

Jamhuuriyada Federaalka Soomaaliya
Dowlad Goboleedka Galmudug
Wasaaradda Maaliyadda & Horumarinta Dhaqaalaha



Galmudug State
Ministry of Finance & Economic Development

جمهورية الصومالية الفدرالية
حكومة اقليم جلمدج
وزارة المالية وتنمية الإقتصاد

Xeerka Maareynta Maaliyadda Maamulka ee 2018

Waxaa uu dhaqangalayaa laga bilaabo

1 Jan 2019

Xeer-nidaamiyaha #10

**Siyaasadda Fayl-gareynta, Xafididda iyo haynta Diiwaannada
Dokumentiyada Maaliyadda**

1. Awoodda, Hadafka & Baaxadda

- 1.1 Xeer-nidaamiyahan waxaa la soo saarey iyada oo laga ambaqaadayo Qaybta 30aad iyo Faqradda 7aad ee Xeerka Maareynta Maaliyadda Maamulka/Dadweynaha, 2017.
- 1.2 Xeer-nidaamiyahan waa “xeer la diidi karo” sida loogu qeexay Xeerka Maareynta Maaliyadda Maamulka/Dadweynaha waxaana sida ay dhigeysa Qaybta 7aad uu marayaa muddo aan ka badneyn toban (10) maalmood oo uu dib-u-eegis ku sameynayo Baarlamaanka.
- 1.3 Hadafka laga leeyahay Xeer-nidaamiyahan waa in uu bixiyo dhabbe-tuseyaal loo marayo faylgareynta, xafididda iyo haynta diiwaannada (dokumentiyada) maaliyadeed. Waxaana uu u habboon yahay dokumentiyada maaliyadeed ee la taaban karo iyo kuwa elektaroonigga ah.
- 1.4 Xeer-nidaamiyaha waxaa lagu maamulayaa dhammaan hay’adaha Dowlad-goboleedka Galmudug ee Soomaaliya ee lagu qeexay Qaybta 1aad, Faqradda 3aad ee Xeerka Maareynta Maaliyadda Maamulka/Dadweynaha, 2017.
- 1.4 Qaybaha waaweyn ee diiwaannada maaliyadeed ee uu ka hadlayo xeer-nidaamiyahan waa:
 - Diiwaannada Xisaabta Bankiga (Kuwa Gacanta & Elektarooniggaba)
 - Diiwaannada Kharashaadka (Kuwa Gacanta & Kuwa FMIS joogteey)
 - Diiwaannada Risiidhada iyo Dakhliga (Kuwa Gacanta & Kuwa FMIS joogteey)
 - Diiwaannada Diiwaanka Guud (*General Ledger Records*) (Kuwa FMIS joogteey)
 - Mushaaraadka iyo Diiwaannada La Xiriira (Kuwa Gacanta & Kuwa FMIS joogteeyo)
 - Diiwaannada Hantida Raasamaalka ah (Kuwa Gacanta & Kuwa FMIS/AMM joogteeyo)
 - Diiwaannada Wax-soo-iibsiga (Kuwa Gacanta)
 - Diiwaannada Kale ee Maaliyadeed ee Lagu Xisaabtamo (Kuwa Gacanta)
 - Cashuur-celinta Cashuur-bixiyaha (Kuwa Gacanta)
 - Dokumentiyada la xiriira maareynta kiisaska (Kuwa Gacanta iyo Kuwa RMS joogteeyo)
 - Dokumentiyada la xiriira rafcaannada (Kuwa Gacanta)
 - Codsiyada cashuur-dhaafka iyo shahaaddooyinka cashuur-dhaafka (Kuwa Gacanta)
 - Diiwaannada iyo dokumentiyada guddiyada sharcigu farayo (Guddiga Qiimeynta)
 - Diiwaannada Cashuur-bixiyeyeyaasha & hantida la cashuuro (xogaha keysan ee elektaroonigga ah, oo ay weheliso taariikh)
- 1.5 Xeer-nidaamiyahan ma khuseeyo dokumentiyada ka yimaada:
 - Diiwaannada warbaahinta bulshada sida *Facebook, Twitter, LinkedIn, blogs, wikis,*
 - Sawirrada kaamerada lagu qaado – t.a. sawirrada rasmiga ah ee taariikh ka reebaya hawlaha shaqo, *Flickr*
 - Fiidiyowiyada – t.a. *YouTube, Vimeo,* shirarka fiiyow la iskala hadlo (*video conferencing*), shirarka isgaarsiinta la iskala hadlo (*teleconferencing*), farriimaha *video instant messaging* iyo diiwaannada maqalka duuban ah (*podcasts*)
 - Farriimaha Elektaroonigga ah – t.a. farriin-codeedka, (*voicemail*), farriimaha *instant messaging* (oo ay ka mid yihiin *Lync & Skype*), SMS (adeegga farriimaha gaaban), adeegga farriimaha *multimedia message service* (MMS), marka laga reebo Email-lada iyo

dokumentiyada kale ee elektaroonigga ah iyo kuwa qoraallada *word processing Word* iyo *Excel*.

