

# Financial Exchange Transaction System

## FETS INSTRUCTIONS



**Letitia Johnson**

Office of School Financial Services, Bureau Director

[mdek12.org](http://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION



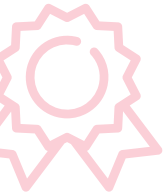
## VISION

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

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

**EVERY** School Has Effective Teachers and Leaders

4



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

5



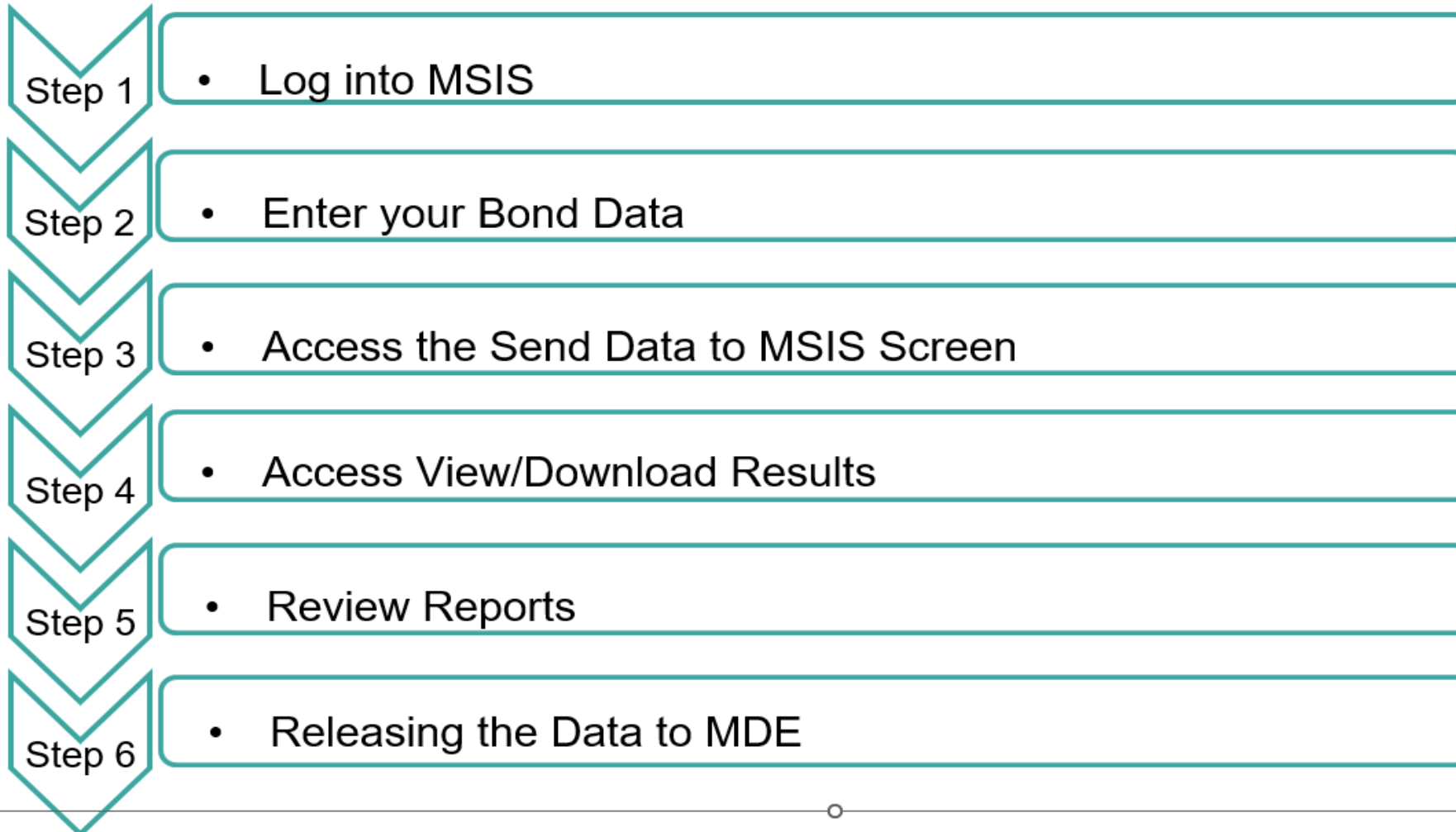
**EVERY** School and District is Rated “C” or Higher

6



§ **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.



