



Users Procedures and Instruction Manual

(Government of Kiribati Outer Island Processes)

Integrated Financial Management Information System
(IFMIS)

PLEASE REFER TO THIS USER MANUAL WHILE WORKING IN IFMIS.
WORKING IN IFMIS WITHOUT REFERING TO THIS MANUAL MIGHT
LEAD TO DELAY IN THE PROCESSES

FreeBalance, 2024-10-25

The information contained herein is Government of Kiribati and FreeBalance Confidential and proprietary and shall not be used, reproduced, or disclosed in whole or part to others except as specifically permitted in writing by the proprietor. The recipient of this information, by its retention and use, agrees to protect the same from loss, theft, or unauthorized use.

Document History

Version	Date	By	Revision
1	February 29, 2024	FreeBalance	Outer Island processes
1.1	April 29, 2024	FreeBalance	Updated to add the new Institutions for the Outer Islands
2	August 29, 2024	FreeBalance	Updated to add the following <ul style="list-style-type: none"> • Updated IFMIS Link • Add the data flow diagram for the changes of the vendor of the commitment • Add the access for Commitment for the Outer Island Users for them to change vendor if needed. • Add access for the Bank Account No. 1 and No. 4 on top of the State Fund Account
3	September 14, 2024	FreeBalance and MFED	Updated to add the following <ul style="list-style-type: none"> • Processes for Remittance Box Chest (RBC) • Processes for Collection and Payment for EFT POS • Processes for TELMO Salary • Processes for SB25 • Processes for Freight Refund • Processes for POSMO
4	September 23, 2024	FreeBalance and MFED	Updated to include the following <ul style="list-style-type: none"> • Process for RBC mutilated bills • Process for TELMO Salary Payment • Process for Copra Payment
5	October 25, 2024	FreeBalance and MFED	Updated to include the following <ul style="list-style-type: none"> • To update the Manual based on the comments provided by MFED. • To include the Month End reporting.
6	August 5, 2025	FreeBalance and MFED	Updated to include the following <ul style="list-style-type: none"> • To update the Manual based on the requirement from MFED where Telmo salary should go through PEP process

8	December 8, 2025	Freebalance and MFED	Update to include <ul style="list-style-type: none">• More detailed steps and screenshots
---	------------------	----------------------	---

1. Introduction	5
1.1 Project Overview	5
1.2 Document Purpose	5
1.3 Intended Audience and Reading Suggestions.....	5
2 IFMIS Users Accounts and Navigation.....	5
3 Outer Island Processes and Island Codes	9
3.1 Processes related to Remittance Between Chest (RBC).....	10
3.1.1 How to record the receipt of RBC	13
3.1.2: How to approve RV Receipt.	26
Step 1: To approve the RV Receipt, the Island Clerk is to check his/her internal message/dashboard.	26
3.1.2 How to record RBC Mute/ or RBC Return	28
3.2 Processes related to Department Warrants.....	39
3.2.1 How to print the Department Warrants from Ministry Headquarters	41
3.2.2 How to print the DW Commitment report	45
3.2.3 How to manage Vendor in IFMIS	46
3.2.3.1 How to create/enroll New Vendor/s.....	46
3.2.3.2 How to add new bank account for Vendors	56
3.2.4 How to update the Vendor of the Commitment.....	62
3.2.5 How to record Payment Voucher for DW related expenses	65
3.2.6 Important Steps for DW-Payment Voucher.....	73
3.3 Processes related to Freight Refunds and Copra Payments.....	78
3.3.1 How to record Payment Vouchers for Freight Refunds/ or Copra Payments	79
3.4 Processes related to POSMO, SB 25 and EFT POS.....	84
3.4.1 How to record Payments.....	85
3.4.2 How to record Collections	96
3.5 Processes related to Outer Island TELMO Salary	104
3.5.1 How to Create Payment Extract.....	106
3.6 Processes related to collections or unclaimed payments	111
3.6.1 How to record Revenue Voucher	111
3.6.2 How to print General Receipt	119
3.6.3 How to Authorize the Revenue Voucher	123
3.6.3.1 Transition using the Internal Message.....	123
3.6.3.2 Transition using the Dashboard	125
3.7 Common processes to Outer Island Transactions	130
3.7.1 How to authorize Payment Voucher	130
3.7.2 How to print PV report.....	132
4 General Ledger and Monthly Reporting	133

4.1 State Fund Cash Book	133
4.2 Extended Account Inquiry.....	136
4.3 Detail General Ledger Report.....	139
4.4 Account Analysis Detail Report	142

1. Introduction

1.1 Project Overview

The Ministry of Finance and Economic Development (MFED) of the Government of Kiribati (GoK) has contracted FreeBalance to implement Integrated Financial Management Information System (IFMIS), in its endeavour to reform Public Financial Management (PFM) for creating greater fiscal transparency and improved accounting/financial reporting.

Integrated Financial Management Information System (IFMIS) is based on FreeBalance Accountability Suite Government Resource Planning (GRP) platform that is a Commercial Off-the-Shelf (COTS) application, designed and configured to meet the business process requirements.

1.2 Document Purpose

The purpose of this document is to list down the following.

- List of all the current business processes of Government of Kiribati detailing the procedures on how to record them in IFMIS.
- List of all the rules and regulations that are currently in place in the Government of Kiribati in relation to processing of recording the Government of Kiribati (GoK) transactions to IFMIS for the outer islands.
- Steps on how to generate reports for use specifically for the outer islands.
- List of processes done while the other outer islands are not yet using IFMIS.

1.3 Intended Audience and Reading Suggestions

This report is intended for consumption by

- the island treasurers and island clerks
- the Line Ministries processing the Department Warrant and the Commitments
- the Examination Team of the Treasury MFED recording the Journal Vouchers for the other outer islands.
- The Treasury MFED overseeing the Outer Islands IFMIS Go Live.

2 IFMIS Users Accounts and Navigation

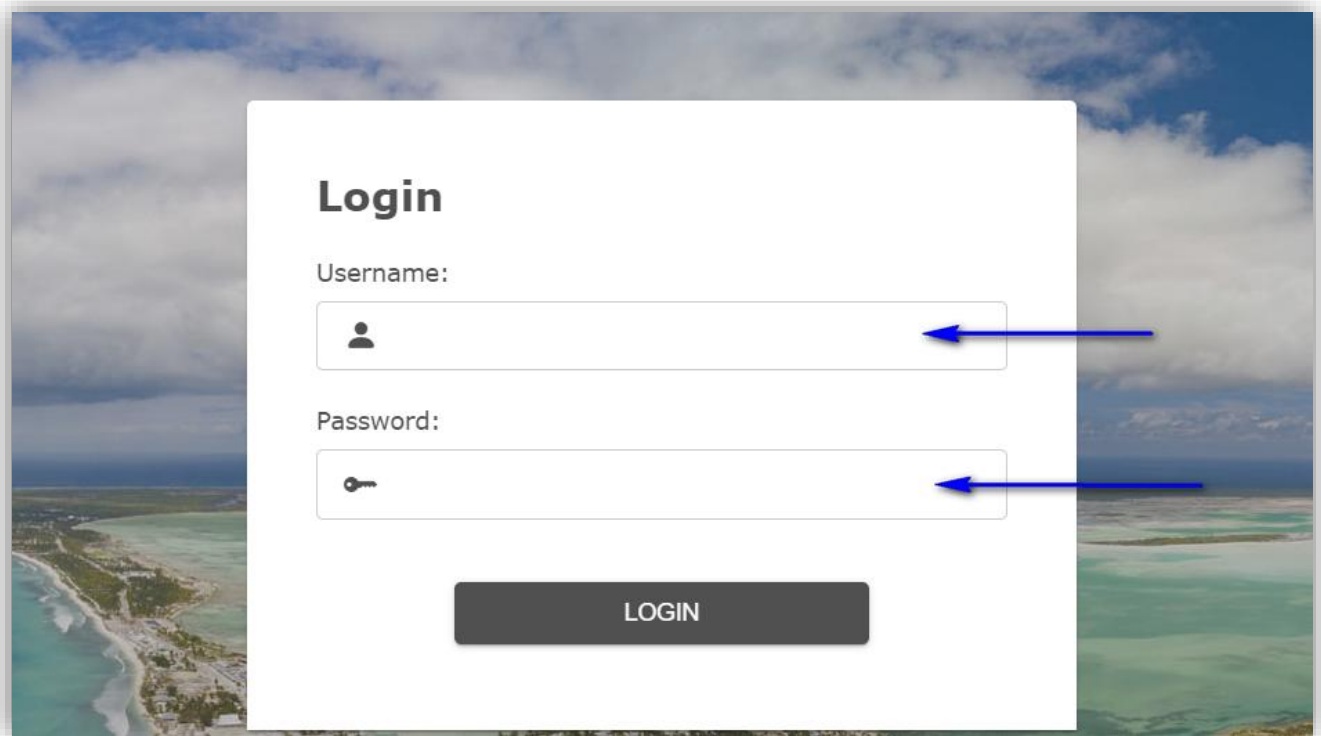
Please read this before you start working in IFMIS.

Users will access the Integrated Financial Management Information System (IFMIS) through the following link from their browser (Edge, IE, Chrome, Fire Fox, Safari):

<https://ifmis-kiribati.freebalance.com/prod/faces/login.xhtml>

The Username and the Password shall be provided to each of the users.


Logging in for the first time:




In the above screen enter your login id as provided to you and for the first time enter password as **123465** and click the **Login** Button or Press Enter.

Upon login, the change password is displayed. Enter a new password, re-enter it to confirm, and click the button on the top left corner as shown in the screen below:

Change Password




* New Password 

* Confirmation password


DO NOT SHARE YOUR PASSWORD WITH ANYONE.

At times when users need to **change their own password**, the screen to do it is in **Menu > Admin > System Security > Users > Change Password**. It will bring the same change password screen.

Change Password




Republic of Kiribati
FreeBalance Application Suite



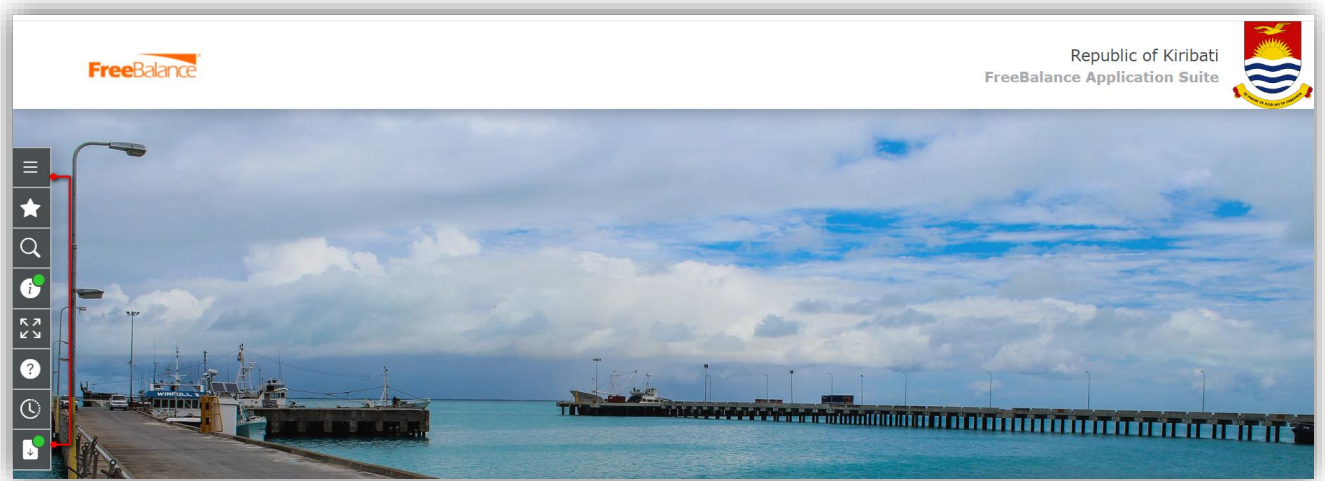
Home > Admin > System Security > Users > [Change Password](#)

* Old password








* New Password 

* Confirmation password

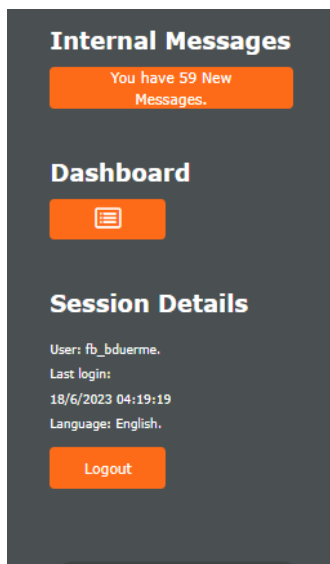
The landing page is now available for the users.



On the **left side** of the IFMIS screen, users will see a set of buttons called the sidebar. **This is from where you will navigate IFMIS.**

-  **Menu:** When clicked, it will display all screen access allowed to the User
-  **Favorites:** When clicked, it will display all favorite Menus as updated by each user.
-  **Search:** When clicked, it will display the search field where User can type the screen they are looking for. The navigation path will be displayed based on the typed screen name.
-  **Information:** When clicked, it will display the Internal Message, Log in session details of the User and the Dashboard.
-  **Fullscreen:** When clicked, it will make the IFMIS screen into full screen. To go back, click the escape key.
-  **History:** When clicked, it will display the list of screens last navigated and opened by the User
-  **Reports:** When clicked, it will download the last report generated by the User.

When the (i) Information button is clicked, the **right side** of the screen is displayed with the following screens.



- **Internal Messages:** When the box for the internal messages is clicked, the list of notifications for the user is displayed. The Notifications include both the workflow messages pending for approval and the status of the reports generated. When the message is opened, a link is provided with the transaction number to drill down the details.
- **Dashboard:** When the box is clicked, this will display the dashboard with the transaction type (PR, PO, PV, etc.) pending review or approval for the User.
- **Session Details:** Displays the user ID and the login session details of the User.
- **Logout:** Button to logout from IFMIS
- **System Details:** Displays the details of the software version of the IFMIS

3 Outer Island Processes and Island Codes

All processes for the Line Ministries are listed in this document namely.

Processing of Remittance Between Chests

- Processing of Bank Transfer Voucher from Treasury Examination Team
- Outer Island receiving of the RBC and recording it as Revenue Voucher
- Outer Island entering a Payment Voucher for mutilated RBC bills.
- Outer Island prepares request for Payment to return bills that are not stored in the RBC.

Processing of Department Warrant related transactions

- Receiving of Department Warrants from Ministry Headquarters.
- Recording of Commitments by the Ministry Headquarters.
- Enrollment of Vendors that are not yet existing in IFMIS including updating of Vendor Bank Accounts.
- Updating the Vendor of the Commitment when needed
- Preparation and authorization of Payment Vouchers from Commitments.

Processing of Social Benefit Payments

- Receiving of Department Warrants from Ministry of Women, Youth, Sports and Social Affairs (MWYSSA)
- Recording of Commitments by MWYSSA
- Recording of Payment Voucher for Social Benefit by Island Treasurer.

Processing of Freight Refunds

- Recording of Commitment for Freight Refunds by Island Treasurers
- Recording of Payment Vouchers for Freight Refunds by Island Treasurers

Processing of Copra related transactions

- Recording of Commitment for Copra Subsidy by Island Treasurers
- Recording of Payment Vouchers for Copra Subsidy by Island Treasurers

Processing of POSMO related transactions

- Recording payments for POSMO by Island Treasurers
- Recording Collections for POSMO by Island Treasurers

Processing of EFT POS

- Recording payments for EFT POS by Island Treasurers
- Recording Collections for EFT POS by Island Treasurers

Processing of SB 25 related transactions

- Recording payments for SB 25 by Island Treasurers
- Recording Collections for SB 25 by Island Treasurers

Processing TELMO Salary

- Prepare Payment Voucher for TELMO Pay Agent Payment Listing
- Recording of Unclaimed TELMO Salary Payments

Monthly Reporting

- Extended Account Inquiry
- Detail General Ledger Report
- Account Analysis Report

The following are the islands codes used in IFMIS.

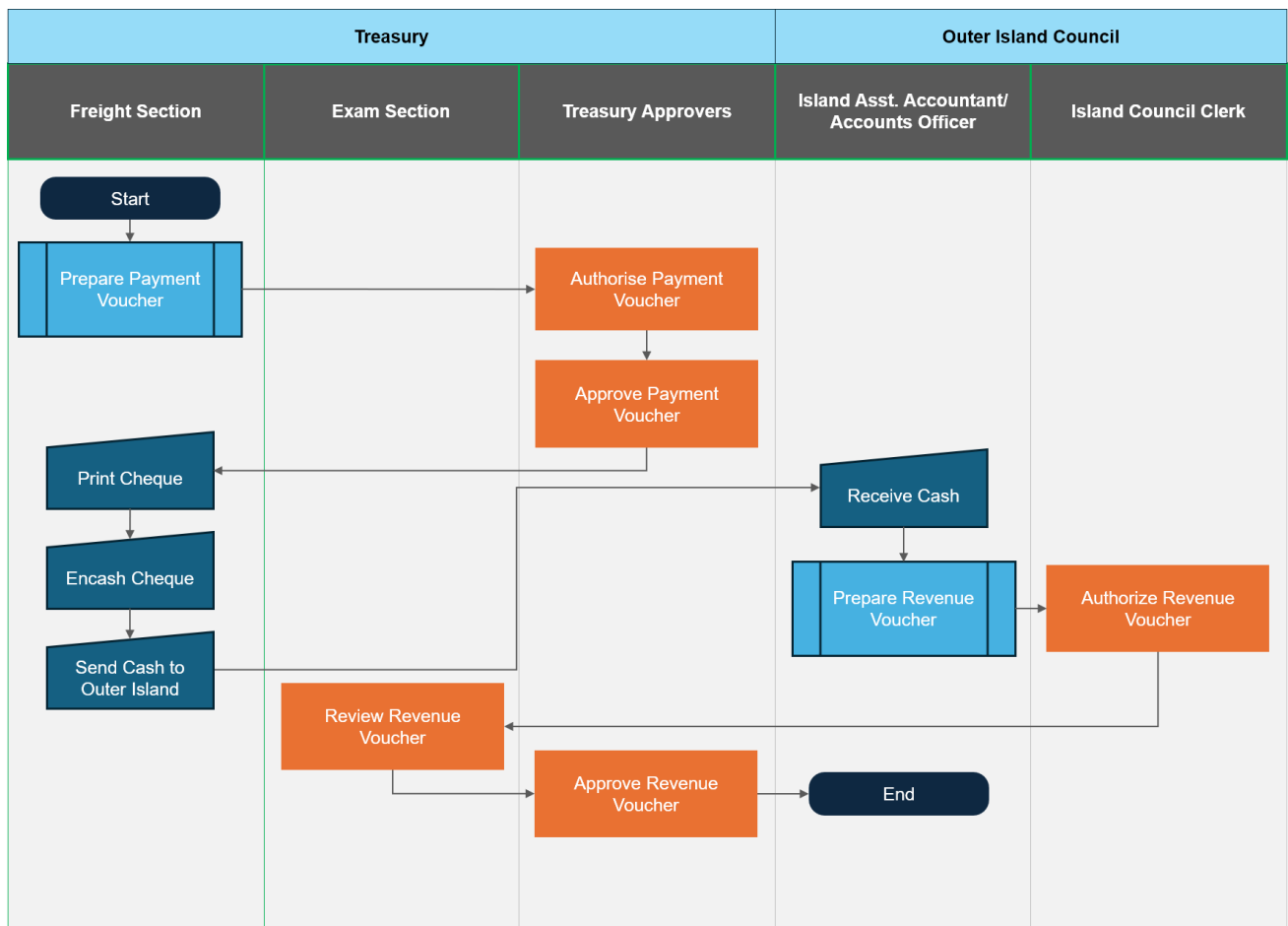
Code	Name	Code	Name
1	Gilbert Islands (Tarawa)	2	Gilbert Islands
11	Betio	21	Abaiang
12	Bairiki	22	Abemama
13	Ambo	23	Aranuka
14	Bikenibeu	24	Arorae
15	Bonriki	25	Banaba
16	Nawerewere	26	Beru
17	Nanikaai	27	Butaritari
18	Tanaea	28	Kuria
5	Line and Phoenix Islands	29	Maiana
51	Kanton	30	Makin
52	Kiritimati Island	31	Marakei
53	Tabuaeran (Fanning)	32	Nikunau
54	Teraina (Washington)	33	Nonouti
55	Orona	34	Onotoa
		35	Tab North
		36	Tab South
		37	Tamana
		38	North Tarawa

3.1 Processes related to Remittance Between Chest (RBC)

Remittance Between Chest (RBC) processes has two parts- (1) Process for RBC (Outward from Treasury) and (2) Process for RBC (Inward to Treasury).

RBC (Outward from Treasury) is initiated from the Treasury from the Freight Section. The process creates Vouchers to record the transfer of funds to the Outer Island RBC. This process is part of the Procedures Manual for Treasury and not part of this document. However, the process diagram and process description are given in the ensuing paragraphs for reference.

The process flow diagram is provided below:

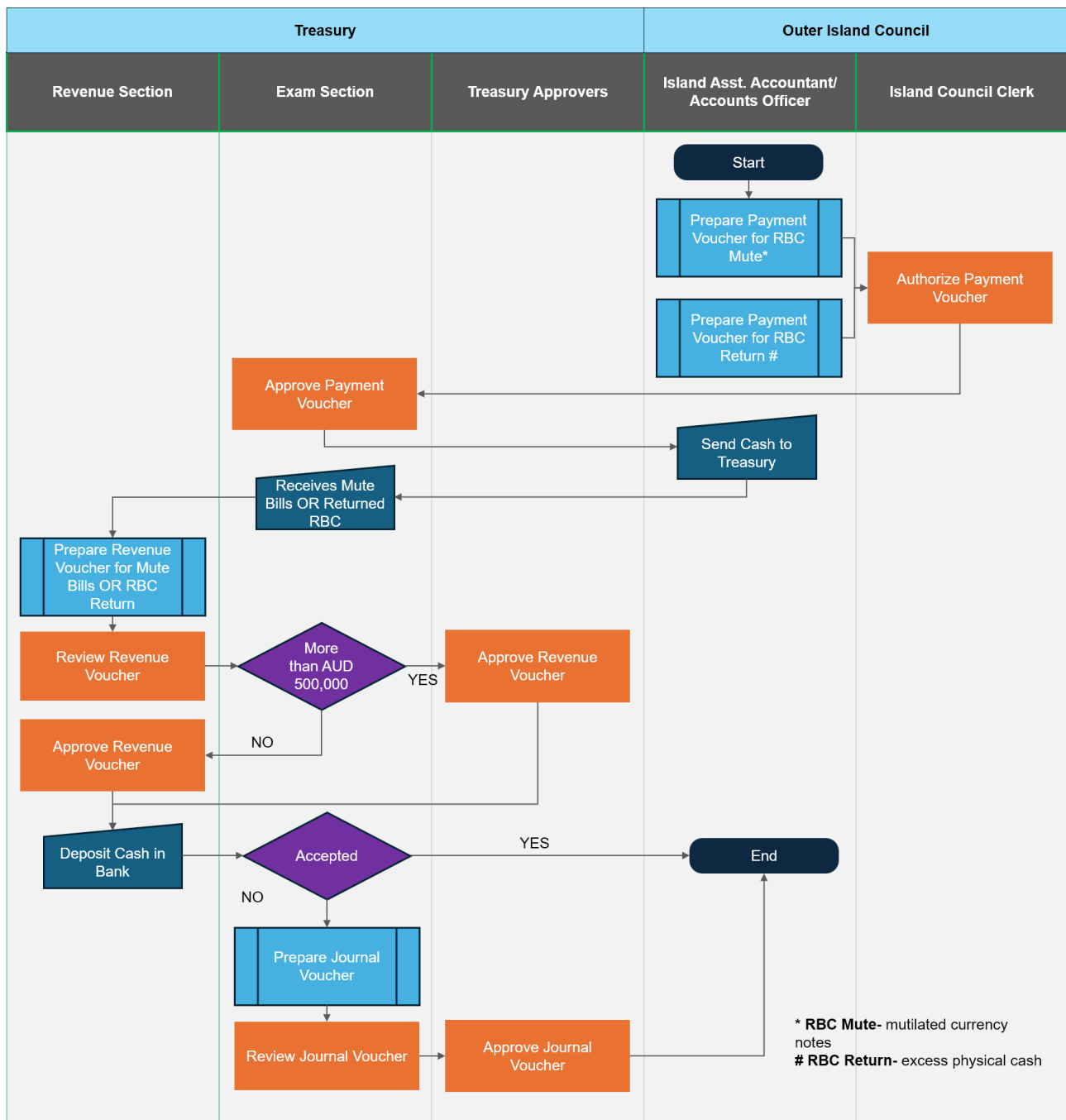


The process description for RBC (Outward from Treasury) is as follows:

1. Freight Section, Treasury prepares Payment Voucher (PV)
2. Treasury Approvers authorize PV
3. Treasury Approvers approve PV
4. Freight Section, Treasury prints Cheque
5. Freight Section, Treasury encashes Cheque
6. Freight Section, Treasury sends Cash to Outer Island
7. Island Asst. Accountant/ Accounts Officer receives Cash
8. Island Asst. Accountant/ Accounts Officer prepare Revenue Voucher (RV)
9. Island Council Clerk authorize RV
10. Exam Section, Treasury reviews RV
11. Treasury Approvers approve RV

RBC (Inward to Treasury) is initiated from the Island Councils. The process creates Payment Vouchers to record RBC Mute (mutilated currency notes) and RBC Return (excess physical cash) from the Outer Island RBC.

The process flow diagram is provided below:



The process description for RBC (Inward to Treasury) is as follows:

1. Island Asst. Accountant/ Accounts Officer prepares PV for RBC Mute **or** RBC Return
2. Island Council Clerk authorizes PV
3. Exam Section, Treasury Approve PV
4. Island Asst. Accountant/ Accounts Officer sends Cash to Treasury
5. Exam Section, Treasury receives Mute Bills **or** Returned RBC
6. Revenue Section, Treasury prepares RV for Mute Bills **or** Returned RBC
7. Revenue Section, Treasury reviews the RV
8. If
 - a. the RV amount is more than AUD 500,000, Treasury Approvers approve the RV
 - b. the RV amount is less than AUD 500,000, Revenue Section, Treasury approve the RV
9. Revenue Section, Treasury deposits the Cash in Bank
10. If

- a. Bank accepts the deposit, process ends
- b. Bank does not accept the deposit,
 - i. Exam Section, Treasury prepare Journal Voucher (JV)
 - ii. Exam Section, Treasury reviews JV
 - iii. Treasury Approvers approve JV

The entries for PV, RV and JV are given in [Section 3.1.2](#).

3.1.1 How to record the receipt of RBC

The RBC Transaction using **Payment Voucher** from Treasury will create a **Journal Voucher** as follows

Debit: 1702/1101/00000/island code/621221/000 – **Cash in Transit (Domestic)**

Credit: 1702/1101/00000/island code/621231/000 – **No. 1 Bank Account**

When the **Revenue Voucher** is entered for the receipt of the RBC Cash, the Journal Voucher generated for this is as follows:

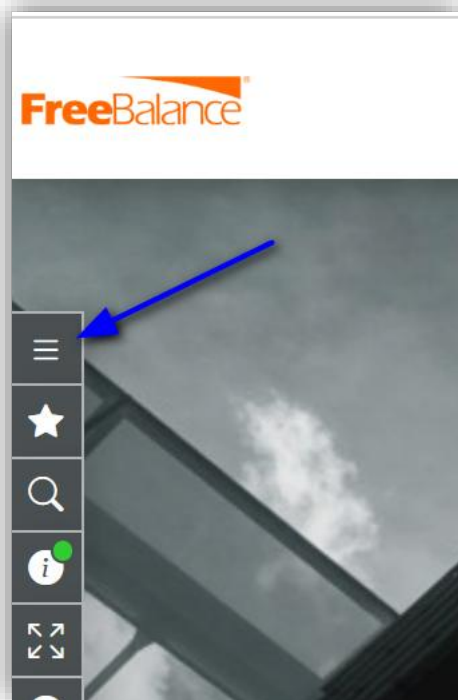
Debit: 1702/1101/00000/island code/621212/000 – **State Fund**

Credit: 1702/1101/00000/island code/621221/000 – **Cash in Transit Domestic**

Receiving of this document and recording it in IFMIS is a task to perform by the Outer Island Assistant Accountants & Account officers.

To record the receipt of the Cash for the RBC, follow these steps.

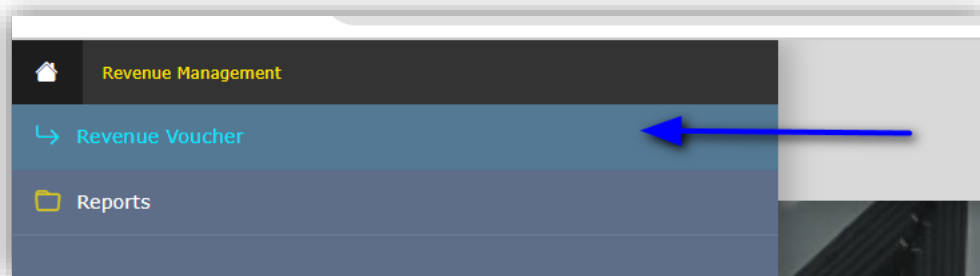
Step 1. Navigate the Menu.



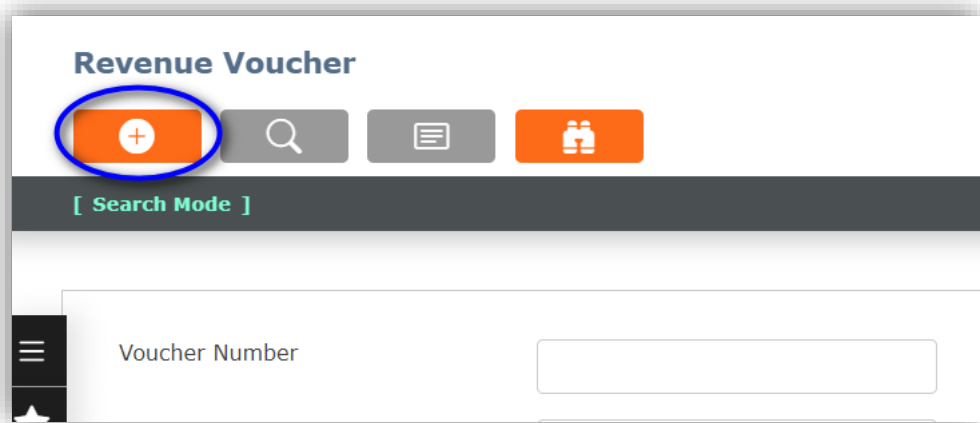
Step 2. Select the Revenue Management.



Step 3. Click on the Revenue Voucher.



Step 4. Click the New button.



Step 5. Click the Lookup button on the Institution and select the correct institution. I.e institution for North Tarawa is 17NT.

Revenue Voucher

[Insert Mode]

Voucher Number	<input type="text"/>
* Fiscal Year	FY 2024
* Fiscal Period	AUGUST
* Voucher Date	14/9/2024
* Aging Date	14/9/2024
* Institution	1702
* Collection Classification	<input type="text"/>

Buttons: +, 🔍, ☰, 📄, 📅, 📅, 🔍, 🔍

Step 6. Click the Find Button on the displayed screen.

Institution

[Search Mode]

Code	<input type="text"/>
Workflow Status	<input type="text"/>

Buttons: +, 🔍, ☰, ✕, 🔄, 👤

Step 7. Click to select the Institution.

Institution

+ 🔍 ☰ ✕ ↻

Code	Name
17NT	North Tarawa

Step 8. Select the **"Receipt of RBC Cash"** from the dropdown list.

Revenue Voucher

+ 🔍 ☰ 📄

[Insert Mode]

- * Aging Date: 14/9/2024
- * Institution: 17NT
- * Collection Classification: **Receipt of RBC Cash**
- * Revenue Invoice Type
- * Invoice Workflow Status
- * Posting Status
- Not Posted Reason

Step 9. Enter the name of the Treasury Employee name received from.

Revenue Voucher

+ 🔍 ☰ 📄

[Insert Mode]

- * Origin: Manual
- * Customer: RBC
- Collection from (Name of Individual): **RBC OFFICER NAME**
- Vendor

Step 10. Select to complete the followings and then click on the Look up button on the Bank Account.

Revenue Voucher

+
🔍
☰
📱

[Insert Mode]

Journal Voucher	<input type="text"/>	
* Sales Payment Type	Cash	←
* Paid Status	Yes	
* Receipt Method	Cash	←
* Receiving Location	Outer Islands	←
* Collection Mode by Fund Type	Recurrent Budget - Paymen	←
* Bank Account	<input type="text"/>	🔍

Step 11. Click the Find button on the displayed screen.

Treasury Bank Account

+
🔍
☰
✕
👤

[Search Mode]

Application ID

Length Of Cheque ID With leading Zeros

Step 12. Click to select the State Fund.

Treasury Bank Account

+
🔍
☰
✕

[Selection Mode]

Application ID	Abbreviation
621212-38	State Fund North Tarawa

Step 13. Enter the narration of the transaction and then click the new button.

Step 14. Enter the Description, the amount received and then click the Elements View to add the accounts.

Step 15. Complete the details below.

Revenue Voucher

Revenue Voucher Item

Coding Block

SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined	Prev	1 - 500
LOCATION	30 - Makin		
NATURAL ACCOUNT CODE	621221 - Cash-in Transit (Domestic)		
COFOG	000 - Not Defined		

Step 16. The selected codes are now saved. Click the Save and Return button.

Revenue Voucher

Revenue Voucher Item

* Unit Price AUD	500,000.00			
Unit Price FC	0.00			
* Coding Block	1702/1101/00000/30/62122 1/000			
Sub Ledger Type	Not Applicable			
* Quantity	1.000			
* Price AUD	500,000.00			



Attachments



Select Information Download

Step 17. Click on the RV Payment Detail tab.

Revenue Voucher





Revenue Invoice Payment Detail

* Correlative ID	<input type="text"/>	
* Payment Due Date	<input type="text" value="14/9/2024"/>	 ←
* Payment Amount AUD	<input type="text" value="500,000.00"/>	←
Payment Amount FC	<input type="text"/>	
Reference Number	<input type="text" value="PV#"/>	
Cheque/Collection Date	<input type="text"/>	






Step 20. Click the Attachments, Click the New Button, update the necessary details then Click the Save and Return Button.





Revenue Voucher

[Insert Mode]

Bank Deposit Date	<input type="text"/>	
Created By	<input type="text" value="mkaiafa"/>	
Creation Date	<input type="text"/>	
* Narration	<input type="text" value="Name of RBC Officer, PV# & Delivery Date, Island Name"/>	

←

Select Information
Download

Revenue Voucher

Information

Application ID

Attachment Classification ←

Application Language

* Title ←

* Description ←

* Attachment No file chosen

Revenue Voucher

Information

Application Language

* Title

* Description

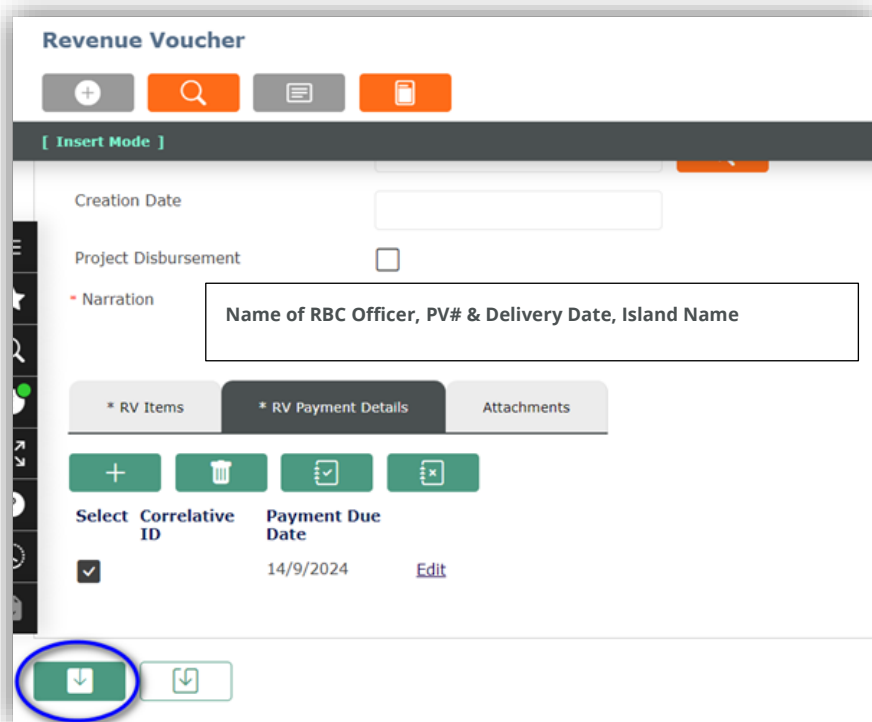
* Attachment No file chosen

Date Time

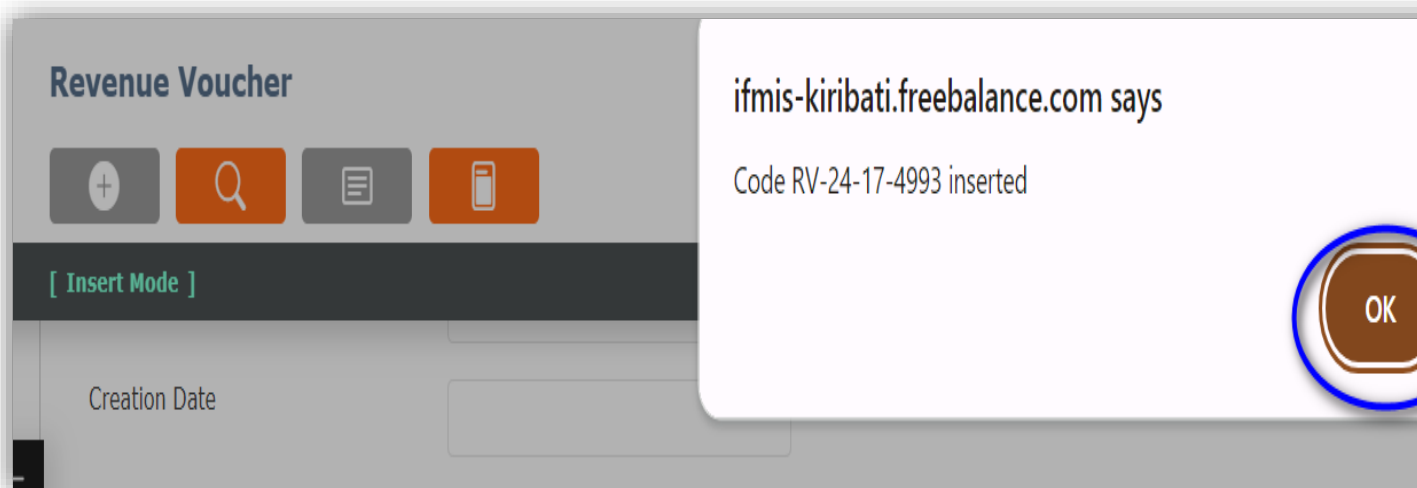
Date

User

Step 21. Once all is complete, click the Save button.



Step 22. Click Ok on the displayed message. The number displayed is the generated number for the Revenue Voucher.



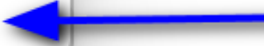
Step 23. Go to the field Transition and select the "For Authorization" from the list.

Revenue Voucher

+
🔍
☰
🕒
📄
📱
PDF

[Update/Delete Mode]

* Aging Date	<input type="text" value="14/9/2024"/>	
* Institution	<input type="text" value="17MK"/>	+
* Collection Classification	<input style="border-bottom: 1px solid #ccc;" type="text" value="Receipt of RBC Cash"/>	▼
* Revenue Invoice Type	<input style="border-bottom: 1px solid #ccc;" type="text" value="Cash"/>	▼
* Invoice Workflow Status	<input style="border-bottom: 1px solid #ccc;" type="text" value="Prepared"/>	▼
Workflow Process Status	<input style="border-bottom: 1px solid #ccc;" type="text" value="Prepared"/>	▼
Transition	<input style="border-bottom: 1px solid #ccc;" type="text"/>	▼
* Posting Status	Cancel	
* Origin	For Authorization	



Step 24. Click the Transition button.

Revenue Voucher

+
🔍
☰
🕒
📄
📄
📄 PDF

[Update/Delete Mode]

* Aging Date	<input type="text" value="14/9/2024"/>	
* Institution	<input type="text" value="17MK"/>	🔍
* Collection Classification	<input type="text" value="Receipt of RBC Cash"/>	▼
* Revenue Invoice Type	<input type="text" value="Cash"/>	▼
* Invoice Workflow Status	<input type="text" value="Prepared"/>	▼
Workflow Process Status	<input type="text" value="Prepared"/>	▼
Transition	<input type="text" value="For Authorization"/>	📄
* Posting Status	<input type="text" value="Saved"/>	

Step 25. Click the Finish button to complete the transition.

