

# FINANCIAL EXCHANGE TRANSACTION SYSTEM

## FETS INSTRUCTIONS



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## VISION

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## MISSION

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1

**ALL**

Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY**

Student Graduates from High School and is Ready for College and Career



3

**EVERY**

Child Has Access to a High-Quality Early Childhood Program



4

**EVERY**

School Has Effective Teachers and Leaders



5

**EVERY**

Community Effectively Uses a World-Class Data System to Improve Student Outcomes



6

**EVERY**

School and District is Rated "C" or Higher



## § 37-61-21. Revision of budget.

**(1)** ... No revision of any budget under the provisions hereof shall be made which will permit a fund expenditure in excess of the resources available for such purpose. The revised portions of the budgets shall be incorporated in the minutes of the school board by spreading them on the minutes or by attaching them as an addendum. Final budget revisions, pertinent to a fiscal year, shall be approved on or before the date set by the State Board of Education for the school district to submit its financial information for that fiscal year.

# MSIS-FETS SUBMISSION

Step 1

- Log into MSIS

Step 2

- Enter your Bond Data

Step 3

- Access the Send Data to MSIS Screen

Step 4

- Access View/Download Results

Step 5

- Review Reports

Step 6

- Releasing the Data to MDE

# MSIS-FETS SUBMISSION

## MS Student Information System (MSIS)

The Mississippi Student Information System (MSIS) was created to comply with the Performance Based Accreditation Model established by the Education Reform Act of 1982. This creation was strengthened by further legislation in 1994. This legislation placed an emphasis on the accurate reporting of student attendance and personnel at the school level – it required that there be no more summary data sent to the State Department of Education. MSIS was created to capture the data necessary to comply with this state legislation as well as federal requirements for reporting.

MSIS provides for the electronic collection and storage of comprehensive detailed data about teachers, administrators, students (PreK to 12), and school board members. MSIS also allows for the electronic transfer of student records from one school district to another, thus offering a unique student tracking system. The purpose of this project is to provide an efficient means in which to:

- Support the Mississippi Department of Education (MDE) performance-based accreditation model
- Support education funding programs
- Provide timely and accurate reporting of education data (schedules, attendance, grades, transportation, discipline, Vocational, and Special Education) to meet state and federal requirements
- Allow for student tracking across the state to determine student mobility trends and to assist in the reduction of the drop-out rate within the state.



MSIS Log-On



MSIS Blast



MSIS District Calendar



MSIS Reporting Timeline



MSIS Security Documents



MSIS Manuals

### Core School Applications

- ☎ 601-359-3487
- 👤 Staff
- ❓ FAQ

### Services

MS Student Information System (MSIS)

### Links

Technology and Strategic Services

Textbook Inventory Mgmt System (TIMS)

Educator Licensure (ELMS)

### APPLICATIONS

GoSignMeUp

MDE Self Service

MSIS Log-on

OTSS Help Desk

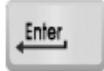
TIMS Log-on

### Documents

### Resources

# MSIS-FETS SUBMISSION

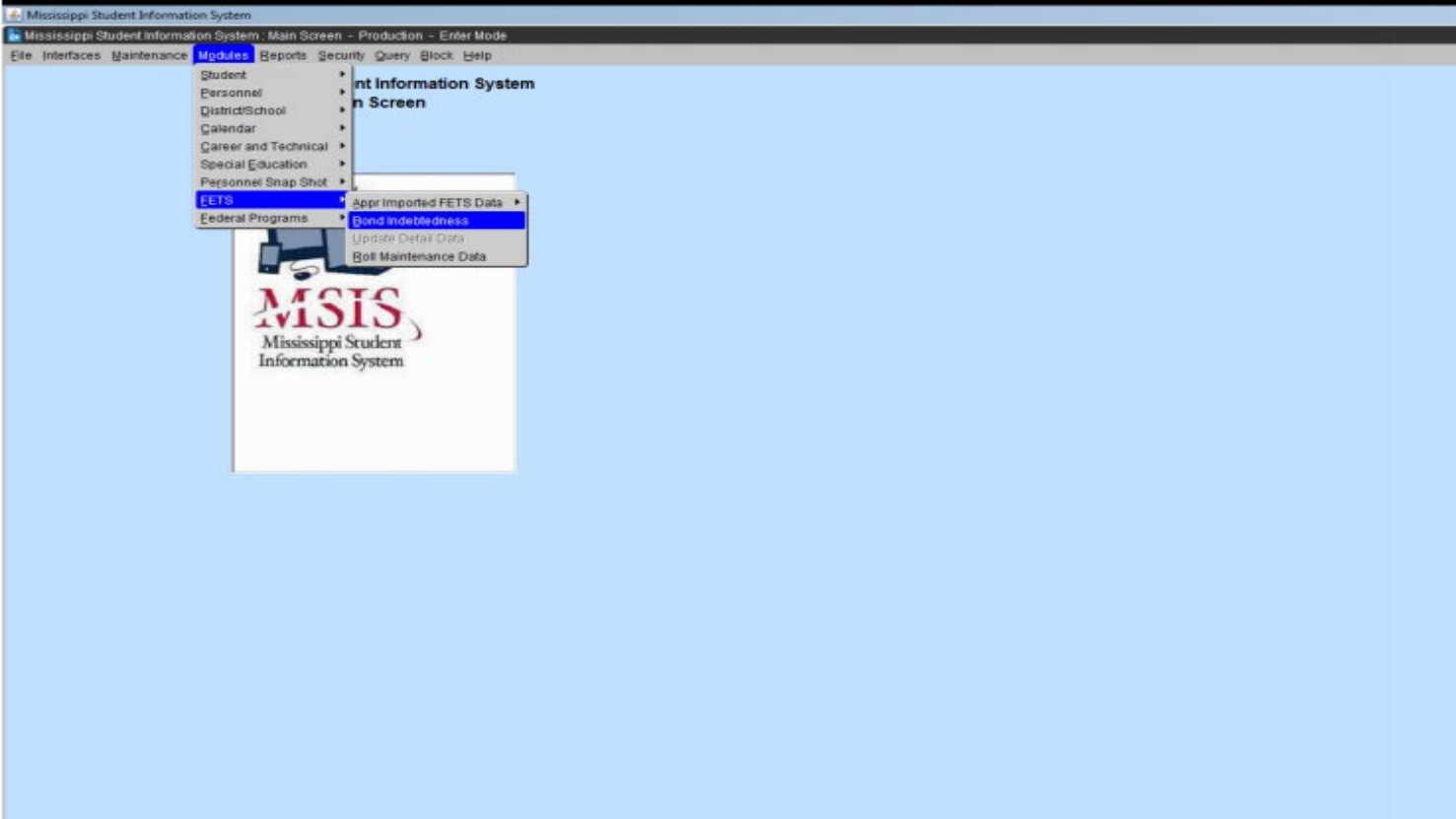
## Step 1 Log into MSIS:

