

FETS

Frequently Asked Questions

(and small things that are easy to forget from one year to the next!)

- Remember to click the green light when needed.
- Remember your vendor has to update your FETS file each year.
- Be sure to click save (yellow disk) after entering your bond data.
- Start with box #22 on bonded indebtedness fields. #19 – #21c is no longer used.

NOTE: The very last step to submit FETS is to click on the field where it says “District Approval Date”. The date is automatically entered for you when you click on that field. Be sure to hit the “Save” button after the date pops up so that your file is actually district approved and released to us.

NOTE: Check your account lines for any expenditure that may have an object that is “000”. All expenditures should have an appropriate expenditure function and an appropriate expenditure object.

Question:

When I try to enter my bonded indebtedness in MSIS it will not let me save it.

Answer:

Do not change the year when you first access the form. The year will automatically change to the correct year when you go to the second page.

Question:

I can't get to the second tab of Bonded Indebtedness.

Answer:

Put a "0" on the first tab.

Question:

I am unable to send my data and can't view my results.

Answer:

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

Question:

Can I have a school "000"?

Answer:

No, contact your vendor to correct school "000".

Question:

I have an error that says "File...has already been run successfully". Seems like something needs to be reset?

Answer:

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

Question:

Are these warnings on the "MSIS FETS Data Transaction Results" page ok or do I need to do something to fix them?

Answer:

It is very important to compare your fund balance report from your accounting software to the fund balance report from within FETS. If they match exactly, you can ignore the warnings on the "MSIS FETS Data Transaction Results" page that say "Fund XXXX has deficit". These false warnings will not keep you from having a "Success" on your submission.