Revenue Voucher

Transition

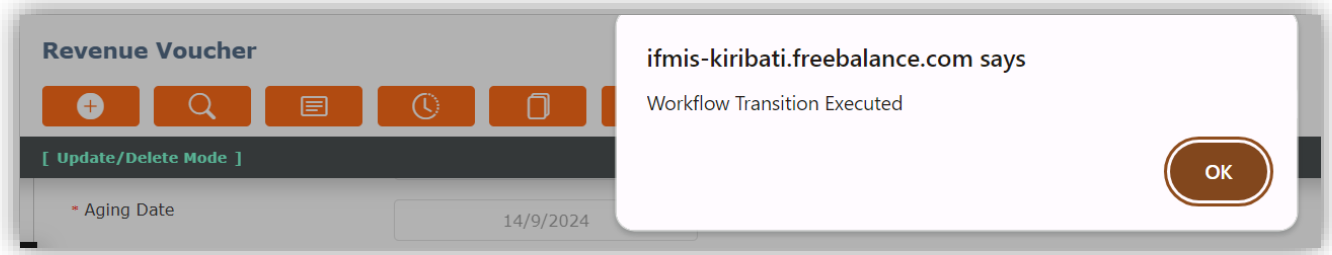
Application Language

Step Note

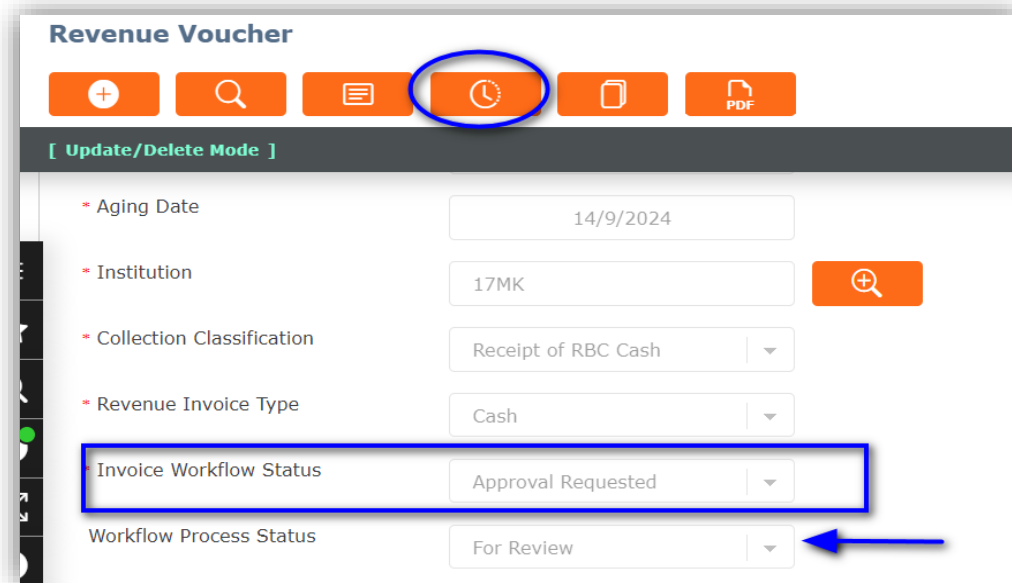
Any Unsaved work will be lost, Please use previous screen

✍️
✕

Step 26. Click Ok on the pop-up message.

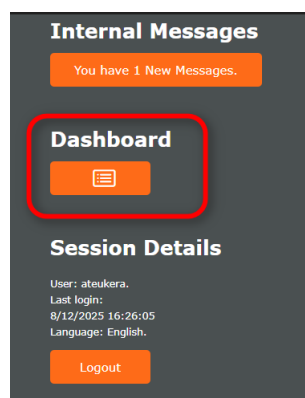
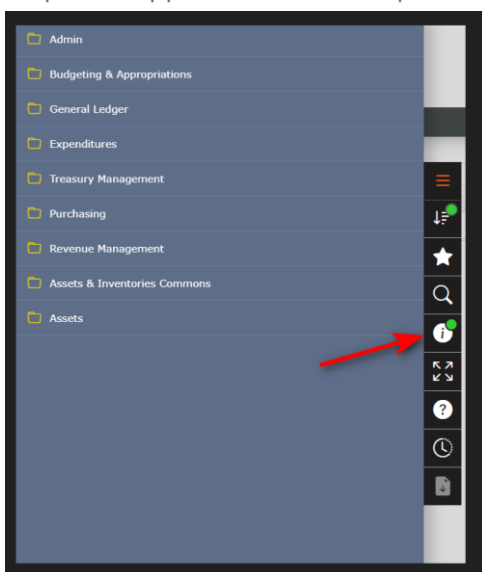


Step 27. The status of the RV is now updated. To check the assigned user who will authorize the RV, click on the Workflow History button.

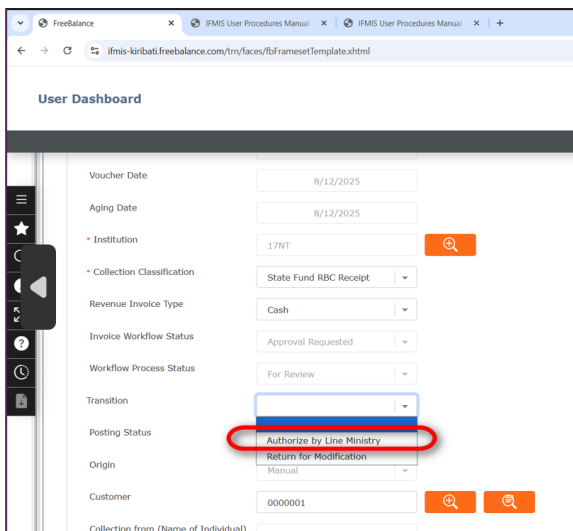


3.1.2: How to approve RV Receipt.

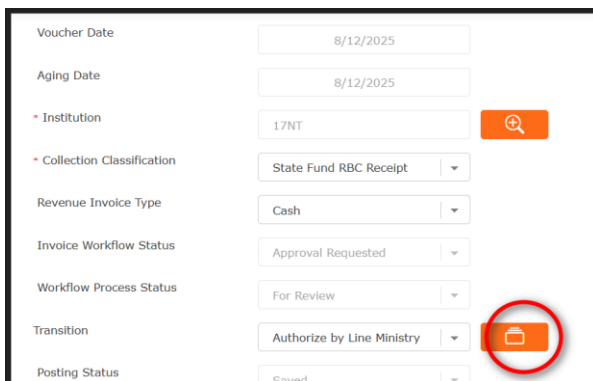
Step 1: To approve the RV Receipt, the Island Clerk is to check his/her internal message/dashboard.



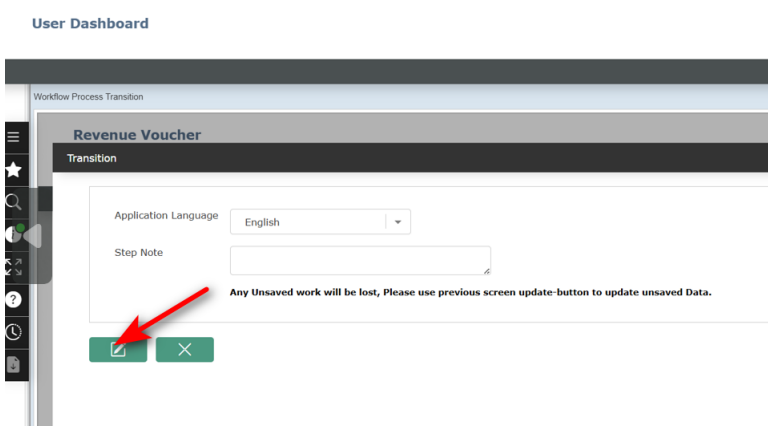
Step 2: Search for the RV# and open to view. Find the transition field and select "Authorize by Line Ministry".



Step 3: Click transition button.



Step 4: A transition tab will pop up, click to complete the transition.



(Review and Approval will be the Examination Unit (Treasury).)

3.1.2 How to record RBC Mute/ or RBC Return

RBC Mute are bills that are mutilated and can no longer be used. These bills are collected by the Outer Island Council and returned to the Treasury. They are sent back along with the State Fund Return through the post office at the end of the month. These bills are taken back to Tarawa and is recorded by the Revenue Team as collection. It will be part of the deposit to the Bank Accounts in ANZ. The transaction for this process is for Outer Island to create a Payment Voucher

Debit: 1702/1101/00000/island code/**621221/000** – **Cash in Transit (Domestic)**

Credit: 1702/1101/00000/island code/**621212/000** – **State Fund**

And the deposit will be done by **Revenue Team** of MFED recording

Debit: 1702/1101/00000/island code/**621231/000** – **No 1. Bank Account**

Credit: 1702/1101/00000/island code/**621221/000** – **Cash in Transit (Domestic)**

When the Bank rejects the deposited RBC Mute, then the **Examination Team** will record a Journal Voucher recognising the expense

Debit: 1702/1101/00000/island code/**282112/000** – **Bank Charges**

Credit: 1702/1101/00000/island code/**621231/000** – **No 1. Bank Account**

Debit: 1702/1101/00000/island code/**621273/000** - **Salary Advances (Subledger – Island Treasurer’s employee code)**

Credit: 1702/1101/00000/island code/**621231/000** - **No.1 Bank Account**

RBC Returns are bills that cannot be stored in the Remittance Between Chest due to insufficient space. The bills are not stored outside of the Box, so the Outer Island Treasurer returns it to the Examination Team. Returning the bills will be recorded as a Payment Voucher.

Debit: 1702/1101/00000/island code/**621221/000** – **Cash in Transit (Domestic)**

Credit: 1702/1101/00000/island code/**621212/000** – **State Fund**

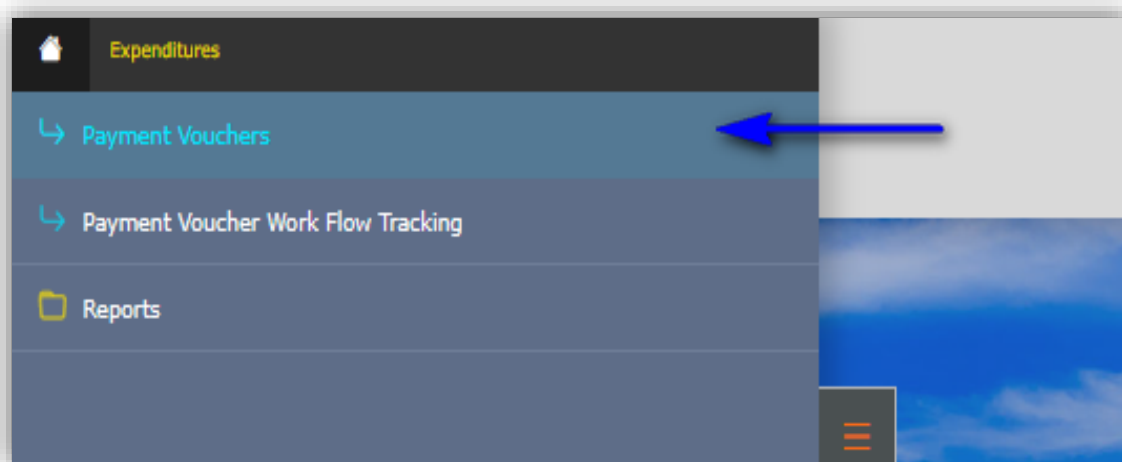
And the deposit will be done by Revenue Team of MFED recording

Debit: 1702/1101/00000/island code/**621231/000** – **No 1. Bank Account**

Credit: 1702/1101/00000/island code/**621221/000** – **Cash in Transit (Domestic)**

The following are steps in recording the Payment Voucher for the RBC Mute or RBC Returns.

Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



Step 2. Click the New  button.

Payment Voucher

[Search Mode]

Voucher Number

Step 3. Select the applicable classification from the dropdown list.

Payment Voucher

[Insert Mode]

* Fiscal Year: FY 2024

* Fiscal Period: SEPTEMBER

* Voucher Date: 23/9/2024

* Payment Voucher Classification:

* Accounting Office

* Payment Voucher Status

* Posting Status

Not Posted Reason

* Origin

* Currency

State Fund DW
State Fund EFTPOS Withdrawal
State Fund Freight Refund
State Fund POSMO
State Fund RBC Mute
State Fund RBC Returns
State Fund SB25 Withdrawal
State Fund Telmo Salary

Step 4. Enter the Institution code in the Accounting Office.

Payment Voucher

+
🔍
☰
📱

[Insert Mode]

* Fiscal Year	FY 2024		
* Fiscal Period	SEPTEMBER		
* Voucher Date	23/9/2024		
* Payment Voucher Classification	State Fund RBC Mute		
* Accounting Office	17MK	🔍	☰

Payment Voucher

Fre

+
🔍
☰
📱

Insert Mode]

is Prepaid	<input checked="" type="checkbox"/>		
* Paid Status	Yes		
* Vendor	20602	🔍	☰
Name	Accountant General		
* Bank Account	Not required – pay cash		
Invoice/Claim Number	August RBC Mute 2025		
Invoice/Claim Date	30/9/2025	📅	
* Invoice Receipt Date	30/9/2025	📅	
* Payment Location	Outer Islands		

Step 5. Validate of the following default data.

Payment Voucher

[Insert Mode]

Invoice/Claim Number	<input type="text"/>	
Invoice/Claim Date	<input type="text"/>	
* Invoice Receipt Date	23/9/2024	
* Payment Location	Outer Islands	
* Payment Mode by Fund Type	Recurrent Budget - Payments	
* Treasury Bank Account	621212-30	
Offset Code	631811	
Payment Term	Immediate	

Step 6. Enter the Narration and click the New button. Enter the Narration based on the Classification. If it is for Mute or for Returns.



NOTE: Please use the standard narration

RBC Mute, Month & Island Name

Narration

* Payment Voucher Line Items | * Payment Voucher Payment Details | Attachments

Select	Serial Number	Item	Commitment Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD
--------	---------------	------	-------------------------	-------------	------------	----------------	----------------

Step 7. Enter the amount and click on the coding block element's view.

Payment Voucher

Payment Voucher Line Item

* Serial Number





* Amount AUD ←

Tax Amount AUD

* Net Amount AUD

Unit Of Measure

Sub Ledger Type

* Coding Block    













Is Advance Recovery



Step 8. Add the Location Code for the RBC Mute detail then click the Save and Return.

Payment Voucher

Payment Voucher Line Item

Coding Block

SUB_HEAD	<input type="text" value="1702 - MFED- Treasury"/>		
FUNDING AGENCY	<input type="text" value="1101 - Cons. Fund- GoK"/>		
PROJECTS	<input type="text" value="00000 - Not Defined"/>		
LOCATION	<input type="text" value="30 - Makin"/>		 ←
NATURAL ACCOUNT CODE	<input type="text" value="621221 - Cash-in Transit (Domestic)"/>		
COFOG	<input type="text" value="000 - Not Defined"/>		

Step 9. Click the Save and Return on the PV Line Item.

Step 10. Go to the Tab Payment Details.

Approved Date

Narration

* Payment Voucher Line Items | * Payment Voucher Payment Details | Attachments

+ | | | | | |

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD
<input checked="" type="checkbox"/>			1702/1101/00000/30/621221/000	RBC Mute	90.00	0.00	90.00

Step 11. Click on the Item Number

* Payment Voucher Line Items | * Payment Voucher Payment Details | Attachments

+ | | |

Select	Serial Number	Payment Due Date	Payment Method	Payment Reference Number	Payment Amount AUD	Payment Amount FC	Paid
<input checked="" type="checkbox"/>	1	23/9/2024	Cash		90.00	0.00	<input type="checkbox"/>

|

Step 12. Update the details necessary then click the Save and Return button.

Payment Voucher

Expense Voucher Payment Detail

Is Extracted Payment	<input type="checkbox"/>
* Payment Method	Cash
Payment Reference Number Series	
Payment Reference Number	RBC Mute \$370
Payment Date	30/9/2025
Payment Status	
Payment Delivery Date	

Step 13. Go to the Tab Attachments, Click on the New Button and update the necessary details, then Click the Save and Return Button.

Payment Voucher

Tra
FreeBalance Ap

+
🔍
☰
📄

[Insert Mode]

* Narration RBC Mute for Sept 2025

* Payment Voucher Line Items
* Payment Voucher Payment Details
Attachments
Additional Information

+
🗑️
✅
📄

Select Information

Download

Payment Voucher

Information

Attachment Classification: Outer Island Trs Document:

Application Language: English

* Title: RBC Mute Summary

* Description: RBC Mute Summary

* Attachment: Choose File | No file chosen

Date Time:

Date:

User:

Step 14. Click the Save button. A message is displayed with the PV Number.

Payment Voucher

ifmis-kiribati.freebalance.com says
Code PV-25-17-3171 inserted

[Insert Mode]

* Narration: RBC Mute for Sept 2025 Makin

* Payment Voucher Line Items | * Payment Voucher Payment Details | **Attachments** | Additional Information


Select Information | Download

Step 15. Navigate to the Transition field of the screen and select the **"Request for Authorization"** from the dropdown list then.

The screenshot shows a form with four fields: 'Payment Voucher Status' (Created), 'Workflow Process Status' (Prepared), 'Transition' (Request for Authorization), and 'Posting Status'. The 'Transition' dropdown menu is open, showing 'Cancel' and 'Request for Authorization' as options. A blue arrow points to the dropdown menu.

Step 16. Click the Transition  button.

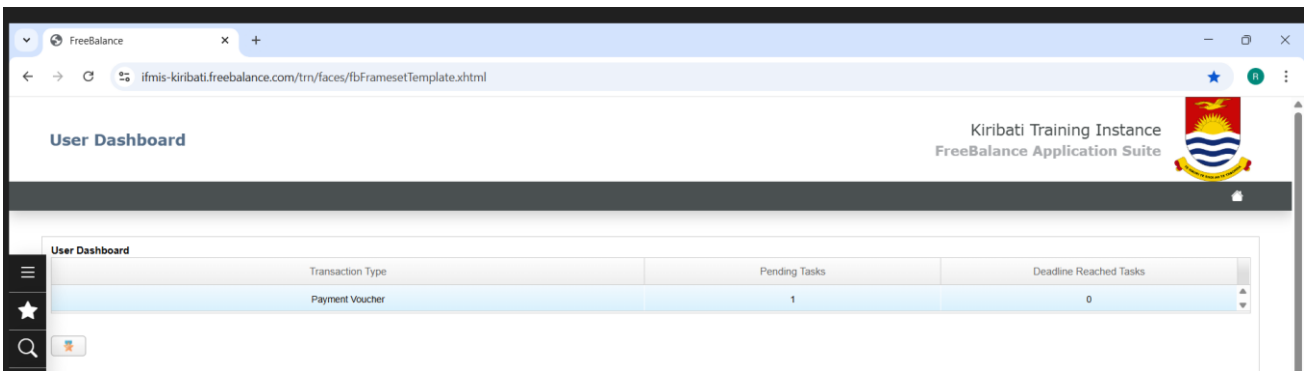
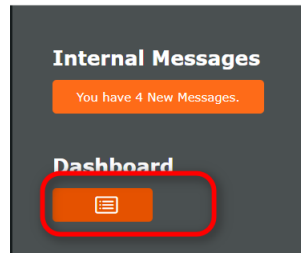
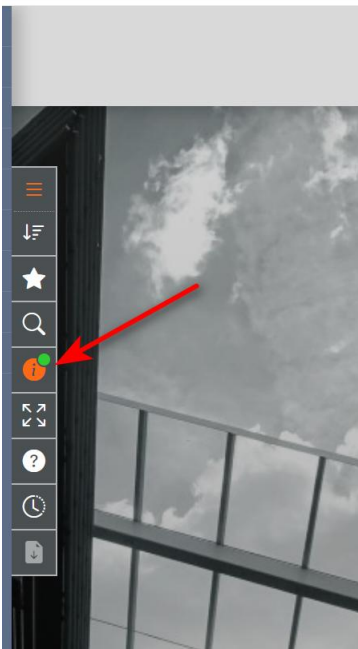
The screenshot shows the same form as in Step 15, but now the 'Transition' field is set to 'Request for Authorization'. The orange button with a document icon is circled in blue.

Step 17. Enter the remarks on the step note for the next approver. Click the Finish  button. A message is displayed saying that the workflow transition is executed.

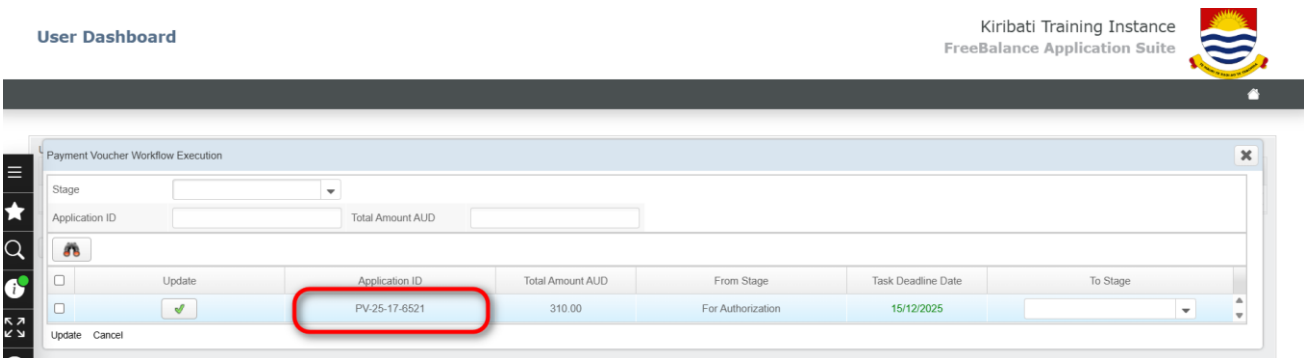
The screenshot shows a dialog box titled 'Transition'. It contains an 'Application Language' dropdown set to 'English' and a 'Step Note' text area. Below the text area is a warning message: 'Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.' At the bottom left, there are two buttons: a green 'Finish' button with a checkmark icon (circled in blue) and a green 'Cancel' button with an 'X' icon.

How to approve PV

Step 1: Open dashboard and go to payment voucher



Step 2: Open the correct PV from the payment voucher dashboard



Step 3: Validate and then select the "Authorize by Line Ministry"

User Dashboard

[Update/Delete Mode]

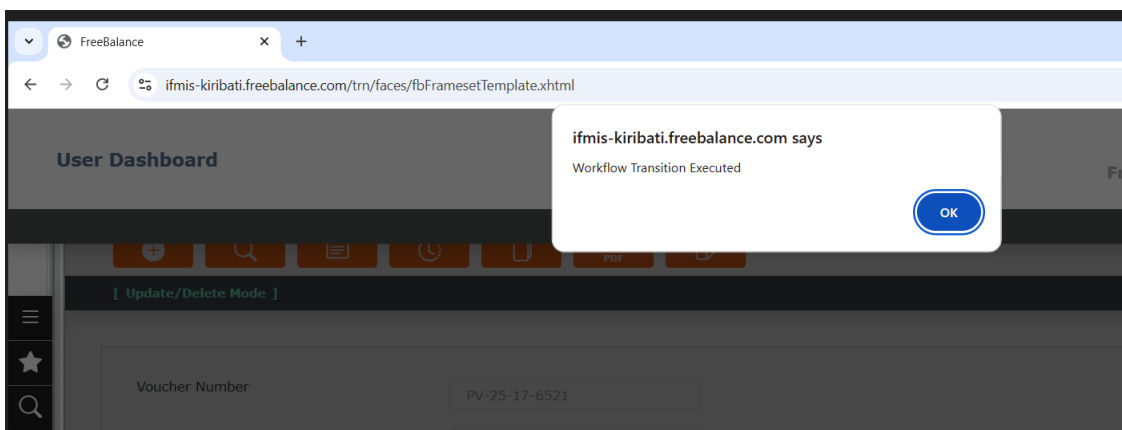
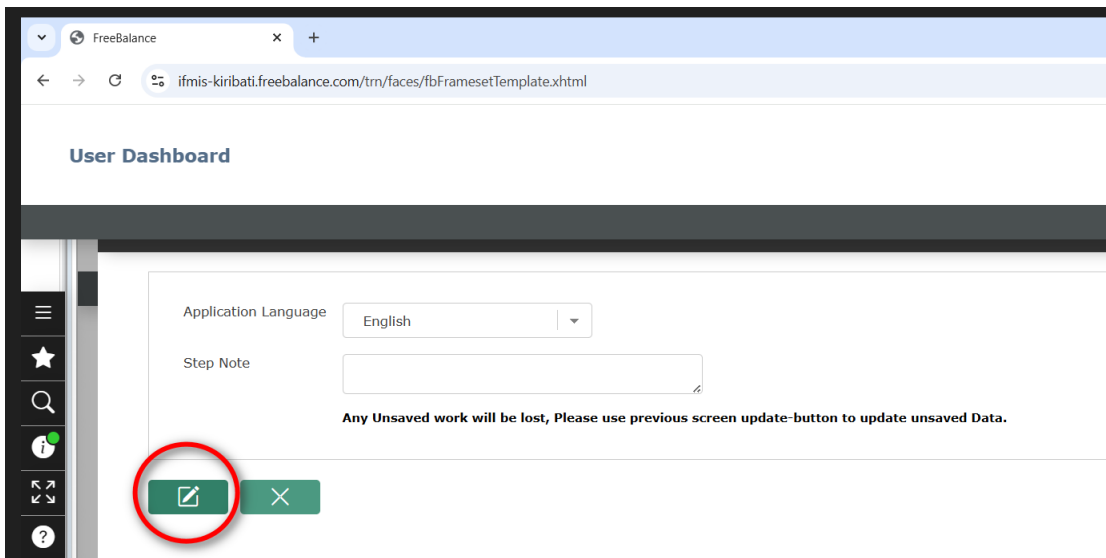
Voucher Number	<input type="text" value="PV-25-17-6521"/>
Fiscal Year	<input type="text" value="FY 2025"/>
Fiscal Period	<input type="text" value="NOVEMBER"/>
Voucher Date	<input type="text" value="10/12/2025"/>
* Payment Voucher Classification	<input type="text" value="State Fund RBC Mute"/>
Accounting Office	<input type="text" value="17NT"/>
Payment Voucher Status	<input type="text" value="For Authorization"/>
Workflow Process Status	<input type="text" value="For Authorization"/> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px;">Authorize by Line Ministry <li style="padding: 2px;">Return for Modification
Transition	<input type="text" value=""/>

Step 4: Transition to complete.

User Dashboard

[Update/Delete Mode]

Voucher Number	<input type="text" value="PV-25-17-6521"/>
Fiscal Year	<input type="text" value="FY 2025"/>
Fiscal Period	<input type="text" value="NOVEMBER"/>
Voucher Date	<input type="text" value="10/12/2025"/>
* Payment Voucher Classification	<input type="text" value="State Fund RBC Mute"/>
Accounting Office	<input type="text" value="17NT"/>
Payment Voucher Status	<input type="text" value="For Authorization"/>
Workflow Process Status	<input type="text" value="For Authorization"/>
Transition	<input type="text" value="Authorize by Line Ministry"/>



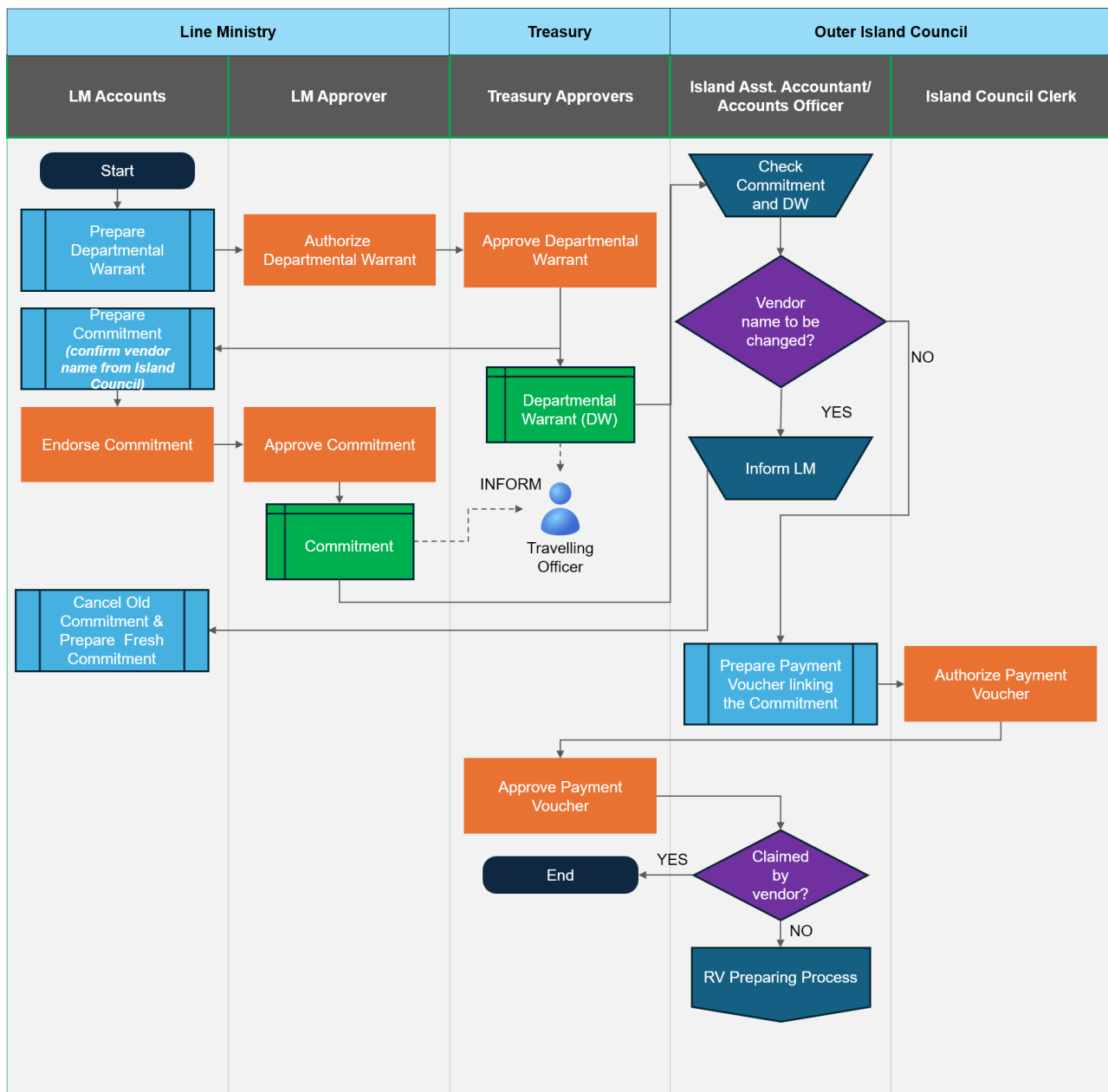
(Once completed from the Island Clerk, it will go to Examination Unit for Final review/approval/reject)

3.2 Processes related to Department Warrants

Department Warrant (DW) are for the expenses of the Line Ministries that are to be paid to the Outer Islands. The DW is prepared in the Line Ministry Headquarters as an authority given to the Island Council to pay expenses on their behalf. The types of DW are:

1. Line Ministry employees travel expenses to outer islands i.e. outer island accommodation, car rent, Motorbike Rent, boat rental, catering, fuel, sitting allowance, etc.
2. Outer island land lease.
3. Expenses authorized by MWYSSA e.g.: Commitment for Overtime for Council Employee
4. Salaries for Outer Island workers (Authorized by Ministry) i.e. casual labours, preschool teachers in outer islands.
5. Allowances for government employees stationed in outer island (island council employees not on payroll) i.e. magistrate allowance (sitting allowance, transport), charge allowance
6. Other operational budget (Fisheries Assistant (FA), Police, etc.)

The process flow diagram is provided below:



The process description for Department Warrants is as follows:

1. Line Ministry Headquarters Accounts prepare Department Warrant (DW)
2. Line Ministry Headquarters Approver authorize DW
3. Treasury Approvers approve DW
4. DW generated in IFMIS
5. Line Ministry Headquarters Accounts confirms vendor name from Island Council
6. Register a new Vendor if the vendor of the Commitment is not in IFMIS (refer to vendor creation process)
7. Based on confirmed vendor name Line Ministry Headquarters Accounts prepare Commitment
8. Line Ministry Headquarters SA endorse commitment
9. Line Ministry Headquarters Approver approve commitment
10. Commitment generated in IFMIS linking the DW
11. The respective Line Ministries print the DW and Commitment and send them with the Travelling Officer (*optional*)
12. Island Asst. Accountant/ Accounts Officer views DW and Commitment in IFMIS
13. If the Vendor is incorrect,

- a. Island Asst. Accountant/ Accounts Officer inform Line Ministry Headquarters to reissue a new commitment with correct vendor
 - b. Line Ministry Headquarters Accounts cancels the old Commitment and issues new Commitment *(follow step 5 to 10 above)*
14. If the Vendor is correct, Island Asst. Accountant/ Accounts Officer prepares the Payment Voucher (PV) in IFMIS
 15. Island Council Clerk authorize the PV in IFMIS
 16. Treasury Approvers approves the PV
 17. If the PV is unclaimed (Unclaimed DW), follow RV Process with respective island code *(the steps are provided in Section [3.6.1 How to record Revenue Voucher](#))*

Please note the following for **Social Benefits** payments: All the process is same as above except

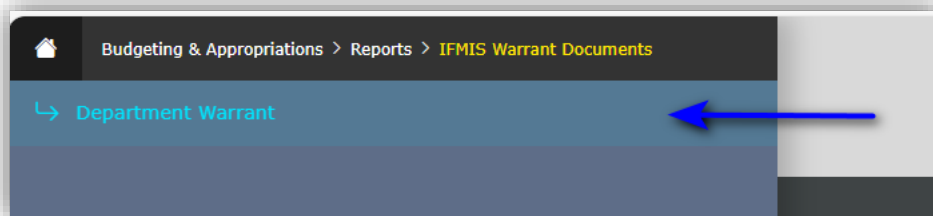
1. Island Asst. Accountant/ Accounts Officer records Unclaimed Benefits in IFMIS **within 3 working days** from the date of the Social Benefits Payout. *(Refer to Section [3.6.1 How to record Revenue Voucher](#)).* Island Asst. Accountant/ Accounts Officer to attach the Unclaimed Benefit list with the RV. **The scanning of documents MUST be done in the lowest available resolution in the scanner and then further compressed using PDF compressor.**

3.2.1 How to print the Department Warrants from Ministry Headquarters

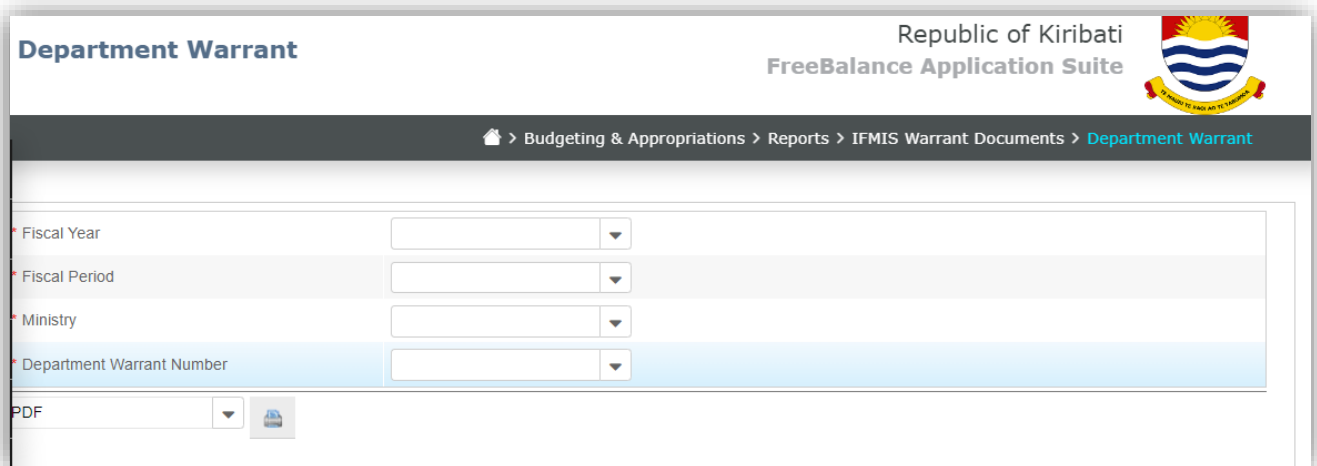
If the DW is received from the line Ministry via email or handed over by the Travelling Officer, then, the island council staff can skip this process. If the instruction is to check the DW in IFMIS and a DW Number is given, then follow these steps.

To print it, follow these instructions.

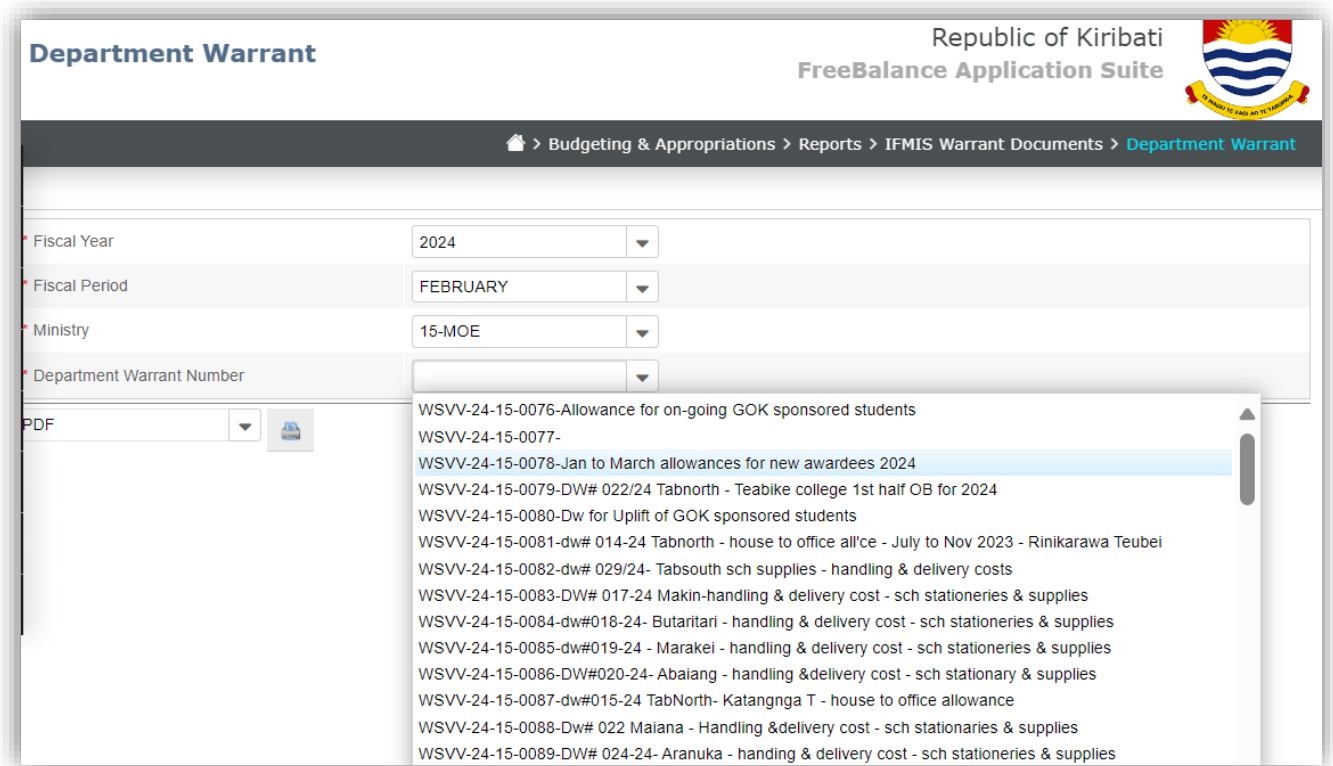
Step 1. Navigate the Menu > Budgeting and Appropriation > Reports > IFMIS Warrant Documents.



Step 2. The filter screen is displayed below.



Step 3. Provide the details of the filters.