- Type in your Username and Password.
- At the Database tab you will need to type MSIS.
- Click on the Connect button or press Enter. 
- This will send you to the MSIS Main Screen.
- If you need help with MSIS, contact the OTSS – Help Desk at (601) 359-3487.



The screenshot shows a 'Logon' dialog box with a title bar containing a close button (X). The dialog contains three text input fields: 'Username:', 'Password:', and 'Database:'. Below the fields are two buttons: 'Connect' and 'Cancel'.



# MSIS-FETS SUBMISSION





# MSIS-FETS SUBMISSION

## Step 2 Enter your Bond Data:

- Select **Module** from the Menu line.
- Select **FETS** on this drop-down box.
- Select **Bond Indebtedness** on this drop down box. Note: The Bond Indebtedness screen should be defaulted to your individual school district information. (Press F8 to execute or click the  to Enter).
- Enter your bond data. Tab 1 (Remember there are two tabs on this report. Although most of you will not have any data to enter under the first tab (Bond Accounts & Other Borrowed Money) you will need to enter a "0" in at least one of the fields.
- You will then need to Select Tab 2 (Bond Indebtedness, Other Indebtedness & Loans).
- Remember to start with box #22 on bonded indebtedness fields. Fields #19-21c are no longer used.
- Once you have entered your data, save this data either by selecting File/Save or by clicking on the picture of a diskette  at the upper left-hand corner of the screen.
- Click on the X in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.

# MSIS-FETS SUBMISSION

Mississippi Student Information System

Mississippi Student Information System : School Bonds & Other Indebtedness Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Bond Account and Other Borrowed Money | Bonded Indebtedness, Other Indebtedness and Loans

**Mississippi Student Information System**  
**School Bonds & Other Indebtedness Entry**

District  School Year  Name

[ Bond Account ]

1. Balance on hand, July 1	<input type="text"/>	9. Bonds Redeemed	<input type="text"/>
2. Tax Levy Collection	<input type="text"/>	10. Interest on Bonds	<input type="text"/>
3. Other Receipts *	<input type="text"/>	11. Other Expenditures *	<input type="text"/>
4. Total (1+2+3)	<input type="text" value="0.00"/>	12. Total (9+10+11)	<input type="text" value="0.00"/>
		13. Balance, June 30 (Item 4 minus Item 12)	<input type="text" value="0.00"/>

[ Other Borrowed Money ]

5. Balance on Hand, July 1	<input type="text"/>	14. Loans Repaid	<input type="text"/>
6. Tax Levy Collection	<input type="text"/>	15. Interest on Loans	<input type="text"/>
7. Other Receipts *	<input type="text"/>	16. Other Expenditures *	<input type="text"/>
8. Total (5+6+7)	<input type="text" value=".00"/>	17. Total (14+15+16)	<input type="text" value=".00"/>
		18. Balance, June 30 (Item 8 minus Item 17)	<input type="text" value=".00"/>

# MSIS-FETS SUBMISSION

Mississippi Student Information System

Mississippi Student Information System : School Bonds & Other Indebtedness Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Bond Account and Other Borrowed Money      Bonded Indebtedness, Other Indebtedness and Loans

