



**HIRSHABELLE STATE OF SOMALIA**

**Public Financial Management Law, 2018**

Applicable from  
31 March 2018

**Instruction C –  
The Use of the Bisan FMIS, BPM & RMS Systems**

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## 1. Authority, Purpose & Scope

1.1 This Instruction is issued pursuant to Section 22, Paragraph 1 of the Public Financial Management Law, 2018 and Article 5 of the Law Establishing the Ministry of Finance.

1.2 The purpose of this Instruction is to promulgate the detailed Bisan User Manuals for the Financial Management Information System (FMIS), Budget Planning Module (BPM) and Revenue Management System (RMS).

1.3 These user manuals provide detailed instructions on how to operate the three cloud-based ICT systems for Budget Execution/Control/Reporting, Budget Preparation and Revenue Management. These user manuals integrate the day-to-day business processes into the use of the systems. These manuals should be considered a desk-reference manual for all users. This Instruction is issued in providing further support for *Regulation 3, Establishing Budget Execution Procedures* and *Regulation 4, Establishing Budget Execution Procedures*.

1.4 This Instruction applies to all agencies, entities and institutions of the Hirshabelle state of Somalia as defined in Section 1, Paragraph 3 of the Public Financial Management Law, 2018 that are funded from the consolidated fund.

## 2. Issuance & Maintenance of System User Manuals

2.1 The manuals, summary of modules per Appendix 1, are officially issued on the Hirshabelle state of Somalia, Ministry of Finances. Users can access this directly as and when required.

2.2 The Ministry of Finance, System Administrator of the ICT Department, is responsible for maintaining all user manuals to ensure they remain current.

## 3. Entry into Force

3.1 This Instruction is deemed to have entered into force on date issued of **31/03/2018**


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Hirshabelle State

of



Somalia



**Appendix 1 – Bisan Modules Issued Under This Instruction**

<b>System</b>	<b>Business Process</b>	<b>Manuals</b>
<b>Financial Management Information System (FMIS)</b>	<b>Budget Setup</b>	1.1. Yearly Budget Setup
		1.2. Budget Allocations
		1.3. Budget & Allocation Reallocations
	<b>Commitment Setup</b>	2.1. Adding Commitment Voucher
	<b>Expenditures &amp; Payments</b>	3.1. Payment Request Voucher Addition
		3.2. Payment Voucher Addition
	<b>Vendor Maintenance</b>	4.1. Vendor Addition & Maintenance
	<b>Journal Vouchers</b>	5.1. Journal Voucher Addition
	<b>Revenue</b>	6.1. Revenue Recording
	<b>Bank Reconciliation</b>	7.1. Bank Reconciliation
	<b>Payroll</b>	10. Payroll Management
	<b>System Access Controls</b>	8.1. User Access Controls
	<b>Forms for System Maintenance</b>	Budget Classification Maintenance
Employee Maintenance Form  Employee Maintenance Form_v		
	Vendor Maintenance Form	

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System	Business Process	Manuals
		 Vendor Maintenance Form_v
		User Access Maintenance Form  User Access Maintenance Form_v
<b>Budget Preparation Module (BPM)</b>		
	<b>Budget Preparation</b>	9.1 Budget Preparation
<b>Revenue Management System (RMS)</b>		
	<b>Revenue Management</b>	11.1. Revenue Management

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