Department Warrant Republic of Kiribati
FreeBalance Application Suite

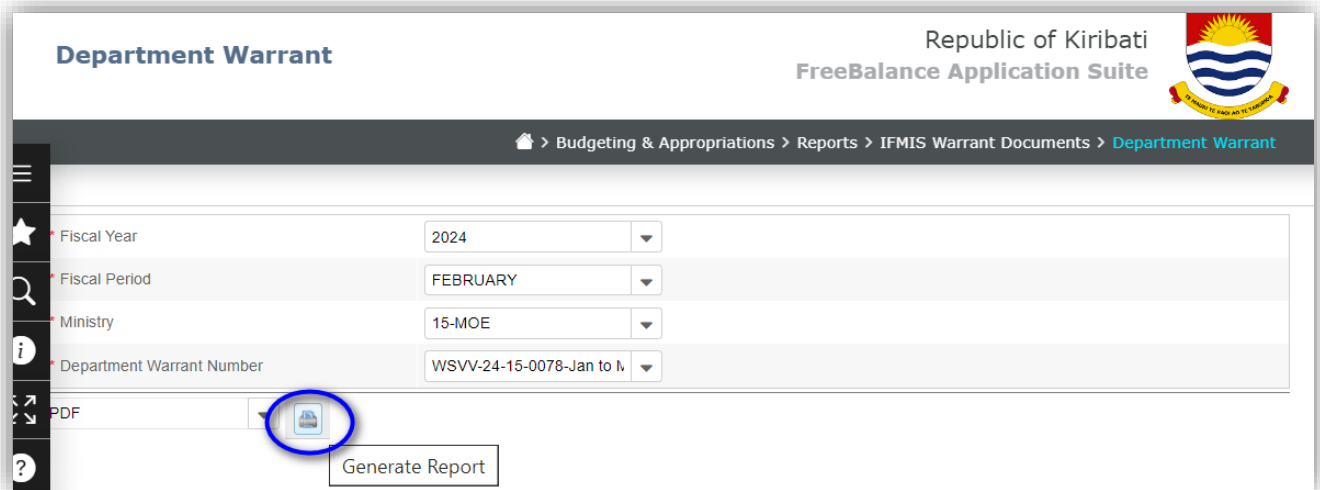
Home > Budgeting & Appropriations > Reports > IFMIS Warrant Documents > Department Warrant

* Fiscal Year: 2024
 * Fiscal Period: FEBRUARY
 * Ministry: 15-MOE
 * Department Warrant Number: [Empty]

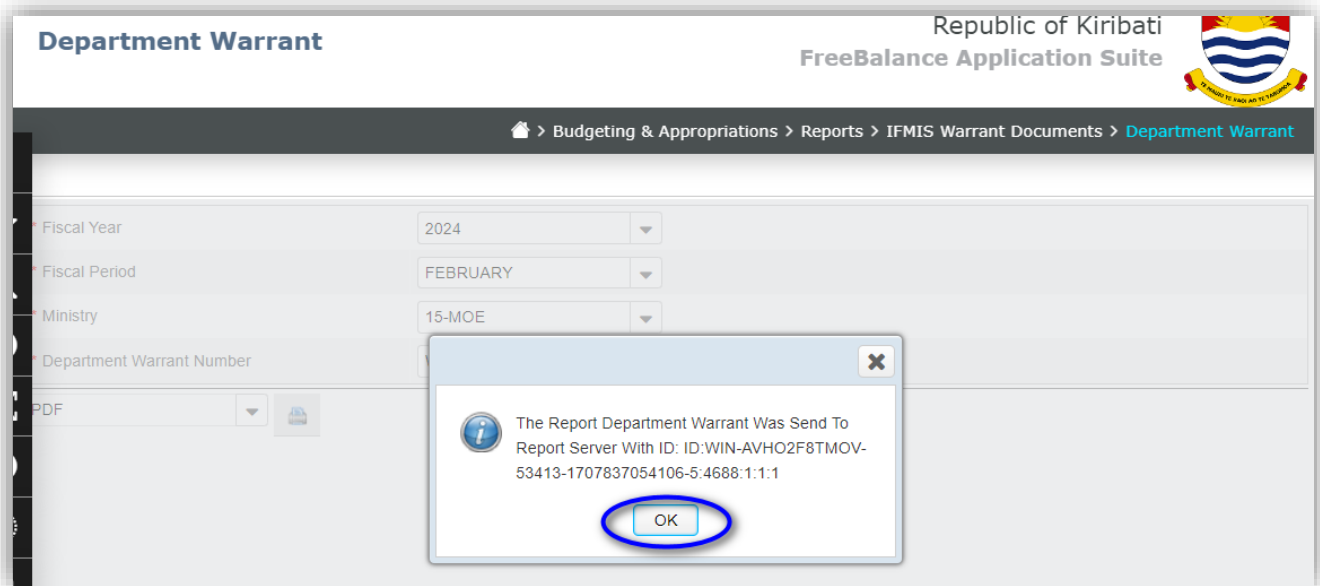
PDF [Download Icon]

- WSVV-24-15-0076-Allowance for on-going GOK sponsored students
- WSVV-24-15-0077-
- WSVV-24-15-0078-Jan to March allowances for new awardees 2024**
- WSVV-24-15-0079-DW# 022/24 Tabnorth - Teabike college 1st half OB for 2024
- WSVV-24-15-0080-Dw for Uplift of GOK sponsored students
- WSVV-24-15-0081-dw# 014-24 Tabnorth - house to office all'ce - July to Nov 2023 - Rinikarawa Teubei
- WSVV-24-15-0082-dw# 029/24- Tabsouth sch supplies - handling & delivery costs
- WSVV-24-15-0083-DW# 017-24 Makin-handling & delivery cost - sch stationeries & supplies
- WSVV-24-15-0084-dw#018-24- Butaritari - handling & delivery cost - sch stationeries & supplies
- WSVV-24-15-0085-dw#019-24 - Marakei - handling & delivery cost - sch stationeries & supplies
- WSVV-24-15-0086-DW#020-24- Abaiang - handling & delivery cost - sch stationary & supplies
- WSVV-24-15-0087-dw#015-24 TabNorth- Katangnga T - house to office allowance
- WSVV-24-15-0088-Dw# 022 Maiana - Handling & delivery cost - sch stationaries & supplies
- WSVV-24-15-0089-DW# 024-24- Aranuka - handing & delivery cost - sch stationeries & supplies

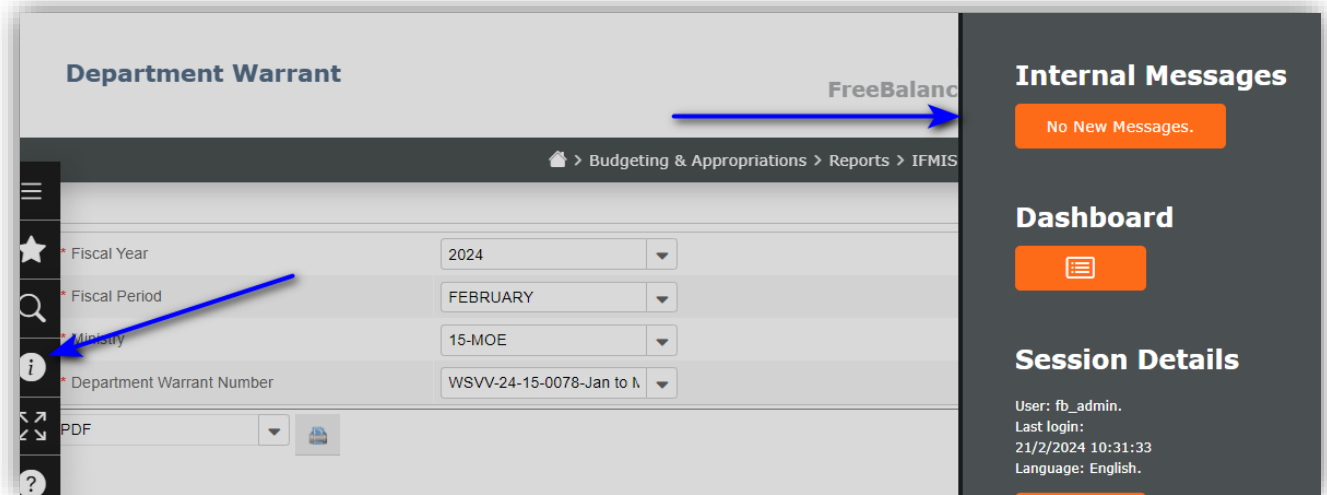
Step 4. Once filters are completed, click the Generate Report button.



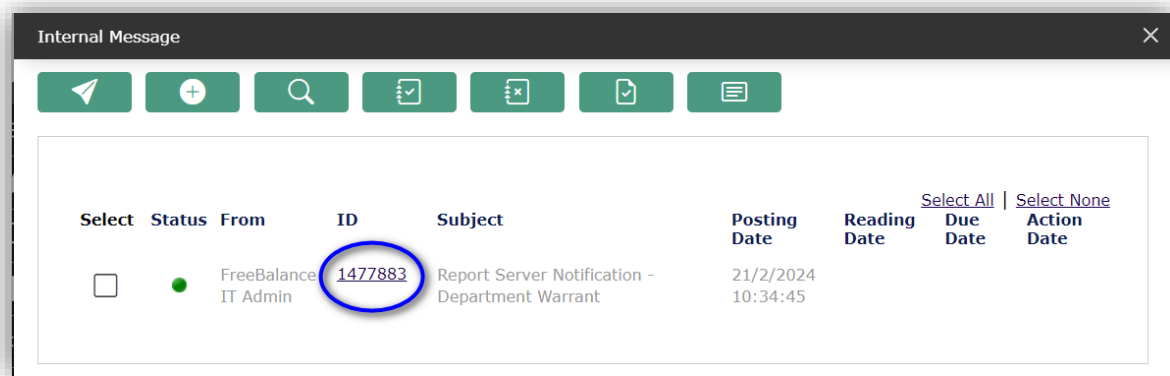
Step 5. Click Ok on the displayed message.



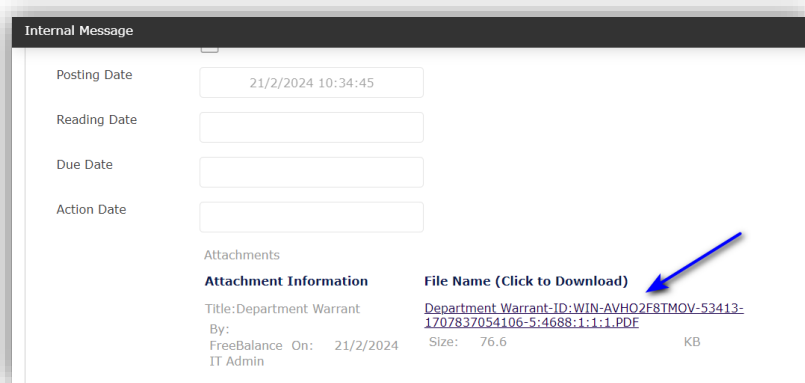
Step 6. Click the (i) to go to the Internal Messages.



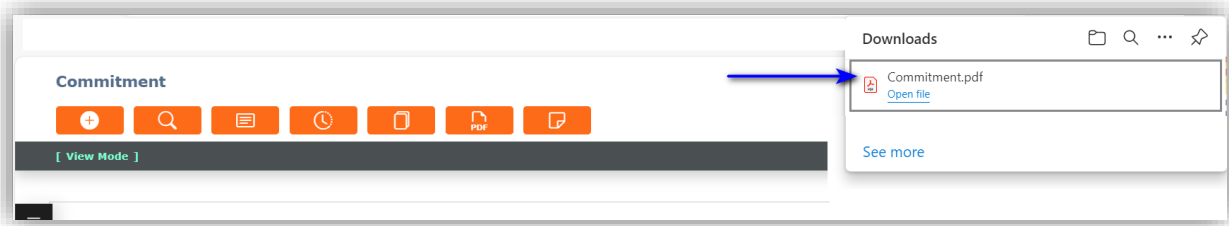
Step 7. Click the Internal messages to display the notifications. Click the Linked ID of the notification to open the details.



Step 8. Scroll to below the page and click the link of the downloaded report.



Step 9. The Department Warrant report is this.



Step 3. Click the downloaded file. The file is ready for printing.

GOVERNMENT OF KIRIBATI
Ministry of Education
 P. O. Box, 263, Bikenibeu, Tarawa, Republic of Kiribati

Commitment
 Departmental Warrant

Division : Administration (1501) Number : COMM-23-15-0021
 Location : 14-Bikenibeu Issue Date : August 17, 2023
 To : 5192-Tairake loane
 Purpose : GOK scholarship student all'ces with book all'ces from Aug to Nov 2023 studying in Vanuatu

1. You are hereby authorized to spend during the year **2023** the amount specified below as they become due in accordance with the Financial Regulations of the Government of Kiribati.
 2. The Number of this **Departmental Warrant** should be quoted as the authority reference for all payment vouchers made by your Ministry/Department relating to the Head and Sub-Head quoted below.

Allocations	Details	Amount AUD
1 CDRC/ Government of Kiribati/ Overseas Scholarships/ Bikenibeu/ Tertiary Scholarships Overseas/ Education n.e.c. 1508/3101/12062/14/272143/098 KY02_PILARS-WealthKOP_SECTORS-Harnessing Human Wealth	GOK scholarship student all'ces with book all'ces studying in Vanuatu	\$ 4,661.63
TOTAL AUD		** FOUR THOUSAND SIX HUNDRED AND SIXTY ONE Dollars and SIXTY THREE Cents ** \$4,661.63

Important Notice (FOR COPRA UNIT ONLY):
 Make sure to submit all the updated returns (CPR form, summary forms, etc.) prior to your next top-up request. Failure to submit the required returns may lead to the delay or even withholding of your top-up.

Prepared By : Tika loane (Account Officer) Approved by: ()
 Signature : _____ Signature : _____
 Endorsed By : Tika loane (Account Officer) Approved Date/Time : _____
 Signature : _____ Signature : _____

Printed on: Feb 21, 2024 11:08 AM Printed By: R_admin 1 / 1

3.2.3 How to manage Vendor in IFMIS

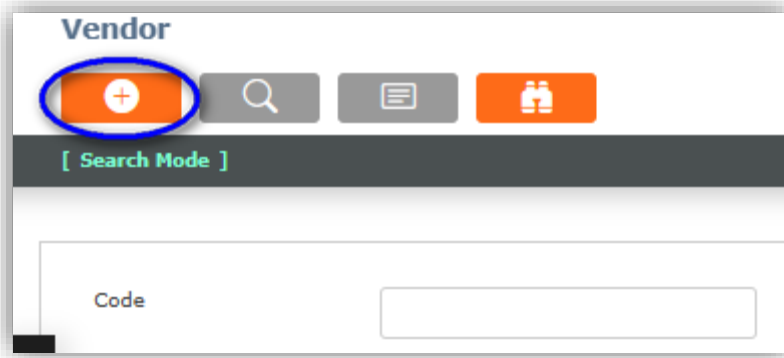
3.2.3.1 How to create/enroll New Vendor/s.

In case where the Vendor is not yet existing in IFMIS, the users can create a new vendor in IFMIS. Once the vendor is enrolled, it is subject for approval. Make sure that the **Vendor Bank Account documents** are attached to the Vendor.

Step 1. Navigate the Menu > Admin > Common Entities > Vendors > Vendor.



Step 2. Click the New button.

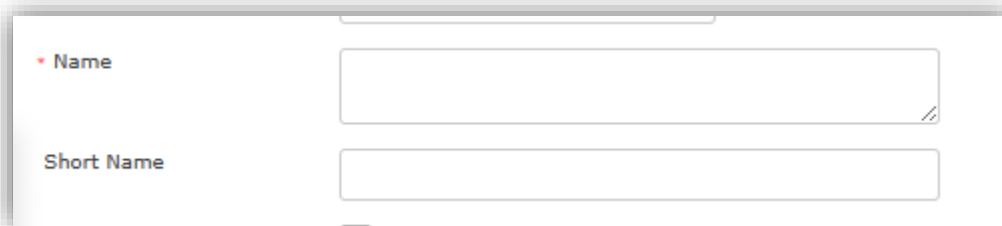


Vendor

[Search Mode]

Code

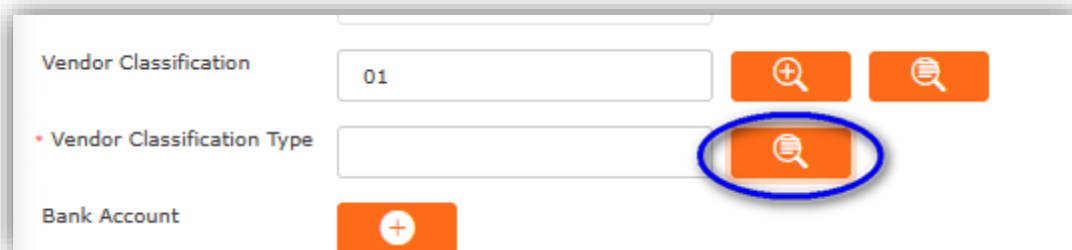
Step 3. Enter the Name and Short Name



Name

Short Name

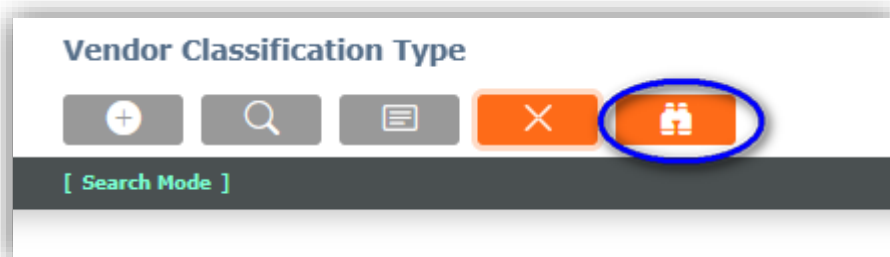
Step 4. Click the Lookup on the Vendor Classification Type Click the Lookup on the selection screen displayed. Then click to select the applicable type.



Vendor Classification

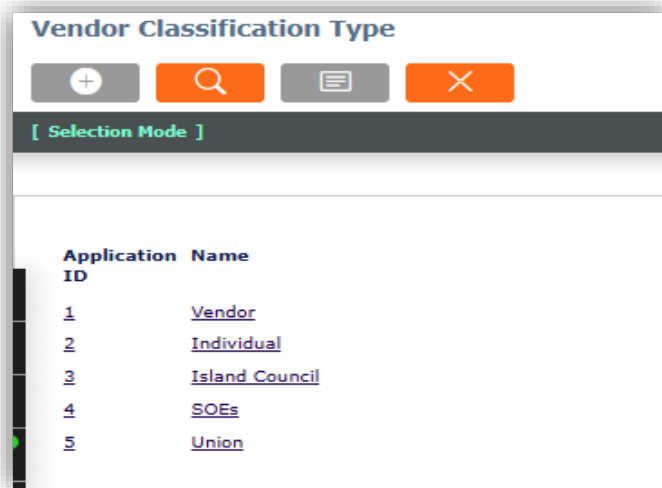
Vendor Classification Type

Bank Account



Vendor Classification Type

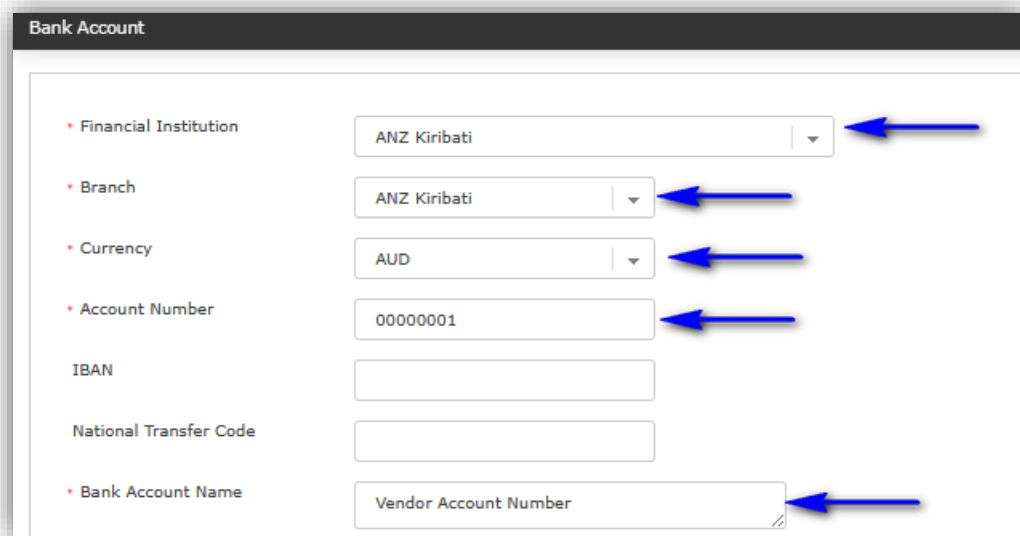
[Search Mode]



Step 5. Click the New button in the Bank Account



Step 6. Provide details on the Bank, Bank Branch, Currency, Account Number and Account Name.



Step 7. Click the Save and Return when the bank details are completed.

Step 8. To add the Address information, follow procedures defined below.

- Click on the Address tab and click New.

- Select the applicable Address type by clicking on the dropdown list.

- Select the Country, again by clicking on the dropdown field.

- Enter the full address of the Vendor along with the PO Box.

* Address Type: Work

Country: Kiribati

Region: [Empty]

Region Name: [Empty]

Location: [Empty]

* Address: Betio, South Tarawa

Zip Code/PO Box: 102

- After all the details are indicated, click the Save and Return button to go back to the main screen.

Address

Is Main ?

* Address Type: Work

Country: Kiribati

Region: [Empty]

Region Name: [Empty]

Location: [Empty]

* Address: Betio, South Tarawa

Zip Code/PO Box: 102

[Save and Return] [Cancel]

Step 10. Add the Vendor Contact Information.

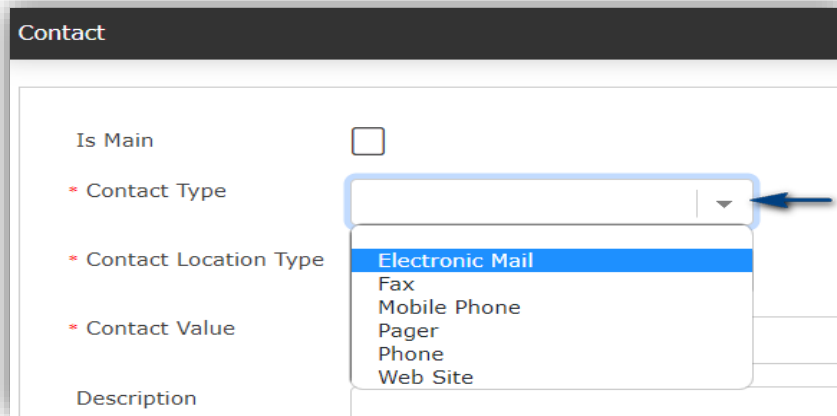
- Click on the Contact tab and click New.

* Addresses * Contacts * Vendor Business Types

[+] [Trash] [Checkmark] [Plus X]

Select Contact Type Contact Value

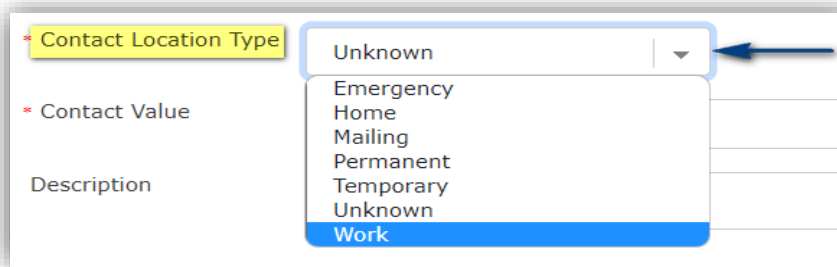
- Select the applicable Contact type by clicking on the dropdown list.



The screenshot shows a form titled "Contact" with the following fields:

- Is Main:
- * Contact Type: [Dropdown menu]
- * Contact Location Type: [Dropdown menu with "Electronic Mail" selected]
- * Contact Value: [Text input field]
- Description: [Text input field]

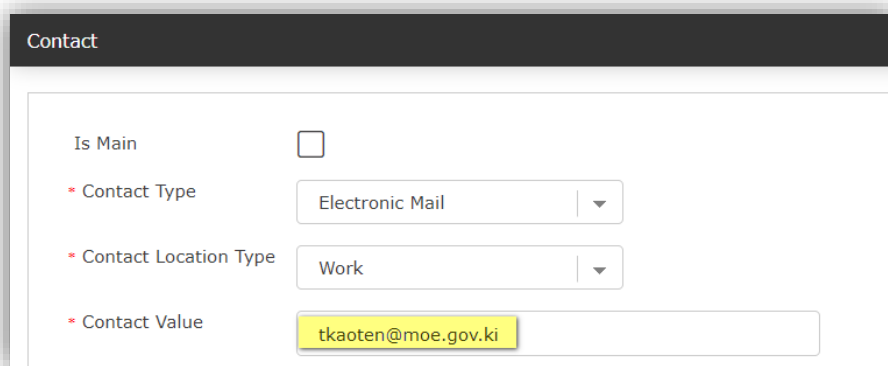
- From the Contact Location type field, click on the dropdown list and select applicable location type.



The screenshot shows the "Contact Location Type" dropdown menu open, with "Work" selected. The other fields are:

- * Contact Location Type: [Dropdown menu with "Work" selected]
- * Contact Value: [Text input field]
- Description: [Text input field]

- Enter the Contact value. If phone or mobile number is the current type selected, then indicate the Phone Number. If Electronic Mail, then set the email address of the Vendor



The screenshot shows the "Contact" form with the following values:

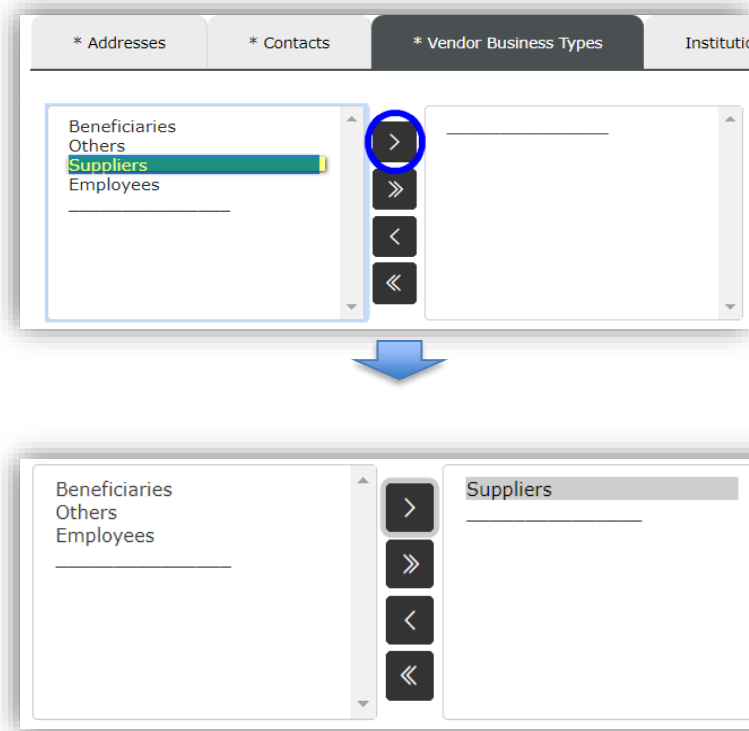
- Is Main:
- * Contact Type: Electronic Mail
- * Contact Location Type: Work
- * Contact Value: tkaoten@moe.gov.ki
- Description: [Empty text input field]

- After all the details are indicated, click the **Save and Return** button to go back to the main screen.

- Do the same process in adding a new Contact information.

Step 11. Select the Business Vendor Type. Click on the **Vendor Business Type** tab. If the Vendor added is not an employee, remove the Employee value at the right column and bring it back to the left. If the vendor entered is an Employee, leave the information as it is.

To select the proper Vendor type, click on the selected value from the left column and bring it to the right

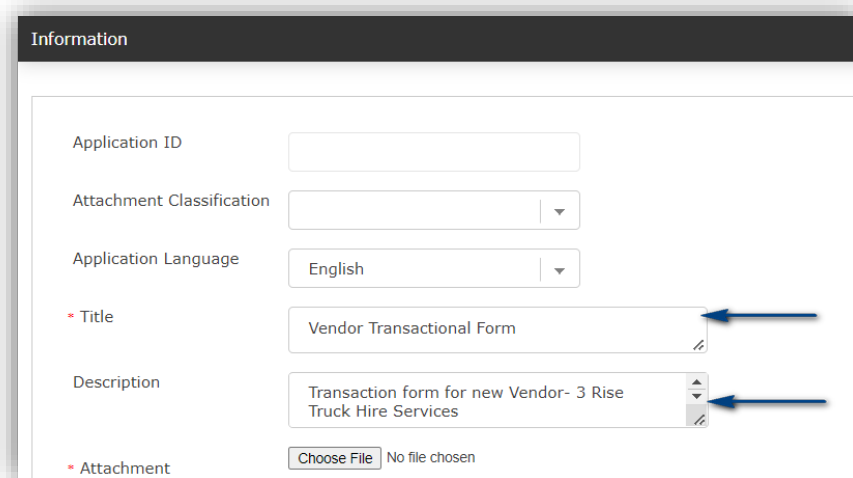


Step 12. Before saving, ensure to Attach the scanned **Transaction form** to support the request made.

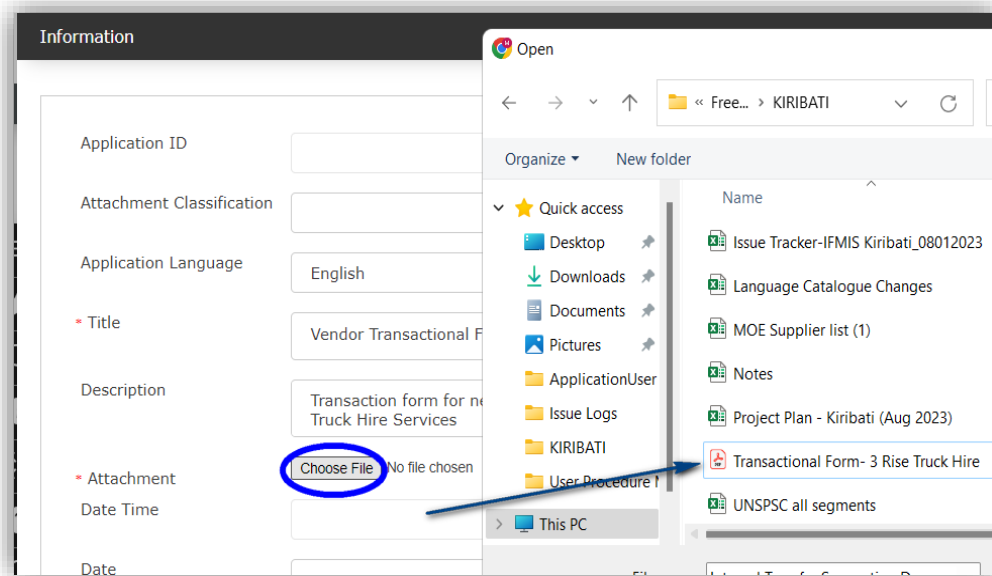
- Click on the Attachment tab and click New.



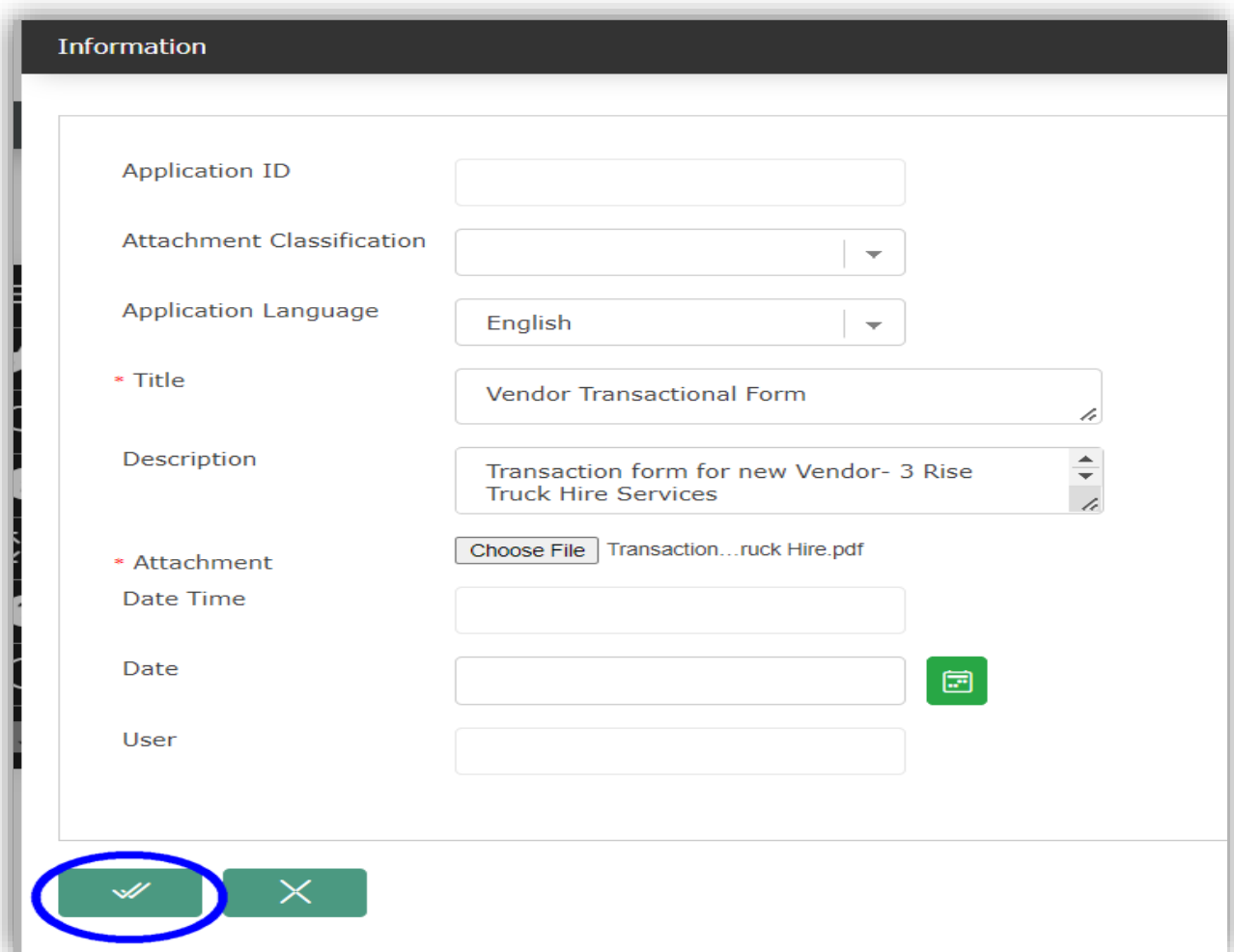
- Define the Attachment Title and Description



- Click on the Choose file button. This will open the user's local PC folders. Search and double click on the scanned file required to be attached.

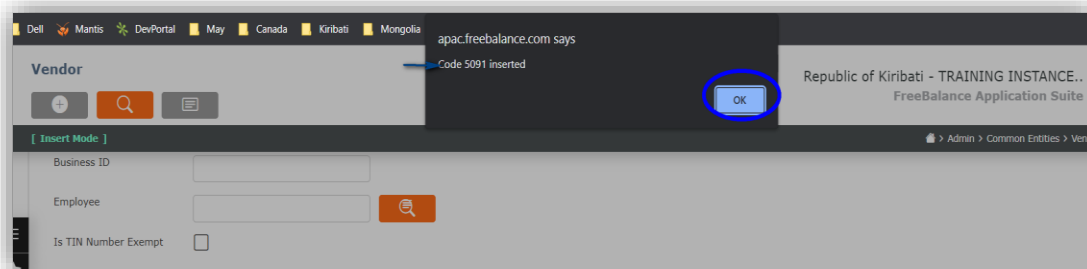
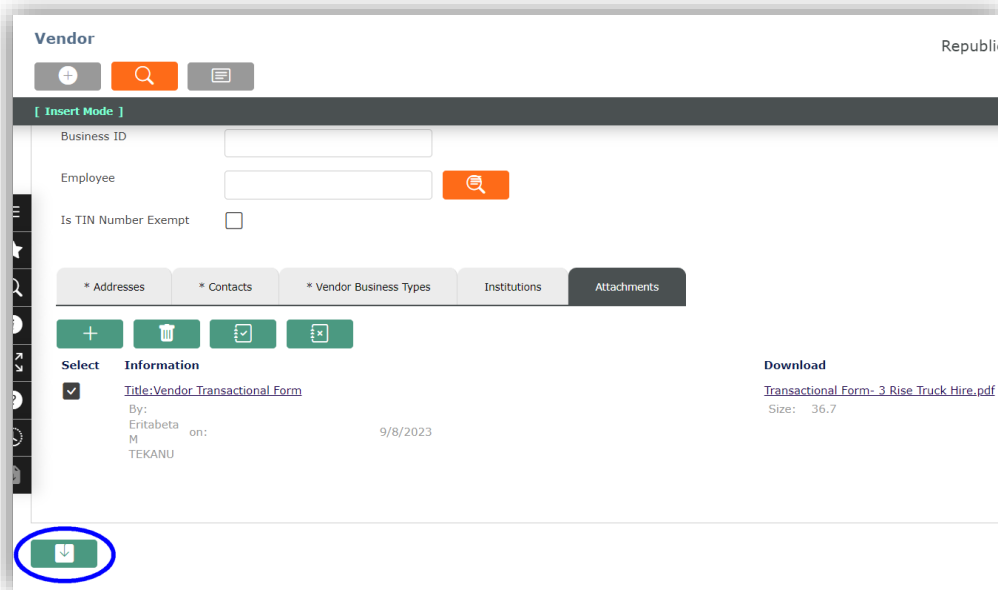



- After all the details are indicated, click the **Save and Return** button to go back to the main screen.

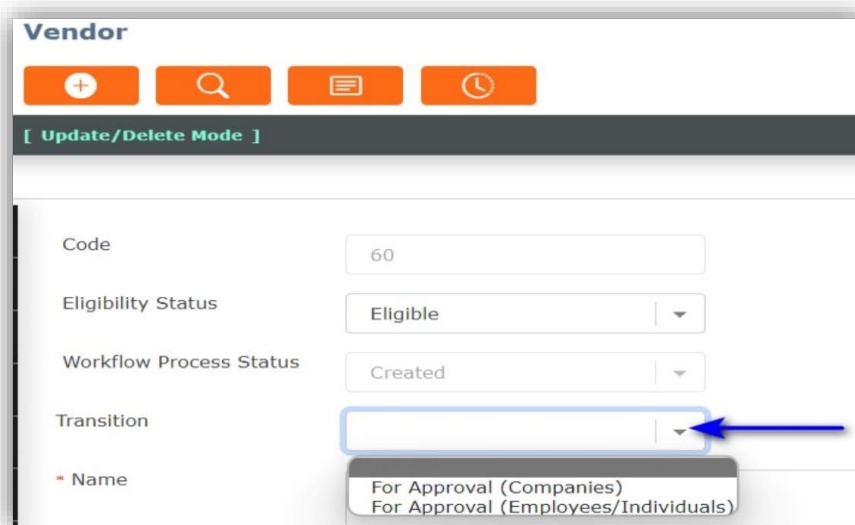


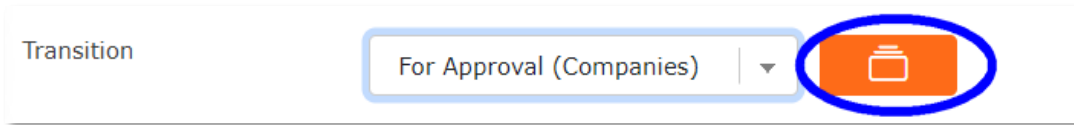
- Do the same process if required to attach more than one file

Step 13. Click the Save button from the Vendor main screen, once done. The system will provide the saved Vendor ID Number. Click OK, and take note of the ID provided for your reference.

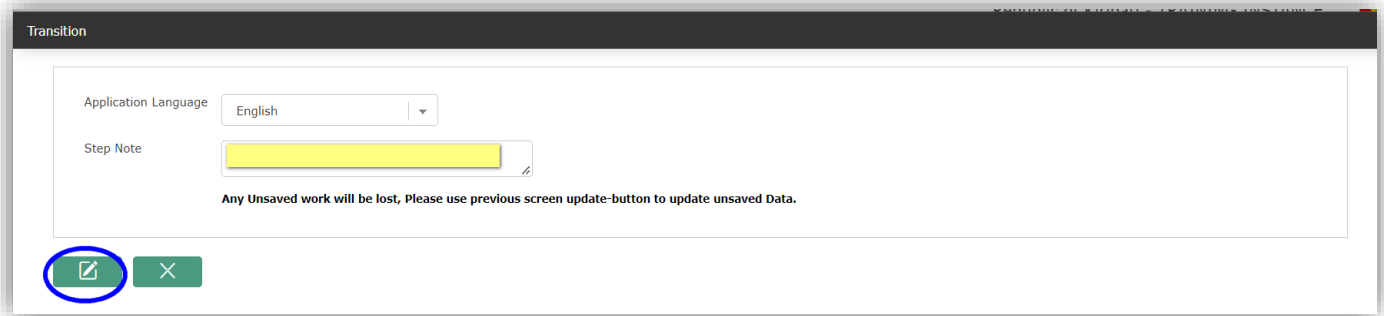


Step 12. Navigate to the Transition field of the screen and select the **For Approval** depends on the Vendor Business type, select if Vendor is a Companies or Employee, then click the Transition  button.