2. Erey-bixinta

“*Diiwaan*” waxaa loola jeedaa macluumaad ama xog (dokumenti-gareyn) diiwaan lagu hayo, oo la xiriira tacaamulaadka dowladda, oo ah mid la taaban karo ama mid qalabka warbaahinta lagu abuurey ama ay heshey hay’ad inta ay ku guda jirto hawsheeda caadiga ah oo loo hayo in uu caddeyn u noqdo siyaasado, go’aamo, oggolaansho, habraacyo, hawlo, iyo tacaamulaad

“*Diiwaan Maaliyadeed*” waxaa loola jeedaa diiwaan kasta oo la xiriira tacaamulaad maaliyad dadweyne ee Dowlad-goboleedka

“*Maareynta Diiwaannada*” waxaa loola jeedaa geeddi-soocdka iyo hawsha hay’adeed ee si hufan oo nidaamsan u kantaroolaysa abuurista, helidda, gacan-ku-haynta, adeegsiga iyo nidaaminta diiwaannada (*disposition of records*). Middan waxaa soo hoos-geleya geeddi-socodyada lagu qabto laguna joogteeya caddeynta la xiriirta iyo macluumaadka ku saabsan hawlaha iyo tacaamulaadka rasmiga ah iyaga oo ah qaab diiwaan, si looga soo baxo baahiyaha hawlgallada maamul, shuruudaha wada-xisaabtanka iyo waxa ay dadweynuhu dad ka filayaan.

3. Siyaasadda Fayl-gareynta, Xafidaadda & Haynta Tacaamulaadka Maaliyadeed ee Dowladda

3.1 Mabaa’diida

3.1.1 Diiwaannadu waa hanti qiimo u leh hay’adaha. Maareynta diiwaannada ee wanaagsan gacan kama geysato oo keliya ilaalinta diiwaanada, ee waxaa ay sidoo kale sii wanaajisaa hufnaanta hawlgal ee hay’adda. Maareynta diiwaannadu waa hawl muhiim u ah dowlad kasta. Diiwaannada oo is wanaagsan oo habboon loo xafido waxaa ay caddeyn u tahay in hay’adda si wanaagsan loo maamulayo waana qayb muhiim ah u tahay waax kasta oo dowladeed.

3.1.2 Dokumentigan oo dejinaya mabaa’dii iyo hab-dhaqanno wanaagsab oo la xiriira maareynta diiwaannada, oo bixinayana dhabbe-tuseyaal, waxaa uu hadafkiisu yahay in uu hay’adaha dowladda iyo shaqaalahooda gacan ka siiyo u-kuurgelidda sida ay u maareynayaan diiwaannadooda iyo in uu isku dayo sii wanaajintooda haddii loo baahdo.

3.1.3 Maaddaama aan la haynin kheyraad dad ku filan oo lagu hirgeliyo nidaam maareynta diiwaannada oo casri ah oo la geliyo dhammaan diiwaannada la xiriira tacaamulaadka maaliyadda dowladda, ayaa xeer-nidaamiyahan waxaa uu isku dayayaa in uu sharraxo shuruudo ugu hooseeya oo haga hay’adaha Dowlad-goboleedka Galmudug. Inta uu sii kobcayo Dowlad-goboleedka Galmudug oo uu sii helayo kheyraad ka weyn kan hadda, mid dad iyo mid maaliyadeedba, waxaa si buuxda loo rajeynayaa in xeer-nidaamiyahan loo cusbooneysiin doono hadba sida loogu baahdo.

3.2 Fayl-gareynta diiwaan

3.2.1 Fayl-gareynta diiwaan maaliyadeed waa in uu ahaadaa mid si wanaagsan u habeysan una nidaamsan, caqligala h, joogto ah oo la ballaarin karo si loo fududeeyo in dokumentiyada si sax ah oo dhammeystiran loo hayo loona soo saaro.

3.2.2 Nidaamka fayl-gareynta waa in uu ahaadaa mid si adag u ilaaliya amniga iyo kantaroolidd helidda dokumentiyada, haddii ay yihiin kuwo la taaban karo iyo kuwo elektaroonig ahba.

3.2.3 Eeg Lifaaqa 1aad ee Xeer-nidaamiyahan si aad uga hesho dhabbe-tuse ku saabsan tilmaamaha nidaamka fayl-gareynta diiwaannada maaliyadda dowladda.

3.3 Xafidaadda Diiwaanka

3.3.1 Dhammaan meelaha lagu keydiyo diiwaannada waa in ay ahaadaan kuwo nadiif ah, nidaamsan, amaan ah oo xor ka ah khatar ay ku keenaan biyo iyo dab. Diiwaannada waa in lagu keydiyaa qalabka keydinta diiwaannada iyaga oo aan la dhigin sagxadda dhulka ama la dul saarin armaajooyinka iyo shelves-yo (*racks*) kale.

3.3.2 Diiwaanada waa in lagu keydiyaa deegaan la jaanqaadi kara qaabkooda iyo muddada la haynayo.

3.3.3 Meelaha lagu keydiyo diiwaannada waa in ay ka nabadgalayaan in aan oggolaansho u haysan ay soo geli karto.

3.3.4 Dhammaan diiwaannada gacanta lagu sameeyo ee asalka ah, ee lagu tilmaamey Lifaaqa 1aad ee Xeer-nidaamiyahan, waa in la sawiraa (haddii aan la haynin iyaga oo elektaroonig ah) oo qaab elektaroonig ah loogu keydiyaa goob ay cid 3aad leedahay haddii tas-hiilaadka keydka ee aan *internet*-ka ku shaqeyn ee dowladdu aanu dad ku filneyn.