## 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

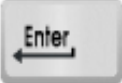
OTSS Help Desk

TIMS Log-on

### Documents

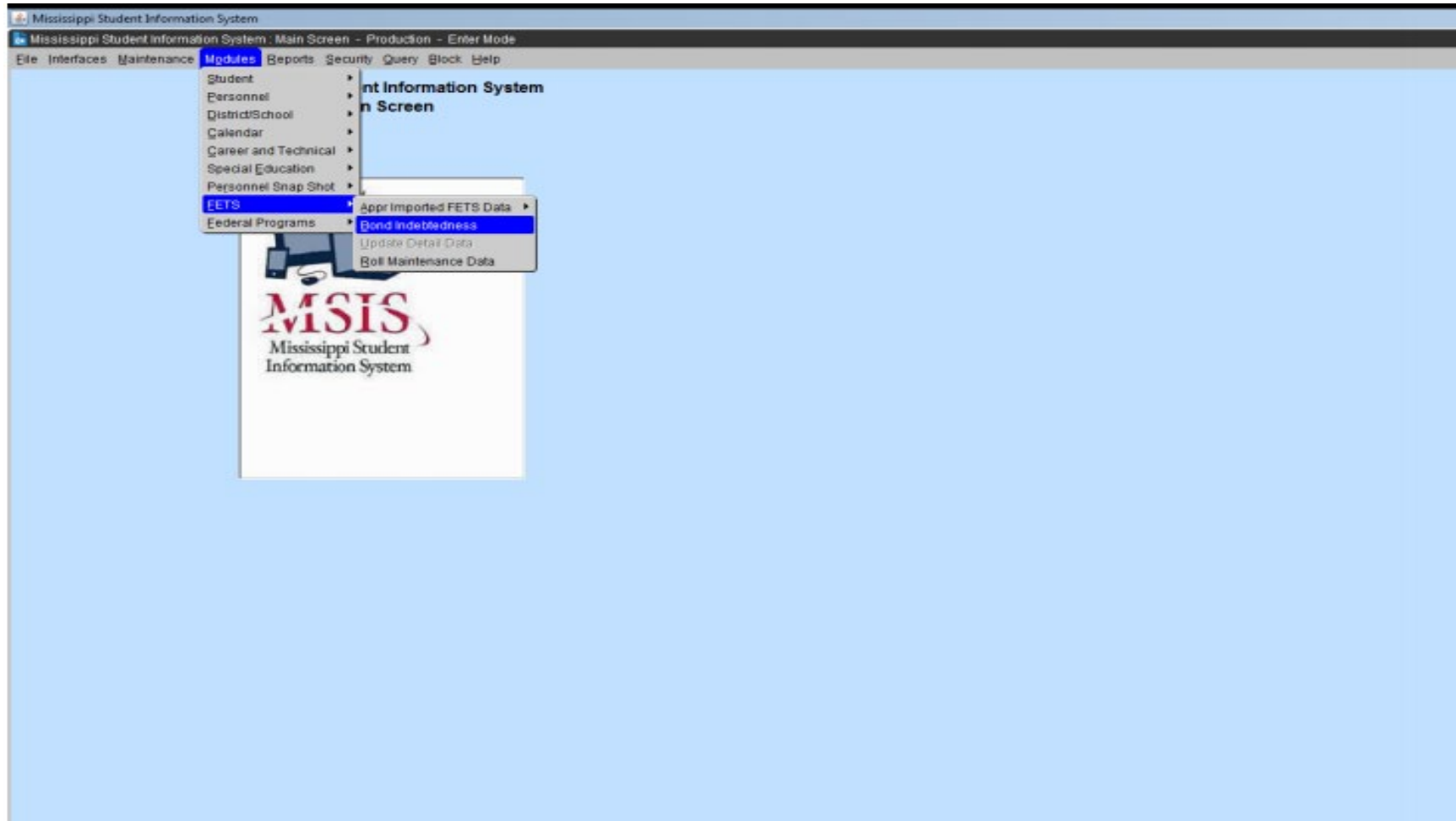
### Resources

## 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 image shows a screenshot of a 'Logon' dialog box. It has a title bar with the text 'Logon' and a close button (X). Below the title bar, there are three text input fields: 'Username:', 'Password:', and 'Database:'. At the bottom of the dialog box, there are two buttons: 'Connect' and 'Cancel'.





## 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.

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