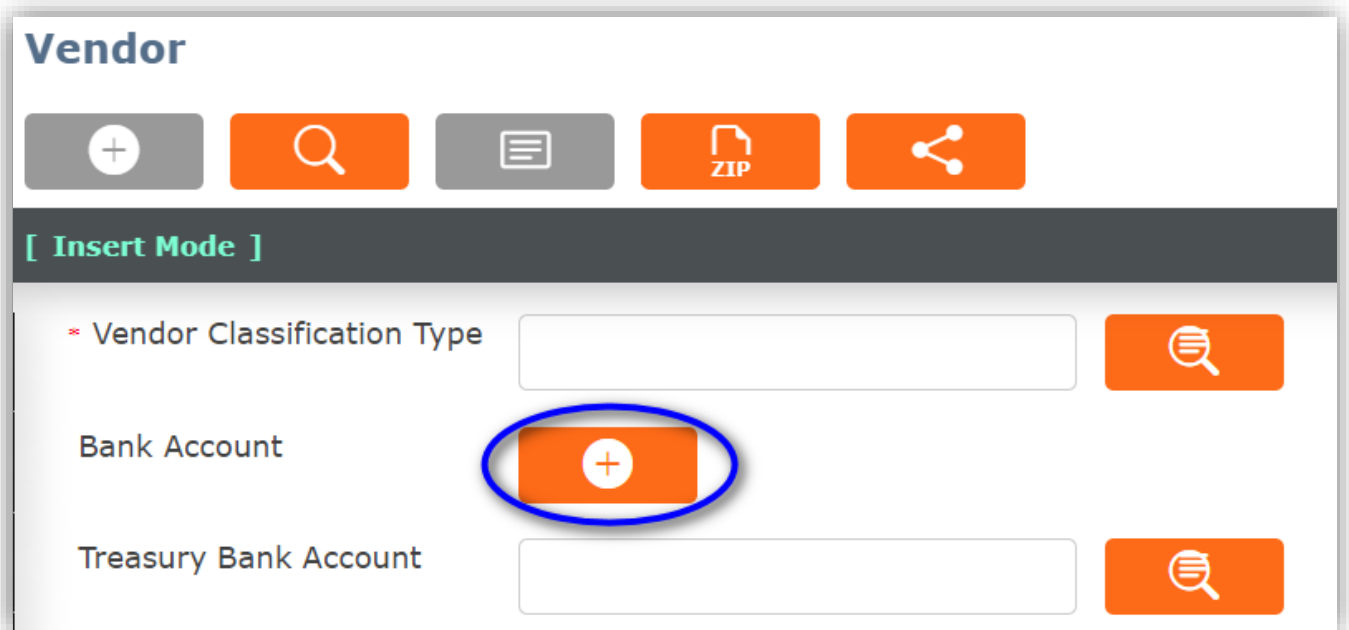


Step 13. From the Transition screen, click **Finish**. This will then be sent to the appropriate approvers: MFED Central Procurement Unit, if Companies; or the MFED Payroll Section, if Employee or Individual.



3.2.3.2 How to add new bank account for Vendors

Step 1. Navigate the Menu > Admin > Common Entities > Vendor > Vendors. Search for the Vendor to edit. And click on the + on the Bank Account.



Step 2. Add the details below then click the update and return button.

Vendor

Bank Account

* Financial Institution	ANZ Kiribati	←
* Branch	ANZ Kiribati	←
* Currency	AUD	←
* Account Number	252287	
IBAN		
National Transfer Code		
* Bank Account Name	Kokoria Taake	←
Account Type		
* Type Of Bank Account	Saving	←
Routing Information		
Comments		
Intermediary Bank BIC		
* Is Active	<input checked="" type="checkbox"/>	
* Created On	2/1/2024	
Commercial Bank Account Name		

Payment Mode

✓ ✕ ↻

Step 3. Go to the attachment tab to add the bank details of the vendor

Vendor

[Update/Delete Mode]

Customer

Business ID

Employee

Is TIN Number Exempt

* Addresses * Contacts * Vendor Business Types Institutions **Attachments**

+

Select Address

Step 4. Click the New button

Vendor

[Update/Delete Mode]

Customer

Business ID

Employee

Is TIN Number Exempt

* Addresses * Contacts * Vendor Business Types Institutions **Attachments**

+

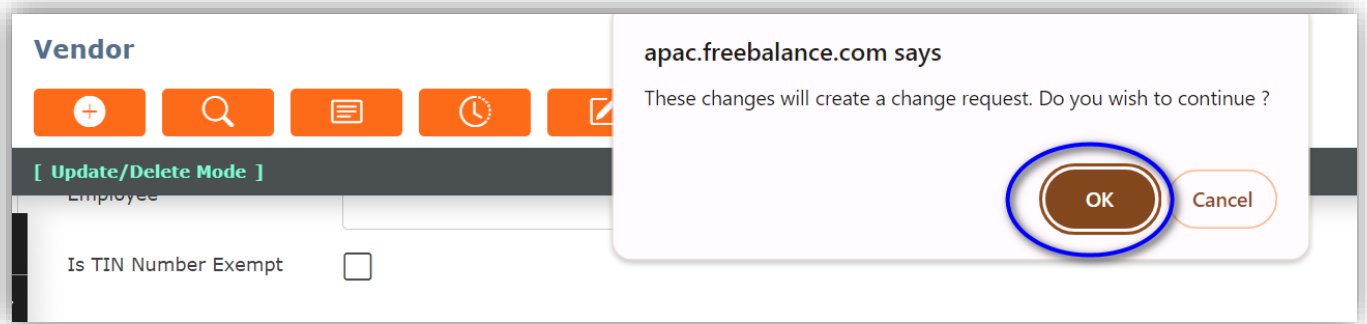
Select Information Download

Step 5. Provide the details as necessary then click the Save and Return button.

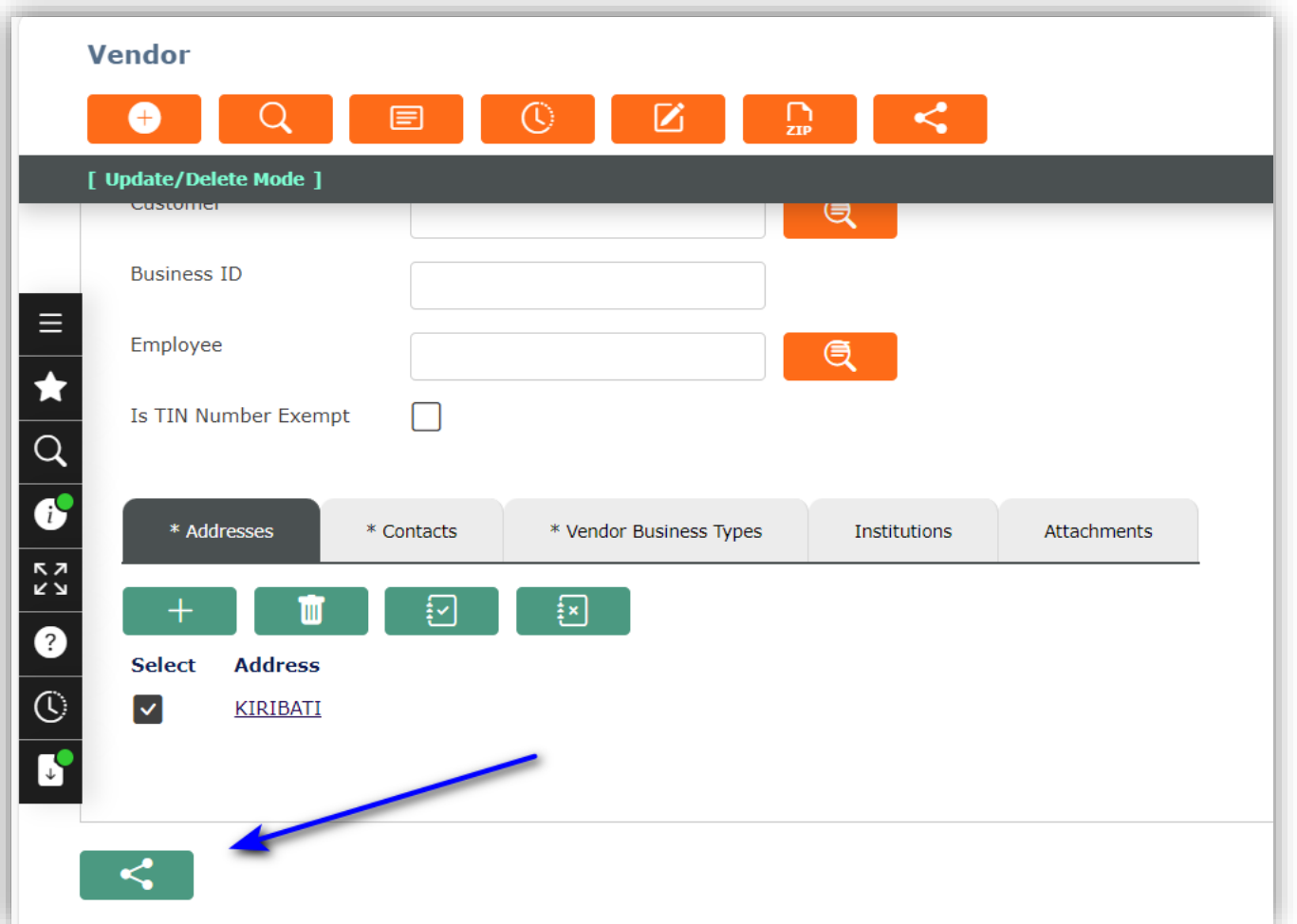
Step 6. Click on the Update button.

Select	Information	Download
<input checked="" type="checkbox"/>	<p>Title: Invoice with Bank Details</p> <p>By: Tiraka Tabera on: 24/1/2024</p>	<p>Invoice.pdf</p> <p>Size: 27.4</p>

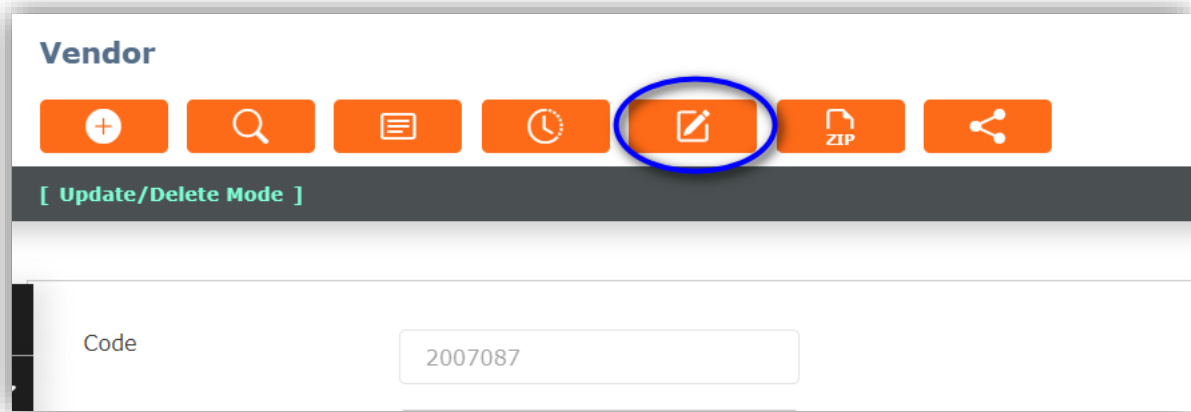
Step 7. Click Ok on the message displayed.



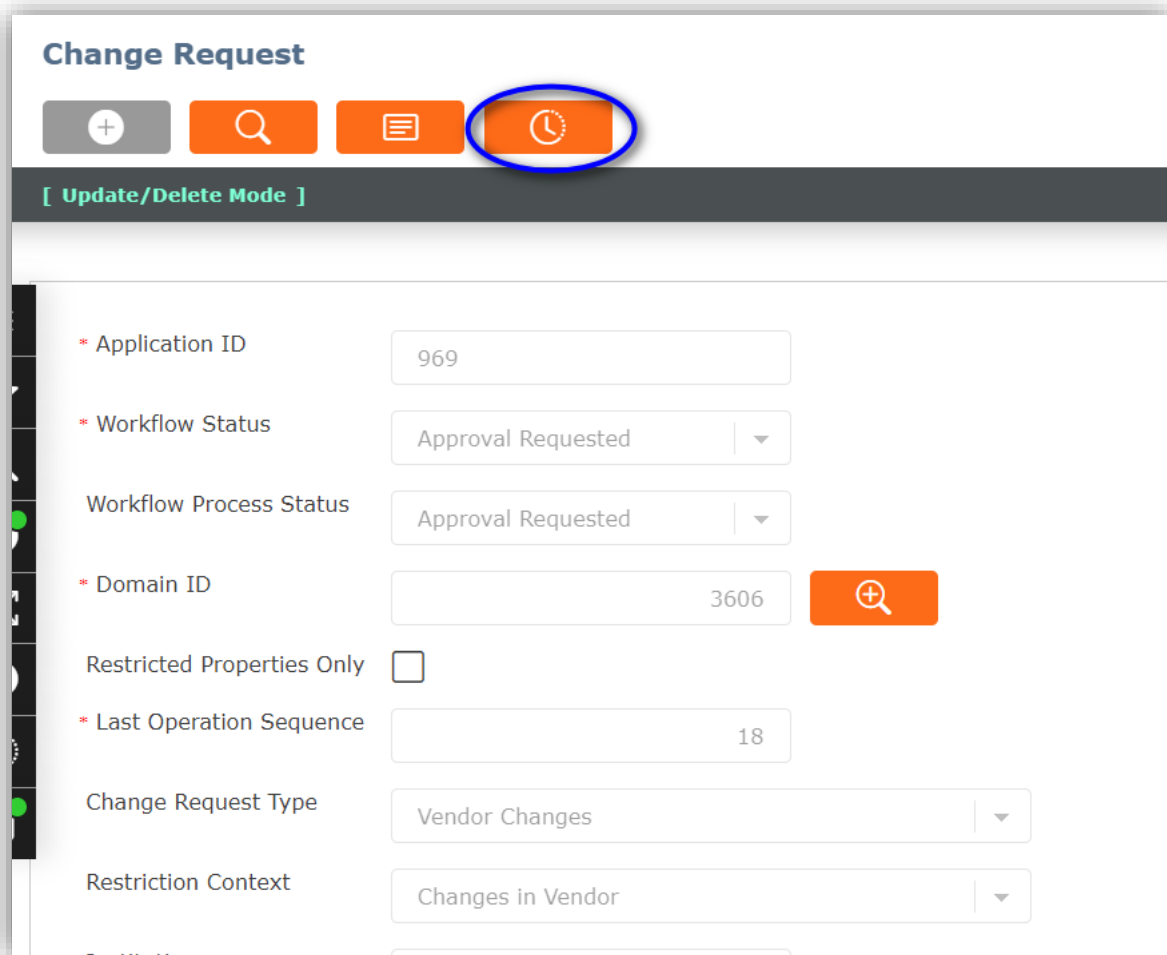
Step 8. After this, the Update button in the Vendor is no longer available. This ONLY becomes available when the Change Request associated to it is approved.



Step 9. Click on the Change Request button to see the status of approval of the Changes made.



Step 10. The screen "Change Request" will be opened. This is the screen where the changes made in the Vendor is created. Click on the Workflow History to see the users. With this, a follow up can be made to the assigned Users.



Step 11. The list of the Users assigned are displayed. The follow up can be made to these users.

Change Request

Workflow History

Current Stage

Filter On Execution Step Type

Execution Date	Description	Transition Type	From Stage	To Stage	Workflow Execution Step Type	User	Step Not
23/1/2024 12:35:03	Request for Approval	Manual		Approval Requested	Completed	bmarea	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	btamuero	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	eturaki	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	tneemia	
23/1/2024 12:35:03	Review	Manual	Approval Requested	Reviewed	Assigned	btamuero	
23/1/2024 12:35:03	Review	Manual	Approval Requested	Reviewed	Assigned	eturaki	
23/1/2024 12:35:03	Review	Manual	Approval Requested	Reviewed	Assigned	tneemia	

3.2.4 How to update the Vendor of the Commitment

At the time of preparation of Commitment by the Divisions in the Line Ministries, some supplier/vendor/beneficiaries may not yet be finalized and identified. For any changes in the vendor, the Commitment vendor should be changed **BEFORE** processing the Payment Voucher.

Changing of the Commitment Vendor can be done by the Line Ministry Divisions if they are able to identify the Vendor. If the final Vendor is identified in the Outer Island, then the Island Treasurer will update the Vendor of the Commitment.

To change the vendor, follow these steps.

Step 1. Search for the Commitment number from the Commitment Report presented. Then click the Lookup button on the Vendor Field.

Commitment

[Update/Delete Mode]

Commitment Number: COMM-24-17-0006

* Fiscal Year: FY 2024

* Fiscal Period: JANUARY

* Issue Date: 16/1/2024

* Budget Office: 1702

* Workflow Status: Approved

Workflow Process Status: Approved

* Commitment Type: Departmental Warrant

* Posting Status: Saved

* Origin: Manual

* Vendor: 2016170

Name: Tioti OREA

Step 2. Provide the new *Vendor Name* and then click the Find button.

Vendor

[Search Mode]

Code:

Eligibility Status:

Name:

Short Name:

Step 3. Click to select the new Vendor from the list.

Vendor

+
🔍
☰
✕

[Selection Mode]

Code	Name
0007740	Reei Tioti
0007766	Tiotibin BITAMATANG
0008063	Rouata TIOTI
0180561	Tekennara Tioti
0200042	Marutaake TIOTI
0421004	Rooti TIOTI
1637	Tioti's Kids
1893	Tiotipa
2000178	Bwebwetaake TIOTI KANTERA
2001053	Tioti IOANE

Step 4. The New Vendor code is saved in the Vendor Field.

Commitment

+
🔍
☰
🕒
📄
PDF
✍️

[Update/Delete Mode]

* Issue Date	<input type="text" value="16/1/2024"/>	
* Budget Office	<input type="text" value="1702"/>	🔍 ☰
* Workflow Status	<input type="text" value="Approved"/>	▼
Workflow Process Status	<input type="text" value="Approved"/>	▼
* Commitment Type	<input type="text" value="Departmental Warrant"/>	▼
* Posting Status	<input type="text" value="Saved"/>	▼
* Origin	<input type="text" value="Manual"/>	▼
* Vendor	<input style="background-color: #ffffcc;" type="text" value="2001053"/>	🔍 ☰
Name	<input type="text" value="Tioti IOANE"/>	

Step 5. Click the Update button.

Commitment

[Update/Delete Mode]

Approved By: tmetutera

Approved On: 16/1/2024 12:17:43

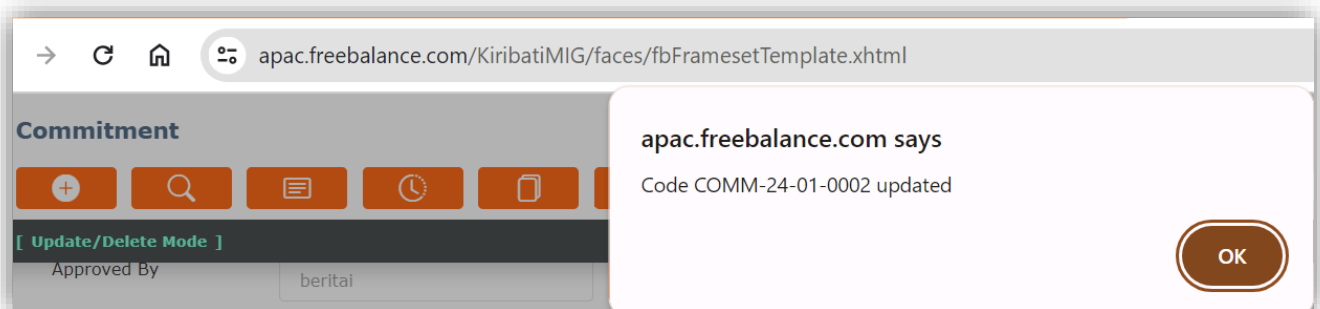
Description: Travel Expenses

* Items | Attachments

Select	Serial Number	Coding Block	Amount AUD	Balance AUD
<input type="checkbox"/>	1	1701/1101/00000/25/226112/011	110.50	0.00

Buttons: [Checkmark] [Share]

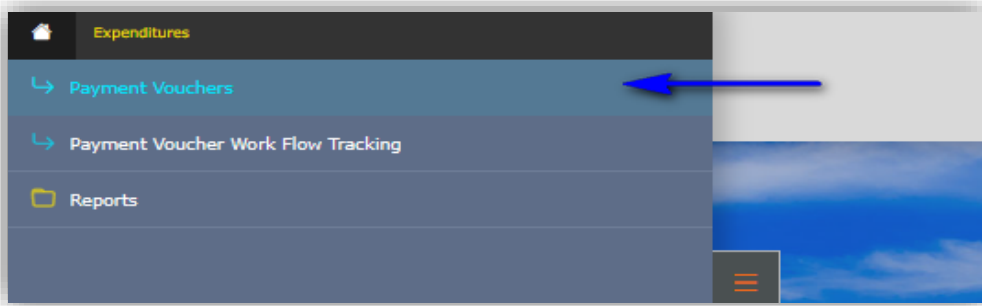
Step 6. Click Ok on the displayed message to confirm the changes made in the Commitment.



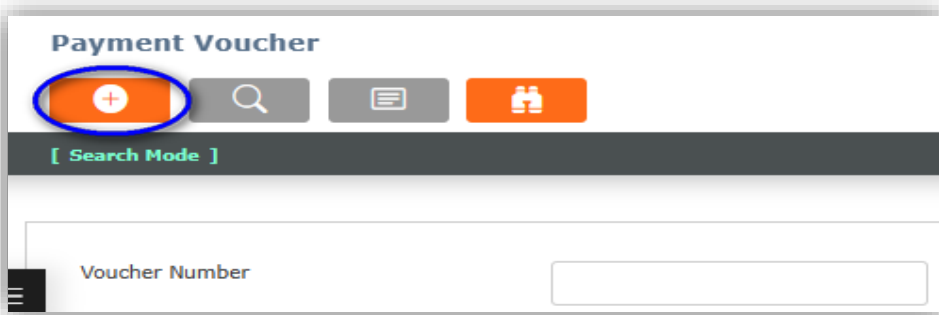
3.2.5 How to record Payment Voucher for DW related expenses

To record Payment Voucher from commitment, follow these steps.

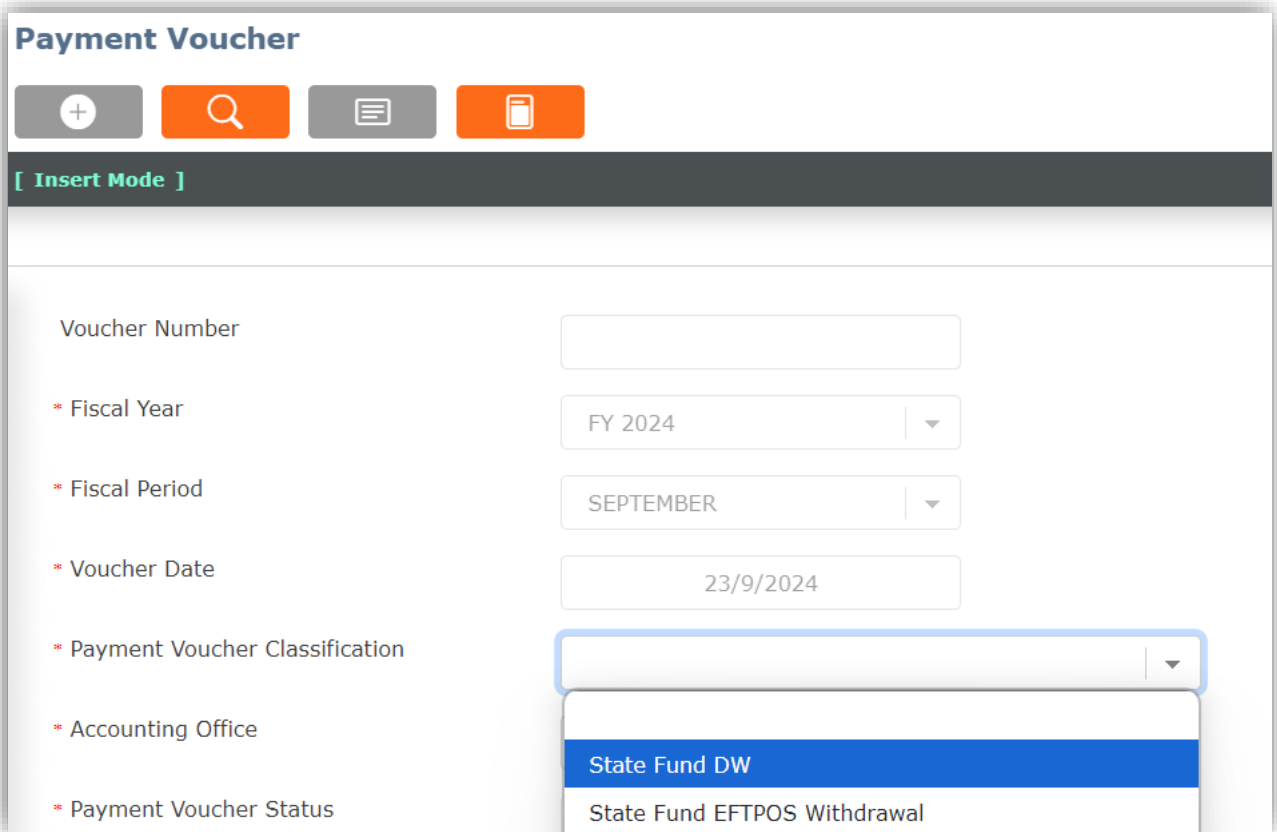
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



Step 2. Click the New  button.



Step 3. Select the "State Fund DW" from the dropdown list.



Step 4. Enter the Institution code in the Accounting Office. PS: Make sure to select your Accounting Office.

* Accounting Office

Step 5. Click on the Lookup button to go to the Vendor screen.

* Vendor

Step 6. Click the Find button; this will display the list of Vendors to select from.

Vendor

[Search Mode]

Code

Eligibility Status

Name

Short Name



Step 7. Click to select the appropriate Vendor. Once selected, the code of the selected is displayed in the field.

Vendor


[Selection Mode]

Code	Name	Short Name
20670	Abaiang Multiple	ABM

Step 8. Make sure that the Bank Account Number of the Vendor is set on "Not Required, Pay Cash".

* Vendor  

Name

* Bank Account 

Branch

Bank

Step 9. Enter the **Customer name** & **Claim Date** in Invoice/Claim Number and **Date** in Invoice/Claim Date


Payment Voucher



[Insert Mode]

* Bank Account

Branch


Bank

* Invoice/Claim Number 

* Invoice/Claim Date  

Step 10. Select the applicable payment by Fund Type from the list. Recurrent or development budget related payments.

* Payment Location

* Payment Mode by Fund Type 

* Treasury Bank Account

- Recurrent Budget - Payments
- Development Budget - Payments

Step 11. Make sure to select the correct Treasury Bank Account. Please note that each island has each own Treasury bank account.

Payment Voucher



[Insert Mode]

* Invoice Receipt Date: 14/1/2026

* Payment Location: MFED Treasury

* Payment Mode by Fund Type: Recurrent Budget - Payments

* Treasury Bank Account: 621212-21

* Offset Code: 631811

* Payment Term: Immediate

Created By: tkeeko

Created Date:

Step 12. Enter the **Name of Customer, Payment Details** with **periods** involved, **Commitment Number** & **Island Name; and DW number** in the Narration. Please use the example provided in the Narrative field below. Then click the Import Commitment Button.

Approved Date

Narration: Teretia loane – Payment of motorbike hire for periods 12/09/25-25/09/25. Comm-25-08-001 North Tarawa, WSVV-25-17-1234

* Payment Voucher Line Items | * Payment Voucher Payment Details | Attachments

+ | [Trash] | [Checklist] | [X] | [Document] | [Pencil] | **[Import]**

Select	Serial Number	Commitment Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD


Step 13. Click the Import Commitment Item


Commitment Item

[Search Mode]

Serial Number

Status

Coding Block 

Commitment 

Step 14. Click the Search button.

Commitment Item




[Search Mode]

Serial Number

Step 15. Click to select the Commitment to pay.

Commitment Item IFMIS - TRAINING
FreeBalance Applic

[Selection Mode] Ex

     Select All Unselect All

Select	Obligation	Created On	Serial Number	Coding Block	Amount Domestic	Description
<input type="checkbox"/>	COMM-23-18-0002	16/7/2023 07:50:18	1	1801/1101/00000/91/211113/101	120.00	using - July 2023

Step 16. Go to Attachment Tab and click New Button

Payment Voucher

Trainin
FreeBalance Applic

[Insert Mode]
Home > Exit

Approved By

Approved Date

* Narration

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

Additional Information

+

🗑

📄

📄

Payment Voucher

Information

Attachment Classification

Application Language

* Title

* Description

* Attachment Choose File | No file chosen

Date Time

Date 📅

User

✓

✗



NOTE: The attachment depends on types of claims:

1. Claim letter – a certified claim letter
2. Allowances – attendance

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Amount FC	Tax
<input checked="" type="checkbox"/>	1		1801/1101/00000/91/211113/101	using - July 2023	120.00	0.00	120.00	0.00	

Step 17. Navigate to the Transition field of the screen and select the **"Request for Authorization"** from the dropdown list then.

* Payment Voucher Status: Created
 Workflow Process Status: Prepared
 Transition: ▼
 Posting Status:

Cancel
 Request for Authorization

Step 18. Click the Transition button.

* Payment Voucher Status: Created
 Workflow Process Status: Prepared
 Transition: Request for Authorization
 Posting Status: Saved

Step 19. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow transition is executed.

Application Language: English

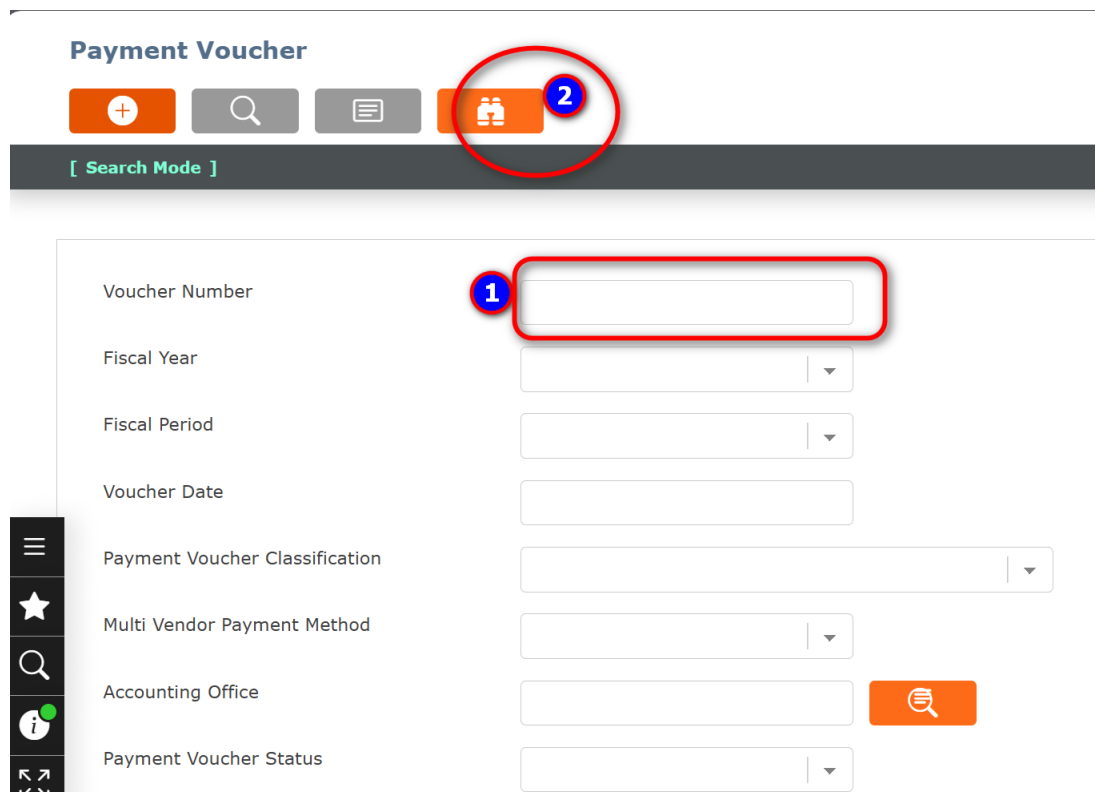
Step Note:

Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

3.2.6 Important Steps for DW-Payment Voucher.

Note: Once the PV is created and authorized, please print the pv report and make sure that the customer signed it. Kindly attach the signed PV report and uploaded/attached it to the PV on the system.

Step 1: Go to PV screen and search for the PV number you have created and click find.



Payment Voucher

[Search Mode]

Voucher Number

Fiscal Year

Fiscal Period

Voucher Date

Payment Voucher Classification

Multi Vendor Payment Method

Accounting Office

Payment Voucher Status

Step 2: The PV details will show; check that it is the correct pv and then click PDF to download the report. A pdf report will be downloaded.

Payment Voucher



[View Mode]

Voucher Number	<input type="text" value="10"/>	
* Fiscal Year	<input type="text" value="FY 2026"/>	▼
* Fiscal Period	<input type="text" value="JANUARY"/>	▼
* Voucher Date	<input type="text" value="14/1/2026"/>	
* Payment Voucher Classification	<input type="text" value="State Fund DW"/>	▼
* Accounting Office	<input type="text" value="17AB"/>	<input type="button" value="🔍"/>
* Payment Voucher Status	<input type="text" value="Approved"/>	▼
Workflow Process Status	<input type="text" value="Paid"/>	▼
* Posting Status	<input type="text" value="Saved"/>	▼
* Origin	<input type="text" value="Manual"/>	▼
* Currency	<input type="text" value="AUD"/>	▼
* Exchange Rate	<input type="text" value="1.0000000000"/>	
* Total Amount AUD	<input type="text" value="300.00"/>	
* Total Amount FC	<input type="text" value="0.00"/>	
Journal Voucher	<input type="text" value="4771"/>	<input type="button" value="🔍"/>
Is Purchase Order Related Payment Voucher	<input type="checkbox"/>	
is Prepaid	<input checked="" type="checkbox"/>	

Step 3: Check your download file on your computer. The PV report looks like this:



GOVERNMENT OF KIRIBATI
 Ministry of Finance and Economic Development
 P. O. Box 67, MFED, Bairiki, Tarawa, Republic of Kiribati

PAYMENT VOUCHER

Payment For : Outer Island Abaiang (17AB) Number : 10
 Payee Name : Abaiang Multiple Payment Method : Cash
 Payee Address : abaiang island council
 Payee Bank Account : bank: anz kiribati/ account number: not required, pay cash
 Invoice Number/s : inv 111

No.	Item Description and Accounts	Gross Amount (AUD)	Tax Amount (AUD)	Net Amount (AUD)
1	pmt to motorbike hire for XXX for NEPO Staff 1704/1101/00000/21/211111/011 MFED- NEPO/Cons. Fund- GoK/Not Defined/Abaiang/Salaries/Executive and legislative organs, financial and fiscal affai	200.00	0.00	200.00
2	PMT to YYY for maneaba hire for NEPO staff 1704/1101/00000/21/211111/011 MFED- NEPO/Cons. Fund- GoK/Not Defined/Abaiang/Salaries/Executive and legislative organs, financial and fiscal affai	100.00	0.00	100.00

Step 4: On the hardcopy of the PV PDF, please ensure that the customer/payee signed confirming that he/she has received the cash. Once the customer(s) have signed the pv document, make sure to scan and attach that copy to the PV screen on ifmis.



GOVERNMENT OF KIRIBATI
 Ministry of Finance and Economic Development
 P. O. Box 67, MFED, Bairiki, Tarawa, Republic of Kiribati
PAYMENT VOUCHER

Payment For : Treasury (1702) Number : 11
 Payee Name : Temwaka Kubaeta Payment Method : Cash
 Payee Address : betio
 Payee Bank Account : bank: anz kiribati/ account number: 1435475
 Invoice Number/s : Inv1111

No.	Item Description and Accounts	Gross Amount (AUD)	Tax Amount (AUD)	Net Amount (AUD)
1	test 1702/1101/0000/21/211111/011 MFED- Treasury/Cons. Fund- GoK/Not Defined/Abaiang/Salaries/Executive and legislative organs, financial and fiscal affai	2.00	0.00	2.00
	Receiver 1 Name Amount Signature Reca. Tebuci 40 <i>[Signature]</i>			
	Receiver 2 Name Amount Signature			
Net Payable Amount (AUD)				\$ 2.00

Prepared By : Takareti KEEKO (Island Treasurer) Approved By Treasury : Ω
 Authorized By Line Ministry : Tiebane Merimeri (Deputy Accountant General) Approved Date/Time :

I certify that: a) the voucher is correct in every particular, b) the payment is in accordance with Financial Regulations, c) all debits and credits have been entered in the votes ledger and d) I have authority to sign and that amount of **** TWO Dollars****

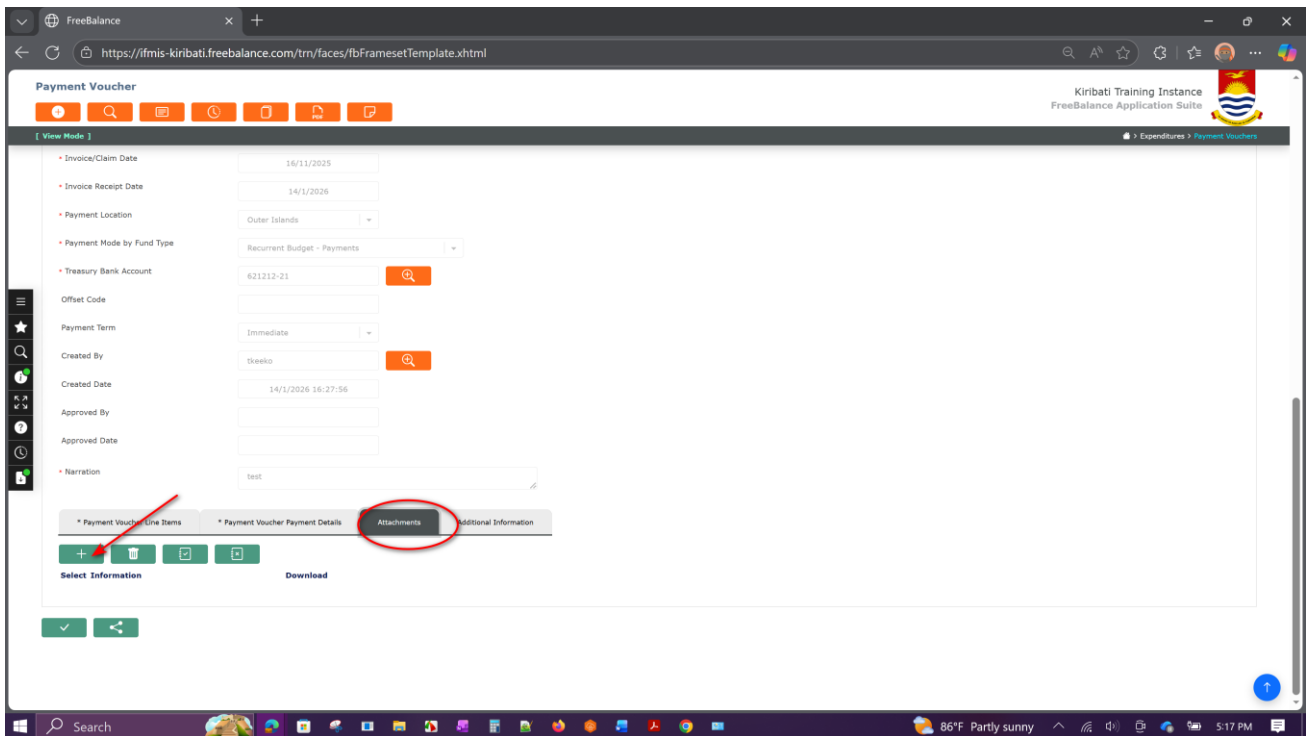
Authorized for payment by Ω on

Date and Time Printed: Jan 14, 2026 4:35 PM
 Jan 14, 2026 4:35 PM

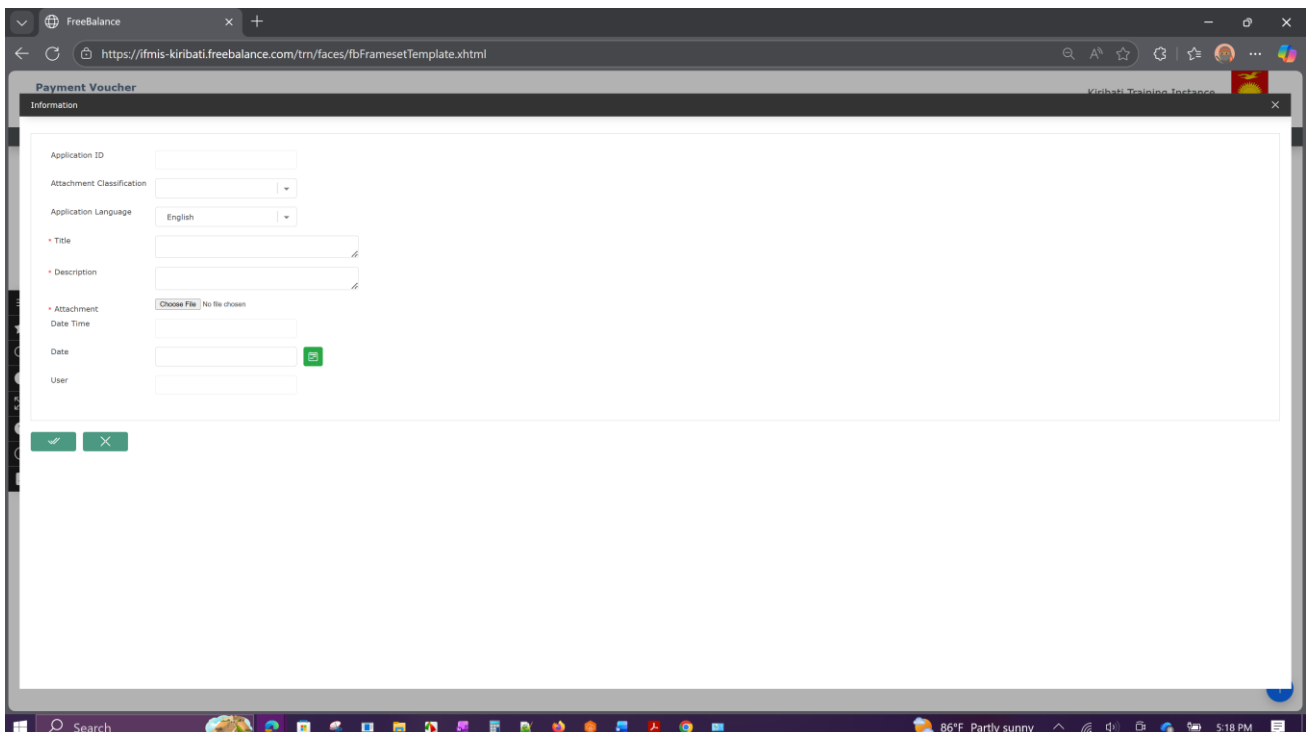
Printed By: tmerimeri

I / I

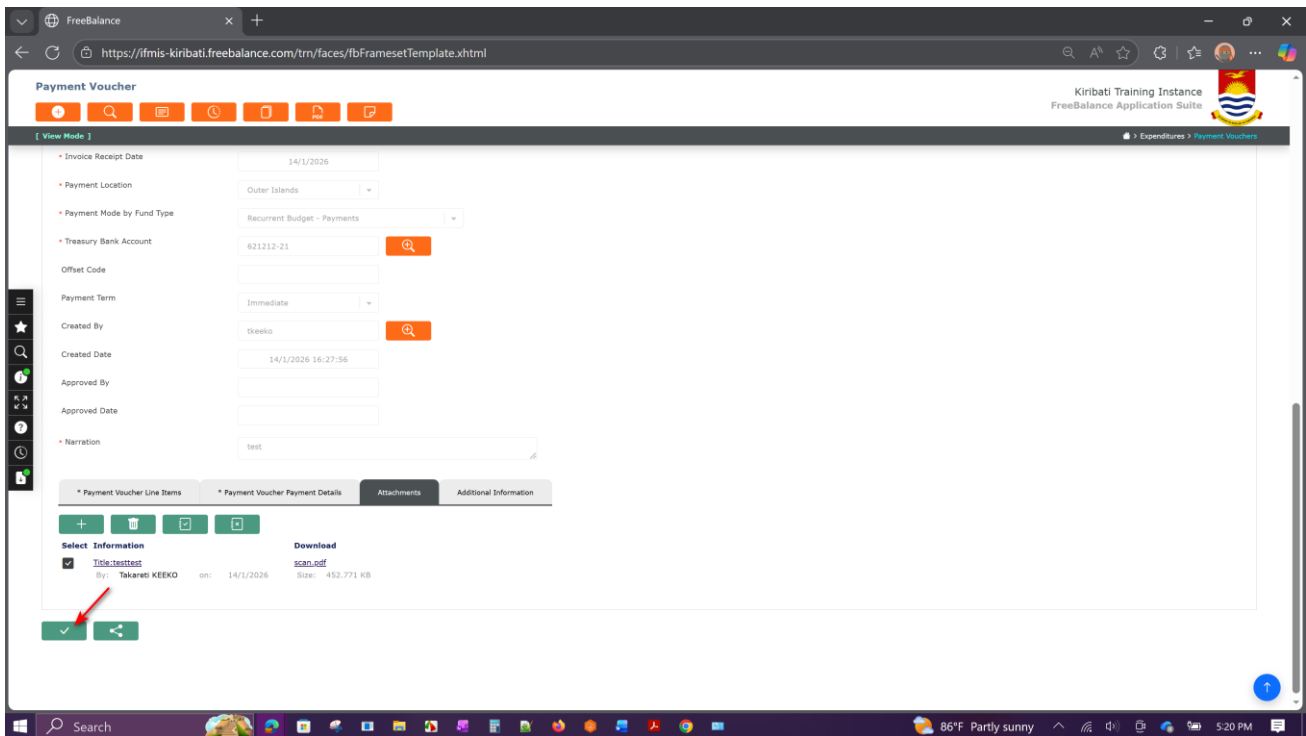
Step 5: Go back to the PV screen, look up the concerned PV and attach the pv document that the customer has signed.