**Mississippi Student Information System**  
**School Bonds & Other Indebtedness Entry**

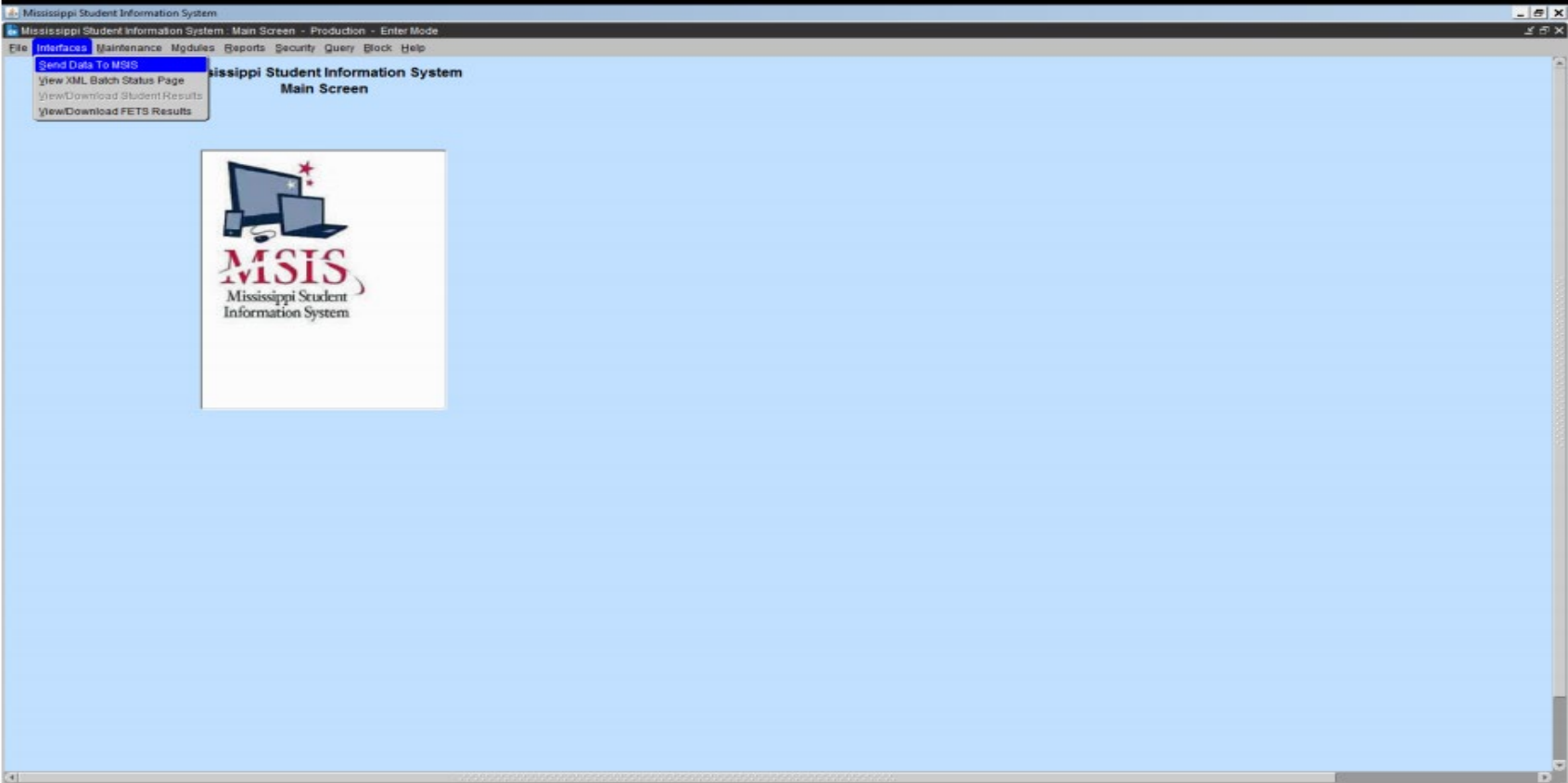
District  School Year  Name

	Outstanding, July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bonded Indebtedness	19 <input type="text"/>	19a <input type="text"/>	19b <input type="text"/>	19c <input type="text" value="0.00"/>
Other Indebtedness	20 <input type="text"/>	20a <input type="text"/>	20b <input type="text"/>	20c <input type="text" value="0.00"/>
Transportation Loans	21 <input type="text"/>	21a <input type="text"/>	21b <input type="text"/>	21c <input type="text" value="0.00"/>

	Outstanding, July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bonded Indebtedness	22 <input type="text"/>	22a <input type="text"/>	22b <input type="text"/>	22c <input type="text" value="0.00"/>
Other Indebtedness	23 <input type="text"/>	23a <input type="text"/>	23b <input type="text"/>	23c <input type="text" value="0.00"/>
Transportation Loans	24 <input type="text"/>	24a <input type="text"/>	24b <input type="text"/>	24c <input type="text" value="0.00"/>
Lease/ Purchase	25 <input type="text"/>	25a <input type="text"/>	25b <input type="text"/>	25c <input type="text" value="0.00"/>

# MSIS-FETS SUBMISSION



## Step 3 Access the Send Data to MSIS Screen:

- Select **Interfaces** from the Menu line.
- Select **Send Data** to MSIS.
- The Send Data to MSIS screen will appear.
- Click on the Browse button to locate your xml file.
- (Remember: The filename format should be S\_XXXX\_000\_mmddyyyy\_FET\_001.xml.)
- Once you have located your xml file on your desktop, Click Open.
- The file name will show up in the box beside the Browse icon button.
- Click on **Upload**. This will send your data to MSIS.
- Click on the **X** in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.

