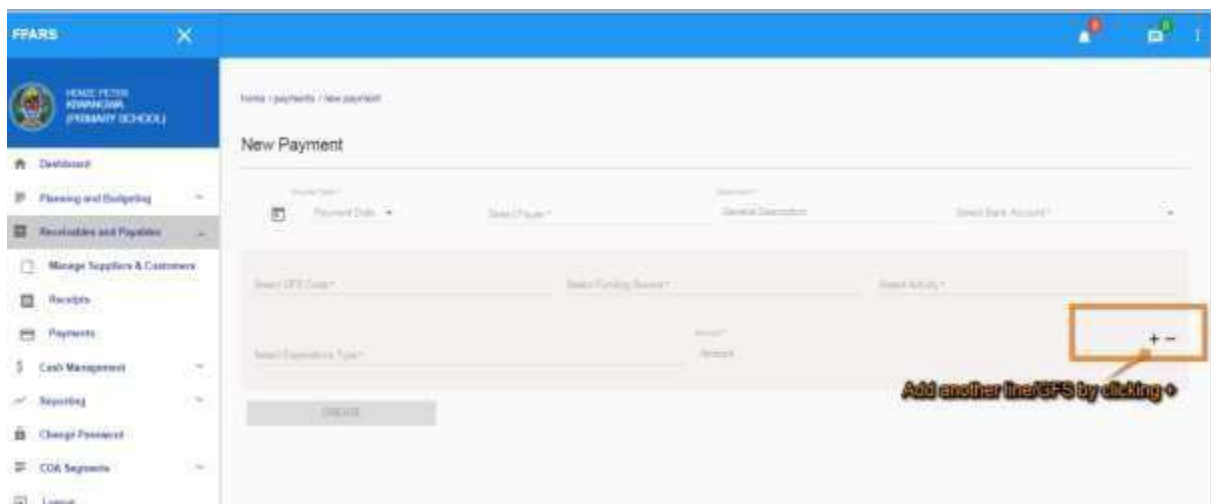
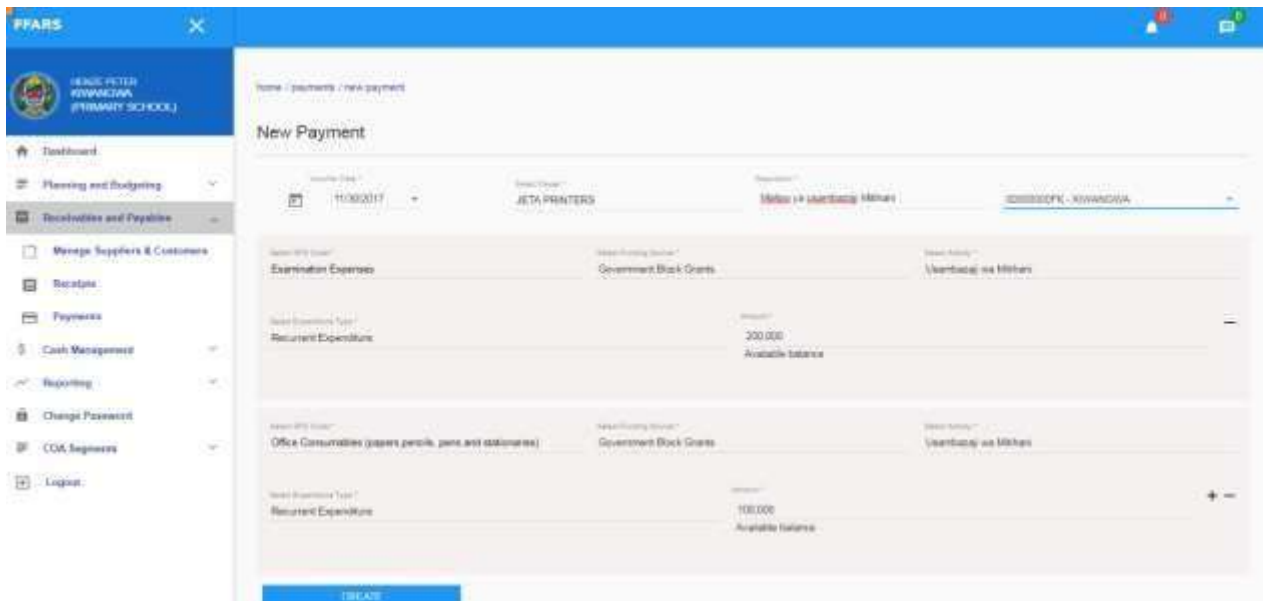