Step 6: populate the title and description and choose the correct scanned pv document. When done click



Step 7: Click update after saving the attachment.



The next transition will be reviewed and approved by Treasury. PS: Please note that pv's with no signed documents by the customer will be on hold.

3.3 Processes related to Freight Refunds and Copra Payments

Freight Refunds paid in the outer islands are reimbursement of freights paid for by the Vendors, Communities, Individuals and organizations. As part of this freight is subsidized by the Government of Kiribati, these freights are refunded to the claimants through the Outer Islands.

The supporting documents for **Freight Refund** to be submitted by the claimants to the island council to process the Freight Refunds are the follows:

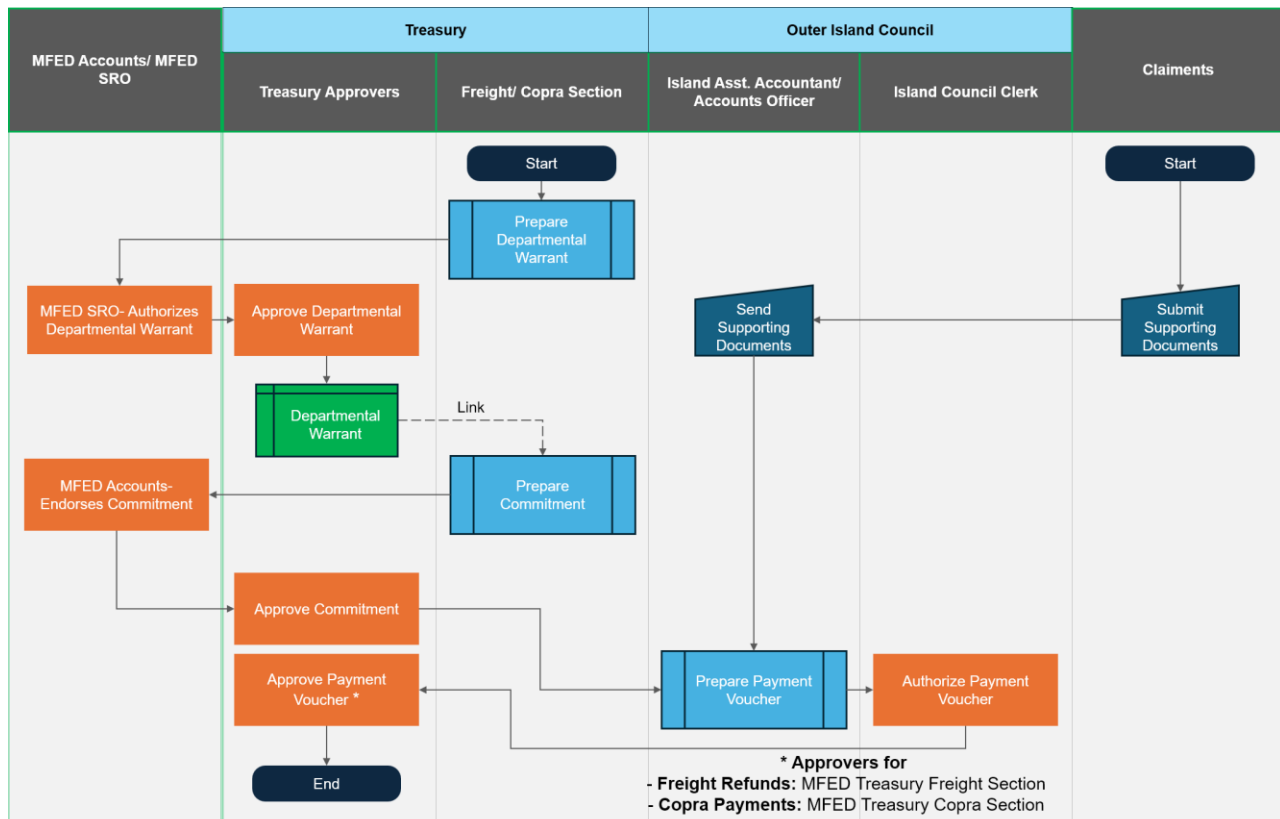
1. **Registered businesses** submit documents to island council. -Only for islands
 - a. Original Freight Application Form- Signed by the Claimant
 - b. Original Shipping Receipt must be stamped from the shipping company
 - c. Original Bill of Lading must be stamped from the shipping company
 - d. Original Invoice from the Suppliers
2. **Religious Bodies** - submits documents to island council. -Only for islands
 - a. Original Freight Application Form- Signed by the Claimant
 - b. Original Shipping Receipt must be stamped from the shipping company
 - c. Original Bill of Lading must be stamped from the shipping company
 - d. Original invoice from the Suppliers
 - e. Original Letter from the head of the church
3. For **Individuals/Community** - submits documents to island council. -Only for islands
 - a. Original Freight Application Form- Signed by the Claimant
 - b. Original Shipping Receipt must be stamped from the shipping company
 - c. Original Bill of Lading must be stamped from the shipping company
 - d. Original invoice from the Suppliers
 - e. Original Letter from Member of the Parliament, stamped and certified by the court clerk

COPRA payment done in the outer islands are subsidies paid by the Government of Kiribati directly to the farmers.

The supporting documents to be submitted for **COPRA Payment** by the claimants to the island council to process the Copra Payment are the follows:

1. Original Tally Form
2. Original Copra Purchase Return

The process flow diagram is provided below:

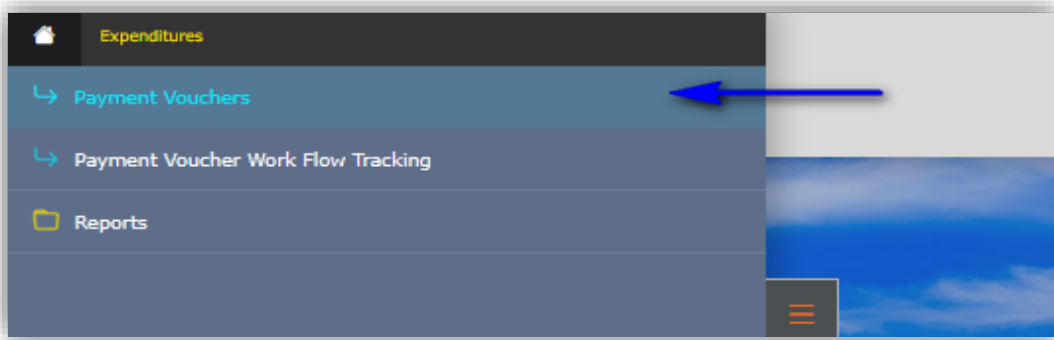


The process description for Freight Refunds and Copra Payments is as follows:

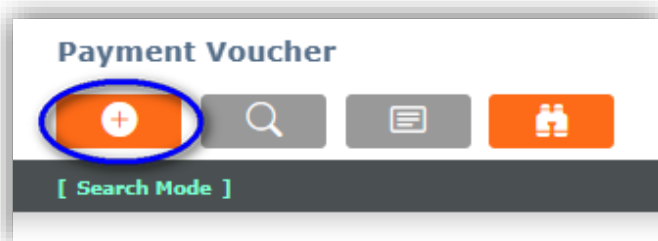
1. Freight/ Copra Section prepares DW for Freight Refunds or Copra Payments
2. MFED Accounts/ MFED SRO authorizes the DW
3. Treasury Approvers approves the DW
4. DW generated in IFMIS
5. Treasury Freight/ Copra Section prepare Commitment
6. MFED Accounts endorse commitment
7. Treasury Approvers approve commitment
8. Commitment generated in IFMIS
9. Vendors submit all supporting documents (as detailed above) for **Freight Refunds** or **Copra Payments** to the Island Council
10. Based on the supporting documents, Island Asst. Accountant/ Accounts Officer prepares the Payment Voucher (PV) in IFMIS
11. Island Council Clerk authorize the PV in IFMIS
12. Treasury Approvers approves the PV
13. If the PV is unclaimed, raise a RV to reverse the expenditure **within 3 days** following RV Process with respective island code (*the steps are provided in Section [3.6.1 How to record Revenue Voucher](#)*)

3.3.1 How to record Payment Vouchers for Freight Refunds/ or Copra Payments

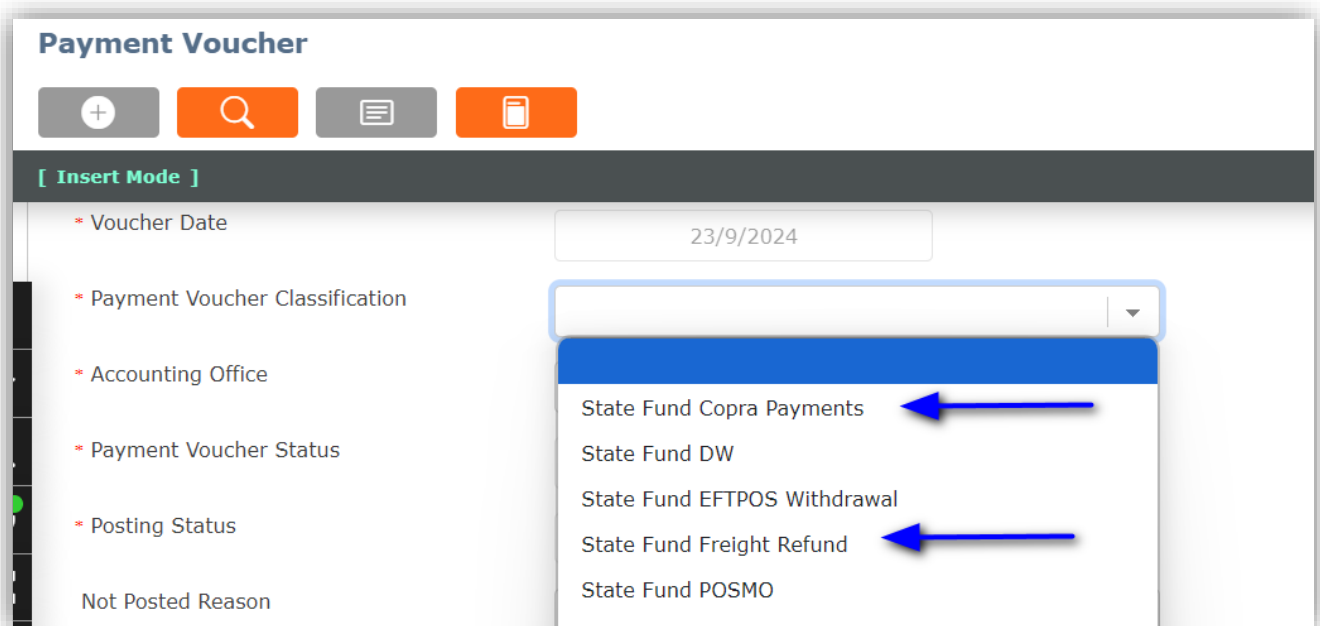
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



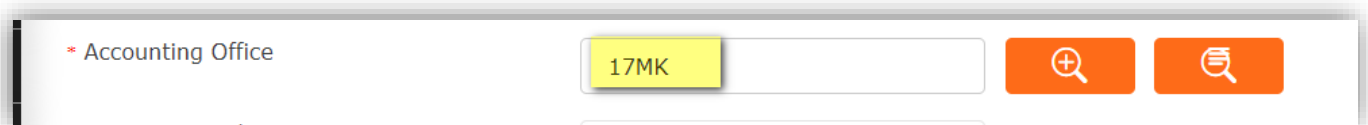
Step 2. Click the New  button.



Step 3. Select the applicable classification from the dropdown list.



Step 4. Enter the Institution code in the Accounting Office.



Step 5. Validate of the following default data.

Payment Voucher

[Insert Mode]

Invoice/Claim Number	<input type="text"/>	
Invoice/Claim Date	<input type="text"/>	
* Invoice Receipt Date	23/9/2024	
* Payment Location	Outer Islands	
* Payment Mode by Fund Type	Recurrent Budget - Payments	
* Treasury Bank Account	621212	
Offset Code	631811	
Payment Term	Immediate	

Note: For freight, make sure that the Payment Mode by Fund Type is "Recurrent Budget - Payment".
 For Copra, make sure that the Payment Mode by Fund Type is "Development Budget - Payments".

Payment Voucher

[Insert Mode]

Invoice/Claim Number	<input type="text"/>	
Invoice/Claim Date	<input type="text"/>	
* Invoice Receipt Date	4/2/2026	
* Payment Location	Outer Islands	
* Payment Mode by Fund Type	<input type="text"/>	
* Treasury Bank Account		
Offset Code		

Recurrent Budget - Payments
 Development Budget - Payments

Step 6. Enter the Narration and click the New button.

Narration

* Payment Voucher Line Items | * Payment Voucher Payment Details | Attachments

Select Serial Commitment Coding Block Description Import Commitment Item Tax Am

Number Item

Step 7. Click the Search button

Commitment Item

[Search Mode]

Serial Number

Step 8. Click to select the Commitment to pay.

Commitment Item Republic of Kiribati
FreeBalance Application Suite

[Selection Mode] 🏠 > Expenditures > Pay

Select	Commitment	Created On	Serial Number	Coding Block	Amount Domestic	Description
<input type="checkbox"/>	COMM-24-10-0012	11/1/2024 12:55:14	1	1004/1101/00000/91/221113/086	32.80	Freight and Handling charges
<input type="checkbox"/>	COMM-24-17-0150	19/2/2024 14:16:39	1	1702/7102/00000/91/282166/011	1,714.24	freight refund - Imbo
<input type="checkbox"/>	COMM-24-21-0383	22/2/2024 16:08:44	1	1702/7102/00000/91/282166/011	155,745.05	Freight refund - Kiritimati Is.

[Select All](#) | [S](#)

Step 9. Click the Save button.

* Payment Voucher Line Items		* Payment Voucher Payment Details		Attachments		
Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount
<input checked="" type="checkbox"/>			1702/7102/00000/30/282166/011	Freight	1,000.00	



NOTE: The attachment for the copra & Freight refund Payments

1. Copra - CPR
2. Freight - Freight documents with refund form


Step 9. Navigate to the Transition field of the screen and select the "Request for Authorization" from the dropdown list then.

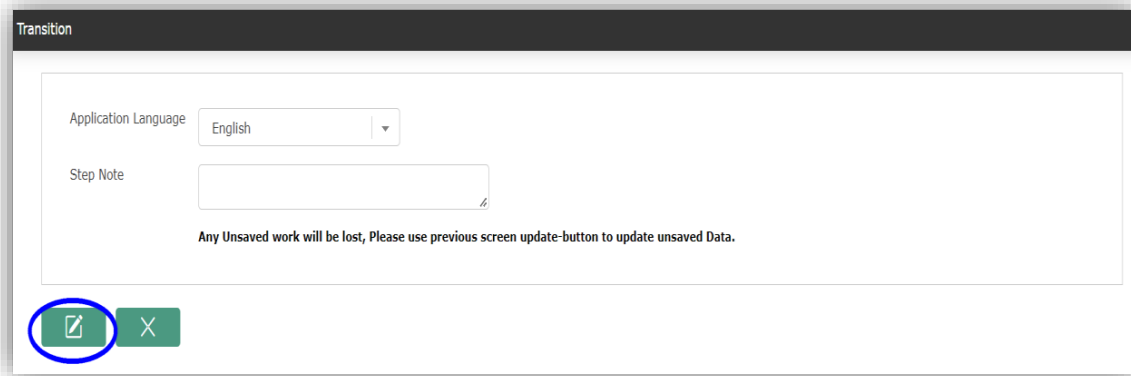
* Payment Voucher Status: Created
 Workflow Process Status: Prepared
 Transition:
 Posting Status:

Cancel
 Request for Authorization

Step 10. Click the Transition button.

* Payment Voucher Status: Created
 Workflow Process Status: Prepared
 Transition: Request for Authorization
 Posting Status: Saved

Step 11. Enter the remarks on the step note for the next approver. Click the Finish  button. A message is displayed saying that the workflow transition is executed.



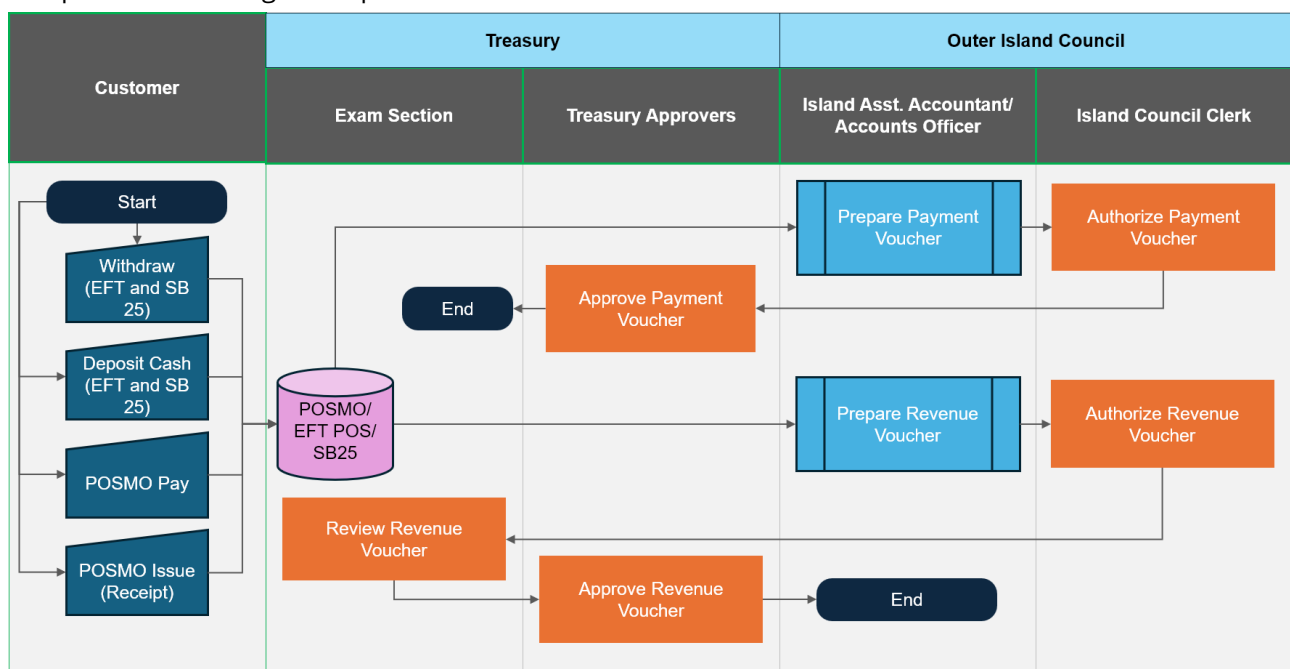
3.4 Processes related to POSMO, SB 25 and EFT POS

POSMO Transactions recorded in the outer islands are payments and collections made by the customers. These are postal money orders made by any customers to receive money or send money through the money available in the Island Council.

SB25 Transactions recorded in the outer islands are payments and collections made by Customers to their Bank accounts.

EFT POS Transactions recorded in the outer islands are payments and collections made by Customers to their Bank accounts.

The process flow diagram is provided below:



The process description for POSMO, SB 25 and EFT POS are as follows:

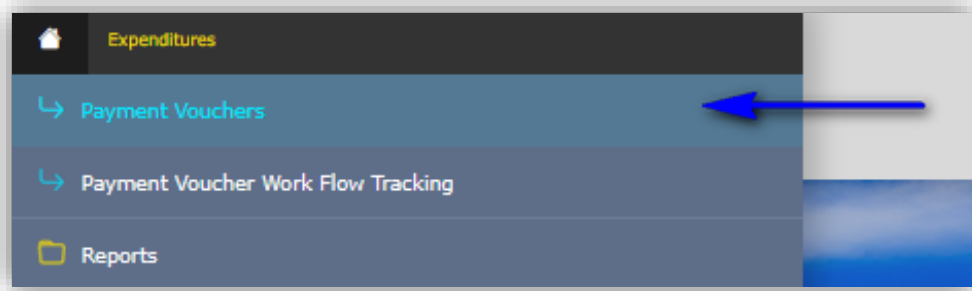
1. Customers go to the Island Council to
 - a. withdraw or deposit from their account (EFT POS and SB 25)

- b. either send out a payment to recipient in another island or in the capital, or to receive money sent to them by senders (POSMO pay or POSMO issue)
- 2. Process external to IFMIS
 - a. POSMO
 - i. Island Asst. Accountant/ Accounts Officer process the payments and collections through the POSMO system.
 - ii. Island Asst. Accountant/ Accounts Officer issues POSMO paid and receipt slip to the customer coming from a printout in POSMO system.
 - b. SB25
 - i. For Account withdrawals, the customer fills out a withdrawal slip, submits to the Island Council.
 - ii. For Account Deposits, the customer fills out a Deposit slip and submits to the Island Council together with the amount that they are depositing.
 - iii. Based on the transactions made, the passbook of the customer is updated.
 - c. EFT POS
 - i. For Account withdrawals, the customer swipes their bank card, the printout of the POS is issued to the Customer. The Island Treasurer printout the EFT POS Settlement.
 - ii. For Account Deposits, the POS receipt or the signed list is submitted to the Island Council with the money deposited by the Customers.
- 3. For payments,
 - a. Island Asst. Accountant/ Accounts Officer enters
 - i. For POSMO Payments, a summary or pay to others Payment Voucher (PV) in IFMIS at the end of the day.
 - ii. For SB25, a PV in IFMIS at the end of the day as a summary or pay to others based on the details of the withdrawal slip.
 - iii. For EFT POS, a pay to others PV in IFMIS based on the summary of payments made during the day.
 - b. Island Council Clerk authorizes the PV
 - c. Treasury Approvers approves the PV
- 4. For receipts,
 - a. Island Asst. Accountant/ Accounts Officer enters
 - i. For POSMO Issue (Receipts), a summary Receipt Voucher (RV) in IFMIS at the end of the day.
 - ii. For SB25, a RV based on the details of the Deposit Slip. One Revenue voucher is prepared for each Customer deposit.
 - iii. For EFT POS, one RV is prepared for each Customer deposit.
 - b. Island Council Clerk authorizes the RV
 - c. Exam Section reviews the RV
 - d. Treasury Approvers approves the RV

3.4.1 How to record Payments

To record the Payment, follow these steps.

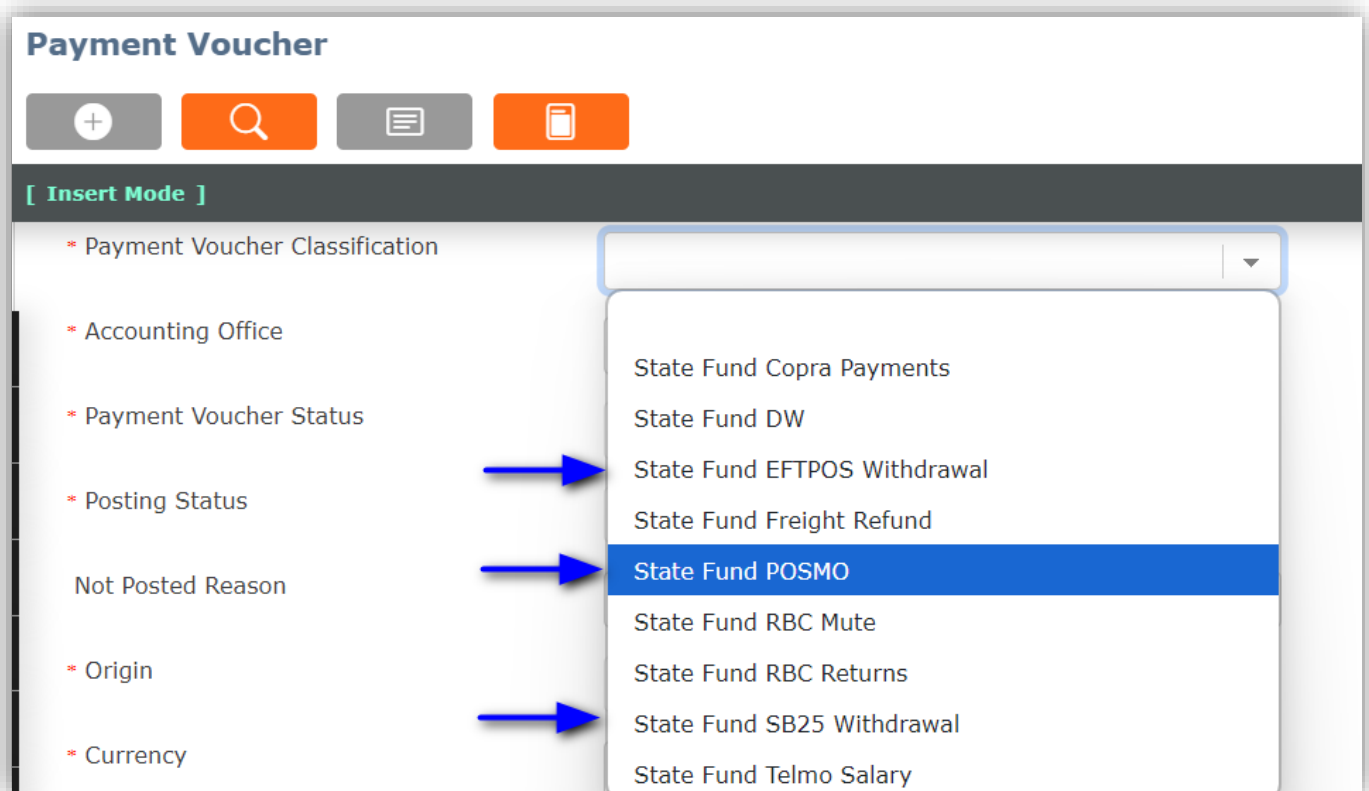
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



Step 2. Click the New  button.



Step 3. Select the applicable classification from the dropdown list.



Step 4. Select the Cash from the Payment Method for the Pay to Others payment

Payment Voucher

[Insert Mode]

Voucher Date: 25/9/2024

* Payment Voucher Classification: State Fund POSMO

* Multi Vendor Payment Method: **Cash**

* Accounting Office: [Search]

* Payment Voucher Status

* Posting Status

Not Posted Reason

Step 5. Enter the Institution code in the Accounting Office.

Payment Voucher

[Insert Mode]

* Payment Voucher Classification: State Fund POSMO

* Multi Vendor Payment Method: Cash

* Accounting Office: 17MK [Search] [Search]

* Payment Voucher Status

Step 6. Make sure to select the correct Vendor for your Island. For example Vendor code for North Tarawa is "Posmo North Tarawa 20676".

Payment Voucher

[+] [🔍] [📄] [📱]

[Insert Mode]

* Paid Status

* Vendor [🔍] [📄]

Name

Step 7. Make sure that the Bank Account Field is populated with "Not required, Pay Cash", by selecting it from the Drop-down list.

Payment Voucher

[+] [🔍] [📄] [📱]

[Insert Mode]

* Vendor [🔍] [📄]

Name

* Bank Account [▼]

Branch

Bank

Invoice/Claim Number

Invoice/Claim Date [📅]

* Invoice Receipt Date [📅]

* Payment Location [▼]

* Payment Mode by Fund Type [▼]

* Treasury Bank Account [🔍] [📄]

Step 8. Enter the Claim Number/Invoice Number and the date.

Please note that there should be NO DUPLICATE Invoice for the same Vendor. To avoid duplicate Invoice Number, you opt to add a date

Invoice/Claim Number

Invoice/Claim Date [📅]

Step 9. Select the applicable payment by Fund Type from the list. Recurrent or development budget related payments.

* Payment Location Outer Islands ▾

* Payment Mode by Fund Type Recurrent Budget - Payments ▾

Step 10. Make sure that the Treasury Bank Account is as follows:

- **621212 for State Fund – Island Code**

Step 11. Enter the Narration of the PV transaction. Then click the New button

* Narration Customer name, Posmo paid & Date, Island name

* Payment Voucher Line Items * Payment Voucher Payment Details Attachments Additional Information

+

✖

✓

✕

📄

✎

🗑️

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD
--------	---------------	-----------------	--------------	-------------	------------	----------------

Step 12. Enter the amount and click the Elements View button.

Payment Voucher

Payment Voucher Line Item

- Serial Number

- Amount AUD ←

Tax Amount AUD

- Net Amount AUD

Unit Of Measure

Sub Ledger Type

- Coding Block

Is Advance Recovery

⋮

🔍

🗨️

🔄

Step 13. Complete the details for the codes and then click the Save and Return button.

For POSMO Payment

Payment Voucher Line Item

Coding Block

SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined		
LOCATION	30 - Makin		
NATURAL ACCOUNT CODE	631223 - POSMO (Money Transfer)		
COFOG	000 - Not Defined		

For SB25 Payment

Payment Voucher Line Item

Coding Block

SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined		
LOCATION	30 - Makin		
NATURAL ACCOUNT CODE	631299 - Sundry Deposits		
COFOG	000 - Not Defined		

For SB 25, the Coding Block will need a Subledger Code. Enter this Code **00050006117A**

Sub Ledger Type	Customer	
* Sub Ledger Code	00050006117A	
* Coding Block	1702/1101/00000/30/63129 9/000	

For EFT POS

Coding Block

SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined		
LOCATION	30 - Makin		
NATURAL ACCOUNT CODE	621237 - EFTPOS		
COFOG	000 - Not Defined		

For EFT POS, the Coding Block will need a Subledger Code. Enter this Code **621237**

Payment Voucher

Payment Voucher Line Item

Tax Amount AUD	<input type="text" value="0.00"/>
* Net Amount AUD	<input type="text" value="0.00"/>
Unit Of Measure	<input type="text"/>
Sub Ledger Type	Customer
* Sub Ledger Code	621237 - EFTPOS
* Coding Block	1702/1101/00000/38/621237/000
Is Advance Recovery	<input type="checkbox"/>
Sub Ledger Code Description	EFPOS

Step 14. Add the narration for the line Item then click the Save and Return button.

Payment Voucher Line Item

* Sub Ledger Code	<input type="text"/>
* Coding Block	1702/1101/00000/38/621237/000
Is Advance Recovery	<input type="checkbox"/>
Quantity Received	<input type="text"/>
Unit Price AUD	<input type="text"/>
Description	Names, Settlement Batch # & TID# & Island Name

Payment Voucher Item Tax Info

Select	Serial Number	Tax	Tax Amount AUD	Tax Amount Foreign
<input type="checkbox"/>				

Step 15. Go to the Payment Details Tab. And Click the New button.

Narration

Step 16. Click on the item for the Serial No. 1.

Select	Serial Number	Payment Due Date	Payment Method	Payment Reference Number	Vendor	Payment Amount AUD
<input checked="" type="checkbox"/>	1	25/9/2024	Cash			100.00

Step 17. Edit the amount that is received by the Vendor and click on the lookup on the vendor.

Expense Voucher Payment Detail

Payee Account Number

Payee Name

Payee Address

* Payment Amount AUD

Payment Amount FC

Paid

Is Deduction Retention Payment

* Vendor

* Net Payment Amount AUD

Net Payment Amount FC

Step 18. Click the Save and Return button.

Payment Reference Number Series

Payment Reference Number

Payment Date

Payment Status

Payment Delivery Date

Step 19. Click the Save button.

Narration

* Payment Voucher Line Items | * Payment Voucher Payment Details | Attachments

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD
<input checked="" type="checkbox"/>			1702/1101/00000/30/631299/000	TID#, BATCH#, and PERIOD/DATE	100.00	0.00

Step 20. Navigate to the Transition field of the screen and select the "Request for Authorization" from the dropdown list then.

Payment Voucher Status	Created
Workflow Process Status	Prepared
Transition	<input type="text" value="Request for Authorization"/>
Posting Status	Cancel Request for Authorization

Step 21. Click the Transition button.

Payment Voucher Status	Created
Workflow Process Status	Prepared
Transition	Request for Authorization
Posting Status	Saved

Step 22. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow transition is executed.

Transition

Application Language:

Step Note:

Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

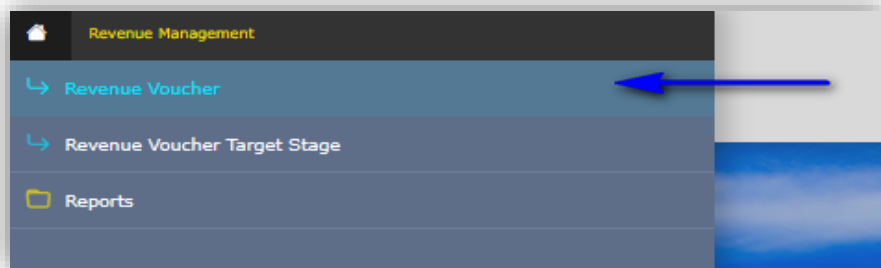
Note for Treasurers: *In checking the Payments, please note of the following attachments. They should be available in the Payment Voucher before the transition to the Approver.*

1. ATTACHMENTS FOR EFTPOS - SCAN COPY OF SETTLEMENTS, SCAN COPY OF SIGNATURE LIST, & UPDATED EFTPOS EXCEL
2. ATTACHMENTS FOR SB25 - SCAN COPY OF SB25 FORM & WITHDRAWAL SLIPS
3. ATTACHMENT FOR POSMO – Excel Posmo report & Signature list

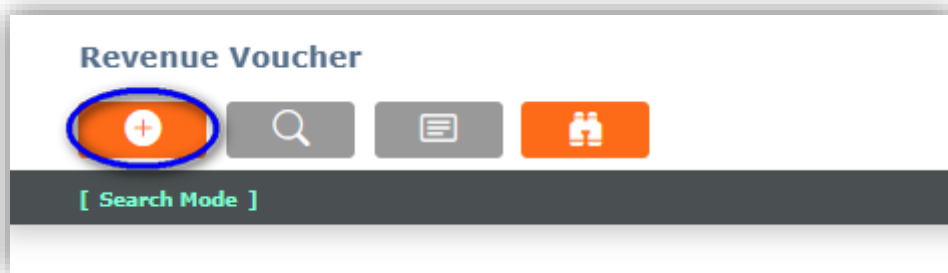
3.4.2 How to record Collections

To record the collections made to the customers, follow these steps.

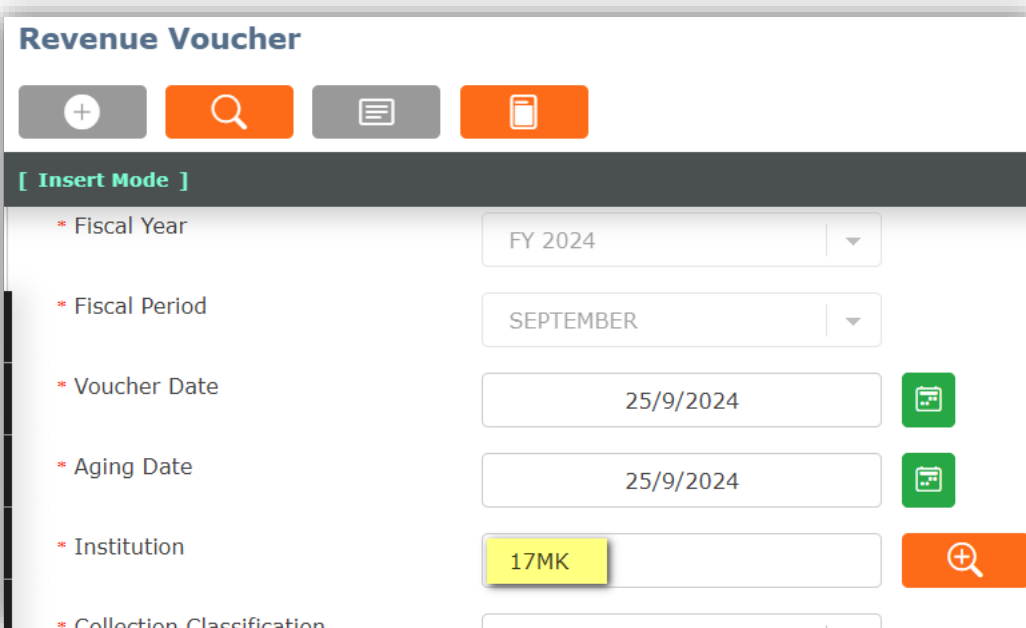
Step 1. Navigate the Menu > Revenue Management > Revenue Voucher. The Revenue Voucher is displayed by default at Search Mode.



Step 2. Click the New button and provide details as follows.



Step 3. Enter the Institution Code assigned for the Outer Island.



Step 4. Select the applicable from the dropdown list.

Step 5. Provide the details for the Customer. The customer selected is the Subledger used for the POSMO, SB25, and the EFT POS.

- **For SB25 Receipts:** 00050006117A
- **For EFT POS Receipts:** 621237
- **For Posmo Receipts:** 631223

Step 6. Enter the name of the person/customer collected from. The name of the individual here will be the name of the "Received From" printed in the **General Receipt**.


- **For SB25 Receipt Customers:** Enter the name of the individual customer
- **For EFT POS Receipts customers:** Enter the name of the individual customer
- **For Posmo Receipts Customers:** It is a multiple receipt

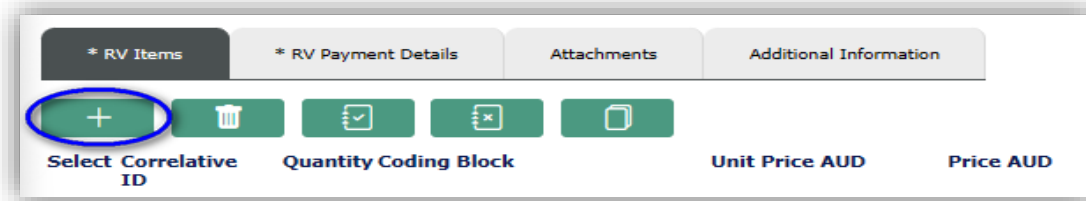
Step 7. Provide details below.