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[ 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"/>

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[ 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"/>

Mississippi Student Information System

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

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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

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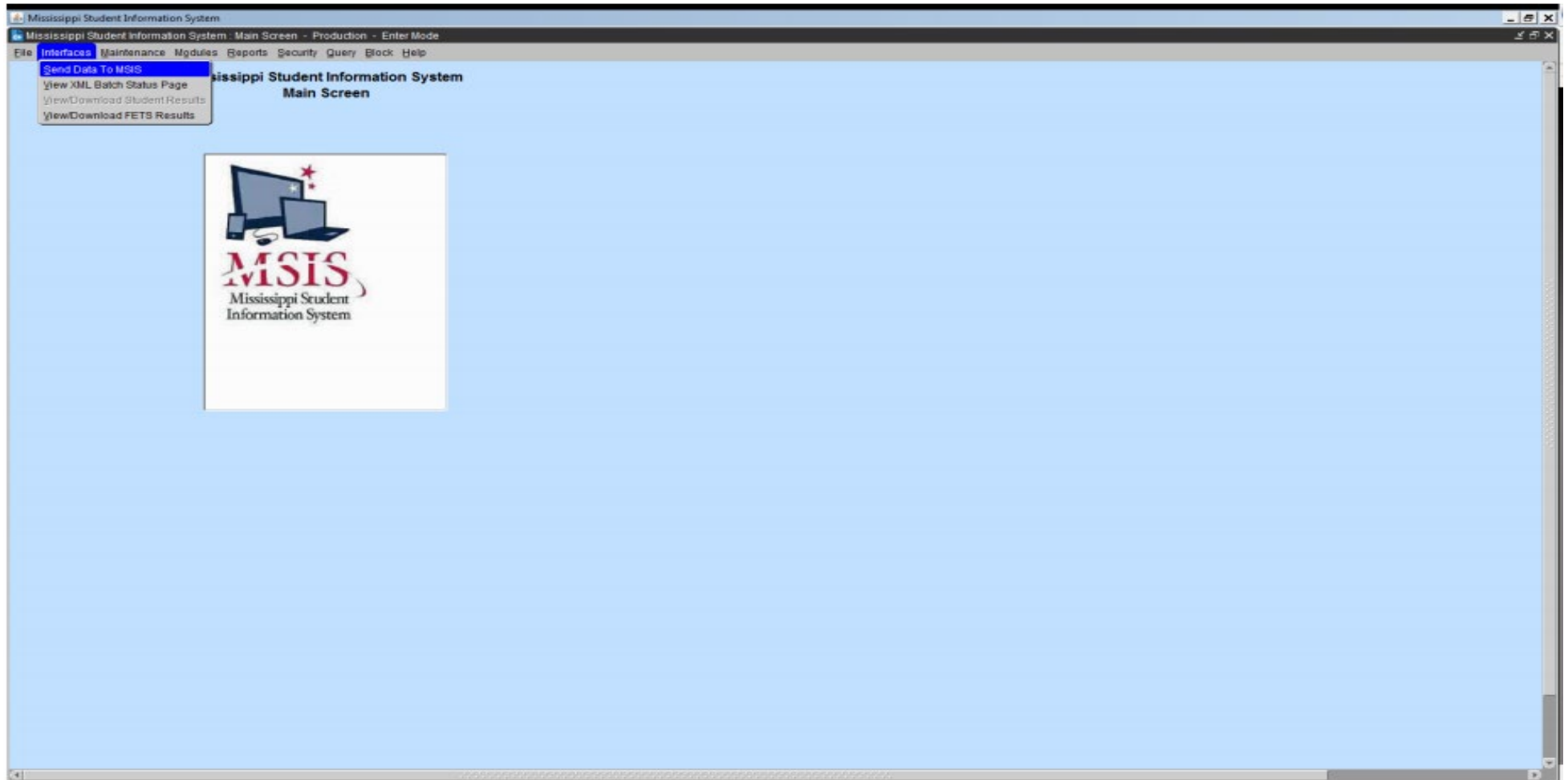
[ Bond Account ]