3.3.5 Agaasimaha Guud (Xoghayaha Joogtada ah) waa in uu soo saaraa tilmaamo/amarro dheeri ah oo ku saabsan sida dokumentiyada elektaroonigga ah loogu keydinayo meel kale.

3.4 Muddada La Haynayo Diiwaanka Keydsan

3.4.1 Tixraac Lifaaqa 1aad ee Xeer-nidaamiyahan si aad uga hesho siyaasadda muddada la haynayo diiwaanka keydsan.

3.5 Ka-takhalusidda Dokumentiyada

3.5.1 Ka-takhalusidda Diiwaannada Maaliyadeed ee Dowladda waxaa xarunta dhexe ka maamulaya Agaasimaha Guud (Xoghayaha Joogtada ah) ee Wasaaradda Maaliyadda.

3.5.2 Guud ahaan ka-takhalusidda diiwaannada maaliyadeed ee hay'adaha lagu tilmaamey faqradda 1.4 ay sameynayaan waa in uu si rasmi ah u soo codsadaa Agaasimaha Guud (Xoghayaha Joogtada ah) ee Wasaaradda ay khuseyso isaga oo raacaya qaabka uu u dejiyey Agaasimaha Guud (Xoghayaha Joogtada ah)



3.5.3 Agaasimaha Guud (Xoghayaha Joogtada ah) waa in uu ogeysiiyaa oo uu oggolaanhso ka dalbadaa Hantidhowrka Guud si loogu oggolaado ka-takhalusidda dokumentiyada ka hor inta aanu ka-takhalusin.

3.5.4 Agaasimaha Guud (Xoghayaha Joogtada ah) waa in uu diiwaangeliyaa dhammaan dokumentiyada la baabi'iyey. Macluumaadka ugu muhiimsan ee ay tahay in lagu hayo diiwaanka waa (i) taariikhda la baabi'iyey, (ii) tilmamaha dokumentiyada la baabi'iyey, (iii) habka loo adeegsadey baabi'inta dokumentiyada, (iv) shakhsiyaadka kormeerayey baabi'inta (v) lambarrada tixraaca ee waraaqaha uu ku oggolaadey iyo taariikhaha uu Hantidhowrka Guud oggolaadey in la baabi'iyey diiwaannadaa.

3.5.5 Dhammaan dokumentiyada waraaqaha ah waa in baabi'intooda loo marayo laba tallaabo. Tallaabada koowaad waa in la jeex-jeexo dokumentiyada iyo tallaabada labaad oo ah in lagu gubo qalabka loogu talogaley ee lagu gubo ee loo yaqaan *incinerator*.

3.5.6 Dhammaan dokumentiyada elektaroonigga ah waa in loo baabi'iyaa iyada oo loo marayo barnaamijka kombuyutarka (*software*) ee caadi ahaan loo adeegsado burburinta dokumentiyada noocaas ah. Haddii hay'adda gudaheeda aan lagu keydin, marka cid 3aad laga qaadanayo adeegyada keydinta, waa in baaritaan lagu sameeyaa awoodda ay u leeyihiin hawshan si loo fahmo in ay awood u leeyihiin in si abadi ah u baabi'in karaan. Baabi'inta faylalka elektaroonigga ah waa in si buuxda uu ugu lug lahaadaa Agaasimaha Macluumaadka, War-isgaarsiinta iyo Tiknoolojiyada (ICT) ee Dowlad-goboleedka.

4. Dhaqangalka

4.1 Xeer-nidaamiyahan waxaa loo arkayaa in uu dhaqangaley taariikhda la soo saarey oo kor ku xusan

Wasiirka Wasaaradda Maaliyadda Galmudug

Mudane: Saciid Siyaad Shirwac



Lifaaqa 1aad – Noocyada Diiwaannada Maaliyadda Dowladda, Tilmaamaha Nidaamka Fayl-gareynta/Keydinta & Muddada Lagu Talinayo In La Hayo