Figure3: Adding Multiple GFS Codes



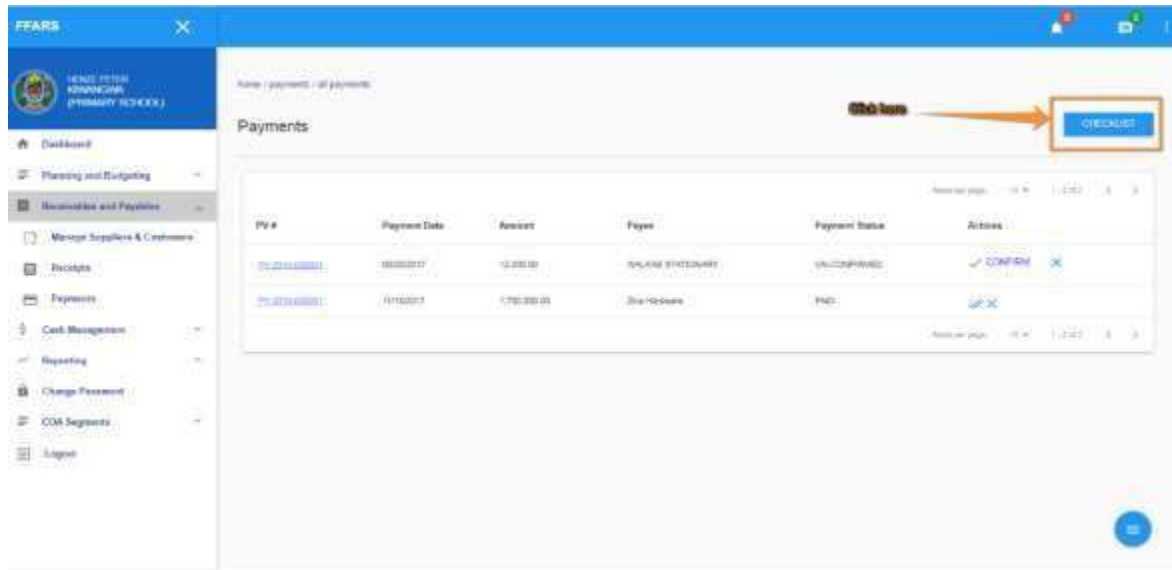
CheckList

This is a feature that allows users to view all the cheques created either as open or closed.

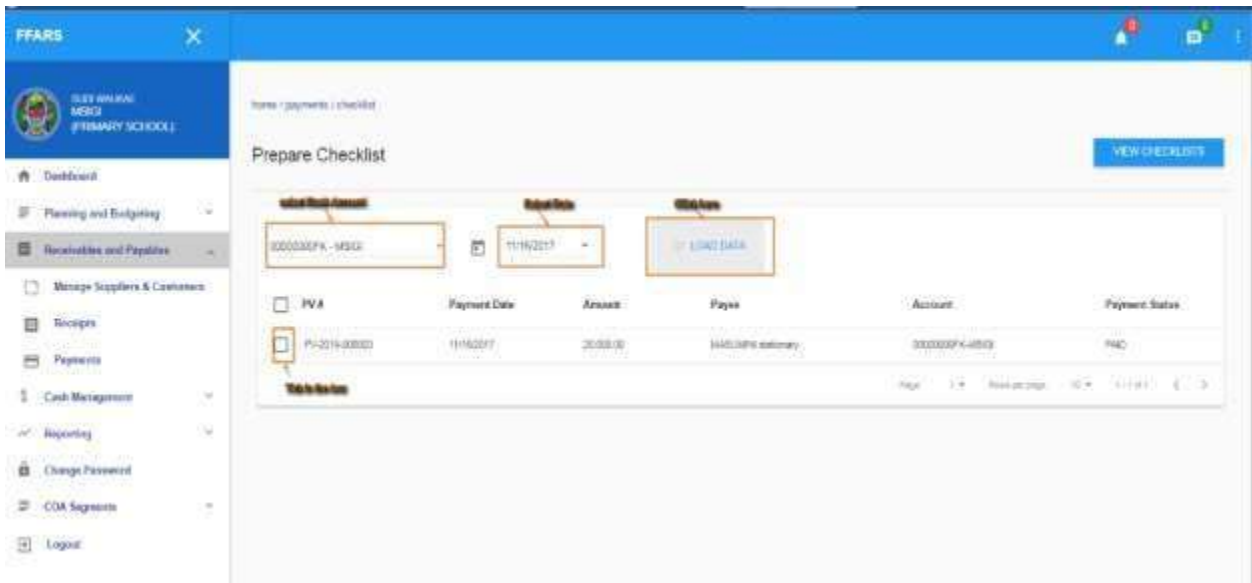
How to create Checklist:

Path: Receivables and Payments - Payments – Check List Select Bank Account – Payment Date – **LOADDATA**

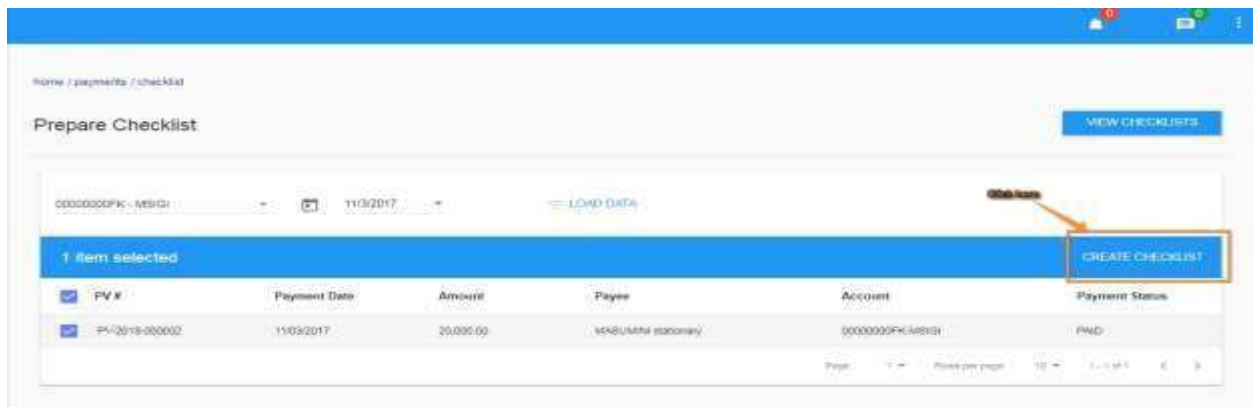
All payments done on selected payment date will appear.



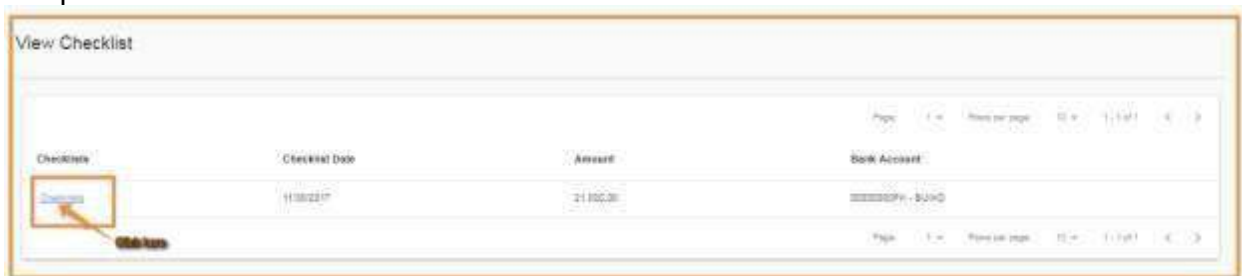
Tick in the box for all payments selected and required in that check list then **CREATE CHECK LIST.**



After ticking this is what appears, then create to get the check list



Thereafterclick you will see the list of check list created with their respective check list Date and Bank Account, Click Check list with Blue words to views check list and print.



CASHMANAGEMENT.

Bank Reconciliation

Path: Cash management – Bank Reconciliation.

CLICK ADD BANK BALANCE

- Enter Bank Balance – Ending balance of the reconcile month.
- Select Bank Account – Select the reconcile Bank Account
- Bank balance date/Confirmation Date - Select ending balance date.