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"/>

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[ Other Borrowed Money ]

5. Balance on Hand, July 1	<input type="text"/>	14. Loans Repaid	<input type="text"/>
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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"/>



## 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.

**Send Data to MSIS**

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



## 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.



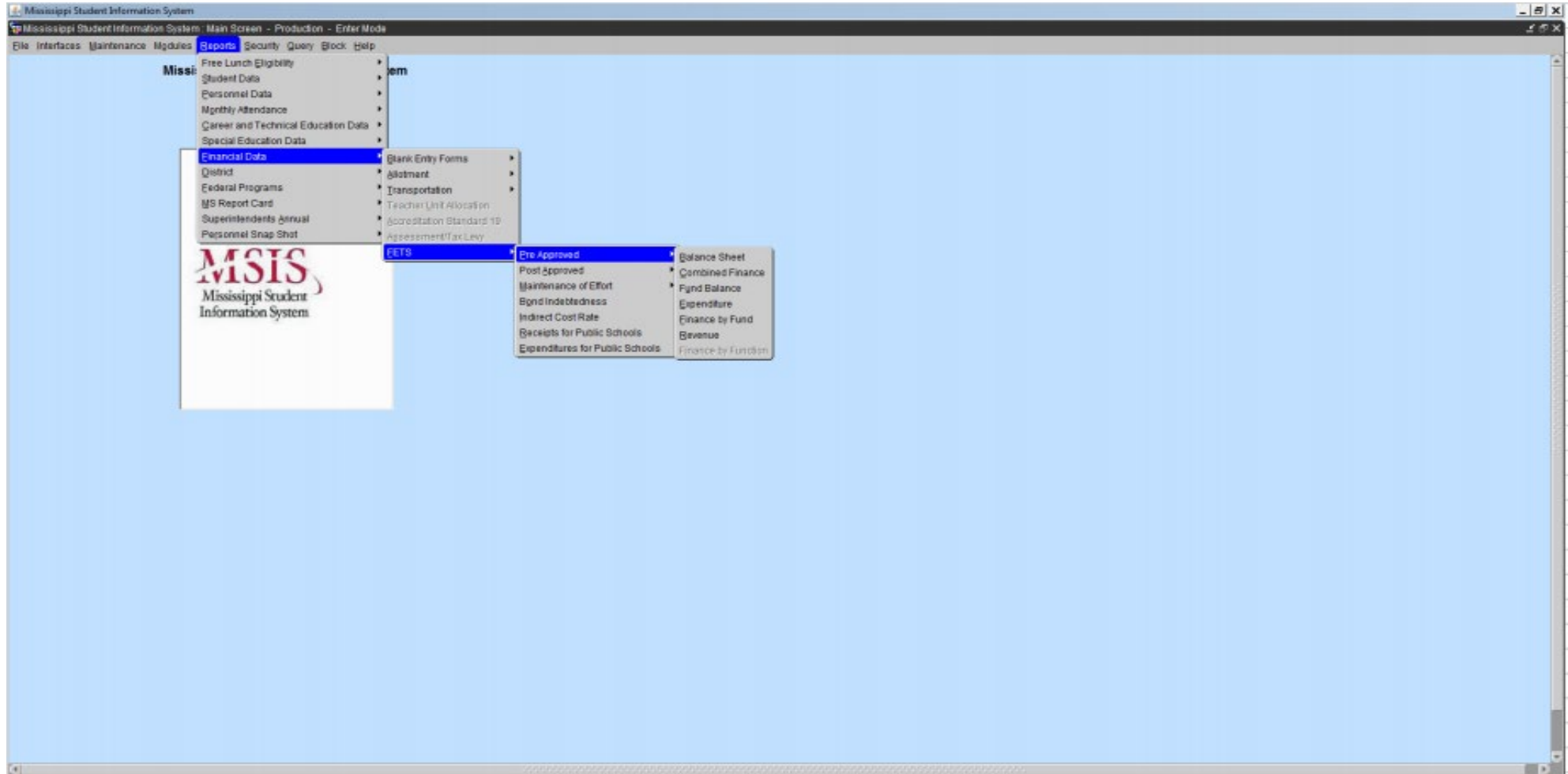
## View/Download FETS Results for user **caustin**