Step 8. Check that the bank account number is for **621212-38 State Fund & Island Code**.

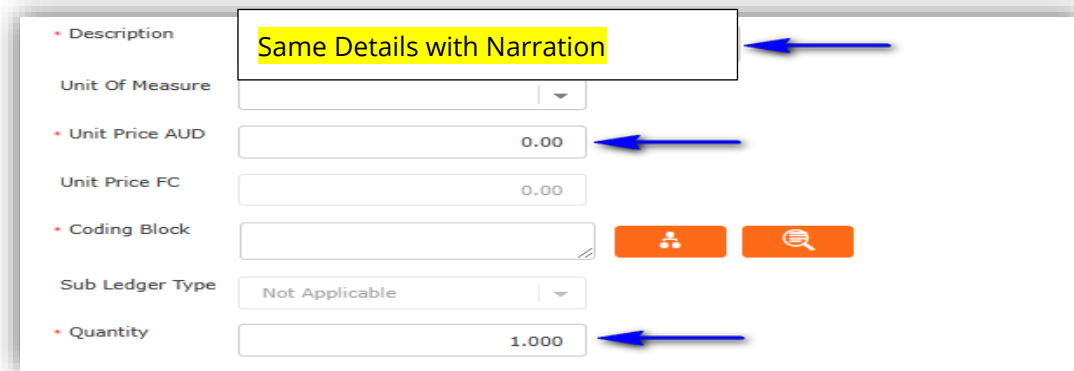
Step 9. Narration: Enter the details of the RV Transaction.

- **For SB25 Receipt RV Narration: Customer name, Receipt Details, SB25# & Island Name**
- **For EFTPOS Receipt RV Narration: Customer name, Receipt Details, TID#, Batch# & Island Name**
- **For Posmo Receipt RV Narration: Multiple names, Receipt Details, Period & Island Name**

Step 10. Click the New  button under the tab RV Items and provide the following.



Step 11. Enter the item description; quantity is defaulted at 1 and amount of the collection in the Unit Price



Step 12. Coding Block: Click on the Elements View button to add the details of the Codes. Select the applicable codes from the dropdown list.



For purposes of recording, the coding blocks used for each of the collection classifications are the following

- **For POSMO Receipts:** 1702/1101/00000/island code/631223/000
- **For EFT POS Receipts:** 1702/1101/00000/island code/621237/000
- **For SB 25 Receipts:** 1702/1101/00000/island code/631299/000

Step 13. Click the save and return button once the accounts are selected.



Step 14. Click the Save and Return button on the RV Line Item

Revenue Voucher

Revenue Voucher Item

* Description: Same details with Narration

Unit Of Measure: Each

* Unit Price AUD: 100.00

Unit Price FC: 0.00

* Coding Block: 1702/1101/00000/30/63122
3/000

Sub Ledger Type: Not Applicable

* Quantity: 1.000

* Price AUD: 100.00

* Price FC: 0.00

Step 15. Go to the tab RV Payment Details to add the details of the collected amounts. Click the edit link

* RV Items * RV Payment Details Attachments

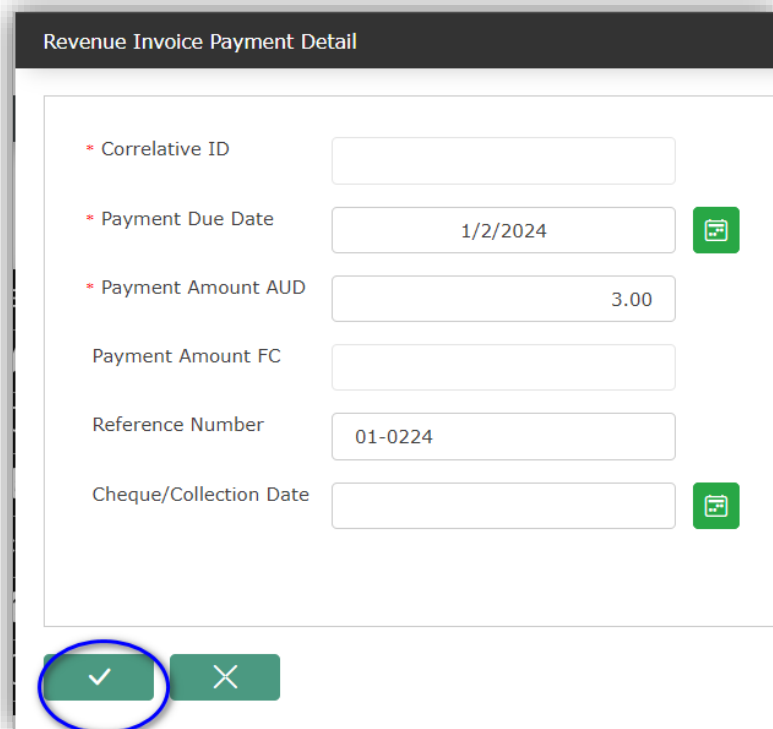
Select	Correlative ID	Payment Due Date	
<input checked="" type="checkbox"/>		1/2/2024	Edit

Step 16. Enter the reference number of the payment and the collection date. Then click the update and Return button.

- For POSMO Receipts reference number: Posmo report date
- For EFT POS Receipts reference number: TID# & Batch#
- For SB 25 Receipts reference number: SB25#





Issuance of General Receipt is based on the Classification

- For EFT POS Receipts and SB 25 Receipts: IFMIS General Receipt is generated, printed and issued to the customer. One collection for each customer is one Revenue Voucher.









- For POSMO Receipts: No IFMIS generated receipt is issued to the Customer. The receipt is printed from the POSMO System. That is why the total collection made during the day is entered in IFMIS as one Revenue Voucher.

Step 17. To enter the details of the multiple customers, after clicking the Save and Return button on Step 16. Repeat the process of adding another payment line item by clicking the New button. (Request to remove step 17-19 as the customer amount used is the total amount, not individually)

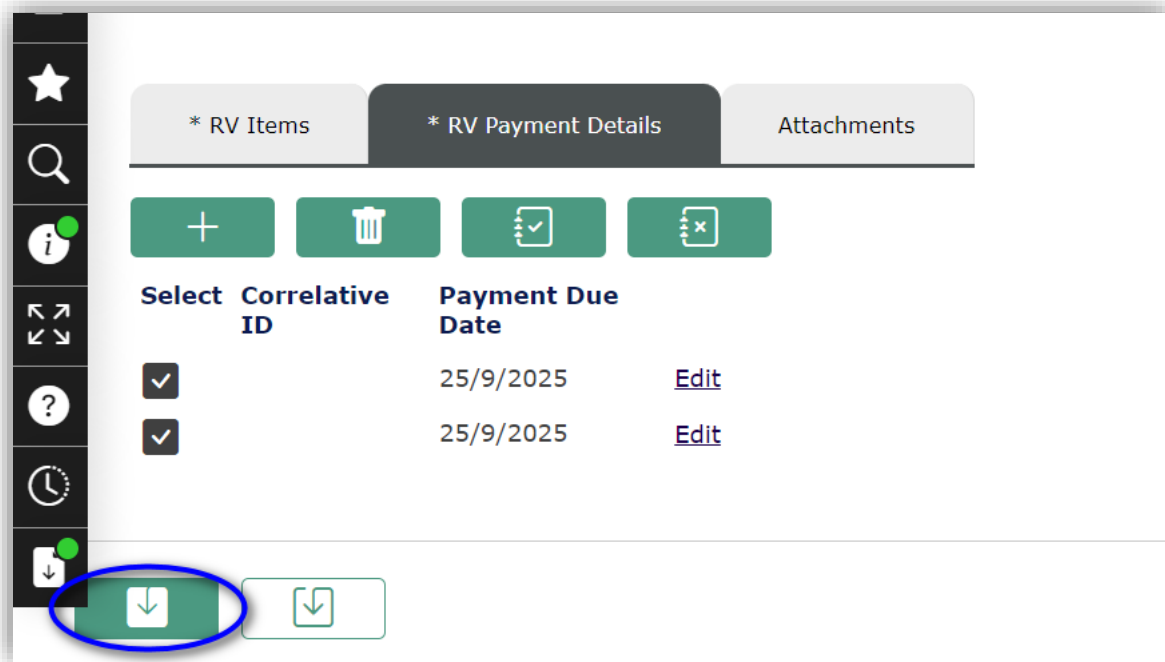
* RV Items	* RV Payment Details	Attachments	
			
Select	Correlative ID	Payment Due Date	
<input checked="" type="checkbox"/>		25/9/2025	Edit

Step 18. Enter the details below.

* Correlative ID	<input type="text"/>
* Payment Due Date	<input type="text" value="25/9/2025"/> 
* Payment Amount AUD	<input type="text" value="55.00"/> 
Payment Amount FC	<input type="text"/>
Reference Number	<input type="text" value="Toiti"/> 
Cheque/Collection Date	<input type="text"/> 

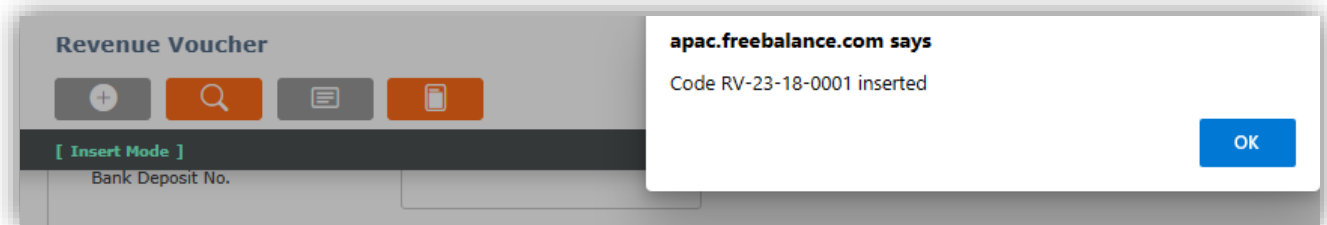
Step 19. Click the Save button when done. A message is displayed that the Transfer Voucher workflow is executed.



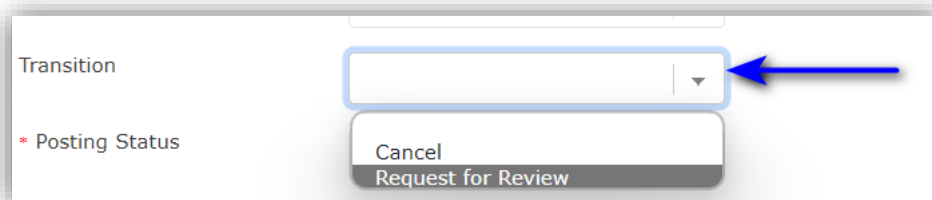
Step 21. Go to the Attachment Tap, click the New Button and upload the followings:

- For SB25 Deposit: Updated Original SB25 with deposit slip
- For EFTPOS Deposit: Merchant copy
- For Posmo Collection: Signature list & Excel Posmo Issue Report

Step 22. Click ok on the message displayed.




Step 23. Navigate to the Transition field of the screen and select the “Request for Review” from the dropdown list.



Step 24. Click the Transition button.

* Status	Created	▼
Workflow Process Status	Prepared	▼
Transition	Request for Review	▼
* Posting Status	Saved	▼





Step 25. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow.

Transition

Application Language: English ▼

Step Note:

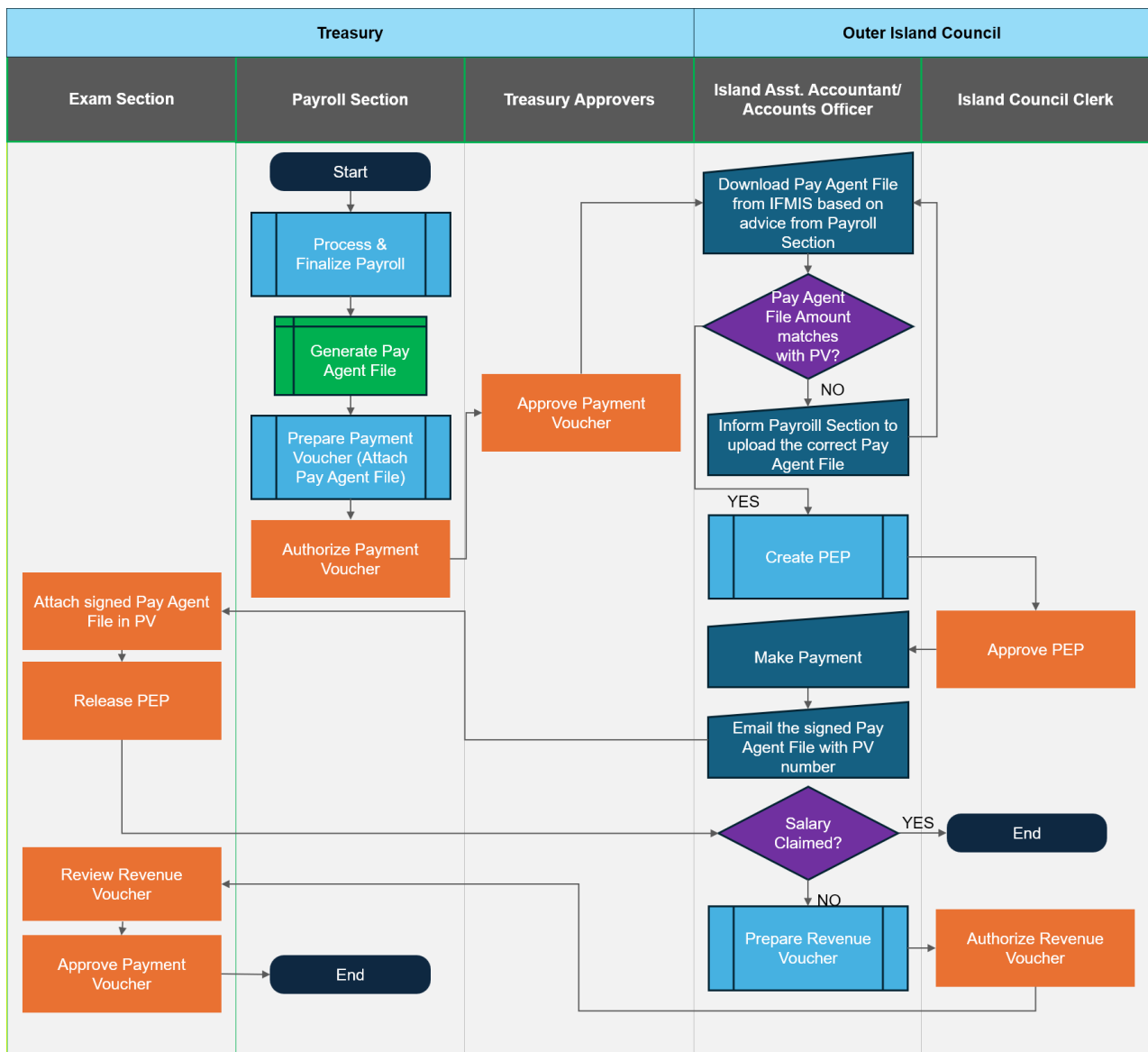
Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

3.5 Processes related to Outer Island TELMO Salary

The process for TELMO Salary is part of the Payroll Section Procedures Manual. This manual includes the part where the Outer Island receives the Pay Agent file from the MFED Treasury Payroll Section.

The process flow diagram is provided below:



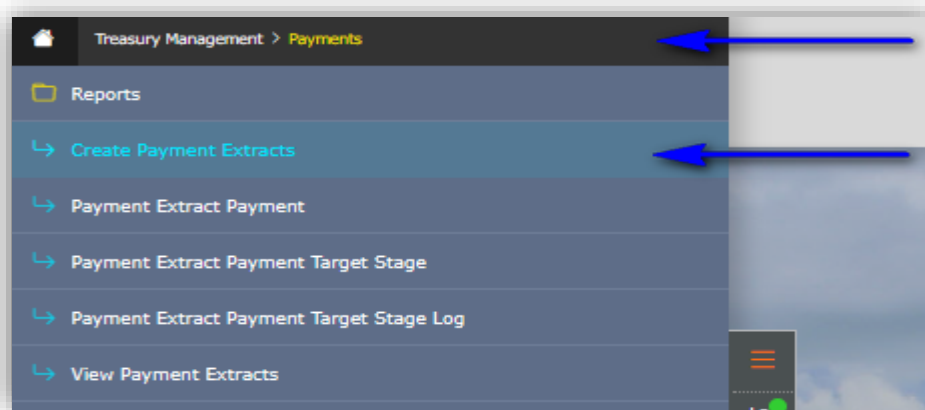
The process description for Outer Island TELMO Salary is as follows:

1. Payroll Section of Treasury process and finalize Payroll
2. Payroll Section of Treasury generate Pay Agent File
3. Payroll Section of Treasury prepare the PV and attach Pay Agent File
4. Payroll Section of Treasury authorize the PV
5. Treasury Approvers approves the PV
6. Island Asst. Accountant/ Accounts Officer downloads the Pay Agent File from IFMIS
7. If Pay Agent File Amount matches with PV,
 - a. Island Asst. Accountant/ Accounts Officer create Payment Extract Payment (PEP) prior to distributing the Telmo Salary to Outer Island Employees
 - b. Island Council Clerk approves the PEP
 - c. Island Asst. Accountant/ Accounts Officer makes the payment and makes the recipients sign the Pay Agent File
 - d. Island Asst. Accountant/ Accounts Officer emails the signed Pay Agent File with PV number to Exam Section, Treasury
 - e. Exam Section attaches signed Pay Agent File in PV

- f. Exam Section of Treasury release the PEP
8. If Pay Agent File Amount does not match with PV,
 - a. Island Asst. Accountant/ Accounts Officer informs Payroll Section to upload the correct Pay Agent File
 - b. Payroll Section of Treasury attaches the correct Pay Agent File
9. For the unclaimed TELMO salary,
 - a. Island Asst. Accountant/ Accounts Officer prepares a RV (refer to Section [3.6.1 How to record Revenue Voucher](#)). The entry for the RV is as follows:
 - Dr State fund (**1702/1101/00000/Is code/621212/000**)
 - Cr Telmo salary clearing (**1702/1101/00000/Is code/631212/000**)
 - b. Island Council Clerk authorizes the RV
 - c. Exam Section reviews the RV
 - d. Treasury Approvers approves the RV

3.5.1 How to Create Payment Extract

Step 1. Navigate the Menu > Treasury Management > Payment > Create Payment Extract.



Step 2. To create the batch for the approved PVs, provide the following filters. To process all PVs that were approved for the day, leave all the filters **blank**. Leaving all blank will retrieve all PVs that are approved and ready for payment process.

- **Fiscal Period:** Select the month from the dropdown list.
- **Accounting Office:** This is defaulted to the Division of the User. Remove this to remove the filter by Division. If the filter is by Ministry, encode the Ministry Code (17 for MFED) and check the box for Is include all Child Accounting Office. This will filter all Divisions under the MFED.

• Fiscal Year: FY 2023
 Fiscal Period: MARCH
 Accounting Office: 17
 Is Include Child Accounting Office:
 Is Accounting Payment:

- **Expense Voucher Origin:** Filter by payroll.

Filter Expense Voucher Payment Details

Fiscal Year: FY 2026
 Fiscal Period: FEBRUARY
 Expense Voucher Origin: Payroll
 Expense Voucher Classification:
 Source Document Number:

Select	Payment Voucher	Invoice/Claim Number	Vendor	Net Payment Amount AUD	Currency	Net Payment Amount FC	Payment Due Date	Schedule Date
<input type="checkbox"/>	PV-26-17-0490	PAYROLL 2/26. BUTARITARI. 260217102929144	27-Butaritari	297.16	AUD	0.00	17/2/2026	

- **Payment Mode by Fund Type:** This is to filter the batch according to the Voucher Payment Mode by Fund type. To process Vouchers under recurrent budget, select **Recurrent Budget**.

Payment Extract Generation

Financial Institution:
 Currency:
 Payment Mode:
 Payment Location:
 Payment Method:

Step 3. Encode the description of the Batch to process. Then click the Retrieve Payment Vouchers button.

Payment Mode

Payment Location

Payment Method

Handling Indicator

Domestic Amount From

Domestic Amount To

Description: For Payment - July 7

Expense Voucher Payment Detail

Select Payment Voucher Invoice/Claim Number Vendor Net Payment Amount AUD C

Step 4. The system will display all the approved PVs and ready for payment based on the filters provided. Click the Select All button to select all PVs for the batch.

Expense Voucher Payment Detail

Select All

Select	Payment Voucher	Invoice/Claim Number	Vendor	Net Payment Amount AUD	Currency	Net Payment Amount FC	Payment Due Date	Schedule Date
<input type="checkbox"/>	PV-23-17-0019		BANIAN ATUERU	210.00	AUD	0.00	23/6/2023	
<input type="checkbox"/>	PV-23-17-0023	001	KIRIBATI OFFICE EQUIPMENT SERVICES	72.00	AUD	0.00	2/7/2023	
<input type="checkbox"/>	PV-23-17-0028	wsd001	Wishing Star Trading	2,450.00	AUD	0.00	6/7/2023	
<input type="checkbox"/>	PV-23-17-0030	002	KIRIBATI OFFICE EQUIPMENT SERVICES	175.00	AUD	0.00	6/7/2023	
<input type="checkbox"/>	PV-23-17-0035	00001	KIRIBATI HOUSING CORPORATION	500.00	AUD	0.00	6/7/2023	
<input type="checkbox"/>	PV-23-17-0039		BANIAN ATUERU	1,000.00	AUD	0.00	7/7/2023	

This will select the PVs. To remove a PV or multiple PV from the selected items, uncheck the box.

Expense Voucher Payment Detail

Select	Payment Voucher	Invoice/Claim Number	Vendor	Net Payment Amount AUD	Currency	Net Payment Amount FC	Payment Due Date	Schedule Date
<input checked="" type="checkbox"/>	PV-23-17-0019		BANIAN ATUERU	210.00	AUD	0.00	23/6/2023	
<input checked="" type="checkbox"/>	PV-23-17-0023	001	KIRIBATI OFFICE EQUIPMENT SERVICES	72.00	AUD	0.00	2/7/2023	
<input checked="" type="checkbox"/>	PV-23-17-0028	wsd001	Wishing Star Trading	2,450.00	AUD	0.00	6/7/2023	
<input checked="" type="checkbox"/>	PV-23-17-0030	002	KIRIBATI OFFICE EQUIPMENT SERVICES	175.00	AUD	0.00	6/7/2023	
<input checked="" type="checkbox"/>	PV-23-17-0035	00001	KIRIBATI HOUSING CORPORATION	500.00	AUD	0.00	6/7/2023	
<input checked="" type="checkbox"/>	PV-23-17-0039		BANIAN ATUERU	1,000.00	AUD	0.00	7/7/2023	

Step 5. Click the Payment Extract Generation button. The IFMIS displays a message that the Payment Extract generation is started.

Expense Voucher Payment Detail

Select	Payment Voucher	Invoice/Claim Number	Vendor	Net Payment Amount AUD	Currency	Net Payment Amount FC	Payment Due Date	Schedule Date	
<input checked="" type="checkbox"/>	PV-23-17-0019		BANIAN ATJERU	210.00	AUD	0.00	23/6/2023		<input type="checkbox"/>
<input checked="" type="checkbox"/>	PV-23-17-0023	001	KIRIBATI OFFICE EQUIPMENT SERVICES	72.00	AUD	0.00	2/7/2023		<input type="checkbox"/>
<input checked="" type="checkbox"/>	PV-23-17-0028	wsd001	Wishing Star Trading	2,450.00	AUD	0.00	6/7/2023		<input type="checkbox"/>
<input checked="" type="checkbox"/>	PV-23-17-0030	002	KIRIBATI OFFICE EQUIPMENT SERVICES	175.00	AUD	0.00	6/7/2023		<input type="checkbox"/>
<input checked="" type="checkbox"/>	PV-23-17-0035	00001	KIRIBATI HOUSING CORPORATION	500.00	AUD	0.00	6/7/2023		<input type="checkbox"/>
<input checked="" type="checkbox"/>	PV-23-17-0039		BANIAN ATJERU	1,000.00	AUD	0.00	7/7/2023		<input type="checkbox"/>

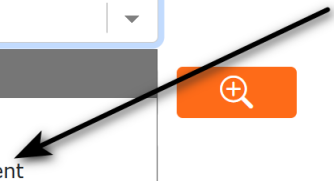
Step 6. Transition the PEP

Payment Extract Payment



[Update/Delete Mode]

Application ID	<input type="text" value="409"/>	
Fiscal Year	<input type="text" value="FY 2026"/>	▼
Fiscal Period	<input type="text" value="FEBRUARY"/>	▼
* Voucher Date	<input type="text" value="3/2/2026"/>	
* Status	<input type="text" value="Created"/>	▼
Posting Status	<input type="text" value="Saved"/>	▼
Workflow Process Status	<input type="text" value="Created"/>	▼
Transition	<input type="text"/>	▼
Payment Extract		<input type="button" value="🔍"/>
* Payment Method	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #333; color: white; padding: 2px;">Cancel</div> <div style="padding: 2px;">Request For Payment</div> </div>	<input type="button" value="🔍"/>
* Accounting Office	<input type="text" value="1702"/>	<input type="button" value="🔍"/>
- Treasury Bank Account	<input type="text"/>	<input type="button" value="🔍"/>



Step 7. A transition screen will pop up. Select the Application Users to transition to. Select the one of the approvers from the list of values as shown in the following screenshot.

Payment Extract Payment Kiribati Training Instance

Transition

Application Language: English

Step Note:

Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

Transition
Approve for Payment

Application Users

- Faioa Mikarite
- Fakaua Botibita
- James Ruatu Bweua
- Maaman Ioakim
- Tabaua Taoaba
- Tabita Bateriki
- Teniko Temake
- Tiebane Merimeri
- Toromon Metutera



Transition:

Payment Extract:

Approve for Payment

Cancel

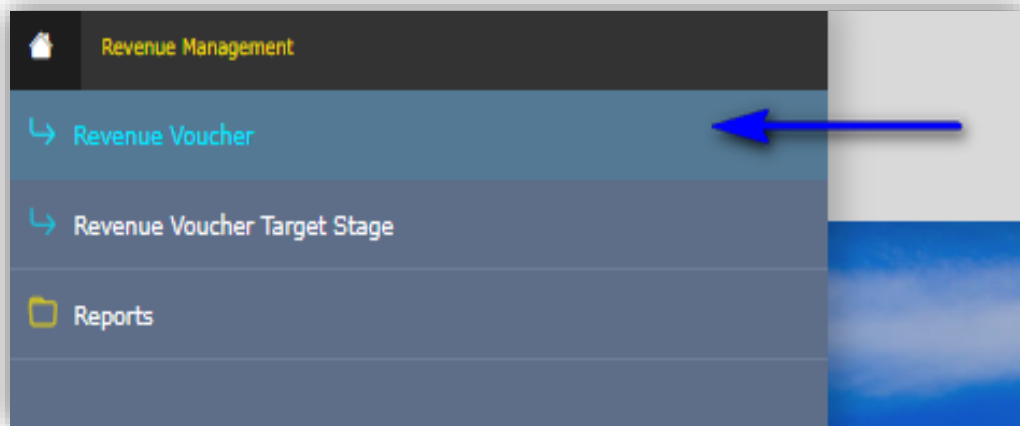
Transition:

Note: The next stage of transition will go to MFED Treasury. Outer Island Treasurer is to make sure that necessary supporting documents are attached/provided in PV before review/release transition of PEP by MFED.

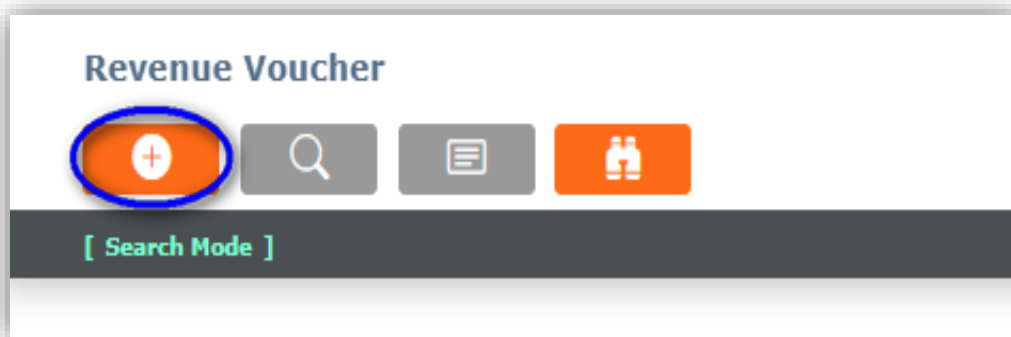
3.6 Processes related to collections or unclaimed payments

3.6.1 How to record Revenue Voucher

Step 1. Navigate the Menu > Revenue Management > Revenue Voucher. The Revenue Voucher is displayed by default at Search Mode.



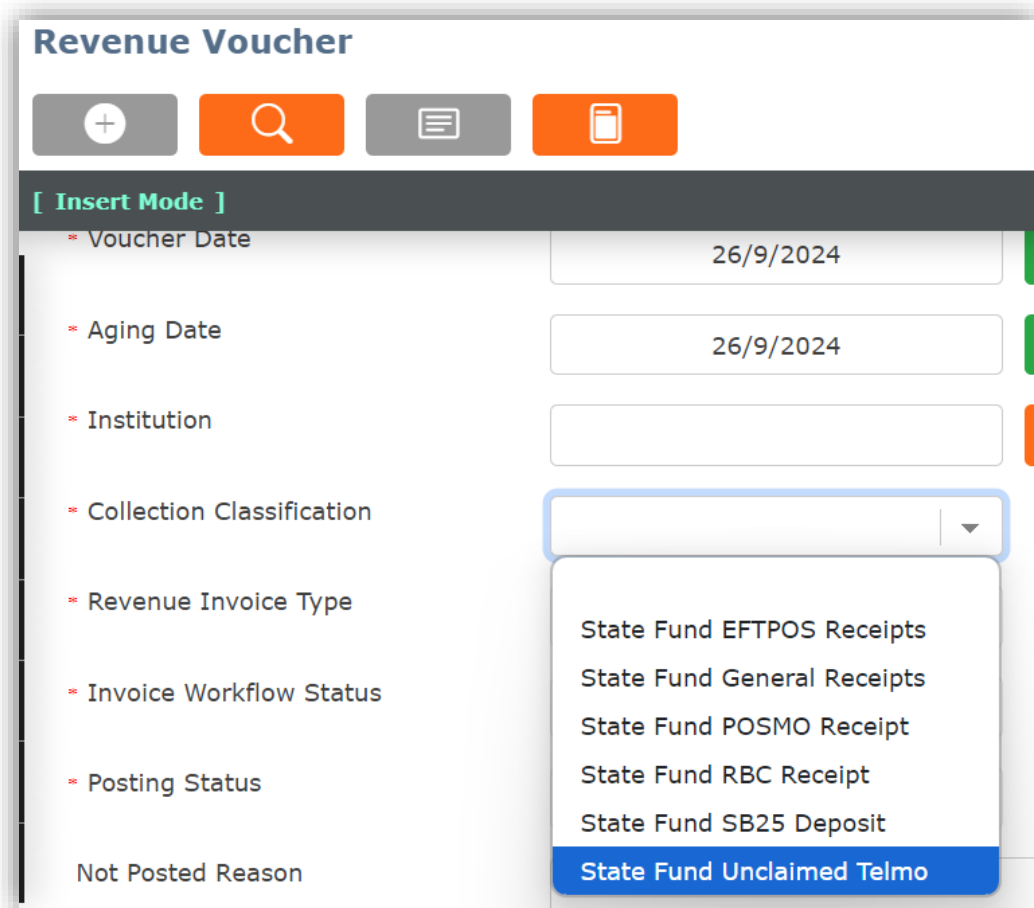
Step 2. Click the New button and provide details as follows.



Step 3. Enter the Institution Code assigned for the Outer Island.

Revenue Voucher	
[Insert Mode]	
Voucher Number	<input type="text"/>
* Fiscal Year	FY 2024
* Fiscal Period	APRIL
* Voucher Date	29/4/2024
* Aging Date	29/4/2024
* Institution	17BN

Step 4. Select the applicable from the dropdown list. If it is for unclaimed TELMO Salary or for General Receipts.



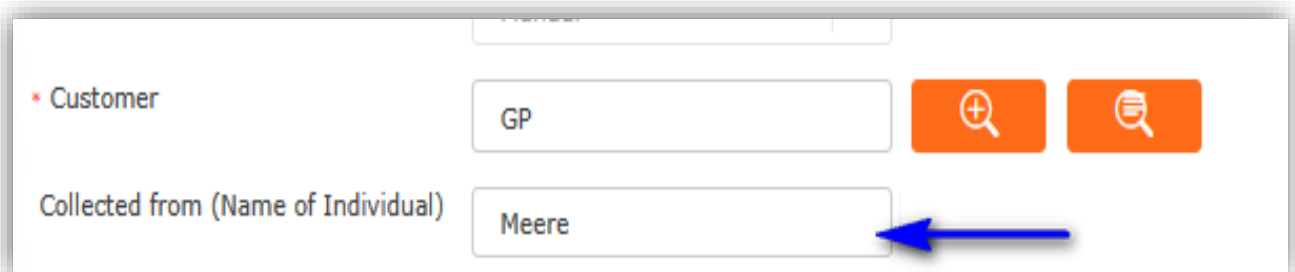
Revenue Voucher

[+] [🔍] [☰] [📄]

[**Insert Mode**]

- * Voucher Date: 26/9/2024
- * Aging Date: 26/9/2024
- * Institution: []
- * Collection Classification: []
 - State Fund EFTPOS Receipts
 - State Fund General Receipts
 - State Fund POSMO Receipt
 - State Fund RBC Receipt
 - State Fund SB25 Deposit
 - State Fund Unclaimed Telmo**
- * Revenue Invoice Type: []
- * Invoice Workflow Status: []
- * Posting Status: []
- Not Posted Reason: []

Step 5. Customer is defaulted to General Public. Enter the name of the individual collected from.



* Customer: GP [🔍] [🗑️]

Collected from (Name of Individual): Meere ←

Step 6. Select the applicable mode from the list

* Receipt Mode

* Bank Account

Step 7. Make sure that the bank account is the correct State fund & Island Code. For example **621212-38**

* Receipt Method


* Receiving Location

* Collection Mode by Fund Type



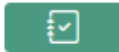
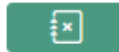

* Bank Account

Step 10. Narration: Enter the details of the RV Transaction.

* Narration

Step 11. Click the New  button under the tab RV Items and provide the following.

* RV Items * RV Payment Details Attachments Additional Information

Select Correlative ID Quantity Coding Block Unit Price AUD Price AUD

Step 12. Enter the item description; quantity is defaulted at 1 and amount of the collection in the Unit Price

* Description	<input type="text"/>	
Unit Of Measure	<input type="text"/>	
* Unit Price AUD	<input type="text" value="0.00"/>	←
Unit Price FC	<input type="text" value="0.00"/>	
* Coding Block	<input type="text"/>	<input type="button" value="Elements View"/> <input type="button" value="Search"/>
Sub Ledger Type	<input type="text" value="Not Applicable"/>	
* Quantity	<input type="text" value="1.000"/>	←

Step 13. Coding Block: Click on the Elements View button to add the details of the Codes. Select the applicable codes from the dropdown list.

* Coding Block	<input type="text"/>	<input type="button" value="Elements View"/> <input type="button" value="Search"/>
----------------	----------------------	--

- **SUB HEAD:** Select the Division from the dropdown list
- **FUND AGENCY:** Select 1101- GoK for recurrent budget, from series 2 codes if from Statutory expenses, and from series 3 if from development fund expenditures.
- **PROJECT:** Select 00000-Not Defined if this is from recurrent budget, else select the appropriate.
- **LOCATION:** Select from the list. This should only display the Location of the Island Council.
- **NAC:** Select the Revenue code applicable from the list for codes starting with 1...
- **COFOG:** Select the applicable COFOG from the list. **Remember for revenue items COFOG code will always be 000**

Add more explanation on the CB return to -

Step 14. Click the save and return button once the accounts are selected.



Coding Block



SUB_HEAD	2203 - MOJ- Civil Registration	🔍	+
FUNDING AGENCY	1101 - Cons. Fund- GoK	🔍	+
PROJECTS	00000 - Not Defined	Prev 1 - 500	Next 🔍 +
LOCATION	25 - Banaba	🔍	+
NATURAL ACCOUNT CODE	142256 - Fees	🔍	+
COFOG	013 - General services	🔍	+

✓ ✕



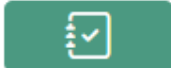

Step 15. Click the Save and Return button on the RV Line Item



Revenue Invoice Payment Detail

* Correlative ID	<input type="text"/>
* Payment Due Date	<input type="text" value="1/2/2024"/> 
* Payment Amount AUD	<input type="text" value="3.00"/>
Payment Amount FC	<input type="text"/>
Reference Number	<input type="text" value="01-0224"/>
Cheque/Collection Date	<input type="text"/> 

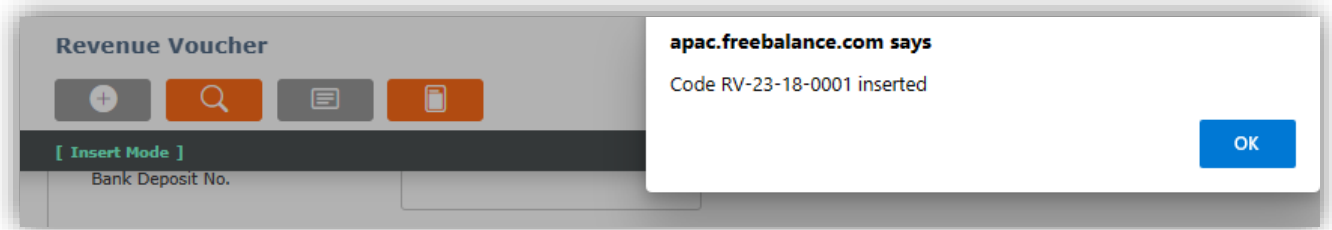
 

Step 19. Click the Save button when done. A message is displayed that the Transfer Voucher workflow is executed.

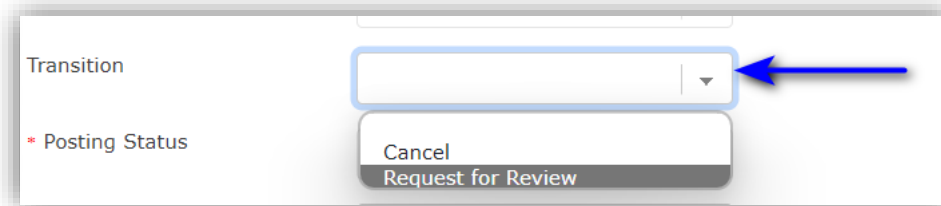
* RV Items	* RV Payment Details	Attachments	
			
Select	Correlative ID	Payment Due Date	
<input checked="" type="checkbox"/>		1/2/2024	Edit

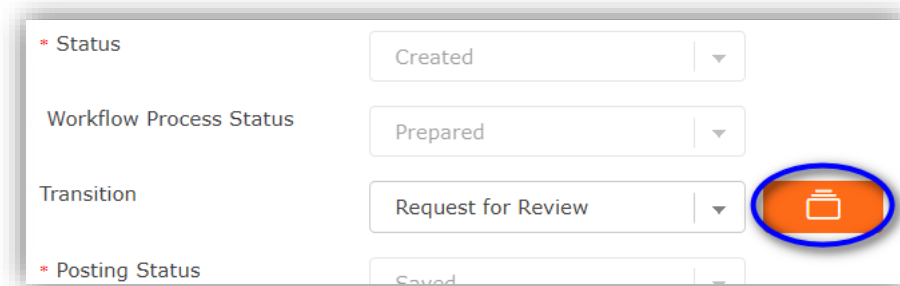
Step 20. Click ok on the message displayed.



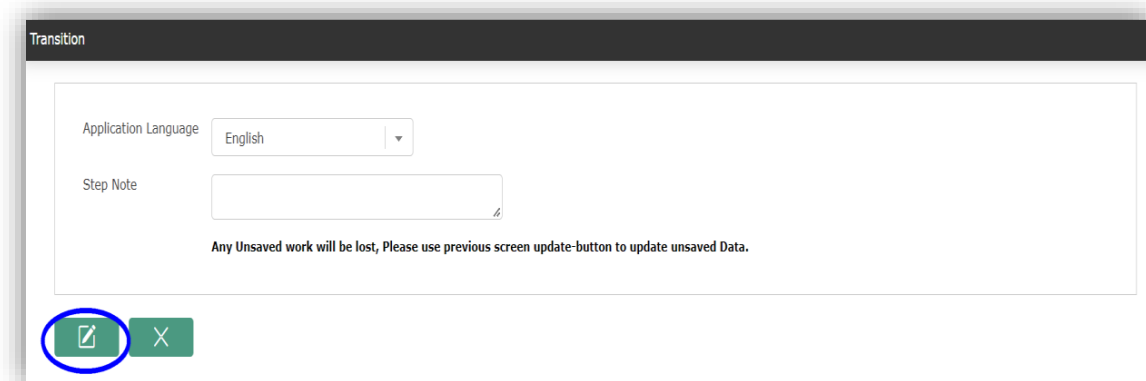
Step 21. Navigate to the Transition field of the screen and select the **“Request for Review”** from the dropdown list.