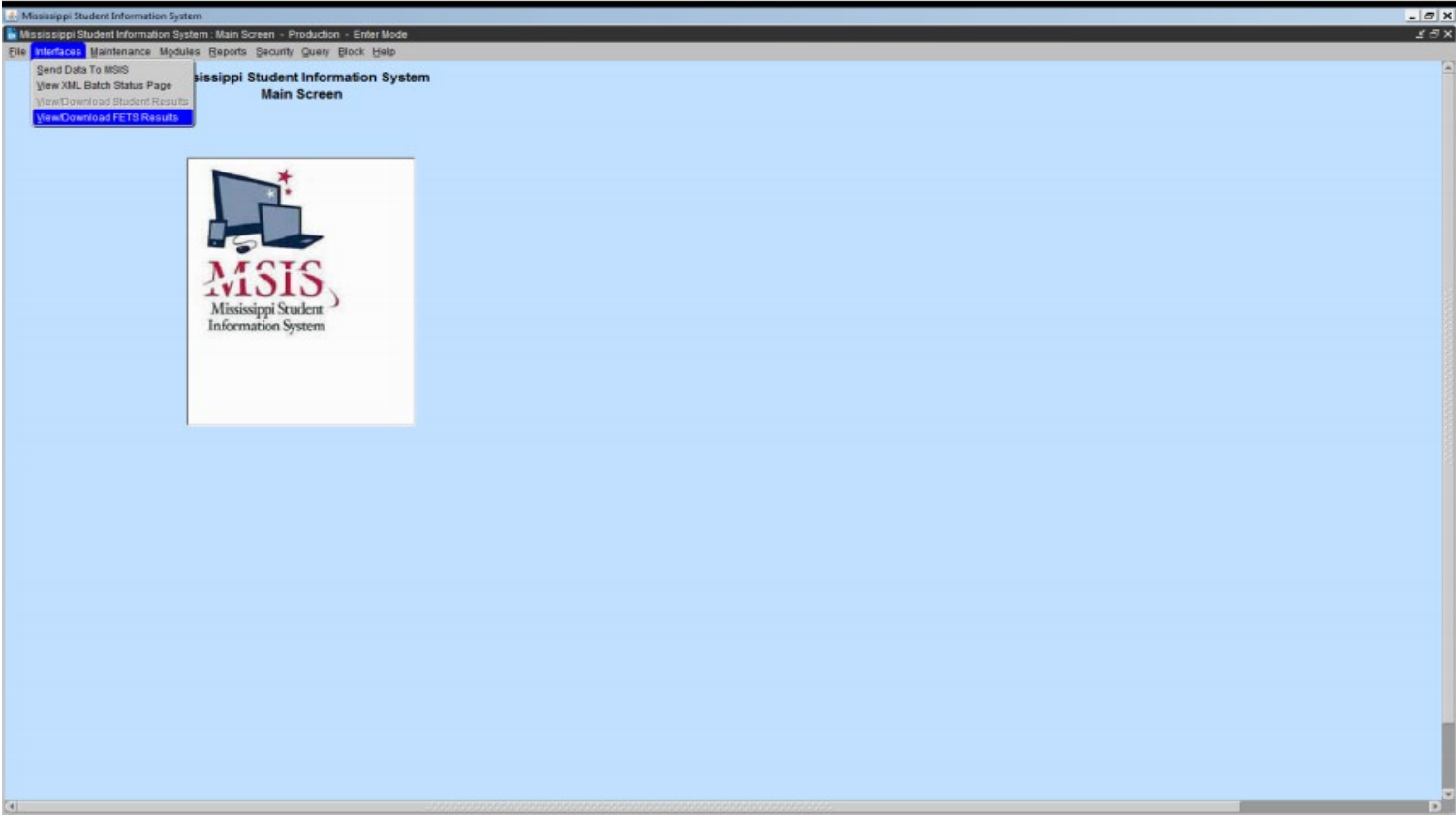
# MSIS-FETS SUBMISSION

## Send Data to MSIS

You can upload one file at a time from this page.

 Browse...

# MSIS-FETS SUBMISSION



## Step 4 Access View/Download Results

- Select **Interfaces** from the Menu line.
- Select **View/Download FETS Results.**
- The View/Download Results screen will appear.
- Select the file listed under File Description. (The description should read FETS Transaction Result Report.)
- If the file listed under File Description reads – S XXX 000 mmddyyy FET001. xml.err - there is an error in the way your vendor file is uploading to MSIS. You need to work with your vendor to correct this problem.
- Open the most recent file named FETS Transaction Result Report by double clicking on it.
- Your result file should read: Transaction Status: Success
- If your result file reads: Transaction Status: FAILURE - review the error(s) and make the necessary corrections and re-run your vendor file into MSIS. If you need assistance with the error report, contact our office and we will assist you.
- Click on the X in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.



## View/Download FETS Results for user **caustin**

Extension	File Description	Date	District
FET.htm	<a href="#">FETS Transaction Result Report</a>	08/10/2020	ATTALA CO SCHOOL DIST