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

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



## **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

FUND BALANCE REPORT - PRE APPROVED

CAUSTIN MSIS

SCHOOL YEAR 2019 - 2020

August 14, 2020

Friday , 03:08 P.M.

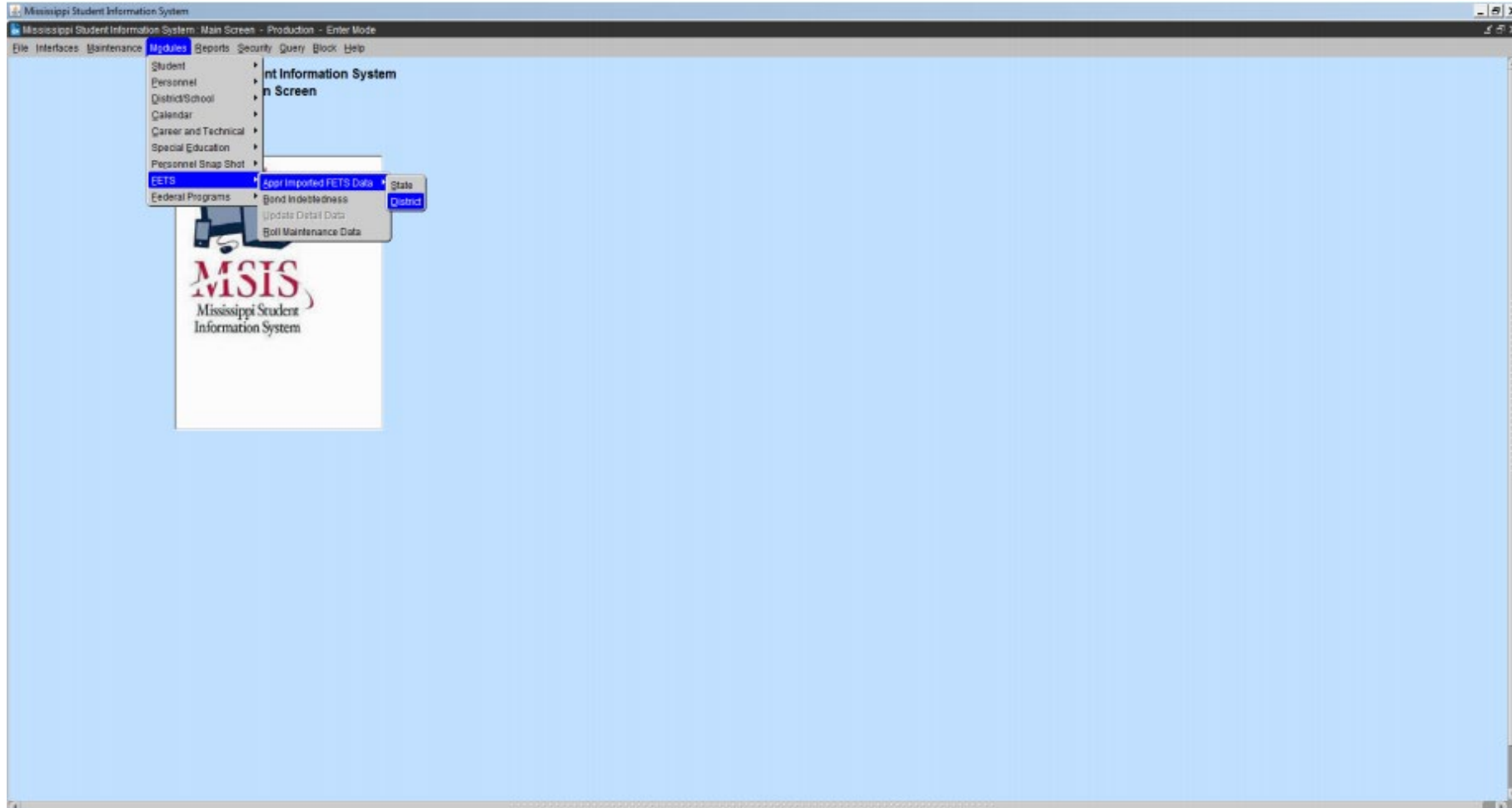
Page 1 of 1

District: ████████████████████

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.





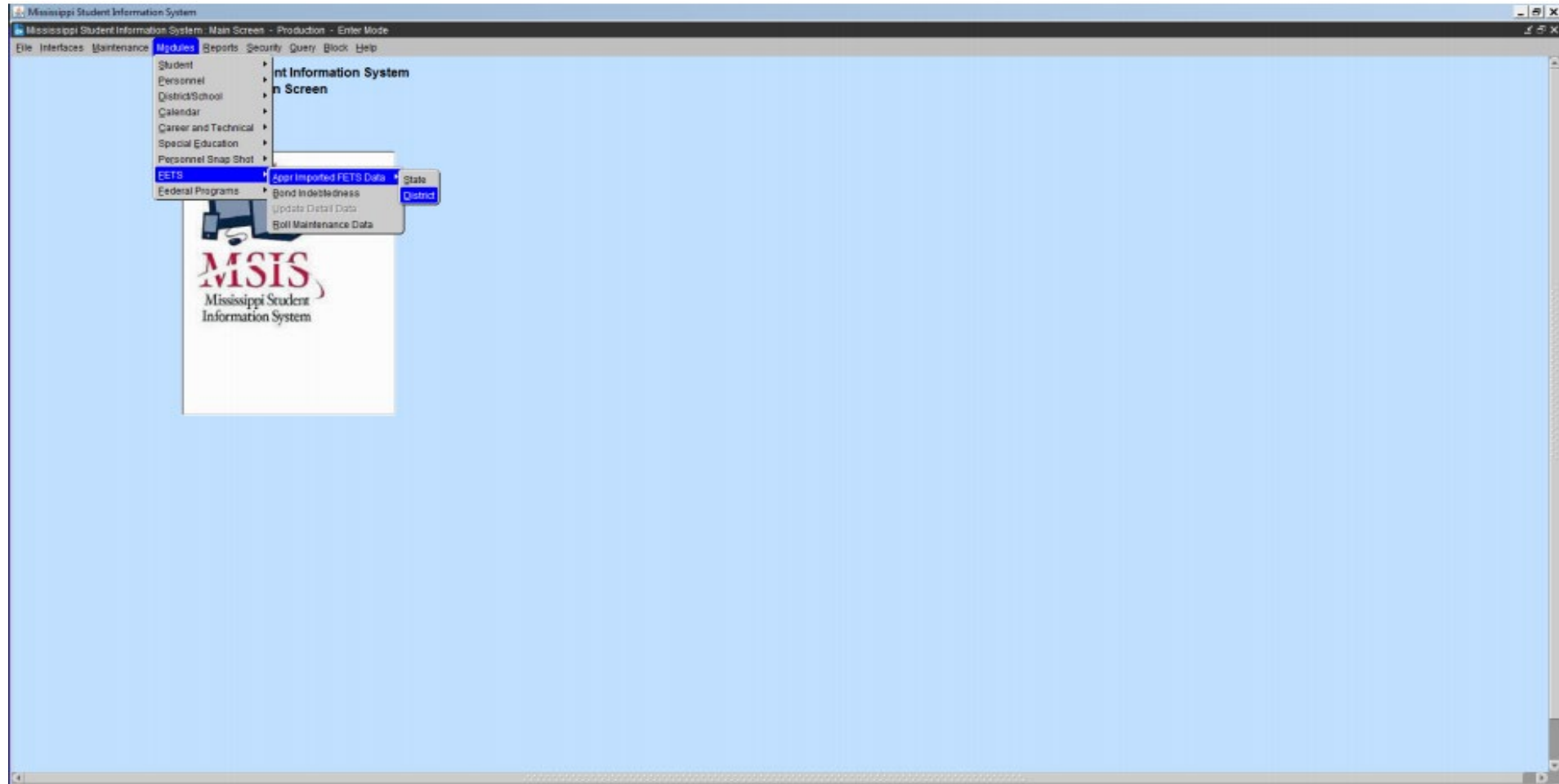
Mississippi Student Information System : State Approve Imported FETS Data - Production - Enter Mode