Diiwaannada Xisaabta Bankiga

Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo in La Hayo [Ka Dib Marka La Sameeyo Hantidhowrka]
Jeegagga & Diiwaannada La Xiriira	1	Marka qaybta dambe ee dhammaan buugaagta jeegagga gacanta lagu qorey la hayo (buugaagta gebi ahaan la wada isticmaaley)	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, qalallan oo ay gaari karaan shaqaalaha waaxda Khasnadda oo keliya Waxaa loo fayl-gareynayaa sida ay lambarradooda isugu xigaan 	7 sano
	2	Buugaagta Jeegaga Gacanta – ee aan la isticmaalin	<ul style="list-style-type: none"> In lagu keysiiyo meel bedqab leh, amaan ah, qallalan oo ay gaari karaan shaqaalaha Khasnadda oo keliya (Khasnajiga ama cidda uu u wakiisho) Waxaa loo fayl-gareynayaa sida ay lambarradooda isugu xigaan 	Waxaa la haynayaa ilaa laga isticmaalayo ama Bankigu ka Nasakhayo
	3	Jeegagga si elektaroonig ah looga soo saaro FMIS-ka	<ul style="list-style-type: none"> Nuqullo jeegagga FMIS laga soo saarey oo la saxiixay ayaa loo fayl-gareynayaa iyaga oo qayb ka ah Amarka Bixinta Lacagta La-Ballanqaadey/<i>Commitment Payment Order (CPO)</i> ee waxyaabaha aan mushaaraadka ahayn ama iyaga oo qayb ka ah xirmooyinka dokumentiga Amarka Lacag-Bixinta ee Mushaaraadka & Gunnooyinka / <i>Payment Order for Salaries & Allowances (POSA)</i> 	7 sano
	4	Jeegagga gacanta lagu qoro ee la isticmaaley	<ul style="list-style-type: none"> Haddii uu soo celiyo bankiga, In lagu keysiiyo meel bedqab leh, amaan ah, qallalan oo ay gaari karaan shaqaalaha Khasnadda oo keliya. Lambarrada jeegagga gacanta oo la geliyo 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo in La Hayo [Ka Dib Marka La Sameeyo Hantidhowrka]
			<p>hannaanka FMIS</p> <ul style="list-style-type: none"> Nuqullada jeegagga gacanta ee la saxiixay oo la sawiro oo mar kastana lagu lifaaqo nuqulka jeegagga uu FMIS soo saarey oo saxiixan oo lana fayl-gareeyo iyaga oo qayb ka ah xirmooyinka dokumentiga Amarka Lacag-Bixinta ee Mushaaraadka & Gunnooyinka / <i>Payment Order for Salaries & Allowances</i> (POSA) 	
	5	Jeegagga la nasakhey/wax-kama-jiraan laga dhigey	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, qalallan oo ay gaari karaan shaqaalaha waaxda Khasnadda oo keliya Waxaa loo fayl-gareynayaa sida ay lambarradooda isugu xigaan In lagu lifaaqo qaybta dambe ee buugga jeegagga 	7 sano
	6	Amarrada lagu joojinayo lacag ku qaadashada jeegagga	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, qalallan oo ay gaari karaan shaqaalaha waaxda Khasnadda oo keliya Waxaa loo fayl-gareynayaa sida ay taariikhda la soo saarey isugu xigto 	7 sano
	7	Diiwaanka/Rejistar-ka Jeegagga	<ul style="list-style-type: none"> Waxaa haynaya FMIS waxaana lagu keydinayaa keydka loo yaqaanno <i>cloud storage</i>. Haddii jeegagga gacanta lagu qoro ay noqoto in ay lagu lammaaniyo jeeg laga soo saaro FMIS, # jeegga gacanta waa in la geliyaa FMIS si diiwaan elektaroonig ah looga hayo. 	7 sano
Lacagta Lagu Shubayo	8	Buugga, waraaqaha ama	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo in La Hayo [Ka Dib Marka La Sameeyo Hantidhowrka]
Bankiga (Bank Deposits)		qaybtooda dambe ee kuwa la isticmaaley	qalallan oo ay gaari karaan shaqaalaha waaxda khasnadda oo keliya <ul style="list-style-type: none"> Waxa loo keydinayaa sida ay lambarradoodu isugu xiraan 	
	9	Nuxurka kooban ee lacagta maalin kasta lagu shubo bankiga	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, qalallan oo ay gaari karaan shaqaalaha waaxda khasnadda oo keliya ama shaqaalaha Maaliyadda ee Wasaaradaha ama Hay'adaha Dakhliga Qaada Waxa loo fayl-gareynayaa sida ay taariikhda la soo saarey isugu xigto 	7 sano
Iswaafajinta Bankiga (Bank Reconciliations)	10	Warbixinnada Is-waafajinta Bankiga ee La-daabacay Lana Ansaxiyey	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, qalallan oo ay gaari karaan shaqaalaha waaxda khasnadda oo keliya Waxa loo fayl-gareynayaa sida ay taariikhda la soo saarey isugu xigto 	7 sano