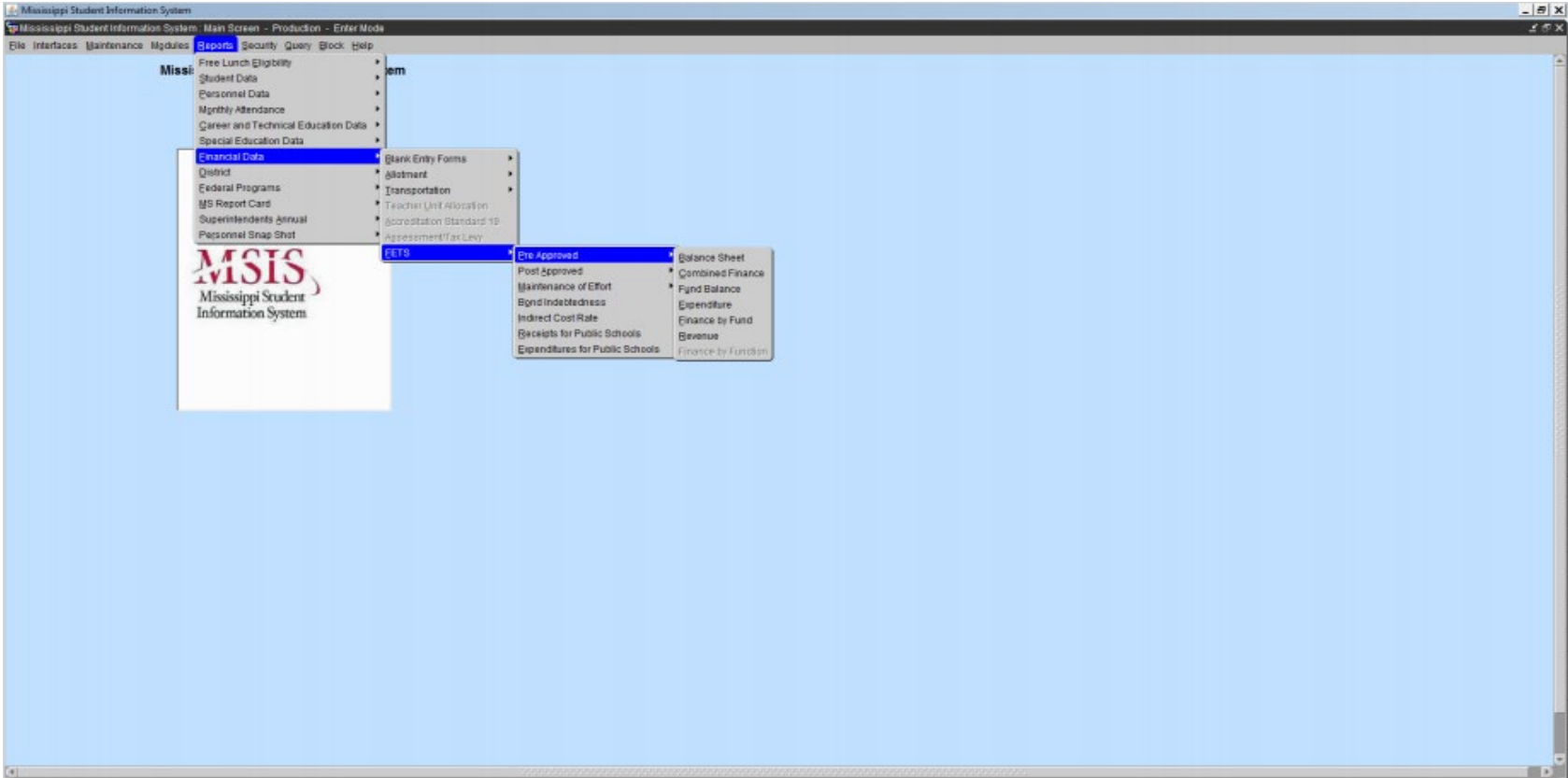
# MSIS-FETS SUBMISSION

## MSIS FETS Data Transaction Results

District Number: 0400  
Tracking ID: 0400-000-08-10-2020-00002  
Transaction Status: **SUCCESS**

Error Status	School Number	Field Value	Line #
WARNING <b>Field in Error:</b> <b>Error Reason:</b>	001 FETS_TRANS>TR_FETS> <a href="#">FUND 1130 HAS DEFICIT. FUND BALANCE (\$896.43).</a>		10624
WARNING <b>Field in Error:</b> <b>Error Reason:</b>	001 FETS_TRANS>TR_FETS> <a href="#">FUND 1145 HAS DEFICIT. FUND BALANCE (\$40,651.26).</a>		10624
WARNING <b>Field in Error:</b> <b>Error Reason:</b>	001 FETS_TRANS>TR_FETS> <a href="#">FUND 1901 HAS DEFICIT. FUND BALANCE (\$633,088.18).</a>		10624
WARNING <b>Field in Error:</b> <b>Error Reason:</b>	001 FETS_TRANS>TR_FETS> <a href="#">FUND 2110 HAS DEFICIT. FUND BALANCE (\$97,148.98).</a>		10624
WARNING <b>Field in Error:</b> <b>Error Reason:</b>	001 FETS_TRANS>TR_FETS> <a href="#">FUND 2410 HAS DEFICIT. FUND BALANCE (\$157.10).</a>		10624
WARNING <b>Field in Error:</b> <b>Error Reason:</b>	001 FETS_TRANS>TR_FETS> <a href="#">FUND 2811 HAS DEFICIT. FUND BALANCE (\$454.27).</a>		10624
WARNING <b>Field in Error:</b> <b>Error Reason:</b>	001 FETS_TRANS>TR_FETS> <a href="#">FUND 2830 HAS DEFICIT. FUND BALANCE (\$42,209.57).</a>		10624

# MSIS-FETS SUBMISSION



## Step 5 Review Reports.

- Select Reports from the MSIS Main Menu.
- Select Financial Data.
- Select FETS.
- Select Pre-Approved.
- Review available reports.
- It is important that you review the report entitled FUND BALANCE REPORT. This is the report that will trigger the “Y” on the Review Reports section of the Modules – Appr Imported FETS Data Screen.
- Click on the X in the upper right corner of the screen.
- This will return you to the MSIS Main

**Mississippi Student Information System  
FUND BALANCE REPORT - PRE APPROVED**

Report : FUND BALANCE REPORT - PRE APPROVED  
Run by : CAUSTIN  
Report Date: August 14, 2020 03:07 PM

# MSIS-FETS SUBMISSION

## FUND BALANCE REPORT - PRE APPROVED

CAUSTIN

SCHOOL YEAR 2019 - 2020

MSIS

August 14, 2020

Friday , 03:08 P.M.