Step 22. Click the Transition button.



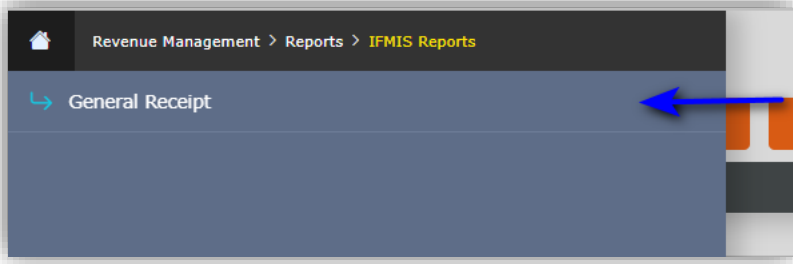
Step 23. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow.



3.6.2 How to print General Receipt

The General receipt will be available for download and printing upon posting or saving of the Revenue Voucher. The collecting officer may generate the receipts following the steps defined below:

Step 1. Navigate the Revenue Management > Reports > IFMIS Reports > General Receipt



Step 2. Provide the details as follows.

General Receipt

* Fiscal Year	2023	▼
* Fiscal Period	NOVEMBER	▼
* Ministry	17-MFED	▼
* Created By	Tereiango Ruuka	▼
* RV Number From	RV-23-17-0225	▼
* RV Number To	RV-23-17-0229	▼

PDF

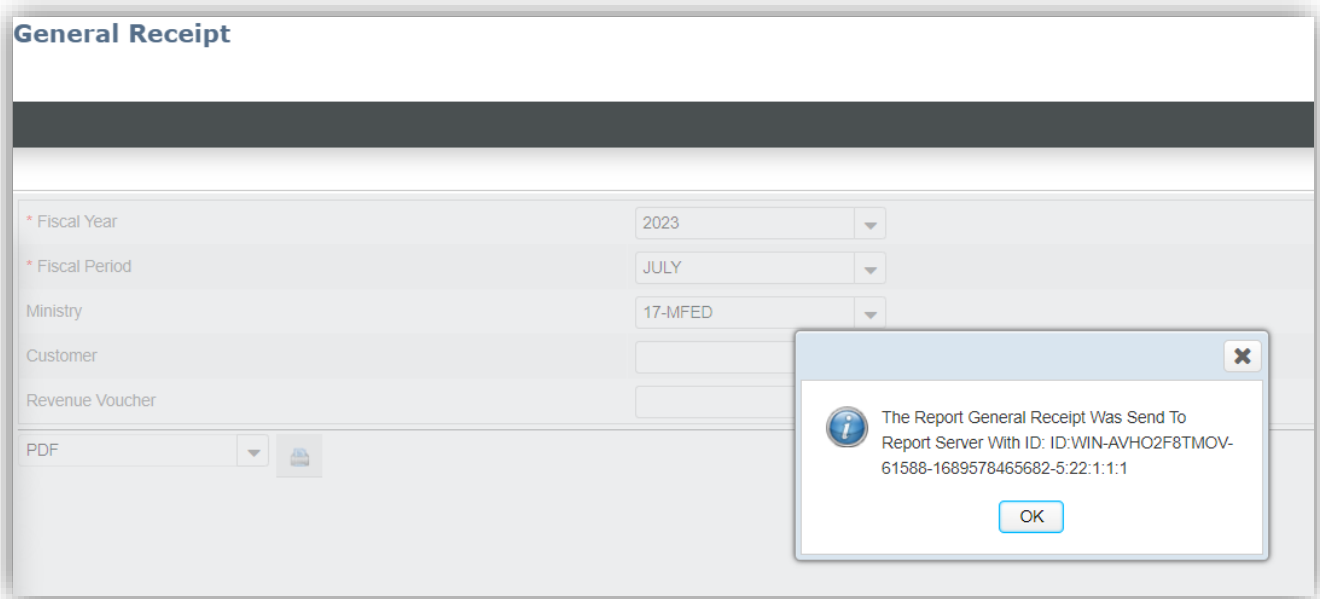
Step 3. Click the Generate Report button.

General Receipt

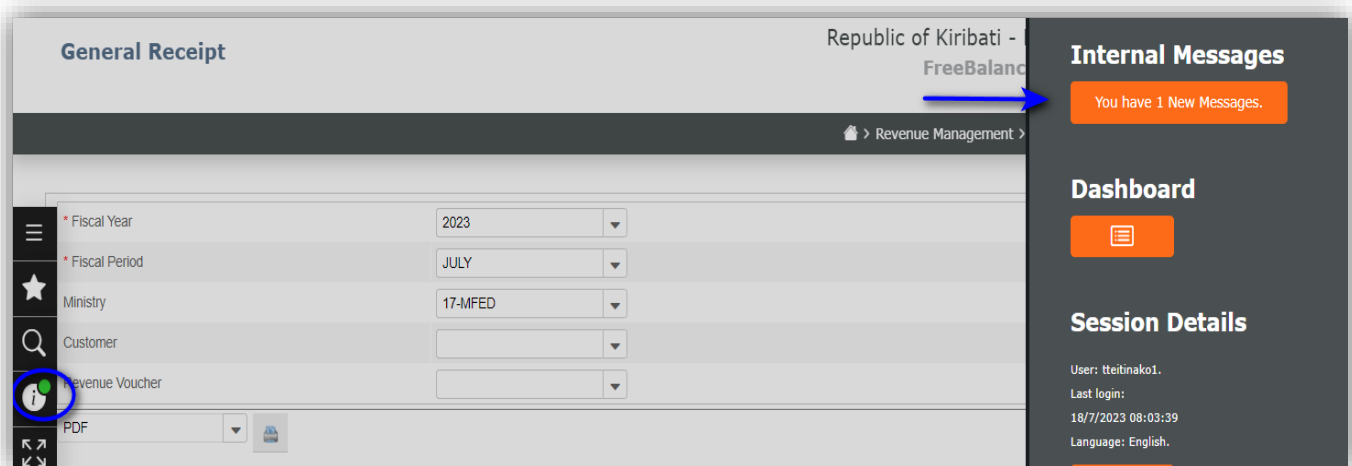
* Fiscal Year	2023	▼
* Fiscal Period	NOVEMBER	▼
* Ministry	17-MFED	▼
* Created By	Tereiango Ruuka	▼
* RV Number From	RV-23-17-0225	▼
* RV Number To	RV-23-17-0229	▼

PDF

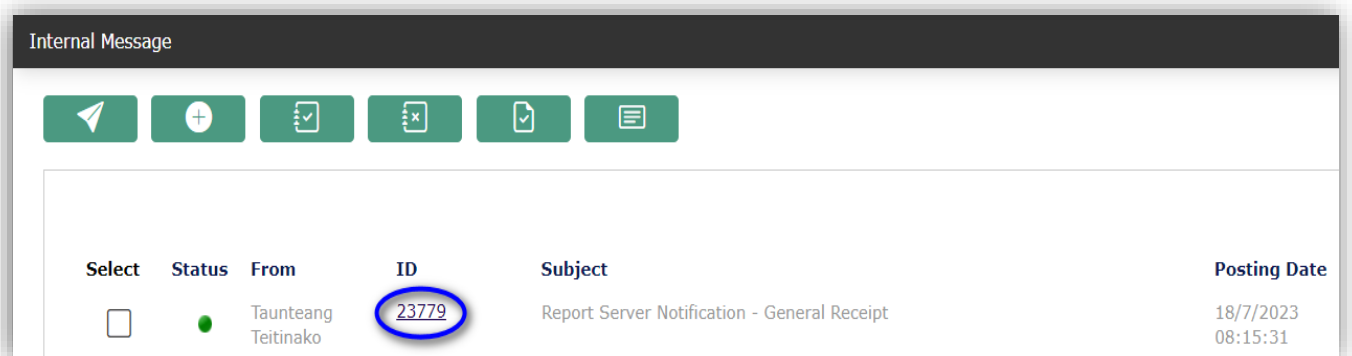
Step 4. Click Ok on the displayed message.



Step 5. Click the (i) button to display the Internal Messages.



Step 6. Click the number of notifications in the Internal message to open the notifications. Then click the link ID to open the details.



Step 7. Scroll down to the bottom on the screen for the details and click the link to the file to download the General Receipt.

Internal Message

Organization Name:

Subject:

Body:

Send Email:

Requires Action:

Receive Read Notice:

Receive Action Notice:

Posting Date:

Reading Date:

Due Date:

Action Date:

Attachments

Attachment Information	File Name (Click to Download)
Title: General Receipt By: T. O. 18/7/2023	General Receipt-ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1.PDF
	Size: 1.3 KB

Step 8. Open the generated report to be printed and signed/ provided to the Payor.

**Republic of Kiribati
GENERAL RECEIPT**

Ministry/Department : MOE/ Primary (1502) No. B : RV-23-15-0003

Station : Bikenibeu (14) Date : 03 Aug 23

Received From : Sieruka Karee and Evelyn Karee

the sum of : **** ONE HUNDRED AND EIGHTY Dollars****

in settlement of : Rurubao school fee class 4 and class 2 term 2

Amount \$: \$ 180.00 Cash/Cheque No: - Mareta Tanoua

Accountable Officer

**Republic of Kiribati
GENERAL RECEIPT**

Ministry/Department : MOE/ Primary (1502) No. B : RV-23-15-0004

Station : Bikenibeu (14) Date : 03 Aug 23

Received From : Tite Matilda Kaono

the sum of : **** NINETY Dollars****

in settlement of : Rurubao school fee for term 2

Amount \$: \$ 90.00 Cash/Cheque No: - Mareta Tanoua

Accountable Officer

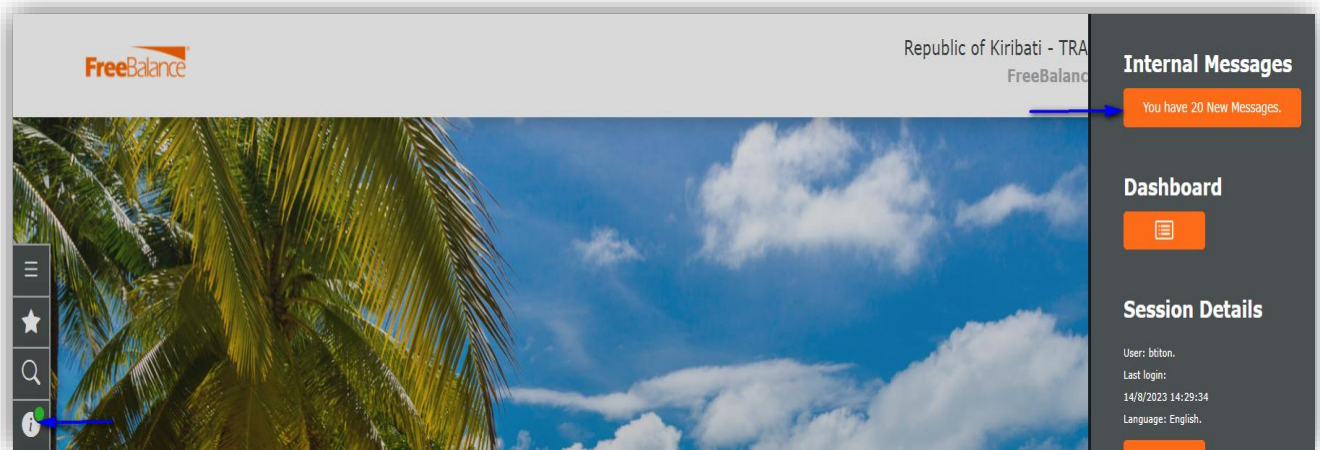
3.6.3 How to Authorize the Revenue Voucher

The authorization of the Revenue Voucher will be done by the Island Clerk designated for each of the Outer Islands.

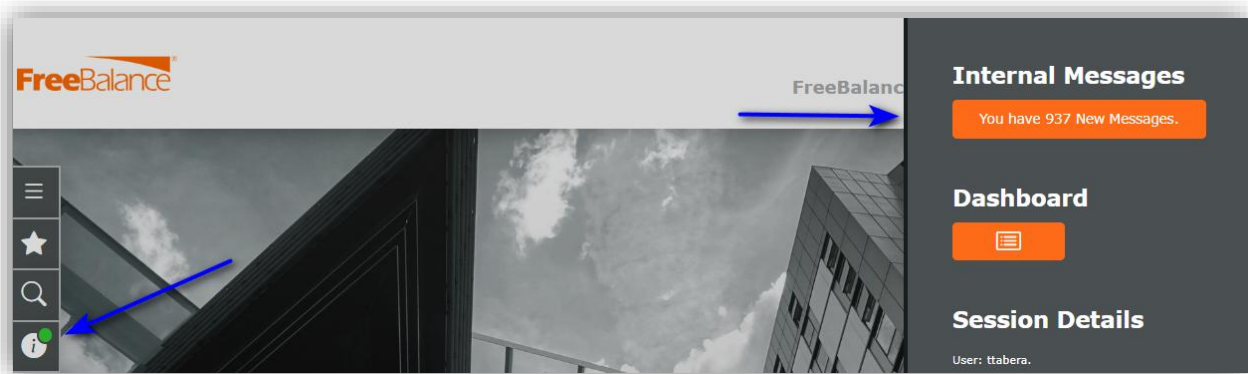
The initial authorization and approval of the Revenue Voucher will be coming from the Line Ministry SROs. To approve the RV, follow the steps defined below:

3.6.3.1 Transition using the Internal Message

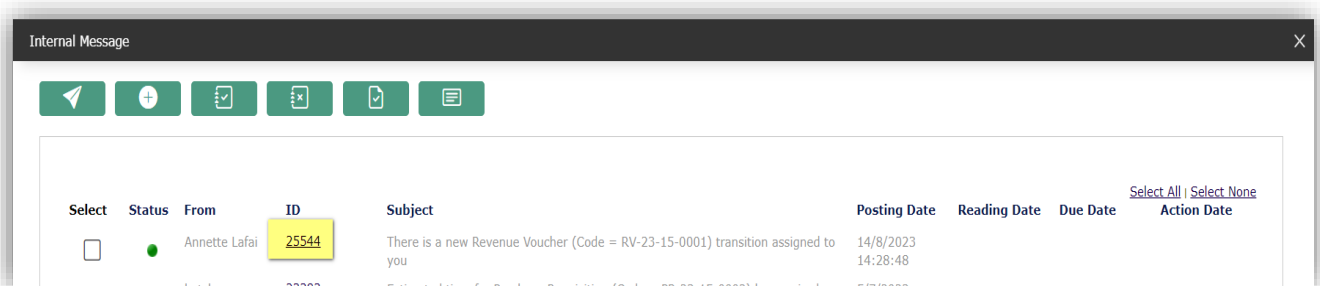
Step 1. After logging in, click the  to display the Internal Messages.




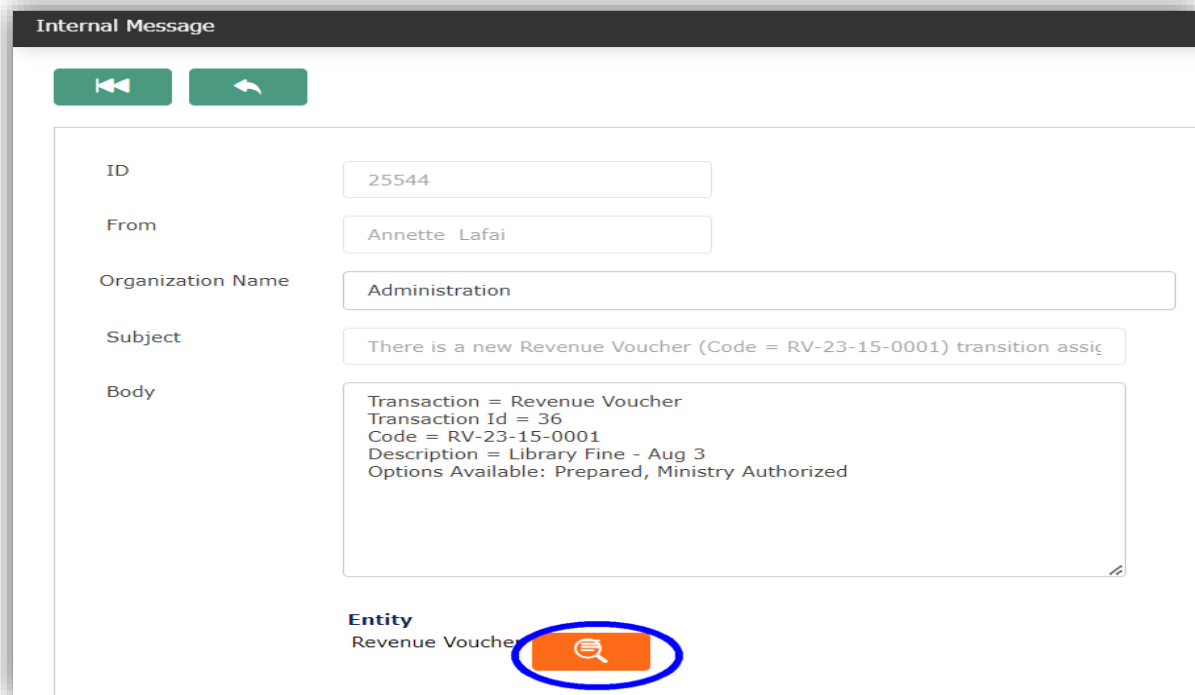
Step 2. Click the New messages box on the internal messages.



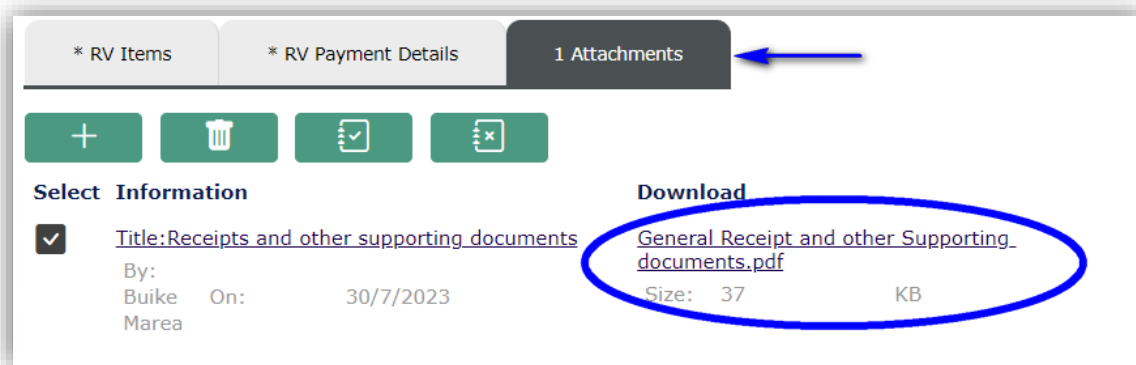
Step 3. The Internal Message will be opened and the list of all pending tasks and notifications for the user is displayed. Click on the ID of the notification for the Revenue Voucher. This will open the details of the RV.




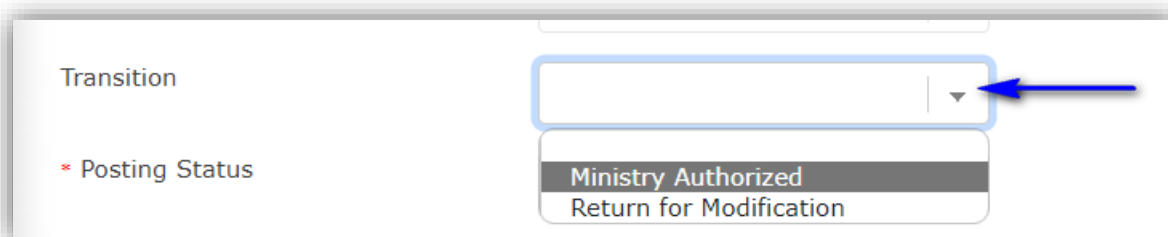
Step 4. Click on **Update Domain**  button on the displayed Internal Message screen. The system will open the screen for the Voucher for review.

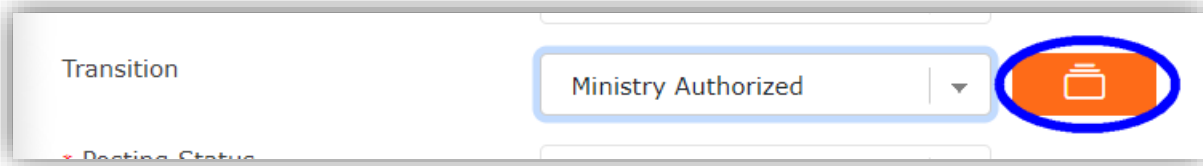


Step 5. Go to the **Attachment** tab, by clicking it. The document is displayed as a line item. Click the link to the file to download the document.



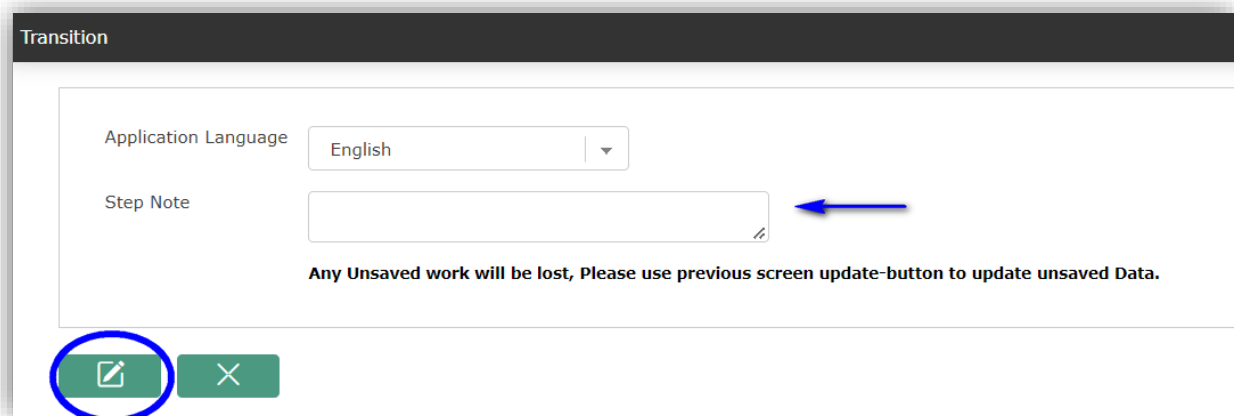
Step 6. After the review, go up to the Transition field and select the **“Ministry Authorized”** from the dropdown list. The Transition  button is displayed. Click on it to proceed.





Note: In case, the Revenue Voucher needs to be returned to prepared for modification, select “**Return for Modification**” and click the Transition button. This will be sent back to **Prepared** status.

Step 7. Enter the step note as an instruction or information to the next approver user. And then click the Finish button



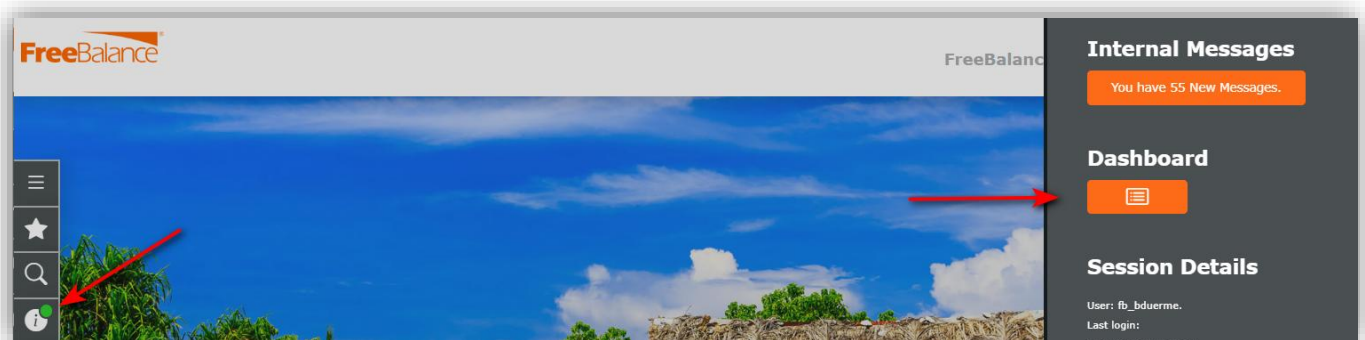
3.6.3.2 Transition using the Dashboard

The dashboard is a screen where all pending transactions of the logged in user are listed.

When one User has completed the review and endorsement of the transaction, the count of transactions available for the logged in user will be decreased.

To use the dashboard, follow these steps.

Step 1. Click the (i) to and then click the Dashboard.



Step 2. The dashboard with the list of transactions assigned to the user is displayed.

Transaction Type	Pending Tasks	Deadline Reached Tasks
Payment Voucher	336	336
Commitment	5	5
Purchase Order	3	3
Purchase Requisition	2	2
Cost Item Per Period	3	3
Deduction Per Period	3	3

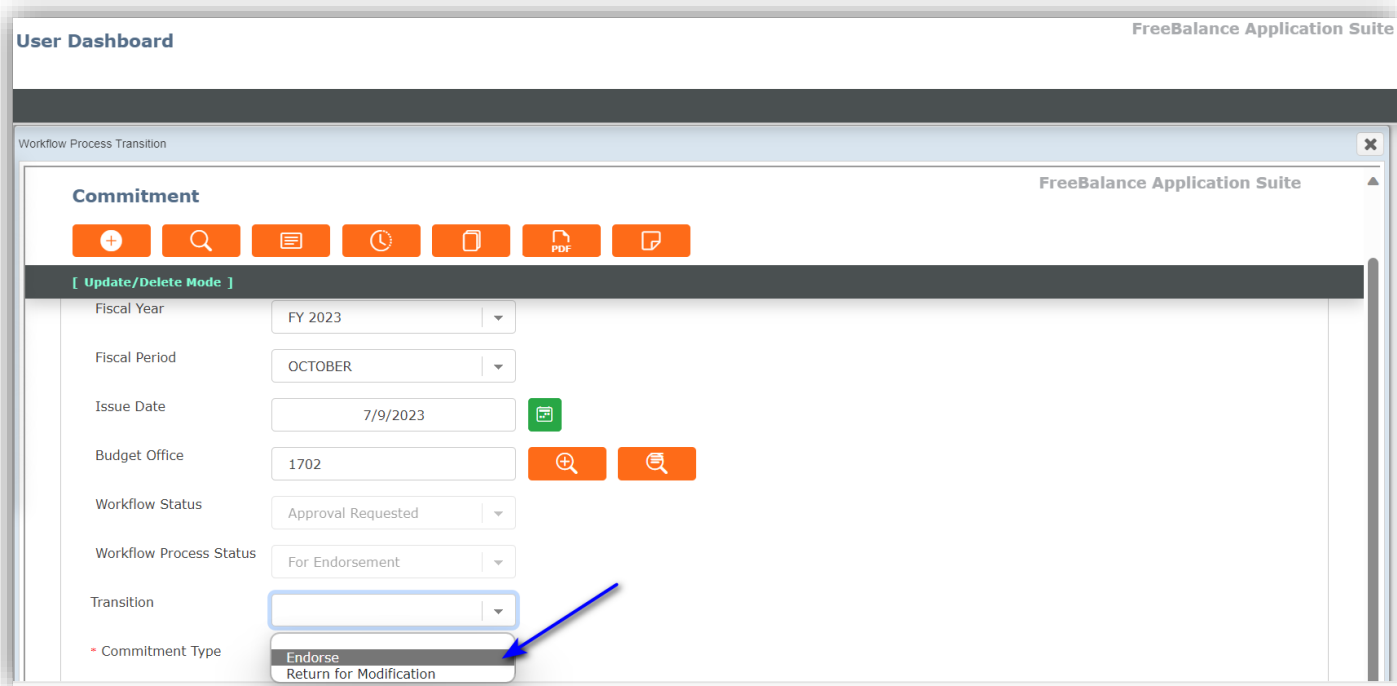
Step 3. Click the Transaction to process.

Transaction Type	Pending Tasks	Deadline Reached Tasks
Payment Voucher	336	336
Commitment	5	5
Purchase Order	3	3
Purchase Requisition	2	2
Cost Item Per Period	3	3
Deduction Per Period	3	3

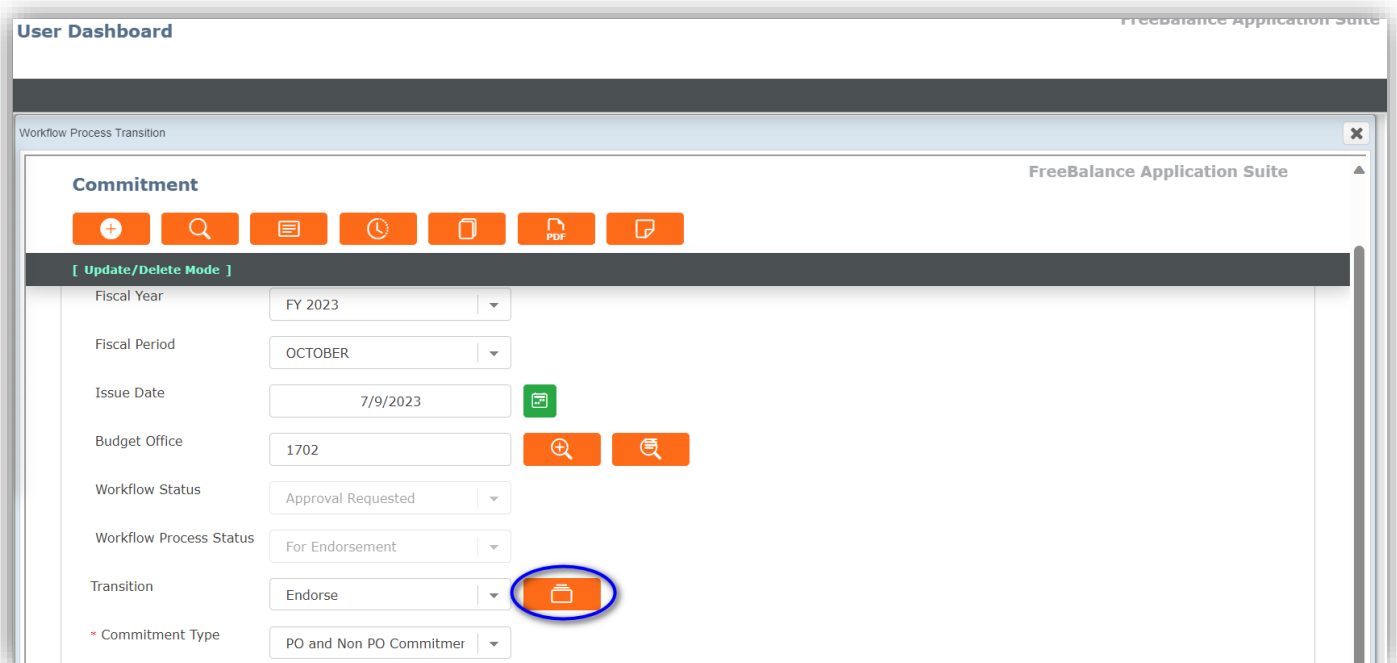
Step 4. This will open the list of all commitments pending. Click the Check button of the Commitment to process.

Update	Application ID	From Stage	Task Deadline Date	To Stage
<input checked="" type="checkbox"/>	COMM-23-17-0238	For Endorsement	8/9/2023	
<input checked="" type="checkbox"/>	COMM-23-17-0258	For Endorsement	12/9/2023	
<input checked="" type="checkbox"/>	COMM-23-17-0263	For Endorsement	13/9/2023	
<input checked="" type="checkbox"/>	COMM-23-17-0291	For Endorsement	20/9/2023	
<input checked="" type="checkbox"/>	COMM-23-17-0324	For Endorsement	13/10/2023	

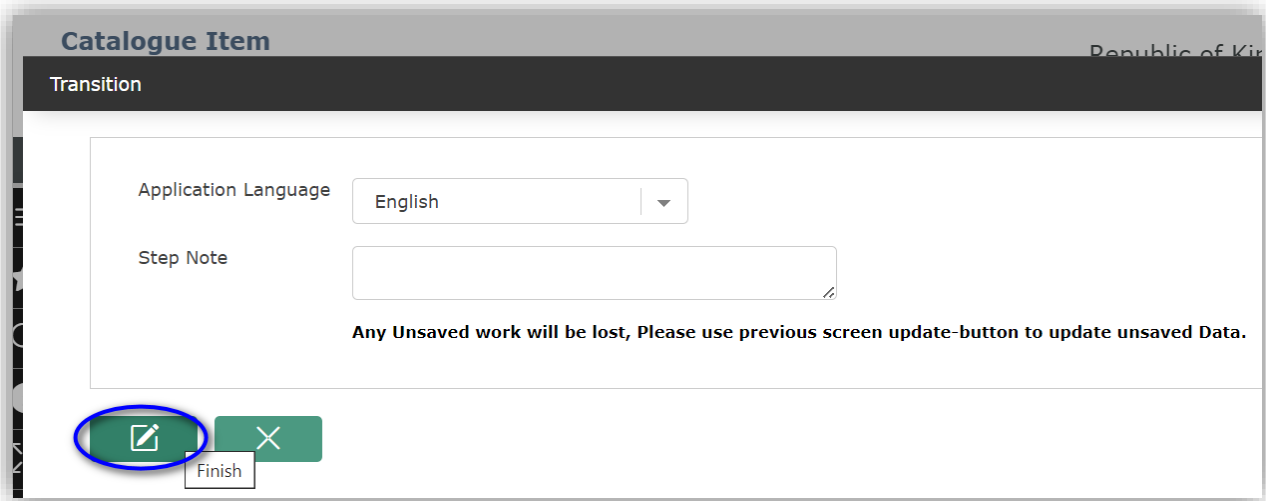
Step 5. This will open a popup screen to view, review, authorize. Review and check as necessary. Once done, go to the transition field select the appropriate transition from the dropdown list.



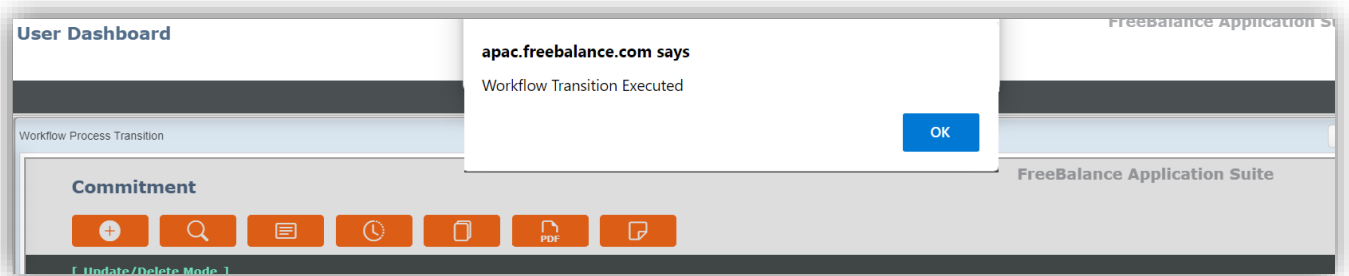
Step 6. Click the Transition button.



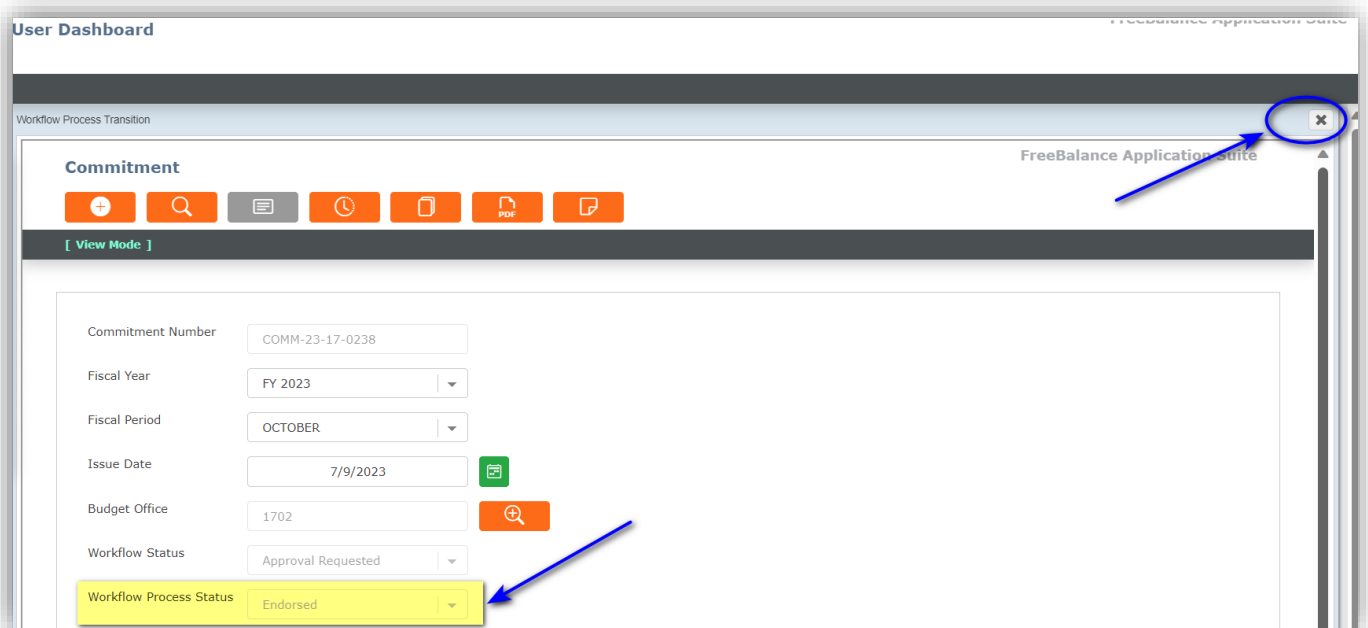
Step 7. Click the finish button.



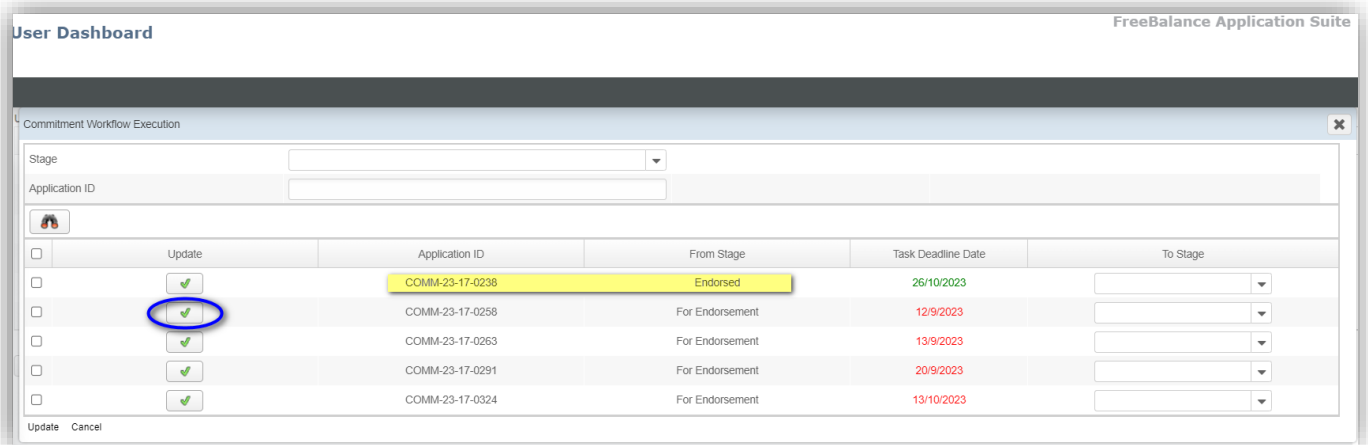
Step 8. Click Ok on the displayed message.



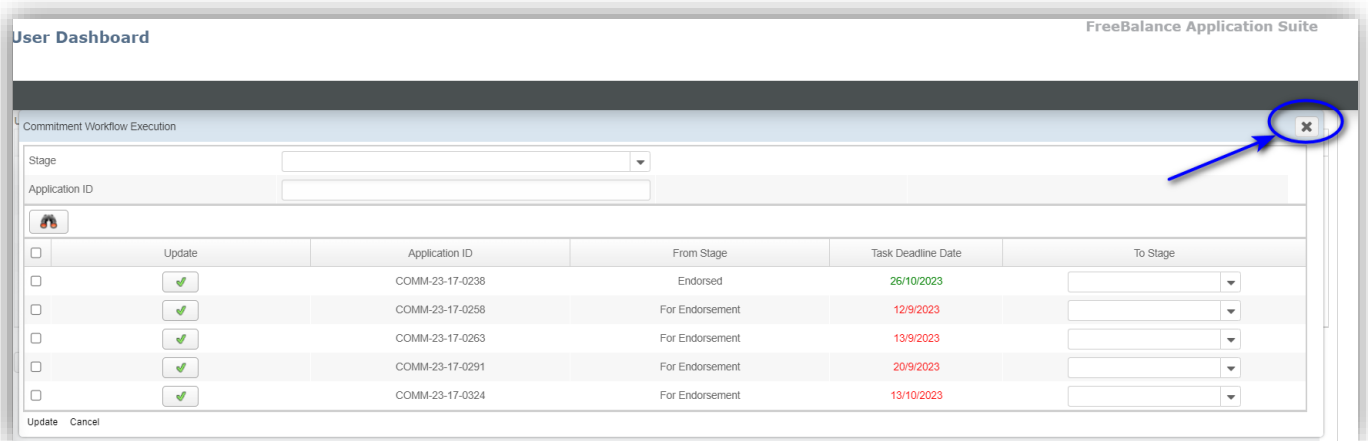
Step 9. The status of the transaction is now updated. Click the close icon to proceed with the new transaction to review and endorse.