	11	Kan elektaroonik ahaan loo haynayo	<ul style="list-style-type: none"> Si otomaatik ah ayaa FMIS ugu keydinayaa keydka <i>cloud storage</i> 	7 sano
Bayaamada bankiga (Bank Statements)	12	Bayaamada La-taaban Karo (Physical Statements)	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, qalallan oo ay gaari karaan shaqaalaha waaxda khasnadda oo keliya Waxa loo fayl-gareynayaa sida ay taariikhda la soo saarey isugu xigto 	7 sano
	13	Bayaamada Elektaronik ah	<ul style="list-style-type: none"> Waxaa keydinaya bankiga, waxaa website-ka bankiga looga heli karaa hadba sidii loogu baahdo 	7 sano
Amarrada Maaliyadaha Loogu Wareejinayo Si Elektaroonik ah	14	Lacagaha qaabka elektaroonigga ah loo wareejinayo waxaa sameyntooda loo maraa amar	<ul style="list-style-type: none"> Foomka Qofka Shaqaalaha ah ee saxiixan oo lala fayl-gareeyo xirmada dokumentiyada POSA. Jeegga uu soo saarey FMIS ee la saxiixay, oo 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo in La Hayo [Ka Dib Marka La Sameeyo Hantidhowrka]
		qoraal ah oo la siiyo bankiga Dowlad-goboleedka. Waqtigan ma jiro qaab laba nidaam ay si elektaroonik ah lacag isugu wareejiyaan maaddaama aanu jirin qaab laba nidaam ay si elektaroonik ah lacag isugu wareejiyaan.	ay ku qoran yihiin lambarka xisaabta bankiga ee wax-iibiyaha sidaana waxaa uu ku noqonayaa amar lacag-wareejin, waxaa lala fayl-gareynayaa xirmada dokumentiyada CPO.	
Cashuur-celinta Cashuur-bixiyaha	7	Foomamka loogu talogaley iyo caddeymaha la socda	<ul style="list-style-type: none"> Wasaaradda Maaliyadda iyo Wasaaradda ama Hay'adda dakhliga qaadeysa ayaa ku haynaya meel xiran, amaan ah, waxaana la isugu xijinayaa sid ay isugu xigaan Lambaradda Aqoonsiga Cashuur-bixiyaha (TIN) 	7 Sano
Dokumentiyada La Xiriira Maareynta Kiisaska	8	Codsiyada/araajida, caddeymaha iyo dokumentiyada kaabaya	<ul style="list-style-type: none"> Waxaa lagu haynayaa cutubka maareynta kiisaska ee ku dhex jira hannaanka RMS, dokumentiyada dheeriga ah toos ayaa loogu lifaaqayaa ama iyaga oo daabacan ayaa lagu haynayaa meel xiran oo amaan ah, waxaan la isugu xijinayaa sida ay isugu xigaan Lambarrada aqoonsiga Cashuur-bixiyaha (TIN) 	7 Sano
Dokumentiyada la xiriira Rafcaan kasta gaarkiisa	9	Codsiyada, caddeynta iyo dokumentiyada kaabaya	<ul style="list-style-type: none"> Waxaa lagu haynayaa cutubka maareynta kiisaska ee ku dhex jira hannaanka RMS, dokumentiyada dheeriga ah toos ayaa loogu lifaaqayaa ama iyaga oo daabacan ayaa lagu haynayaa meel xiran oo amaan ah, waxaan la isugu xijinayaa sida ay isugu xigaan Lambarrada aqoonsiga Cashuur-bixiyaha (TIN) 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo in La Hayo [Ka Dib Marka La Sameeyo Hantidhowrka]
Codsiyada cashuur-dhaafka iyo Shahaadooyinka Cashuur-dhaafka	10	Foomamka codsiyada iyo caddeynta	<ul style="list-style-type: none"> Waxaa lagu haynayaa cutubka maareynta kiisaska ee ku dhex jira hannaanka RMS, dokumentiyada dheeriga ah toos ayaa loogu lifaaqayaa ama iyaga oo daabacan ayaa lagu haynayaa meel xiran oo amaan ah, waxaan la isugu xijinayaa sida ay isugu xigaan Lambarrada aqoonsiga Cashuur-bixiyaha (TIN) 	7 sano
Dokumentiyada Guddiga ee la Xiriira Guddi Sharcigu Farayo Dhismihiisa	11	Hadal-qoraallada, ajandayaasha, dokumentiyada ku lifaaqana ama la soo-hordhigo ee aan ahayn kuwa la xiriira kiisas gaar ah	<ul style="list-style-type: none"> Waxaa lagu haynayaa gal (folder) la aqoonsadey oo ka mid ah hannaanka Wasaaradda ama meel xiran gudaha ah oo xiran oo amaanna ah, iyada oo la isugu xijinyo sida ay isugu xigaan lambarrada aqoonsiga cashuur-bixiyaha (TIN) 	7 Sano
Diiwaannada Cashuur-bixiyeyayaasha, a ama Hantida Cashuur-bixiyeyayaasha	12	Xogta keydsan ee ku jirta keydka <i>cloud</i> ee Elektaroonigga ah, oo ay ku jiraan faahfaahinta cashuur-bixiyaha ama hantida cashuur-bixiyaha	<ul style="list-style-type: none"> Waxaa lagu jooqteynayaa hannaanka RMS. Iyada oo la haynayo wax-ka-beddeladii horey loogu sameeyey. 	Wax-ka-beddellada waxaa la haynayaa 7 sano