Page 1 of 1

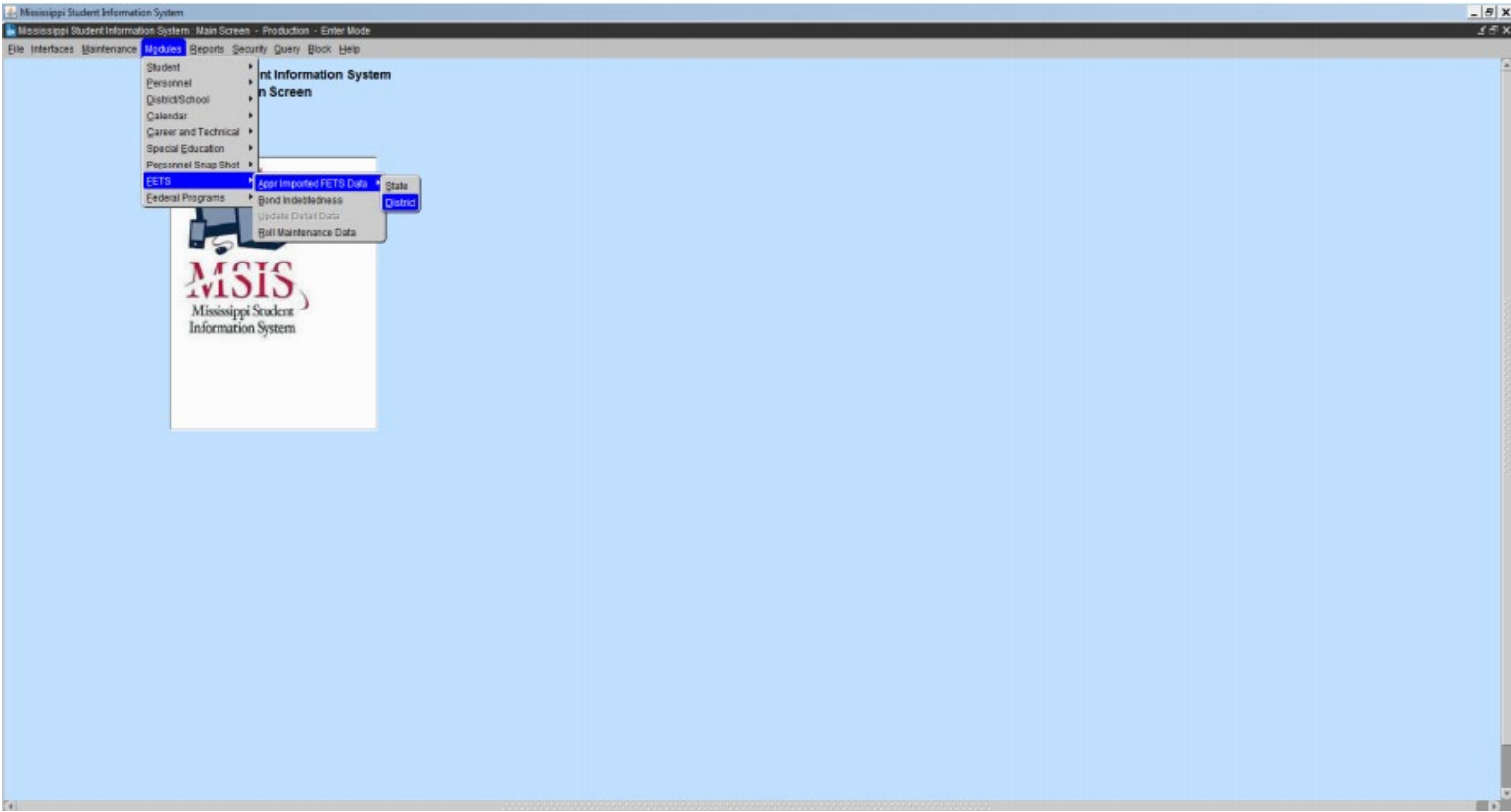
District: [REDACTED]

Fund Number	Revenue	-	Expenditures	-	Other	=	Fund Balance
1120	8467113.39	-	8859570.07	-	-3391598.24	=	\$2,999,141.56
1130	854708.11	-	855604.54	-	-896.43	=	\$0.00
1140	111598.71	-	0	-	-52370.7	=	\$163,969.41
1145	210686.47	-	265565.41	-	-54878.94	=	\$0.00
1151	284618.64	-	280791.24	-	-128637.29	=	\$132,464.69
1161	0	-	0	-	0	=	\$0.00
1841	23568.47	-	23568.47	-	0	=	\$0.00
1842	3620.65	-	3620.65	-	0	=	\$0.00
1846	44620.05	-	44620.05	-	0	=	\$0.00
1848	5469.17	-	5469.17	-	0	=	\$0.00
1849	5944.13	-	5944.13	-	0	=	\$0.00

## Step 6 Releasing the Data to MDE

- If you concur with the data available on these reports, you are now ready to actually submit the data to the Department.
- Select Modules on the MSIS Main Screen.
- Select FETS.
- Select Appr Imported FETS Data.
- The screen that appears will show you:
  - Your district number and district name;
  - Holding date will be the date your file was processed by MSIS;
  - Valid should have a “Y”;
  - Run Report should have a “Y”;
  - Bond Data should have a “Y”.
- You are now ready to enter the District Approval Date.
- Click in the date field to populate the current date and to release your data to MDE for approval. Manual date entry is not required.

# MSIS-FETS SUBMISSION





# MSIS-FETS SUBMISSION

Mississippi Student Information System : State Approve Imported FETS Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System  
State Approve Imported FETS Data

School Year:  State Approved Date:  State Approval Status:

District Name	Holding Date	Valid?	Run?	Data?	District Approved Date	Require Re-Submission
0618 WEST BOLIVAR CONS SCHOOL DISTRICT						<input type="checkbox"/>
0611 WEST BOLIVAR SCHOOL DIST						<input type="checkbox"/>
3112 WEST JASPER CONSOLIDATED SCHOOLS						<input type="checkbox"/>
1321 WEST POINT CONSOLIDATED SCHOOL DIST						<input type="checkbox"/>
1320 WEST POINT SCHOOL DIST						<input type="checkbox"/>
6812 WEST TALLAHATCHIE SCHOOL DISTRICT						<input type="checkbox"/>
7613 WESTERN LINE SCHOOL DISTRICT						<input type="checkbox"/>
7900 WILKINSON CO SCHOOL DIST						<input type="checkbox"/>
4920 WINONA SEPARATE SCHOOL DIST						<input type="checkbox"/>
4911 WINONA-MONTGOMERY CONSOLIDATED SD						<input type="checkbox"/>
8220 YAZOO CITY MUNICIPAL SCHOOL DIST						<input type="checkbox"/>
8200 YAZOO CO SCHOOL DIST						<input type="checkbox"/>
2422 LONG BEACH SCHOOL DIST	08/18/2020	Y	Y	Y		<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	08/10/2020	Y	Y	Y	08/10/2020	<input type="checkbox"/>