Then **CLICK ADD BANK BALANCES.**

The screenshot displays the 'Bank Reconciliation' interface. At the top right, there is a blue button labeled 'ADD BANK BALANCE'. Below this, there are three main input fields: a dropdown menu for 'Bank Account' (currently showing '0000000FK - MSIGI'), a date picker for 'Reconcile Date' (set to '11/30/2017'), and a 'LOAD DATA' button. Below these fields is a table titled 'CashBook Entries' with columns for 'PV #/Receipt #', 'Date', 'Amount', 'Account', 'Cheque #', 'Status', and 'Balance'. The table is currently empty.

Then back to Reconciliation window

- Select Bank Account again.
- Select ending date of reconcile month.
- CLICK LOAD DATA
- Transaction from cash book up to the end of reconcile date will appear.

Bank Reconciliation ADD BANK BALANCE

00000002FK - MISCI 11/01/2017 LOAD DATA Page: 1 -> Refresh page: 10 -> 1-10 of 20 <->

CashBook Entries C

<input type="checkbox"/>	PV #Receipt #	Date	Amount	Account	Cheque #	Status	Balance
<input type="checkbox"/>	PV-2018-000002	11/16/2017	-20,000.00	AP	484544	CREATED	4,060,200.00
<input type="checkbox"/>	PV-2017/07-01-08-000003	11/16/2017	800,000.00	AP	26424	CREATED	4,080,200.00
<input type="checkbox"/>	RS-2018-000001	11/01/2017	-5,000,000.00	AR	501001	CREATED	4,880,000.00
<input type="checkbox"/>	20005	11/03/2017	-250.00	BA	23562	CASHONTRANSIT	4,880,250.00
<input type="checkbox"/>	PV-2017/06-30-09-000004	11/16/2017	-200,000.00	AP	34343453	CREATED	4,580,250.00
<input type="checkbox"/>	H/0907LD	07/29/2017	1,000,000.00	AR	08181818	CASHONTRANSIT	4,280,000.00
<input type="checkbox"/>	4330	09/02/2017	-5,000.00	BC	74770	RECONCILED	20,275,000.00
<input type="checkbox"/>	AGRIF/OSJ	07/21/2017	-15,000,000.00	AR	09879	CASHONTRANSIT	19,280,000.00
<input type="checkbox"/>	PV-2018-000001	10/20/2017	-200,000.00	AP	1005678	CREATED	390,000.00
<input type="checkbox"/>	PV-2018-000006	09/26/2017	3,000,000.00	AP	100047	CREATED	712,375,000.00

Then,

Select in box all receipts and Payment which are in **CASHBOOK AND BANK STATEMENT. Then CLICK RECONCILE**

Select all payments which are in cash book and not in Bank statement.

Then CLICK UN PRESENTED CHEQUES

Select all Receipts which are in cash book and not in Bank statement.

Then CLICK CASH ON TRANSIT

Any item wrongly treated as reconciled, unrepresented cheque or Cash on transit. (How to correct before reconciliation has been confirmed)

Select such item in box then **CLICK CREATED** or **CLICK THE REQUIRED ITEM. (Reconcile or Unpresented cheque.)**

home / reconciliation entries / bank reconciliation

Bank Reconciliation

ADD BANK BALANCE

0000002FK - HSIQI 11/30/2017 LOAD DATA Page: 1 Rows per page: 10 1 - 12/9/27

4 items selected CREATED RECONCILED CASH ON TRANSIT UNPRESENTED CHEQUE

<input type="checkbox"/>	PV #/Receipt #	Date	Amount	Account	Cheque #	Status	Balance
<input checked="" type="checkbox"/>	PV-2018-000003	11/16/2017	20,000.00	AR	454544	CREATED	4,000,200.00
<input checked="" type="checkbox"/>	PV-201707-01-03-000003	11/16/2017	500,000.00	AR	24424	CREATED	4,500,200.00
<input type="checkbox"/>	RE-2018-000001	11/01/2017	5,000,000.00	AR	001001	CREATED	4,800,000.00
<input checked="" type="checkbox"/>	20909	11/03/2017	200.00	BA	23902	CASHONTRANSIT	4,800,200.00
<input type="checkbox"/>	PV-201706-30-03-000004	11/16/2017	200,000.00	AR	34343453	CREATED	4,580,200.00
<input type="checkbox"/>	HIG90TGD	07/29/2017	1,000,000.00	AR	05181818	CASHONTRANSIT	4,280,000.00
<input type="checkbox"/>	4330	09/02/2017	5,000.00	BC	74770	RECONCILED	20,275,000.00
<input checked="" type="checkbox"/>	AGR9VGSJ	07/01/2017	15,000,000.00	AR	09676	CASHONTRANSIT	19,280,000.00

