



INSTRUCTIONS MSIS - FETS SUBMISSION

Due Date: October 15, as required by MS Code 37-61-21.

REMEMBER: The file you will submit needs to be an xml file. Your vendor will provide you with instructions on how to create this file. The xml file format should be as follows: S_XXXX_000_mmddyyyy_FET_00001.xml. You need to save this file to your C drive.

Follow the steps listed below to submit your FETS data:

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.

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.

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_00001.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.

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 FET00001.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.

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 Screen.

Step 6 Releasing the Data to MDE

- If you concur with the data available on these reports, you are now ready to 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:
 - 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.

- 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 that you have made an error that needs to be corrected, call our office and we will flag your file for re-submission. This must be done before October 15.
 - 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.
 - Any submissions/resubmissions made after October 15, will be considered as not having 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.

If you have any questions concerning submission of FETS data, please feel free to contact the Office of School Financial Services at (601) 359-3294.