# MSIS-FETS SUBMISSION



# MSIS-FETS SUBMISSION

Mississippi Student Information System - State Approve Imported FETS Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System  
State Approve Imported FETS Data

School Year: 2020-2021  
State Approved Date: 08/14/2020  
State Approval Status: PENDING

District Name	Holding Date	Report Valid?	Bond Run?	District Data?	Require Approved Date	Re-Submission
7800 WEBSTER CO SCHOOL DIST						<input type="checkbox"/>
0618 WEST BOLIVAR CONS SCHOOL DISTRICT						<input type="checkbox"/>
0611 WEST BOLIVAR SCHOOL DIST						<input type="checkbox"/>
3112 WEST JASPER CONSOLIDATED SCHOOLS						<input type="checkbox"/>
1321 WEST POINT CONSOLIDATED SCHOOL DIST						<input type="checkbox"/>
1320 WEST POINT SCHOOL DIST						<input type="checkbox"/>
6812 WEST TALLAHATCHIE SCHOOL DISTRICT						<input type="checkbox"/>
7613 WESTERN LINE SCHOOL DISTRICT						<input type="checkbox"/>
7900 WILKINSON CO SCHOOL DIST						<input type="checkbox"/>
4920 WINONA SEPARATE SCHOOL DIST						<input type="checkbox"/>
4911 WINONA-MONTGOMERY CONSOLIDATED SD						<input type="checkbox"/>
8220 YAZOO CITY MUNICIPAL SCHOOL DIST						<input type="checkbox"/>
8200 YAZOO CO SCHOOL DIST						<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	08/10/2020	Y	Y	Y	08/10/2020	<input type="checkbox"/>

# MSIS-FETS SUBMISSION

- Changes should not be made to your FETS data once you release it to MDE.
- If, after you have released your data to MDE, you realize you have made an error that you feel should be corrected, call our office and we will flag your file for re-submission. This must be done before October 15, 2020.
- If our office determines, after reviewing your data, that there needs to be a re-submission, we will contact you and flag your file for re-submission. This also must be done before October 15, 2020.
- Any submissions/resubmissions made after October 15, 2020 will be considered as having not made the deadline.
- Save this file after you have entered the District Approval Date by either clicking on the icon of the yellow diskette which appears in the upper left corner or by selecting File/Save.
- Click on the X in the upper right corner of the screen. This will return you to the MSIS Main Screen.
- Select File/Exit - this will exit you from the MSIS file.



## NOTE:

The very last step in the FETS submission process is to click on the field that says “District Approval Date”. The date is automatically entered when you click on that field. Be sure to hit the “Save” button after the date populates so that your file is actually district approved and released to the MDE.

# Required Forms

Budget Certification (MS Code 37-61-9)

Certification of Verification and  
Reconciliation of Funds Distributed

Secretary of State Report-Schedule of  
Revenues, Expenditures/Expenses, and  
Changes in Fund Balances *Sixteenth  
Section Funds*

# Budget Certification

Date:

To: State Superintendent of Education

This is to certify that the FY 20 budget of estimated revenues and expenditures for the support, maintenance and operation of this school district has been filed with the tax levying authority as required by Section 37-61-9, Mississippi Code of 1972 (Ann.), as amended.

Name of District: <input type="text"/>	District No.: <input type="text"/>
Date budget filed with taxing authority: <input type="text"/>	
Signature of Superintendent:	
Signature of School Board Chairman:	
Signature of Taxing Authority Official: _____	
Title of Taxing Authority Official: _____	

**Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms prior to August 15th.**

# Revenue Verification Form

## REVENUE VERIFICATION FORM OF FUNDS DISTRIBUTED THROUGH THE STATE

TO: Office of School Financial Services



This is to certify that our district has reviewed the Year End Revenue Report for the funds disbursed from July 1, 20 through June 30, 20. The payments have been verified and reconciled with the accounting records of this school district and agree with the detail amounts submitted through the MSIS-FETS reporting process.

Name of District: <input type="text"/>	District No.: <input type="text"/>
Name of School Business Manager: <input type="text"/>	
Signature of School Business Manager <input type="text"/>	Date: <input type="text"/>


Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms by October 15th.



# Schedule of Revenues, Expenditures/Expenses, and Changes in Fund Balances

<b>SECRETARY OF STATE</b>			
<i>Complete and return form by October 26, 2020</i>			
School District SCHEDULE 2 REVISED 6/97		Schedule of Revenues, Expenditures/Expenses, and Changes in Fund Balances Sixteenth Section Funds For the Year Ended June 30, 2020	
		 Michael Watson SILVERMASTER, MISSISSIPPI	
REVENUES	16th Section Interest	16th Section Principal	Forestry Escrow
1 Rents and Leases			
1a Surface Leases			
1b Mineral Leases			
1c _____ Total			
2 Sale of Timber and Forest Products			
3 Oil and Gas Royalties			
4 Sale of Other Non-renewable Resources			
5 Easements and Rights-of-Way (LUMP -SUM PAYMENTS)			
6 Other Sales/Income (List) (1)			
(2)			
(3)			
7 Permanent Damages to Trust Lands			
8 Earnings on Investments			
9 Pro Rata Revenue From _____ School District			
_____ School District			
_____ School District			
10 Total Revenues			
<b>EXPENDITURES/EXPENSES</b>			
11 Appraisal and Survey			
12 Improving Land			
13 Drainage District Taxes			
14 Management Fees			
15 Attorney's Fees			
16 Purchase of Lieu Lands			
17 Allocation to _____ School District			
_____ School District			
_____ School District			
18 Total Expenditures/Expenses			
19 EXCESS OF REVENUES OVER/ UNDER EXPENDITURES/EXPENSES			
<b>OTHER FINANCING SOURCES (USES)</b>			
20 Operating Transfers in from 16th Section Funds			
21 Operating Transfers out to 16th Section Funds			
22 Operating Transfers out to Government Funds			
23 Total Other Financing Sources (Uses)			
24 EXCESS OF REVENUES & OTHER SOURCES OVER/UNDER EXPENDITURES/EXPENSES AND OTHER USES			
<b>FUND BALANCES</b>			
25 July 1, 2019			
26 Prior Period Adjustments			
26a Reclassify Fund Equity			
26b Unrecorded Fund Equity			
26c Reclassify Fund Types			
27 July 1, 2019, as Restated			
28 June 30, 2020			
<b>REPORT PREPARED BY:</b>	<b>TELEPHONE:</b>	<b>E-MAIL:</b>	