Bank Reconciliation Report

How to view Reconciliation Report

- Select the reconciliation Date/Ending date of reconciliation month.
- Select bank account
- VIEW REPORT

home / bank reconciliation report report

Select Date Select Bank Account Click here to view the report PRINT

11/30/2017 0000002FK VIEW REPORT

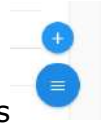
THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
KIWANGWA - KIWANGWA WARD - CHALINZE DC (PWANI)
RECONCILIATION REPORT FOR THE MONTH ENDING NOV 30, 2017
0000002FK KIWANGWA

BANK ACCOUNT	AMOUNT
Balance per Bank Statement as of Nov 30, 2017	200,000.00
Outstanding Deposits	0.00
Outstanding Payments	0.00
Adjusted Bank Balance as of Nov 30, 2017	200,000.00
Bank Balance as of Nov 30, 2017	18,200,000.00
Unreconciled Difference between Bank and Book	18,000,000.00

Enhanced features in Creating and Managing Users in FFARS

At Regional Level

Path: settings>> Manage users.



1. Click on add users .
2. Type full name.
3. Type Email address of the user this will be the user name.
4. Type in The mobile or phone number of the user.
5. Type in the check number of the user.
6. Select Admin Hierarchy Level for this case select Region

Full Name *
Frank Mchanga

Email Address *
mchanga@gmail.com

Mobile Phone # *
0652053976

Check # *
90001

Admin Hierarchy Level

REGION COUNCIL WARD COUNTRY

Select Region *
Dodoma

ADD USER

7. Select the required Region.

8. Click on add user button

ADD USER

the new window of assign role will appear.

Assign Roles to Lukelo Mhenga

Select Role(s)

- | | | |
|-----------------------------------------|-----------------------------------------|---------------------------------------|
| <input type="checkbox"/> SUPER ADMIN | <input type="checkbox"/> RICTO | <input type="checkbox"/> DICTO |
| <input type="checkbox"/> FACILITY CLERK | <input type="checkbox"/> FACILITY ADMIN | <input type="checkbox"/> PORALG ADMIN |
| <input type="checkbox"/> DHS | <input checked="" type="checkbox"/> RMO | <input type="checkbox"/> DT |
| <input type="checkbox"/> DEO | <input type="checkbox"/> REO | <input type="checkbox"/> DMO |
| <input type="checkbox"/> FMO | <input type="checkbox"/> RAS | |

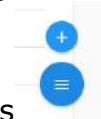
SAVE

9. Assigned role to the user added and click save. User will be created.

NB: User will be required to change password at first login.

At Council Level

Path: settings>> Manage users.



1. Click on add users .
2. Type full name.
3. Type Email address of the user this will be the user name.
4. Type in The mobile or phone number of the user.
5. Type in the check number of the user.
6. Select Admin Hierarchy Level for this case select council

Add New User

Full Name *

Frank Mchanga

Email Address *

mchanga@gmail.com

Mobile Phone # *

0652053976

Check # *

90001

Admin Hierarchy Level

REGION COUNCIL WARD COUNTRY

Select AdminArea *

Chamwino DC

ADD USER

7. Select the required Council.

ADD USER

8. Click on add user button the new window of assign role will appear.

Assign Roles to Frank Mchanga

Select Role(s)

- | | | |
|-----------------------------------------|-----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> SUPER ADMIN | <input type="checkbox"/> RICTO | <input checked="" type="checkbox"/> DICTO |
| <input type="checkbox"/> FACILITY CLERK | <input type="checkbox"/> FACILITY ADMIN | <input type="checkbox"/> PORALG ADMIN |
| <input type="checkbox"/> DHS | <input type="checkbox"/> RMO | <input type="checkbox"/> DT |
| <input type="checkbox"/> DEO | <input type="checkbox"/> REO | <input type="checkbox"/> DMO |
| <input type="checkbox"/> FMO | <input type="checkbox"/> RAS | |

SAVE

9. Assigned role to the user added and click save. User will be created.

NB: User will be required to change password at first login

NOTE: With these new features, doesn't mean that the system has changed completely, all the procedures on how to access and use it remain the same, just some slight features added to make the system function much better. Therefore for more clarification and details on how to use the system please visit; <http://ffars.tamisemi.go.tz/docs/documentation/>