Diiwaannada Kharashaadka (Aan Mushaarka Ahayn)

Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Xirmada Dokumentiyada Amarka Bixinta Lacata La Ballanqaadey /Commitment Payment Order (CPO)	1	Xirmada dokumentiyada dhammeystiran ee taageeraya lacag-bixinta laga soo bilaabo waqtiga ballanqaadka asalka ah ilaa marka la helo alaabta adeegga, oo	<ul style="list-style-type: none"> Nuqullada lagu hayo Wasaaradda ama Hay'adda Soo Gudbineysa . Waxaa loo fayl-gareynayaa # amarka CPO Dokumentiyada asalka ah waxaa lagu keydinayaa Waaxda Khasnadda 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
		ay ku jiraan dhammaan qaan-sheegadyada taageeraya oo ku dhammanayana lacag-bixinta.	<p>maaddaama dhammaan lacaga la bixiyo lagaga shaqeeyo xarunta dhexe</p> <ul style="list-style-type: none"> Dhammaan xirmooyinka CPO oo inta la sawiro (skan-gareeyo) lagu keydiyo tas-hiilaad kayd oo ay cid 3aad leedahay 	
Oggolaanshaha Ku-daridda Iibiye	2	Foomka oggolaanshaha ku-daridda iibiye	<ul style="list-style-type: none"> Dokumentiyada asalka ah waxaa loo fayl-gareynayaa sida ay isugu xigaan lambarka iibiyaha (lambarka iibiyaha waxaa laga soo saaraa FMIS) 	7 sano
Diiwaannada Lacagaha Kaashka ah ee Yaryar (Petty cash Records)	3	Diiwaannada/buugaagta Lacagaha Shaqada	<ul style="list-style-type: none"> In lagu keydiyo meel bedqab leh, amaan ah, qalallan oo ay gaari karaan shaqaalaha waaxda khasnadda oo keliya ama shaqaalaha Maaliyadda ee Wasaaradaha ama Hay'adaha Lacagaha Shaqada laga siiyey Khasnadda 	7 sano
	4	Risiidhada Lacagaha Shaqada	<ul style="list-style-type: none"> Marka lacagaha shaqada la dhiibo, risiidhada waxaa lala fayl-gareynayaa CPO-ga 	7 sano
Bixinta & Ku-soo-xisaabtamidda Gunnada Safarka	5	Foomka codsashada iyo ku-soo-xisaabtamidda oo ay la socdaan dhammaan dokumentiyada taageeraya bixinta iyo ku-soo-xisaabtamidda.	<ul style="list-style-type: none"> Nuqullada waxaa lagu haynayaa Wasaaradda ama Hay'adda soo gudbineysa. Asalka waxaa lagu haynayaa waaxda Khasnadda. Nuqullada waxaa lagu fayl-gareynayaa magaca qofka shaqaalaha ah, foomka asalka ah oo qayb ka ah xirmada CPO ee lacag-bixinta ama lacag-helidda, lacagta oo loo celiyo marka la wada xisaabtamo. 	7 sano

Diiwaannada Mushaaraadka iyo Maaliyadaha La Xiriira

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Xirmada Lacag-bixinta Mushaaraadka & Gunnooyinka/Payment Order for Salaries & Allowances (POSA)	1	Xirmada dhammaan dokumentiyada taageeraya lacag-siinta shaqaalaha rayidka ah ee dowladda iyo shaqaalaha kale ee mushaarka qaata	<ul style="list-style-type: none"> Nuqullada waxaa haynaya Wasaaradda ama Hay'adda soo gudbineysa. Waxaa loo fayl-gareynayaa sida uu isugu xigo # POSA Dhammaan xirmooyinka POSA oo la sawiro laguna keydiyo tas-hiilaad keyd oo ay leedahay cid 3aad Dokumentiyada asalka ah oo lagu keydiyo Waaxda Khasnadda maaddaama dhammaan lacag-bixinta lagaga shaqeeyo xarun dhexe 	7 sano
Foomka Ku Daridda & Joogteynta Shaqaalaha	2	Foomka oggolaanshaha ku-daridda/joogteynta shaqaalaha (gacanta laga qabto)	<ul style="list-style-type: none"> Dokumentiyada asalka ah waxaa loo fayl-gareynayaa sida uu isugu xigo lambarka Shaqaalaha (Lambarka shaqaalaha waxaa laga soo saaraa FMIS) 	7 sano

Diiwaannada Diiwaanka Xisaabaadka (Accounting Ledger Records)

Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Diiwaanka Guud (General Ledger) Buugga Kaashka, Diiwaannada-Hoose (Sub-ledgers), Diiwaannada Ballanqaadyada (Commitment Ledgers), Diiwaannada Qoondeynta (Allocation Ledgers), Deymaha (Liabilities), Diiwaanka	1	Dhammaan xisaabaadka waxaa lagu sameeyaa Hannaanka Maareynta Macluumaadka Maaliyadda Maamulka (FMIS) ee ku saleysan hannaanka loo yaqaan <i>cloud-based</i>	<ul style="list-style-type: none"> Dhammaan diiwaannada maaliyadeed waxaa looga shaqeynayaa hannaanka FMIS ee lagu hayo hannaanka loo yaqaanno "<i>cloud</i>", ee uu marigelineyso sharikadda laga soo iibsadey barnaamijka. Ma jiraan wax laga rabo in uu sameeyo Dowlad-goboleedka, oo aan ahayn in uu bixiyo ujuurada sanadlaha ah ee martigelinta si uu u hubiyo in nidaamku uu si joogto ah u shaqeeyo. 	10 Sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Lacag-bixinta (<i>Payment Ledger</i>), Iswaafajinta Bankiga (<i>Bank Reconciliation</i>)				