# Principal Fund Investment Report

SECRETARY OF STATE PUBLIC SCHOOL TRUST LAND PRINCIPAL FUND INVESTMENT REPORT							
SCHOOL DISTRICT _____ PAGE _____ OF _____ <i>REVISED 7/11</i>				For the Year Ended June 30, 2020 <i>Complete and return form by October 26, 2020</i>		 <b>Michael Watson</b> SECRETARY OF STATE	
REPORT PREPARED BY:				TELEPHONE:		E-MAIL:	
(1) PRINCIPAL FUND BALANCE JULY 1, 2019, AS RESTATED (See Line 27 of Schedule of Revenues.) \$ _____				(2) PRINCIPAL FUND BALANCE AS OF JUNE 30, 2020 (See Line 28 of Schedule of Revenues.) \$ _____			
(3) Date of Investment	(4) Maturity Date	(5) Form of Investment	(6) Where Invested	(7) Amounts Invested (8)		(9) Interest Rate <b>ITEMIZE</b>	(10) Amount of Interest Earned
				Investments Matured or Sold During Fiscal Year	Active Investments as of June 30, 2020		
If more than one page is required for report, show totals on last page only.			(11) Total Active Investments as of June 30, 2020 (Total should equal Principal Fund Balance as of June 30, 2020. If not, attach explanation.)		(12) Total Interest Earned (Total should equal Line 8 of Schedule of Revenues. If not, attach explanation.)		

# School District Online Portal – 16<sup>th</sup> Section Lands

- Online submission can be done at <https://www.sos.ms.gov/Pages/default.aspx>
- Select the Public Lands Link circled below in red
- Then select 16<sup>th</sup> Section Lands circled below in orange
- Select the School District Online Portal
- In order to submit on the portal, the required personnel will have to login to complete the form.

Contact Us / Links / Employment

**Michael Watson**  
SECRETARY OF STATE

Home

IMPORTANT NOTICES Tennessee is the latest state to join Mississippi's Delta Ag Theft Task Force. [More Information](#)

ABOUT US

Business Formation & Services

Charities

Public Lands

Public Lands Home

Agency Held Lands

16th Section Lands

Tax Forfeited Lands

Public Trust Tidelands

ELECTIONS  VOTE  
Prepare for the 2020 General Election.

2020 Census  
Ensure a complete and accurate count in 2020.

2020 Census  
Learn more about how to work the polls on Election Day.

POLL WORKER PORTAL  
Learn more about how to work the polls on Election Day.

2020 CENSUS  
The 2020 Census will determine congressional representation for the next decade. It will also provide data that will impact communities for years to come. Learn more about the questions that are asked and how your answers will be used.

WE COUNT MISSISSIPPI

HOW DO I...?

- Search for a Business?
- Request a Speaker?
- Find Election Information?
- Request Public Records?
- File an Annual Report?

VIEW MORE

IMPORTANT NOTICES Has your voter registration changed? Update your address online. [Click here.](#)

## 16TH SECTION LANDS

The Secretary of State serves as supervisory Trustee overseeing management and leasing of more than 640,000 acres of 16th section public school trust lands by 101 local school districts. The Secretary of State and Mississippi Forestry Commission work cooperatively with the local school districts to manage their timber lands.

For assistance or information call 601-359-6377.

MINERAL LEASES

AGRICULTURAL LEASES

TIMBER PRICES

SCHOOL DISTRICT ONLINE PORTAL

16TH SECTION MANUAL

# Frequently Asked Questions

## Question:

My “**MSIS FETS Data Transaction Results**” page shows deficit fund balance warnings. Do I need to correct error warnings?

## • Answer:

The only way to identify whether or not you need to take action on deficit fund balance warnings is to compare the fund balances from your accounting software to the fund balance report from FETS.

If the reports match exactly, you can ignore the warnings on the “MSIS FETS Data Transaction Results” page that indicate “Fund XXXX has deficit”. These false warnings will not keep you from having a “Success” on your submission.

# Frequently Asked Questions

## **Problem:**

I tried unsuccessfully to enter bonded indebtedness information in MSIS. The system will not allow me to save the information.

## • **Answer:**

Do not change the year when you access the initial form. The year will automatically change to reflect the current year when you proceed to the second page.

## **Problem:**

I am unable to access the second tab of the Bond Indebtedness screen.

## **Answer:**

- Enter a “0” on the first tab

# Frequently Asked Questions

## **Problem:**

I have an error that says “File....has already been run successfully”.

## • **Answer:**

The same file has been submitted twice. In order for this to be removed, the district will have to re-submit a different file.

# Frequently Asked Questions

## **Problem:**

I am unable to send my data and to view my results.

## • **Answer:**

Check you pop-up blocker or have someone check it for you.



## **Question:**

Can I have a school “000”?

## **Answer:**

- No; Contact your vendor to make corrections to school “000”.

# Important Reminders

- Remember to click the green light  when needed.
- Remember that your vendor has to update your FETS file each year.
- Remember to click save  after entering your bond data.
- Remember to Start with box #22 on bonded indebtedness fields. Fields #19-21c are no longer used.