

1. NAME OF SYSTEM

Financial Management System (FMS)

2. PURPOSE OF THE SYSTEM

There are two primary purposes. Firstly to satisfy Central Agency requirements (Finance for cash management, Treasury Board for LES and allotments, Receiver General for bank accounts, DSS for cheque issue etc.); secondly to serve Departmental Management by maintaining budgets, commitments and expenditure information by responsibility centre.

3. DESCRIPTION OF THE SYSTEM

All financial transactions of the Department are recorded in this system and used to update the data base. Payment requisitions originating at headquarters are checked against this data base for availability of funds (Section 26 F.A.A.) and sent to DSS for cheque issue twice daily. Expenditures originating at posts abroad are reported to headquarters in machine-readable form either via the Department's world-wide telecommunications network (several times per month) or via magnetic tape (London, Washington - once per month). Details of transactions are transmitted to the DSS/DRS system by magnetic tape several times per month.

4. SCOPE OF THE SYSTEM

The system covers all responsibility centres at Headquarters and abroad. Recording commitments is presently optional at HQ. However, effective 1 April, 1984 it becomes mandatory for all HQ responsibility centres. It is not intended to extend such a system to posts unless they have some EDP capability as a simple manual open file system should meet their needs.

5. KEY USERS AFFECTED

All responsibility centres and the Bureau of Finance and Management Services, Receiver General for Canada, DSS etc.

6. OPERATED BY

The system is under the control of the Bureau of Finance and Management Services.

7. FREQUENCY OF UPDATE

The data base on the DEC 20 system is updated daily and more frequently when required say for urgent cheque issue.