Diiwaannada Risiidhada iyo Dakhliga

Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Risiidhada	1	Buugaagta risiidhadda ee horey loo sii lambareeyey ee aan weli la isticmaalin oo ay sameysey Wasaaradda Maaliyadda	<ul style="list-style-type: none"> Waxaa haynaya Wasaaradda Maaliyadda ama Wasaaradda ama Hay'adda dakhliga ururisa iyaga oo ku haynaya meel xiran, oo amnigeedu sugan yahay, iyada oo lagu kala soocayo sida ay isugu xigaan lambarrada risiidhada buugga iyo iyada oo la haynayo diiwaanka buugaagta risiidhadda, oo tilmaamaya buugaagta la bixiyey iyo kuwa aan la bixin. 	7 sano
	2	Nuqullada risiidhadda gacanta lagu qorey ee la bixiyey	<ul style="list-style-type: none"> Waxaa Wasaaradda ama Hay'adda (nuqulka u habboon) ay ku hayneysaa meel xiran, amnigeedu sugan yahay, iyada oo lagu kala soocayo sida ay isugu xigaan lambarrada risiidhadda. 	7 sano
	3	Qaybta dambe ee buugaagta risiidhadda ee la bixiyey	<ul style="list-style-type: none"> Waxaa haynaya Wasaaradda Maaliyadda ama Wasaaradda ama Hay'adda dakhliga ururisa iyaga oo ku haynaya meel xiran, oo amnigeedu sugan yahay, iyada oo lagu kala soocayo sida ay isugu xigaan lambarrada risiidhadda buugga iyo iyada oo la haynayo diiwaanka buugaagta risiidhadda, oo tilmaamaya buugaagta la bixiyey iyo kuwa aan la bixin. 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
			<ul style="list-style-type: none"> Buugaagta la isticmaaley waxaa Wasaradda Maaliyadda loo soo celinayaa saddexdii biloodba mar waxaana la cusbooneysiinayaa diiwaanka buugaagta risiidhada. 	
	4	Risiidhada elektaroonigga ah ee uu soo saaro RMS	<ul style="list-style-type: none"> Nuqulka waraaqda ku daabacan waxaa Wasaaradda Maaliyadda ama Wasaaradda ama Hay'adda dakhliga ururisa ay ku haynayaan meel xiran, amnigeedu sugan yahay iyada oo kala soocayo sida ay isugu xigaan lambarrada risiidhada buugga. Noocyada risiidhada elektaroonigga ah oo laga shaqeeyo iyada oo loo marayo RMS oo lagu hayo keydka "cloud", ee ay keydiso cidda laga soo iibsado barnaamijka. 	7 sano
Diiwaanka Dakhliga	5	Dakhliga oo lagu diiwaangeliyo Nidaamka Maareynta Dakhliga / <i>Revenue Management System (RMS)</i>	<ul style="list-style-type: none"> Diiwaanka dakhliga ee lagu maamulayo RMS oo lagu hayo keydka "cloud", ee ay keydiso cidda laga soo iibsado barnaamijka. 	10 Sano
	6	Dakhliga lagu diiwaangeliyo Hannaanka Maareynta Macluumaadka Maaliyadda / <i>Financial Management Information System (FMIS)</i>	<ul style="list-style-type: none"> Diiwaanka dakhliga ee lagu maamulayo FMIS oo lagu hayo keydka "cloud", ee ay keydiso cidda laga soo iibsado barnaamijka. 	10 Sano

Diiwaanka Hantida Raasamaalka ah

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Diiwaanka Joogtada ah ee Hantida Raasamaalka ah	1	<i>Module</i> -ka ku jira keydka <i>Cloud-based</i> ee Maareynta Hantida waxaa uu diiwaangeliyaa xogta muhiimka ah ee hanti kasta ee uu Dowlad-goboleedka u dabagalo si waafaqsan siyaasaddiisa hantida raasamagaalka ah.	<ul style="list-style-type: none"> • Dhammaan diiwaannada maaliyadeed waxaa looga shaqeynayaa hannaanka FMIS oo lagu hayo hannaanka loo yaqaanno “cloud”, ee uu martigeliso/hayso sharikadda laga soo iibsadey barnaamijka • Ma jiraan wax laga rabo in uu sameeyo Dowlad-goboleedka, oo aan ahayn in uu bixiyo ujuurada martigelinta ee sanadlaha si uu u hubiyo in nidaamku uu si joogto ah u shaqeeyo. 	10 Sano
	2	Foomamka gacanta lagu diyaariyo ee lagu oggolaanayo dhammaan wax-ku-darista, tifaftiridda iyo ka-takhalusidda hantida raasamaalka ah	<ul style="list-style-type: none"> • Nuqullada oo lagu hayo Wasaaradda ama Hay’adda gudaheeda. • Loo fayl-gareeyo sida ay isugu xigaan # CPO • Asalka oo lagu keydiyo waaxda Wasaaradda Maaliyadda ee loo xilsaarey haynta Diiwaanka Hantida Raasamaalka ah maaddaama diiwaanka lagu haynayo meel dhexe 	7 sano
	3	Diiwaannada Ka-takhalusidda Hantida Raasamaalka ah	<ul style="list-style-type: none"> • Waxaa lagu qeexayaa Xeer-nidaamiyaha Ka-takhalusidda Hantida Raasamaalka ah 	Waxaa lagu qeexayaa xeer-nidaamiyaha Ka-takhalusidda Hantida Raasamaalka ah