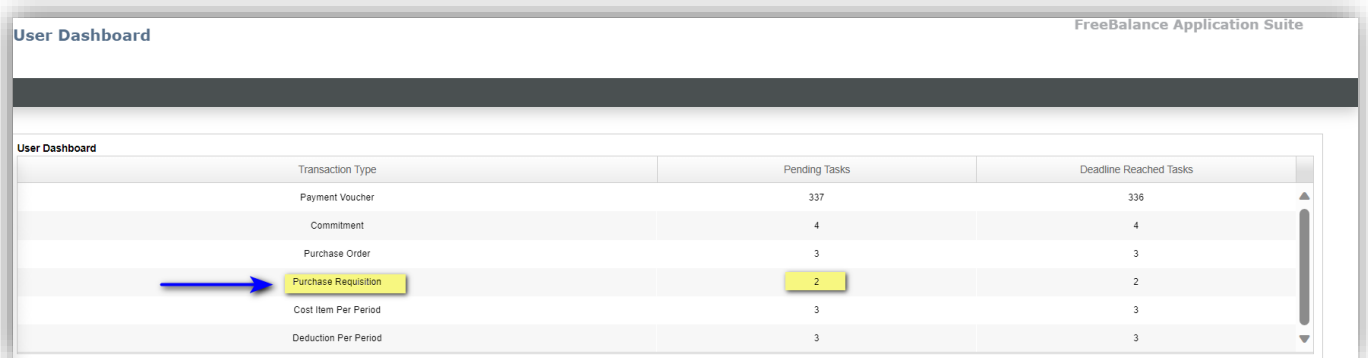
Step 10. Click the Check button on the next transaction and repeat the process of endorsement



Step 11. Click the x icon to close the List of Commitments to endorse/approve.




Step 12. This will close the Commitment list to process and will go back to the dashboard. It will also display the other transactions to process. Click on the next transaction to repeat the process of review/endorsement/authorization/approval of transactions.

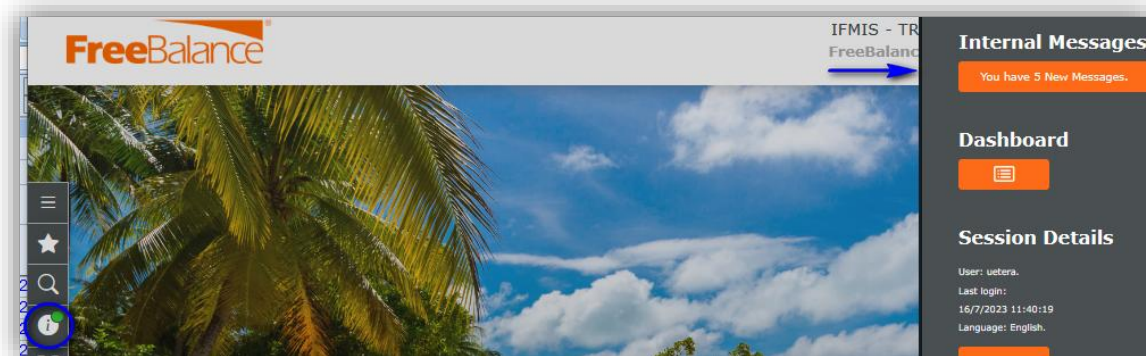


3.7 Common processes to Outer Island Transactions

3.7.1 How to authorize Payment Voucher

The Island Clerk are designated to authorize the Payment Vouchers prepared from the Island Council. The Payment Vouchers sent for Authorization by the Accounts officers will be sent to the assigned SROs, for Line ministry approval. To process this, follow the steps defined below:

Step 1. After logging in, click the  and navigate on the internal messages. Click on the message on the Internal Message box.



Step 2. The list of notifications available to the user is displayed here. Click the link ID of the Commitment to review.

Select	Status	From	ID	Subject	Posting Date
<input type="checkbox"/>	●	Temaroiti Abereta	23928	There is a new Payment Voucher (Code = PV-23-18-0001) transition assigned to you	16/7/2023 10:50:20
<input type="checkbox"/>	●	Uritina Etera	23915	Report Server Notification - Local Purchase Order	16/7/2023 04:07:08

Step 3. Click on Update Domain button.


From

Organization Name

Subject

Body

Transaction = Payment Voucher
 Transaction Id = 108
 Code = PV-23-18-0001
 Description = Payment for Inv 321 to Moel
 Options Available: Ministry Authorized, Prepared

Entity
 Payment Voucher 

Step 4. The system will open the screen for the PV for authorization. Review the details of the PV

Step 5. After reviewing the details of the PV, go to the transition field and select the **“Authorize by Line Ministry”** from the dropdown list.

* Payment Voucher Status: Approval Requested
 Workflow Process Status: For Authorization
 Transition: [Dropdown menu with 'Authorize by Line Ministry' selected]
 Posting Status: [Dropdown menu with 'Return for Modification' selected]

Select the **“Return for Modification”** when there are changes that needs to be done by the employee who prepared the PV.

Step 6. Click the Transition button.

* Payment Voucher Status: Approval Requested
 Workflow Process Status: For Authorization
 Transition: Authorize by Line Ministry
 Posting Status: Saved

Step 7. Enter the note for the approval and select the employee to approve the PV. Click the Finish button.

Transition
 Language: English
 Step Note: For payment
 Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.


Step 8. Click ok on the message “The workflow transition is executed” displayed. At this stage the status of the PV is updated to **Ministry Authorized**. And the PV is no longer editable.

Note: Review and Approval of Payment Vouchers are specified and details in the Users Manual for Treasury Document.

3.7.2 How to print PV report

Once the PV is created and posted, generating, and downloading the report is already enabled. This will be printable all through every PV stages.

Step 1. Navigate the buttons at the top page of the PV screen.

Step 2. Click on the Generate Report (pdf)  button. The form will be downloaded ready for viewing and printing if needed.

The screenshot shows the 'Payment Voucher' interface. At the top, there is a toolbar with several icons: a plus sign, a magnifying glass, a list icon, a clock, a refresh icon, a mobile device icon, a PDF icon (circled in blue), and a document icon. Below the toolbar, there is a '[View Mode]' button. The main content area contains two input fields: 'Voucher Number' with the value 'PV-23-18-0001' and 'Fiscal Year' with the value 'FY 2023'.

Step 3. Click the downloaded file. The file is ready for printing.

The screenshot shows a formal 'PAYMENT VOUCHER' document from the Government of Kiribati. The document includes the national emblem and the following details:

GOVERNMENT OF KIRIBATI
 Ministry of Women, Youth, Sports and Social Affairs
 Kiribati

PAYMENT VOUCHER

Payment For : Administration (1801) Number : PV-23-18-0001
 Payee Name : MOEL TRADING Payment Method : EFT
 Payee Address : South Tarawa Invoice Number : 321
 Payee Bank Account : Bank: ANZ Kiribati /Account Number: 296756

Serial #	Description	Accounts	Amount
1	Administration/ GoK/ Not Defined/ National (Country Wide)/ Withholding Tax Payable (VAT)/ Sickness and disability	1801/1101/00000/91/631844/101	-1.50
2	Administration/ GoK/ Not Defined/ National (Country Wide)/ Local Stationery and Supplies/ Sickness and disability	1801/1101/00000/91/229112/101	12.00

4 General Ledger and Monthly Reporting

For the monthly reporting, generate the following reports for the analysis, reconciliation and reporting of State Fund Account.

The monthly reporting will be the responsibility of the following with their designated tasks and making sure that the records are updated with the details as follows.

Step 1: Treasurer to:

- Confirm and validate the content of the Cash Book based on the PVs and Receipt that had been raised
- Undertake physical cash count and write cash summary on cash book.

Step 2: Clerk/Mayor to

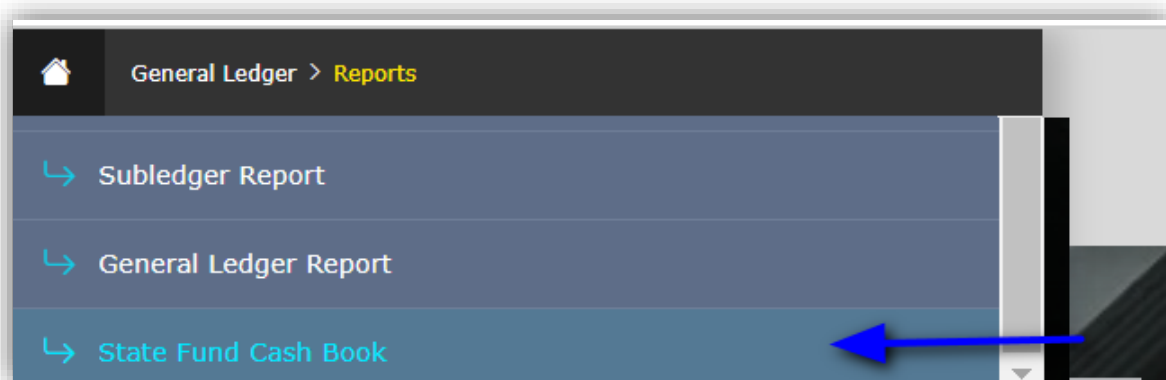
- Check the cashbook against the PVs and Receipt that had been raised,
- Check the physical cash by recounting it and to make sure that the total physical cash matched the cash summary on the cash book as well as the closing cashbook balance.
- If cash shortfall is found, the Treasurer shall make good on the same day. If not, clerk/Mayor shall note on the cashbook and sign off.
- If cash surplus is found, a Receipt shall be raised and:
 - Debit: 1701/1101/00000/Island Code/621212/000
 - Credit: 1701/1101/00000/Island Code/144113/000- This will be the line item of the Revenue Voucher.

Step 3: Treasurer to send to Examination scan copy of the completed State fund cashbook for examination

- Examination team shall examine the state fund cashbook upon return and provide a report to the Accountant General on issues noted
- All cash shortfall noted must be communicated back to the Treasurer and a surcharge to the Treasurer shall be made by raising a JV to:
 - Debit: 1701/1101/00000/Island Code/621273/000
 - Credit: 1701/1101/00000/Island Code/621212/000

4.1 State Fund Cash Book

Step 1. Navigate the Menu > General Ledger > reports > State Fund Cash Book.



Step 2. Provide the filters below and then click the Generate report button.

State Fund Cash Book

* Fiscal Year: 2024

* Fiscal Period: JANUARY

* Location: 21-Abaiang

PDF: [Generate icon]

Step 3. Click Ok on the displayed pop up message.

State Fund Cash Book

* Fiscal Year: 2024

* Fiscal Period: JANUARY

* Location: 21-Abaiang

PDF: [Generate icon]

The Report State Fund Cash Book Was Send To Report Server With ID: ID:ip-172-31-7-247-ap-southeast-1.compute.internal-42077-1729746149864-5.954.1:1:1

OK

Step 4. Click on the (i)

State Fund Cash Book

Republic of Kiribati
FreeBalance Application Suite

General Ledger > Reports > State Fund Cash Book

Fiscal Year: 2024

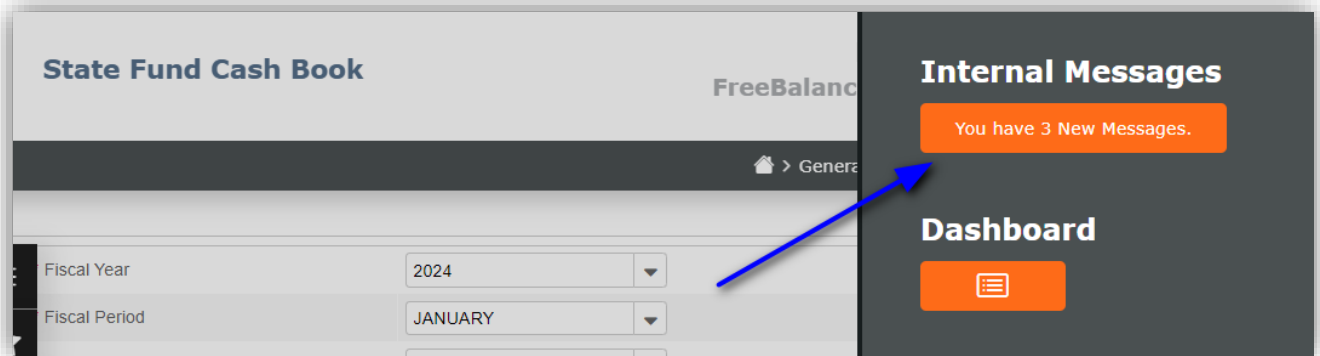
Fiscal Period: JANUARY

Location: 21-Abaiang

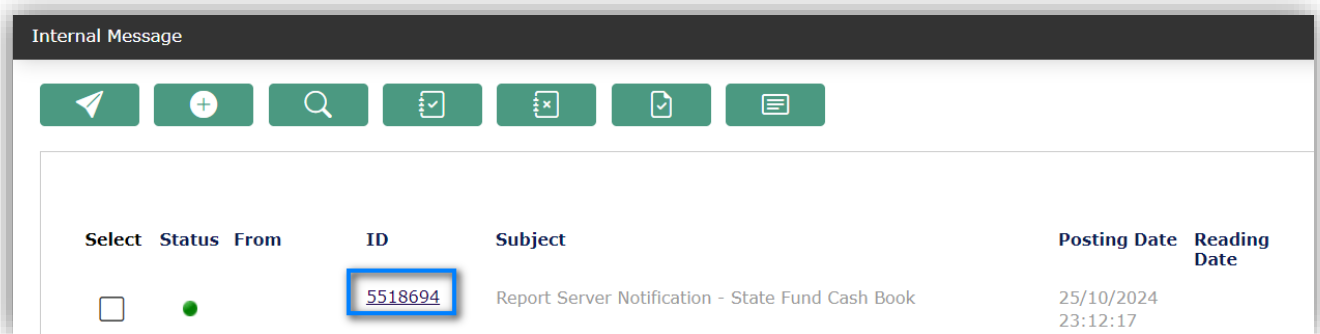
PDF: [Generate icon]

(i)

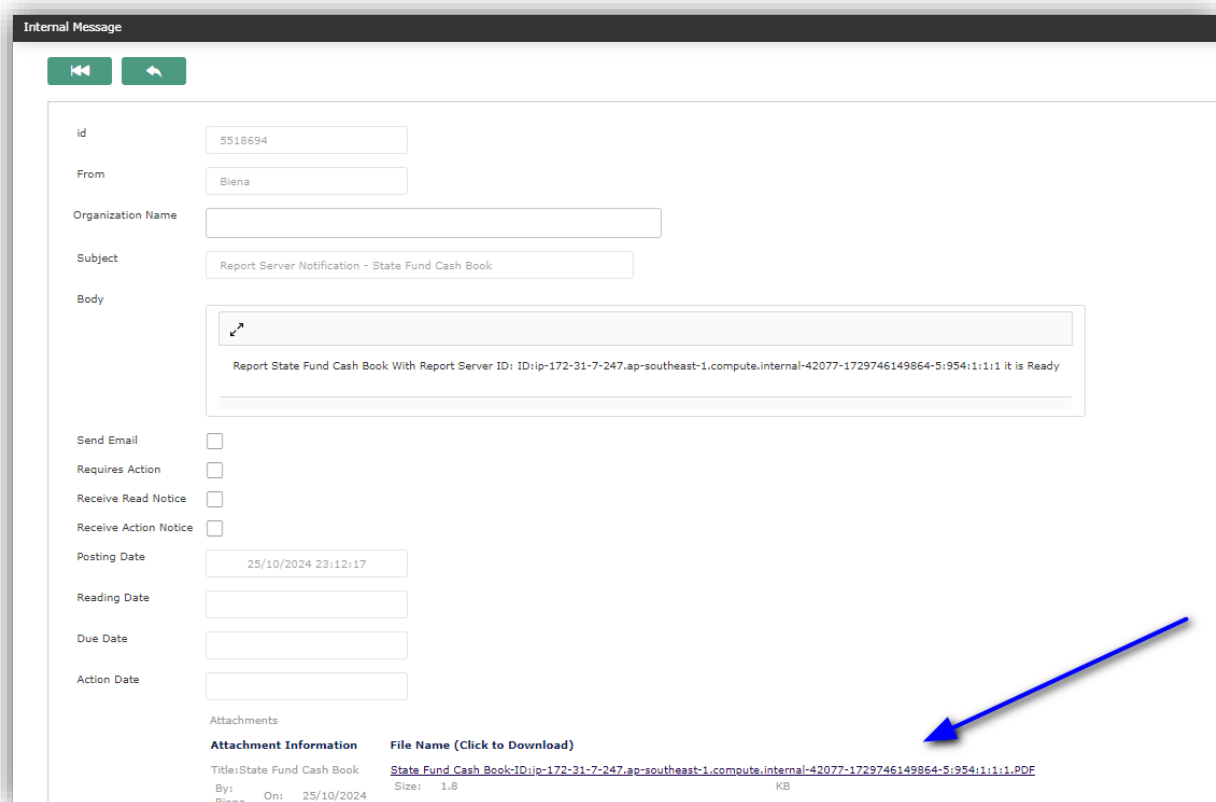
Step 5. And then click on the Internal Message to display the details of the generated report.



Step 6. Click the linked ID of the notification.



Step 7. Go to the bottom page of the screen and click on the link of the generated file to download.



Step 8. Click on the generated file.



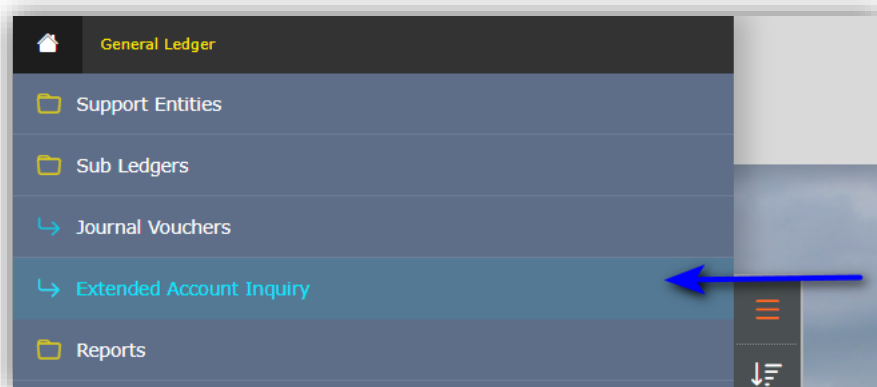
Step 9. This is a sample file for the Cash Book.

STATE FUND CASHBOOK							
Cash Book for _____ Island Council							
FOR JANUARY, 2024							
Date	Description	Received From/ Paid To	JV Number	Source Transaction	Debit Amount	Credit Amount	Balance
Jan 4, 2024	2024 Postal Bikenibeu standing imprest	Postal Bikenibeu	JV-2024-JAN-17-0002	PV-24-17-0003	70,000.00	0.00	70,000.00
Jan 30, 2024	-	Postal Bikenibeu	JV-2024-JAN-17-1844	RV-24-17-0034	0.00	330.00	-330.00
TOTAL					70,000.00	330.00	69,670.00

4.2 Extended Account Inquiry

This report can be used to generate the General Ledger information based on a filter provided and can also be used to get the real time status and balances of specific account. In the context of the Outer Island, they can use this report to get the real time balances of the State Fund Account.

Step 1. Navigate the Menu > General Ledger > Extended Account Inquiry.



Step 2. Provide the filters as needed.

- **Fiscal Year:** Default is the current fiscal year. User can change the year based on the requirement.
- **Date from and to:** Date range for the JVs posted to be included in the report.
- **Subledger Type:** Provides option for the user to select the subledger type to be included in the report.
- **Accounting Office:** Filters report according to selected Accounting Office/ Division. Leave blank if not necessary.

Extended Account Inquiry Republic of Kiribati
FreeBalance Application Suite

[Search Mode] General Ledger > Extended Acco

Fiscal Year: FY 2023

Date From: 1/1/2023

Date To: 30/8/2023

Sub-Ledger Type: []

Accounting Office: []

Detail:

Zero Balance: HIDE

Group by Sub-Ledger:

- Coding Block Filter Type: Filter the GL Accounts according to the type.
- Segments and Concepts: Select the applicable combination of the coding blocks on how it will be displayed in the generated report.

Coding Block Filter Type: Hierarchical Coding Block Elements

Segment	Concept	Group Is Hide	Element From And To Filter	From Element Filter	To Element Fi
ORGANIZATION	SUB_HEAD - SUB_HEAD	<input type="checkbox"/>	<input type="checkbox"/>		
FUND	FUNDA - FUNDING AGENCY	<input type="checkbox"/>	<input type="checkbox"/>		
PROJECT	PROJECT - PROJECTS	<input type="checkbox"/>	<input type="checkbox"/>		
LOCATION	LOCATION - LOCATION	<input type="checkbox"/>	<input type="checkbox"/>	30	30
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODI	<input type="checkbox"/>	<input type="checkbox"/>	621212	621212
FUNCTIONAL CLASSIFICATI	COFOG - COFOG	<input type="checkbox"/>	<input type="checkbox"/>		

Step 3. Click the Find button.

Extended Account Inquiry Rep
FreeBalance Ap

[Search Mode] Gene

Coding Block Filter Type: Hierarchical Coding Block Elements

Segment	Concept	Group Is Hide	Element From And To Filter	From Element Filter	To Element Fi
ORGANIZATION	SUB_HEAD - SUB_HEAD	<input type="checkbox"/>	<input type="checkbox"/>		
FUND	FUNDA - FUNDING AGENCY	<input type="checkbox"/>	<input type="checkbox"/>		
PROJECT	PROJECT - PROJECTS	<input type="checkbox"/>	<input type="checkbox"/>		
LOCATION	LOCATION - LOCATION	<input type="checkbox"/>	<input type="checkbox"/>	30	30
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODI	<input type="checkbox"/>	<input type="checkbox"/>	621212	621212
FUNCTIONAL CLASSIFICATI	COFOG - COFOG	<input type="checkbox"/>	<input type="checkbox"/>		

Step 4. The General ledger accounts posted is displayed.

Extended Account Inquiry Republic of Kiribati
FreeBalance Application Su

[View Mode] Home > General Ledger > Extended

Account Inquiry Results

Element	Sub-Ledger Register	Initial Debit Amount	Initial Credit Amount	Debit Amount	Credit Amount	Balance Debit Amount	Balance Detail Credit Amount	
2203/1101/00000/25/621212/013	621212	0.00	0.00	3.00	0.00	3.00	0.00	
1702/1101/00000/14/621212/000		0.00	0.00	70,000.00	330.00	69,670.00	0.00	
1702/1101/00000/12/621212/000		0.00	0.00	100,000.00	0.00	100,000.00	0.00	
1702/1101/00000/11/621212/000		0.00	0.00	70,000.00	0.00	70,000.00	0.00	
1601/1101/00000/91/621212/000		0.00	0.00	54,853.15	0.00	54,853.15	0.00	
1513/1101/00000/91/621212/092		0.00	0.00	1,734.60	0.00	1,734.60	0.00	
1513/1101/00000/91/621212/092	5860	0.00	0.00	0.00	1,734.60	0.00	1,734.60	
Total		0.00	0.00	296,590.75	2,064.60	296,260.75	1,734.60	

Step 5. To generate the details in a report, click the applicable file format.

Extended Account Inquiry

[View Mode]

PDF EXCEL

Step 6. To view the details of the GL posting, click the Detail button.

Account Inquiry Results

Element	Sub-Ledger Register	Initial Debit Amount	Initial Credit Amount	Debit Amount	Credit Amount	Balance Debit Amount	Balance Detail Credit Amount	
2203/1101/00000/25/621212/013	621212	0.00	0.00	3.00	0.00	3.00	0.00	
1702/1101/00000/14/621212/000		0.00	0.00	70,000.00	330.00	69,670.00	0.00	
1702/1101/00000/12/621212/000		0.00	0.00	100,000.00	0.00	100,000.00	0.00	

Step 7. The details of the Journal Voucher source is displayed.

Extended Account Inquiry											
Detail											Republic of Kiribati
Element	Date	Event Type	Sub-Ledger Register	Journal Voucher	Source Document Number	Initial Debit Amount	Initial Credit Amount	Debit Amount	Credit Amount	Balance Debit Amount	Balance Credit Amount
1702/1101/00000/14/621212/000	4/1/2024			JV-2024-JAN-17-0002	PV-24-17-0003	0.00	0.00	70,000.00	0.00	70,000.00	0.00
1702/1101/00000/14/621212/000	30/1/2024			JV-2024-JAN-17-1844	RV-24-17-0034	70,000.00	0.00	0.00	330.00	69,670.00	0.00
Total						0.00	0.00	70,000.00	330.00	69,670.00	0.00

Step 8. To generate the JV details in a report, click the Generate report button details.

Extended Account Inquiry											
Detail											Republic of Kiribati
Element	Date	Event Type	Sub-Ledger Register	Journal Voucher	Source Document Number	Initial Debit Amount	Initial Credit Amount	Debit Amount	Credit Amount	Balance Debit Amount	Balance Credit Amount
1506/1101/00000/91/6/621813	30/6/2023			JV-2023-JUN-15-0003	JV-2023-JUN-15-0003	0.00	0.00	0.00	350.00	0.00	350.00
1506/1101/00000/91/6/621813	30/6/2023			JV-2023-JUN-15-0004	JV-2023-JUN-15-0004	0.00	350.00	0.00	350.00	0.00	700.00
1506/1101/00000/91/6/621813	30/6/2023			JV-2023-JUN-15-0005	JV-2023-JUN-15-0005	0.00	700.00	0.00	350.00	0.00	1,050.00
1506/1101/00000/91/6/621813	30/6/2023			JV-2023-JUN-15-0006	JV-2023-JUN-15-0006	0.00	1,050.00	0.00	350.00	0.00	1,400.00
1506/1101/00000/91/6/621813	30/6/2023			JV-2023-JUN-15-0007	JV-2023-JUN-15-0007	0.00	1,400.00	0.00	140.00	0.00	1,540.00
Total						0.00	0.00	0.00	1,540.00	0.00	1,540.00

Step 9. The report is generated.

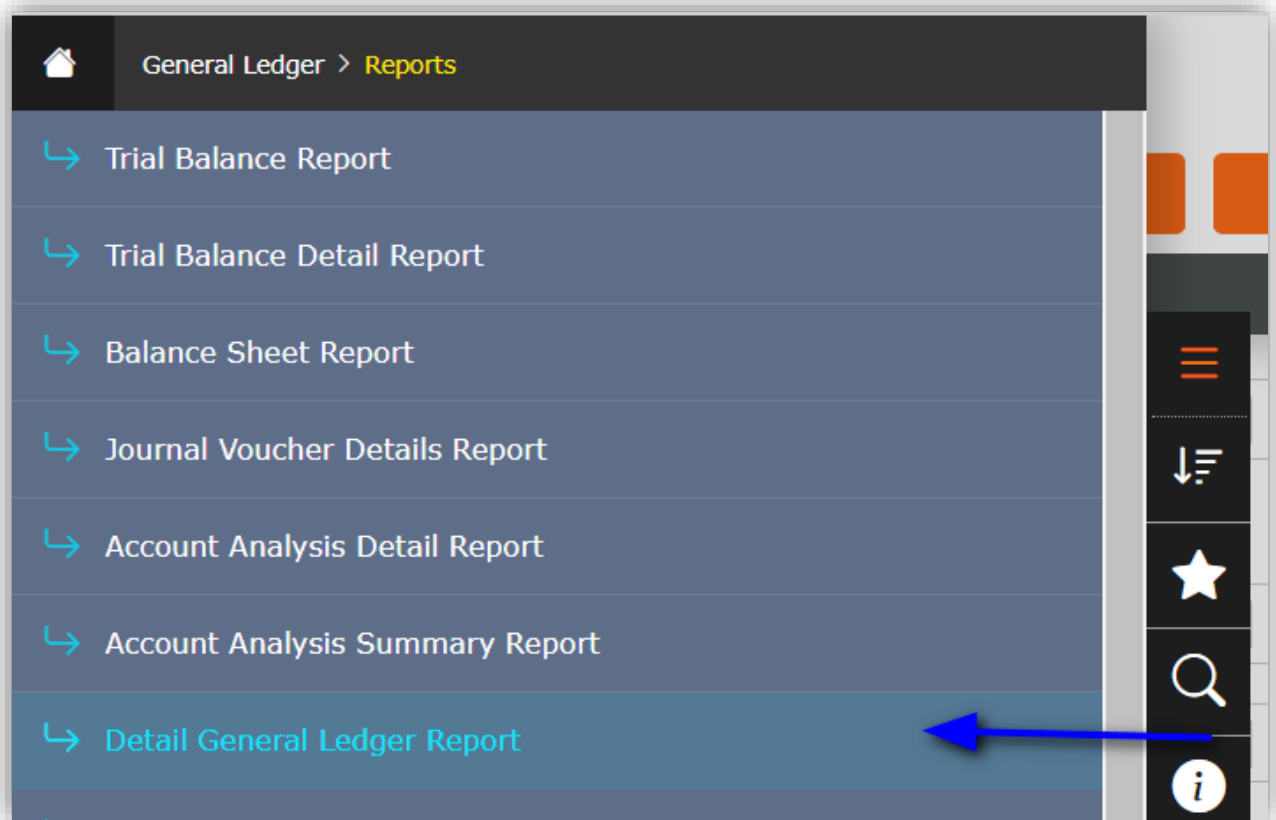
Government of Kiribati												
Extended Account Inquiry											Report Date : 26/9/2024	
											Report Time : 14:32:23	
											User : fb_bduerme	
											Page 1 Of : 23	
Criteria : Date From : 31/12/2023 , Date To : 26/9/2024 , Fiscal Period : 2023 - ADJ , Fiscal Year : 2023 , Hierarchical Coding Block Elements : ECONOMIC CLASSIFICATION : NATURAL ACCOUNT CODE (From : 621231) (To : 621231)												
Account Inquiry Results												
Accounting Office	Element	Date	Event Type	Sub-Ledger Register	Journal Voucher	Source Document	Debit Amount	Credit Amount	Initial Debit Amount	Initial Credit Amount	Balance Debit Amount	Balance Credit Amount
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	879.70	12,978,709.27	0.00	12,977,829.57	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	5,860.20	0.00	12,977,829.57	0.00	12,983,689.77	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	248.73	12,983,689.77	0.00	12,983,441.04	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	99.75	12,983,441.04	0.00	12,983,341.29	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	7,153.50	12,983,341.29	0.00	12,976,187.79	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	1,377.50	0.00	12,976,187.79	0.00	12,977,565.29	0.00

4.3 Detail General Ledger Report

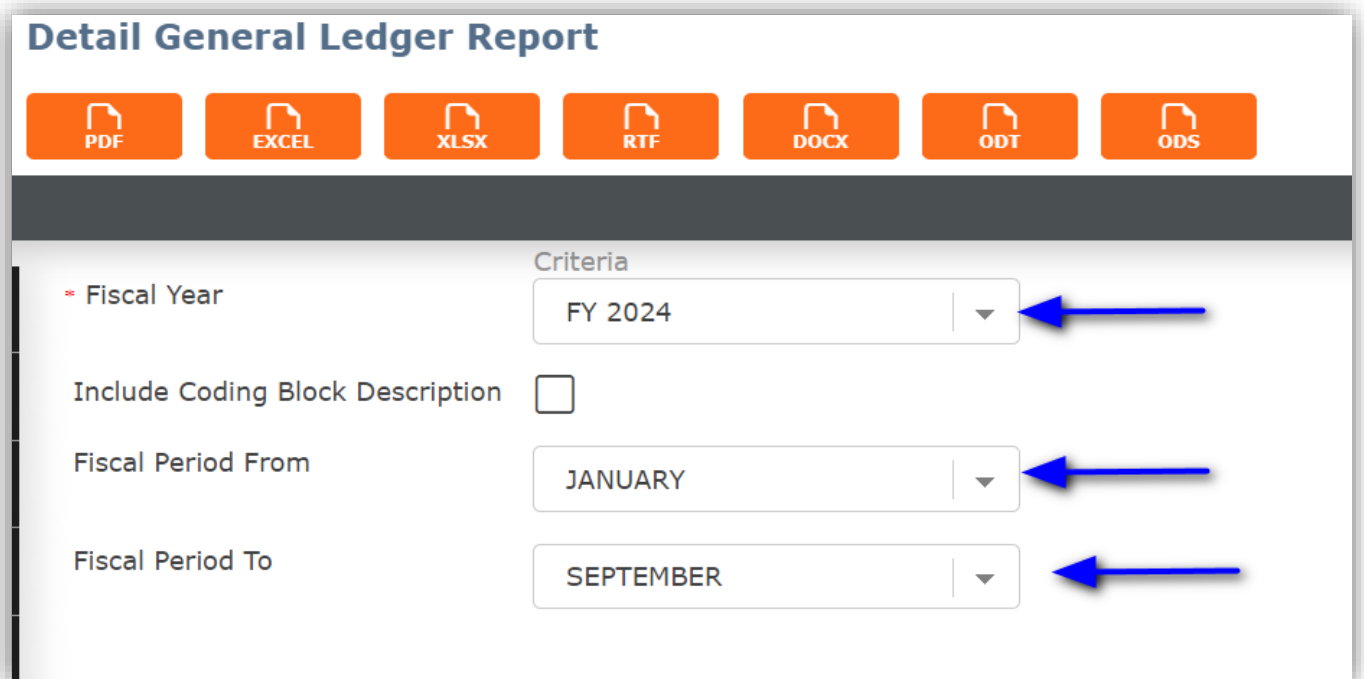
The Detail General Account is a report that gives information to a user based on the real time balance of accounts, its transaction source, description and debit/credit movements.

To generate the report, follow these steps.

Step 1. Navigate the Menu > General Ledger > Reports > Detail General Ledger Report



Step 2. Provide the filter below



Step 3. Select the “Hierarchical Coding Block Elements” from the dropdown

Hierarchy Rollups COA Elements

Coding Block Filter Type: Hierarchical Coding Block Elements

Segment	Concept	Is Hide Element From And To Filter	From Element Filter	To Element Filter
ORGANIZATION	SUB_HEAD - SUB_HEAD	<input type="checkbox"/>		
FUND	FUNDA - FUNDING AGENCY	<input type="checkbox"/>		
PROJECT	PROJECT - PROJECTS	<input type="checkbox"/>		
LOCATION	LOCATION - LOCATION	<input type="checkbox"/>		
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODI	<input type="checkbox"/>	621212	621212

Step 4. Click the format to generate the report.

Detail General Ledger Report

PDF EXCEL XLSX RTF DOCX ODT ODS

Hierarchy Rollups COA Elements

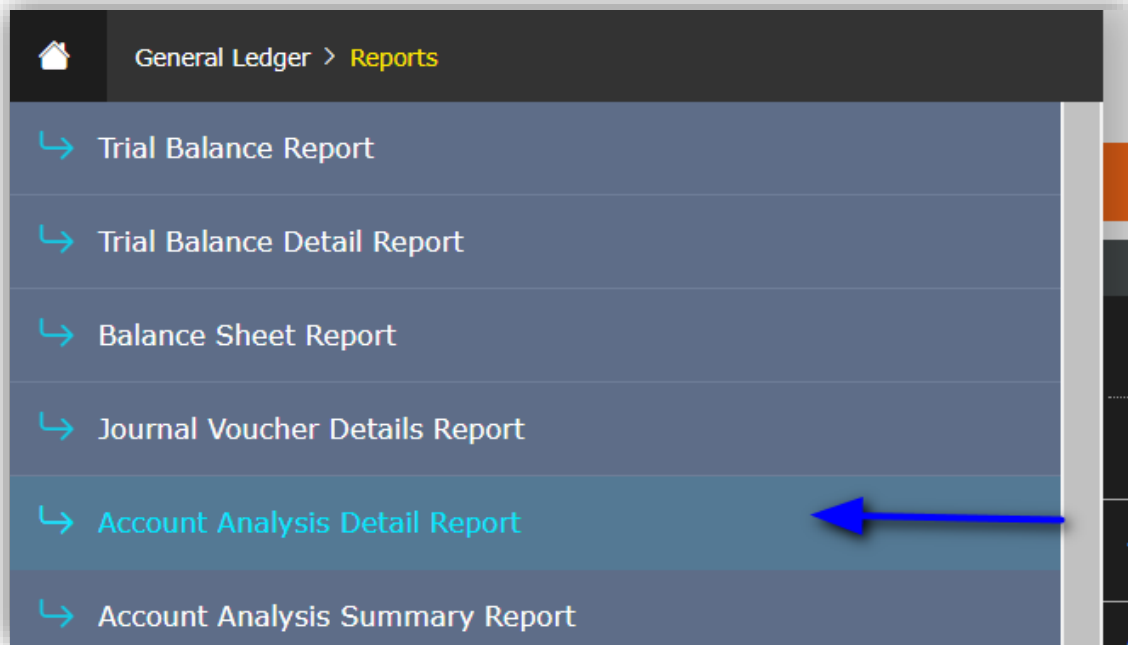
Step 5. Use the report for Outer Island State Fund analysis.

Fiscal Year : 2023 Period : JANUARY to DECEMBER
 Filter Criteria : Fiscal Period From - JAN; Fiscal Period To - DEC; Coding Block
 Sort By : None

Coding Block	Period	Transaction Date	Journal Voucher #	Source	Source Document Number	Description	Debits	Credits
Object 111110 Personal Income Tax (PAYE)								
1705/1101/00000/91/111110/000	JULY	14/7/2023	JV-2023-JUL-17-0037	Data Import		Tokia Greig - PAYE June - July 2023 - RRNo. 988751 - FORMANO : Tax018/23	0.00	20.00
1705/1101/00000/91/111110/000	JULY	17/7/2023	JV-2023-JUL-17-0045	Data Import		Mili Trading - PAYE for June 2023 - RRNo. 988758 - FORMANO : Tax018/23	0.00	22.50
1705/1101/00000/91/111110/000	JULY	17/7/2023	JV-2023-JUL-17-0048	Data Import		Ocean Link - PAYE June - RRNo. 988753 - FORMANO : Tax018/23	0.00	368.70

4.4 Account Analysis Detail Report

Step 1. Navigate the Menu > General Ledger > Reports > Detail General Ledger Report



Step 2. Provide the filters below.

Account Analysis Detail Report

PDF
EXCEL
XLSX
RTF
DOCX
ODT
ODS

	Criteria
= Fiscal Year	FY 2024 ▼
Fiscal Period From	JANUARY ▼
Fiscal Period To	SEPTEMBER ▼
Journal Voucher Date From	<input type="text"/> 📅

Step 3. Select the "Hierarchical Coding Block Elements" from the dropdown

Hierarchy Rollups COA Elements

Coding Block Filter Type: Hierarchical Coding Block Elements

Segment	Concept	Group Is Hide	From Element Filter	To Element Filter
ORGANIZATION	SUB_HEAD - SUB_HEAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FUND	FUNDA - FUNDING AGENCY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PROJECT	PROJECT - PROJECTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LOCATION	LOCATION - LOCATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	621212

Step 4. Click the format to generate the report.

Account Analysis Detail Report

Hierarchy Rollups COA Elements

Coding Block Filter Type: Hierarchical Coding Block Elements

Segment	Concept	Group Is Hide	From Element Filter	To Element Filter
---------	---------	---------------	---------------------	-------------------

Step 5. The sample report is generated.

Currency	Coding Block	JV Type	JV Date	Vendor/Customer Bank Account Name	Sub-Ledger Type	Obligation/Commitment	Prd.	Journal Voucher No.	Source	Source Document No.	Journal Voucher Classification	Description	Debits	Credits	Rec.	Cheque Series	Cheque Number	Cheque Date
AUD (A\$)	0101/110100000/91/225112/011	Regular	15/12/2023		Not Applicable		DEC-2023-DEC-01-0530	JV-2023-DEC-01-0530	Manual		Inter Ministry Transactions	replacement for permanent hire	1,910.00	0.00	No			
	0101/110100000/91/831521/011	Regular	15/12/2023		Generic Sub Ledger		DEC-2023-DEC-01-0530	JV-2023-DEC-01-0530	Manual		Inter Ministry Transactions	replacement for permanent hire	0.00	1,910.00	No			
	0102/110100000/91/225112/011	Regular	15/12/2023		Not Applicable		DEC-2023-DEC-01-0530	JV-2023-DEC-01-0530	Manual		Inter Ministry Transactions	replacement for permanent hire	10,000.00	0.00	No			
	0102/110100000/91/831521/011	Regular	15/12/2023		Generic Sub Ledger		DEC-2023-DEC-01-0530	JV-2023-DEC-01-0530	Manual		Inter Ministry Transactions	replacement for permanent hire	0.00	10,000.00	No			
	0705/110100000/91/282160/011	Regular	15/12/2023		Not Applicable		DEC-2023-DEC-07-2011	JV-2023-DEC-07-2011	Manual		Inter Ministry Transactions	Cost of ballot papers printed for BTC Bye election	633.00	0.00	No			
	0705/110100000/91/282160/011	Regular	15/12/2023		Not Applicable		DEC-2023-DEC-07-2011	JV-2023-DEC-07-2011	Manual		Inter Ministry Transactions	Vat for ballot papers	79.13	0.00	No			