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:   
 State Approval Status:

District Name	Holding Date	Report Valid?	Bond Run?	District Data?	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	<input type="checkbox"/>



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	Valid?	Run?	Report Bond Data?	District Approved Date	Require 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"/>
<b>0400</b> ATTALA CO SCHOOL DIST	08/10/2020	Y	Y	Y	08/10/2020	<input type="checkbox"/>

- 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.

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*

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

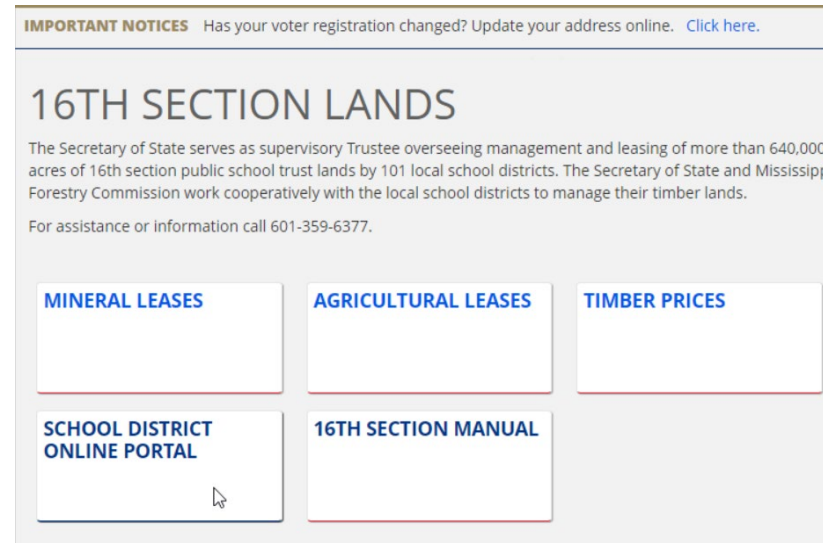
Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms by October 15th.







- 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.




 **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.

 **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

## **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.

 **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”.

- 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.