Diiwaannada Wax-soo-iibsiga

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Soo-saaridda Dokumentiyada Tartamada Qandaraasyada	1	Dhammaan foomamka dokumentiyada tartamada qandaraasyada ee loo soo saarey si waafaqsan Xeer-nidaamiyaha #8, Xeer-nidaamiyaha Dejinta Buugga Siyaasadaha iyo Habraacyada Wax-soo-iibsiga	<ul style="list-style-type: none"> • Dhammaan dokumentiyada tartamada qandaraasyada ee la soo saaro ayaa la kala siinayaa lambarro u kala gaar ah, oo ay soo saarto waaxda wax-soo-iibsiga marka la soo saaro dokumentiyada tartamada qandaraasyada. • Waxaa loo fayl-gareynayaa lambarka dokumentiga tartanka qandaraaska • Dokumentiyada asalka ah waxaa lagu keydinayaa xarunta dhexe ee Wasaaradda Maaliyadda waaxdeeda wax-soo-iibsiga. • Dhammaan xirmooyinka dokumentiyada tartamada qandaraasyada waa in qaab elektaroonik ah loogu keydiyaa tas-hiilaad keydin oo ay leedahay cid 3aad 	7 sano
Jawaabaha Laga Soo Bixiyo Dokumentiyada Tartamada Qandaraasyada	2	Dhammaan jawaabaha laga soo bixiyo iyo su'aalaha faahfaahinta lagu soo weydiisto oo laga jawaabo ka hor inta aan la xirin waqtiga qabashada dokumentiyada tartanka qandaraaska.	<ul style="list-style-type: none"> • Dhammaan jawaabaha laga soo bixiyo tartanka qandaraaska oo loo fayl-gareeyo sida ay u soo kala horreeyaan xuruufaha alif-beetada ee tartanka qandaraaska ee ay ka soo jawaabistu khuseyso. • Dokumentiyada asalka ah waxaa lagu keydinayaa xarunta dhexe ee Wasaaradda Maaliyadda waaxdeeda wax-soo-iibsiga. • Dhammaan xirmooyinka dokumentiyada looga soo jawaabo tartamada qandaraasyada waa in la sawiro/iskaan-gareeyo (haddii aan markii horeba loo soo gudbinin qaab elektaroonik ah) oo lagu keydiyaa tas-hiilaad keydin oo ay leedahay cid 3aad 	7 sano
Warbixinnada Qiimeynta Tatamada Qandaraasyada	3	Warbixinta kama-dambeysta ah ee guddiga qiimeynta qandaraaska ee ku saabsan wax-soo-iibsiyada oo la sameeyo	<ul style="list-style-type: none"> • Dokumentiyada asalka ah waxaa lagu keydinayaa xarunta dhexe ee Wasaaradda Maaliyadda waaxdeeda wax-soo-iibsiga iyada oo loo fayl-gareynayo sida ay isugu xigaan lambarrada dokumentiyada tartanka qandaraaska. 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
		iyo talooyinka ku saabsan cidda ay tahay in la siiyo qandaraaska	<ul style="list-style-type: none"> Dhammaan warbixinnada qiimeynta tartamada qandaraaska oo la sawiro (iskaan-gareeyo) laguna keydiyo tas-hiilaad keydin oo ay cid 3aad leedahay. 	
Qandaraasyada ama Amarrada Wax-soo-iibsiga ee La Soo Saaro	4	Dhammaan Qandaraasyada iyo Amarrada Wax-soo-iibsiga oo la soo saaro ka dib marka la dhammeeyo geeddi-socodka tartanka qandaraaska iyo wax-soo-iibinta.	<ul style="list-style-type: none"> Dokumentiyada asalka ah waxaa lagu keydinayaa xarunta dhexe ee Wasaaradda Maaliyadda waaxdeeda wax-soo-iibinta, iyada oo loo fayl-gareynayo sida ay isugu xigaan lambarrada dokumentiyada tartanka qandaraaska ama amarka wax-soo-iibinta, iyada oo lagu xirayo lambarkii tartanka qandaraaska ee asalka ahaa. Dhammaan Qandaraasyada iyo Amarrada Wax-soo-iibsinta ee la saxiixay waa in la sawiro (iskaan-gareeyo) oo laguna keydiyo tas-hiilaad keydin oo ay cid 3aad leedahay. 	7 sano

Diiwaannada Dokumentiyada Kale ee Maaliyadeed ee ay tahay in Lagu Soo Xisaabtamo

Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
Bayaamada Maaliyadeed	1	Bayaamada maaliyadeed ee dhammaadka sanadka ee hantidhowrka lagu sameeyey & qoraallada la xiriira	<ul style="list-style-type: none"> Nuqul saxiixan oo qaab elektaroonik ah loogu keydiyo tas-hiilaad keydin oo ay cid 3aad leedahay. 	7 sano
Xeerka Qoondaynta	1	Jadwalka #1 Qoondayntii Asalka Ahayd	<ul style="list-style-type: none"> Dokumentiga asalka ah oo saxiixan oo qaab elektaroonik ah loogu keydiyo tas-hiilaad keydin oo ay cid 3aad leedahay Jadwalka #1 oo lagu hayo <i>Module</i>-ka Qorsheynta Miisaaniyadda/ <i>Budget Planning Module</i> (BPM) oo keydka <i>cloud</i> ay ku keydiso cidda bixineysa adeegga 	7 sano

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Nooca	# Sheyga	Faahfaahinta	Tilmaamaha Nidaamka Fayl-gareynta & Keydinta	Muddada Lagu Talinayo In La Hayo
			martigelinta BPM	
	2	Jadwalka #2 Qoondeynta(maha) Dheeriga ah	<ul style="list-style-type: none"> • Dokumentiga asalka ah oo saxiixan oo qaab elektaroonig ah loogu keydiyo tashiilaad keydin oo ay cid 3aad leedahay • Jadwalka #1 oo lagu hayo <i>Module</i>-ka Qorsheynta Miisaaniyadda/ <i>Budget Planning Module</i> (BPM) oo keydka <i>cloud</i> ay ku keydiso cidda bixineysa adeegga martigelinta BPM 	7 sano